

**GUIDEBOOK ON APPLICATION AND  
PROCEDURE FOR VARIOUS SERVICES  
RELATED BUSINESS UNDER LABOUR  
ENACTMENTS**

**DEPARTMENT OF LABOUR, JAMMU AND KASHMIR**

# Pre-Establishment Stage:

## A. Procedure for approval of plan and permission to construct, extend or take into use any building as factory under the Factories Act, 1948

<b>Name of Service</b>	Procedure for approval of plan and permission to construct, extend or take into use any building as factory under the Factories Act, 1948
<b>Authority/Department</b>	Chief Inspector of Factories, J&K (Labour Commissioner, J&K)
<b>Regulatory Framework</b>	The Factories Act, 1948 J&K Factories Rules 1972,
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries who comes under the Factories Act 1948 and want to construct, extend or use any building as factory.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form -1)</li> <li>2. Plans in 3 copies, drawn to scale, showing the site of the factory and immediate surroundings include adjacent building and other structure, roads, drains etc. The plan, elevation, side view and necessary cross section of the various building indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plan shall also clearly indicate the position of the plant machinery, aisles and passage way.</li> <li>3. Brief description of manufacturing process and process flow chart of manufacturing process</li> <li>4. List of plant and machinery</li> <li>5. List of raw materials</li> <li>6. Consent to Establish/ Consent to Operate from J&amp;K State Pollution Control Board</li> <li>7. Land papers of the factory/ Proof of ownership of land (Copy of registered sale deed, lease deed and rent agreement). In case of lease deed or rent agreement, consent of the owner of the land.</li> <li>8. Company related documents such as Memorandum and Article of Association/ List of Directors/ Board of Directors resolution regarding appointment of occupier/ Partnership Deed</li> <li>9. In case of Government/ Government owned/undertaking factories, letter of appointment of occupier from the concerned Ministry</li> <li>10. NOC/License from concerned department/authority in case of saw mills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crusher</li> </ol>

	<p>11. For banned/ regulated items, permission from the respective Department is necessary.</p> <p>12. ID Proof of the applicant/authorized representative (Aadhar Card/ PAN Card)</p> <p>13. Any other documents specifically requested by IF /CIF</p>
<b>Application Processing Fee (if any) and Mode of Payment</b>	No fees applicable
<b>Application to be submitted at: (Manual application)</b>	Inspector of Factories
<b>Key Approving Authority</b>	Chief Inspector of Factories
<b>Whether prior inspection is required for this approval</b>	Yes
<b>Prescribed Timeline for service delivery (from date of application)</b>	--- Working days. ( <i>Notification -----</i> ) Please note that the application processing may take longer if there are queries on the application.

### Application and approval procedure

#	Process details
1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to <i>Step 2 if you are applying online or Step 5 for manual application.</i>
2.	<b>Online Application (Currently not available online but will be made available shortly)</b> Register yourself on the website ----- . If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Permission to construct, extend or take into use any building as a factory” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	<b>Manual Application</b> Fill in the prescribed application form (Form-1 as per the Factories Act.). Attach all the relevant documents as per the abovementioned checklist and submit the form at the office of concerned Inspector of Factories. Go to Step 6.
6.	<ul style="list-style-type: none"> <li>• Filled application form will be scrutinized by the concerned Inspector of Factories followed by site visit.</li> <li>• In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected.</li> <li>• In case there is no query or the query is resolved, concerned Inspector of</li> </ul>

	Factories would conduct site inspection.
7.	Inspector of Factories forwards the application with recommendation to Chief Inspector of Factories (CIF) with necessary recommendations.
8.	Chief Inspector of Factories will review the application and approve the map. Issue the approved map along with necessary compliance conditions
9.	Once the application is approved, a copy of the approved map with approval conditions will be sent by the office of the Chief Inspector of Factories to the office of the concerned Inspector of Factories. In case of online applications, the approved map along with approval conditions can be downloaded from the website after logging into the portal by the applicant

### **B. Procedure for site appraisal of Hazardous Factory covered under Section 2 (cb) under the Factories Act, 1948**

<b>Name of Service</b>	Procedure for site appraisal of Hazardous Factory covered under Section 2 (cb) under the Factories Act, 1948
<b>Authority/Department</b>	Chief Inspector of Factories, J&K (Labour Commissioner, J&K)
<b>Regulatory Framework</b>	The Factories Act, 1948
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries (of hazardous nature) who wish to construct, extend or use any building as factory should get site appraisal done before applying for factory plan approval.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	In case of Industries involving hazardous process (Section 2 (cb) of the Factories Act, 1948) following document should be submitted as part of site appraisal and should be subsequently submitted for the factory plan approval: 1. Application for site appraisal in format prescribed under Act After site appraisal and approval application for map approval has to be submitted. 2. Land paper with letter of possession 3. Vicinity map of proposed site 4. Details of soil condition and depth with soil test report 5. Contour map 6. Plan of the factory showing entry and exit point roads within water drainage etc. 7. Summary of salient feature of the project 8. Block diagram of the buildings and installation in proposed unit along with the Assembly Points clearly shown on the map of the factory 9. Organizational diagram 10. Proposed health and safety policy 11. Metrological data – Temperature, humidity & wind velocity 12. Seasonal variation of wind direction 13. Seismic zone map 14. Process Flow diagram

	15. Brief write-up of process and technology 16. Details of raw materials, intermediate products and their storage quantities 17. MSDS of hazardous substance 18. Documents related to State & central government approval along with required NOC 19. Risk assessment study 20. Information on emergency preparedness i.e. onsite emergency plan 21. NOC for use of ground water 22. Environment impact assessment (if required) 23. Environment Management Plan 24. ID Proof of the applicant/ authorized representative (Aadhar Card/ PAN Card) 25. Other document as per nature of hazardous process in the required format
<b>Application Processing Fee (if any) and Mode of Payment</b>	No fees applicable
<b>Application to be submitted at: (<i>Manual application</i>)</b>	Chief Inspector of Factories
<b>Key Approving Authority</b>	Chief Inspector of Factories
<b>Whether prior inspection is required for this approval</b>	Yes
<b>Prescribed Timeline for service delivery (<i>from date of application</i>)</b>	As prescribed in the Act.

