

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT
C-BLOCK, 5-SHAM NATH MARG, DELHI-110054

No. 2016/SSA/IT/429-F.36/AdL/CL/2016 Dated: 09/12/2016

OFFICE ORDER

Subject: Ease of Doing Business – Simplification of

- **Grant of Licence for Contractor under Section 12 of the Contract Labour (Regulation & Abolition) Act 1970**
- **Registration of Principal Employer employing Contract Labour under Section 7 of Contract Labour (Regulation & Abolition) Act 1970**

Keeping in view the mandate of Ease of Doing Business and also providing E-enabled / Online Services to Citizens, all notified Registering and Licencing Officers under Contract Labour (Regulation & Abolition) Act 1970 shall follow the following procedure:

1. Procedure for Grant of Licence to the Contractor under Section 12 of the Contract Labour (Regulation & Abolition) Act 1970 and Rules framed there under :

- Following Documents / Self Certification / Undertaking are required in case of Grant of Licence to the Contractor.
 1. Form of Certificate (Form- V) issued by the Principal Employer to the Contractor as provided under [Rule-21(21)]
 2. Self Certification / Undertaking regarding-
 - Memorandum & Articles of Association / Partnership Deed / Proprietor' ID proof.
 - Wages shall be paid to the Contract Workers only through Account Payee Cheque / ECS Transfer and Full Compliance of Conditions of Licence as provided under Rule-25 framed there under of Contract Labour (Regulation and Abolition) Act, 1970.
 - Commencement / Completion of Contract Work as provided under Rule 25(2)(viii)
 3. Details of Licence Fee..... and Details of Security Amount Deposited



2. Procedure for Grant of Registration Certificate to the Principal Employer Employing Contract Labour under Section 7 of the Contract Labour (Regulation & Abolition) Act 1970 and Rules framed there under :

- Following Documents / Self Certification / Undertaking are required in case of Grant of Registration Certificate to the Principal Employer Employing Contract Labour under Section 7 of the Contract Labour (Regulation & Abolition) Act 1970 and Rules framed there under :
 1. Notice of commencement / completion of contract work (Form VIB) provided as provided under [Rule 81(3)]
 2. Self Certification / Undertaking regarding-
 - Memorandum & Articles of Association / Partnership deed / Proprietor' ID proof.
 - The Principal Employer has not employed workers directly for the work they have assigned to the contract workers and if so, there is no violation of Rule 25(2) (v) of the Contract Labour (Regulation & Abolition)Act, 1970 and rules framed there under.
 3. Details of Registration Fee

3. Timeline:

For Manual / Online disposal of applications received for Licences and Registration Certificate, all Notified Registering and Licencing Officers of District Labour Offices shall adhere to Timelines of 07-days for Issuance of Licence to Contractors and Registration Certificates to Principal Employers under the Contract Labour (Regulation & Abolition) Act, 1970 and Rules framed there under. Out of lead time of 07-days, 02-days shall be utilized for verification of contents of the application and remaining 05-days for approval and issuance of Licenses / Registration Certificates.



(Dr. R. C. Meena)
Special Labour Commissioner

Copy to:

1. Secretary to Hon'ble Labour Minister, 7th Floor, Delhi Secretariat, New Delhi
2. PA to Secretary cum Commissioner (Labour), 5-Sham Nath Marg, Delhi
3. PAs to Special/Additional Labour Commissioners, 5-Sham Nath Marg, Delhi
4. All JLCs/DLCs of concerned Districts, Lab. Deptt, Delhi-for strict compliance.
5. All Labour Officers/Assistant Labour Commissioners of concerned Districts
6. Senior System Analyst (IT) to upload on Website of Labour Department Delhi
7. Office Order / Guard File

Self-declaration by the Contractor for Issuance/Renewal of License for Contractor under Contract Labour (R & A) Act, 1970.

I/We, Shri M/s.
(Name and Address of the Contractor) hereby intimate that the contract work
.....<(Name of Work)>
.....in the establishment of
..... (Name and Address of Principal Employer) for which
Registration No.Dated.....has been issued to me/us by the
Licensing officer (Name of the District) has been commenced / completed with effect from
date/on date.....

