

## FORM I

### Application for registration of establishments employing Contract Labour [Rule 17(1)]

1. Name & location of the establishment:
2. Postal address of the establishment:
3. Full name and address of the Principal Employer  
(furnish father's name in case of individuals):
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) Names and addresses of the Contractors:
  - (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:
  - (cc) Estimated date of commencement of each  
Contract work under each contractor:
  - (d) Estimated date of termination of employment  
of contract labour under each contractor:
9. Amount and particulars of Registration fee deposited:

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

Place :

Date:

Signature & Seal of  
the Principal Employer

## 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

#### <sup>1</sup> FEE FOR REGISTRATION OF A PRINCIPAL EMPLOYER

No. of workers are 20 to 50	Rs. 1500/-
No. of workers from 51 to 200	Rs. 6000/-
No. of workers from 201 to 400	Rs. 12000/-
No. of workers from 401 and above	Rs. 15000/-

#### <sup>2</sup> FEE FOR GRANT/RENEWAL OF A LICENCE OF A CONTRACTOR

No. of workers are 20 to 50	Rs. 450/-
No. of workers from 51 to 200	Rs. 1500/-
No. of workers from 201 to 400	Rs. 3000/-
No. of workers from 401 and above	Rs. 4500/-

<sup>1</sup> Vide Pb. Govt. Notification dt. 11.05.2004

<sup>2</sup> Vide Pb. Govt. Notification dt. 11.05.2004

# CHALLAN FORM TO BE DEPOSITED BY CONTRACTOR

(Form PTR 16 Rule 107 of PTR Volume-1)

Serial No. \_\_\_\_\_

(for use of Treasury only)

Date: \_\_\_\_\_

(To be filled in by the tenderer)

By whom tendered \_\_\_\_\_

Purpose of deposit:- **Registration Fee under the Punjab Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2008.**

Amount (in figures):- \_\_\_\_\_

Treasury/Sub Treasury Code

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(Name of Treasury/Sub Treasury)

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DDO Code (on whose behalf money deposited)

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Designation of the DDO

Assistant Labour Commissioner,  
Mohali

Plan/Non-plan/CSS ("P"  "N"  "S"  for Plan, "N" for non-plan, "S" for CSS)

Major Head				Sub-Major Head		Minor Head		Sub Head		
0	2	3	0	0	0	1	0	6	0	0

(Complete Head of Account)

0230 – Labour & Employment, Minor Head 106, Fees under the Contract Labour (Regulation and Abolition) Act, 1973

(Signature of the tenderer)

(for use of Department or Treasury only)

Order to the Bank:- "Correct, Receive and Grant Receipt"

Department Officer or DTO / TO (with seal)

Received Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)

Authorised Signatory of the bank

(Details of money deposited)

Sr. No.	Drawee Bank	Branch	Cheque/Draft No.	Dated	Cash Details	Amount
						Rs. P
1					`1000 x =	
2					`500 x =	
3					`100 x =	
4					`50 x =	
5					`20 x =	
6					`10 x =	
7					`5 x =	
8					`2 x =	
9					`1 x =	
10					Coins =	
					Total	

Note:- 1. A separate challan may be used for every complete Head of Account.

2. Incorrect/incomplete challan or challan not verified by the department officer or DTO/TO is liable to be rejected by the

**CHALLAN FORM TO BE DEPOSITED BY EMPLOYER**

(Form PTR 16 Rule 107 of PTR Volume-1)

Serial No. \_\_\_\_\_ (for use of Treasury only)  
Date: \_\_\_\_\_

**(To be filled in by the tenderer)**

By whom tendered \_\_\_\_\_

Purpose of deposit:- **Registration Fee under the Punjab Building & Other Construction Workers  
(Regulation of Employment & Conditions of Service) Rules, 2008.**

Amount (in figures):- \_\_\_\_\_

Treasury/Sub Treasury Code

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(Name of Treasury/Sub Treasury)

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DDO Code (on whose behalf money deposited)

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Designation of the DDO

<b>Assistant Labour Commissioner, Mohali</b>
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Plan/Non-plan/CSS ("P"  "N"  "S"  for Plan, "N" for non-plan, "S" for CSS)

Major Head				Sub-Major Head		Minor Head		Sub Head		
0	2	3	0	0	0	1	0	6	0	0

**(Complete Head of Account)**

0230 – Labour & Employment, Minor Head 106, Fees under the Contract Labour (Regulation and Abolition) Act, 1973
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(Signature of the tenderer)

**(for use of Department or Treasury only)**

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(Details of money deposited)

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						Rs. P
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3					`100 x =	
4					`50 x =	
5					`20 x =	
6					`10 x =	
7					`5 x =	
8					`2 x =	
9					`1 x =	
10					Coins =	
					Total	

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