

Govt. of Bihar
Labour Resources Department (LRD)

Details of Online Service

CONTENT

<u>S.N.</u>	<u>Topics</u>	<u>Page No.</u>
I	Beedi and Cigar Workers (Condition of Employment) Act, 1966	2
II	Boilers Act, 1923	3
III	Building and other Construction Workers (Regulation of Employment and Condition Service) Act, 1996 Bihar Building and Other Construction Workers Rules, 2005	5
IV	Contracts Labour (Regulation and Abolition) Act, 1970 Bihar Contract Labour (Regulation & Abolition) Rules, 1972	6
V	Factories Act, 1948	7
VI	Inter State Migrant Act, 1979 Bihar Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1980	9
VII	Motor Transport Workers Act, 1961	10
VIII	Bihar Shops and Establishment Act, 1953 Bihar Shop & Establishment Rules, 1955	11
IX	Trade Union Act, 1926	12
X	Important Notice for Fee Payment	13

Abbreviations used: -

LC	Labour Commissioner, Bihar
CIB	Chief Inspector of Boilers, Bihar
CIF	Chief Inspector of Factories, Bihar
DCIF	Deputy Chief Inspector of Factories, South Bihar and North Bihar
FIC	Factory Inspector of Circle
DLS	District Labour Superintendent
BBB	Bihar Building Board

(I) Beedi and Cigar Workers (Condition of Employment) Act, 1966

It is for enforcing better condition of labour amongst those who are engaged in manufacture of Beedi and Cigar. Any person who intend to use or allow to be used any place or premises as an industrial premises shall make an application in writing to the competent authority (Labour Superintendent of the district) in Form-I and on payment of requisite license to use or allow to be used such premises as an Industrial Premises (Section 4 of the act) shall be issued.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Grant of License	1. Map/Plan of the Premises * 2. Photo ID Card of Individual/Firm/Company * 3. Legal Document of place of establishment like Rent Receipt/ Rent Agreement * 4. Character certificate in case of individual * 5. Signature of Applicant * 6. Any other documents the applicant feels necessary or helpful	Yes	Yes	Valid till 31st March of Financial Year. After 31st March, it will be renewed if required.	Apply to: DLS Verifier: DLS Approver: DLS Issue by: DLS
2	Application for Renewal of License	-do-	Yes	Yes	-do-	-do-

(II) Boilers Act, 1923

The Inspectorate of Boilers is particularly responsible for the enforcement of the provisions of the Indian Boilers Act, 1923 and the Steam Vessels Act. This branch, which is purely technical in nature, has been placed under the chief Inspector of Boilers with 2 Inspector of Boilers posted in the field. The work of inspection and enforcement under Office Rent Provisions of the Act is carried out under the supervision of the Chief Inspector of Boilers, who works under control and supervision of the Commissioner of Labour.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Inspection of Boilers and Steam Pipes	1. Certificate and Drawings as per standard requirements * 2. Form B No. 1 3. Form B No. 1 (Annexure I) * 4. Form B No. 1 (Annexure II) * 5. Form B No. 1 (Annexure III) * 6. Form II : Inspection Authorities Certificate of inspection During Construction * 7. Form III: Works Address * 8. Form IIIA: Certificate of Manufacture and Test for Pipes * 9. Form IIIB: Certificate of Manufacture and Test for Tubes * 10. Form IIIC: Certificate of Manufacture and Test of Boiler Mountings and Fitting * 11. Form IV: Steel Maker's Certificate of Manufacture and Test * 12. Layout of drawings in isometric view of Steam Pipeline and Feed Pipeline (in triplicate) * 13. Signature of Owner/Proprietor *	Yes	Yes	Valid for 12 months from the date of issue of the License.	Apply to: CIB Verifier: CIB Approver: CIB Issue by: CIB
2	Application for Inspection of Registration of Boilers	-do-	Yes	Yes	-do-	-do-
3	Application for Inspection of Renewal of Boilers	1. Certificate and Drawing, if any change 2. Layout of drawings in isometric view of Steam Pipeline and Feed Pipeline (in triplicate) 3. Form B No. 2 4. Form C 5. Form V 6. Form VI 7. Signature of Owner/Proprietor *	Yes	Yes	-do-	-do-

