

MANUAL / PROCESS FLOW ON APPLICATIONS UNDER THE DIRECTORATE OF LABOUR



Table of Contents

Table of Contents	1
1. Introduction to the Department	3
2. Acts Implemented by Directorate of Labour ..	4
3. List of Approvals/ Licenses/ Inspections by Department of Labour and Employment.....	5
List of Registrations.....	5
List of Licenses/ Approvals and Certificates.....	5
List of Renewals/ Modification	5
Inspections	5
Returns.....	5
Others	6
4. Detailed Process Flows for various applications.....	6
A. Process of Registration of Principal Employer under Contract Labour Act	6
B. Process of Granting licenses under Contract Labour Act	7
C. Process of Renewal of license under Contract Labour Act	8
D. Process of Registration under Motor Transport Workers Act.....	9
E. Process of Registration of Principal Employer Under Interstate Migrant Workmen Act	10
F. Process of Granting License under Interstate Migrant Workmen Act	11
G. Process of Renewal of License under Interstate Migrant Workmen Act	12
H. Certification of Standing Orders	13
I. Process of addressing queries	14
J. Process of sorting queries regarding Strikes and Lockout.....	15
K. Process of Addressing Applications pertaining to Non Payment of Gratuity	16
L. Building and Other Construction Workers Site Registration.....	17
M. Registration under Shops & Establishments Act	18
N. Renewal registration certificate under Shops & Establishments Act.....	19
O. Registration of trade unions.....	20
5. Important Links	21

1. Introduction to the Department

Labour Organization was set up in Tripura in 1951 under one Labour Officer. This was upgraded to Labour Directorate in 1965 under the control of Chief Labour Officer. The Labour Commissioner started functioning as Head of Department since 1978. Subsequently, in 1982 the Organization of Factories and Boilers was separated from the Labour Directorate.

Labour Directorate is responsible for –

- Prevention, investigation and settlement of industrial disputes in the State
- Enforcement of awards and settlements
- Implementation of Labour Laws in industries and establishments in respect of which the State Government is the appropriate Government
- Fixation and revision of minimum rates of wages in schedule employments
- Running welfare activities meant for worker.

2. Acts Implemented by the Directorate of Labour.

- The Minimum Wages Act, 1948 & The Tripura Minimum Wages Rules, 1952
- The Payment Of Bonus Act, 1965 & The Payment of Bonus (Central) Rules, 1975
- The Payment Of Gratuity Act, 1972 & Tripura Payment Of Gratuity Rules, 1972
- The Child Labour (Prohibition & Regulation) Act,1986 & Tripura Child Labour (Prohibition & Regulation) Rules, 1994
- The Contract Labour (Regulation & Abolition) Act, 1970 & The Tripura Contract Labour (P & R) Rules, 1978
- The Interstate Migrant Workers Act, 1979 & The Tripura Interstate Migrant Workers Rules, 1980
- The Motor Transport Workers Act, 1961 & Tripura Motor Transport Workers Rules 1962
- The Industrial Disputes Act, 1947 & Central Rules 1957
- The Industrial Employment Standing Order Act,1946 &Central Rules 1946
- The Sales Promotion Employees (Conditions of Service) Act, 1976
- The Equal Remuneration Act, 1976
- The Trade Unions Act 1926 & The Tripura Trade Unions Regulations,1952
- The Beedi & Cigar Workers (Conditions Of Employment) Act, 1966 & Rules 1967
- The Working Journalists And Other Newspaper Employees' (Condition Of Services) And Miscellaneous Provisions Act, 1955 & The Working Journalists(Conditions of Service) and miscellaneous Provisions Rules, 1957
- The Labour Laws (Exemption From Furnishing Returns And Maintaining Registers By Certain Establishments) Act, 1988.
- The Building and Other Construction Workers (Regulation of Employment and Condition of Service.) Act, 1996
- The Tripura Shops & Establishment Act, 1970 and Rules 1970.
- The Un- organized Workers Social Security Act, 2008 & The Tripura Un- organized Workers Social Security Rules, 2011.
- The Plantation Labour Act, 1951 & The Tripura Plantation Labour Rules, 1954.

3. List of Approvals/ Licenses/ Inspections by Labour Directorate

List of Registrations

- 1) [Registration under Contract Labour Act](#)
- 2) [Registration under Inter State Migrant Workers Act](#)
- 3) [Registration under The Motor Transport Workers Act, 1961](#)
- 4) [Certification of Draft Standing Orders](#)
- 5) [Registration of Trade Unions](#)
- 6) [Registration under Building and Other Construction Workers](#)
- 7) [Registration under The Tripura Shops & Establishment Act 1970](#)

List of Licenses/ Approvals and Certificates

- 1) [License under The Contract Labour \(Regulation and Abolition\) Act, 1970](#)
- 2) [License under The Inter-State Migrant Workmen \(Regulation of employment and conditions of service\) Act, 1979](#)

List of Renewals/ Modification

- 1) [Renewal of License under 'Contract Labour Act'](#)
- 2) [Renewal of 'Trade Union Registration'](#)
- 3) [Renewal of Registration under the Shops & Establishment Act.](#)

Inspections

- 1) Inspection under The Equal Remuneration Act, 1976
- 2) Inspection under The Sales Promotion employees (conditions of service) Act, 1976
- 3) Inspection under The Interstate Migrant Workmen (Regulation of employment and conditions of service) Act, 1979
- 4) Inspection under The Minimum Wages Act, 1948
- 5) Inspection under The Payment of Bonus Act, 1965
- 6) Inspection under The Motor Transport Workers Act, 1961
- 7) Inspection under The Payment of Gratuity Act, 1972
- 8) Inspection under The Contract Labour (Regulation and Abolition) Act, 1970

Returns

- 1) Return under The Equal Remuneration Act , 1976
- 2) Return under The Inter-State Migrant Workmen (Regulation of employment and conditions of service) Act, 1979
- 3) Return under The Maternity Benefit Act, 1961
- 4) Return under The Minimum Wages Act, 1948
- 5) Return under The Payment of Bonus Act, 1965
- 6) Return under The Payment of Wages Act, 1936
- 7) Return under The Payment of Gratuity Act, 1972
- 8) Return under The Contract Labour (Regulation and Abolition) Act, 1970
- 9) Return Under Motor Transport Workers Act, 1961

