

STANDARD OPERATING PROCEDURE (SOP)

Registration of Contractor
under the Contract Labour
(Regulation and Abolition)
Act, 1970

Department of Labour and Employment

Government of J&K

Name of Service

Registration of Contractor under the 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

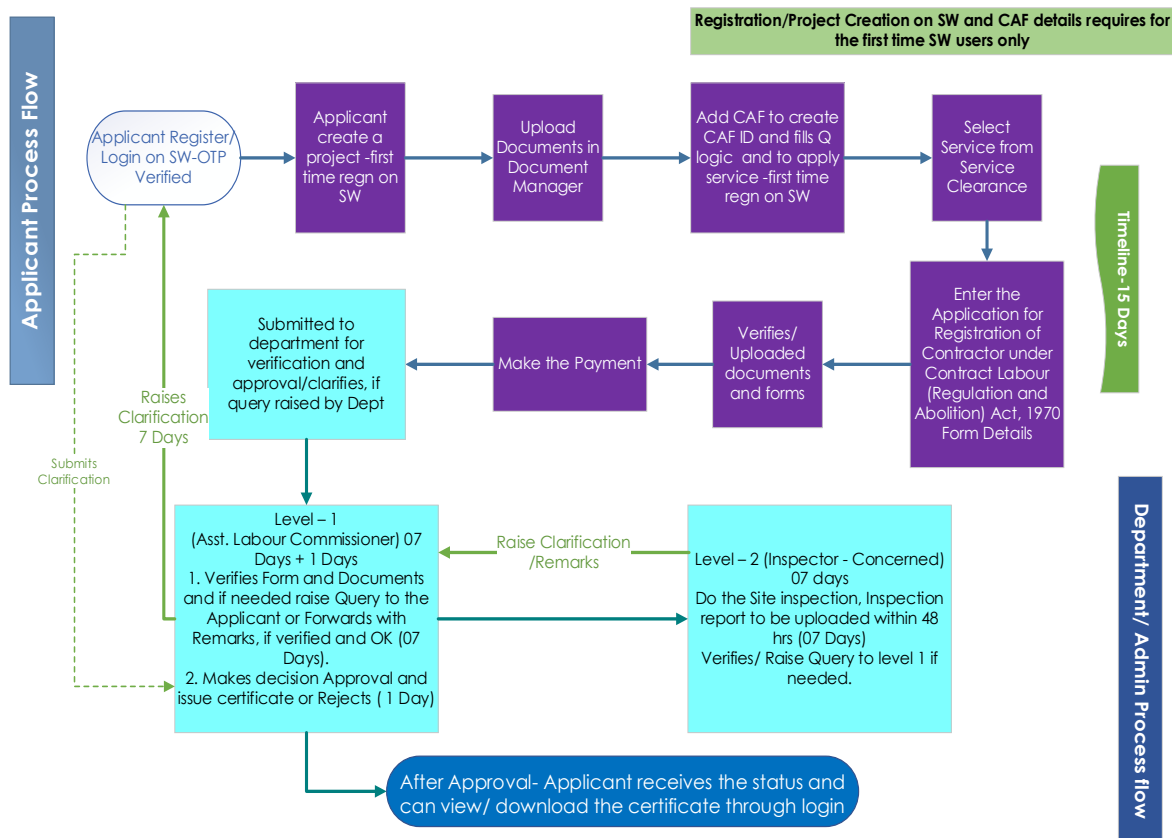
Documents Checklist

#	Document name	Type	Mandatory
1.	Certificate from the Principal Employer	PDF	Yes
2.	List of Workers/Employees	PDF	Yes
3.	Photograph of Contractor/Employer	PDF/JPEG/JPG	Yes
4.	Aadhaar Card / Election Card / Driving License of Contractor/Employer	PDF	Yes
5.	CDR/FDR @ Rs.90 per Worker/Employee pledged to Licensing Officer (Assistant Labour Commissioner concerned)	PDF	Yes
6.	Allotment order, if any	PDF	No

Fees

#	Category	Fee per annum
1	Upto 20	Rs.15
2	21-50	Rs.37.50
3	51-100	Rs.75
4	101-200	Rs.150
5	201-400	Rs.300
6	More than 400	Rs.1000

Process Flow: Registration of Contractor under the Contract Labour (Regulation and Abolition) Act, 1970



