

**TRIPURA**  **GAZETTE**  
सत्यमेव जयते

Published by Authority  
EXTRAORDINARY ISSUE

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Agartala, Tuesday, February 7, 2017 A. D., Magha 18, 1938 S.E.

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Part - I-- Order and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

Government of Tripura  
Labour Department  
Agartala.

F.No.27 (131)-LAB/LGW/2016/Loose/2004-53

Dated, Agartala, the 25th Jan, 2017.

**NOTIFICATION**

WHEAREAS, " EASE OF DOING BUSINESS" is a priority of the State Government;  
AND WHEREAS, there is a need to define clear timelines for approval of Registration  
Certificate / Renewal and Service procedures for obtaining the Certificate under the provision  
of the Tripura Shops & Establishments Act, 1970.

Now, considering all aspects, it is ordered that all the Registering Authority should  
issue the required Registration Certificate or Renew it within 30 (thirty) days from the date of  
receipt of the application in complete manner or may ask for additional documents/ records  
or reject the application with intimation to the applicant, showing proper reason under the  
provisions of the Tripura Shops & Establishments Act, 1970.

The Service procedures is enclosed.

This will take effect from the date of its publication in official Gazette.

**S. K. Das**

Addl. Secretary to the  
Government of Tripura.

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**WORK FLOW FOR SHOPS & ESTABLISHMENT REGISTRATION & RENEWAL OF REGISTRATION**

Steps	Activity	Service level in days	Responsible
1.	Submission of application & receipt of acknowledgement	1 Day	Dealing Clerk
2	Entry into challan register & put up to Officer	1 Day	Dealing Clerk
3	Allotment of an application to Field Officer for verification & field inspection	1 Day	District Labour Officer
4	Documents Verification and Field Inspection	7 Days	Labour Inspector
5	Field Verification Report to be submitted Registering Authority with recommendation.	2 Day	Labour Inspector
6	Perusal of verification report and pass necessary instruction for preparation of Certificate	1 Day	Chief Labour Officer/ Labour Officer
7	Preparation of Certificate and place for singnature	2 Day	Dealing Clerk
8	To be signed by the Registering Authority and return to Section	1 Day	Chief Labour Officer/ Labour Officer
9	Delivery of certificate to applicant	1 Day	Dealing Clerk
10	If found not satisfactory, observations to be communicated to concerned Inspector	3 Days	Chief Labour Officer/ Labour Officer
11	Views of the Authority to be communicated to applicant by the Inspector Concerned.	2 Days	Labour Inspector

