

**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 labourer. 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"> <li>1. Copy of PAN card</li> <li>2. Location of the establishment (Photo of the name board with address. In the name board importance is given to Tamil)</li> <li>3. Duly self-attested identity proof (PAN)/Aadhar/Voter I.D./Driving licence etc.,)</li> <li>4. Residential address of the Employer of establishment</li> <li>5. Copy of Security Deposit</li> <li>6. Certification in Form-V from the Principal employer.</li> <li>7. Registration Certificate.</li> <li>8. Proof copy of GST Certificate/Rental agreement / NOC of Rental Building / Building ownership document/ E B card/ E Bill.</li> <li>9. Labour welfare fund contributor receipt/ Self certificate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Registration Certificate</li> <li>2. Prescribed fees.</li> <li>3. Agreement for contract (Principal Employer and Contractor)</li> <li>4. Security deposit details</li> </ol>	<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 than 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 payable as late fee.</p>	<p>The licence is not transferable.</p>

## StepbyStepProcedureforfillingtheapplication

### NewUserRegistration

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

**Step2:** ClickonNewUser

**Step3:** IntheRegistrationformenteryourPersonalDetails,AddressforCommunication,ContactDetails

**Step4:** EnteryourmobilenumberandE-Mailandverifyboth

**Step5:** InDocumentstobeuploaded,upload

- 1) PAN/RationCard/VoterID/DrivingLicense
- 2) AadharCard

**Step6:** Setyour password.

**Step7:** GotoUserloginpage <https://labour.tn.gov.in/services/users/login>

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

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



**Step10:** Select Service – Registration (Principal Employer)

**Step11:** 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

- > 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
- > Payment Reconciliation

**Step15:** 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						

**Step16:** To track your application status.

Goto <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 form with a text input field for 'Application Number\*' and a 'Search' button. The header includes the Tamil Nadu Labour Welfare Board logo and the text 'இணையவழி தகவல் தொழிலாளர் துறை ONLINE PORTAL LABOUR DEPARTMENT'.

**Step17:** 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

<b>Application No.</b> 330427-883	<b>Application Date</b> 06-12-2019 10:06 AM	<b>Status</b> Approved
<a href="#">View Application</a>	<a href="#">Pay Online</a>	<a href="#">Download Certificate</a>

**Step19:** If the status reads “returned” rectify the defect(s) and resubmit your application.

**Step20:** Click the “Download Certificate” button to download your certificate.

“This online approval is common to all type of establishments / factories and there is no discrimination based on risk category, size of firm / company, business location and Foreign / Domestic investor.

**“ Timeline for approval of single window portal applications”**

Service	Timeline prescribed
Registration	7 Days

Verification of online application / inspection / by Deputy Commissioner of Labour within 3 days.

Issue registration certificate through online by Deputy Commissioner of Labour within 7 days.

“This online approval is common to all type of establishments / factories and there is no discrimination based on risk category, size of firm / company, business location and Foreign / Domestic investor.

**“ Timeline for approval of single window portal applications”**

Service	Timeline prescribed
Amendment	3 Days

Verification / Inspection / Issue amendment certificate through online by Deputy Commissioner of Labour within 3 days.