

Standard Operating Procedure and Checklist

Name of Department	Department of Labour
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1. Standard Operating Procedure for Applicant

Application for	Registration under Shops and Establishment Act 1960
Mandatory supporting documents required	<ul style="list-style-type: none"> D/O License from local body/Lease agreement
Process description	<p>Step 1: Submission of application along with supporting documents, security deposit and prescribed fees to labour department through Single window portal (Within 60 days from the date on which the establishment commences operations).</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> Kerala Shops And Commercial Establishments Act, 1960 Kerala Shops And Commercial Establishments Rules, 1961 Kerala Shops And Commercial Establishments (Amendment) Ordinance, 2014 Fee prescribed in S.R.O. No 572/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> Certificate by principal employer in Form V Challan receipt having remitted the prescribed security deposit
Process description	Step 1: Submission of application along with supporting documents, security deposit and prescribed fees to labour department through Single window portal

	<p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration of Principal Employer under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor.
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules 1974 • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration under Building and Other Construction Workers Act 1996
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Buildings And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996 • Building And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Kerala Rules, 1998 • Fees As Prescribed In S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration under Motor Transport Workers Act 1961
Mandatory supporting documents required	<ul style="list-style-type: none"> • Copy of RC Book
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.

List of Reference Documents	<ul style="list-style-type: none"> • Motor Transport Workers Act, 1961 • Kerala Motor Transport Workers' Rules, 1962 • Fees as prescribed in S.R.O. No 570/2013 dated 16/7/3
Time line for completing the process	On the same day of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Work agreement
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same day of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form VI
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	Application status tracking for the applicant available in single window portal
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

2. Standard Operating Procedure for Approver

Application for	Registration under Shops and Establishment Act 1960
Mandatory supporting documents required	<ul style="list-style-type: none"> • D/O License from local body/Lease agreement
List of Reference Documents	<ul style="list-style-type: none"> • Kerala Shops And Commercial Establishments Act, 1960 • Kerala Shops And Commercial Establishments Rules, 1961 • Kerala Shops And Commercial Establishments (Amendment) Ordinance, 2014 • Fee prescribed in S.R.O. No 572/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (Assistant Labour Officer)

Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form V
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration of Principal Employer under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk-> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration under Building and Other Construction Workers Act 1996
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form print out.
List of Reference Documents	<ul style="list-style-type: none"> • Buildings And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996 • Building And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Kerala Rules, 1998 • Fees As Prescribed In S.R.O. No 575/2013 dated 16/7/13 • Inspection Checklist

Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration under Motor Transport Workers Act 1961
Mandatory supporting documents required	<ul style="list-style-type: none"> • Copy of RC Book
List of Reference Documents	<ul style="list-style-type: none"> • Motor Transport Workers Act, 1961 • Kerala Motor Transport Workers' Rules, 1962 • Fees as prescribed in S.R.O. No 570/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (Assistant Labour Officer)

Application for	Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form V

List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

3. Verification/Inspection Procedure

- A. Scrutiny of information provided in the application form, supporting document and fees paid.
- B. Health and Welfare conditions
 - Canteens*
 - Rest rooms
 - First aid facilities
 - Drinking water
 - Hostel/Accommodation
 - Latrines and Urinals
- C. Register or record or notices required to be kept or exhibited
- D. Number and details of workers
- E. Whether registration with wage protection system

4. Checklist of Documents

- A. Registration under Shops and Establishment Act 1960
 - Application form printout
 - D/O License from local body/Lease agreement
 - Challan receipt for the payment of registration fee as prescribed
- B. Licensing of Contractor under Contract Labour Act 1970
 - Application form print out
 - Certificate by principal employer in Form V
 - Challan receipt for the payment of licensing fee as prescribed
 - Challan receipt having remitted the prescribed security deposit
- C. Registration of Principal Employer under Contract Labour Act 1970
 - Application form print out.
 - Employer agreement with contractor.
 - Challan receipt for the payment of registration fee as prescribed
- D. Registration under Building and Other Construction Workers Act 1996

- Application form print out.
- Challan receipt for the payment of registration fee as prescribed

E. Registration under Motor Transport Workers Act 1961

- Application form print out
- Copy of RC Book
- Challan receipt for the payment of registration fee as prescribed

F. Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979

- Application form print out,
- Employer agreement with contractor
- Challan receipt for the payment of registration fee as prescribed

G. License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979

- Application form printout,
- Certificate by principal employer in Form V
- Challan receipt for the payment of licensing fee as prescribed