

24. LABOUR AND EMPLOYMENT

| Sl. No. | Service / Facilities | Procedure | Time limit | Contact Person | Whom to contact if no solace is received from the Contact Person. |
|---------|--|--|------------|------------------|---|
| 24.1 | Registration of Shop and Establishment | <ol style="list-style-type: none"> 1. SSI Registration Certificate (True Copy) 2. Affidavit to be given by the Director / Partner/ Owner. 3. Partnership Deed / Memorandum Articles of association (Signed) 4. Copy of receipt / challan as proof of payment of Registration fee 5. Lease agreement and Lesser's ownership documents if applicable. 6. Panchayat NOC 7. Health NOC. * Applicable only to units employing less than 10 person (directly / indirectly) with the aid of power or less on any one day of the year or 20 persons without the aid of power. All other units have to apply for factory license. * On company letter head by authorised signatory of whatever is not applicable. | 10 days | Labour Inspector | Labour Commissioner |
| | | Whatever is not applicable may be stated on company letterhead and signed by the authorised signatory. | | | |

24. LABOUR AND EMPLOYMENT (contd)

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|---------|---------------------------|----|---|------------|--|---|
| 24.2 | Registration of Factories | 1 | Form 1,2,3, alongwith the paid challan | 20 days | Chief Inspector of Factories and Boilers | Secretary (Labour) |
| | | 2 | Occupancy Certificate from PWD (True Copy) | | | |
| | | 3 | Certificate regarding stability of the structure from a qualified structural engineer | | | |
| | | 4 | List of safety equipments / precautionary measures taken at site. (Company letterhead and signed) | | | |
| | | 5 | Machinery layout drawing architect approved. A copy of the approved plan. (True Copy) | | | |
| | | 6 | A copy of ON SITE/ OFF SITE PLAN if applicable / Signed statement on company's letterhead that it is not applicable | | | |
| | | 7 | Approval of the plans from the Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable / Signed statement on company's letter head that it is not applicable. | | | |
| | | 8 | Sale Deed / Agreement for sale / Lease Agreement if applicable (regd. True Copy / signed statement on campany's letter head that it is not applicable) | | | |
| | | 9 | Project Report (including flow chart) (signed) | | | |
| | | 10 | Copy of land document (Form I and XIV) (True copy) | | | |

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| 24.2 | Registration of Factories (contd) | 11 | A copy of SSI Registration/ Industrial Licence/ In principle clearance in case of MSI/LSI (True copy) | 20 days | Chief Inspector of Factories and Boilers | Secretary (Labour) |
| | | 12 | Details of ETP, if any (On company letterhead and signed) Note : All documents to be signed by the Director / Partner, documents signed by Authorised Signatory shall not be accepted . | | | |
| 24.3 | Registration for Employment Identity Card X-10 | 1 | Resident Certificate | 2 days | Asstt. Employment Officer | Director of Employment Exchange |
| | | 2 | Caste Certificate | | | |
| | | 3 | Birth Certificate | | | |
| | | 4 | All Educational Certificates | | | |
| | | 5 | Experience Certificate | | | |