

Office of the Pr. Secretary
 Govt. of the Government of Assam
 Dispur, Guwahati-6 Deptt.
 Dy. No. 217
 Date..13/7/2021.

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GOVERNMENT OF ASSAM
 LABOUR WELFARE DEPARTMENT:
 DISPUR.....GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM
 NOTIFICATION

NO.GLR. 61/2012/286

Dated Dispur, the 12th July, 2021

The Governor of Assam is pleased to notify the following officers designated as Reviewing Authority, Appellate Authority and Designated Public Servant along with the following Citizen Centric Services in exercising power conferred under Section 4(1) and 4(2) of the Assam Right to Public Service Act as amended in 2019 (Assam Act No. VII of 2019) with immediate effect to deliver services within the stipulated period under the said Act.

| Sl. No. | Notified Public Service | Categories/ Stages | Stipulated Time Limit for Providing the Service (Days) | Designation of the Designated Public Servant (DPS) | Designation of the Appellate Authority | Time Limit for disposal by the Appellate Authority (Days) | Documents to be enclosed with the application. | User charge, if any (In Rupees) | Remarks |
|---------|---|--------------------|--|--|--|---|--|---------------------------------|---------|
| 1 | License of a Contractor(s) for Employment of migrant workmen in Form V under section 8(1)(b) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7(2) of the Assam Rules | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. 3. A copy of Address proof. 4. A copy of Proof of date of birth. 5. Form of certificate by principal employer. 6. No Objection Certificate from police department/ Police Report from host state (Whenever necessary). | Nil | |
| 2 | License of a Contractor(s) for Employment of migrant workmen in Form | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a | Nil | |

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| | IV under section 8(1)(a) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7(1) of the Assam Rules. | | | | | partnership Firm/ Establishment. 3. A copy of Address proof. 4. A copy of Proof of date of birth. 5. Form of certificate by principal employer. 6. No Objection Certificate from police department/ Police Report from host state (Whenever necessary). | | |
| 3 | License of a Contractor(s) in Form IV under section 12 of the Contract Labour (R & A) Act, 1970 and Rule 21(1) of the Assam Rules. | 15 Days | Addl. Labour Commissioner/Asst. Labour Commissioner / Labour Officer | Labour Commissioner/A dcl. Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. 3. A copy of Address proof. 4. A copy of Proof of date of birth. 5. Form of certificate by principal employer. 6. No Objection Certificate from police department/ Police Report. 7. A copy of the agreement between the Principal Employer & Contractor. | | Nil |
| 4 | Registration of Establishment as the Principal Employer in Form I under Contract Labour (Regulation and Abolition) Act 1970 and Rule 17(1) of the Assam Rules, 1971. | 15 Days | Addl. Labour Commissioner/Asst. Labour Commissioner / Labour Officer | Labour Commissioner/A dcl. Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. 3. A copy of Address proof. | | Nil |
| 5 | Registration of Establishment as the Principal Employer in Form I under Section 4 of the | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. | | Nil |

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| | Interstate Migrant Workmen (R.E.&C.S) Act 1979 and Rule 3(1) of the Assam Rules, 1981. | | | | | | 3. A copy of Address proof. | | |
| 6 | Registration of Establishment in Form I under Section 7 of the Building and Other Construction Workers (R.E & C.S) Act 1996 and Rule 23(1) of the Assam Rules, 2007. | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. 3. A copy of Address proof. | Nil | |
| 7 | Registration of Plantations in Form 13 under Section 2-A of the Plantations Labour Rules 1956 | | 15 Days | Deputy Labour Commissioner (Chief Inspector of Plantations) | Labour Commissioner | 30 | 1. A Copy of Registered Land documents. | Nil | |
| 8 | Registration of Establishments under the Assam Shops & Establishment Act, 1971 in FORM O Under Section 36 and Rule 45 of the Assam Rules | | 15 Days | Labour Officer/Labour Inspector | Asst. Labour Commissioner | 30 | 1. A copy of the Trade License issued by the local authorities. 2. A copy of the registered partnership deed in the case of a partnership Firm/ Establishment. 3. Attested copies of the appointment letter(s) issued to each of the permanent, temporary, casual, probationary, learner employees. | Nil | |
| 9 | Registration in (Form J) under Rule 4 of the Assam Motor Transport Worker Rules, 1961 | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. A copy of the Registration Certificate of the vehicle issued by the local authorities. | Nil | |
| 10 | Renewal of License for Recruitment & Employment in Form IX under Rule 14(2) of the Interstate Migrant | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. The original license issued/ granted. | Nil | |

