

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 Compadny:- 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.

**GOVERNMENT OF TRIPURA  
LABOUR DEPARTMENT  
AGARTALA.**

F. No. 27 (131)-LAB / LGW/2016/ Loose/ 2105-54

Dated, Agartala, the 25th 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 / License / Renewal of License and Service procedures for obtaining the Certificate under the provision of the Contract Labour (Regulation and Abolition) Act, 1970.

Now, considering all aspects, it is ordered that all the Registering Authority/ Licensing 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, showing intimation to the applicant with proper reason under the provisions of the Contract Labour (Regulation and Abolition) 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.

**SERVICES TO CITIZEN**  
LABOUR DIRECTORATE, LABOUR DEPARTMENT,  
GOVERNMENT OF TRIPURA.  
**SERVICE PROCEDURES FSOR SHOPS & ESTABLISHMENT REGISTRATION &  
RENEWAL OF REGISTRATION**

Name of the Department	Labour Directorate, Labour Department, Government of Tripura
Communication Address	Labour Directorate, 1st 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:1ctripura,agt@gmail.com">1ctripura,agt@gmail.com</a> Fax:- 03812382061
Name of the Service	Approval of the Registration under the Contract Labour(Regulation and Abolition) Act,1970.
Procedure	i). Applicant is to submit the application Form (form-I) in duplicate 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). PAN Card copy iii). In case of partner- partnership deed iv). In case of Government Department - Government order

Fee or other charges	Fee depend upon number of workers .
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

**WORK FLOW FOR CONTRACT LABOUR 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	Chief Labour Officer/ 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 day	Chief Labour Officer/ Labour Office
7	Preparation of Certificate and place for signature	2 Days	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 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 Days	Chief Labour Officer/ Labour Officer