4	Application for any other Boilers fees excluding Registration and Renewal	-	Yes	No	-do-	-do-
5	Application for Digitization of Existing Boilers	1. Signature of Owner/Proprietor * 2. Scanned copy of Registration document *	No	No	-do-	-do-

(III) Building and other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996
Bihar Building and Other Construction Workers Rules, 2005

Bihar Building and Other construction Workers Welfare Board is running a series of Welfare schemes for construction workers, which are aimed to safeguard the interest of construction workers and their family as well as to protect them from any type of hazards which occur in their lives. So it is necessary to get them registered under the Board.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Registration of Establishments employing Building and other Construction Workers	1. Legal document regarding Place of Construction Site * 2. PAN Card of the Firm / Company * 3. Form IV 4. Partnership deed / MOA / MOU etc * 5. Letter of Authorization * 6. Photo ID *	Yes	Yes	-	Apply to: Secretary, BBB Verifier: Secretary, BBB Approver: Secretary, BBB Issue by: Secretary, BBB

(IV) Contracts Labour (Regulation and Abolition) Act, 1970
Bihar Contract Labour (Regulation & Abolition) Rules, 1972

The act is to regulate the service condition and to improve the condition of workers working as Contract Labour, where the work is of seasonal nature and is not related to production. It applies to every establishment in which twenty or more workers are employed on any day of the preceding twelve months as Contract Labour. Also, I To every contractor who employs or who employed twenty or more workers as contractor on any day of the preceding twelve month.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Contract Labour Registration	1. Form V issued by the registered Principal Employer * 2. Partnership Deed / MOA /MOU / JV / LLP 3. Work Order of the Assigned Work * 4. PAN Card of the Company / Authorized Person * 5. Photo ID Card of Contractor * 6. Character Certificate of Individual / Partner / Director 7. List of Board of Directors 8. Registration Certificate of Concerned Department in case if Principal Employer is Government body 9. Signature of Contractor	Yes	Yes	There is an End-Date field in the Form. Valid for 12 Months from the date of issue of License if End-Date is greater than 12 months, else valid till the End-Date as in the Form.	Apply to: DLS Verifier: DLS Approver: DLS Issue by: DLS
2	Renewal of Contract Labour Registration	1. Form 24 (Rule 82 (1)) * 2. PAN Card / Photo ID Card * 3. Character Certificate of Contractor 4. Signature of Applicant *	Yes	Yes	Valid for 12 months from the date of issue of the License.	-do-
3	Registration of Establishments (Principal Employer) employing Contract Labour	1. List of Contractors with their Address * 2. Photo ID Card of Employer / Authorized Person * 3. Partnership Deed / MOA /MOU / JV / LLP * 4. PAN Card of Firm * 5. Signature with Seal and Stamp of Principal Employer	Yes	Yes	-	-do-
4	Amendment of Registration of Establishments employing Contract Labour	1. Photo ID Card of Employer / Authorized Person * 2. Partnership Deed / MOA /MOU / JV / LLP * 3. PAN Card of Firm * 4. Signature with Seal and Stamp of Principal employer *	Yes	Yes	-	-do-

