

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2025/16694

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022, No. 28/67/1-IH(11)-2022/19025, dated 29.11.2022 and No. 28/67/1-IH(9)-2025/8653 dated 26.06.2025, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Labour Department, Union Territory, Chandigarh**, for the purposes of the Acts, *ibid*, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Labour Department	Registration of Establishment employing Migrant Workmen under the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	30 days	Assistant Labour Commissioner	Labour Commissioner	Secretary Labour	
2.	-do-	Amendment in Registration of Establishment employing Migrant Workmen under the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	21 days	-do-	-do-	-do-	
3.	-do-	Registration of shop and commercial establishments under the Punjab Shop and Commercial Establishment Act, 1958	01 day	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner	
4.	-do-	Amendment in registration of shop and commercial Establishments under the Punjab Shop and Commercial Establishment Act, 1958	01 day	-do-	-do-	-do-	
5.	-do-	Approval of building plans of Factories under the Factories Act, 1948	45 days	Addl. Chief Inspector of Factories-cum-Assistant Labour Commissioner	Chief Inspector of Factories-cum-Labour Commissioner	Secretary Labour	
6.	-do-	Issuance of factory license under the Factories Act, 1948	7 days	-do-	-do-	-do-	
7.	-do-	Renewal of factory license under the Factories Act, 1948	30 days	-do-	-do-	-do-	
8.	-do-	Amendment in the registration certificate issued to a factory under the Factories Act, 1948	21 days	-do-	-do-	-do-	
9.	-do-	Issuance of registration certificate under the Motor Transport Workers Act, 1961	30 days	Chief Inspector of Motor Transport-cum-Assistant Labour Commissioner	Labour Commissioner	Secretary Labour	
10.	-do-	Amendment in registration certificate under the Motor Transport Workers Act, 1961	21 days	-do-	-do-	-do-	
11.	-do-	Renewal of registration certificate under the Motor Transport Workers Act, 1961	30 days	-do-	-do-	-do-	
12.	-do-	Issuance of registration certificate to the Principal Employer under the Contract Labour Act, 1970	30 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	-do-	
13.	-do-	Issuance of license to contractors under the Contract Labour Act, 1970	30 days	-do-	-do-	-do-	
14.	-do-	Renewal of license of contractors under the Contract Labour Act, 1970	30 days	-do-	-do-	-do-	
15.	Labour Department	Amendment in the registration certificate issued to the	21 days	Licensing Officer-cum-	Registering Officer-cum-	Secretary Labour	

AKA-1

		Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970		Assistant Labour Commissioner	Labour Commissioner		
16.	-do-	Registration of construction workers under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
17.	-do-	Renewal of labour cards issued to the construction workers under the Building and other Construction workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
18.	-do-	Registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	30 days	-do-	-do-	-do-	
19.	-do-	Renewal of registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	-do-	-do-	-do-	
20.	Labour Department	Grant of benefits under various Welfare Schemes under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	30 days	Joint Secretary (CBOCW B)-cum-Assistant Labour Commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
21.	-do-	Grant of benefits under various Welfare Schemes under the Punjab Labour Welfare Fund Act, 1965	30 days	Secretary (LWB)-cum-Assistant Labour Commissioner	Welfare Commissioner (LWB)-cum-Labour Commissioner	Chairman (LWB)-cum-Secretary Labour	

- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects
- (ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Labour Department, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Endst.No.28/67/1-IH(9)-2025/ 16695

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

Administrator
Union Territory, Chandigarh
Dated: 09/12/25

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16696

A Copy is forwarded to each of the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16697

A Copy is forwarded to the Labour Commissioner, Union Territory, Chandigarh, for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh