CAREER CREED HR SERVICES PVT. LTD.

LABOUR CODE READINESS CHECKLIST

A practical HR & compliance readiness assessment for startups and growing businesses

USE THIS ASSESSMENT TO

Identify HR, payroll, documentation, workforce and process areas that may require review as you align with India's four Labour Codes.

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01 | How to Use This Checklist

This checklist is designed as a practical self-assessment tool for employers reviewing their readiness across wages, social security, industrial relations, occupational safety and health, HR documentation, payroll/HRMS and workforce processes.

IMPORTANT STATUS NOTE

The four Labour Codes were brought into force from 21 November 2025 according to Ministry of Labour & Employment material. Detailed obligations and procedures can depend on applicable rules, notifications, the establishment, workforce profile and the relevant Central/State framework. Verify the latest official position before making implementation decisions.

STEP	WHAT TO DO
1	Identify your establishment type, locations, employee/workforce categories and applicable registrations.
2	Review each checklist item and mark Ready, Partially Ready, Action Required or N/A.
3	Record evidence or gaps in the Remarks / Evidence field.
4	Assign an owner and target date for each material gap.
5	Use the 90-Day Action Plan to sequence remediation and implementation.
6	Reassess periodically when rules, notifications, workforce structure or business operations change.

Readiness Status Legend

STATUS	MEANING
☐ READY	Process/documentation is in place and evidence is available.
☐ PARTIALLY READY	Some elements exist, but review, correction or completion is required.
☐ ACTION REQUIRED	Material gap identified; corrective action should be planned.
☐ N/A	Not applicable based on the organisation's current facts; document the basis.

02 | Readiness Dashboard

Complete this page after the detailed assessment. It is a management self-assessment indicator—not a statutory compliance certificate.

READINESS AREA	READY	PARTIAL	ACTION	N/A	KEY GAP / COMMENT
Applicability & registrations	☐	☐	☐	☐	
Wages & compensation	☐	☐	☐	☐	
Social security	☐	☐	☐	☐	
Industrial relations	☐	☐	☐	☐	
OSH & working conditions	☐	☐	☐	☐	
HR policies & documentation	☐	☐	☐	☐	
Payroll & HRMS	☐	☐	☐	☐	
Registers & records	☐	☐	☐	☐	
Contractors / third-party workforce	☐	☐	☐	☐	

Suggested Self-Assessment Method

For internal tracking only: assign 2 points to Ready, 1 point to Partially Ready, 0 points to Action Required, and exclude N/A items from the denominator. Readiness % = points earned ÷ maximum applicable points × 100. Use the percentage to prioritise work; it should not be represented as a legal compliance score.

METRIC	VALUE
Total checklist items assessed	________
Ready items	________
Partially Ready items	________
Action Required items	________
N/A items	________
Self-assessment readiness indicator	________ %
Top 3 priorities	1. ______ 2. ______ 3. ______

03 | Four Labour Codes — Management View

CODE	PRIMARY MANAGEMENT FOCUS	READINESS LENS
Code on Wages, 2019	Wages, minimum wages, payment of wages, deductions, bonus/equal remuneration related framework.	Review wage structures, payroll logic, statutory wage floors/rates, deductions, records and compensation design.
Industrial Relations Code, 2020	Industrial relations, trade unions, standing orders, grievance/dispute mechanisms and separation-related processes.	Review employment documentation, disciplinary/separation processes, grievance mechanisms and workforce-change controls.
Code on Social Security, 2020	EPF, ESI, gratuity, maternity benefit and wider social-security framework, including newer worker categories.	Review registrations, eligibility, contributions, employee data, benefit processes and worker classification.
OSH & Working Conditions Code, 2020	Occupational safety, health, welfare, working conditions, contract labour and inter-state migrant worker provisions.	Review working hours, safety, welfare, health checks where applicable, contractor controls and workplace records.

LEGAL REVIEW PRINCIPLE

Do not apply a one-size-fits-all checklist mechanically. Applicability may vary by establishment type, thresholds, state/UT rules, sector, worker category and the facts of the organisation.

