

THE PUDUCHERRY SHOPS & ESTABLISHMENTS, ACT, 1964

INFORMATION ON FEES, PROCEDURE & A COMPREHENSIVE LIST OF DOCUMENTS REQUIRED FOR REGISTRATION

Name of Approval/ NoC/License/ Registration	Registration under Puducherry Shops & Establishments Act, 1964		
Competent Authority	ASSSTANT INSPECTOR OF LABOUR of concerned circle		
Applicability Criteria	<ul style="list-style-type: none"> Shops – Any premises where any trade or business is carried on or where services are rendered to customers and includes offices, store-rooms, godowns, ware houses; Commercial establishments like establishments carrying on the business of advertising commission, forwarding or commercial agency, clerical department of a factory or industrial undertaking, insurance company, joint stock company, bank, broker’s office or exchange; Theatres, place of public amusement or entertainment Notified establishments 		
Stage	During operation		
SLA/Number of days	Within one day from the date of application in complete shape.		
Documents required	<ul style="list-style-type: none"> Form I (Statement about the shop or establishment) and Form IX (Notice of Daily Hours of work, Rest Interval, Weekly Holidays etc.,) under Puducherry Shops & Establishments Act, 1964/Rules. Challan for payment of prescribed fees, Proof for legal occupancy of the premises Identity proof of the employer and Photo of the premises with name board 		
Form submission	Through URL : https://labour.py.gov.in		
Procedure for getting registration	<ul style="list-style-type: none"> On Online submission of Application through URL : https://labour.py.gov.in, an unique Application No. is granted and acknowledgement is generated. On receipt of the Application form, the concerned Inspector will process and either approve or Return for rectification of defects. On approval, Registration Certificate can be downloaded from the portal. In case of return, the Applicant can resubmit after attending to the defects. 		
Fee & Mode of payment	Sl. No.	No. of Employees in Shop/Establishment	Fees (₹)
	1.	Nil	30.00
	2.	Does not exceed 5	100.00
	3.	Exceeds 5 but does not exceed 10	200.00
	4.	Exceeds 10 but does not exceed 20	350.00
	5.	Exceeds 20 but does not exceed 50	1000.00
	6.	Exceeds 50 but does not exceed 100	2000.00
	7.	Exceeds 100 and above	2500.00
Payment through GRAS Portal https://gras.py.gov.in			