

**Procedure for License for Contractor under The Inter-State Migrant Workmen (RE&CS) Act, 1979**

Step	Form	Documents to Be attached	Timelines
Submit application for Registration online as Contractor	Online application form IV	1. Form V (Certificate by Principal Employer) 2. Work Order Proof 3. Establishment Address Proof (any-optional): <ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> 4. Contractor Address Proof (any) <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> 5. Contractor ID Proof (any) <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Passport</li> <li>• Pan Card</li> <li>• Driving License</li> <li>• Bank Account Passbook</li> </ul> 6. E-GRAS Treasury Fee Challan/ Online Banking fee payment	
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues licence or rejects application	----	-----	
Issue of Online Contractor Licence	Online generation of licence	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each progression.</li> <li>• 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.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

### Procedure for Renewal of License under The Inter-State Migrant Workmen (RE&CS) Act, 1979

Step	Form	Documents to Be attached	Timelines
Submit application online in Form VII available online	Form VII available online	1. Work Order Proof 2. E-GRAS Treasury Fee Challan /Online Banking Fee payment	-----
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues renewal of licence or rejects application	----	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each progression.</li> <li>• 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.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

### Procedure for Registration of Principal Employer's establishment under The Inter-State Migrant Workmen (RE&CS) Act, 1979

Step	Form	Documents to Be attached	Timelines
Submit application for Registration online of Principal Employer	Online Form I	<p>1. Establishment Address Proof (any)</p> <ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> <p>2. Principal Employer Address Proof (any)</p> <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> <p>3. Principal Employer ID Proof (any)</p> <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Passport</li> <li>• Pan Card</li> <li>• Driving License</li> </ul>	

		<ul style="list-style-type: none"> <li>Bank Account Passbook</li> </ul> <p>4. Manager ID Proof (any)</p> <ul style="list-style-type: none"> <li>Aadhaar Card</li> <li>Voter ID Card</li> <li>Passport</li> <li>Pan Card</li> <li>Driving License</li> <li>Bank Account Passbook</li> </ul> <p>5. E-GRAS Treasury Fee Challan/ Online Banking fee payment</p>	
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application	----	-----	
<ul style="list-style-type: none"> <li>Online system sends SMS to respective officers and applicant at each progression.</li> <li>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.</li> <li>Online application process requires no physical touch point.</li> </ul>			
<b>There is no provision for renewal of Registration for Principal Employer</b>			

- Single Window Helpdesk:**  
 Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)  
 Telephone No: 0651-6556666  
 Email: singlewindow-jh@gov.in  
 Single Window Department of Industries, Mines & Geology  
 3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002
- Shramadhan Helpdesk :**  
 Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)  
 Telephone No: +91 73668 32929
- Department's Officer Contacts:  
<http://shramadhan.jharkhand.gov.in/ftp/WebAdmin/documents/labourcontactdetails.pdf>

## Procedure for Licence of Contractors under Inter-State Migrant Workmen (RE&CS) Act, 1979

### Step 1:

- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) And applies for Combined Application Form (CAF).
- Create Account -> Login -> Apply for CAF -> Apply for **Contractor Licence under Contract Labour Act**
- Required Items: Mobile Number and Email Id

### Step 2: Applicant has to start filling form and provide:

#### Online Form IV Details

- Basic Information of Contractor
- Establishment Details
- Agent Details
- Employer Details

#### Attachments to be uploaded online

1. Form V (Certificate by Principal Employer)
2. Work Order Proof
3. Establishment Address Proof (optional)
4. Contractor Address Proof

**Step 3:** Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks

**Step 4:** Labour Superintendent does site inspection (optional) and issues licence or rejects application within 30 days from the date of submission of complete application along with requisite fee.

- Online system sends SMS to respective officers and applicant at each stage of progression.
- 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.
- Online application process requires no physical touch point.

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## Procedure for Renewal of Licence of Contractors under The Inter-State Migrant Workmen (RE&CS) Act, 1979

### Step 1:

- Applicant logs in at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in)
- Login -> Apply for **Renewal Contractor Licence under Contract Labour Act**
- Required Items: Mobile Number and Email Id

### Step 2:

1) If the applicant has been issued Online Licence in past, he / she has to just apply for renewal by selecting the previous application available on the renewal window.

#### Attachments to be uploaded online

- Work Order Proof

OR

2) If the applicant has been issued Offline Licence in past, he / she has to start filling form and provide:

Online Form VII

- Existing Licence Details
- Basic Information of Contractor
- Establishment Details
- Agent Details
- Employer Details

#### Attachments to be uploaded online

- Form V (Certificate by Principal Employer)
- Work Order Proof
- Establishment Address Proof (optional)
- Contractor Address Proof
- Contractor ID Proof

**Step 3 :** Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks

**Step 4 :** Labour Superintendent does site inspection (optional) and issues renewal of licence or rejects application within 30 days from the date of submission of complete application along with requisite fee.

- Online system sends SMS to respective officers and applicant at each stage of progression.
- 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.
- Online application process requires no physical touch point.

## Procedure for Registration of Principal Employer under Contract Labour Act, 1970

### Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) and applies for CAF.
- Create Account -> Login -> Apply for CAF -> Apply for Registration of Principal Employer under Contract Labour Act
- Required Items: Mobile Number and Email Id

### Step 2: Applicant has to start filling form and provide:

#### Online Form I Details

- Basic Information of Establishment
- Principal Employer and Manager's Details
- Contractor(s)' Details

#### Attachments to be uploaded online

- Establishment Address Proof
- Principal Employer Address Proof
- Principal Employer ID Proof
- Manager ID Proof

**Step 3:** Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks

**Step 4 :** Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application within 30 days from the date of submission of complete application along with requisite fee.

- Online system sends SMS to respective officers and applicant at each stage of progression.
- 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.
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