10) Return Under Trade Unions Act, 1926

11) Return Under Building and Other Construction Workers Act, 1996

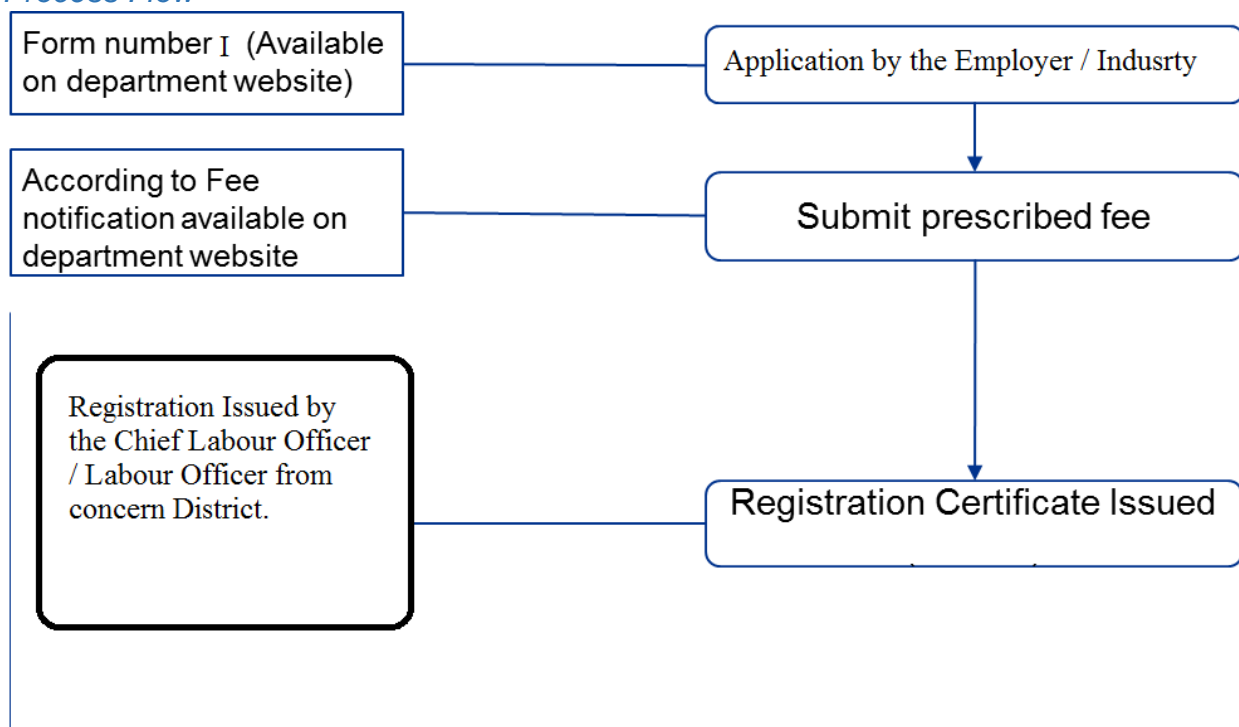
Others

- 1) Reinstatement 10 (1) (by Chief Labour Officer/ Labour Officer)
- 2) Conciliation Cases under Industrial Disputes Act (Chief Labour Officer/ Labour Officer)
- 3) Notice for Layoff/ Closure under Section 25-FFA (1) of Industrial Disputes Act (Chief Labour Officer/ Labour Officer)

4. Detailed Process Flows for various applications

A. Process of Registration of Principal Employer under Contract Labour Act

Process Flow



Checklist

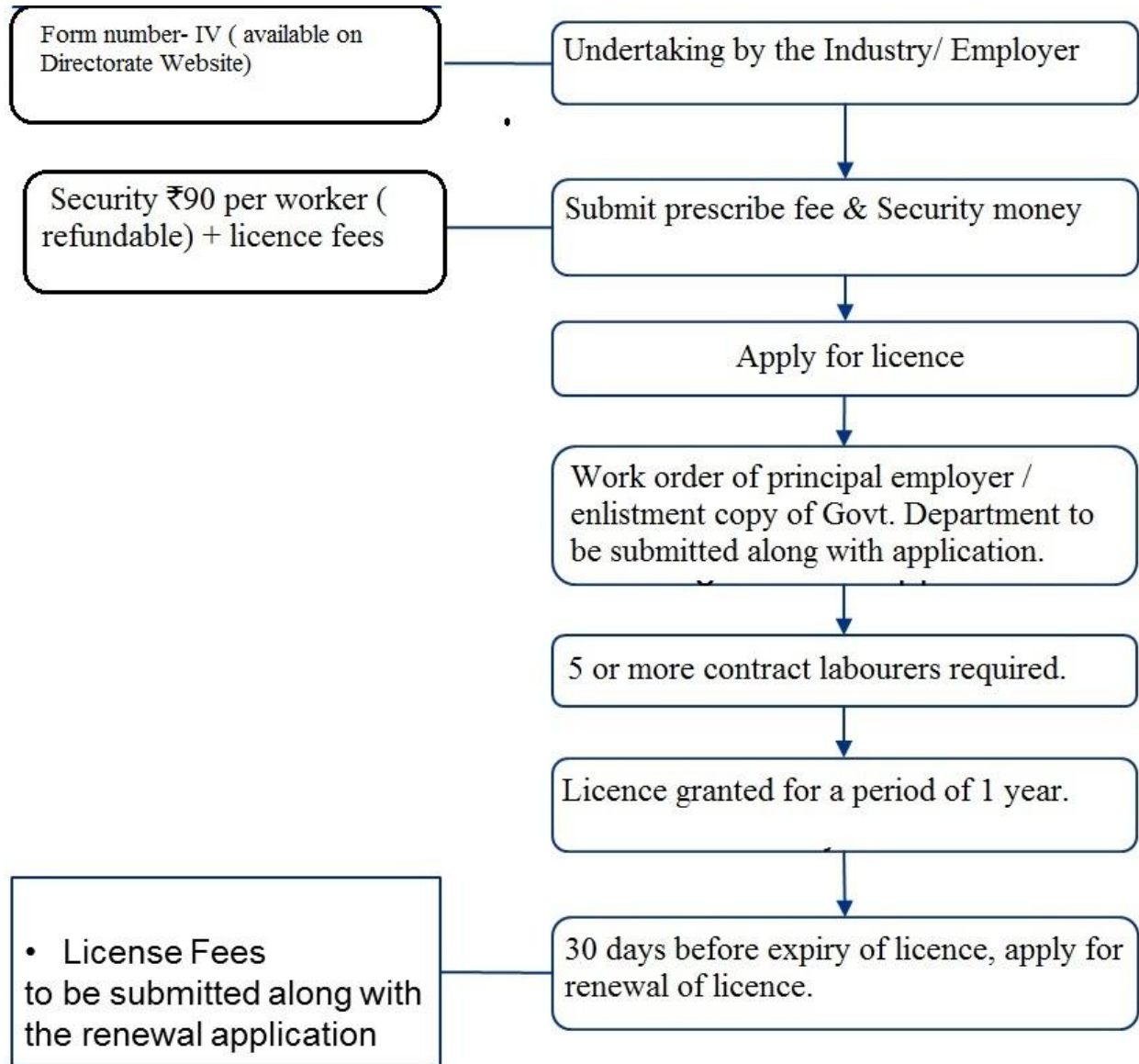
1. Copy of challan according to no of labourers
2. Copy of Pan Card
3. Latest copy of agreement/work order with contractor