04 | Organisation, Applicability & Governance

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
A01	Establishment profile	Document legal entity, establishment type, business activity and principal place(s) of work.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A02	Location mapping	Map every office, branch, factory, site or other establishment and identify the applicable jurisdiction.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A03	Workforce mapping	Classify employees/workers by role, location, employment arrangement and relevant statutory category.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A04	Threshold review	Assess headcount and other applicable thresholds for each relevant obligation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A05	Registration inventory	Maintain a current inventory of labour-related registrations, codes, licences and portals used by the organisation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A06	Applicability matrix	Create an internal matrix showing which Code provisions/rules are relevant and the basis for the assessment.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
A07	Compliance ownership	Assign an accountable owner for HR, payroll, statutory compliance, records and legal escalation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
A08	Compliance calendar	Maintain a calendar of recurring filings, payments, returns, notices and internal reviews.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			

05 | Wages & Compensation Readiness

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
W01	Salary structure review	Review salary components and allowances against the applicable definition and rules relating to wages.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W02	Minimum wage check	Validate that applicable wage rates meet the relevant statutory requirements for the location/category.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W03	Payroll configuration	Confirm payroll software correctly calculates earnings, deductions, overtime and statutory components.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W04	Payment timelines	Review payroll controls to support timely payment of wages within applicable timelines.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W05	Deduction controls	Review deduction types, limits, approvals and payroll documentation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W06	Overtime controls	Document overtime eligibility, approval, calculation and payment processes where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W07	Equal remuneration controls	Review recruitment, pay and role structures for prohibited discrimination and inconsistent pay practices.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
W08	Compensation governance	Maintain approved salary structures, grades/bands or documented compensation principles where used.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
W09	Payroll reconciliation	Reconcile payroll output with attendance, leave, employee master data and bank payout records.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
W10	Wage records	Maintain accessible wage, attendance and deduction records in the required form/period.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			

06 | Social Security Readiness

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
S01	EPF applicability	Assess EPF applicability and maintain current employer/employee records where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
S02	ESI applicability	Assess ESI applicability, including relevant establishment and employee conditions, and maintain enrolment data where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
S03	Contribution accuracy	Validate contribution calculations, wage bases, employee data and payment controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
S04	Gratuity readiness	Review eligibility tracking, service records, gratuity calculation and separation controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
S05	Maternity benefit readiness	Review maternity-related policy, records, leave administration and payroll treatment where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
S06	Employee KYC & nominations	Maintain required KYC, bank, identity, nominee and beneficiary data with controlled access.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
S07	Worker category review	Assess whether gig, platform, unorganised, contract or inter-state migrant worker categories are relevant to the business model.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
S08	Portal governance	Maintain authorised access, credentials/DSC controls, filings and acknowledgement records for statutory portals.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			

07 | Industrial Relations Readiness

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
IR01	Appointment letters	Ensure employees/workers receive appropriate written employment documentation as applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR02	Employment terms	Review role, compensation, working hours, leave, notice, confidentiality and other core terms for consistency.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR03	Standing orders assessment	Assess whether standing-order requirements apply and whether required arrangements/documentation are in place.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR04	Grievance mechanism	Maintain a documented employee grievance mechanism with escalation and closure records.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
IR05	Disciplinary process	Use a documented, consistent disciplinary process with notices, opportunity to respond and decision records as appropriate.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR06	Separation process	Standardise resignation, termination, notice, final settlement and documentation controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR07	Retrenchment / workforce change	Create a legal review trigger before retrenchment, lay-off, closure or material workforce restructuring.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
IR08	Dispute records	Maintain an organised record of employee disputes, notices, settlements and legal correspondence.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			

