

**THE CONTRACT LABOUR (REGULATION AND ABOLITION)ACT,1970 - LICENCE**

Applicability	When to Apply for Licence	List of documents to be enclosed with the application for Licence	List of documents to be enclosed with the application for Licence	Time period for granting Licence Registration certificate approval time period	Validity of certificate of Licence	As per rule of rules formed under this Act, Licence when to be renewed	Late Fee for renewal	When to apply for Transfer of Licence
It applies to every Contractor in which Twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour. Section - (4)	Any Principal employer of an establishment not desirous of employing contract labour, not less than thirty days before the date on which he proposes to employ contract labour.	<ol style="list-style-type: none"> <li>Copy of PAN card</li> <li>Location of the establish (Photo of the name board with address. In the name board importance is given to Tamil)</li> <li>Duly self-attested identity proof (PAN)/Aadhar/Voter I.D./Driving licence etc.,)</li> <li>Residential address of the Employer of establishment</li> <li>Copy of Security Deposit</li> <li>Certification in Form-V from the Principal employer.</li> <li>Registration Certificate.</li> <li>Proof copy of GST Certificate/Rental agreement / NOC of Rental Building / Building ownership document/EBcard/EB Bill.</li> <li>Labour welfare fund contribute receipt/ Self certificate.</li> </ol>	<ol style="list-style-type: none"> <li>Registration Certificate</li> <li>Prescribed fees.</li> <li>Agreement for contract (Principal Employer and Contractor)</li> <li>Security depositdetails</li> </ol>	The licensing officer shall pass orders within sixty days from the date of receipt of the application, either granting or refusing the licence applied for. Rule 23	Every licence granted under rule 23 or renewed under rule 29 shall remain in force upto 2 years. Rule 27	As per rule 29 of this Act, an application for renewal shall be made not less 60 days before the date on which the licence expires.	If an application for renewal is not received within 60 days before the expiry of licence a late fee of 50 percent of the fee in payable as late fee.	The licence is not transferable.

## Step by Step Procedure for filling the application

### New User Registration

**Step1:** Go to <https://labour.tn.gov.in/>

**Step2:** Click on New User

**Step3:** In the Registration form enter your Personal Details, Address for Communication, Contact Details

**Step4:** Enter your mobile number and E-Mail and verify both

**Step5:** In Documents to be uploaded, upload

- 1) PAN / Ration Card / Voter ID / Driving License
- 2) Aadhar Card

**Step6:** Set your password.

**Step7:** Go to User login page <https://labour.tn.gov.in/services/users/login>

**Step8:** Login with your login Id and password.

**Step9:** Select the relevant Act from the Dash Board in the User login screen.



**Step 10:** Select Service – Licence (Contractor)

**Step 11:** Fill in the following details in the appropriate boxes displayed on the screen.

1. Applicability of Service details
2. Details of the Establishment where Contract Labour is to be employed
3. Address of the Establishment (Contractor)
4. Details of the Employer/Proprietor (Contractor)
5. Particulars of Contract Labour
6. Worksite Address
7. Maximum Number of employees proposed to be employed

- 8. Details of Conviction
- 9. Previous revoke/ Suspension of Licence or Forfeiting Security Deposits in respect of an earlier contract
- 10. Security Deposit
- 11. Upload Documents
- 12. Self-Declaration

**Step 12:** Click on Pay

**Step13:** Proceed to complete the prescribed fee payment.

Application No.	Application Date	Status
330534-884	06-12-2019 12:48 PM	Pending

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[View Application](#) [Pay Online](#) [Pay Offline](#)

**Step 14:** To check your payment confirmation status.

1. In the User login page Dashboard, Select Payment Reconciliation

The image shows a vertical list of menu items in a dark blue sidebar. The items are: > The Legal Metrology Act, 2009 – Verification And Stamping; > The Legal Metrology (Packaged Commodities) Rules, 2011; > The Tamil Nadu Industrial Establishments (National Festival And Special Holidays) Act, 1958; > Inspections; > Combined Annual Return; > Combined Annual Return For Plantation Manual RC Holders; > Self Certification Scheme; > Renewal Form For Manual RC Holders; > Amendment Form For Manual RC Holders; and > Payment Reconciliation. The 'Payment Reconciliation' item is highlighted with a white background.

**Step 15:** In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

**PAYMENT RECONCILIATION**

Type\*

Application Number\*

S.No	Application Number	Act	Order Number	Amount	Date	Action
Total Amount						

**Step 16:** To track your application status.

Go to <https://labour.tn.gov.in/services/applicants/home-application-status>

The screenshot shows the 'STATUS OF YOUR APPLICATION' page on the Labour Department's online portal. The page features a navigation menu with options like Home, User Guidelines, Application Status, Certificate Verification, Fees, and Login. The main content area contains a search form for the application number, with a 'Search' button. The header includes the Tamil Nadu Labour Welfare Board logo and the text 'ONLINE PORTAL LABOUR DEPARTMENT'.

**Step 17:** Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

**Step18:** In the screen we can see status as “approved”  
Timeline for approval – 7 days

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

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<a href="#">View Application</a>	<a href="#">Pay Online</a>	<a href="#">Download Certificate</a>
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**Step19:** If the status reads “returned” rectify the defect(s) and resubmit your application.

**Step 20:** Click the “Download Certificate” button to download your certificate.