

THE PUDUCHERRY CATERING ESTABLISHMENTS, ACT, 1964
INFORMATION ON FEES, PROCEDURE & A COMPREHENSIVE LIST OF DOCUMENTS REQUIRED FOR
REGISTRATION

Name of Approval/ NoC/License/ Registration	Registration under Puducherry Catering Establishments Act, 1964		
Competent Authority	ASSSTANT INSPECTOR OF LABOUR of concerned circle		
Applicability Criteria	<ul style="list-style-type: none"> • Restaurant - Any premises wherein the business of supply of refreshments or meals to the public or a class of the public is carried on • Residential Hotel – Any premises wherein the business of providing dwelling accommodation and supply of meals to any member of the public or a class of the public is carried on 		
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 Catering Establishment) and • Form X (Notice of daily hours of work) under the Puducherry Catering Establishments Act/Rules. • Form I (Proposal for specification of festival holidays) and • Form V (Statement of Holidays) under Puducherry Industrial Establishments (National & Festival Holidays) Act, 1964/Rules • Challan for payment of prescribed fees, • Proof for legal occupancy of the premises and • Photo of the premises with name board 		
Form submission	Through LEADS Portal URL : https://loe.py.gov.in		
Procedure for getting registration	<ul style="list-style-type: none"> • On Online submission of Application through LEADS portal ,an unique Application No. is generated and intimated to the Applicant’s Mail ID. • On receipt of the Application form, the concerned Inspector will process and either approve or Return for rectification of defects. • On approval, the intimation will be given through the applicant’s mail and the Registration Certificate can be downloaded from the portal. • In case of return, the Applicant can resubmit after attending to the defects. 		
	Sl No	No. of Employees in Catering Establishment	Fees