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

B. Process of Granting licenses under Contract Labour Act

Process Flow



Checklist

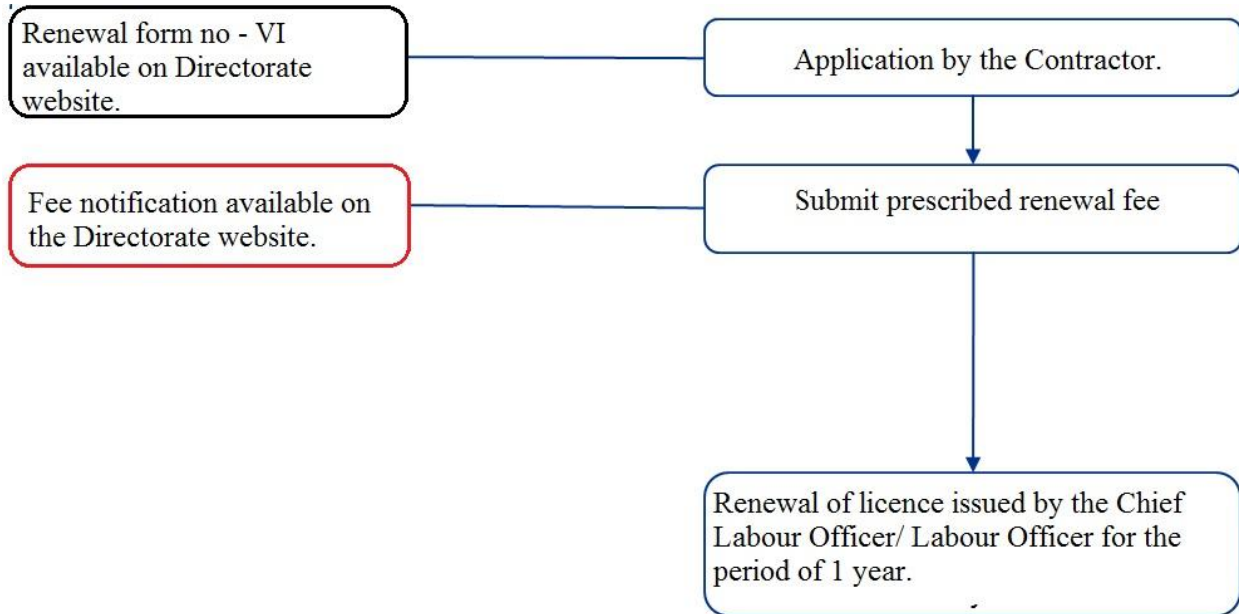
1. Principal employer certificate (Form 5) (Refer rule 21(2))
2. Security deposit challan ` 90 per worker
3. License fee challan
4. Work order/Agreement with principal employer/ Enlistment Copy
5. PAN card copy

Timeline

Maximum Number of Days to complete application: 30 Days

C. Process of Renewal of license under Contract Labour Act

Process Flow



Checklist

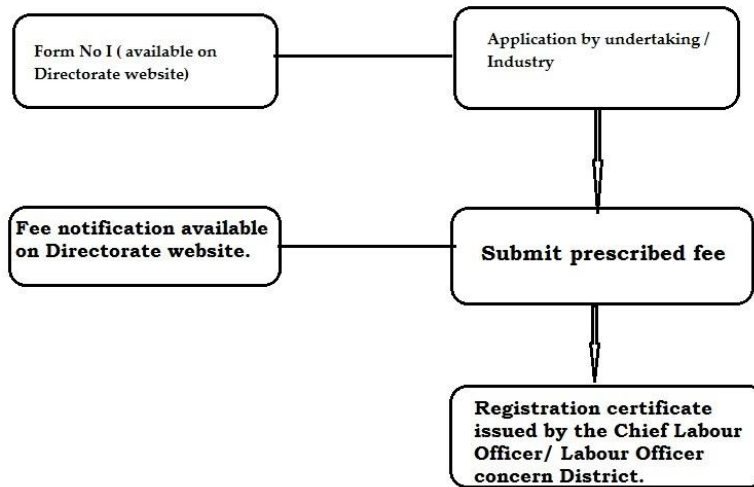
1. License fee challan
2. Original License