(V) Factories Act, 1948

The Occupier of the Factory should submit the application in prescribed form along with requisite License fee and the other relevant documents in the office of the Inspector of Factories. In Case of Section-85 Factories the License is valid till the closure of Factory subject to the Condition that there is no amendment in the specified facts on the License.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Registration and Grant of License of Factory	1. Land papers of the factory * 2. NOC / Licence of the concerned department (for Saw-mill Explosives arms and ammunition) 3. Company Memorendum of Association and article * 4. List of Present Directors if there is change in director form 12/32 of the Companies Act * 5. List of Board of Directors and Relevant paper regarding their appointment * 6. Proof of Partnership Deed List of Plant and Machinery * 7. List of Raw Materials * 8. letter of appointment of occupier from the concerned ministry (If govt owned) * 9. Certificate regarding the appointment of occupier * 10. In case of LLP / Joint venture MOA relevant paper * 11. Project Report Signature of the Manager * 12. Signature of Occupier * 13. NOC from State Pollution Control Board *	Yes	Yes	Valid for 10 years from the date of issue of the License, if workers-count is more than 9. Else, valid till closure of the Factory.	Apply to: FIC Verifier: FIC Approver: CIF Issue by: FIC Note: - If approved by CIF, FIC cannot reject.
2	Application for Renewal of License of Factory	1. Signature of the Manager * 2. Signature of Occupier * 3. Copy of Old Registration Certificate *	Yes	Yes	-do-	-do-
3	Application for Amendment of License of Factory	1. Signature *	Yes	Yes	-do-	-do-

4	Application for Transfer of License of Factory	<ol style="list-style-type: none"> 1. Signature of Occupier * 2. Signature of the Manager * 3. Certificate regarding the appointment of occupier * 4. Signature of the Outgoing Occupier * 5. Board of Directors resolution regarding appointment of Occupier * 6. Succession certificate * 7. New Partnership Deed * 8. Dissolution of previous partnership* 9. NOC from present occupier * Sale deed * 	Yes	Yes	- do -	-do-
5	Application for Annual Return	<ol style="list-style-type: none"> 1. Signature of the Manager 	No	No	-	-do-
6	Application for Digitization of existing Factories (This service is for preparing digital records of already registered factories)	<ol style="list-style-type: none"> 1. Scanned copy of Registration document * 2. Signature of Occupier / Applicant * 	No	No		-do-
7	Application for Notice of Closure of Factory	<ol style="list-style-type: none"> 1. Signature of the Manager 2. Signature of Occupier 	No	No	-	-do-
8	Application for Permission to construct, extend or take into use any Building as a Factory (Map Approval)	<ol style="list-style-type: none"> 1. Incase of change of Directors-Form 32 of the Companies Act * 2. Brief description of Manufacturing process and Flow process chart * 4. Land papers of the factory * 5. Proof of Partnership Deed * 6. NOC from State Pollution Control Board * 7. NOC from Forest department * 8. Permission from Mining department * 9. List of Plant and Machinery 10. List of Plant and Machinery 11. List of Raw Materials 12. Signature of Applicant * 13. Map of Factory building including Site plan, Plan elevation and all necessary cross-section * 	No	Approved and Signed Map	-	Apply to: FIC Verifier: FIC & DCIF Approver: CIF Issue by: CIF

(VI) Inter State Migrant Act, 1979**Bihar Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1980**

The Employment wing of the Directorate of Employment & Training, under the administrative control of the Labour Resources Department, Govt. of Bihar, is responsible for administration of the network of Employment Exchanges and University Employment & Information Guidance Bureau in the whole of the State of Bihar, with the mission to collect, process and disseminate all information relating to job opportunities to all job seekers in order to provide job assistance to them.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Registration of Establishment employing Migrant Workman	1. Legal Document regarding Place of Establishment * 2. List of Contractors with their Address * 3. Signature with Seal & Stamp of Principal Employer * 4. Signature with Seal & Stamp of Employer / Applicants with Authority Letter * 5. PAN Card * 6. Photo ID Card 7. Character Certificate 8. Partnership Deed / MOA /MOU / JV / LLP	Yes	Yes	12 months from the date of issue of the License.	Apply to: DLS Verifier: DLS Approver: DLS Issue by: DLS
2	Application for Renewal of License	1. Letter of continuation of Work Contractor * 2. Character Certificate * 3. Old License Scan Copy * 4. Name and Address of the Directors / Partners (in case of Company and Firm) * 5. Signature of the Applicant with Authority Letter * 6. Name(s) and Address(s) of the Person(s) Incharge /Agent / Manager (in case of Company and Firm)	Yes	Yes	-do-	-do-
3	Application for License for Recruitment	1. Photo ID * 2. Age Proof * 3. Signature of Applicant / Contractor * 4. Character Certificate * 5. Rent Receipt / Rent Agreement * 6. Affidavit regarding non-employment of Child Labour * 7. Form VI *	Yes	Yes	-do-	-do-

