

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SLI/LI / Staff / Others / Drop Box / Any other approved mechanism	3 working days	Within 15 working days	Senior Labour Inspector / Labour Inspector of the concerned circle of Area (Annexure-A & Annexure-B)	Within 15 working days
	2	Scrutinisation by the concerned case worker / SLI / LI	Case-Worker / SLI / LI	3 working days			
	3	Preparation of note in the file	SLI / LI	3 working days			
	4	Inspection, if necessary, to verify the facts	SLI / LI	3 working days			
	5	Granting/ rejecting the Registration	SLI / LI	3 working days			

Documents required to be submitted at the time of Registration -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-A and Annexures (in Triplicate)
4. Address & ID Proof of proprietor / Partners / Directors / Occupiers
5. Rent Agreement / Ownership Deed / Lease Deed
6. Copy of Memorandum of Association and Articles of Association, in case of Pvt/Public companies
7. Partnership Deed In case of Partnership Firm
8. TIN Registration Certificate, if registered / VAT Registration
9. Registration under KMA
10. Registration / Licence obtained under any Central / State Govt. Agencies
11. Declaration regarding non-employment of child labour
12. Mobile Number/ E-mail IDs of the Contractor / Employer for communication
13. Authorization / Power of Attorney Letter (if applicable)

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of Individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1 Renewal of Registration under the Karnataka Shops and Commercial Establishments Act, 1961	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SLI/LI / Staff / Others / Drop Box / Any other approved mechanism	1 working days	Within 15 working days	Senior Labour Inspector I Labour Inspector of the concerned circle of Area (Annexure-A & Annexure-B)	Within 15 working days
	2	Scrutinisation by the concerned case worker/ SLI / LI	Case-Worker / SLI / LI	2 working days			
	3	Preparation of note in the file	SLI / LI	1 working days			
	4	Inspection, if necessary, to verify the facts	SLI / LI	5 working days			
	5	Hearing the parties, if needed and passing of an Order	SLI / LI	5 working days			
	6	Granting / rejecting the Certificate	S11 / LI	1 working days			

Documents required to be submitted at the time of Renewal -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-A and Annexures (In Triplicate)
4. Address & ID Proof of proprietor / Partners / Directors / Occupiers / Owners
5. Rent Agreement / Ownership Deed / Lease Deed
6. Copy of Memorandum of Association and ROC in case of Pvt/Public companies
7. Partnership Deed in case of Partnership firm
8. TIN Registration Certificate, if registered
9. Periodical returns
10. Declaration regarding non-employment of child-labour
11. Mobile Number / E-mail IDs for Communication
12. Authorization / Power of Attorney Letter (if applicable)

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time
	2	3	4	5	6	7
1 Registration of Principal employer under the Contract Labour (Regulation & Abolition) Act. 1970	1 Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SPA /FDA / OA/ Staff / Others	2 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division	Within 15 working days
	2 Scrutinisation by the concerned case worker	Case-Worker	2 working days			
	3 Submission of note by the concerned case worker In the file to the Registration Authority	Case-Worker (Decision to be made by ALC)	2 working days			
	4 Sending to the sub-ordinate officer / inspector, if needed for verification OR inspection by ALC OR calling of Statutory records	ALC/ LO/ 511/ LI	3 working days			
	5 Inspection by the sub-ordinate officer./ inspector and report submission	LO/ SLI / LI	2 working days			
	6 Hearing the parties, if needed and passing of an Order	ALC	2 working days			
	7 Granting / rejecting the Registration	ALC	2 working days			

Documents to be submitted at the time of Registration -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-i & Annexures (In Triplicate)
4. Authentic identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar Card, Passport, Bank & Post Office Pass Books, Ration Card, Railway Identity Card, Identity Card for the disabled
5. Certified copy of Agreement / Contract between Principal Employer and the Contractor
6. Copy of the Registration / Challan of ESI/PF/ST/Registration Certificate either under Factories Act or Shop Act, VAT, TIN.
7. List with full address and identity card of Partners / Directors / Owners / Occupiers/ Proprietor of the Organisation.
- *. Applicants / Authorized Signatories full name, address, designation with Seal.
9. Mobile Number / E-mail IDs for Communication
10. Periodical Returns
11. Authorization / Power of Attorney Letter (if applicable)
12. Declaration regarding non-employment of child-labour
13. Copy of Memorandum of Association (MOA) / ROC in case of Private/ Public Companies