Timeline

Maximum Number of Days after complete application is submitted: 15 Days

D. Process of Registration under Motor Transport Workers Act

Process Flow



Checklist

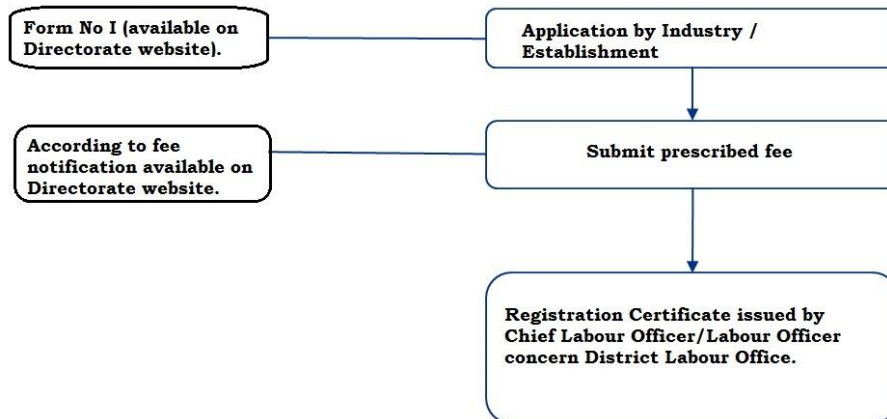
1. Copy of PAN Card
2. Copy of vehicle Registration under the MV Act.

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

E. Process of Registration of Principal Employer Under Interstate Migrant Workmen Act

Process Flow



Checklist

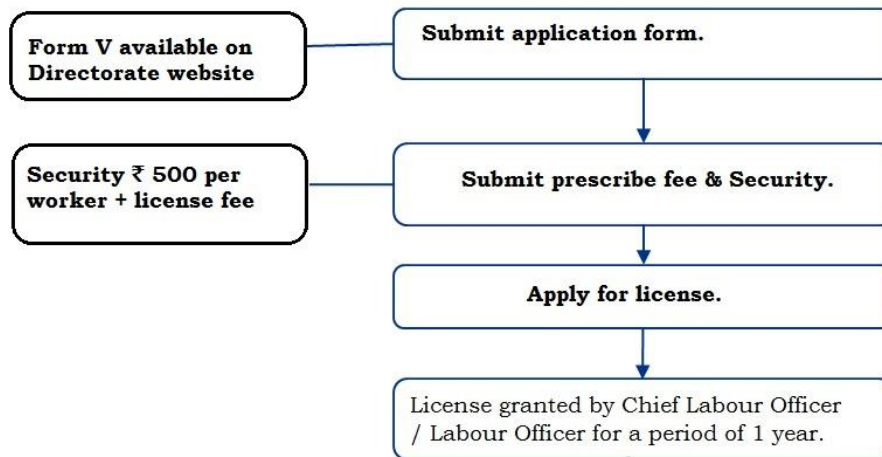
1. Copy of PAN Card / Voter ID

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

F. Process of Granting License under Interstate Migrant Workmen Act

Process Flow



Checklist

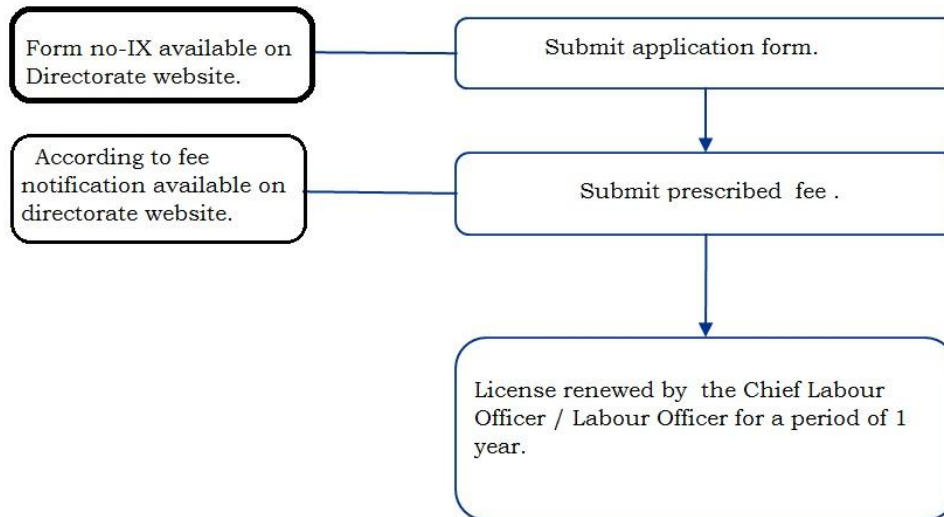
1. Principal employer certificate (Form VI)
2. Parent State Certificate for each worker
3. License fee challan
4. Security Challan `500 per workers
5. PAN card copy of contractor

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

G. Process of Renewal of License under Interstate Migrant Workmen Act

Process Flow



Checklist

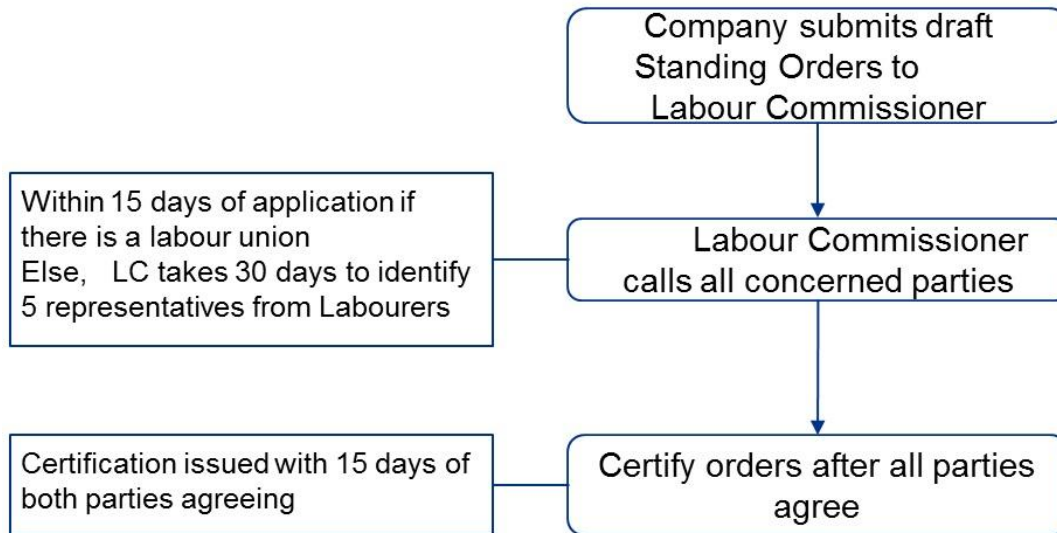
1. License fee challan
2. Work order/Agreement with principal employer
3. Original license

