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STANDARD OPERATING PROCEDURE (SOP)

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

Department of Labour and Employment

Government of J&K

Name of Service

Registration 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

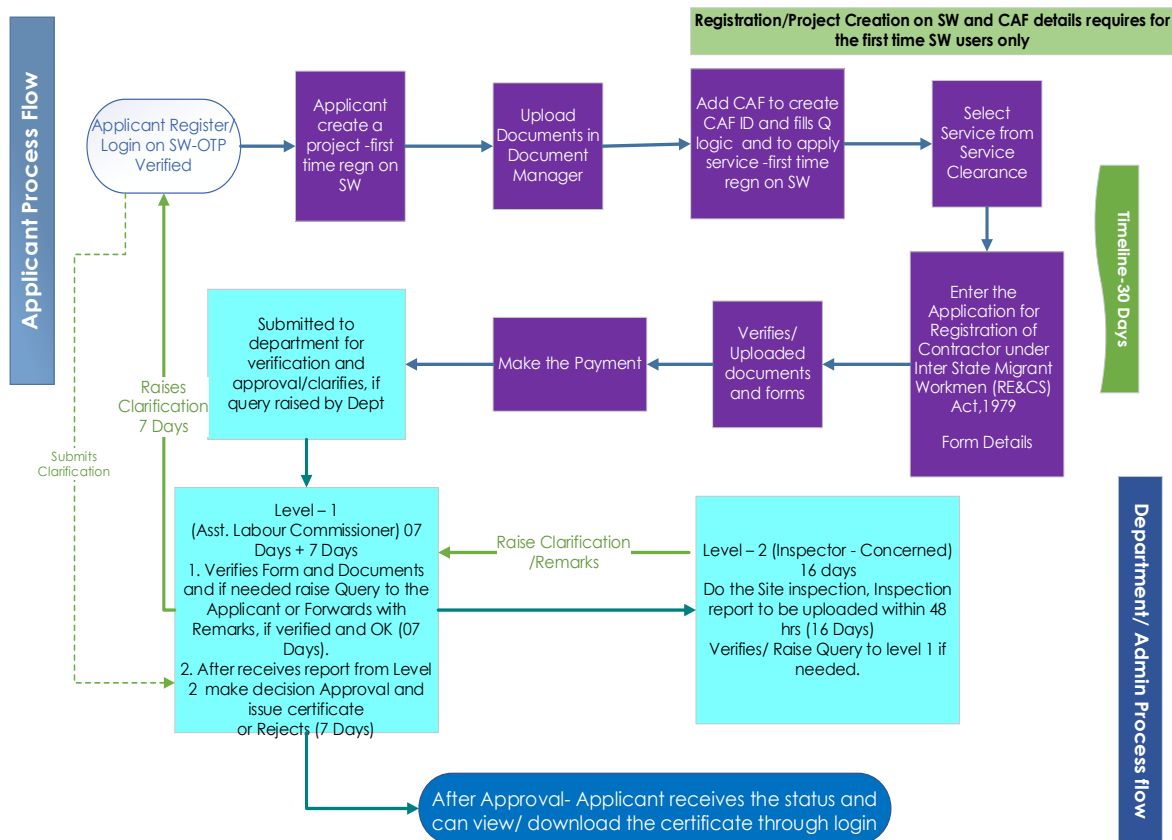
Documents Checklist

#	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

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: Registration 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 Registration 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 Registration 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.	Establishment Details	Name of the contractor	Alpha/numeric	Yes
2.		Father's / Husband's Name (in case of individual)	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

