

S.No	SERVICES/TRANSACTION	SERVICE DELIVERY TIME FRAME	DESIGNATED AUTHORITY	CONTACT NO.
1.	Disposal of claims under minimum wage Act 1948	15 WORKING DAYS	LABOUR COMMISSIONER	03192-200702 03192-231774 03192-233138 03192-233339
2.	Disposal of claims under Employee's compensation Act 1923	45 WORKING DAYS		
3.	Registration of Trade Unions	30 WORKING DAYS		
4.	Issuance of license/renewal Under Factories Act.	15 WORKING DAYS		
5.	Certification of standing orders under I.E (SO) Act.	15 WORKING DAYS		
6.	Disposal of Industrial dispute raised under Industrials disputes Act	45 WORKING DAYS	ASSISTANT LABOUR COMMISSIONER	03192245539 ALC HQ 03192224551 ALC-II 03192274257 ALC-RANGAT 03192284305 ALC HUTBAY
7.	Issuance License/registration/renewal under shops & Establishment Regulation/Contract Labour Act/Building & Other Construction (RE&CS) Act.	15 WORKING DAYS		
8.	Disposal of claim cases under payment of wages Act	30 WORKING DAYS		
9.	Disposal of claim cases under payment & Gratuity Act.	30 WORKING DAYS	LABOUR INSPECTOR/ INSPECTOR OF FACTORIES	03192-245832 03192-232547
10.	Attending complaints on Non-payment & Less Wages.	20 WORKING DAYS		
11.	Attending to complaints pertaining to employment of Child Labour.	24 HRS		
12.	Registration/renewal of Employment Exchange card	01 WORKING DAYS	EMPLOYMENT OFFICER	03192-238135

PUNITIVE ACTION: In compliance with the A&n Administration Circular F.No 11-98/2019-AR/135 dated 13-2-2020, the following punitive action is laid down"

"Every government servant who fails to deliver the citizen related services to a citizen within the stipulated time as mentioned in the above schedule shall be liable to pay cost at the rate of ten rupees per day for the period of delay subject to maximum of two hundred rupees per application in aggregate, which shall be payable by him to the Citizen as compensatory cost."

This shall be applicable in respect of applications complete in all respect.

श्री. वायुवर सिंह
our Commissioner in Charge of
रोजगार और प्रशिक्षण विभाग,
Employment & Training
अण्डमान तथा निकोबार प्रशासन
Andaman & Nicobar Administration
पोर्ट ब्लेयर Port Blair

Andaman & Nicobar Administration
Office of the Labour Commissioner

Port Blair Dated the 19th March 2018

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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>


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(F.No D5/R-13(17)/2016/LC)

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.



10/07/2014
1st Deputy Commissioner, Labour & Employment
District Office, Bangalore
Bangalore
Karnataka
India