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

H. Certification of Standing Orders

Process Flow



Checklist

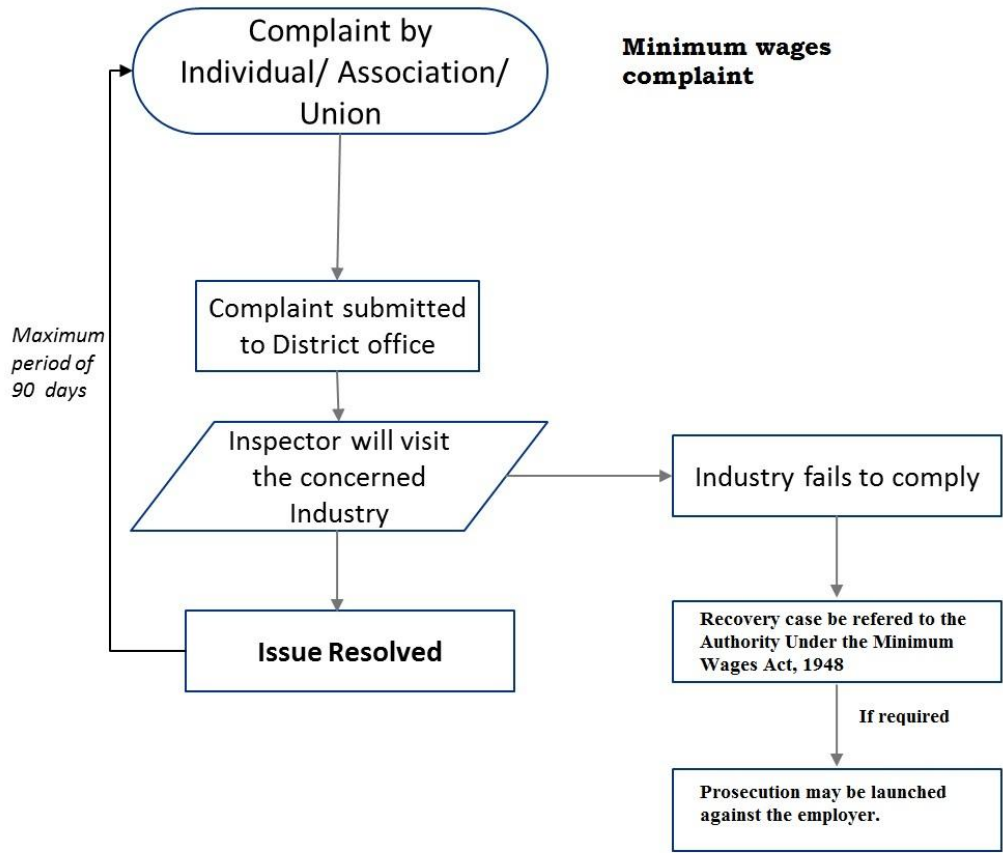
1. Draft Standing Orders

Timeline

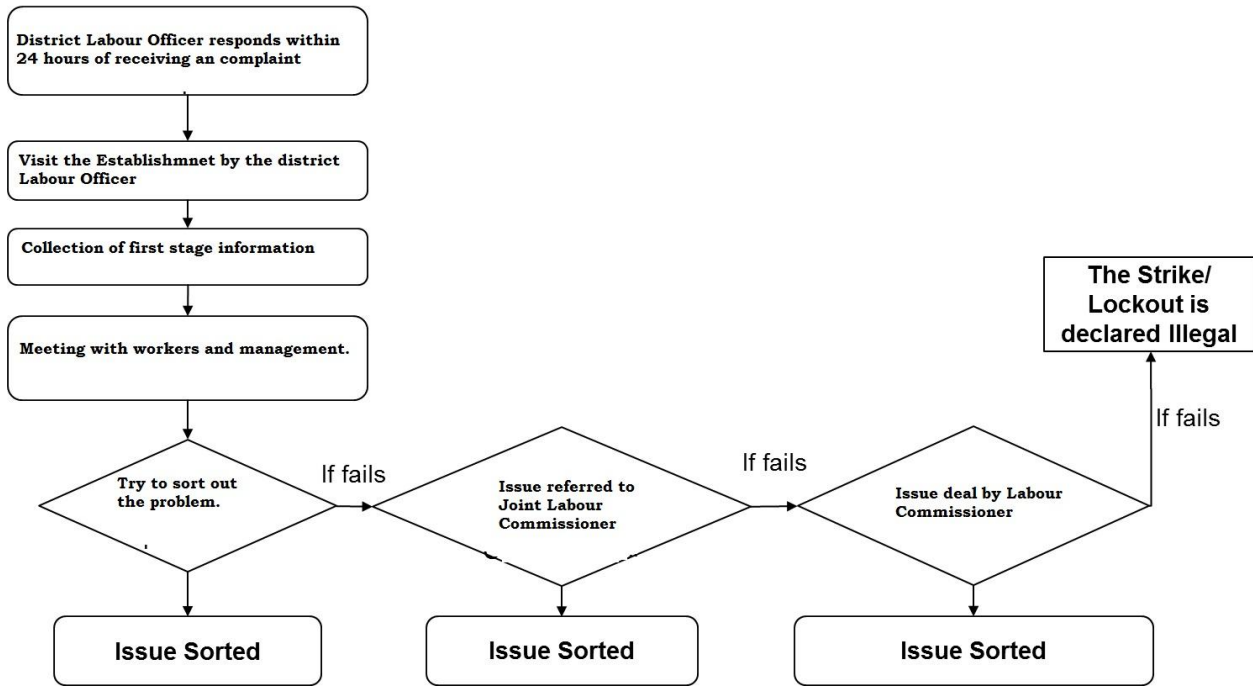
Maximum Number of Days after complete application is submitted: 90 Days

