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# STANDARD OPERATING PROCEDURE (SOP)

Renewal of Contractor  
under the Inter State Migrant  
Workmen (RE&CS) Act, 1979

**Department of Labour and Employment**

Government of J&K

### Name of Service

Renewal of Contractor under the Inter State Migrant Workmen (RE&CS) Act,1979.

### Name of Department

Department of Labour and Employment, GoJK

### Policy/Government Order

Inter State Migrant Workmen (RE&CS) Act,1979

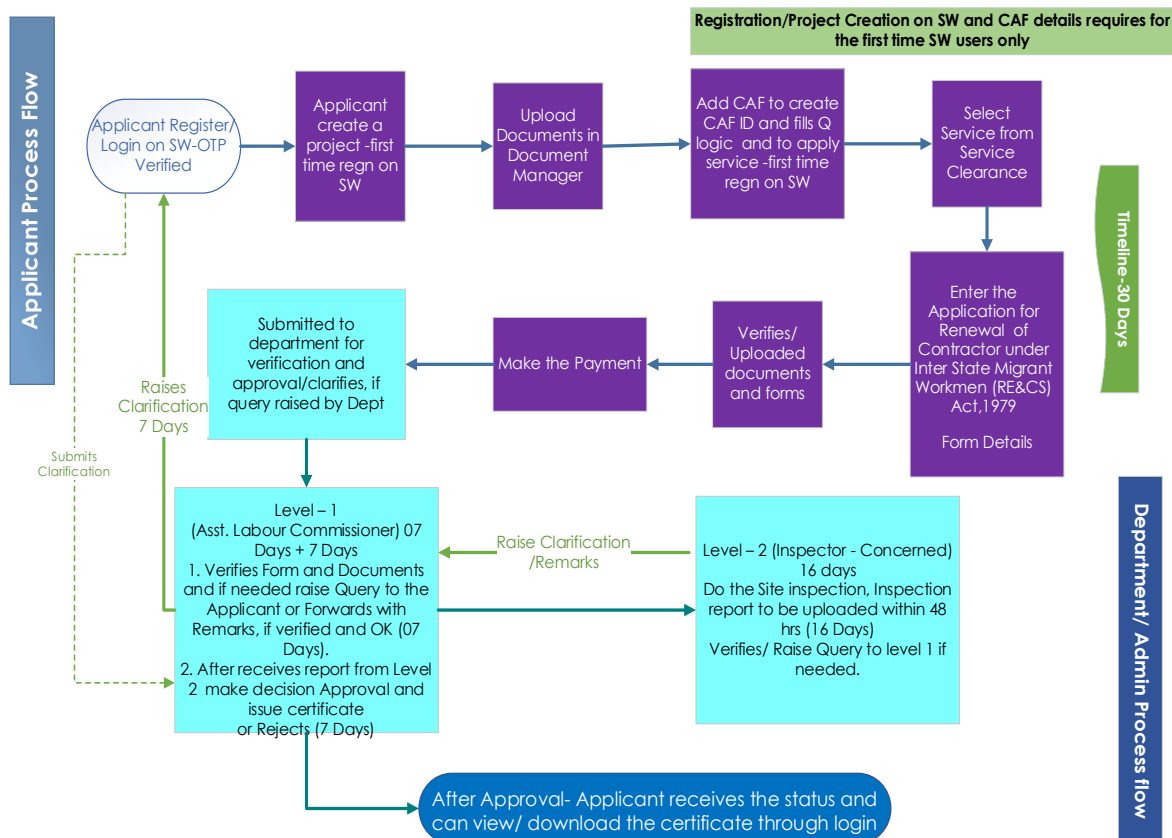
### Documents Checklist

#	Document name	Type	Mandatory
1.	List of Migrant Workers	PDF	Yes
2.	Photograph of the Contractor	JPEG/JPG	Yes
3.	Aadhaar Card / Election Card / Driving License of Contractor/Employer	PDF	Yes
4.	Certificate from Principal Employer	PDF	Yes
5.	Old Existing Registration / Approval Certificate File	PDF	Yes

### Fees

#	Category	Fee per annum
1	Upto 20	Rs.50
2	21-50	Rs.100
3	51-100	Rs.200
4	101-200	Rs.400
5	201-400	Rs.800
6	More than 400	Rs.1000

## Process Flow: Renewal of Contractor under the Inter State Migrant Workmen (RE&CS) Act,1979



## Procedure for Registration of Contractor under Inter State Migrant Workmen (RE&CS) Act,1979

- 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 Renewal of Contractor under the Inter State Migrant Workmen (RE&CS) Act,1979
- 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 Renewal of Contractor under the Inter State Migrant Workmen (RE&CS) Act,1979 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 seven 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 16 working days.
- XIII. Assistant Labour Commissioner if satisfied shall issue or reject the same within 7 working days.
- XIV. The certificate can be downloaded from the applicant login.

### Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Renew Migrant Contractor Registration	Enter Old Existing Registration / Approval Certificate File	Upload Option	Yes
2.		Old Existing Registration / Approval number	Alpha/numeric	Yes
3.		Date of License	Calendar	Yes
4.		Date of Expiry of Previous License	Calendar	Yes
5.		Annual Return Acknowledgement	Upload Option	Yes
6.	Establishment Details	Name of the contractor	Alpha/numeric	Yes
7.		Father's / Husband's Name (in case of individual)	Alpha/numeric	Yes
8.		Address 1	Alpha/numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
9.		Address 2	Alpha/numeric	Yes
10.		City	Alpha	Yes
11.		District	Alpha/Dropdown	Yes
12.		Pincode: *	Numeric	Yes
13.		E mail Id	Alpha/numeric	Yes
14.		Phone Number	Alpha/numeric	Yes
15.		Date of Birth (in case of individual)	Calendar	Yes
16.		Whether the contractor was convicted of any offence within the preceding five years. If so, give details (leave blank if not applicable)	Alpha/numeric	Yes
17.		Whether there was any order against the contractor revoking or suspending license or forfeiture security deposit in respect of an earlier contract. If so, give details of the order with date (leave blank if not applicable)	Alpha/numeric	Yes
18.	Name and address of the establishment where the migrant workmen are to be employed	Name of establishment	Alpha/numeric	Yes
19.		Address 1	Alpha/numeric	Yes
20.		Address 2	Alpha/numeric	Yes
21.		City	Alpha/numeric	Yes
22.		District	Alpha/Dropdown	Yes
23.		Pincode	Numeric	Yes
24.		Email Id	Alpha/numeric	Yes
25.		Phone Number	Numeric	Yes
26.		Type of business, trade, industry, manufacturing or occupation, which is carried on this establishment	Alpha/numeric	Yes
27.	Name and address of the principal employer of establishment where the migrant workmen are to be employed	Name of the principal employer	Alpha/numeric	Yes
28.		Designation	Alpha/numeric	Yes
29.		Address 1	Alpha/numeric	Yes
30.		Address 2	Alpha/numeric	Yes
31.		City	Alpha/numeric	Yes
32.		District	Alpha/Dropdown	Yes
33.		Pincode	Numeric	Yes
34.		Email Id	Alpha/numeric	Yes
35.		Contact Number	Numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
36.	Particulars of migrant workmen	Nature of work in which migrant workmen are employed or are to be employed in the establishment	Alpha/numeric	Yes
37.		Proposed date of commencement of employment of migrant workmen under contractor*	Calendar	Yes
38.		Proposed date of termination of employment of migrant workmen under contractor	Calendar	Yes
39.		Maximum no. of migrant workman proposed to be employed in the establishment on any date	Numeric	Yes
40.	Name and address of agent or manager of the contractor at the work site	Name of agent or manager	Alpha/numeric	Yes
41.		Designation	Alpha/numeric	Yes
42.		Address 1	Alpha/numeric	Yes
43.		Address 2	Alpha/numeric	Yes
44.		City	Alpha/numeric	Yes
45.		District	Alpha/Dropdown	Yes
46.		Pincode	Numeric	Yes
47.		Email Id	Alpha/numeric	No
48.		Contact Number	Numeric	Yes
49.	Documents	List of Migrant Workers	Upload Option	Yes
50.		Photograph of Contractor	Upload Option	Yes
51.		Aadhaar Card / Election Card / Driving License of Contractor/Employer	Upload Option	Yes
52.		Certificate from Principal Employer	Upload Option	Yes
53.		Any other supporting document	Upload Option	Yes

### 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. Inter State Migrant Workmen (RE&CS) Act,1979 ( [The Inter-State Migrant Workmen \(RE&CS\) Act, 1979.pdf \(meqlc.gov.in\)](#) )
2. PSGA General Administration Department, Jammu & Kashmir. ([showpdf.aspx \(jkgad.nic.in\)](#))

## Appendix



**FORM IX**  
[See rule 15(2)]  
**Application for Renewal of Licence**

1. Name and address of the contractor.
2. Number and date of the Licence.
3. Date of expiry of the previous licence.
4. Whether the licence of the Contractor was suspended or revoked.
5. Number and date of the crossed demand draft enclosed.

Place:  
Date:

*Signature of the Applicant*

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(To be filled in the Office of the Licensing Officer)

Date of receipt of the application with crossed demand draft No. and date.

*Signature of the Licensing Officer*