

## CHAPTER - 13

### NORMS SET BY LABOUR DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS

SL.NO.	ITEM / ACTIVITY	FORMS TO BE SUBMITTED	AUTHORITY / OFFICE TO BE APPROACHED	TIME LIMIT
<b>INDUSTRIAL DISPUTES ACT, 1947</b>				
1.	Settlement of Industrial dispute	Application plain paper	in Concerned area Conciliation Officer	Within 60 days from the date of the application.
2.	Reference to Labour Court / Industrial Tribunal / National Tribunal	Does not arise	Secretary to Government (Labour)	Within 90 days from the date of the receipt of the conciliation failure report.
3.	Seeking Government permission to effect lay off when the number of workmen of an Industry exceeds 100	Form 03	Secretary to Government (Labour)	Within 60 days
4.	Seeking Government Permission to effect retrenchment when the number of workmen of an industry exceeds 100	Form P4	Secretary to Government (Labour)	Within 60 days
5.	Seeking Government permission to effect closure of Industrial establishment when the number of workmen of an industry exceeds 100	Form Q	Secretary to Government (Labour)	Within 60 days
6.	Publication of Awards of Labour Court / Industrial Tribunal	Does not arise	Secretary to Government (Labour)	Within 15 days

TRADE UNION ACT, 1926.

7. Registration of Form A Registrar of Within 15 days  
Trade Union Trade Union

CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970

8. Issue of Principal Form I JCIF, in case Within 15 days  
Employer (Quadruplicate) of Factories.  
Registration For others  
Certificate Labour  
Officer  
(Enforcement),  
in r/o  
Puducherry,  
Labour  
Officer  
Karaikal in r/o  
Karaikal.  
AIL in r/o  
Mahe and  
Yanam regions.
9. Issue of License to Form IV and V Labour Within 30 clear  
the Contractor (Quadruplicate) Officer working days from  
Under Section 12 of (Enforcement), the date of receipt  
the Act. in r/o of the application.  
Puducherry.  
Labour  
Officer  
Karaikal in r/o  
Karaikal.  
AIL in r/o  
Mahe and  
Yanam regions.
10. Issue of renewal of Form V and VI Labour Within 30 clear  
license to the (Quadruplicate) Officer working days from  
contractor (Enforcement), the date of receipt  
in r/o of the application.  
Puducherry.  
Labour  
Officer  
Karaikal in r/o  
Karaikal.  
AIL in r/o  
Mahe and  
Yanam regions.

## PAYMENT OF GRATUITY ACT, 1972.

11. Order of Controlling Form N (in Labour Authority for duplicate) Officer Normally within a period of one year. settlement of gratuity liability. (Enforcement), However this time limit in r/o depends upon the nature of the cases and Yanam taken up on file of the regions. Controlling Authority. Labour Officer Karaikal in r/o Karaikal and Mahe regions.

## MOTOR TRANSPORT WORKERS ACT, 1961

12. Issues of Registration Form I, V and Certificate VII-A (in duplicate) Labour Officer (Enforcement), Within 15 clear working days from the date of receipt of in r/o the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.
13. Renewal of Registration Certificate. of Form I, and V (in duplicate) Labour Officer (Enforcement), Within 15 days clear working days from the date of receipt of in r/o the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.

THE PONDICHERRY SHOPS AND ESTABLISHMENTS ACT, 1964.

14. Issue of Registration Form I, II, Labour Certificate. XI and XIII (in duplicate) Officer (Enforcement), in r/o application. Within 15 clear working days from the date of receipt of the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.
15. Renewal of Registration Certificate. of Form I, V and XI (in duplicate) Labour Officer (Enforcement), in r/o application. Within 15 clear working days from the date of receipt of the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.

THE PONDICHERRY CATERING ESTABLISHMENTS ACT, 1964.

16. Issue of Registration Form I, V and Certificate X (in duplicate) Labour Officer (Enforcement), in r/o application. Within 15 days clear working from the date of receipt of the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.

17. Renewal of Form I and X Labour Registration Certificate (in duplicate) Officer (Enforcement), in r/o application. Within 15 days clear working from the date of receipt of the application. Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.

INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.

18. Certification of Form I Standing Orders Certifying Officer Union Territory of Puducherry. Within 30 days from the date of receipt of the application.

PAYMENT OF BONUS ACT, 1965.

19. Settlement of Bonus Problems In Plain Paper Area Conciliation Officer Within 15 days.

WORKMEN'S COMPENSATION ACT, 1923.

20. Payment of Form F compensation to the workmen who met with accident (injuries and death) during the course of his employment. In the Court of Additional Commissioner for Workmen's Compensation (DLC - Puducherry, Mahe & Yanam regions: LO,Kkl-Karaikal region). As per the court proceedings within 60 days from the date of receipt of the application.

PAYMENT OF WAGES ACT, 1936.

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|-----|--------------------------------|--|---|--|----------------|
| 21. | Claim for Non Payment of Wages | (i) Form A (in the case of individual) | (i) Court Payment of Wages Authority Appointed under the Act.       | In the Court of Wages Authority Appointed under the Act. | Within 60 days |
|     |                                | Form B (in the case of Group)          | (DLC - Puducherry, Mahe & Yanam regions: LO, Kkl- Karaikal region). |  |                |

EMPLOYMENT EXCHANGE (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959.

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|-----|--|---|---------------------------|--|
| 22. | Sponsoring names to job seekers to various Departments, Public Sector and Private Firms according to Seniority maintained in the Office, Puducherry. | On receipt of the Government notification of vacancy from the Employer. | Area Employment Exchange. | Within the time limit requested by the employer. In other cases normally within 30 days. |
| 23. | Clarifying / Clearing all kinds of doubts arising out of registration, job opportunity, sponsorship, etc.,   | By personal contact   | Area Employment Exchange. | On the spot.   |
| 24. | Registration of names of educated and illiterate who seek employment and periodical renewal of their names.  | By personal contact   | Area Employment Exchange. | On the spot  |

25. Registration of additional qualification and experience certificate produced by the job seekers. By personal contact. Area Employment Exchange. On the spot.

FACTORIES ACT, 1948.

26. Permission / approval of plans for the construction of / extension of factory building and installation of machineries. Form IC Chief Inspector of Factories and Boilers Within 1 Month
27. Registration and grant of license for the new factories after the construction of machineries before the commencement of production. Form 2 Chief Inspector of Factories and Boilers Within 1 Month
28. Renewal of license of the running factories Form 2 Chief Inspector of Factories and Boilers Within 1 Month
29. Issue of Clearance under the purview of the Factories Act, 1948. Application in plain paper. Chief Inspector of Factories and Boilers. Within 7 days
30. Registration and issue of certificate for the use of a boiler under the Indian Boilers Act, 1923. Application in plain paper accompanied by manufacturers Boilers Book Chief Inspector of Factories and Boilers Within 1 Month

31. Renewal of Application in Chief Within 1 Month  
 certificate for use the plain Inspector of  
 of a boiler on the paper Factories and  
 expiry of a period accompanied Boilers  
 for which it was by  
 granted. manufacturers  
 Boilers Book.
32. Medical examination Application in Joint Chief Within 1 Month  
 of workers after Plain Paper Inspector of  
 remittance of Factories and  
 payment of medical Boilers /  
 examination and Medical  
 submission of challan Inspector of  
 receipt. Factories.