

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

SERVICE PROCEDURES FOR CONTRACT LABOUR LICENSE

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 License /renewal of License under the Contract Labour (Regulation and Abolition) Act, 1970
Procedure	i). Applicant is to submit the application Form (form – IV) in duplicate along with required documents , treasury challan depositing fee and Security Money to the Concerned office. ii). Application received against receipt acknowledgement . iii). Spot verification of the document & Inspection. iv).If found satisfactory , submitted to Licensing Authority v) If found not satisfactory, observation are communicated to applicant vi). Received corrected application submitted to licensing Authority. vii). License issued .
Form to be submitted	Application Form – IV & Principal employer Certificate (Form-V)
Documents to be submitted	i). Application Form IV ii). Principal Employer Certificate in Form –V or Work order or Agreement with Principal Employer or Enlistment copy of Govt. Department (Government of Tripura) iii). License fee & Security deposit fee through treasury Challan Original. iv) PAN Card copy v). In case of partner- partnership deed vi). In case of individual :- Proof of date of birth
Fee or other charges	Fee depend upon number of workers. Security money Rs. @ 90 per worker.
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 Competent Officer is not acceptable or not implemented?	Labour Commissioner
Maximum number of days to wait to get of Appellate Authority	30 days
Documents for Renewal	Form- VI, Original License, Treasury Challan depositing fee are required to be submitted 30 days before expiry date of the License.

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 License 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, License issue	3	District Labour Officer
15	For Renewal of Contract Labour License	15 days	Dealing Clerk, Inspector, District Labour Officer