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| | Workmen (R.E & C.S) Assam Rules, 1981 | | | | | | | | | | |
| 11 | Renewal of License in Form VII under Rule 29(2) of the Contract Labour (R & E) Rules 1971 | | 15 Days | Addl. Labour Commissioner/Asst. Labour Commissioner / Labour Officer | Labour Commissioner/A ddl. Labour Commissioner | 30 | 1. For renewal purpose the original license issued/ granted. 2. If no work is executed by the contractor than a no work certificate from the principal employer should accompany the application of Renewal. | Nil | | | |
| 12 | Renewal of Certificate of Registration of Establishment in Form O under Section 26 of the Assam Shops & Establishment Act, 1971 and Rule 49 of the Assam Rules | | 15 Days | Labour Officer/Labour Inspector | Asst. Labour Commissioner | 30 | 1. Attested copies of appointment letter (s) in Form G issued to each of the permanent, temporary, casual, probationer, learner employees. 2. The original copy of certificate of registration issued. | Nil | | | |
| 13 | Renewal of Certificate of Registration in (Form D) under Rule 8 of the Assam Motor Transport Worker Rules, 1962 | | 15 Days | Asst. Labour Commissioner / Labour Officer | Deputy Labour Commissioner | 30 | 1. The original Certificate of Registration issued under the act. | Nil | | | |

Chief Inspector of Factories, Assam

| Sl. No | Notified Public Service | Categories/Stages | Stipulated time limit for providing the services | Designation of Designated Public Servant | Designation of Designated Appellate Authority | Time limit for disposal by Appellate Authority | Designation of Designated Reviewing Authority | Time Limit for disposal by Reviewing Authority | User Charges if any (in Rupees) | Remarks |
|--------|---|---|--|--|--|--|---|--|---------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 14. | Permission to construct, extend or take into use any building | (1)Factories as defined under section 2(m)(ii) and not involving hazardous process defined under section 2(cb). (2)Factories other than hazardous and MAH units. | 10 days 30 days | Concerned Addl. Chief Inspector of Factories, Assam. Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. Chief Inspector of Factories, Assam. | 60 days 60 days | Commissioner /Secretary, Labour Welfare Department. Commissioner/Secretary, Labour Welfare Department. | 60 days 60 days | Nil Nil | |

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|----|---|--|---|--|--------------------------------------|---------|--|---------|-----|--|
| | | (3)Hazardous Factories (as defined in section 2(cb) of the Factories Act 1948. | 60 days for site appraisal committee as approved by Government, 30 days for Registration and licensing. | Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |
| 15 | Application to Site Appraisal Committee (in case of hazardous process/material) | | 60 days for site appraisal committee as approved by Government, 30 days for Registration and licensing. | Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |
| 16 | Registration and Grant of Factory Licence | | 30 days | Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |
| 17 | Fitness Certificate of worker | | 7 days after physical check up of the worker | Concerned Certifying Surgeon | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |
| 18 | Renewal of Factory Licence | | 60 days | Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |
| 19 | Change of Name and Style of Factory (Amendment of Factories) | | 7 days | Concerned Addl. Chief Inspector of Factories, Assam. | Chief Inspector of Factories, Assam. | 60 days | Commissioner/Secretary, Labour Welfare Department. | 60 days | Nil | |

CHIEF INSPECTOR OF BOILERS: ASSAM

| Sl No | Notified Public Service | Stipulated time limit for providing the service (days) | Designation of Public Servant | Designation of Appellate Authority | Time limit for disposal by the Appellate Authority (days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Remarks | |
|-------|---|--|--|---|---|---|--|---------|--|
| 20 | Registration and Certification of Package Boiler/Economizer under the Boilers Act, 1923 and IBR 1950 | a) Issuance of Erection permission b) Allotment of registration no. (after submission of Erection completion certificate) c) Final certificate of Registration of Boiler (after submission of application for steam test) | 7 days 38 days 11 days | Concern Sr. Inspector of Boilers/Inspector of Boilers | Addl. Chief Inspector of Boilers | Within 30 days | List of Documents a) Boiler documents in original (supplied by Boiler manufacturer) b) Proforma-II of Erector c) Requisite Inspection Fee d) IBR welder test | Nil | |
| 21 | Registration and Certification of Assemble Boiler/Economizer under the Boilers Act, 1923 and IBR 1950 | a) Issuance of Erection permission b) Stage inspection during erection (from date of receipt of request c) Preliminary hydraulic test (after submission of application for preliminary hydraulic test with all documents) d) Issue of steam certificate (after submission of completion report and certificate of boiler attendant/operator e) Allotment of registration no. (after issue of steaming certificate) f) Final certificate of Registration of Boilers (after submission of application for steam test) | 7 days 15 days 10 days 2 days 16 days 11 days | Concern Sr. Inspector of Boilers/Inspector of Boilers | Addl. Chief Inspector of Boilers | Within 30 days | List of Documents a) Boiler documents in original (by Boiler manufacturer) Supplied. b) Proforma-II of Erector c) Requisite Inspection Fee d) IBR welder test | Nil | |
| 22 | Registration of Steam/Feed/ Blowdown line under IBR, 1950 | a) Approval of drawings by Chief Inspector | 15 days | Concern Sr. Inspector of Boilers/Inspect | Addl. Chief Inspector of Boilers | Within 30 days | List of Documents a) Layout Drawing in triplicate | Nil | |