08 | OSH & Working Conditions Readiness

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
O01	Working hours	Review scheduled hours, rest intervals and overtime controls against applicable requirements.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
O02	Leave & weekly rest	Review leave, weekly rest and holiday administration for the applicable establishment and workforce.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
O03	Workplace safety	Document workplace safety responsibilities, incident reporting and preventive controls relevant to the business.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
O04	Health checks	Assess whether periodic/annual health examination requirements apply to the organisation or specific workforce categories.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
O05	Welfare facilities	Assess required welfare facilities based on establishment type, workforce and applicable thresholds.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
O06	Women working at night	Where night work is permitted/applicable, review consent, safety, transport and other prescribed safeguards.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
O07	Inter-state migrant workers	Identify relevant workers and review applicable documentation, benefits and records.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
O08	Contract labour	Review contractor licensing/registration, worker records, wage and welfare controls where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
O09	Incident records	Maintain accident, dangerous occurrence and safety records where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			

09 | HR Policies & Documentation

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
P01	Employee handbook	Maintain an updated handbook/manual reflecting current employment practices.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
P02	Code of conduct	Maintain a clear code of conduct and employee acknowledgement process.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
P03	Attendance policy	Document attendance, working hours, overtime and approval processes.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
P04	Leave policy	Document leave categories, eligibility, approval and recordkeeping.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
P05	Payroll policy	Document payroll cut-off, inputs, deductions, approvals and escalation controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
P06	Disciplinary policy	Document disciplinary standards and process, aligned with applicable law and company practice.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
P07	Grievance policy	Document grievance channels, escalation and closure responsibilities.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
P08	POSH policy	Maintain POSH policy/process where applicable, including statutory committee/process requirements.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
P09	Exit policy	Standardise resignation, notice, full & final settlement, asset return and experience documentation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
P10	Policy communication	Maintain evidence that material HR policies are communicated and acknowledged.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			

10 | Payroll & HRMS Readiness

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
H01	Employee master	Maintain accurate employee master data with unique identifiers and controlled changes.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
H02	Salary master	Maintain approved CTC/salary structures with effective dates and change approvals.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
H03	Attendance integration	Validate attendance and leave data feeding payroll.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
H04	Statutory configuration	Validate PF/ESI and other statutory configurations relevant to the organisation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
H05	Payroll parallel check	Where major configuration changes occur, perform reconciliation/parallel validation before go-live.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
H06	Digital records	Maintain secure digital employee records and document repository with appropriate access controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
H07	Audit trail	Ensure material HR/payroll changes can be traced to an authorised user or approval.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
H08	Reports & MIS	Maintain management reports for headcount, payroll, statutory payments, exceptions and pending actions.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
H09	Data privacy & access	Limit sensitive employee data access to authorised personnel and maintain appropriate security controls.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			

11 | Registers, Records & Compliance Evidence

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
R01	Employee records	Maintain complete employee files and statutory records required for the organisation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
R02	Attendance records	Maintain reliable attendance/working-time records where required.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
R03	Wage records	Maintain wage, deduction and payment evidence.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
R04	Leave records	Maintain leave and absence records.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
R05	Overtime records	Maintain overtime approvals and payment records where applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
R06	Returns & filings	Store filed returns, acknowledgements and payment challans systematically.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
R07	Notices & displays	Review workplace notices/displays required by applicable law/rules.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
R08	Retention schedule	Define retention periods for HR, payroll, statutory and employee records.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			
R09	Audit file	Maintain a central evidence folder for registrations, returns, challans, policies, registers and key approvals.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			

12 | Contractors & Third-Party Workforce

Mark one status for each item, record evidence, and assign ownership for gaps. Priority reflects practical sequencing for an internal readiness review; it is not a legal ranking.

ID	READINESS AREA	CHECKPOINT / REQUIREMENT	STATUS	PRIORITY	EVIDENCE / REMARKS	OWNER	TARGET
C01	Contractor due diligence	Verify contractor identity, registrations, licences and statutory compliance evidence as applicable.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
C02	Contract agreement	Use written contracts defining scope, responsibilities, statutory obligations and documentation.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
C03	Worker records	Maintain required records of contract workers and deployment locations.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
C04	Wage compliance checks	Obtain periodic evidence of wage payment and statutory compliance by contractors where appropriate.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
C05	Safety controls	Ensure contractor workers receive relevant workplace safety instructions and access to required facilities.	☐ Ready ☐ Partial ☐ Action ☐ N/A	High			
C06	Vendor review	Use periodic vendor compliance reviews and escalation for non-compliance.	☐ Ready ☐ Partial ☐ Action ☐ N/A	Medium			

13 | 90-Day Readiness Action Plan

Use this page to convert assessment findings into a controlled implementation programme. Escalate matters requiring legal interpretation to qualified counsel or the relevant authority.