**C. Registration of Principal Employer's establishment for contractors under provision of the Contracts Labour (Regulation and Abolition) Act, 1970 and The Contract Labour (R&A) J&K Rules 1972**

<b>Name of Service</b>	Registration of principal employer's establishment for contractors under provision of the Contracts Labour (Regulation and Abolition) Act, 1970 and The Contract Labour (R&A) J&K Rules 1972
<b>Authority/Department</b>	Office of the Assistant Labour Commissioner in the District
<b>Regulatory Framework</b>	The Contract Labour (Regulation & Abolition) Act, 1970 The Contract Labour (R&A) J&K Rules 1972
<b>Service Condition (i.e. Who requires this service?)</b>	This registration is required only in case an establishment employs 20 or more contract labour
<b>Application Method</b>	Both Online and Manual; ( <i>Please visit the site ----- -----for making the online application</i> )
<b>List of prescribed documents to be</b>	1. <b>Application in prescribed format (Form No. 1 as per Act)</b>

<b>submitted</b>	<p>2. Aadhar / Photo Address Proof of Employer/Authorized person/ Contractor</p> <p>3. Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding(in case of company) / Joint Venture/ Limited Liability Partnership (if required)</p> <p>4. PAN card of the firm</p> <p>5. Signature of employer/authorized person/ contractor</p> <p>6. <b>Copy of Challan</b></p> <p>7. Particulars of contractor employed</p> <p>8. Establishment Address Proof (Proof of ownership of building or land/ Rent Agreement, in case of a shop rental/ Municipal Receipt)</p> <p>9. Signature of Contractor (in case of online application only)</p> <p>10. ESIC NO. of the establishment</p> <p>11. PF no. of the establishment</p>														
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p><b>Schedule of fees</b></p> <p><b>Mode of Payment: Treasury Challan/ Credit Card/ Debit Card/ Net Banking</b></p> <p><b>Account Head Information for Treasury Challan-Head 0230</b></p> <table border="1" data-bbox="630 898 1279 1178"> <thead> <tr> <th>Workers to be employed</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Upto 20</td> <td>Rs 60</td> </tr> <tr> <td>20-50</td> <td>Rs 150</td> </tr> <tr> <td>50-100</td> <td>Rs 300</td> </tr> <tr> <td>100-200</td> <td>Rs 600</td> </tr> <tr> <td>200-400</td> <td>Rs 1200</td> </tr> <tr> <td>More than 400</td> <td>Rs 1500</td> </tr> </tbody> </table>	Workers to be employed	Fees	Upto 20	Rs 60	20-50	Rs 150	50-100	Rs 300	100-200	Rs 600	200-400	Rs 1200	More than 400	Rs 1500
Workers to be employed	Fees														
Upto 20	Rs 60														
20-50	Rs 150														
50-100	Rs 300														
100-200	Rs 600														
200-400	Rs 1200														
More than 400	Rs 1500														
<b>Application to be submitted at: (Manual application)</b>	Assistant Labour Commissioner														
<b>Key Approving Authority</b>	Assistant Labour Commissioner														
<b>Whether prior inspection of site is required for this approval</b>	If required														
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 working days. Please note that the application processing may take longer if there are queries on the application														

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.

2.	<p><b>Online Application</b></p> <p>Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.</p>
3.	<p>Open the application form-1 for “<b>registration of establishment employing contract labour under Contract Labour Act, 1970</b>” and fill in the details related to your establishment.</p>
4.	<p>Upload all the relevant documents as per the above mentioned checklist and submit the form.</p>
5.	<p>Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly.</p> <p>As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Assistant labour Commissioner. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.</p>
6.	<p><b>Manual Application</b></p> <p>Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan. Go to Step 7.</p>
7.	<ul style="list-style-type: none"> <li>• Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Assistant labour Commissioner.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected and informed accordingly.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application</li> </ul>
9.	<p>Once the application is approved the registration certificate will be issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.</p>

**D. License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 and The Contract Labour (R&A) J&K Rules 1972**

<b>Name of Service</b>	License for contractors under provision of The Contracts Labour
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	(Regulation and Abolition) Act, 1970 and The Contract Labour (R&A) J&K Rules 1972														
<b>Authority/Department</b>	Assistant labour Commissioner in the District														
<b>Regulatory Framework</b>	The Contract Labour (Regulation & Abolition) Act, 1970 The The Contract Labour (R&A) J&K Rules 1972														
<b>Service Condition (i.e. Who requires this service?)</b>	This is required only in case an establishment employs 20 or more contract labour and the concerned principal employer is registered under the Act.														
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>														
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. IV) duly signed by contractor</li> <li>2. Form V issued by the registered Principal Employer</li> <li>3. Copy of Treasury Challan</li> <li>4. Aadhar / Photo Address Proof of Contractor</li> <li>5. Partnership deed/MOA/MOU/JV Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding (in case of company) / Joint Venture/ Limited Liability Partnership (if required)</li> <li>6. PAN card of the contractor</li> <li>7. Signature of Contractor (in case of online application only)</li> <li>8. ESIC NO. of the establishment</li> <li>9. PF no. of the establishment</li> </ol>														
<b>Regulatory Framework</b>	The Contract Labour (Regulation & Abolition) Act, 1970 The The Contract Labour (R&A) J&K Rules 1972														
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p><b>Schedule of fees</b>  <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking  <b>Account Head Information for Treasury Challan- Head 0230</b>  <b>Additional Security Deposit @ Rs. 90/- per worker shall be deposited by the contractor (Refundable) head 8443</b></p> <table border="1"> <thead> <tr> <th>Workers to be employed by contractor</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Upto 20</td> <td>Rs 15</td> </tr> <tr> <td>20-50</td> <td>Rs 37.50</td> </tr> <tr> <td>50-100</td> <td>Rs 75</td> </tr> <tr> <td>100-200</td> <td>Rs 150</td> </tr> <tr> <td>200-400</td> <td>Rs 300</td> </tr> <tr> <td>More than 400</td> <td>Rs 375</td> </tr> </tbody> </table>	Workers to be employed by contractor	Fees	Upto 20	Rs 15	20-50	Rs 37.50	50-100	Rs 75	100-200	Rs 150	200-400	Rs 300	More than 400	Rs 375
Workers to be employed by contractor	Fees														
Upto 20	Rs 15														
20-50	Rs 37.50														
50-100	Rs 75														
100-200	Rs 150														
200-400	Rs 300														
More than 400	Rs 375														
<b>Application to be submitted at: (Manual application)</b>	Assistant Labour Commissioner														
<b>Key Approving Authority</b>	Assistant Labour Commissioner														
<b>Whether prior inspection is</b>	If Required														



