

OFFICE OF THE LABOUR COMMISSIONER AND DIRECTOR OF EMPLOYMENT & TRAINING, PORT BLAIR

Date of Issue:- 08/12/2021 Date of Next Review:- 08/12/2022

Sl. No.	Name of the Service	Documents need to be submitted	Fee for the service (Rs.)	Indicative time limit for delivery of the service	Whom to contact for the service	Officer/authority to be contacted
1	Disposal of claims under Minimum Wages Act 1948	Application on plain paper	NIL	15 working Days	Labour Commissioner	Labour Commissioner and Director of Employment & Training
2	Disposal of claims under Employees compensation Act 1923	Application in Form - V	NIL	45 working Days		
3	Registration of Trade Union	Application in Form - A	Rs. 5/-	30 working Days		
4	Issuance of License under Factories Act	Application in Form - 1 & 2 supported by Building plan, Flow chart and Brief description of the process	As per the rate Schedule	15 working Days		
	Certification of standing orders under I.E (SO) Act	-	-	15 working Days		
	Disposal of Industrial Disputes raised under Industrial Disputes Act	Application on plain paper	NIL	45 working Days	Assistant Labour Commissioner	
	Issuance of Licence & registration under Shops & Establishment Regulation/Contract Labour Act/Building & Other Constructions (RE & CS) Act	As per the rate Schedule 1. Licence & registration under Shops & Establishment - In Form - A 2.Regulation/Contract Labour Act - In Form - I 3.Building & Other Constructions (RE & CS) Act - In Form - I	1. Licence & registration under Shops & Establishment - As per the Schedule of the Regulation 2.Regulation/Contract Labour Act - As per the Schedule of the Act 3.Building & Other Constructions (RE & CS) Act - As per the Schedule of the Act	07 working Days		
	Disposal of claims cases under Payment of Wages Act	Application on plain paper	NIL	30 working Days		

	Disposal of claims cases under Payment of Gratuity Act	Form – A	NIL	30 working Days		
9	Attending complaint on Non-payment of wages	Application on plain paper	NIL	20 working Days	Labour Inspector/Inspector of Factories	
10	Attending to complaints pertaining to employment of Child Labour	Application on plain paper/over phone	NIL	24 Hours		
11	Registration/Renewal of Employment Exchange Card	Form – X - I	NIL	01 working Day	Employment Officer	


 Labour Commissioner & DET