Department : LABOUR

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1 License to the contractor under the Contract Labour (Regulation & Abolition) Act, 1970	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-Incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff / Others	2 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division (Annexure-D)	Within 15 working days
	2	Scrutination by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note by the concerned case worker in the file to the Licencing Authority	Case-Worker (Decision to be made by ALC)	2 working days			
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR Inspection by ALC OR calling of Statutory records	ALC/10/ SLI / LI	2 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ 5LI/ LI	3 working days			
	6	Hearing the parties, if needed and passing of an Order	ALC	2 working days			
	7	Granting / rejecting the Licence	ALC	2 working days			

Documents required to be submitted at the time of Registration -

1. Covering Letter (Preferably on a Letter Head)
2. Duly filled in prescribed Application Form-IV and Annexures (in Triplicate)
3. Authentic Identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar Card, Passport, Bank & Post Office Pass Books, Ration Card, Railway ID Card, Disabled-ID Card
4. Certified copy of Agreement /Contract *between* the Principal Employer and Contractor
5. Registration /Challan of ESI/PF/ST/Registration Certificate either under Factories Act or Shop Act, VAT, TIN.
6. List with full address and identity card of Partners / Directors / Owners / Occupiers / Proprietor of the Organization.
7. Applicants / Authorized Signatories full name, address, designation with Seal.
8. Periodical Returns
9. Authorization / Power of Attorney Letter (if applicable)
10. Mobile Number / E-mail IDs of the Contractor and Employer for communication
11. Duly filled in Form-V (preferably on the Letter Head of the Principal Employer)
12. Declaration regarding non-employment of child labour

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of Individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
Renewal of Licence to the contractor under the Contract Labour (Regulation & Abolition) Act, 1971	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff/ Others	1 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division	Within 15 working days
	2	Scrutinisation by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note by the concerned case worker In the file to the Registration Authority	Case-Worker (Decision to be made by ALC)	1 working days			
	4	Sending to the sub-ordinate officer / inspector, If needed for verification OR inspection by ALC OR calling of Statutory records	ALC/ LO/ SLI / LI	1 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	4 working days			
	6	Hearing the parties, if needed and passing of an Order	ALC	5 working days			
	7	Granting / rejecting the Licence	ALC	1 working days			

Documents required to be submitted at the time of Registration / License -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-VII and Annexures (In Triplicate)
4. Address & ID Proof of proprietor / Partners / Directors / Occupiers
5. Copy of the Agreement between the Principal Employer and Contractor
6. Copy of Memorandum of Association and Articles of Association. in case of Pvt/Public companies
7. Registration / Challan cony of PF / ESI/ Service Tax / VAT/ T1N/ PAN. etc..
8. Mobile / E-mail ID details for communication
9. Statutory Returns
10. Authorization / Power of Attorney Letter (If applicable)
11. Declaration regarding non-employment of child labour

Department : LABOUR

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6.	7	
1 Registration of establishment under the Building and Other Construction Workers (Regulation of Employment and Conditions) Act, 1996	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker.	SDA /FDA / OA/ Staff / Others	1 working days	Within 15 working days	Labour Officer	Within 15 working days
	2	Scrutinisation by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note in the file to the Registration Authority	LO	1 working days			
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR inspection by Officer OR calling of Statutory records	LO/ SLI / LI	5 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	5 working days			
	6	Granting / rejecting the Certificate / Licence	LO	1 working days			

Documents required to be submitted at the time of Registration / License -

1. Covering Letter (Preferably on a letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application form and Annexures (In Triplicate)
4. Authentic Identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar Card, Employment Card, RSBY Card, NPS Card, ID-list approved by Election Commission of India
5. Declaration regarding non-employment of child labour
6. Copy of the Registration / Cha Ilan of ESI/PF/ST/Plan approval by EIDA/BEIMP/Local Body
7. List with full address and identity card of Partners / Directors / Owners / Occupiers of the Organization.
8. Applicants / Authorized Signatories full name, address, designation with Seal.
9. Mobile Number / E-mail IDs for communication
10. Authorization / Power of Attorney Letter (if applicable)
11. Memorandum of Association (MOA) f ROC in case of Private / Public Company.