(VI) Motor Transport Workers Act, 1961

The act is used for registration of motor transport for the welfare of motor transport workers and to regulate the condition of their work. It applies to every motor transport undertaking employment where two or more than two motor transport workers are engaged. Every employer of a motor transport undertaking to which this act applies shall have the undertaking registered under this act. Both registration and renewal application may be submitted in Form-I with fee prescribed in Rule (5) to the Labour Superintendent of the District.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Registration and Grant of Certificate of Registration	1. Registration Certificate of Vehicle obtained from DTO / Agreement with the Vehicle Owner * 2. Valid document regarding Place of Establishment * 3. Partnership Deed / MOA / MOU * 4. PAN Card * 5. Authorization Letter * 6. PAN Card of Authorized Person * 7. Signature of Applicant with Authority Letter / Signature of Employer * 8. Photo ID * 9. Any other documents the applicant feels necessary or helpful	Yes	Yes	Valid till 31st December of the year of submission of the Application.	Apply to: DLS Verifier: DLS Approver: DLS Issue by: DLS
2	Application for Renewal of Certificate of Registration	-do-	Yes	Yes	-do-	-do-

(VIII) Bihar Shops and Establishment Act, 1953
Bihar Shop & Establishment Rules, 1955

The act is used to protect the benefit of workers working in the unorganized sector of Shops and establishments and to regulate the condition of worker and employment in shops and establishments.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Registration	1. Photo ID card of Employer * 2. Affidavit regarding non-employment of child labour 3. Rent Agreement / Municipal Receipt * 4. Proof of opening of establishment Service card of employees 5. Form 7 6. Form 8 7. Declaration regards non-registration of establishment prior to registration * 8. Partnership deed/MOA/MOU/YV/LLP 9. Letter of Authorization 10. Photograph of the sign board of establishment / shops * 11. Signature with Designation of the Employer * 12. Signature of Applicant * 13. Legal requirement such as certificate from ISEBI/ IRDA/ RBI/ Home Special Department as per business	Yes	Yes	-	Apply to: DLS Verifier: DLS Approver: DLS Issue by: DLS
2	Application for Amendment of Certificate of Registration	1. Certificate of Establishment Registration * 2. Proof for required amendment * 3. Form 7 4. Form 8 5. Signature of Employer / Applicant with authorization letter *	Yes	Yes	-	-do-
3	Notice of Closure	1. Certificate of Registration (Form III) * 2. No dues certificate from employees * 3. Reason for closure * 4. Signature of Employer * 5. Service Card of the Employee *	No	No	-	-do-
4	Application for Digitization of Existing Shops and Establishments under Bihar Shops and Establishment Act	1. Scanned copy of Registration document * 2. Signature of Applicant *	No	No	-	-do-

(IX) Trade Union Act, 1926

An act to provide for the registration of Trade Unions and in certain respects to define the law relating to registered Trade Unions. Every application for registration of a Trade Union shall be made in Form-A appended to the Trade Unions Act 1926 before the Registrar of Trade Unions and shall be accompanied by a copy of Rules of the Trade Union and a statement.

