

GOVERNMENT OF TRIPURA  
LABOUR DEPARTMENT  
AGARTALA

F.NO. 27 (131)-LAB/LGW/2016 /Loose/2004-53 Dated, Agartala 25<sup>th</sup> Jan, 2017

**NOTIFICATION**


WHEREAS, "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

Copy to:-

1. The P.A. to the Hon'ble Minister, Labour etc. Department, Government of Tripura, Agartala for kind information of Hon'ble Minister,
2. The P.A. to the Special Secretary, Labour Department, Govt. of Tripura.
3. The Director, Industries & Commerce, Govt. of Tripura, Agartala.
4. The Chief Inspector of Factories & Boilers, Govt. of Tripura, Agartala.
5. The Manager, Govt. Press, Agartala with request to publish the Notification in the Tripura Gazette, Extra ordinary issue and send to this Department 5 (five) spare copies for office record.
6. The Chief Labour Officer / Labour Officer of all District Labour Offices.
7. All concerned Inspectors.

  
Addl. Secretary to the  
Government of Tripura

**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 Days	Labour Inspector
6	Perusal of verification report and pass necessary instruction for preparation of Certificate	1 days	Chief Labour Officer/ Labour Officer
7	Preparation of Certificate and place for signature	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
12	Submission of documents required if any to the concern Inspector	Time taken for submission will be beyond timeline.	Applicants
13	After resubmission of documents to be send Registering Authority	2 Days	Labour Inspector
14	If Satisfied, Registration to be granted	3	Chief Labour Officer/ Labour Officer
15	For Renewal of Registration	30 days	Dealing Clerk, Inspector, Chief Labour Officer/ Labour Officer

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25/01/15

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

**SERVICE PROCEDURES FOR SHOPS & ESTABLISHMENT**  
**REGISTRATION & RENEWAL OF REGISTRATION**

Name of the Department	Labour Directorate, Labour Department, Government of Tripura
Communication Address	Labour Directorate, 1 <sup>st</sup> Floor Old AMC Building , Jackson Gate Agartala, Tripura, Pin- 799001 Website:- <a href="http://www.labour.tripura.gov.in">www.labour.tripura.gov.in</a> Phone:- 03812383261 E-mail:- <a href="mailto:lctripura.agt@gmail.com">lctripura.agt@gmail.com</a> Fax:- 03812382061
Name of the Service	Registration & Renewal 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 of fee deposited to the Concerned office. ii). Acknowledgement will be issued on received of application . iii). Verification of the document & Spot Inspection. iv).After having satisfaction ,application with its enclosures will be forwarded to the Registering Authority v) Any dissatisfaction with application to be communicated to the applicant. vi). Received corrected application submitted to Registering Authority. vii). Registration issued .
Documents to be submitted with application	i). Registration fee deposit through treasury Challan Original. ii) Voter ID iii) In case of registered under Company Act -PAN Card copy iv) In case of partner- partnership deed v) In case of Government organisation – Government order vi) In case of Insurance Company:- IRDA License copy vii) In case of Financial Institution:- RBI registration certificate copy
Fee or other charges	Fee depend upon number of workers and nature of establishment.
Limitation Period for service	30 days
Approach to whom if the service is not provided in time.	Chief Labour Officer / Labour Officer of Concerned District
Limitation Period for disposal of claims	7 days
If any Grievance regarding disposal by District Level Officer application may be made to the Appellate Authority .	Labour Commissioner
Maximum number of days to wait for decision of the Appellate Authority	15 days
Documents for Renewal	Form- D and Notice of weekly closure/Holiday ( Form G/H) ,Original Registration , Treasury Challan of fee deposited .

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25/01/15