

CITIZEN CHARTER

OF LABOUR AND EMPLOYMENT OFFICE, DIU.

Sr. No.	Service Facilities		Procedure	Time Limit	Contract Person	Whom to contract if no solace is received from the contract person
1	2	3	4	5	6	7
24.1	Registration of Shop and Establishment	1	SSI Registration Certificate (True Copy)	10 Days	Labour Inspector	Labour Commissioner
		2	Affidavit to be given by the Director/Partner/Owner			
		3	Partnership Deed/Memorandum Articles of association (Signed)			
		4	Copy of receipt/challan as proof of payment of Registration fee			
		5.	Lease agreement and Lesser's ownership documents if applicable			
		6.	Panchayat NOC			
		7.	Health NOC			
		*	Applicable only to units employing less than 10 person (directly/indirectly) with the aid of power or less on any one day of the Year of 20 persons without the aid of power. All other units have to apply for factory licence.			
		*	On company letter head by authorized signatory of whatever is not applicable.			
*	Whatever is not applicable may be stated on company letter head and signed by the authorized signatory.					
24.3	Registration for Employment Identity Card X-10	1. 2. 3. 4. 5.	Resident Certificate Caste Certificate Birth Certificate All Education Certificate Experience certificate	02 days	Labour Inspector	Director of Employment Exchange

(H.B.JETHWA)

MAMLATDAR,

H.O. LABOUR & EMPLOYMENT.DIU

STATEMENT SHOWING THE STAFF POSITION IN THE LABOUR & EMPLOYMENT,DIU.

Sr.No.	Name of Employees & Designation	Remarks
1	2	3
1.	Labour Inspector	Vacant
2.	Shri C.B.Vala, LDC	

N.B. There is no issue of T.R. 5 Receipt, but direct paid chalan in Govt. Tresury, Diu thorough SBI, Diu for renewal licence of shops/Hotels

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