Department : LABOUR

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1	Registration of Building and other Construction Workers	1 Application alongwith prescribed documents. shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SLI / LI / Staff / Others / Drop Box / Any other approved mechanism	1 working days	Within 15 working days	Senior Labour Inspector / Labour Inspector	Within 15 working days
		2 Scrutinisation by the concerned case worker/ 511 / LI	Case-Worker / SLI / LI	2 working days			
		3 Processing and documentation of each application in a separate file.	SLI / LI	1 working days			
		4 Inspection, if necessary, to verify the facts	SLI / LI	5 working days			
		5 Hearing the parties, if needed	SLI / LI	5 working days			
		6 Granting / rejecting the Registration	SLI / LI	1 working days			

Documents required to be submitted at the time of Registration -

1. Covering Letter.
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form no. 5 with photograph and Annexures.
4. Duly filled in prescribed nomination Form no.6
5. Employment Certificate
6. Certificate of Proof of Age
7. Mobile Number if any, for communication

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1 Registration of plantations under the Plantation Labour Act, 1951	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-Incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff / Others	2 working days	Within 15 working days	Labour Officer's of the concerned jurisdiction (Annexure-E)	Within 15 working days
	2	Scrutinisiation by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note by the case-worker in the file to the Licencing Authority	Case-Worker (Decision to be made by ALC)	2 working days			
	4	Sending to the sub-ordinate officer / Inspector, if needed for verification OR inspection by ALC OR calling of Statutory records	LO/ SLI / LI	2 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	3 working days			
	6	Hearing the parties, if needed, and passing of an Order	LO	2 working days			
	7	Granting/ rejecting the Registration	LO	2 working days			

Documents required to be submitted at the time of Registration

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form.1-A and Annexures (In Triplicate)
4. Ownership Deed / Record of Rights (CRC)
5. Authentic identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar C.ard, Passport, Bank & Post Office Pass Books, Ration Card, Railway ID Card, Disabled-ID Card
6. Copy of the Registration / Challan of ESI/PF/ST/Registration under Central / State Govt. agencies
7. List with full address and identity card of Partners / Directors / Owners / Occupiers / Proprietors of the Organization.
8. Applicants / Authorized Signatories full name, address, designation with Seal.
9. Mobile Number / E-mail IDs
10. Periodical Returns
11. Authorization / Power of Attorney Letter (if applicable)
12. Declaration regarding non-employment of child labour

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of Individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1	Registration under the Trade Union Act, 1926	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-Incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff / Others	4 working days	Assistant Labour Commissioner of the concerned Division	Within 30 working days
		2	Scrutinisation by the concerned case worker	Case-Worker	4 working days		
		3	Submission of note in the file to the Registration Authority	Case Worker to ALC	4 working days		
		4	Sending to the sub-ordinate officer / inspector for verification OR inspection by ALC OR calling of Statutory records	ALC/ LWSLI / LI	6 working days		
		5	inspection by the sub-ordinate officer / inspector and report submission	ALC/ LO/ SLI / LI	8 working days		
		6	Hearing the parties, if needed and passing of an Order	ALC	2 working days		
		7	Granting / rejecting the Certificate / Licence	ALC	2 working days		

