

Procedure for Registration of Establishment Employing Contract Labour under provision of The Contracts Labour Act, 1970

Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form “Registration license for contractors under provision of the Contracts Labour Act, 1970” and applicant has to start filling form and provide:-
 - a) Name and Address of Factory
 - b) Total number of workers
 - c) Total Power installed
 - d) Brief of manufacturing process
 - e) Land Details
 - f) Details of Factory Manager/CEO
 - g) Occupier Details: Name, Address, Email Id, Phone Number
 - h) Land/Building Owner details
- Online Registration form is submitted by the Applicant

Step 2:

- Submit required fee online

Step 3:

- Scrutiny by Desk Officer of Industries Department and forward to Labour Department.

Step 4:

- Site visit by Concerned Inspector of Labour Department.

Step 5:

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

Step 6:

- Allotment of License for Establishment Employing contract Labour

- Online application process requires no physical touch point.
- Registration and licence will be granted within 15 days
Principal Employer Employing 20 or more worker through the contractor or contractors has to obtain Registration Certificate.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

Documents Required for Registration and Grant of Licence

- Name & Address of Principal employer with details
- List of Directors along with Authorized Signatory
- Copy of Agreement
- Copy of Memorandum (if any)
- Copy of Resolution (if any)
- Copy of Work Order
- List of Employees (PF, ESI, Father's Name)
- Copy of PAN Card.
- Other papers as required by Inspector.

Application for Registration of Establishment Employing Contract Labour

FORM I Rule 17(1)

1. Name & location of the establishment*
2. Postal address of the establishment*
3. Full name and address of the Principal Employer *
4. Full name and address of the manager or person responsible for the supervision & control of the establishment*
5. Particulars of work carried on in the establishment*
6. Particulars of Contractors and Contract Labour:
- (a) Particulars of work carried on in the establishment*
- (b) Nature of work in which contract labour is employed or to be employed*
- (c) Maximum number of contract labour to be employed on any day through each contractor*
- (d) Estimated date of commencement of each Contract work under each contractor*
- (e) Estimated date of termination of each contract work under each contractor*
7. Amount and particulars of Registration fee Deposited*

8 ATTACHMENT*

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I hereby declare that all particulars given above are true to the best of my knowledge and belief.

Date:

Signature of the Applicant