SN	Service Name	Required Documents	Fee	License	License Validity	Designated Officers
1	Application for Registration	1. Proceeding of General Body Meeting * 2. Authorization to the member given by resolution of a general meeting of the Union * 3. Resolution of the Union * 4. Constitution of Union Duly Signed * 5. A copy of the Rules of the Trade Unions as per section- 6 of Indian Trade Union Act 1926 * 6. Photocopy of Minutes Book * 7. Photocopy of Membership Form * Photocopy of Membership Register * 8. Photocopy of Cash Receipt * 8. Photocopy of Cash Expenditure Voucher * 9. Photocopy of Cash Book * 11. Photocopy of NOC from the Owner for Union House * 12. Statement of Liabilities and Assets (Schedule III) 13. Service / Employment Proof *	Yes	Yes	-	Apply to: Registrar Verifier: DLS Approver: LC Issue by: LC
2	Application for Annual Return	1. Copy of the Rules of Trade Union corrected up to the date of dispatch * 2. List of Securities * 3. Statement of Liabilities and Assets as on 31st March 4. Signature of Secretary of the Union * 5. Political Fund Account * 6. General Fund Account * 7. Officers Appointed * 8. Officers relinquishing Office *	No	No	-	-do-

(X) Important Notice for Fee Payment

Fee Payment may be applicable for some Non-RTPS Online Services. Fee Payment is done through **OGRAS (e-Receipt) Payment Gateway of Finance Department, Govt. of Bihar** on behalf of **Service Owner Department**.

For this, Fill online application form for the specific service, attached required Annexure and do [**Make Payment**]. You will be directed from **ServicePlus** to **OGRAS**.

On **OGRAS**, select proper “**Period Year**”. Also, select “**Payment Mode**” as “**e-Payment**” only and then “**Select Bank**” from which you want to do online payment through Net Banking / Debit Card / Credit Card etc (refer screen-shot given below). After Payment, let the control re-direct from **OGRAS** to **ServicePlus** automatically.

NOTE: -

1. Please never select “**Payment Mode**” as “**Payment over the bank counter (Cash/Cheque)**”, because Services on ServicePlus work in online mode only.
2. Please don't “**Refresh**” or “**Close**” or “**Interrupt**” the Internet Browser during transitions between **ServicePlus** and **OGRAS** for payment.
3. After Payment, download / print the “**Payment Acknowledgement / Receipt**” from **Bank / OGRAS** for future reference.
4. Sometimes, “**Success**” Payment Status from **OGRAS** to **ServicePlus** comes late and it remains “**Pending**” (may be for several days). Please wait and do “**Payment Re-validation**” and do not pay again if payment has already been deducted from your account.
5. Application will be processed, only if **ServicePlus** receives “**Success**” Payment Status from **OGRAS**.
6. Re-payment can be done only if previous payment attempt is “**Failure**”.
7. Payment is collected by **OGRAS** on behalf of **Service Owner Department**. Payment once done cannot be claimed to be refunded back from **NIC** or **ServicePlus** end, in any case.

OGRAS Payment Interface: -

The screenshot displays the OGRAS Payment Interface. At the top, it features the logo of the Government of Bihar and the text "Online Government Receipt Account System Finance Department, Government of Bihar OGRAS". Below this, there are navigation links for "Make Payment" and "Sign Out", and a welcome message "Welcome PANKAJ".

The interface is divided into several sections:

- Department Details:** This section contains the following information:
 - Department: Labour, Employment and Training Department
 - District: Araria
 - Office: Labour Superintendent, Araria-1
 - Treasury: Vikash Bhawan
 - Payment Head: Tax
 - Scheme Name: RECEIPT UNDER LABOUR RELATED ACTS
 - Period Year: Year (dropdown) and Period (dropdown)
- Account Details:** This section contains a table with the following data:

Serial No	Account No	Amount
1	R0230001010001-00-01	40.0
Total Amount		40.0
- Payer/Remitter Details:** This section contains the following information:
 - Name: PANKAJ
 - Mobile: 8083475877
 - Email: %S@
 - Address: %S@
 - Unique ID Number:
 - Remarks:
- Payment Details:** This section contains the following information:
 - Payment Mode: e-payment Payment over the bank counter(Cash/Cheque)
 - Select Bank: Select Bank Name (dropdown)
 - Buttons: Submit and Abort