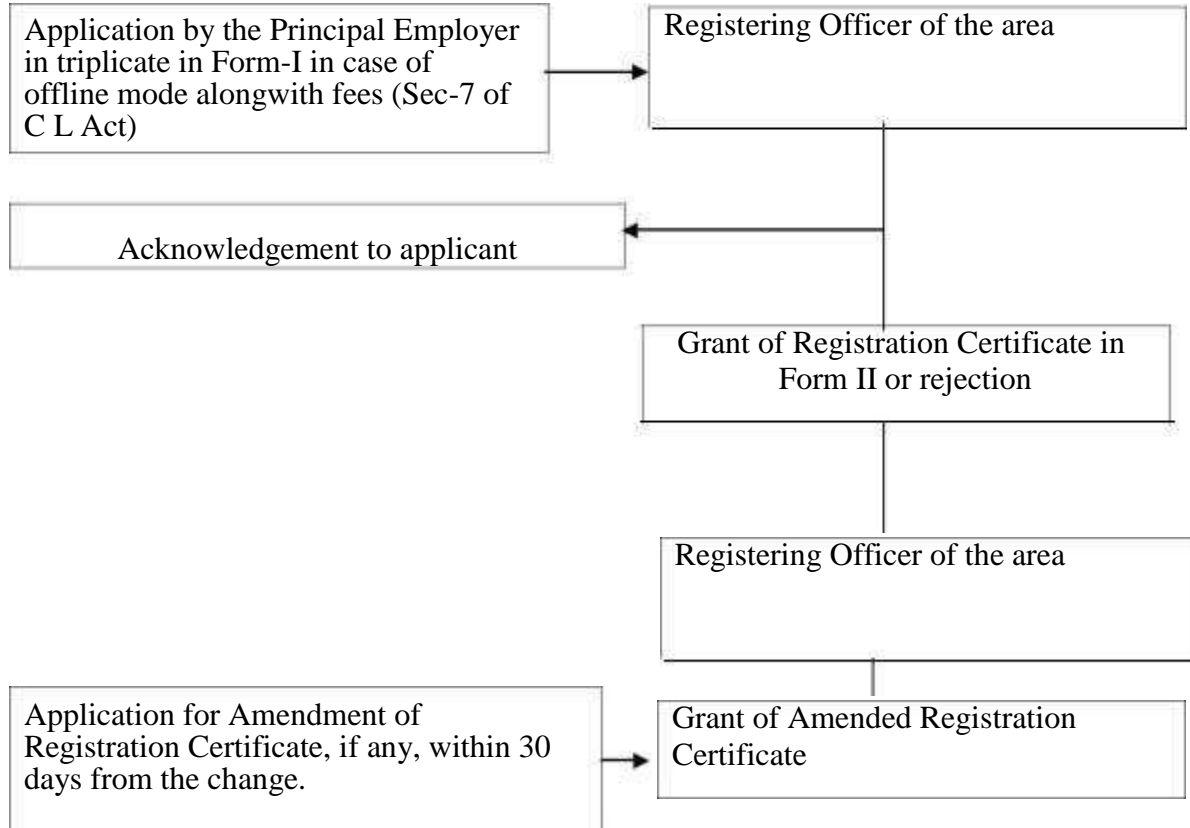


Detailed Process flow for applications under Contract Labour Act.1970

A. Process of Registration of Principal Employer under Contract Labour Act

FLOW CHART



Registration of Establishment

Principal Employer Employing 20 or more worker through the contractor or contractors has to obtain Registration Certificate.

Check List

1. Application in triplicate in Form- I in case of offline mode
2. Copy of challan according to no of labourers
3. Copy of Pan Card
4. Latest copy of agreement /work order with contractor