1. Covering Letter (Preferably on proposed Union Letter Head)
2. Proof of Fee Paid (Original Challan copy)
3. Duly filled in Form-A and Annexures
4. Bye-law copies (Seven copies) in Kannada or English Version
5. Duly filled in Schedule-I & II (Schedule ill, if necessary)
6. Minutes of the Meeting of First General Body with signatures and address of the workers (Original / Certified Copy)
7. Attendance Register of the General Body Meeting in Original
8. Employment Certificate of at least 100 workers OR 10% of the work-force AND identity Cards with Photograph issued by the Employer or any proof of service
9. Authentic identity Cards of Office Bearers / Executive Committee Members such as EPIC, Driving Licence, etc.,
10. Affidavit under Section.4 and Section.9-A of the Trade Union Act, 1926
11. 136:k Pass Book with Account Number of the Union (if available)
12. Union membership as well as fee details (Member-wise collection details)
13. Address Proof of Registered Office with valid documents like Ownership Deed / Rent Agreement / Lease Deed
14. Declaration as per Section.6 of the Trade Unions Act, 1926.
15. Any other valid information sought by the Deputy Registrar / Registrar.
16. Details of affiliation to Central Trade Unions

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	time taken for individual steps	Time norm for Service	Designated officer's details	Stipulated time
1	2	3	4	5	6	7
1 Registration under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff/ Others	2 working days	Within 15 working days Assistant Labour Commissioner Of the concerned Division (Annexure-D)	Within 15 working days
	2	Scrutinsation by the concerned case worker	Case-Worker	2 working days		
	3	Submission of note by the concerned case-worker in the file to the Registration Authority	Case-Worker (Decision be made by ALC)	2 working days		
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR Inspection by ALC OR calling of Statutory records	ALC/ LO/ SLI/LI	2 working days		
	5	Inspection by the sub-ordinate officer I inspector and report submission	LO/ SLI/ LI	3 working days		
	6	Hearing <i>the</i> parties, if needed, and passing of an Order	ALC	2 working days		
	7	Granting / rejecting the Registration	ALC	2 working days		

Documents required to be submitted at the time of Registration / License -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-I and Annexures (in Triplicate)
4. List with full address, age, gender, telephone number (if any) of the Migrant workers alongwith ID Proof / domicile Certificate
5. Agreement Copy between Principal Employer and the Contractor
6. Form-V
7. List with full address and identity card of Partners / Directors / Owners / Occupiers/ Proprietors of the Organisation.
8. PF / ESI / ST / PAN / VAT/TIN Copies
9. Periodical Returns
10. Authorization / Power of Attorney Letter (if applicable)
11. Mobile Number/ E-mail IDs for communication
12. Declaration regarding non-employment of child labour

Department : LABOUR

Workflow and time norm for individual service guaranteed under the Act

Service	Process followed	Name & Designation of individual officer	Time taken for individual steps	Time norm for service	Designated officer's details	Stipulated time	
1	2	3	4	5	6	7	
1 Licence under the inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SDA /FDA / OW Staff / Others	2 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division (AnnexureD)	Within 15 working days
	2	Scrutinisation by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note by the case-worker in the file to the Licencing Authority	Case-Worker (Decision to be made by ALC)	2 working days			
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR inspection by ALC OR calling of Statutory records	ALC/ LO/ SLI / LI	2 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	3 working days			
	6	Hearing the parties, if needed, and passing of an Order	ALC	2 working days			
	7	Granting / rejecting the Licence	ALC	2 working days			

Documents required to be submitted at the time of Registration / license -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-IV and Annexures (In Triplicate)
4. List with full address, age, gender, telephone number (if any) of the Migrant workers alongwith ID proof / Domicile Certificate
5. Agreement Copy between Principal Employer and Contractor
6. Form-V preferably on Letter Head of the Prinidpal Employer
7. List with full address and identity card of Partners / Directors / Owners / Occupiers/ Proprietors of the Organistion.
8. PF / ESI / ST / PAN / VAT/ TIN Copies
9. Declaration regarding non-employment of child labour
10. Licence from the Source State
11. Periodical Returns
12. Authorization / Power of Attorney Letter (it applicable)
13. Memorandum of Association (MOA) / ROC in case of Private / Public Companies