<b>required for this approval</b>	
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 working days. ----- Please note that the application processing may take longer if there are queries on the application.

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Issue of registration/ license under Contract Labour Act, 1970” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. IV). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan. Go to Step 7.
7.	<ul style="list-style-type: none"> <li>• Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Labour Superintendent.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected and informed accordingly.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved</li> </ul>

	<p>and permission would be granted.</p> <ul style="list-style-type: none"> <li>In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the license is issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

**E. Registration of establishment employing inter-state migrant workmen under the The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Rules 1984, (Jammu & Kashmir)**

<b>Name of Service</b>	Registration of establishment employing inter-state migrant workmen		
<b>Authority/Department</b>	Assistant labour Commissioner in the District		
<b>Regulatory Framework</b>	The Inter State Migrant/Workmen (Regulation of employment and Conditions of Service) Act, 1979; The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Rules 1984, (Jammu & Kashmir)		
<b>Service Condition (i.e. Who requires this service?)</b>	Employer employing 5 or more migrant workmen		
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>		
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li><b>Application in prescribed format (Form No. I as per Rule) in triplicate.</b></li> <li><i>Aadhar / Photo Address Proof of Employer/Authorized person/ Contractor</i></li> <li><i>Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding(in case of company) / Joint Venture/ Limited Liability Partnership (if required)</i></li> <li><i>PAN card of the firm</i></li> <li><i>Signature of employer/authorized person/ contractor</i></li> <li><i>Copy of Challan</i></li> <li><b>Particulars of contractor employed</b></li> <li><i>Establishment Address Proof (Proof of ownership of building or land/ Rent Agreement, in case of a shop rental/ Municipal Receipt)</i></li> <li><i>ESIC NO. of the establishment</i></li> <li><i>PF no. of the establishment</i></li> </ol>		
<b>Application Processing Fee (if any) and Mode of Payment</b>	<b>Schedule of fees</b> <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking <b>Account Head Information for Treasury Challan: 0230</b> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Workers to be</b></td> <td style="text-align: center;"><b>Fees</b></td> </tr> </table>	<b>Workers to be</b>	<b>Fees</b>
<b>Workers to be</b>	<b>Fees</b>		

	<b>employed</b>	
	Upto 5 to 20	Rs 150
	20-50	Rs 375
	50-100	Rs 750
	100-200	Rs 900
	200-400	Rs 3000
	More than 400	Rs 3750
<b>Application to be submitted at: (Manual)</b>	Assistant labour Commissioner	
<b>Key Approving Authority</b>	Assistant labour Commissioner	
<b>Whether prior inspection is required for this approval</b>	If required	
<b>Prescribed Timeline for service delivery (from date of application)</b>	30 days Please note that the application processing may take longer if there are queries on the application.	

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Inter-state Migrant Act” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan. Go to Step 7.
7.	<ul style="list-style-type: none"> <li>Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Labour Superintendent.</li> <li>In case the query is not answered within the stipulated timeline by the applicant the</li> </ul>

	application would be summarily rejected.
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the registration certificate is issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

**F. Application by a Contractor for Grant of a License for Recruitment The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Rules 1984, (Jammu & Kashmir)**

<b>Name of Service</b>	Application by a Contractor for Grant of a License for Recruitment The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Rules 1984, (Jammu & Kashmir)
<b>Authority/Department</b>	, Assistant labour Commissioner
<b>Regulatory Framework</b>	The Inter State Migrant/Workmen (Regulation of employment and Conditions of Service) Act, 1979; The Inter-State Migrant Workmen (Regulation of employment and Conditions Of Service) Rules 1984
<b>Service Condition (i.e. Who requires this service?)</b>	This registration is required only in case an establishment employs 5 or more migrant labour
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li><b>1. Application in prescribed format (Form No. IV) with duly signed by contractor in triplicate.</b></li> <li><b>2. Form No. VI issued by principal employer</b></li> <li><i>3. Name and Address Proof of the Contractor</i></li> <li><i>4. Aadhar / Photo Address Proof of Contractor</i></li> <li><i>5. Establishment Registration Certificate</i></li> <li><i>6. Name and Address of the Principal Employer</i></li> <li><b>7. Copy of Treasury Challan</b></li> <li><i>8. Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding (in case of company) / Joint Venture/ Limited Liability Partnership (if required)</i></li> <li><i>9. Signature of Contractor</i></li> </ol>

	10. ESIC NO. of the establishment 11. PF no. of the establishment														
<b>Application Processing Fee (if any) and Mode of Payment</b>	<b>Schedule of fees</b> <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking <b>Account Head Information for Treasury Challan:0230</b> <table border="1"> <thead> <tr> <th>Workers to be employed</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Upto 5-20</td> <td>Rs 50</td> </tr> <tr> <td>20-50</td> <td>Rs 100</td> </tr> <tr> <td>50-100</td> <td>Rs 200</td> </tr> <tr> <td>100-200</td> <td>Rs 400</td> </tr> <tr> <td>200-400</td> <td>Rs 800</td> </tr> <tr> <td>More than 400</td> <td>Rs 1000</td> </tr> </tbody> </table>	Workers to be employed	Fees	Upto 5-20	Rs 50	20-50	Rs 100	50-100	Rs 200	100-200	Rs 400	200-400	Rs 800	More than 400	Rs 1000
Workers to be employed	Fees														
Upto 5-20	Rs 50														
20-50	Rs 100														
50-100	Rs 200														
100-200	Rs 400														
200-400	Rs 800														
More than 400	Rs 1000														
<b>Application to be submitted at: (Manual application)</b>	Assistant labour Commissioner in the District														
<b>Key Approving Authority</b>	Assistant labour Commissioner														
<b>Whether prior inspection is required for this approval</b>	No														
<b>Prescribed Timeline for service delivery (from date of application)</b>	30 days Please note that the application processing may take longer if there are queries on the application.														

