## Registration under Building and Other Construction Workers (RE & CS)Act, 1996

1	Name of Approval / NoC/ License/ Registration	Registration under Building and Other Construction Workers (RE & CS)Act, 1996 and AP Rules, 1999
2	Competent Authority	Labour Department
3	Applicability Criteria	The Building and other Construction Workers (RE & CS) Act applies to every establishment which employs or had employed 10 or more building workers on anyday of the preceding 12 months in any building or other construction work.
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	1. Application should be submitted Online
		2. A copy of work order
		3. Online Payment of Fee
		1. Visit Single Desk Portal & register
	Procedure for getting	2. Fill in the application Form I
7	license	3. Pay the fees online
		4. Approval by the Authority.
		5. Download the Certificate in FORM II.
		The fees to be paid for the grant of a certificate of registration
		under rule 24 shall be as specified below, namely:-
8	Fee & Mode of	If the number of workers proposed to be employed as building
	μαγιτιετιτ	workers, for a building of other construction work, on one day-
		is up to 100 - Rs 100 00
		exceeds 100 but does not exceed 500 - Rs 500 00
		exceeds 500 - Rs. 1000.00
9	validity of Certificate	The Certificate issued shall be valid as per Form I

## User Guide for online filing of Registration under The Building and Other Construction Workers (RE & CS) Act, 1996

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



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



3. From the Department's page, click on "Click here" for Registration under the Building and Other Construction Workers (RE & CS) Act, 1996.

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Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Authority Responsible to Deliver the Services	Authority for Grievance Redressal	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		
	Renewal under "Shops and	Click Here	Labour and			and the second second	Annel Laboration			
2	Establishment Act"	Concernant of the local division of the loca	/ Employment	20 Days	View	Labour Enforcement Officer	Commissioner	Secretary		
	Establishment Act" Registration / Renewal under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"	Click Here	Employment Labour and Employment	20 Days 20 Days	View	Labour Enforcement Officer Labour Enforcement Officer	Asst Labour Commissioner	Secretary		
3	Establishment Act" Registration / Renewal under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996" Registration Certificate of "Establishment with State Migrant Volonmen (RE&CS) Act, 1979 (Licence of Contractor Establishment)"	Click Here Click Here	Employment Labour and Employment Labour and Employment	20 Days 20 Days 20 Days	View	Labour Enforcement Officer Labour Enforcement Officer Labour Enforcement Officer	Asst Labour Commissioner Asst Labour Commissioner	Secretary Secretary Secretary		

**<u>4.</u>** 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.



<u>7.</u> After login, click on Department & Services and on the search bar type "Labour". For the "Registration under the Building and Other Construction Workers (RE & CS) Act, 1996" click on "click here" in Apply column.

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C Logout	2. Renewal under "Shops and Establishment Act"	Click Here C	ick Here
	3. Registration / Renewal of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Click Here C	lick Here
—	4. Registration / Renewal under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"	Click Here C	lick Here
	5. Registration Certificate of "Establishment Inter State Migrant Workmen (REBCS) Act, 1979 (License of Contractor Establishment)"	Click Here C	ick Here
	6. Renewal Certificate of "Establishment Inter State Migrant Workmen (REECS) Act, 1979 (License of Contractor Establishment)"	Click Here C	ick Here
	7. Single Annual Return form	Click Here C	ick Here
	8. License for Contractors under provision of The Contracts Labour (R & A) Act, 1970	Click Here C	ick Here
	9. Renewal License for Contractors under provision of The Contracts Labour (R & A) Act, 1970	Click Here C	ick Here
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**<u>8.</u>** Fill the entire form and then click on submit button.

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	4. Full name and permanent address of the Establishment,if any	5. Full name and address of the Manager or persons responsible for the supervision and control of the Establishment *									
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	6. Nature of building or other construction work carried is to be carried on in the Establishment *	7. Maximum number of building workers to be employed on any day *									
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	8. Estimated date of commencement of building or the other construction work *		9. Estimated date of completion of building or the other construction work *								
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	10. Declaration by the employer										
	10.1  I hereby declare that the particulars given above are true to the best of my knowledge and belief *										
	12.2 Undertake to abide by the provisions of the Building and other Construction Workers (Begulation of Employment and Conditions of 11. Attach a copy of work orders * (Placianum File Sea: 1188)(Uplacad pdf Only) (Decore File No file chosen	fServi	(ci) Act, 1998 and the rules made thereunder. *								
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	Save as a Draft Submit Application Close										
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<u>9.</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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**<u>10.</u>** Click on Form I to view your application.

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**<u>11.</u>** 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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**12.** 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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**<u>13.</u>** Online payment gateway where you can pay fees online.

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**<u>14.</u>** After the payment, you can download the final certificate after getting approval from the Department.

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**<u>15.</u>** Download your final signed certificate for the "Registration under the Building and Other Construction Workers (RE & CS) Act, 1996".



• For Third Party Verification:

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





Download your final signed certificate for the "Registration under the Building and Other Construction Workers (RE & CS) Act, 1996".

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