I. Process of addressing queries

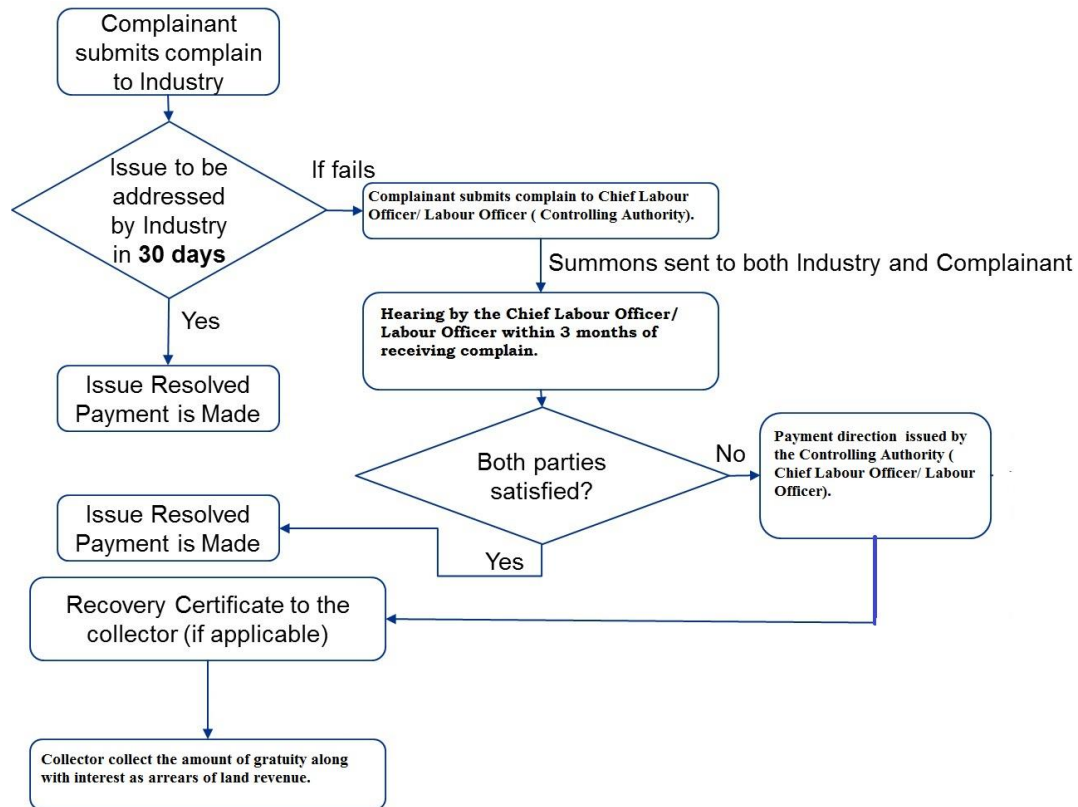
Process Flow



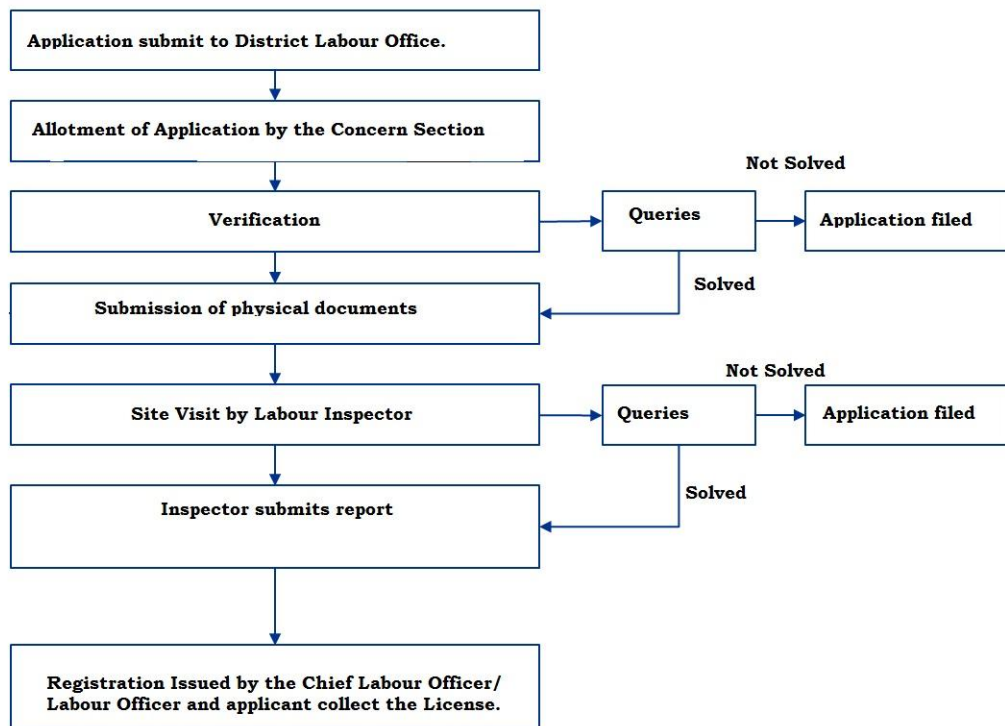
J. Process of sorting queries regarding Strikes and Lockout *Process Flow*