Department : LABOUR

Workflow and time norm for individual service guaranteed under the Art

Service	Process followed	Name & Designation of individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time	
	2	3	4	5	6	7	
Licenses to industrial premises under the Beedi and Cigar Workers (Conditions of Employment) Act, 1966		Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff/ Others	2 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division (As shown in Annexure-D)	Within 15 working days
	2	Scrutinisation by the concerned case worker	Case-Worker	2 working days			
	3	Submission of note by the case-worker in the file to the Licencing Authority	Case-Worker (Decision to be made)	2 working days			
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR inspection by ALC OR calling 6' Statutory records	ALC/ LO/ SCI / LI	2 working days			
	5	inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	2 working days			
	6	Hearing the parties, if needed, and passing of an Order	ALC	3 working days			
	7	Granting / rejecting the Licence	ALC	2 working days			

Documents required to be submitted at the time of Registration / License -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-I and Annexures (In Triplicate)
4. Periodical Returns
5. Authentic Identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar Card, Passport, Bank & Post Office Pass Books, Ration Card, Railway ID.Card, Disabled-ID Card
6. Certified copy of Agreement /Contract between Principal Employer and the Contractor, if any
7. Copy of the Registration / Challan of ESVPF/ST/Registration Certificate either under Factories Act or Shop Act, VAT, TIN.
8. List with full address and identity card of Partners / Directors/ Owners / Occupiers/ Proprietors of the Organization.
9. Applicants / Authorized Signatories full name, address, designation with Seal.
10. Mobile Number / E-mail IDs of the Contractor / Employer for communication
11. Authorization / Power of Attorney Letter (if applicable)
12. Declaration regarding non-employment of child labour

Workflow and time norm for individual service guaranteed under the Act

Department:Labour Services	Process followed		Name & Designation of individual officer	Time taken for Individual steps	Time norm for service	Designated officer's details	Stipulated time
1	2		3	4	5	6	7
Registration under Motor Transport Workers Act, 1961	1	Application alongwith prescribed documents shall be received in the Reception Counter by the Reception-incharge and to be handed over to the concerned case worker	SDA /FDA / OA/ Staff/ Others	3 working days	Within 15 working days	Assistant Labour Commissioner of the concerned Division	Within 15 working days
	2	Scrutinsation by the concerned case worker	Case-Worker	3 working days			
	3	Submission of note by the concerned case worker in the file to the Registration Authority	Case-Worker (Decision to be made)	5 working days			
	4	Sending to the sub-ordinate officer / inspector, if needed for verification OR inspection by ALC OR calling of Statutory records	ALC/ LO/ SLI /LI	5 working days			
	5	Inspection by the sub-ordinate officer / inspector and report submission	LO/ SLI / LI	5 working days			
	6	Hearing the parties, If needed and passing of an Order	ALC	6 working days			
	7	Granting / rejecting the Registration	ALC	3 working days			

Documents required to be submitted at the time of Registration I License -

1. Covering Letter (Preferably on a Letter Head)
2. Proof of Fee / Deposit Paid (Original Challan copy)
3. Duly filled in prescribed Application Form-I and Annexures (in Duplicate)
4. Registration Certificate issued by the RTO of all the vehicles (Certified copy) and Road Transport Permit Document (Certified copy)
5. Authentk identity card of the Applicant Ilke EPIC, Driving licence, PAN card, Aadhar Card, Passport, Bank & Post Office Pass Books, Ration Card, Railway ID Card, Disabled-ID Card
6. Certified copy of Agreement /Contract between Principal Employer and the Contractor, If any
7. Copy of the Registration / Challan of ESI/PF/ST/Registration Certificate either under Factories Act or Shop Act, VAT, TIN.
8. List with full address and identity card of Partners / Directors / Owners / Occupiers/ Proprietors of the Organization.
9. Applicants / Authorized Signatories full name, address, designation with Seal.
10. Mobile Number / E-mail IDs of the Applicant for communication
11. Authorization / Power of Attorney Letter (if applicable)
12. Declaration regarding non-employment of child labour
13. Copy of Memorandum of Association (MOA) / ROC in case of Private / Public Companies