And I further declare that:

1. I shall comply with all provisions of Contract Labour Act (R&A) 1970 and its subsequent notified amendments.
2. I shall pay as per the notified/revised minimum wages by Labour Department, GNCTD to these contract Labourers in accordance with Minimum Wages Act, 1948
3. I shall disburse all payments including payment of wages in time as per provision of relevant act to my contract workers via Account Payee Cheque/ ECS transfer only.
4. I shall comply with all provisions of ESI and PF and shall deposit the statutory deductions in a timely manner.
5. I shall not employ any minor as per the provisions of the Child Labour (Prohibition & Regulation) Act, 1986
6. I ensure for legal compliance including condition of licence Rule-25 of the Rules

I affirm that I shall comply with all the above stated declaration and in case of non-compliance of any of the above declaration; the Proprietor/ Directors/ MD of the organization shall be liable to penal action as per the provisions of the IPC applicable to the above acts. The details of the Proprietor/ Director/ MD along with other details are as follows:

| S.No | Name | Position | Address | ID Proof* |
|------|------|----------|---------|-----------|
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| | | | | |

*Only Aadhaar/Passport/PAN Number/Voter ID are acceptable as ID proof

(please add additional Sheets if applicable)

Verification as under:-

- (i) That the above declarations and information furnished are correct to the best of my knowledge and belief and nothing has been concealed in any manner whatsoever.
- (ii) If any information/undertaking furnished by me is found to be wrong, false in that event I shall be liable for penal action as provided under the provisions of Contract Labour (Regulation & Abolition) Act 1970, Indian Penal Code and other relevant laws.
- (iii) I shall be personally bound and responsible for all acts of omission and commission.

Date:

| | | |
|----|----|------|
| DD | MM | 20YY |
|----|----|------|

Signature

| |
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| |
|--|

Place: _____

Name of Authorized Representative of Contractor

Company Seal

**Self-declaration by the Principal Employer for
Registration Certificate under Contract Labour (R & A) Act, 1970.**

I/We, Shri M/s.
(Name and Address of the Principal Employer) hereby intimate that the contract work
.....
<(Name of Work)>given to
..... (Name and Address of Contractor)
having Registration Certificate No.Dated.....has been
commenced / completed with effect from date/on date.....

And I further declare that:

1. I have not been employed and shall not employ workers directly for the work for which the contract workmen have been employed through a contractor and if so, there is/shall be no violation of Rule-25(2) (v) of the Rules. In case I do, I shall be fully responsible for the same.
2. I am registered under the Delhi Shops and Establishments Act 1954 and under Factories Act 1948 with registration number :.....
3. I shall pay as per the notified/revised minimum wages by Labour Department, GNCTD to these contract Labourers in accordance with Minimum Wages Act, 1948
4. I shall disburse all payments including payment of wages in time as per provision of relevant act to my contract workers via Account Payee Cheque/ ECS transfer only.
5. I shall comply with all provisions of ESI and PF and will deposit the statutory deductions in a timely manner.
6. I shall not employ any minor as per the provisions of the Child Labour (Prohibition & Regulation) Act, 1986

I affirm that I shall comply with all the above stated declaration and in case of non-compliance of any of the above declaration; the Proprietor/ Directors/ MD of the organization shall be liable to penal action as per the provisions of the IPC applicable to the above acts. The details of the Proprietor/ Director/ MD along with other details are as follows:

| S.No | Name | Position | Address | ID Proof* |
|------|------|----------|---------|-----------|
| | | | | |

*Only Aadhaar/Passport/ PAN Number/ Voter ID are acceptable as ID proof
(please add additional Sheets if applicable)

Verification as under:-

- (i) That the above declarations and information furnished are correct to the best of my knowledge and belief and nothing has been concealed in any manner whatsoever.
- (ii) If any information/undertaking furnished by me is found to be wrong, false in that event I shall be liable for penal action as provided under the provisions of Contract Labour (Regulation & Abolition) Act 1970, Indian Penal Code and other relevant laws.
- (iii) I shall be personally bound and responsible for all acts of omission and commission.

Date:

| | | |
|----|----|------|
| DD | MM | 20YY |
|----|----|------|

Place: _____

Signature

| |
|--|
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Name of Authorized representative of Establishment

Company Seal