K. Process of Addressing Applications pertaining to Non Payment of Gratuity *Process Flow*



L. Building and Other Construction Workers Site Registration Process Flow



Checklist

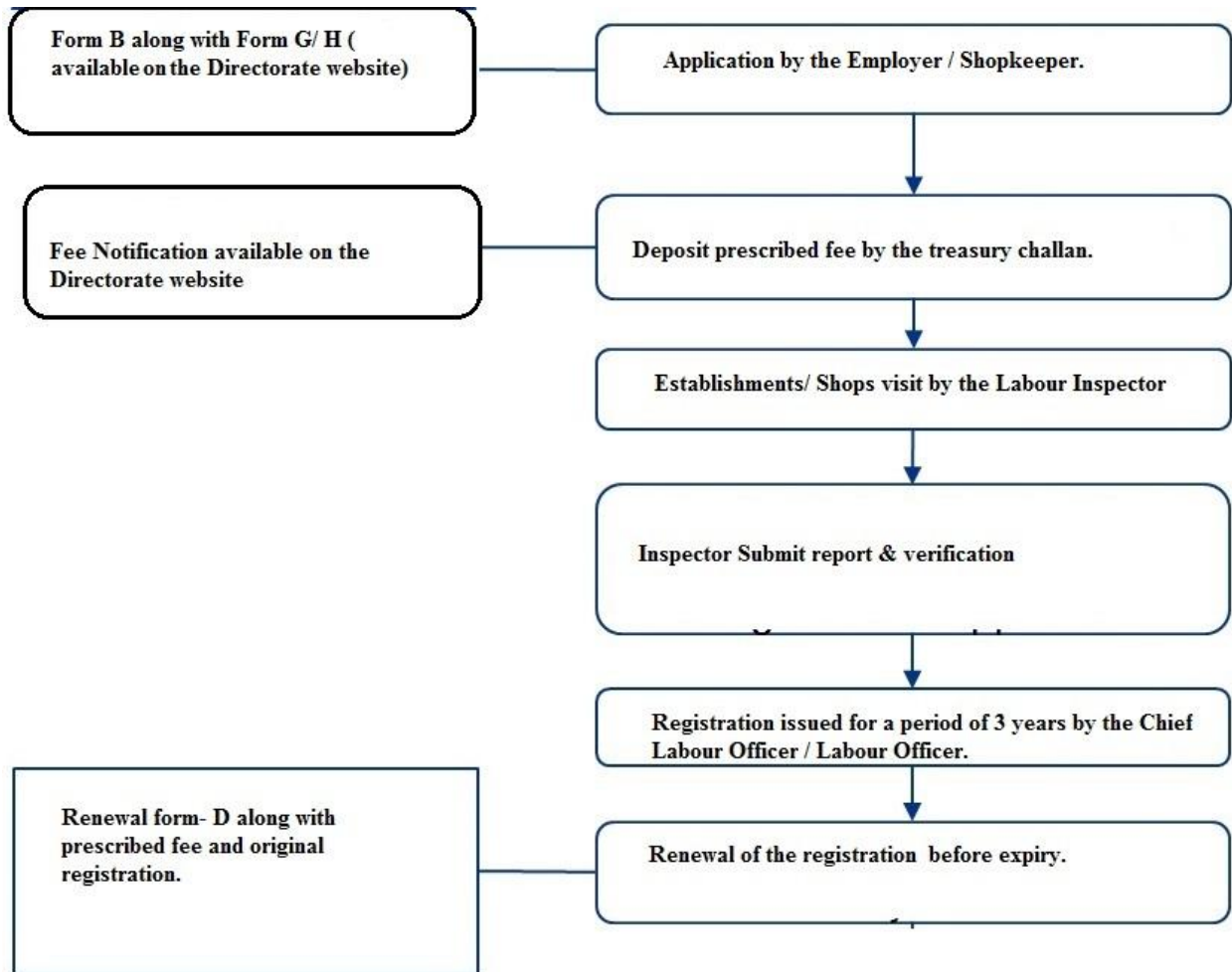
1. Proof of residential address of signatory
2. Proof of establishment (by principal employer/ contractor)
3. Copy of Muster Roll showing employment of building workers (by principal employer/ Contractor)
4. Fee in form of Treasury Challan.

Timeline

Maximum Number of Days to complete application: 30 Days

M. Registration under Shops & Establishments Act.

Process flow



Checklist

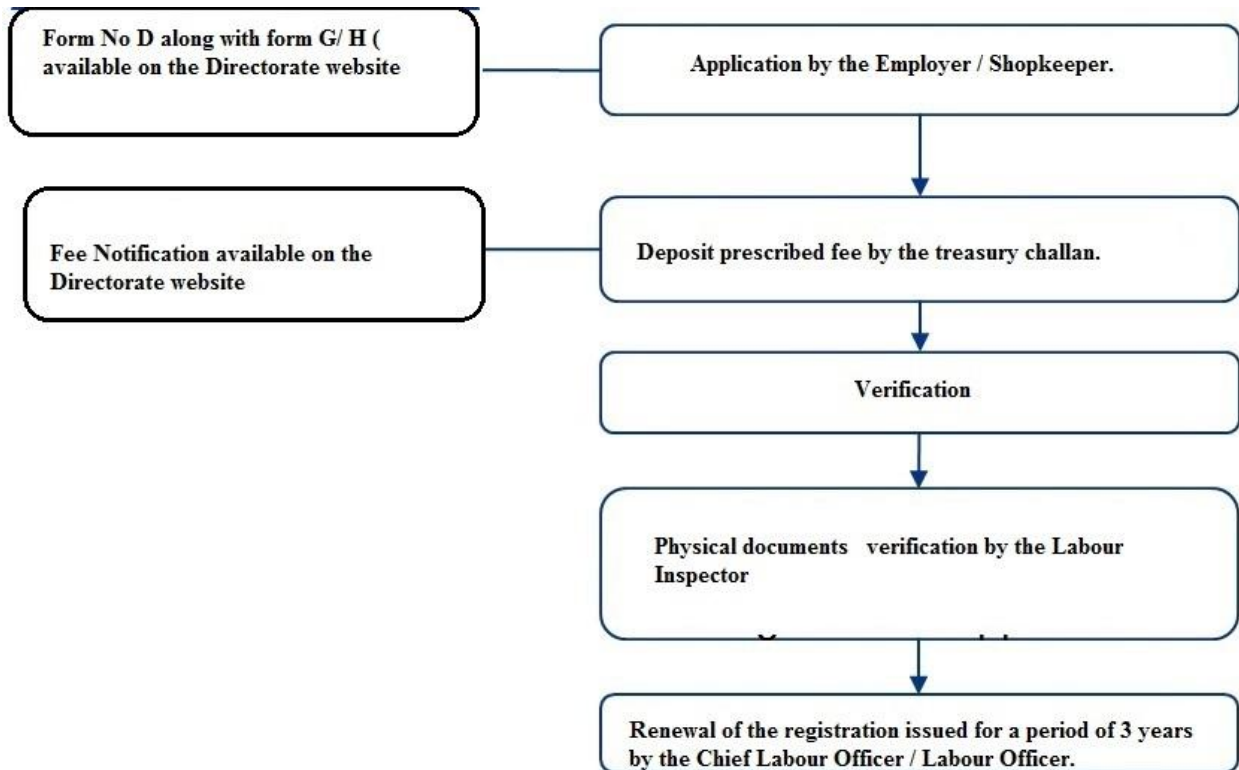
1. Employer / Shopkeeper voter ID.
2. Registration fee challan.
3. PAN card. (if registered under Companies Act)
4. RBI registration certificate copy (if Financial Institution)
5. IRDA license copy (if Insurance company)