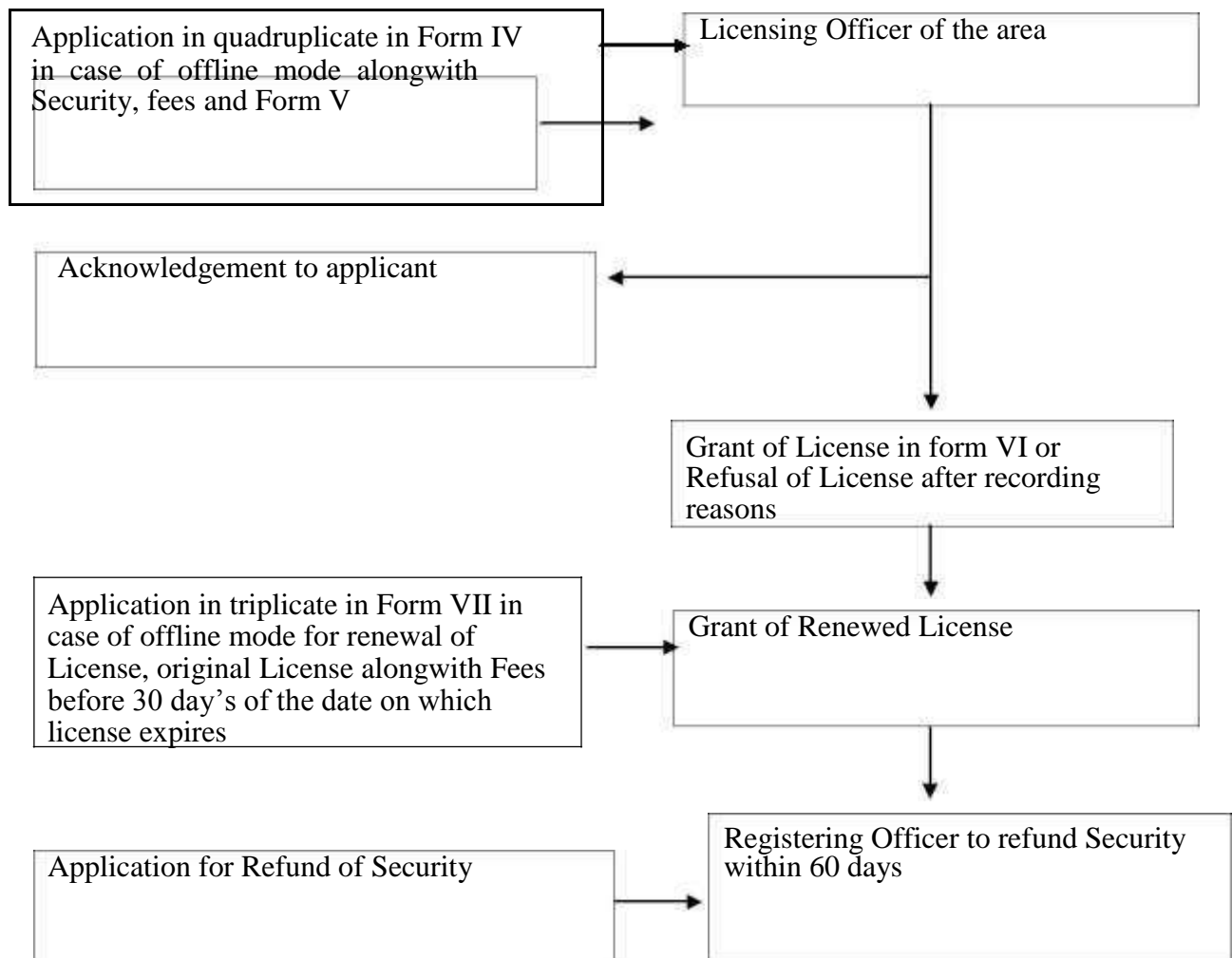
Time Line

Maximum Number of Days after complete application is submitted: 30 Days (As per notified at Sr. No. 227 under Right to Service Act, 2011)

Forms and Fees: -

[http://pblabour.gov.in/Content/documents/pdf/Procedures/Forms of Registrat ion under Contract Labour Act 1970.pdf](http://pblabour.gov.in/Content/documents/pdf/Procedures/Forms_of_Registrat%20ion_under_Contract_Labour_Act_1970.pdf)

B Process of Granting licenses under Contract Labour Act



Application for a License

Any contractor engaging 20 or more contract Workers is required to get license.

Check List

1. Application for License in Triplicate in Form IV [Rule 7 (1)] in case offline mode
2. Principal employer certificate (Form VI) [Refer rule 7 (2)]
3. Security deposit challan
4. License fee challan
5. Work order/Agreement with principal employer/Enlistment copy
6. PAN card copy
7. EPF Number

Time Line

Maximum Number of Days after complete application is submitted: 30 Days
Refund of Security 60 days. (As per notified at Sr. No. 228 and 229 under Right to Service Act, 2011)

Validity of License

One year from the date of issue

Forms and Fees :-

http://pblabour.gov.in/Content/documents/pdf/Procedures/Forms_of_Registation_under_Contract_Labour_Act_1970.pdf

Procedure in Detail

CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970 & PUNJAB CONTRACT LABOUR (REGULATION & ABOLITION) RULES 1973

Object: The object of the Act is to regulate the employment of contract labour in certain establishments and provide for its abolition in certain circumstances and for matters connected therewith.

