License for Contractors under provision of The Contracts Labour(R & A) Act, 1970

1	Name of Approval / NoC/ License/ Registration	License for Contractors under provision of The Contracts Labour (R & A) Act, 1970
2	Competent Authority	Labour Department
3	Applicability Criteria	Every Contractor who employed 20 or more workers on any day of the preceding 12 months
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	 Form-V issued by Principal Employer Application should be submitted in triplicate in FORM IV Copy of certification of Registration of Principal Employer (From-II)
8	Procedure for getting license	 Visit Single Desk Portal & register Fill in the application form IV Pay the fees along with security deposit online Approval by the Authority. Download the Certificate in FORM VI.
9	Fee & Mode of payment	If the number of workmen proposed to be employed on contract any day License Fee: Less than 20 workers: Not Eligible for license From 20 to 50 workers-Rs.113/- From 51 to 100 workers – Rs.225/- From 101 to 200 workers - Rs.450/- From 201 to 400 workers - Rs.900/- More than 400 workers - Rs.1125/- Security Fee for individual – 270 per worker
10	Validity of License	The License issued shall be valid for 1 year.

User Guide for online filing of License for Contractors under provision of The Contracts Labour (R & A) Act,1970

<u>1.</u> Open the website: <u>https://swp.dddgov.in/</u> and click on Department menu.



https://swp.dddgov.in/login

2. Click on Labour & employment Department from the menu.



3. From the Department's page, click on "Click here" for the License for Contractors under provision of The Contracts Labour (R & A) Act,1970.

On th Author	e basis of recommendation made b prity for necessary Clearances/NOC	y the DIPP, Gove s/Permissions/R	ernment of India and Ir tenewals, Single Windo	nformation pro ow Agency her	vided by the o	concern departments r le following Services, th	regarding Time lin ne time frames wit	es and Competent hin which these		
Sr. M	ko. Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal		
1	Registration under "Shops & Establishment Act"	Click Here	Labour and Employment	15 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
2	Renewal under "Shops and Establishment Act"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
3	Registration / Renewal under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
4	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
5	Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
6	Registration / Renewal of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
7	License for Contractors under provision of The Contracts Labour (R & A) Act, 1970	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
8	Renewal License for Contractors under provision of The Contracts Labour (R & A) Act 1970	Click Here	Labour and Employment	20 Days	View.	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		

4. First Register yourself by clicking on "Registration".



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<u>5.</u> Enter your information and register your account and then click on Register.

<u>6.</u> After the registration, login with your mobile number and the pin which was generated on your mobile number to login.

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<u>7.</u> After login, click on Department & Services and on the search bar type "Labour". For the "License for Contractors under provision of The Contracts Labour (R & A) Act,1970" click on "click here".

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	3.	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970				Click Here
	4.	Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"				Click Here
	5.	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				Click Here
	6.	Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				Click Here
	7.	Single Annual Return form			-	Click Here
	8.	License for Contractors under provision of The Contracts Labour (R & A) Act,1970				Click Here
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8. Click on "apply for License for Contracts Labour".

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<u>10.</u> after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

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	1. Name and address of the contractor (including his father's name)).	test test fect	
	2. Particulars of Establishment or Establishment	s where contract labour is to be employed	
	2.1 Name And Address Of The Establishment.	test test	
	2.2 No. And Date Of Certificate Of Registration O Establishment Under The Act.	f 20 2020-12-28	
	2.3 Name And Address Of The Principal Employer	test test	
	2.4 Nature Of Process, Operation Or Work For Which Establishment is Engaged	test	
	2.5 Nature Of Process, Operation Or Work For Which Contract Labour To Be Employed In The Establishment.	test	
	2.6 (give Proposed Date Of Commencing And Ending).	test	
	2.7 Name And Address Of The Agent Or Manager Of Contractor At The Work Establishment.	test test	
	2.8 Maximum No. Of Employees Proposed To Be Employed As Contract Labour in The Establishment.	200	
	Whether the contractor has worked in any other establishment within the past five 3. year. (if so, details of the Principal Employer, establishments and nature of work).		
	4. The estimated value of the contract work:	10	
	5. Contractor Contact No./Email-Id.	1236547891 test@gmail.com	
	6.Declaration by the Contractor. Thereby declare that the particulars given above	are true to the best of my knowledge and belief.	
	Place : test Date : 28-12-2020		
		Signature & Stamp of the Applicant. (Contractor)	

<u>11.</u> Click on Form IV to view your application.

12. For the payment of application fees, you have to pay the fees online by clicking on the "**action**" button and click on "**Pay Your Fees**".

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13. After click on "pay your fees" option, popup box will open where you have to select "NEFT/RTGS/INB/IMPS" option then click on Submit button and it will redirect at online payment gateway for online payment of fees.



<u>14.</u> Online payment gateway where you can pay fees online.

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<u>15.</u> After the payment, you can download the final certificate after getting approval from the Department.

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<u>16.</u> Download your final signed certificate for the "the License for Contractors under provision of The Contracts Labour (R & A) Act,1970".

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Download your final signed certificate for the "the License for Contractors under provision of The Contracts Labour (R & A) Act, 1970".



Snapshots for Renewal of License for Contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 from beginning of application submission to final download certificate



User Guide for online filing of License for Contractors under provision of The Contracts Labour (R & A) Act,1970

01. Open the website: <u>https://swp.dddgov.in/</u> and click on Department menu.



https://swp.dddgov.in/login

02. Click on Labour & employment Department from the menu.



03. From the Department's page, click on "**Click here**" for Renewal License for Contractors under provision of The Contracts Labour (R & A) Act,1970.

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1	Registration under "Shops & Establishment Act"	Click Here	Labour and Employment	15 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
2	Renewal under "Shops and Establishment Act"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
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4	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
5	Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"	Click Here	Labour and Employment	20 Days	View	Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
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04. Enter your mobile number and the pin which was generated on your mobile number to login.



05. After login, click on Department & Services and on the search bar type "**Labour**". For the "Renewal License for Contractors under provision of The Contracts Labour (R & A) Act,1970" click on "**click here**".

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	6. Renewal Certificate of "Establishment Inter State Migrant Workmen (REB/CS) Act, 1979 (License of Contractor Establishment)"	Click Here
	7. Single Annual Return form	Click Here
	8. License for Contractors under provision of The Contracts Labour (R & A) Act, 1970	Click Here
	Renewal License for Contractors under provision of The Contracts Labour (R & A) Act, 1970	Click Here
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06. Click on "apply for License for Contract Labour-Renewal".

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09. Click on Form to view your application.

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11. After click on "pay your fees" option, popup box will open where you have to select "NEFT/RTGS/INB/IMPS" option then click on Submit button and it will redirect at online payment gateway for online payment of fees.

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12. Online payment gateway where you can pay fees online.

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13. After the payment, you can download the final certificate after getting approval from the Department.

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14. Download your final signed certificate for the "Renewal License for Contractors under provision of The Contracts Labour (R & A) Act,1970".

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• For Third Party Verification:

Open the website: <u>https://swp.dddgov.in/</u> and click on Single Window, then select Third Party Verification

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