

OFFICE OF THE COMMISSIONER OF LABOUR: TELANGANA :: HYDERABAD
CIRCULAR MEMO

No.H2/7770/2015

Dt. 09.06.2016

Sub: Labour Department – Timelines – Integrated Register and Annual Returns - Communicated for Strict Implementation – Reg.

Ref: 1. G.O. Ms. No. 23, LET & F Dept., dt: 24-03-2016.
2. The Telangana Gazette Notification No. 2, dt: 07-04-2016

<<<<>>>

The attention of all the officers mentioned in the address entry is invited to the subject cited. It is informed that certain changes in the following Acts and Rules were made while adapting in Telangana State prescribing the timelines to be followed while dealing with Registrations / Renewals under different Acts. All the officers of the Department are requested to follow the below timelines scrupulously.

Sl.No	Name of the Act	Time Line prescribed through citizen's charter	Deemed approval timeline	Provision for deemed approval through G.O's
1	Shops & Establishment Act, Registration	30 days	30 days	G.O. Ms.No.5, Dt.05.01.2016 Section – 9, Sub –Section - 2
2	Shops & Establishment Act, Renewal	30 days	30 days	G.O. Ms. No.05, Dt.05.01.2016 Section – 4, Sub – Section - 3
3	Contract Labour Act, Principal Employer	30 days	30 days	G.O. Ms.No.32, Dt.14.12.2015, Rule:19
4	Contract Labour Act, Contract Labour license	30 days	30 days	G.O. Ms.No.32, Dt.14.12.2015 Rule: 29
5	Contract Labour Act, Contract Labour License (Renewal)	30 days	30 days	G.O. Ms. No. 32, Dt.14.12.2015 Rule: 29
6	BOCW Act, Registration	15 days	15 days	G.O. Ms.No.35, Dt.14.12.2015 Rule:24, Sub Rule:1

Further, Integrated Registers are prescribed through the reference 1st cited and all the employers should maintain the Integrated Register in Form-II and Form-III together and furnish to the Inspector on demand in complete shape and if any employer fails to produce on demand the employer shall render himself liable to penalty under the relevant provision of law after a due notice is served on him giving him an opportunity. Integrated Registers are made mandatory with effect from Publication of G.O. in the Gazette notification 2nd cited dated 07.04.2016. They are also informed that if employer produces the Integrated Register while inspecting they need not produce all the Registers prescribed under different Acts. Common periodical Return in Form-I is also made mandatory in G.O. 1st cited and those employers who wish to submit online can register on webportal and can submit in Form-I and others who do not want to submit online can submit manually to the concerned officer. The Annual Return in Form-I for the financial year ending 31st March, shall be furnished on or before 30th April

These points have to be noted while conducting inspections and any violation in this regard will be construed as dereliction of duty and the erring officer will be liable for disciplinary action.

Sd/- Ahmad Nadeem
Commissioner of Labour

To
All the Joint Commissioners of Labour in the State.
All the Deputy Commissioners of Labour in the State are requested to communicate the same among the ACLs/ALOs in their Jurisdiction.

Joint Commissioner of Labour