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for "Inter-state Migrant Act" and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and

	will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. IV). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan. Go to Step 7.
7.	<ul style="list-style-type: none"> <li>• Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Labour Superintendent.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the license is issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

**G. Registration of employer employing building and other construction workers under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules 2006 (Jammu & Kashmir)**

<b>Name of Service</b>	Registration of employer employing building and other construction workers under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules 2006 (Jammu & Kashmir)
<b>Authority/Department</b>	Office of the Assistant labour Commissioner in the District
<b>Regulatory Framework</b>	The Buildings and other construction workers (Regulation of employment and conditions of service) Act, 1996 The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules 2006 (Jammu & Kashmir).
<b>Service Condition (i.e. Who requires this service?)</b>	Application for registration by employer employing building or other construction workers needs to be submitted within 60 days of commencement of work, along with demand draft of prescribed fee to the Registering Officer (Labour Superintendent).

<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>								
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. <b>Application in prescribed format (Form No. 1) in triplicate (for manual application)</b></li> <li>2. <b>Demand Draft {as prescribed in Rule 23(2)}</b></li> <li>3. <i>PAN card of the Firm / Company</i></li> <li>4. <i>Legal document regarding place of construction site</i></li> <li>5. <i>Address proof of employer/ establishment</i></li> <li>6. <b>Letter of Authorization</b></li> <li>7. <i>Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding (in case of company) / Joint Venture/ Limited Liability Partnership</i></li> </ol>								
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p><b>Schedule of fees</b>  <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking  <b>Account Head Information for Treasury Challan: 0230</b></p> <table border="1"> <thead> <tr> <th>Workers to be employed</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Upto 100</td> <td>Rs 300</td> </tr> <tr> <td>100-500</td> <td>Rs 1000</td> </tr> <tr> <td>More than 500</td> <td>Rs 5000</td> </tr> </tbody> </table>	Workers to be employed	Fees	Upto 100	Rs 300	100-500	Rs 1000	More than 500	Rs 5000
Workers to be employed	Fees								
Upto 100	Rs 300								
100-500	Rs 1000								
More than 500	Rs 5000								
<b>Application to be submitted at: (<i>Manual application</i>)</b>	Office of the Assistant labour Commissioner								
<b>Key Approving Authority</b>	Assistant labour Commissioner								
<b>Whether prior inspection is required for this approval</b>	If required								
<b>Prescribed Timeline for service delivery (<i>from date of application</i>)</b>	Not specified Please note that the application processing may take longer if there are queries on the application								

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Application for Registration of Establishments Employing Building Workers” and fill in the details related to your establishment.

4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	<p>Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly.</p> <p>As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Demand Draft at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.</p>
6.	<p><b>Manual Application</b></p> <p>Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Demand Draft. Go to Step 7.</p>
7.	<ul style="list-style-type: none"> <li>• Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Labour Superintendent.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the registration certificate can be collected from the Assistant labour Commissioner or will be intimated to the applicant to collect the registration certificate.. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant



# Pre-Operation Stage:

## A. Registration and grant of license under The Factories Act, 1948

<b>Name of Service</b>	Registration and grant of license under The Factories Act, 1948
<b>Authority/Department</b>	Labour Commissioner (Chief Inspector of Factories,) J&K
<b>Regulatory Framework</b>	The Factories Act, 1948 J&K Factories Rules 1972,
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries who comes under Sec 2m(i&ii) and sec 85 of the Act read with SRO 653 of 1972 dated 19-9-1972 of J&K Factories Rules 1972,.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Format combined (2 &amp; 3)</li> <li>2. Treasury challan of requisite fee</li> <li>3. Land papers of the factory/ Proof of ownership of land (Copy of registered sale deed, lease deed and rent agreement). In case of lease deed or rent agreement, consent of the owner of the land.</li> <li>4. Company related documents in case of public limited company: (i) List of Board of Directors, (ii) Memorandum and Article of Association, (iii) Board of Directors resolution regarding appointment of occupier of the factory under section 2(n) of the Factories Act, 1948 and occupier must be a member of the board.</li> <li>5. In case of proprietary firm: No extra document</li> <li>6. In case of partnership firm: Partnership deed with list of partners</li> <li>7. In case of Government/ Government owned/undertaking factories, letter of appointment of occupier from the concerned Ministry</li> <li>8. NOC/ Consent to Operate from J&amp;K State Pollution Control Board</li> <li>9. List of plant and machinery</li> <li>10. List of raw materials</li> <li>11. Detailed Project Report (DPR)</li> <li>12. NOC/License from concerned department/authority in case of saw mills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crusher.</li> <li>13. In case of Industries involving hazardous process (First Schedule of Factories Act, 1948). Application for site appraisal in format prescribed under rule 62 AH of Bihar Factory Rule 1950. After site appraisal and approval application for map approval has to be submitted.</li> <li>14. ID Proof (Aadhar Card/ PAN Card)</li> <li>15. Any other documents specifically requested by IF/Deputy IF/CIF (based on the nature of manufacturing process)</li> <li>15. DIC Registration</li> <li>16. Power load Sanction from PDD</li> <li>17. 2 passport size photographs of Manager or Occupier</li> </ol>

