

**The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.**

**LABOUR ACTS**

Applicability	When to Apply for Registration	List of documents to be enclosed with the application for Registration certificate /Licence	Time period for granting Licence Registration certificate approval time period	Validity of certificate of registration or Licence	As per rule of rules formed under this Act, When to be renewed Rc /licence	Late Fee for renewal	When to apply for Transfer of Certificate of Registration/Licence Rule
It applies to every contractor who employs or who employed five or more inter-State migrant workmen on any day of the preceding twelve months.	Every Principal employer of an establishment to employee 5 or more Interstate migrant workmen has to register his establishment under this Act.	1) Self attested identity Proof 2) Residential address of the employer 3) Location of the establishment, 4)List of Contractors and their agreement copy. 5) Proof copy of GST Certificate 6). List of ISM worker with their address.	30 days	One Time Registration.	Does not arise	Does not arise	The Registration certificate is not transferable.
	ISMW License  Every Principal employer of an establishment to employee 5 or more Interstate migrant workmen has to register his establishment under this Act.	1. Principal employer Registration Certificate. 2. Prescribed fee. 3. Security deposit.	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.	Every licence granted under rule or renewed under rule 29 shall remain in force up to and inclusive of the 31st December of the year.	As per Section 15 of this Act, an application for renewal shall be made not less 30 days before the date on which the licence expires.	If an application for renewal is not received 30 days before the expiry of licence a late fee of 25% percent in excess of the fee ordinarily payable.	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.

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(Regulation Of Employment And Conditions  
Of Service) Act, 1979

➤ Registration (Principal Employer)

➤ Amendment (Principal Employer)

➤ Closure (Principal Employer)

➤ Licence (Contractor)

➤ Licence Amendment (Contractor)

➤ Licence Renewal (Contractor)

➤ Licence Closure (Contractor)

**Step 10:** Select Service – Registration (Principal employer)

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

1. Details of the Establishment
2. Address of the Establishment (Principal employer)
3. Details of the Employer/ Proprietor
4. Number of employees working at present
5. Particulars of Contractors and migrant workmen
6. Upload Documents
7. Self-Declaration

**Step 12:** Click on Pay

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

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

In the User login page Dashboard, Select Payment Reconciliation



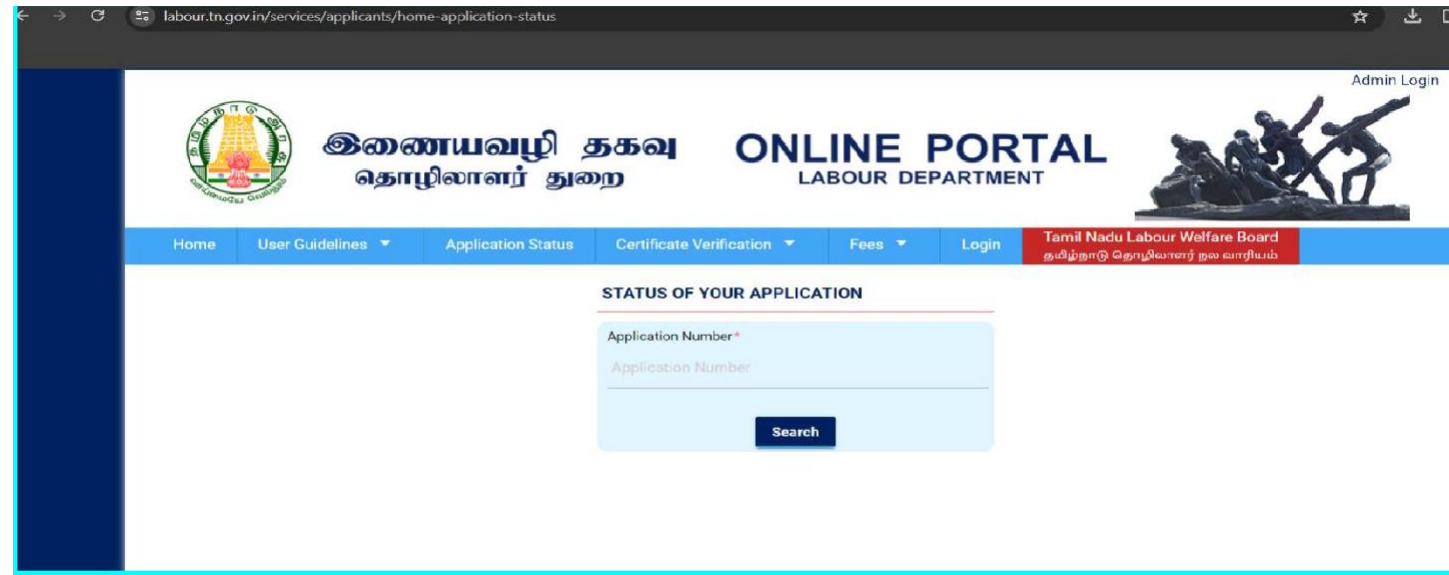
**Step 15:** In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

A screenshot of a web form titled 'PAYMENT RECONCILIATION'. It features a dropdown menu for 'Type\*' with 'Select' as the current selection, and a text input field for 'Application Number \*'. Below these fields are 'Submit' and 'Reset' buttons. At the bottom, there is a table with a dark blue header and one row containing 'Total Amount'.

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”

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.

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 7days.

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.