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

N. Renewal of registration under Shops & Establishments Act.

Process flow



Checklist

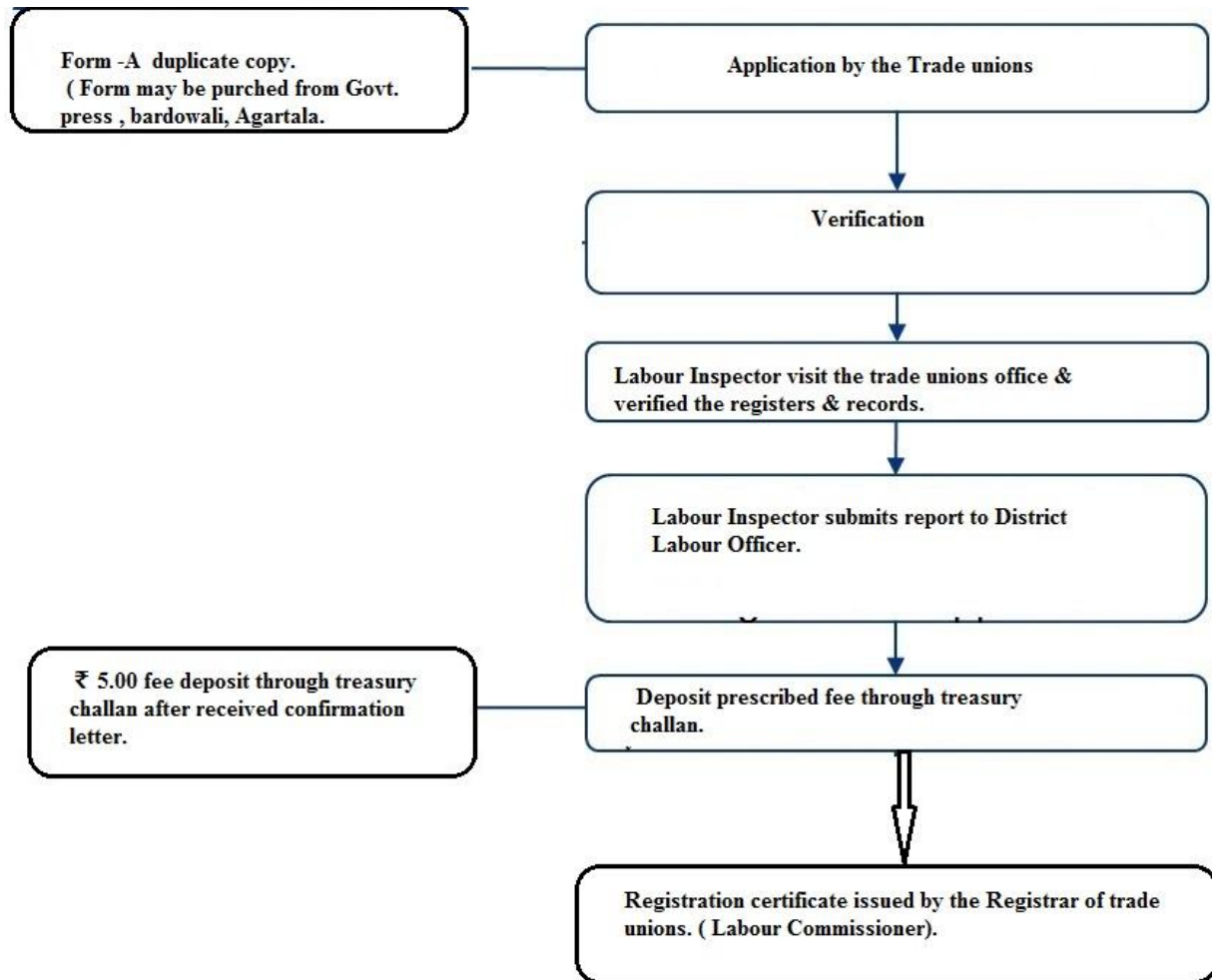
1. Renewal fee challan.
2. Original registration Certificate.

Timeline

Maximum Number of Days after complete application is submitted: 30 Days

O. Registration of The Trade unions.

Process flow



Checklist

1. Resolution for formation of the committee
2. Constitution of the trade union.
3. Registration fee challan.

Timeline

Maximum Number of Days after complete application is submitted: 90 Days

5. Important Links

1. Directorate of Labour

<http://labour.tripura.gov.in/>

2. Factory & Boiler Organization

<http://factory.tripura.gov.in>

3. Ministry of Labour and Employment, Government of India

<http://labour.nic.in>

4. Labour Bureau, Government of India

<http://labourbureau.nic.in/>