<b>Application Processing Fee (if any) and Mode of Payment</b>	<b>Schedule of fees</b>							
	<b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking							
	<b>Account Head Information for Treasury Challan: 0230</b>							
	<b>Quantity of H.P installed</b>	<b>Minimum No. of workers employed on any day during the year</b>						
		<b>20</b>	<b>50</b>	<b>100</b>	<b>250</b>	<b>500</b>	<b>750</b>	<b>1000</b>
							In Rs	
	Nil	200	380	680	1580	3080	4580	6080
	10	250	430	730	1630	3130	4630	6130
	50	450	630	930	1830	3330	4830	6330
	100	700	880	1180	2080	3580	5080	6580
	250	1450	1630	1930	2830	4330	5830	7330
500	2700	2880	3180	4080	5580	7080	8580	
1000	5200	5380	5680	6580	8080	9580	11080	
1500	7700	7880	8180	9080	10580	12080	13580	
2000& above	10200	10380	10680	11580	13080	14580	16080	
<b>Application to be submitted at: (Manual application)</b>	Inspector of Factories							
<b>Key Approving Authority</b>	Chief Inspector of Factories							
<b>Whether prior inspection is required for this approval</b>	Yes							
<b>Prescribed Timeline for service delivery (from date of application)</b>	Not specified Please note that the application processing may take longer if there are queries on the application.							

**-: IMPORTANT NOTE:-**

**Important Note : Certificate is valid till 31<sup>st</sup> December of the year**

**Application and approval procedure**

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Application for Factory Registration and Renewal” and fill in the details related to your factory.
	Upload all the relevant documents as per the abovementioned checklist and submit the

4.	form.
5.	<p>Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly.</p> <p>As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Inspector of Factories. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.</p>
6.	<p><b>Manual Application</b></p> <p>Fill in the prescribed application Form (Form No. 2 &amp; 3 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of concerned Inspector of Factories along with requisite application processing fees in form of Treasury Challan. Go to Step 7.</p>
7.	Primary scrutiny of the application is done by the office clerk and is forwarded to the concerned Inspector of Factories.
8.	<ul style="list-style-type: none"> <li>• Filled Application Form will be scrutinized by the Inspector of Factories followed by site visit.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Inspector of Factories and forwarded to the Chief Inspector of Factories along with his recommendations.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Next, filled in application form will be scrutinized by the Chief Inspector of Factories and a registration number is allotted and sent to the concerned Inspector of Factories.
10.	Inspector of Factories will issue a license (as prescribed in Form 5) based on the allotted registration number.
11.	The license would be sent to the office of the applicant by the concerned Inspector of Factories. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

**B. Registration of Shops & Establishments under the J&K Shops and Establishment Act, 1966 and J&K Shops and Establishment Rules 1968 (Jammu & Kashmir)**

<b>Name of Service</b>	<b>Registration of Shops &amp; Establishments under the J&amp;K Shops and Establishment Act, 1966 and J&amp;K Shops and Establishment Rules 1968 (Jammu &amp; Kashmir)</b>
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<b>Authority/Department</b>	Assistant labour Commissioner in the District						
<b>Regulatory Framework</b>	<b>Registration of Shops &amp; Establishments under the J&amp;K Shops and Establishment Act, 1966 and J&amp;K Shops and Establishment Rules 1968 (Jammu &amp; Kashmir)</b>						
<b>Service Condition (i.e. Who requires this service?)</b>	Any shops and establishment as defined in the said Act.						
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>						
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li><b>1. Application in prescribed format (Form 1)</b></li> <li>2. Aadhar / Photo Address Proof of Employer</li> <li>3. Signature with Designation of the Employer</li> <li>4. Land/ Holding Details where shop is established/running ( Proof of ownership of building or land/ Rent Agreement, in case of a shop rental/ Municipal Receipt)</li> <li>5. Proof of opening of establishment</li> <li>6. Service card of employees (Optional)</li> <li>7. Declaration regards non-registration of establishment</li> <li>8. Partnership deed (in case of partnership firm) / Memorandum and Article of Association (in case of company) / MOU / Joint Venture</li> <li>9. Letter of Authorization</li> <li>10. Affidavit in prescribed format regarding authenticity and correctness of information/ documents</li> <li><b>11. Postal Order/ Treasury Challan</b></li> <li>12. Relevant documents issued from concerned authority (if required) for example drug license in case of medicine shop, RBI license in case of NBFC/FI etc.</li> <li>13. ESIC NO. of the establishment</li> <li>14. PF no. of the establishment</li> </ol>						
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p><b>Schedule of fees</b>  <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking</p> <p><b>Account Head Information for Treasury Challan: 0230</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Category</th> <th>Fee / annum</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hotel (A&amp;E), Nursing Homes, Cinema Halls, Privately managed Educational Institutions (+ 2 level and above), Privately managed Professional Colleges and Institutions, Petrol Pumps, Insurance Companies excluding Life Insurance Corporation, Financial Institutions, Banks excluding Reserve Bank of India and State</td> <td>Rs. 2000/-</td> </tr> </tbody> </table>	S.No.	Category	Fee / annum	1	Hotel (A&E), Nursing Homes, Cinema Halls, Privately managed Educational Institutions (+ 2 level and above), Privately managed Professional Colleges and Institutions, Petrol Pumps, Insurance Companies excluding Life Insurance Corporation, Financial Institutions, Banks excluding Reserve Bank of India and State	Rs. 2000/-
S.No.	Category	Fee / annum					
1	Hotel (A&E), Nursing Homes, Cinema Halls, Privately managed Educational Institutions (+ 2 level and above), Privately managed Professional Colleges and Institutions, Petrol Pumps, Insurance Companies excluding Life Insurance Corporation, Financial Institutions, Banks excluding Reserve Bank of India and State	Rs. 2000/-					

