

GOVERNMENT OF TRIPURA

LABOUR DEPARTMENT

AGARTALA 54

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

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

**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 <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:lttripura.agt@gmail.com">lttripura.agt@gmail.com</a> Fax:- 03812382061
Name of the Service	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 of fee deposited and Security Money 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 Licensing Authority v). Any dissatisfaction with application to be communicated to the applicant. vi). Received corrected application submitted to licensing Authority. vii). License issued .
Documents to be submitted with application	i). Principal Employer Certificate in Form –V or Work order or Agreement with Principal Employer or Enlistment copy of Govt. Department ( Government of Tripura) ii). License fee & Security deposited 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.
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- VI, Original License, Treasury Challan of fee deposited.

*W* 25/01/15

## WORK FLOW FOR CONTRACT LABOUR LICENSE

Steps	Activity	Service level in days	Responsible
1	Submission of application & receipt of acknowledgement	1 Day	Dealing clerk
2	Entry into challan registered & 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 Inspection	7 Days	Labour Inspector
5	Field Verification Report to be submitted Licensing 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 Licensing 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 Licensing Authority	2 Days	Labour Inspector
14	If Satisfied, Registration to be granted	3	Chief Labour Officer / Labour Officer
15	For Renewal of Contract Labour License	15 days	Dealing Clerk, Inspector, Chief Labour Officer / Labour Officer

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25/01/15