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
9.		Phone Number	Alpha/numeric	Yes
10.		Date of Birth (in case of individual)	Calendar	Yes
11.		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
12.		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
13.	Name and address of the establishment where the migrant workmen are to be employed	Name of establishment	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.		Phone Number	Numeric	Yes
21.		Type of business, trade, industry, manufacturing or occupation, which is carried on this establishment	Alpha/numeric	Yes
22.		Name and address of the principal employer of establishment where the migrant workmen are to be employed	Name of the principal employer	Alpha/numeric
23.	Designation		Alpha/numeric	Yes
24.	Address 1		Alpha/numeric	Yes
25.	Address 2		Alpha/numeric	Yes
26.	City		Alpha/numeric	Yes
27.	District		Alpha/Dropdown	Yes
28.	Pincode		Numeric	Yes
29.	Email Id		Alpha/numeric	Yes
30.	Contact Number		Numeric	Yes
31.	Particulars of migrant workmen		Nature of work in which migrant workmen are employed or are to be employed in the establishment	Alpha/numeric

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

[See rule 7 (1)]

Application for Licence for Recruitment

1. Name and address of the contractor (including his father's/ husband's name in case of individuals.)
 2. Date of birth and age (in case of individuals)
 3. Particulars of establishment where migrant workmen are to be employed:
 - (a) Name and address of the establishment;
 - (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment;
 - (c) Number and date of certificate of registration of the establishment under the Act;
 - (d) Name and address of the principal employer.
 4. Particulars of migrant workmen:
 - (a) Nature of work in which migrant workmen are employed or are to be employed in the establishment.
 - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).
 - (c) Name and address of the agent or manager of the contractor at the work-site.
 - (d) Maximum number of migrant workmen proposed to be employed in the establishment on any date.
 - (e) Names and addresses of the directors/partners (in case of companies and firms).
 - (f) Name(s) and address(es) of the person(s) in charge of and responsible to the company/firm, for the conduct of the business of the company/firm, as the case may be.
 5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.
 6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.
 7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment, and nature of work.
 8. Whether a certificate by the principal employer in Form VI is enclosed.
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9. Amount of licence fee paid No. of crossed demand draft and date.

10. Amount of security deposit, if any.

Declaration

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

Place

Date

*Signature of the Applicant
(Contractor)*

NOTE.- The application should be accompanied by a crossed demand draft showing the payment of the prescribed licence fee and security deposit, if any and a certificate in Form V from the Principal Employer.

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

Date of receipt of the application with crossed demand draft for fees.

Signature of the Licensing Officer

FORM V

[See rule 7(2)]

Application for Licence for Employment

1. Name and address of the contractor (including his father's/ husband's name in case of individuals.)
2. Date of birth and age (in case of individuals)
3. Particulars of establishment where migrant workmen are to be employed:
 - (a) Name and address of the establishment;
 - (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment;
 - (c) Number and date of certificate of registration of the establishment under the Act;
 - (d) Name and address of the principal employer.
4. Particulars of migrant workmen:
 - (a) Nature of work in which migrant workmen are employed or are to be employed in the establishment.
 - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).
 - (c) Name and address of the agent or manager of the contractor at the work-site.
 - (d) Maximum number of migrant workmen proposed to be employed in the establishment on any date.
 - (e) Names and addresses of the Directors/Partners (in case of companies and, firms).
 - (f) Name(s) and address(es) of the person(s) in charge of and responsible to the company/firm for the conduct of the business of the company/firm, as the case may be.
5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.
6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment, and nature of work.
8. Whether a certificate by the principal employer in Form VI is enclosed.
9. Amount of licence fee paid..... No. of crossed demand draft and date.

10. Amount of security deposit, if any.

Declaration

I hereby declare that the details given are correct to the best of my know ledge and belief.

Place:

Date:

*Signature of the Applicant
(Contractor)*

NOTE: The application should be accompanied by a crossed demand draft showing the payment of the prescribed fee and security deposit, if any certificate in Form VI from the principal employer.

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

Date of receipt of the application with crossed demand draft for fees.

Signature of the Licensing Officer

FORM VI

[See rule 7(3)]

Form of certificate by principal employer

Certified that I have engaged the applicant (Name of the contractor) as a contractor in my establishment. I undertake to be bound by all the provisions of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980 in so far as the provisions are applicable to me in respect of the employment of migrant workmen by the applicant in my establishment.

Place:

Signature of Principal Employer

Date:

Name and address of establishment