		Bank of India, Chartered Accountant Chamber, and Wine Shops, Vehicle Show Rooms, Gas Agencies, (Not covered under Factories Act).	
	2	Computer Training Centres, Jewellers, STD/ISD/PCO Centres, Health Fitness Centres, Health Clinics, X-Ray / Ultra Sound / ECG Centres, Hostels (C&D Categories), Banquet Halls (Janjgahars), Cable Operators, Medical Agencies, Agencies other than Medical Agencies, Privately managed High Schools, Ice Factories (Not covered under Factories Act).	Rs. 1000/-
	3	Privately managed Middle Schools.	Rs. 800/-
	4	Clinical Laboratories, Privately managed Primary Schools, Beauty Parlours, Tent & Light houses, Ice Candy (Not covered under Factories Act).	Rs. 500/-
	5	Shops and Commercial Establishments employing 20 or more workers.	Rs. 2000/-
	6	Shops and Commercial Establishments employing 10 to 19 workers.	Rs. 1000/-
	7	Shops and Commercial Establishments employing 5 to 9 workers.	Rs. 500/-
	8	Shops and Commercial Establishments employing 3 to 4 workers.	Rs. 300/-
	9	Shops and Establishments employing less than 3 workers.	Rs. 150/-
	10	Shops and Commercial Establishments run by the Owners without any employees.	Rs. 50/-
<b>Application to be submitted at: (Manual application)</b>	Labour inspector		
<b>Key Approving Authority</b>	Labour inspector		
<b>Whether prior inspection is required for this approval</b>	If required (not mandatory)		
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 working days Please note that the application processing may take longer if there are queries on the application		

**-: IMPORTANT NOTE:-**  
**Certificate is valid till 31<sup>st</sup> March of the year**

The Registration/License once obtained is valid for 1 to 3 years

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Registration of Shops under J&K Shops and Establishment Act” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Postal Order/ Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of concerned Assistant labour Commissioner <i>along</i> with requisite application processing fees in form of Postal Order/ Treasury Challan. Go to Step 7.
7.	Primary scrutiny of the application is done by the Clerk. If the form has any anomalies, clarification is sought from the applicant by Labour Superintendent.
8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the registration certificate can be collected or would be sent to the applicant by registered post (if requested by applicant). In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant

**C. Registration of Employer under provision of the Motor Transport Workers Act, 1961 and J&K Motor Transport workers rules 1972**

<b>Name of Service</b>	Registration of Employer of an undertaking (Motor Transport
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	Undertaking) under provision of the Motor Transport Workers Act, 1961 and J&K Motor Transport workers rules 1972																						
<b>Authority/Department</b>	Office of the Assistant Labour Commissioner																						
<b>Regulatory Framework</b>	Motor Transport Workers Act, 1961 J&K Motor Transport workers rules 1972																						
<b>Service Condition (i.e. Who requires this service?)</b>	Every employer of a motor transport undertaking has to apply for the registration of the undertaking and grant of a certificate of registration.																						
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>																						
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. 1 as per Act)</li> <li>2. Aadhar / Photo Address Proof of Employer/Authorized person/ Manager/ Partners/ Directors</li> <li>3. Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding(in case of company) / Joint Venture/ Limited Liability Partnership (if required)</li> <li>4. PAN card of the firm</li> <li>5. Signature of employer/authorized person/ Manager</li> <li>6. <b>Copy of Challan</b></li> <li>7. Undertaking's Address Proof (Proof of ownership of building or land/ Rent Agreement, in case of a shop rental/ Municipal Receipt)</li> <li>8. Signature of Employer (in case of online application only)</li> </ol>																						
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p><b>Schedule of fees</b>  <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking  <b>Account Head Information for Treasury Challan-Head 0230</b></p> <table border="1"> <thead> <tr> <th>No of Workers</th> <th>Fee Per annum</th> </tr> </thead> <tbody> <tr> <td>Less than 5</td> <td>Rs 50</td> </tr> <tr> <td>Upto 5</td> <td>Rs 100</td> </tr> <tr> <td>Upto 25</td> <td>Rs 250</td> </tr> <tr> <td>Upto 50</td> <td>Rs 500</td> </tr> <tr> <td>Upto 100</td> <td>Rs 1000</td> </tr> <tr> <td>Upto 250</td> <td>Rs 2500</td> </tr> <tr> <td>Upto 500</td> <td>Rs 5000</td> </tr> <tr> <td>Upto 750</td> <td>Rs 7500</td> </tr> <tr> <td>Upto 1000</td> <td>Rs 10000</td> </tr> <tr> <td>Upto 1500</td> <td>Rs 12500</td> </tr> </tbody> </table>	No of Workers	Fee Per annum	Less than 5	Rs 50	Upto 5	Rs 100	Upto 25	Rs 250	Upto 50	Rs 500	Upto 100	Rs 1000	Upto 250	Rs 2500	Upto 500	Rs 5000	Upto 750	Rs 7500	Upto 1000	Rs 10000	Upto 1500	Rs 12500
No of Workers	Fee Per annum																						
Less than 5	Rs 50																						
Upto 5	Rs 100																						
Upto 25	Rs 250																						
Upto 50	Rs 500																						
Upto 100	Rs 1000																						
Upto 250	Rs 2500																						
Upto 500	Rs 5000																						
Upto 750	Rs 7500																						
Upto 1000	Rs 10000																						
Upto 1500	Rs 12500																						
<b>Application to be submitted at: (Manual application)</b>	Assistant Labour Commissioner																						
<b>Key Approving Authority</b>	Assistant Labour Commissioner (Chief Inspector)																						
<b>Whether prior inspection of site is required for this approval</b>	If required																						
<b>Prescribed Timeline</b>	15 working days.																						

<b>for service delivery (from date of application)</b>	Please note that the application processing may take longer if there are queries on the application
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**Important Note : Certificate is valid till 31<sup>st</sup> December of the year**

**Application and approval procedure**

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form-1 for application for “ <b>registration &amp; grant of certificate of registration under Motor Transport Workers Act, 1961</b> ” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the above mentioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Assistant labour Commissioner. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan.
7.	Once the application is approved the registration certificate will be issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.