Applicability: It is applicable to every establishment (Principal Employer) in which 20 or more workmen are employed or were employed on any day of the preceding 12 months as contract labour. It is also applicable to every contractor who employs or who employed on any day of the preceding twelve months 20 or more workmen.

Who is the Principal Employer: In the case of an office or the department of government or the local authority - the head thereof or the specified person; in the case of a factory, the owner or occupier or the person named as manager thereof; in the case of other establishments, the person responsible for the supervision and control of the establishment, is the principal employer under the Act.

Registration of Establishment & its fee: The Principal Employer of an establishment to whom the Act is applicable is required to get himself registered with the Registering Officer of the area i.e. the Assistant Labour Commissioner or the Labour-cum-Conciliation Officer by submitting an application in triplicate in Form-1 in case of offline mode alongwith the prescribed fee mentioned herein under.

Grant of Registration Certificate

The Registering officer shall issue the Registration Certificate within thirty days of the receipt of application, if the application is complete in all respect.

Revocation of Registration & its amendment: A Certificate of Registration can be revoked by the Registering Officer if it is obtained by misrepresentation or suppression of material facts etc. after affording an opportunity of being heard to the principal employer. The registration certificate is required to be amended upon the occurrence of any change in the particulars of establishment and upon the payment balance fee, if any on the enhancement of number of workers.

Licensing of Contractor: Every contractor to whom this Act is applicable is required to obtain a License on an application in Form IV in triplicate in case of offline mode, made to the Licensing Officer of the area i.e. the Assistant Labour Commissioner or the Labour-cum-Conciliation Officer alongwith the fee mentioned herein under. He is also required to deposit a security amount @ 1 Rs. 270/- per worker. The contractor is required to renew the licence by submitting the application in Form VII in triplicate and deposit of fee for renewal

Grant of License

The Registering officer shall issue the License within thirty days of the receipt of application, if the application is complete in all respect.

Revocation or Suspension & Amendment of License: A license can be revoked by the Licensing Officer if it was obtained by misrepresentation or suppression of material facts or upon the failure of the contractor to comply with the conditions or contravention of Act or the Rules.

Welfare Measures to be taken by contractor: Where one hundred or more contract labour is employed one or more canteens are to be provided and maintained; first aid

facilities, rest rooms, drinking water, latrines and washing facilities etc. are to be provided by the Contractor and upon his failure, to be provided by the Principal Employer.

Responsibility of contractor for payment of wages: A contractor is responsible to pay timely payment of wages and to ensure the disbursement of wages in the presence of the authorized representatives of the principal employer. The rates of wages are not to be less than the prescribed rates of minimum wages by the State Government.

Maintenance of records and submission of returns by Principal Employer:-

Register of contractors in respect of every establishment in Form XII and annual return in Form XXV in duplicate before 15th February.

Maintenance of records and submission of returns by Contractor:- Register of workers for each registered establishment in Form XIII, muster roll and register of wages in form XVI and Form XVII when combined; register of wage-cum-muster roll in form XVII where the wage period is fortnightly or less; register of deductions for damages or loss in Form XX, register of fines in Form XXI; register of advances in Form XXII, register of overtime in Form XXIII, wage slip in Form XIX; and half-yearly return in Form XXIV in duplicate within 30 days from the **Penalties:** For obstructing the inspector or failing to produce registers etc. – three months imprisonment or fine up to Rs. 500/- or both and for violation of the provisions of the act or the rules, imprisonment of three months or fine up to Rs. 1000/- and in the case of continuing contravention, additional fine upto Rs. 100/- per day.

For more information and detail Click on the link below: -

- 1) http://pblabour.gov.in/Content/documents/pdf/acts_rules/contract_labour_regulation_and_abolition_act_1970.pdf
- 2) http://pblabour.gov.in/Content/documents/pdf/acts_rules/contract_labour_punjab_rules_1973.pdf