

# STANDARD OPERATING PROCEDURE (SOP)

Registration of Principal  
Employer's establishment  
under Contract Labour  
(Regulation and Abolition)  
Act, 1970

**Department of Labour and Employment**

Government of J&K

### Name of Service

Registration of Principal Employer's establishment under Contract Labour (Regulation and Abolition) Act, 1970.

### Name of Department

Department of Labour and Employment, GoJK

### Policy/Government Order

Contract Labour (Regulation and Abolition) Act, 1970

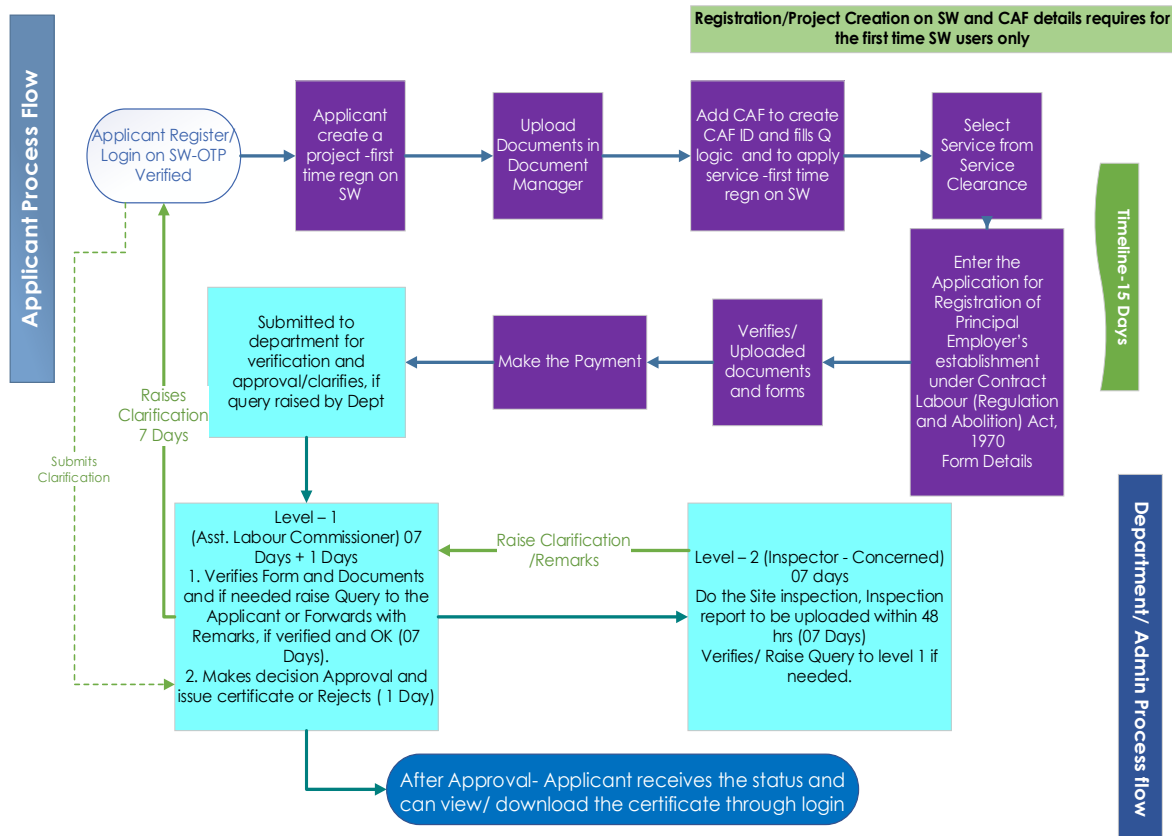
### Documents Checklist

#	Document name	Type	Mandatory
1.	List of Contractors with following details about each Contractor - Full Name, Postal Addresses, Nature of work for which the contract labour are to be recruited or employed, Maximum number of contract labour to be employed on any day through contractor, Estimated date of commencement of work under contractor, Estimated date of termination of employment of contract labour under contractor	PDF	Yes
2.	Photograph of the Principal Employer	JPEG/JPG	Yes
3.	Aadhaar Card / Election Card / Driving License of Principal Employer	PDF	Yes

### Fees

#	Category	Fee per annum
1	Upto 20	<b>Rs.60</b>
2	21-50	<b>Rs.150</b>
3	51-100	<b>Rs.300</b>
4	101-200	<b>Rs.600</b>
5	201-400	<b>Rs.1200</b>
6	More than 400	<b>Rs.1500</b>

## Process Flow: Registration of Principal Employer's establishment under Contract Labour (Regulation and Abolition) Act, 1970



## Procedure for Registration of Principal Employer's establishment under Contract Labour (Regulation and Abolition) Act, 1970

- I. Applicant registers himself/herself on single window system <http://www.singlewindow.jk.gov.in>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.

- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Principal Employer Employing Contract Labour Registration.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to Assistant Labour Commissioner.
- X. After online receipt of application form for Principal Employer Employing Migrant Labour Registration with all the necessary documents mentioned above, the Assistant Labour Commissioner shall scrutinize the application along with uploaded documents
- XI. In case of deficiency Assistant Labour Commissioner shall report the deficiency to the applicant within 7 working days.
- XII. If there is no deficiency the Assistant Labour Commissioner shall recommend the application to Inspector-Concerned having jurisdiction of the area, who is turn will conduct the Physical inspection of the Site and submit the inspection report within 7 working days.
- XIII. Assistant Labour Commissioner if satisfied shall issue or reject the same within 1 working day.
- XIV. The certificate can be downloaded from the applicant login.

#### Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Establishment Details	Name of the establishment	Alpha/numeric	Yes
2.		Location of the establishment	Alpha/numeric	Yes
3.		Address 1	Alpha/numeric	Yes
4.		Address 2	Alpha/numeric	Yes
5.		City	Alpha	Yes
6.		District	Alpha/Dropdown	Yes
7.		Pincode: *	Numeric	Yes
8.		E mail Id	Alpha/numeric	Yes
9.		Phone Number	Alpha/numeric	Yes
10.		Nature of work carried on the establishment	Alpha/numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
11.		Total number of Workers to be Employed	Alpha/numeric	Yes
12.	Full name and address of the principal employer	Full Name	Alpha/numeric	Yes
13.		Father's / Husband's Full Name	Alpha/numeric	Yes
14.		Address 1	Alpha/numeric	Yes
15.		Address 2	Alpha/numeric	Yes
16.		City	Alpha/numeric	Yes
17.		District	Alpha/Dropdown	Yes
18.		Pincode	Numeric	Yes
19.		Email Id	Alpha/numeric	Yes
20.		Mobile Number	Numeric	Yes
21.	Partner/Member/Director/Share Holder Information, if any communication	Full Name	Alpha/numeric	No
22.		Father's / Husband's Full Name	Alpha/numeric	No
23.		Address 1	Alpha/numeric	No
24.		Address 2	Alpha/numeric	No
25.		City	Alpha/numeric	No
26.		District	Alpha/Dropdown	No
27.		Pincode	Numeric	No
28.		Email Id	Alpha/numeric	No
29.	Full name and address of the Manager or person responsible for the supervision and control of the establishment	Full Name	Alpha/numeric	No
30.		Father's / Husband's Full Name	Alpha/numeric	No
31.		Address 1	Alpha/numeric	No
32.		Address 2	Alpha/numeric	No
33.		City	Alpha/numeric	No
34.		District	Alpha/Dropdown	No
35.		Pincode	Numeric	No
36.		Email Id	Alpha/numeric	No
37.	Documents	List of Contractors	Upload Option	Yes
38.		Photograph of Principal Employer	Upload Option	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
39.		Aadhaar Card / Election Card / Driving License of Principal Employer	Upload Option	Yes
40.		Supporting documents, if any	Upload Option	No

## Do's and Don'ts

### Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place.
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application.
3. Raise grievances on Single Window if Approval is not granted within specified timeline.
4. Download your Approval certificate/ License/Registration etc. from the portal only.

### Don'ts

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the Document Checklist

## References:

1. Contract Labour (Regulation and Abolition) Act, 1970 ( [Publication1 \(wbcl.gov.in\)](http://wbcl.gov.in) )
2. PSGA General Administration Department, Jammu & Kashmir. ( [showpdf.aspx \(jkgad.nic.in\)](http://showpdf.aspx (jkgad.nic.in)) )

## Appendix

**APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING CONTRACT LABOUR**

- 01) Name and Location of the Establishment: .....
- 02) Postal Address of the Establishment: .....
- 03) Full Name and Address of the Principal Employee  
(Furnish Father's Name in the case of individuals):.....
- 04) Full Name & Address of the Manager or person responsible  
for the supervision & Control of the Establishment:.....
- 05) Nature of work carried on in the establishment:.....
- 06) Particulars of Contractors and Contract Labour:.....
  - a) Name & Address of Contractor:.....
  - b) Nature of work in which Contract Labour  
is employed or is be employed:.....
  - c) Maximum No. of Contract Labour to be employed  
on any day through each contractor:.....
  - d) Estimated date of termination of employment of  
Contract Labour under each Contractor:.....
- 07) Particulars of Treasury Receipt enclosed:.....

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer

Seal & Stamp

Date of Receipt of Application

Office of the Registrating Officer.



**FORM V**  
**See Rule 21(2)**

**Form of Certificate by Principal Employer**

Certified that I have engaged the applicant M/S \_\_\_\_\_  
\_\_\_\_\_ as a Contractor in my Establishment. I undertake to  
be bound by all the provisions of the Contract Labour (Regulation & Abolition) Act 1970 and J&K  
Contract Labour (Regulation & Abolition) Rules 1972 in so far as provisions are applicable to me in  
respect of employment of Contract Labour by the applicant of Establishment.

Place \_\_\_\_\_

Signature of Principal Employer

Dated \_\_\_\_\_

Name & Address of Establishment