# Post Operation Stage

## A. Renewal of license under The Factories Act, 1948

<b>Name of Service</b>	Renewal of license under The Factories Act, 1948 {only for 2m(i) & 2m(ii)} and sec 85 of the Act
<b>Authority/Department</b>	Labour Commissioner (Chief Inspector of Factories,) J&K
<b>Regulatory Framework</b>	The Factories Act, 1948 J&k Factories Rules 1972,
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries Registered Under Factories Act
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. 2&amp;3)</li> <li>2. Treasury challan of requisite fee or through online payment gateway</li> <li>3. List of directors with residential address</li> <li>4. List of partners with residential address</li> <li>5. ID Proof of the authorized representative (Aadhar Card/ PAN Card)</li> <li>6. Electricity bill/ Power Sanction Load from PDD in case load is revised</li> <li>7. Valid Consent to Operate from PCB</li> </ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	
<b>Application to be submitted at: (Manual application)</b>	Inspector of Factories
<b>Key Approving Authority</b>	Chief Inspector of Factories
<b>Whether prior inspection is required for this approval</b>	Optional
<b>Prescribed Timeline for service delivery (from date of application)</b>	Not specified Please note that the application processing may take longer if there are queries on the application.

### Application and approval procedure

	Keep the hard copy (for manual application)/ scanned copy (for online application) of all
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1.	the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “ <i>Application for Factory Registration and Renewal</i> ” and fill in the details related to your factory.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Inspector of Factories. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 2 &3 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of concerned Inspector of Factories along with requisite application processing fees in form of Treasury Challan. Go to Step 7.
7.	Primary scrutiny of the application is done by the office clerk and forwarded to the Inspector of Factories.
8.	Filled application form will be scrutinized by the Inspector of Factories. If there are anomalies/ compliance issues, Inspector of Factories will communicate to the Applicant for making necessary corrections. If there are no compliance issues or compliance is achieved after necessary correction, renewal license will be issued in Form 5. Inspector of Factories will inform CIF about the renewal license issued to the fact

#### B. Amendment of factory license under The Factories Act, 1948

<b>Name of Service</b>	Amendment of factory license under The Factories Act, 1948
<b>Authority/Department</b>	Labour Commissioner (Chief Inspector of Factories,) J&K
<b>Regulatory Framework</b>	The Factories Act, 1948 J&K Factories Rules 1972,
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries who wish to amend the factory licenses if there are changes in factory operation, processes etc.
<b>Application Method</b>	Both Online and Manual; ( <i>Please visit the site ----- -----for making the online application</i> )
<b>List of prescribed documents to be submitted</b>	1. Application in prescribed format (Form No. 2&3) 2. Treasury challan of requisite fee or through an online payment gateway

	3. Other documents as per the nature of amendment
<b>Application Processing Fee (if any) and Mode of Payment</b>	As per rule
<b>Application to be submitted at: (Manual application)</b>	Inspector of Factories
<b>Key Approving Authority</b>	Chief Inspector of Factories
<b>Whether prior inspection is required for this approval</b>	Yes
<b>Prescribed Timeline for service delivery (from date of application)</b>	Not specified Please note that the application processing may take longer if there are queries on the application.

### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “ <i>Application for Factory Registration and Renewal</i> ” and fill in the details related to your factory.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Inspector of Factories. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 2 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of concerned Inspector of Factories along with requisite application processing fees in form of Treasury Challan. Go to Step 7.
	Primary scrutiny of the application is done by the office clerk. If the form has anomalies,

7.	clarification is sought from the applicant by the concerned Inspector of Factories. If the application is in order, the application will be allotted to an inspector who will be responsible for processing of the application.
8.	<ul style="list-style-type: none"> <li>• Filled Application Form will be scrutinized by the Inspector of Factories followed by site visit. Site visit is optional and will be based on nature of amendment to the factory license.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved by the Inspector of Factories and forwarded to the Chief Inspector of Factories along with his recommendations.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Next, filled in application form will be scrutinized by the Chief Inspector of Factories and a permission letter to Inspector of Factories will be issued for necessary amendment.
10.	Inspector of Factories will issue a license (in Form IV) based on the approved application and permission letter from CIF.
11.	The license would be sent to the office of the applicant by the concerned Inspector of Factories. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

**C. Renewal of License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 and the The Contract Labour (R&A) J&K Rules 1972**

<b>Name of Service</b>	Renewal of License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 the The Contract Labour (R&A) J&K Rules 1972
<b>Authority/Department</b>	Assistant labour Commissioner
<b>Regulatory Framework</b>	The Contract Labour (Regulation & Abolition) Act, 1970 The The Contract Labour (R&A) J&K Rules 1972
<b>Service Condition (i.e. Who requires this service?)</b>	Renewal is required only when period of operation exceeds more than 1 year.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. VII) duly signed by contractor</li> <li>2. Copy of Treasury Challan</li> <li>3. Signature of Contractor</li> <li>4. Proof of extension of Work Order (if it is in progress)</li> </ol>

<b>Application Processing Fee (if any) and Mode of Payment</b>	<b>Schedule of fees</b>
<b>Application to be submitted at: (Manual application)</b>	Assistant labour Commissioner
<b>Key Approving Authority</b>	Assistant labour Commissioner
<b>Whether prior inspection is required for this approval</b>	Not Mandatory
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 working days. ----- Please note that the application processing may take longer if there are queries on the application.

#### Application and approval procedure

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Issue of registration/ license under Contract Labour Act, 1970” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. VII as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan etc. Go to Step 7.
7.	<ul style="list-style-type: none"> <li>Primary scrutiny of the application is done by the Clerk. In case there is any query the same would be communicated to the applicant by the Assistant labour Commissioner and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the</li> </ul>

	<p>application would be approved by the Labour Superintendent.</p> <ul style="list-style-type: none"> <li>In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
8.	<ul style="list-style-type: none"> <li>Next, filled application form will be scrutinized by the Assistant labour Commissioner followed by a site visit if required.</li> <li>In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the license will be issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.

