

Registration of Establishment Under Contract Labour (Regulation and Abolition) Act , 1970

Step-1

Responsibility: Principal Employer.

Activity:- The applicant shall open 'www.wbhc.gov.in' and will select e services and Registration of Principal Employer thereafter. A guide line will appear agreeing which he/she will land up in the log in page. If the applicant is an already registered user, he/she will log in using the credentials. For a new user he/she fills up a Common Application Form(CAF) in the Portal of wbhc.gov.in, which includes mainly applicant's Personal Information including PAN/Voters ID/Aadhar/Driving License, Trade License Number, any other unique number tagged with that establishment, Contact Information, Establishment Information, Number of workers employed, Login Information etc. with Preferred User name & Password and create a User Credential.

Step-2

Responsibility: Principal Employer.

Activity:- Logs into the system with the valid credentials and captcha and lands up in the Dashboard.

Step-3

Responsibility: Principal Employer.

Activity:- Selects NEW REGISTRATION from menu and applies for online Registration of Principal Employer under the Contract Labour (Regulation and Abolition) Act , 1970 by filling up necessary information in the Form and uploads self-certified copies of required documents.

Documents Involved: I.Valid Trade License, II.Articles of Association and Memorandum of Association/Partnership Deed, III.Factory License if any, IV.Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc., V.Any other document in support of correctness of the particulars mentioned in the application if required

Step-4

Responsibility: Principal Employer.

Activity:- Add valid contractor information into the system.

Step-5

Responsibility: Principal Employer.

Activity:- Views the Filled in Information in the Application Preview Section before Final Submission or in case of correction rolls back to earlier sections and makes corrections and submit the application. The application is then reverted back to concerned officials according to jurisdiction for verification.

Step-6

Responsibility: Inspector concerned

Activity:- Logs into the system with credentials and lands up in the Dashboard and selects the application from the Application List.

Step-7

Responsibility: Inspector concerned

Activity:- He views the application and verifies details along with uploaded documents one by one and marks Tick (✓) which he finds correct and leaves the one as not verified which he finds Incorrect.

Step-8

Responsibility: Inspector concerned

Activity:- He may reverts back to applicant for Correction / Rectification with remarks in case any correction or rectification is required or can forward it to the ALC for approval or rejection.

Step-9

Responsibility: Principal Employer.

Activity:- Logs into the system with the credentials and views the status of application marked for correction if sent back by the Inspector, makes the corrections and resubmits the application.

Step-10

Responsibility: Inspector concerned

Activity:- Logs into the system with Credentials, verifies or re-verifies the application as in the case may be, if found satisfactory forwards the same to the ALC concerned..

Step-11

Responsibility: ALC of the Subdivision/RLO

Activity:- Logs into the system with the credentials and views all the applications forwarded by Inspectors and if found satisfactory allows for Payment by the applicant. In case ALC finds something that is not satisfactory in the application he may revert it back either to the applicant or the Inspector as he deems fit.

ALC can also reject the application if finds so after observing principles of natural justice.

Step-12

Responsibility: Principal Employer.

Activity:- Views application status in the Dashboard marked as PAYMENT (PAY NOW) by ALC and makes payment Online through GRIPS.

After successful payment of fees statutory FORM-I is automatically generated. Applicant can digitally/in-hand signs the FORM-I and upload it. After FORM-I is successfully uploaded, an acknowledgement is generated.

In case it is returned back by the ALC he views on the Dashboard the status of application marked for correction and makes the necessary corrections and resubmits the application.

Documents Involved: FORM-I

Step-13

Responsibility: ALC of the Subdivision/RLO

Activity:- Logs into the system with the credentials. After satisfactory payment and correct FORM-I is uploaded with signature, ALC issues Digitally signed Registration Certificate- FORM-II and Uploads in the system. FORM-Vs for Contractors engaged under the Principal Employer are automatically generated.

Step-14

Responsibility: Principal Employer.

Activity:- Logs into the system with the Credentials and Views the FORM-V, digitally/in-hand signs and send via e-mail or through SMS the Unique number of Form-V to Contractors for applying of License.

Note:

Responsibility: Principal Employer.

Activity:- Track Status of Application through SMS Alerts generated through the System starting from Creating Login Credentials, Submission of Application, Correction Required, Payment of Fees , Status of Approval or Rejection , Status on Issue of Registration Certificate and viewing through his dashboard.