WINDOW	FOCUS	TYPICAL ACTIONS	OWNER	DUE DATE	STATUS
0–30 DAYS	Foundation & critical gaps	Applicability matrix; registrations; employee master; appointment letters; wage/payroll review; urgent documentation gaps.	________	________	________
31–60 DAYS	Process & policy alignment	Policy refresh; payroll/HRMS configuration; contractor controls; grievance/disciplinary processes; records architecture.	________	________	________
61–90 DAYS	Implementation & assurance	Training; employee communication; evidence pack; internal audit; remediation closure; management review.	________	________	________

Priority Action Tracker

#	ACTION / GAP	RISK / IMPACT	OWNER	TARGET DATE	STATUS
1					
2					
3					
4					
5					
6					

14 | Suggested Evidence Pack

CATEGORY	DOCUMENTS / EVIDENCE TO COLLECT
Corporate & applicability	Entity details; establishment locations; employee/workforce count; applicability matrix; registrations/licences.
Employment documentation	Offer/appointment letters; employment agreements; handbook; acknowledgements; separation documents.
Payroll	Salary structures; payroll registers/reports; attendance/leave inputs; bank payment evidence; deduction records; overtime records.
Social security	EPF/ESI registration details; contribution challans; employee enrolment/KYC records; gratuity/maternity records as applicable.
Policies & employee relations	Attendance, leave, payroll, conduct, grievance, disciplinary, POSH and exit policies; committee/process records where applicable.
OSH & welfare	Safety procedures; incident logs; health-check evidence where applicable; welfare-facility records; contractor safety documentation.
Compliance	Returns; acknowledgements; challans; statutory registers; notices/displays; inspection/communication records.
Technology	HRMS configuration; access controls; change logs; payroll validation; reports; digital document repository.

15 | From Readiness to Implementation

CAREER CREED HR SERVICES PVT. LTD.

Career Creed supports startups and growing businesses in building structured HR operations across documentation, policies, HR administration, payroll & compliance, HRMS and Labour Code readiness.

AREA	CAREER CREED SUPPORT
Labour Code readiness	Readiness assessment, gap identification and corrective-action planning.
HR policies & documentation	Policy review/redesign, employee documentation and HR process standardisation.
Payroll & compliance	Payroll process review, statutory compliance support and recurring HR administration.
HRMS	HRMS implementation, configuration, data migration, payroll/attendance/leave processes and reporting.
HR outsourcing	Dedicated HR support, HR Control Desk and ongoing employee lifecycle administration.
HR audit & advisory	Structured review of HR practices, records and processes with practical recommendations.

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16 | Legal Disclaimer & Sources

Legal Disclaimer

This checklist is provided for general HR and compliance-readiness purposes only. It is not legal advice, a legal opinion, a statutory compliance certificate, or a substitute for review by qualified legal/compliance professionals. Labour-law applicability can depend on the establishment, workforce, thresholds, location, sector, state/UT rules, notifications and the facts of the organisation. Users should verify the latest official requirements before implementing or relying on any checklist item.

Official Sources Referenced

- **Ministry of Labour & Employment — Compliance Handbook for Labour Codes** | https://www.labour.gov.in/static/uploads/2026/02/83978455025732b99b0165def80ab171.pdf
- **Ministry of Labour & Employment — Labour Codes / implementation information** | https://labour.gov.in/
- **Ministry of Labour & Employment — Social Security for Unorganised Workers / Labour Codes** | https://www.labour.gov.in/sites/default/files/pib2206144.pdf

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