

Service Name	LICENCE
Name of the Labour Welfare Act enforced	THE CONTRACT LABOUR (REGULATION AND ABOLITION)ACT,1970
Who can apply for the services	Every contractor / sub-contractor
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"> 1. Photo copy of self-identity 2. Photo copy of address proof of owner and location of the establishment 3. Self attested copy (any one) - Aadhar card/ Pan card/ Voters ID/Partnership deed/ Memorandum of Association/ Commercial Tax department Registration Certificate/ Municipal Trade License/ Bank Pass Book 4. Copy of Registration Certificate 5. Copy of agreement between Principal Employer and Contractor
Procedure for Licence	<ol style="list-style-type: none"> 1. Application for the grant 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. 2. Every application shall also be accompanied by a treasury receipt showing the deposit of the security at the rate specified and the payment of the fees at the rate specified. 3. 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. 4. The licensing officer shall make such enquiry as he considers necessary to satisfy himself about the eligibility of the applicant for a licence. 5. The licensing officer shall pass orders either granting or refusing the licence applied for. 6. Where the licensing officer is of opinion that the licence should not be granted, he shall, after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application. 7. The order shall record the reasons for the refusal and shall be communicated to the applicant. 8. If no order is passed within the time specified, it shall be deemed that the licence has been granted.
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.