

Procedure for License and renewal of license for contractors under provision of the Contracts Labour Act, 1970

Step 1:

Submit following document in Labour Department i.e. Sector 30, Chandigarh

- Application for License in Triplicate in Form IV [Rule 7 (1)], Form V and for Renewal Form VII
- Security deposit challan
- License fee challan
- PAN card copy
- EPF Number Required fee offline mode

Step 2:

- Scrutiny by Office clerk

Step 3:

- Forwards recommendations to Assistant Labour Commissioner(ALC) for allotment of registration

Step 6:

- Allotment of License/renewal of license.

- Licence will be granted/renewed within 30 days
- Any contractor engaging 20 or more contract Workers is required to get license.

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

FORM VII

**APPLICATION FOR RENEWAL OF LICENCE [under Contract
Labour (regulation & Abolition) Act, 1970]**

[Rule 29(2)]

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. Particulars of renewal fee deposited.

Signature of Applicant