#### **D. Renewal of Certificate of Registration of Shops & Establishments**

<b>Name of Service</b>	<b>Registration of Shops &amp; Establishments under the J&amp;K Shops and Establishment Act, 1966 and J&amp;K Shops and Establishment Rules 1968 (Jammu &amp; Kashmir)</b>
<b>Authority/Department</b>	Assistant labour Commissioner in the District
<b>Regulatory Framework</b>	<b>Registration of Shops &amp; Establishments under the J&amp;K Shops and Establishment Act, 1966 and J&amp;K Shops and Establishment Rules 1968 (Jammu &amp; Kashmir)</b>
<b>Service Condition (i.e. Who requires this service?)</b>	Any shops and establishment as defined in the said Act.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li><b>1. Application in prescribed format (Form 1)</b></li> <li><b>2. Registration certificate in original</b></li> <li><i>3. Aadhar / Photo Address Proof of Employer</i></li> <li><i>4. Signature with Designation of the Employer</i></li> <li><i>5. Service card of employees (Optional)</i></li> <li><i>6. Letter of Authorization</i></li> <li><b>7. Postal Order/ Treasury Challan</b></li> <li><i>8. Relevant documents issued from concerned authority (if required) for example drug license in case of medicine shop, RBI license in case of NBFC/FI etc.</i></li> <li><i>9. ESIC NO. of the establishment</i></li> <li><i>10. PF no. of the establishment</i></li> </ol>
<b>Application Processing</b>	<b>Schedule of fees : same as at the time of registration</b>

<b>Fee (if any) and Mode of Payment</b>	<b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking  <b>Account Head Information for Treasury Challan: 0230</b>
<b>Application to be submitted at: (Manual application)</b>	Labour inspector
<b>Key Approving Authority</b>	Labour inspector
<b>Whether prior inspection is required for this approval</b>	If required (not mandatory)
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 working days. ----- Please note that the application processing may take longer if there are queries on the application

**-: IMPORTANT NOTE:-**

**Provision Of Compounding In Case Registration Is Not Renewed In Time**

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for “Registration of Shops under J&K Shops and Establishment Act” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Postal Order/ Treasury Challan at the office of concerned District Labour Office. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled. Go to Step 7.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of concerned Assistant labour Commissioner <i>along</i> with requisite application processing fees in form of Postal Order/ Treasury Challan. Go to Step 7.
7.	Primary scrutiny of the application is done by the labour Inspector. If the form has any anomalies, clarification is sought from the applicant.

8.	<ul style="list-style-type: none"> <li>• Next, filled application form will be scrutinized by the labour Inspector followed by a site visit if required.</li> <li>• In case there is any query the same would be communicated to the applicant and a suitable timeline would be given to answer the query. In case there is no query or the query is resolved within the stipulated time the application would be approved and permission would be granted.</li> <li>• In case the query is not answered within the stipulated timeline by the applicant the application would be summarily rejected.</li> </ul>
9.	Once the application is approved the registration certificate can be collected or would be sent to the applicant by registered post (if requested by applicant). In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant

**E. Registration of Employer under provision of the Motor Transport Workers Act, 1961 and J&K Motor Transport workers rules 1972**

<b>Name of Service</b>	Registration of Employer of an undertaking (Motor Transport Undertaking) under provision of the Motor Transport Workers Act, 1961 and J&K Motor Transport workers rules 1972
<b>Authority/Department</b>	Office of the Assistant Labour Commissioner
<b>Regulatory Framework</b>	Motor Transport Workers Act, 1961 J&K Motor Transport workers rules 1972
<b>Service Condition (i.e. Who requires this service?)</b>	Every employer of a motor transport undertaking has to apply for the registration of the undertaking and grant of a certificate of registration.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site ----- -----for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li><b>1. Application in prescribed format (Form 1)</b></li> <li><b>2. Registration certificate in original</b></li> <li>PAN card of the firm</li> <li>Signature of employer/authorized person/ Manager</li> <li><b>5. Copy of Challan</b></li> <li><i>6 ESIC NO. of the establishment</i></li> <li><i>7. PF no. of the establishment</i></li> </ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	<b>Schedule of fees : same as at the time of registration</b> <b>Mode of Payment:</b> Treasury Challan/ Credit Card/ Debit Card/ Net Banking <b>Account Head Information for Treasury Challan-Head 0230</b>



<b>Application to be submitted at:</b> <i>(Manual application)</i>	Assistant Labour Commissioner
<b>Key Approving Authority</b>	Assistant Labour Commissioner (Chief Inspector)
<b>Whether prior inspection of site is required for this approval</b>	If required
<b>Prescribed Timeline for service delivery</b> <i>(from date of application)</i>	15 working days. ----- Please note that the application processing may take longer if there are queries on the application

**-: IMPORTANT NOTE:-**

**Provision Of Compounding In Case Registration Is Not Renewed In Time**

**Application and approval procedure**

1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to Step 2 if you are applying online or Step 6 for manual application.
2.	<b>Online Application</b> Register yourself on the website ----- If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form-1 for application for “ <b>registration &amp; grant of certificate of registration under Motor Transport Workers Act, 1961</b> ” and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the above mentioned checklist and submit the form.
5.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility. Currently, the application processing fee payment process is not accepted online and will be enabled shortly. As online payment is not accepted now, applicant will generate and print the online submitted form and submit the application form along with Treasury Challan at the office of concerned Assistant labour Commissioner. It may be noted that this is a temporary arrangement and will not be required once online payment is enabled.
6.	<b>Manual Application</b> Fill in the prescribed application Form (Form No. 1 as per the Act.). Attach all the relevant documents as per the abovementioned checklist and submit the Form at the office of Assistant labour Commissioner along with requisite application processing fees in form of Treasury Challan.
7.	Once the application is approved the registration certificate will be issued to the applicant. In case of online applications, the certificate can be downloaded from the website after logging into the portal by the applicant.