

GOVERNMENT OF ASSAM
LABOUR AND EMPLOYMENT DEPARTMENT
DISPUR, GUWAHATI-781 006

No.GLR.61/2012/

Dtd. Dispur, the Feb/2013

OFFICE MEMORANDUM

Subject :- Guidelines on the Standard procedure to be followed in case of **Registration of name in Employment Exchange.**

With a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Labour and Employment Department, Government of Assam.

1.Name of Service: Registration of Name in Employment Exchanges

2.Eligibility Criteria: Persons should be citizen of India. His/Her age should be more than 14 years.

3.Procedure to Obtain the service:

- a. Place of registration:- Applicants unless specially exempted by the State Director or Director General, shall be registered at the Employment Exchange in whose jurisdiction he/she normally reside
- b. Hours of Registration:- The registration would be allowed during the working hours of all working days provided all the relevant documents are submitted at the time of registration.
- c. The applicant can apply for their registration to the District Employment Exchange headed by
 - i). Assistant Director of Employment Guwahati, Jorhat, Sivasagar, Tezpur, Barpeta, Dhubri, Silchar and Dibrugarh
 - ii) District Employment Exchanges headed by Employment Officers-Tinsukia, Nagaon, North Lakhimpur, Mangaldoi, Nalbari, Kokrajhar, Karimganj, Hailakandi, Diphu, Haflong, Dhemaji, Golaghat, Bongaigaon, Morigaon, Goalpara, Digboi, Namrup, Nazira, Unskilled, Applicants, Guwahati, P & E. O. Guwahati.
 - iii) Employment Exchanges headed by Assistant Employment Officers are, Jonai, Doom Dooma, Duliajan, Moranhat, Sonari, UEI & GB(DU), UEI & GB(GU), UEI & GB (AAU), Koliabor, Hojai, Jagiroad, Majuli, Hamren, Bokajan, Rangiya, Udalguri, Hatsingimari, Gossaigaon, B.Chariali, Garampani, Chapakhowa and Patherkandi, Borpathar, Spl . E.Ex for Plantation labour with duly filled in forms supported by documents required.

4. Steps to obtain the service :-a.Verification of documents by designated public servants i.e ADE/EO/AEO in concerned Employment Exchanges
- b) Fill up Registration form by candidate
 - c) Necessary entry to the Register Book etc. by Office Asstt within one day.
 - d) Issue of standard certificate i.e I-Card by concerned head of the Employment Exchange within 2 (two) days

5. Standard Application Forms :- Annexure “A ”

6. List of documents required :- List of original documents (to be shown) and attested copies therein

(to be submitted) at the time of applying for the registration:-

- i)Proof of residence
- ii)Age proof certificate
- iii)Educational Qualification Certificate
- iv)Additional Qualification Certificate
- v)Experience Certificate (if any)
- vi)Caste Certificate
- vii)3 copies of self attested passport sized photograph

7. User charge :- “Nil.”

8. Citizen Charter –Annexure “ B”

. Standard Certificate :- Annexure “ C”

Sd/-

Additional Chief Secretary to the Govt. of Assam
Labour & Employment Department
Dispur, Guwahati - 781006

GOVERNMENT OF ASSAM
LABOUR & EMPLOYMENT DEPARTMENT
DISPUR, GUWAHATI-6

NO. GLR.61/2012

DATED, DISPUR,2013.

OFFICE MEMOROANDUM

Subject : Guidelines on the standard procedure to be followed in case of **issuance of Duplicate Certificate of Registration** under the Assam Shops & Establishments Act, 1971 with the Labour Offices.

With a view to provide the delivery of Public Service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Labour and Employment Department, Govt. of Assam.

1.Name of Service(s):

Issuance of duplicate copy of the Registration Certificate under the Assam Shops & Establishments Act, 1971.

2.Eligibility criteria:

All employers/owners of establishments like shops, commercial establishments and the establishments for public entertainment and amusement already registered under the Assam Shops and Establishments Act, 1971 and the Assam Shops and Establishments Rules, 1976 are eligible for the service.

3.Procedure to obtain the service:

a) Place of Issuance of Duplicate Certificate: The duplicate certificate of Registration will be granted by the Labour Office in whose jurisdiction the concerned establishment is situated.

b) Hours of granting duplicate certificate: The granting of duplicate certificate will be allowed during working hours in all working days provided all the relevant documents are submitted at the time of filing application.

