

**STANDARD OPERATING PROCEDURE FOR REGISTRATION/ AMENDMENT
UNDER THE B.O.C.W. (RE & CS) ACT, 1996**

Standard Operating Procedure is formulated for the purpose of online submission of application form for **registration of establishment of the employer employing building and other construction workers and amendment thereof** and issue of such **certificate of registration** as per Building & Other Construction Workers (RE CS) Act, 1996 and Rules framed there under.

Standard Operating Procedure for applicant :

1. Prescribed application form / Common application form for new Registration/ Amendment etc. along with the provisions of relevant act and rules, list of supporting documents, check-list, fee structure, user guidelines etc. will be available on the Department's / Commissionerate's respective website
2. Applicant will, first go through the user guide line, check-list etc. and read every clause of the application form .
3. Applicant will register/ sign up to process further for application using his own credentials,
4. There after applicant will fill up the application online and will get printed the application for his signature (in case of non availability of DSC) which will be available in PDF format. Thereafter he will upload necessary documents as required along with signed copy of his application.
5. After submission of application the applicant will receive a system generated sms alert and e mail inclusive of a unique application identification which will be required for further tracking of application.
6. Filled-in form, once submitted, cannot be corrected unless allowed to do so.
7. Applicant can view the status of his application through the web portal/ web site.
8. Applicant will **pay fee as per fee structure available in the website through GRIPS portal/ offline mode of payment.**
9. Applicant will receive email/ sms within the time limit as may be prescribed regarding every further processing of the same by the Inspector / Assistant Labour Commissioner concerned.
10. In case of any discrepancy, applicant will be requested to take appropriate action which may consist of submission/ uploading of proper documents, correction in application form etc. The applicant will receive the sms alert / email and will check his account for doing the needful.
11. The applicant may be required to get verified the copies of the documents uploaded with the application and to submit original signed copy of the application.
12. On the specified date, applicant will receive the desired document i.e. new registration certificate / amended registration certificate etc.

Standard Operating Procedure for Department /Directorate

1. All applications will be acknowledged giving the applicant a unique application identification no.
2. All the applications received from the applicant will automatically be available with the inspector concerned after logging in by the inspector with his own user id and password provided by the administrator of the application software.
The inspector will scrutinize the application form, verify its correctness, check the uploaded documents. Being satisfied he will forward the application to the Registering Authority/ Licensing Officer. In case of any discrepancy or defect he may send back the application to the applicant for rectification and compliance.
3. The Registering Authority / Licensing Officer on receipt of the application duly been forwarded by the inspector will check the correctness of the particulars as mentioned in the application and being satisfied will approve the application. In case of any defect / discrepancy he may send back the application to the applicant for rectification and compliance
4. Registering Authority/ Inspector may hold such enquiry, as may be required under the Act and Rules, for the purpose of correctness of information furnished in the application form.
5. After satisfying himself about the correctness of the information furnished in the application form, the registering authority will issue the signed copy/ digitally signed copy of the desired documents i.e. registration certificate / amended registration certificate etc. to the applicant.
6. Registering authority/ Inspector will preserve all the documents for future correspondence.