

**GOVERNMENT OF TRIPURA  
LABOUR DIRECTORATE  
AGARTALA**

No.F.10(10)-LAB/ACTT/PLAN/2018/ 75A

Dated, 17<sup>th</sup> May, 2021.

**CITIZEN'S CHARTER**

Labour Directorate is concerned with the implementation of 25 Labour Laws to secure right and privileges of the workers engaged in different establishments. In addition, a good number of Labour Welfare Schemes are implemented by the Labour Directorate to ensure social and economic security of the working class people and administration and enforcement of 25 Labour Act and Rules, in respect of which the State Government is the appropriate Government to secure the right and privileges of the workers like regulation of conditions of services, hours of work, weekly holidays, Payment of Wages, Bonus, Gratuity etc.

- (i) Maintenance of Industrial Peace and harmony by conciliation arbitration and adjudication of Industrial Disputes,
- (ii) Fixation and revision of minimum rates of wages for scheduled employment.
- (iii) Implementation of Social Security and Welfare Schemes for the benefit of Workers.
- (iv) Promotion of Tripartism/Bi-partitism in the solution of Labour problems.
- (v) Prevention, investigation and settlement of Industrial disputes in the State.
- (vi) Enforcement of awards and settlements.
- (vii) Implementation of Labour Laws in Industries and Establishments in respect of which the State Govt. is the appropriate Govt.
- (viii) Running welfare activities meant for works.

**Services related to Labour Directorate:-** Application in respect of services related to Labour Directorate are to be submitted in the District Labour Office concerned as per the following details:-

SL No	List of service	Designated Officer	Stipulated time for designated Officer	Mode of Application	Documents required
1	2	3	4		
1.	Issuance of Registration under Trade Unions Act, 1926.	Labour Commissioner	60 days	Offline	Trade Union Application Form, Constitution (By-laws) and resolution



2.	Issuance of Licence under Contract Labour Act.	Chief Labour Officer/ Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
3.	Renewal of Licence under Contract Labour Act.	Chief Labour Officer/ Labour Officer	Auto renewal	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
4.	Issuance of Registration Certificate under Contract Labour Act.	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
5.	Issuance of Licence under I.S.M.W. Act	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
6.	Renewal of Licence under I.S.M.W. Act	Chief Labour Officer/Labour Officer	Auto renewal	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
7.	Issuance of Registration Certificate for establishment under the I.S.M.W. Act.	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
8.	Issuance of Registration under Plantation Labour Act	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
9.	Issuance of Licence under Beedi and Cigar Workers Act	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
10	Issuance of Registration under Tripura Building and Other Construction workers (RE & CS) Act.	Chief Labour Officer/ Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature



11	Issuance of Registration under Motor Transport Workers Act.	Chief Labour Officer/Labour Officer	30 days	Online	Self declaration, Pan Card, Aadhar Card, Photo, Signature
12	Enrolment of Beneficiary under Nirman Shramik Kalyan Prakalpa	Chief Labour Officer/Labour Officer	90 days	Offline	Certificate of DOB, Nationality, Ration card, photo
13	Financial Assistance to the beneficiaries under Nirman Shramik Kalyan Prakalpa	Secretary/Dy. Labour Commissioner /Jt. Labour Commissioner	120 days	Offline	Application Form, ration card, voter I-Card, Aadhar Card, Bank details (Gramin Bank)
14	Financial Assistance to the beneficiary under ASSP	Dy. Labour Commissioner/ Jt. Labour Commissioner	120 days	Offline	Application Form, ration card, voter I-Card, Aadhar Card, Bank details (Gramin Bank)

