

**Procedure for License for Contractor under The Contracts Labour
(Regulation and Abolition) Act, 1970**

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"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank Account Passbook • Rent / Lease Agreement 4. Contractor Address Proof (any) <ul style="list-style-type: none"> • Aadhaar Card • Ration Card • Electricity Bill • Telephone Bill • LPG Connection Document • Bank Account Passbook • Rent / Lease Agreement 5. Contractor ID Proof (any) <ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Passport • Pan Card • Driving License • Bank Account Passbook 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"> • Online system sends SMS to respective officers and applicant at each 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 Renewal of License under The Contracts Labour (Regulation and Abolition) Act, 1970

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"> • Online system sends SMS to respective officers and applicant at each 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's establishment under The Contracts Labour (Regulation and Abolition) Act, 1970

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"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank Account Passbook • Rent / Lease Agreement <p>2. Principal Employer Address Proof (any)</p> <ul style="list-style-type: none"> • Aadhaar Card • Ration Card • Electricity Bill • Telephone Bill • LPG Connection Document • Bank Account Passbook • Rent / Lease Agreement <p>3. Principal Employer ID Proof (any)</p> <ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Passport • Pan Card • Driving License 	

		<ul style="list-style-type: none"> Bank Account Passbook <p>4. Manager ID Proof (any)</p> <ul style="list-style-type: none"> Aadhaar Card Voter ID Card Passport Pan Card Driving License Bank Account Passbook <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"> Online system sends SMS to respective officers and applicant at each 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. 			
There is no provision for renewal of Registration for Principal Employer			

- 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 Contract Labour Act, 1970

Step 1:

- Applicant creates an account at Jharkhand Single Window at 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 Contract Labour Act, 1970

Step 1:

- Applicant logs in at Jharkhand Single Window at 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 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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