

MANUAL – 14
(The norms set by it for the discharge of its functions)

Sr. No.	Service rendered	Time to be taken	Authority responsible	Appellate authority
1.	Registration of establishments	within 15 days	Assistant Labour Commissioners /Labour-cum-Conciliation Officers within their respective jurisdiction.	Labour Commissioner
2.	Registration of the beneficiaries	within 15 days	Assistant Labour Commissioner /Labour-cum-Conciliation Officer/Labour Inspector Grade- I & II	Secretary of the Board