

**CITIZEN CHARTER**  
**OFFICE OF THE LABOUR COMMISSIONER AND DIRECTOR OF EMPLOYMENT & TRAINING, SRI VIJAYA PURAM**

Date of Issue: 18/Feb/2025

Date of Next Review: 17/Feb/2026

Sl. No.	Name of the Service	Documents Required	Fee (in ₹)	Time Limit	Contact Person	Officer/Authority to be Contacted
1	Disposal of claims under the 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 the Employee's Compensation Act, 1923.	Application in Form -V	Nil	45 working Days		
3	Registration of Trade Union under the Trade Unions Act, 1926.	Application in Form - A	Rs. 5/-	30 working Days		
4	Issuance of License under the Factories Act, 1948.	Application in Form - 1 & 2 supported by; 1) Building Plan 2) Flow Chart 3) Brief description of the process	As per the rate Schedule	15 working Days		
5	Certification of Standing Orders under the Industrial Employment (Standing Orders) Act, 1946.	Application in Form – I supported by; 1) Five copies of proposed draft standing orders 2) the prescribed particulars of workmen	Nil	15 working Days		
6	Disposal of Industrial Disputes raised under the Industrial Disputes Act, 1947.	Application on plain paper	Nil	45 working Days		

7	Issuance of License & Registration under; 1) the Andaman & Nicobar Islands Shops & Establishment Regulation, 2004 2) the Contract Labour (Regulation & Abolition) Act, 1970 3) the Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996	1) Shops & Estb. - Form - A 2) Contract Labour - Form - I 3) Building & Other Construction - Form-I	As per the Schedule of the Act/Regulation.	7 working Days		
8	Disposal of claims cases under the Payment of Wages Act, 1936.	Application on plain paper	Nil	30 working Days	Assistant Labour Commissioner	Labour Commissioner and Director of Employment & Training
9	Disposal of claims cases under the Payment of Gratuity Act, 1972.	Form - A	Nil	30 working Days		
10	Attending complaint on Non-Payment of Wages.	Application on plain paper	Nil	20 working Days	Labour Inspector/ Inspector of Factories	
11	Attending to complaint pertaining to employment of Child Labour	Application on plain paper/Information over phone	Nil	24 Hours		
12	Registration/Renewal of Employment Exchange Card	Form - X-I	Nil	01 Working Day	Employment Officer	



**Labour Commissioner & DET**