

SERVICES TO CITIZEN
LABOUR DIRECTORATE, LABOUR DEPARTMENT,
GOVERNMENT OF TRIPURA.

SERVICE PROCEDURES FOR SHOPS & ESTABLISHMENT
REGISTRATION

Name of the Department	Labour Directorate, Labour Department, Government of Tripura
Communication Address	Labour Directorate, 1 st Floor Old AMC Building , Jackson Gate Agartala, Tripura, Pin- 799001 Website:- www.labour.tripura.gov.in Phone:- 03812383261 E-mail:- lctripura.agt@gmail.com Fax:- 03812382061
Name of the Service	Approval of the Registration under the Tripura Shops and Establishments Act, 1970
Procedure	i). Applicant is to submit the application Form (form – B & G/H) in triplicate along with required documents , treasury challan depositing fee to the Concerned office. ii). Application received against receipt acknowledgement . iii). Spot verification of the document & Inspection. iv).If found satisfactory , submitted to Registering Authority v) If found not satisfactory, observation are communicated to applicant vi). Received corrected application submitted to Registering Authority. vii). Registration issued .
Form to be submitted	Application Form – B and Notice of weekly closure/Holiday (Form G/H)
Documents to be submitted	i). Application Form B with Form G/H ii). Registration fee deposit through treasury Challan Original. iii) Voter ID iv) In case of registered under Company Act -PAN Card copy v) In case of partner- partnership deed vi) In case of Government organisation – Government order vii) In case of Insurance Company:- IRDA License copy viii) In case of Financial Institution:- RBI registration certificate copy
Fee or other charges	Fee depend upon number of workers and nature of establishment.
Maximum number of days to wait to get this service delivered	30 days
Whom to approach as an appeal, (Competent Officer), if the service is not delivered in time	Chief Labour Officer / Labour Officer of Concerned District
Maximum number of days to wait to get decision of the Competent Officer	30 days
Whom to approach as 2 nd appeal, (Appellate Authority), if the decision of the	Labour Commissioner

Competent Officer is not acceptable or not implemented?	
Maximum number of days to wait to get of Appellate Authority	30 days
Documents for Renewal	Form- D, Original Registration , Treasury Challan depositing fee are required to be submitted .

WORK FLOW FOR CONTRACT LABOUR LICENSE

Steps	Activity	Service level in days	Responsible
1	Applicant submit application & collect receipt copy	1 Day	Dealing clerk
2	Entry into challan registered & put up to Officer	1 Day	Dealing Clerk
3	Application send to Field Officer for Document verification & field verification	1 Day	District Labour Officer
4	Documents Verification and Field verification	7 Days	Labour Inspector
5	Field Verification Report send to DLO with recommendation.	3 Days	Labour Inspector
6	DLO give decision , if satisfactory then send to section for preparation of Certificate	1 days	District Labour Officer
7	Section prepare Registration and Place for signature	2 Day	Dealing Clerk
8	DLO signed and send to Section for Delivery	1 Day	District Labour Officer
9	Section will deliver the approved certificate to applicant	1 Day	Dealing Clerk
10	If found not satisfactory, observations are communicate to concerned Inspector.	3 Days	District Labour Officer
11	Observations are communicated to applicant by the Concerned Inspector.	2 Days	Labour Inspector
12	Submission of revised documents to the concern Inspector	7 days	Applicants
13	Revised documents send to DLO	2 Days	Labour Inspector

14	If Found Satisfactory, Registration issue	3	District Labour Officer
15	For Renewal of Registration	30 days	Dealing Clerk, Inspector, District Labour Officer