

SERVICES TO CITIZEN
Labour Directorate, Labour Department,
Government of Tripura.

SERVICE PROCEDURES FOR REGISTRATION UNDER BUILDING & OTHER CONSTRUCTION WORKERS' WELFARE ACT.

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| 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 Building & Other Construction Workers' Welfare (RECS) Act, 1996 |
| Procedure | i). Applicant is to submit the application Form (form – 1) in duplicate 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 – 1 |
| Documents to be submitted | i). Application Form 1 ii). Registration fee deposit through treasury Challan Original. iii) PAN Card copy iv). In case of partner- partnership deed v) In case of Government Department – Government order vi) Proof of Establishment vii) Copy of Muster Roll Showing of Building workers. |
| Fee or other charges | Fee depend upon number of workers. |
| 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 |

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| Whom to approach as 2 nd appeal, (Appellate Authority), if the decision of the Competent Officer is not acceptable or not implemented? | Labour Commissioner |
| Maximum number of days to wait to get of Appellate Authority | 30 days |

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 |

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| 13 | Revised documents send to DLO | 2 Days | Labour Inspector |
| 14 | If Found Satisfactory, Registration issue | 3 | District Labour Officer |