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|----|---|---|-----------------------|--|---------------------------------|----------------|--|-----|--|
| | | <p>b) Approval of proposed contractor</p> <p>c) Material Inspection and Simulation test(after submission of documents regarding materials)</p> <p>d)Final Inspection of pipeline network(after submission of Erection completion report)</p> <p>e) Grant of final Registration of steam pipeline(After submission of Application for Hydraulic test)</p> | 9 days | or of Boilers | | | <p>b) Proforma-II</p> <p>c)Test Certificates of IBR materials</p> <p>d) Requisite Inspection Fee</p> <p>e)Certificates of IBR welders</p> | | |
| 23 | Renewal of Certificate of Boiler/ Economizer under the Boilers Act 1923 and IBR, 1950 | <p>a) Fixing date of inspection(after submission of complete application)</p> <p>b) Issue of renewal certificate /fitness certificate(after completion of inspection and in case there are no repairs required)</p> <p>c) Issue of renewal certificate /fitness certificate in case there are repairs required after completion of proposed repair)</p> | 15 days 2 days | Concern Sr. Inspector of Boilers/Inspect or of Boilers | Add. Chief Inspector of Boilers | Within 30 days | <p>List of Documents</p> <p>a) Certificate of previous year</p> <p>b) Requisite Inspection Fee</p> | Nil | |
| 24 | Recognition as manufacturer of Boiler and Boiler components under IBR, 1950 | On receipt of Inspection report and makers paper and physical verification & inspection | 30 days | Concern Sr. Inspector of Boilers/Inspect or of Boilers | Add. Chief Inspector of Boilers | Within 30 days | <p>List of Documents</p> <p>a) NOC for the activities of the firm from the local authority.</p> <p>b) A copy power sanction letter from appropriate authority.</p> <p>c) A copy of plan of machinery layout along with list of equipment & machinery, tools & tackles and NDT facilities.</p> <p>d) Detail qualification & experience of personnel employed (Certificates of welders are to be enclosed).</p> | Nil | |

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|----|---|---|---------|---|----------------------------------|---|---|-----|--|
| | | | | | | <p>e) Few photographs of shop floor showing equipment, machinery and NDT facilities.</p> <p>List of Documents</p> <p>a) List of Technical person</p> <p>b) List of Manpower</p> <p>c) List of Tools & Tackles/machineries, the party owned.</p> <p>d) Details of past experience of the firm</p> <p>e) Requisite Inspection Fee.</p> | Nil | | |
| 25 | Approval as Boiler Erector/ Repairer and steam/Feed water pipe line fabricator/ Erector under IBR, 1950 | Through Scrutiny of documents and credentials of the party as per the provision Reg. 392 of IBR, 1950 | 30 days | Concern Sr. Inspector of Boilers/Inspector of Boilers | Addl. Chief Inspector of Boilers | Within 30 days | <p>List of Documents</p> <p>a) NOC for the activities of the firm from the local authority.</p> <p>b) A copy power sanction letter from appropriate authority.</p> <p>c) A copy of plan of machinery layout along with list of equipment & machinery, tools & tackles and NDT facilities.</p> <p>d) Detail qualification & experience of personnel employed (Certificates of welders are to be enclosed).</p> <p>e) Few photographs of shop floor showing equipment, machinery and NDT facilities.</p> | Nil | |
| 26 | Renewal of recognition as manufacturer of Boiler and Boiler components under IBR, 1950 | On receipt of Inspection report and makers paper and physical verification & inspection | 30 days | Concern Sr. Inspector of Boilers/Inspector of Boilers | Addl. Chief Inspector of Boilers | Within 30 days | <p>List of Documents</p> <p>a) NOC for the activities of the firm from the local authority.</p> <p>b) A copy power sanction letter from appropriate authority.</p> <p>c) A copy of plan of machinery layout along with list of equipment & machinery, tools & tackles and NDT facilities.</p> <p>d) Detail qualification & experience of personnel employed (Certificates of welders are to be enclosed).</p> <p>e) Few photographs of shop floor showing equipment, machinery and NDT facilities.</p> | Nil | |

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|----|--|---|---------|---|----------------------------------|----------------|---|-----|--|
| 27 | Renewal of approval as Boiler Erector/ Repairer and steam/Feed water pipe line fabricator/ Erector under IBR, 1950 | Through Scrutiny of documents and credentials of the party as per the provision Reg. 392 of IBR, 1950 | 30 days | Concern Sr. Inspector of Boilers/Inspector of Boilers | Addl. Chief Inspector of Boilers | Within 30 days | List of Documents a) List of Technical person b) List of Manpower c) List of Tools & Tackles/machineries, the party owned. d) Details of past experience of the firm e) Requisite Inspection Fee. | Nil | |
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Memo NO.GLR. 61/2012/286-A

Copy forwarded for information to:

1. P.S. to the Honble Minister, Labour Welfare, Assam, Dispur, Guwahati- 6.
2. P.S. to the Chief Secretary to the Govt. of Assam, Dispur, Guwahati- 6
3. P.S. to the Addl. Chief Secretary to the Govt. of Assam, Industry and Commerce Department, Dispur, Guwahati- 6
4. P.S. to the Principal Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati- 6

Sd/- Dr. J.B. Ekka, IAS

Principal Secretary to the Govt. of Assam,
Labour Welfare Department

Dated Dispur, the 12th July, 2021

Deputy Secretary to the Govt. of Assam,
Labour Welfare Department
