

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
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	
Disposal of claim cases under Payment of Gratuity Act.	30 WORKING DAYS	ALC-RANGAT	
Disposal of claim cases under Payment of Wages Act	30 WORKING DAYS	03192284305	
Disposal of claim cases under Payment of Gratuity Act.	30 WORKING DAYS	ALC HUTBAY	
Attending complaints on Non-Payment & Less Wages.	20 WORKING DAYS	LABOUR INSPECTOR/ INSPECTOR OF FACTORIES	03192245832
Attending to complaints pertaining to employment of Child Labour.	24 HRS		03192232547
Registration/renewal of Employment Exchange card	01 WORKING DAY	EMPLOYMENT OFFICER	03192238135


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Andaman & Nicobar Administration
Office of the Labour Commissioner

Port Blair Dated the 19th March 2018

OFFICE ORDER 65

As part of various initiatives under EoDB and in compliance with time to time directives of Gol The following are implemented in the Labour deptt, A&N Administration. The registration/renewal under A & N Shops & Establishment Regulation has been made ONLINE wef 5-5-2017 and the manual process has been scrapped. The major highlights are:

- The citizens can avail the services from the comfort of their homes. The web url is <http://andssw1.and.nic.in/labour/>
- The applications are applied and even processed ONLINE. <http://andssw1.and.nic.in/labour/registration/registration.php>
- The tracking status is available in public domain for ease of access and transparency. <http://andssw1.and.nic.in/labour/registration/registrationAppStatusPublic.php>
- The discrepancy noted during field verification in case of fresh registration is made available ONLINE.
- The reasons for rejection if any are also available in public domain.
- The renewal applications are granted in 01 day time with the process of field verification not required.
- The check list of document required is available ONLINE, which includes
 1. Copy of identity proof of employer
 2. Photograph of depicting Outer view of establishment/shop with name Board
 3. Inner view of shop/establishment
 4. Copy of Notarised rent agreement (if tenant)
 5. Copy of Land records (if owner of land).

• 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)

- As part of Gol initiative to increase Digital payments, the dept has made receipt of fees through PoS mandatory.
- The certificates are Downloadable Online <http://andssw1.and.nic.in/labour/registration/registrationCertificatePublic.php>
- Labour dept. has given its concurrence to single window clearance cell
- 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 dept. available <http://labour.and.nic.in/Forms.html> as well as is <http://andssw1.and.nic.in/>

Inspection reform Enablers:

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

1. Only establishments with more than 05 workers are to be inspected. Since A&N Islands is having a population of only 3.8 lakhs with 3 district and no major industry, this effectively leaves out 95% of the establishment from regular inspection mechanism.
2. Inspections are to be conducted only once in a year.
3. Inspections under the following Acts (as and where applicable) are conducted in single day with no spill over:
 - The Factories Act,1948
 - The Minimum Wages Act,1948
 - The Motor Transport workers Act,1961
 - The Maternity benefit Act,1961.
 - The Contract Labour(R&A)Act,1970
 - The Equal Remuneration Act,1976.
 - The Interstate Migrant Workmen(RE&CS)Act,1979.
 - The Plantations Labour Act,1951.
 - The Payment of Gratuity Act,1972.
 - The Payment of Bonus Act,1965.
 - The Child Labour (P&R)Act,1986.
 - The Payment of Wages Act,1936.
 - The A&N Shops & Commercial Establishment Regulation
 - The Building and Other Construction Workers (RE&CS) Act 1996
4. The establishment for Inspections are randomly selected by ONLINE SOFTWARE with no physical interface.
5. The Inspection Schedule/Inspections reports can be viewed ONLINE <http://andssw1.and.nic.in/labour/inspection/viewInspectionScheduleAll.php>.
6. The Inspection report is downloadable. <http://andssw1.and.nic.in/labour/inspection/viewInspectionReportAll.php>
7. Self certification by employer is accepted for compliance.
8. No inspection without approval of Labour Commissioner can be conducted.
9. All inspections reports to be uploaded on PORTAL within 72 hrs from the conduct of inspection.
10. Application forms for registration under
 - The Factories Act,1948
 - The Contract Labour(R&A)Act,1970
 - The Interstate Migrant Workmen (RE&CS)Act, 1979.
 - The A&N Shops & Commercial Establishment Regulation
 - The Building and Other Construction Workers (RE&CS) Act 1996

Are available ONLINE and are downloadable at <http://labour.and.nic.in/registration.html>


Labour Commissioner & DET 19/3
(F.No D5/R-13(17)/2016/LC)

