

**Govt. of Bihar**  
**Labour Resources Department (LRD)**  
**Help File**

SN	Act	Act Description	Name of Service and Documents	
1	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.	Name of Service	Application for Grant of a License for the Beedi and Cigar Workers (Conditions of Employment) Act, 1966
			List of prescribed documents to be submitted	1. Application in prescribed format (Form No. I) 2. Map/Plan of the Premises 3. Photo ID card of Individual/Firm/Company 4. Legal Document of place of establishment like Rent receipt/ Rent Agreement etc. 5. Character certificate in case of individual 6. Signature of Applicant
2	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.	Name of Service	Registration and Certification of Boilers under the Boilers Act, 1923
			List of prescribed documents to be submitted	1. Application in prescribed form under Regulation/ Rules 2. Certificate and Drawings as per standard requirements 3.*Form B No. 1 4.*Form II (1): Inspection Authorities Certificate of inspection During Construction 5.*Form III: Works Address 6.*Form IIIA: Certificate of Manufacture and test for Pipes 7.*Form IIIB: Certificate of Manufacture and test for Tubes 8.*Form IIIC: Certificate of Manufacture and test of boiler mountings and fitting 9.*Form IV: Steel Maker's Certificate of Manufacture and test 10.Layout of drawings in isometric view of steam pipeline and feed pipeline (in Triplicate) 11.Notice C 12.Design Data Book 13.Boiler Pressure Parts drawing 14.Design Calculations 15.Owner's declaration as per the Act

3	Building and other Construction Workers (Regulation of Employment and Condition of Service) Act 1996	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.	Name of Service	Registration of Employer employing building and other construction workers under Bihar Building and Other Construction Workers Rules 2005
			List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. 1)</li> <li>2. PAN card of the Firm / Company</li> <li>3. Legal document regarding place of construction site</li> <li>4. Address proof of employer/ establishment</li> <li>5. Letter of Authorization</li> <li>6. Partnership deed (in case of partnership firm) / Memorandum of Association/ Memorandum of Understanding (in case of company) /Joint Venture/ Limited Liability Partnership</li> </ol>
4	Contract Labour Act, 1970	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.	Name of Service	License for Contractors under provision of the Contracts Labour (Regulation and Abolition) Act, 1970 and the Bihar Contract Labour (Regulation & Abolition) Rules, 1972
			List of prescribed documents to be submitted	<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. Photo ID card of Contractor</li> <li>4. 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>5. PAN card of the contractor</li> <li>6. Signature of Contractor (in case of online application only)</li> </ol>

5	Factory 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.	Name of Service  List of prescribed documents to be submitted	Registration and Grant of License under the Factories Act, 1948  1. Application in prescribed format (Form No. 2) 2. 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. 3. 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. 4. In case of proprietary firm: No extra document 5. In case of partnership firm: Partnership deed with list of partners 6. In case of Government/ Government owned/undertaking factories, letter of appointment of occupier from the concerned Ministry 7. NOC/Consent to Operate from Bihar State Pollution Control Board 8. List of plant and machinery 9. List of raw materials 10. Detailed Project Report (DPR) 11. 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. 12. 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. 13. ID Proof (Aadhar Card/ PAN Card) 14. Any other documents specifically requested by IF/Deputy IF/CIF (based on the nature of manufacturing process)
---	-------------------	---	---	--

6	Inter State Migrant Act 1979	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.	Name of Service	Application by a Contractor for Grant of a License for Recruitment under the Bihar Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, 1980
			List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. IV) With duly signed by contractor in triplicate.</li> <li>2. Form No. VI issued by principal employer</li> <li>3. Name and Address Proof of the Contractor</li> <li>4. Photo ID card of Contractor</li> <li>5. Establishment Registration Certificate</li> <li>6. Name and Address of the Principal Employer</li> <li>7. 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>8. Signature of Contractor</li> </ol>
			Name of Service	Registration of Establishment employing inter-state migrant workmen
			List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. I as per Rule) in triplicate.</li> <li>2. Photo ID card of Employer/Authorized person/ Contractor</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/ contractor</li> <li>6. Particulars of contractor employed</li> <li>7. Establishment Address Proof (Proof of ownership of building or land/ Rent Agreement, in case of a shop rental/ Municipal Receipt)</li> </ol>

7	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.	Name of Service	Application for Registration and Grant of Certificate of Registration Form I (Rule 4 and 8)
			List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. 1).</li> <li>2. Photo ID</li> <li>3. Valid Document Regarding Place of establishment</li> <li>4. Registration Certificate of Vehicle obtained from DTO / Agreement with the Vehicle Owner</li> <li>5. Partnership deed/MOA/MOU</li> <li>6. Pan Card</li> <li>7. Authorization Letter</li> <li>8. Pan Card of Authorized Person</li> <li>9. Signature of Applicant with authority letter / Signature of Employer.</li> <li>10. Any Other documents the applicant feels necessary or helpful.</li> </ol>
8	Shops and Establishment Act, 1953	To protect the benefit of workers working in the unorganized sector of Shops and establishments. To regulate the condition of worker and employment in shops and establishments.	Name of Service	Registration of Shops & Establishments under the Bihar Shop & Establishment Act, 1953 & Bihar Shop & Establishment Rules, 1955.
			List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form 1)</li> <li>2. Photo ID card 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>11. 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> </ol>

9	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.	<p>Name of Service</p> <p>List of prescribed documents to be submitted</p>	<p>Application for Registration of Trade Union under the Trade Union Act , 1926</p> <ol style="list-style-type: none"> <li>1. Application in prescribed format (Form No. A)</li> <li>2. Particulars required by section 5(1)(c) of Indian Trade Unions Act, 1926 i.e. List of Officers (Schedule I)</li> <li>3. Particulars showing the provision made in the rules for the matters detailed in section 6 of Indian Trade Unions Act, 1926 (Schedule II)</li> <li>4. Particulars required by section 5(2) of Indian Trade Unions Act, 1926 i.e. Statement of Liabilities and Assets (Schedule III)- This is mandatory for Union which has been constituted at least one year before applying for registration</li> <li>5. Proceeding of General body meeting</li> <li>6. Authorization to the member, given by resolution of a general meeting of the union or if not, in what other way it was given for making application</li> <li>7. Resolution of the Union</li> <li>8. Constitution of Union Duly Signed</li> <li>9. A copy of the Rules of the Trade Unions, as per sec 6 of Indian Trade Union Act 1926</li> <li>10. Photocopy of Minutes Book</li> <li>11. Photocopy of Membership Form</li> <li>12. Photocopy of Membership Register</li> <li>13. Photocopy of Cash Receipt</li> <li>14. Photocopy of Cash Expenditure Voucher</li> <li>15. Photocopy of Cash Book</li> <li>16. Service / Employment Proof</li> <li>17. Photocopy of NOC from the Owner for Union House</li> </ol>
---	-----------------------	--	--	--