

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

Applicability	When to Apply for Registration	List of documents to be enclosed with the application for Registration	List of documents to be enclosed with the application for Registration	Time period for granting Registration certificate approval time period	Validity of certificate of Registration	As per rule of rules formed under this Act, Registration when to be renewed	Late Fee for renewal	When to apply for Transfer of Registration
<p>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)</p>	<p>Any Principal employer of an establishment desirous of employing contract labour, not less than thirty days before the date on which he proposes to employ contract labour.</p>	<ol style="list-style-type: none"> 1. Copy of PAN card 2. Location of the establishment (Photo of the name board with address. In the name board importance is given to Tamil) 3. Duly self-attested identity proof (PAN)/Aadhar/Voter I.D./Driving licence etc.,) 4. Residential address of the Employer of establishment 5. Copy of Security Deposit 6. Certification in Form-V from the Principal employer. 7. Registration Certificate. 8. Proof copy of GST Certificate/Rental agreement / NOC of Rental Building / Building ownership document/EB card/EB Bill. 9. Labour welfare fund contribute receipt/ Self certificate. 	<ol style="list-style-type: none"> 1. Registration Certificate 2. Prescribed fees. 3. Agreement for contract (Principal Employer and Contractor) 4. Security deposit details 	<p>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</p>	<p>Every licence granted under rule 23 or renewed under rule 29 shall remain in force upto 2 years. Rule 27</p>	<p>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.</p>	<p>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.</p>	<p>The licence is not transferable.</p>

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 – Registration (Principal Employer)

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
3. Address of the Establishment (Worksite Address)
4. Details of the Employer/Proprietor
5. Nature of Work
6. Number of Workmen directly employed
7. Particulars of Contractors

8. Upload Documents
9. Self-Declaration

Step 12: Click on Pay

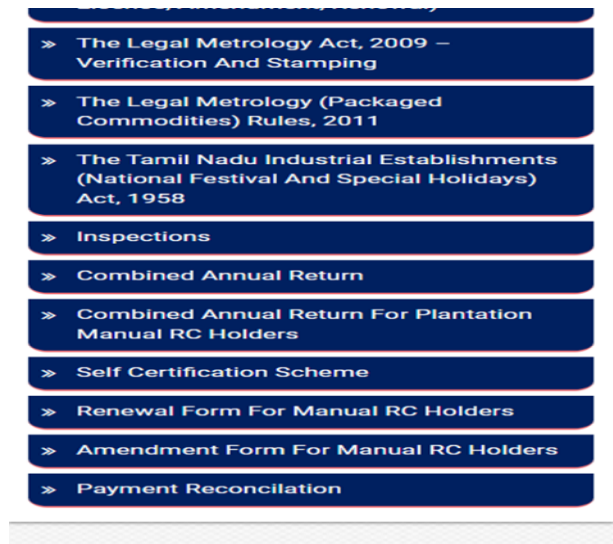
Step 13: Proceed to complete the prescribed fee payment.

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

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

Step 14: To check your payment confirmation status.

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



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

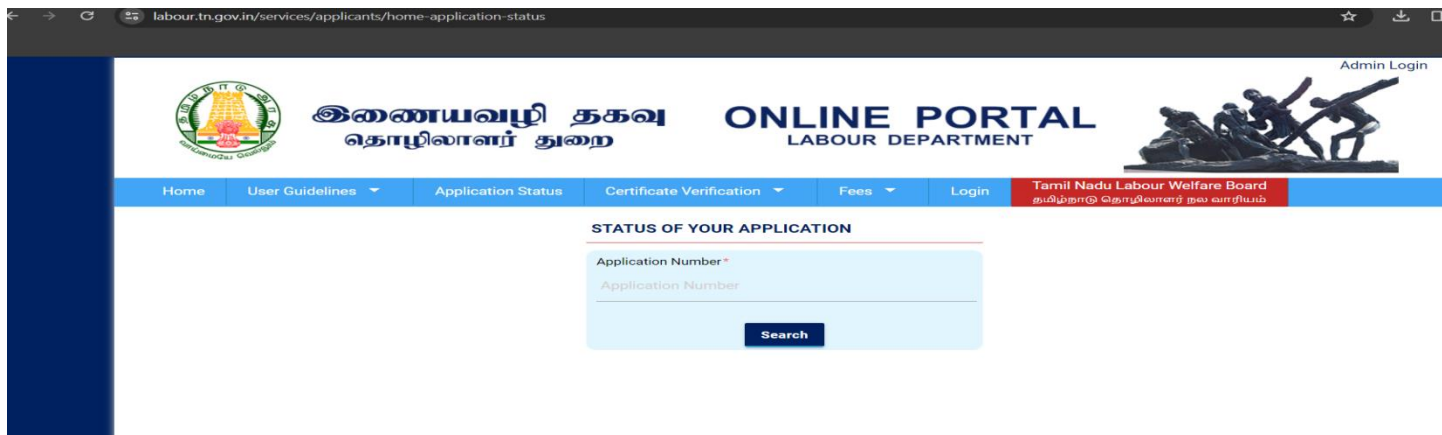
PAYMENT RECONCILIATION

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>



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

[View Application](#) [Pay Online](#) [Download Certificate](#)

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.