Procedure for Registration of Contractor under the 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 Registration of Contractor under Contract Labour (Regulation and Abolition) Act, 1970.
- 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 Contract Labour (Regulation and Abolition) Act, 1970 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 seven days.
- XIII. Assistant Labour Commissioner if satisfied shall issue or reject the same within one 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 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
9.		Phone Number	Alpha/numeric	Yes
10.		Date of Birth (in case of individual)	Calendar	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
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.		Whether the contractor has been in any other establishment within the past five years. If so, give the details of the principal employer (leave blank if not applicable)	Alpha/numeric	Yes
14.	Name and address of the establishment where the Contract Labour is to be employed	Name of establishment	Alpha/numeric	Yes
15.		Address 1	Alpha/numeric	Yes
16.		Address 2	Alpha/numeric	Yes
17.		City	Alpha/numeric	Yes
18.		District	Alpha/Dropdown	Yes
19.		Pincode	Numeric	Yes
20.		Email Id	Alpha/numeric	Yes
21.		Phone Number	Numeric	Yes
22.		Type of business, trade, industry, manufacturing or occupation, which is carried on this establishment	Alpha/numeric	Yes
23.	Name and address of the principal employer of establishment where the contract labour is to be employed	Name of the principal employer	Alpha/numeric	Yes
24.		Designation	Alpha/numeric	Yes
25.		Address 1	Alpha/numeric	Yes
26.		Address 2	Alpha/numeric	Yes
27.		City	Alpha/numeric	Yes
28.		District	Alpha/Dropdown	Yes
29.		Pin code	Numeric	Yes
30.		Email Id	Alpha/numeric	Yes
31.		Contact Number	Numeric	Yes
32.	Particulars of Contract Labour	Nature of work in which migrant workmen are employed or are to be employed in the establishment	Alpha/numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
33.		Proposed date of commencement of employment of contract labour under contractor*	Calendar	Yes
34.		Proposed date of termination of employment of contract labour under contractor	Calendar	Yes
35.		Maximum no. of contract Labour proposed to be employed in the establishment on any date	Numeric	Yes
36.		Name of agent or manager	Alpha/numeric	Yes
37.	Name and address of agent or manager of the contractor at the work site	Designation	Alpha/numeric	Yes
38.		Address 1	Alpha/numeric	Yes
39.		Address 2	Alpha/numeric	Yes
40.		City	Alpha/numeric	Yes
41.		District	Alpha/Dropdown	Yes
42.		Pin code	Numeric	Yes
43.		Email Id	Alpha/numeric	No
44.		Contact Number	Numeric	Yes
45.	Documents	Certificate from the Principal Employer	Upload Option	Yes
46.		List of Workers/Employees	Upload Option	Yes
47.		Photograph of Contractor/Employer	Upload Option	Yes
48.		Aadhaar Card / Election Card / Driving License of Contractor/Employer	Upload Option	Yes
49.		CDR/FDR @ Rs.90 per Worker/Employee pledged to Licensing Officer (Assistant Labour Commissioner concerned)	Upload Option	Yes
50.		Allotment order, if any	Upload Option	No
51.		Any other supporting document	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
\(wbldc.gov.in\)](http://wbldc.gov.in))
2. PSGA General Administration Department, Jammu & Kashmir.
([showpdf.aspx\(jkgad.nic.in\)](http://showpdf.aspx(jkgad.nic.in)))

Appendix

FORM IV

Application for Licence

[Rule 21(1)]

1. Name & address of the contractor (including his father's name in case of individuals)
2. Date of birth & age (in case of individuals):
3. Particulars of establishment where contract labour is to be employed:
 - (e) Name and address of the establishment:
 - (f) Type of business, trade, industry, manufacture or occupation carried on in the establishment.
 - (g) Number & date of Certificate of Registration of the establishment under the Act.
 - (h) Name and address of the Principal Employer:
4. Particulars of the Contract Labour:
 - (a) Nature of work in which contract labour is employed Or to be employed in the establishment:
 - (b) Duration of proposed contract work (give particulars of proposed date of commencing & ending)
 - (c) Name and address of the agent or manager of Contractor at the work site:
 - (d) Maximum number of contract labour proposed To be employed in the establishment on any date:
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 last 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 V is enclosed?:
9. Amount and particulars of Licence fee deposited:
10. Amount and particulars of security deposit, if any, or requested to be adjusted:
11. Amount and particulars of security or balance, if any, after adjustment of amount to be refunded under rule 31, if any:

Place :

Date:

Signature & Seal of
the Applicant-Contractor

FORM V

FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER
[under Contract Labour (regulation & Abolition) Act, 1970]

[Rule 21(2)]

Certified that I have engaged the applicant _____
_____ as a contractor in my
establishment. I undertake to be bound by all the provisions of the Contract Labour
(Regulation and Abolition) Act, 1970, and the Punjab Contract Labour (Regulation
and Abolition) Rules, 1973, insofar as the provisions are applicable to me in respect
of the employment of contract labour by the applicant in my establishment.

Place :

Date:

Signature & Seal of
the Principal Employer