c) The applicant Employers/owners must apply in prescribed application form to the (i) Labour Officers of Haflong, Diphu, Morigaon, Barpeta, Goalpara, Dhemaji, Margherita and to the (ii) Labour Inspectors at the office of the Asstt. Labour Commissioner, Tinsukia, Dibrugarh, Sivasagar, Jorhat, Golaghat, Nagaon, Silchar, Dhubri, Tezpur, (iii) at the office of the Labour officers, Sonari, Bokakhat, Bokajan, Kokrajhar, Nalbari, Bongaigaon, Mangaldoi, Biswanath Chariali, Lakhimpur, Hailakandi, Karimganj (iv) at the Office of the Labour Inspectors, Nazira, Titabor, Majuli, Sarupathar, Rong Khong(Donkamokam) Lanka, Kaliabor, Rangia, Mancachar, Bilasipara, Gossaigaon, Majbat, Khairabari, Lakhipur. However, the Block level Labour Inspectors at Kakopathar, Hapjan, Demow, Joypore, Khowong, Dhing, Jagirod(Mayong), Howraghat, Deyung Valley, Jatinga Valley, Udaband, Hailakandi(Block), Patharkandi Block, Chaygaon, Dudhnoi, Dhekiajuli, Behali, Bhawanipur, Rupsi, Narayanpur, Nowboicha will also deliver services pertaining to their jurisdiction on receipt of the same on transfer from the notified designated public servants.

4. Step by step procedure (pertaining to time line): On receipt of the completed application form from the employer/owners the designated Public Servants will endorse the same to the Dealing Assistant who will process the petition with preliminary verification of the records enclosed and put up to the designated public servant within a period of 3 days. The designated public servants will conduct necessary verification if any to ascertain the factual correctness of the application and grant the duplicate Registration Certificate within a period of 7 days.

5. Standard application form: Form 'T' Annexure 'A'.

6. List of document to be attached with the Standard application Form:

a) Original Treasury Challan depositing prescribed fees of Rs.10/- in Specific Head of Account "2230- Labour & Employment 101 fees for duplicate copy of Registration Certificate under the Assam Shops and Establishments Rules/76."

7. User Charges: The amount of fees that has to be paid to the Govt. through Treasury Challan in to the Specific Head of Account as stated, by the applicant of establishment as per Schedule-1, Annexure-'B'.

8. Citizen Charter: Annexure – 'C'.

9. Standard duplicate Certificate to be granted.: Form 'Q' Annexure 'D'

Sd/-

Addl. Chief Secretary to the Govt. of Assam,
Labour & Employment Deptt., Dispur,
Guwahati-6.

GOVERNMENT OF ASSAM

**LABOUR AND EMPLOYMENT DEPARTMENT
DISPUR: GUWAHATI-6.**

NO.GLR.61/2012/

Dated Dispur, the

2013

OFFICE MEMORENDUM

Subject: - Guidelines on the standard procedure to be followed in case of **Registration of Establishments** under the Assam Shops & Establishments Act, 1971 with the Labour offices.

With a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Labour & Employment Department, Govt. of Assam.

1. **Name of Service(s)** : Registration of Establishments under the Assam Shops and Establishments Act, 1971.
2. **Eligibility Criteria** : All Citizen of India who are employers and owners of Establishments like Shops, Commercial Establishments and Establishments of Public Entertainment or Amusement.

3.Procedure to obtain the service: a) Place of Registration: Establishment shall be registered with the Labour Office in whose jurisdiction the concerned establishment is situated.

b) Hours of Registration: The Registration would be allowed during the working hours in all working days of the week provided all the relevant documents are submitted at the time of registration.

c) The applicant must apply in prescribed application form to the (i) Labour Officers of Haflong, Diphu, Morigaon, Barpeta, Goalpara, Dhemaji, Margherita and to the Labour Inspectors (ii) at the office of the Asstt. Labour Commissioner, Tinsukia, Dibrugarh, Sivasagar, Jorhat, Golaghat, Nagaon, Silchar, Dhubri, Tezpur, (iii) at the office of the Labour officers, Sonari, Bokakhat, Bokajan, Kokrajhar, Nalbari, Bongaigaon, Mangaldoi, Biswanath Chariali, Lakhimpur, Hailakandi, Karimganj (iv) at the Office of the Labour Inspectors, Nazira, Titabor, Majuli, Sarupathar, Rongkhong (Donkamokam), Lanka, Kaliabor, Rangia, Mancachar, Bilasipara, Gossaigaon, Majbat, Khairabari, Lakhimpur. However, the Block level Labour Inspectors at Kakopathar, Hapjan, Demow, Joypore, Khowong, Dhing, Jagirod(Mayong) Howraghat, Diyung Valley, Jatinga Valley, Udaband, Hailakandi (Block), Patharkandi Block, Chaygaon, Dudhnoi, Dhekiajuli, Behali, Bhawanipur, Rupsi, Narayanpur, Nowboicha will also deliver the services pertaining to their jurisdiction on receipt of the same on transfer from the notified designated public servants.

