


| SERVICES/TRANSACTION | SERVICE DELIVERY TIME FRAME | DESIGNATED AUTHORITY | CONTACT NO |
|--|-----------------------------|---|-------------|
| Disposal of claims under Minimum wages Act 1948 | 15 WORKING DAYS | LABOUR COMMISSIONER | 03192200702 |
| Disposal of claims under Employee's Compensation Act 1923 | 45 WORKING DAYS | | 03192231774 |
| Registration of Trade Unions | 30 WORKING DAYS | | 03192233138 |
| Issuance of license/renewal under Factories Act. | 15 WORKING DAYS | | 03192233339 |
| Certification of Standing orders under I.E (SO) Act. | 15 WORKING DAYS | | |
| Disposal of Industrial disputes raised under Industrial Disputes Act | 45 WORKING DAYS | ASSISTANT LABOUR COMMISSIONER | 03192245539 |
| Issuance of licenses/registration/renewals under Shops & Establishment Regulation/Contract Labour Act/Building & Other Construction (RE&CS) Act. | 15 WORKING DAYS | | ALC HQ |
| Disposal of claim cases under Payment of Wages Act | 30 WORKING DAYS | | 03192245511 |
| Disposal of claim cases under Payment of Gratuity Act. | 30 WORKING DAYS | | ALC-II |
| Disposal of claim cases under Payment of Wages Act | 30 WORKING DAYS | | 03192274257 |
| Attending complaints on Non-Payment & Less Wages. | 20 WORKING DAYS | LABOUR INSPECTOR/ INSPECTOR OF FACTORIES | ALC-RANGAT |
| Attending to complaints pertaining to employment of Child Labour. | 24 HRS | | 03192284305 |
| Registration/renewal of Employment Exchange card | 01 WORKING DAY | EMPLOYMENT OFFICER | ALC HUTBAY |


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DELIVERY OF PUBLIC SERVICE

NOTICE

1. A&N Shops & Establishment Regulation

- Receipt of Application:

The filled in application form for registration under A&N Shops & Establishment Regulation along with prescribed fees shall be received by this office on all working days from 9:00 am to 11:30 am. Applications can also be submitted online or through Common Service Centres in A&N Islands.

- Check list of Documents required:

- a) Duly filled in Form A, D/E (downloadable)
- b) Copy of Identity proof of employer
- c) Photograph of establishment/shop 2 nos

1. Inner view showing inside of shop or establishment)

2. Outer view of shop or establishment showing external view with clear showcasing of Display/Name Board of Establishment/shop.

- Fees:

| No of employees | Fees |
|--------------------|------------------------------|
| Nil | Rs 10 (Rupees Ten) |
| 10 or Less than 10 | Rs 100 (One hundred) |
| 11 to 25 | Rs 150(One hundred & fifty) |
| More than 25 | Rs 200 (Two hundred) |

- Receipt of Registration Certificates:

The duly signed registration certificate (Shops & Establishment) can be collected from this office on all working days from 3:00 pm to 4:30 pm.

Citizen charter for delivery of services under S&E Regulation:
15 days in respect of applications which are complete & fulfilling the requirements as mandated under Regulation.


LABOUR COMMISSIONER & DET

2. Check list of documents required for License under Contract Labour (RE&CS)

- a) Duly filled application form (downloadable)
- b) Copy of Identity proof of employer
- c) Duly signed form V from Principal Employer.
- d) Copy of the work award letter.


3. Check list of documents required for Registration under Factories Act.

- a) Duly filled application form (downloadable)
- b) Copy of Identity proof of employer
- c) Building plan outlay.
- d) Availability of power supply along with capacity.

4. Check list of documents required for grant of Registration under Building & Other Construction Workers (RE&CS)

- a) Duly filled application form (downloadable)
- b) Copy of Identity proof of employer
- c) Copy of the work award letter.

For renewal under Contract Labour (RE&CS); Factories Act; Building & Other Construction Workers (RE&CS); A&N Shops & Establishment Regulation only respective duly filled in application is required.


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EASE OF DOING BUSINESS

1. Labour deptt has given its concurrence to single window clearance cell
2. All forms for Registration under Labour Laws are available at single window clearance and all the formalities/list of documents/timeline for obtaining clearances/certificates are also available on labour deptt available on website : www.Labour.and.nic.in

3. Inspection Scheme:

The dept of Labour has clearly laid down instructions to all inspectors that :

- a) Only establishments with more than 05 workers are to be inspected.
 - b) Inspections are to be conducted only once in a year.
 - c) Inspections under all applicable Labour Laws on the same day to be conducted and no carry over.
 - d) All inspection reports to be submitted within 72 hrs from the conduct of inspection.
 - e) Self certification by employer shall be accepted for compliance.
4. Some of the Online services launched wherein no contact with dept is required like:
 - a) Registration under Shops & Establishment Act.
 - b) Wherein the forms can be submitted at CSC or Online and fees remitted online without physical contact with dept.
 - c) The time line for delivery of services is available on deptt website.


LABOUR COMMISSIONER
Dated 30-April-2015