

Service Name	RENEWAL OF LICENCE
Name of the Labour Welfare Act enforced	THE CONTRACT LABOUR (REGULATION AND ABOLITION)ACT,1970
When shall apply for Renewal of Licence	<ol style="list-style-type: none"> <li>1) Every contractor shall apply to the licensing officer for renewal of the licence, before its validity expires.</li> <li>2) Every such application shall be made not less than sixty days before the date on which the licence expires, and if the application is so made, the licence shall be deemed to have been renewed until such date when the renewed licence is issued.</li> </ol>
Who can apply for the services	Every contractor / sub-contractor having licence
Beneficiary of the Act	Contract labours, Contractors and Principal Employers
Persons to be approached for the benefit of the Act	Concern Inspector of Labour
Documents to be submitted	<ol style="list-style-type: none"> <li>1. Self attested copy of Certificate of Licence originally issued</li> </ol>
Procedure for Renewal of Licence	<ol style="list-style-type: none"> <li>1. Application for the grant of Renewal of licence shall be made and delivered to the licensing officer of the area in which the establishment, in relation to which he is the contractor, is located.</li> <li>2. The fees chargeable for renewal of the licence shall be the same as ordinarily payable for the grant thereof;</li> <li>3. If the application for renewal is not received within the time specified, a fee of 50 per cent in excess of the fee ordinarily payable for the licence shall be payable for such renewal;</li> <li>4. Every application shall also be accompanied by a treasury receipt showing the payment of the fees at the rate specified.</li> <li>5. On receipt of the application, the licensing officer shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant.</li> <li>6. The licensing officer shall pass orders either granting or refusing the renewal of licence applied for.</li> </ol>
Validity Period	A Licence shall be valid for One calendar year and shall be renewable every year on payment of such fees prescribed.
Orders issuing Officer	Concern Inspector of Labour
Duration	30 days
Official to be contacted in the case of grievances	Commissioner of Labour, Joint Commissioner of Labour, Deputy Commissioner of Labour, Assistant Commissioner of Labour, Inspector of Labour.