4.Step by Step procedure: (pertaining to time line) On receipt of the complete application from

the Employers/Owners,the Designated Public Servant will endorse the same to the dealing Assistant who will process the petition with preliminary verification of the records enclosed and put up to the designated public servant within a period of 5 (five) days. The designated public servant will conduct necessary verification to ascertain the factual correction of the application and grant the Registration Certificate within 25 (twenty five) days.

5. Standard Application Form : Form No. "O". Annexure – 'A'.

6. List of documentsrequired to be attached with the standard Application Form
: a) Original Treasury Challan depositing prescribed fees in specific Head of Account i.e. "0230 Labour & Employment -101 - fees for Registration of Establishment under the Assam Shops & Establishments Rules' 1976".

b) Copies of appointment letters of the workmen employed in the establishment in Form 'G'. Annexure – 'B'.

7. User Charges of :The amount of fees that has to be paid to the specific Head of Account as stated by the applicant of the Establishment as per Schedule –I. Annexure – 'C'.

8. Citizen Charter : Annexure- 'D'.

9. Standard Certificate to be granted : Form "Q". Annexure – 'E'.

Sd/-

**Addl. Chief Secretary to the Govt. of Assam,
Labour & Employment Department,
Dispur, Guwahati -6.**

DISPUR, GUWAHATI-6

NO. GLR.61/2012/

DATED, DISPUR,2013.

OFFICE MEMOROANDUM

Subject : Guidelines on the standard procedure to be followed in case of Renewal of Establishments under the Assam Shops & Establishments Act, 1971 with the Labour offices.

With a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Labour & Employment Department, Govt. of Assam.

1.Name of Service(s): Renewal of Registration Certificate of establishments under the Assam Shops and Establishments Act, 1971.

2.Eligibility criteria: All Citizen of India who are employers/owners of establishments like Shops, Commercial Establishments and Establishments of public entertainment and amusements and who have already registered their establishments under the Act are eligible for the service.

3.Procedure to obtain the service: a) Place of Renewal: Establishment shall be renewed with the Labour Office in whose jurisdiction the concerned Estt. is situated.

b) Hours of Renewal: The process of Renewal will be allowed during working hours in all working days provided all the relevant documents are submitted at the time of filing application.

c) The applicant Employers/owners must apply in prescribed application form to the (i) Labour Officers of Haflong, Diphu, Morigaon, Barpeta, Goalpara, Dhemaji, Margherita and to the (ii) Labour Inspectors at the office of the Asstt. Labour Commissioner, Tinsukia, Dibrugarh, Sivasagar, Jorhat, Golaghat, Nagaon, Silchar, Dhubri, Tezpur, (iii) at the office of the Labour officers, Sonari, Bokakhat, Bokajan, Kokrajhar, Nalbari, Bongaigaon, Mangaldoi, Biswanath chariali, Lakhimpur, Hailakandi, Karimganj (iv) at the Office of the Labour Inspectors, Nazira, Titabor, Majuli, Sarupathar, Rongkhong (Donkamokam), Lanka, Kaliabor, Rangia, Mancachar, Bilasipara, Gossaigaon, Majbat, Khairabari, Lakhipur. However, the Block level Labour Inspector at Kakopathar, Hapjan, Demow, Joypore, Khowong, Dhing, Jagirod(Mayong) Howraghat, Deyung Valley, Jatinga Valley, Udaband, Hailakandi(Block), Patharkandi Block, Chaygaon, Dudhnoi, Dhekiajuli, Behali, Bhawanipur, Rupsi, Narayanpur, Nowboicha will also deliver services pertaining to their jurisdiction on receipt of the same on transfer from the notified designated public servants.

4.Step by step procedure (pertaining to time line): On receipt of the completed application from the applicant public servant will endorse the same instantly to the dealing Assistant who will then process the petition with preliminary verification of the records so enclosed and put up to the designated public servant within a period of 5 days. The Designated public servant will conduct necessary verification to ascertain the factual correctness of the application and grant the renewal within 10 days.

5. Standard application form: Form No. 'O' Annexure – 'A'.

6. List of document required to be attached with the Standard application Form:

a) The original Registration Certificate

b) Original Treasury Challan depositing prescribed fees in specific Head of Account "2230 Labour & Employment – 101 – fees for renewal under the Assam Shops and Establishments Rules, 1976."

c) Copy of appointment letter of the workmen employed in the establishment in Form "G", Annexure – 'B'.

7. User Charges: The amount of fees that has to be paid to the Government through Treasury Challan in to the Specific Head of Account as stated by the applicant of the establishment as per Schedule -1, Annexure – 'C'.

8. Citizen Charter: Annexure – 'D'.

9. Standard Certificate to be renewed: Form 'Q'. Annexure – 'E'.

Sd/-

**Addl. Chief Secretary to the Govt. of Assam,
Labour & Employment Deptt., Dispur,
Guwahati-6.**