

USER GUIDE

FOR THE LICENSE OF CONTRACTORS

**Under the Contract Labour (Regulation &
Abolition) Act 1970**



LABOUR COMMISSIONERATE,

Govt. of West Bengal

How to Apply ?

Step-1:-

Responsibility: Contractor.

Activity: The applicant shall open 'www.wbhc.gov.in' and will select e-services and licensing of contractors thereafter. A guide line will appear agreeing which he/she will land up in the log in page. If the applicant is an already registered user, he/she will log in using the credentials. For a new user he/she fills up a Common Application Form(CAF) in the Portal of wbhc.gov.in, which includes mainly applicant's Name, Address, Contact Details, E Mail, PAN, Voters ID, Aadhaar number, Driving License , Trade License Number, any other unique number tagged with that establishment, establishment name and details including address, etc. with Preferred User name & Password and creates a User Credential.

Step-2 :-

Responsibility: Contractor

Activity: Logs into the System with the Valid Credentials and Captcha.

Step-3:-

Responsibility: Contractor

Activity: Lands up into the Dashboard.

Step-4:-

Responsibility: Principal Employer

Activity: If the contractor is yet to be provided the system generated unique Form-V number by the Principal Employer as mentioned in item 24 of the process for registration of establishment, the Principal Employer may Log into the system with the Credentials.

Step-5:-

Responsibility: Principal Employer

Activity: Views the Form-V, digitally signs or can sign manually in the hard copy and send via e mail or through SMS the Unique number of Form V to Contractors for applying of License.

Step-6:-

Responsibility: Contractor

Activity: Enters the system generated Unique Form V number issued by Principal Employer, through which maximum no of relevant fields for application for licensing would be populated in the Form.

Documents Involved:- I. Valid Form V, II. Valid Work Order, III. Any other documents in support of correctness of particulars furnished in application form, IV. Trade license

Step-7:-

Responsibility: Contractor

Activity: Fills up the additional Information as required.

Step-8:-

Responsibility: Contractor..

Activity: Views the Filled in Information before Final Submit. In case of corrections rolls back to earlier sections and makes corrections and Saves the application.

Step-9:-

Responsibility: Contractor

Activity: Final Submission of the application.

Step-10:-

Responsibility: Inspector concerned

Activity: Logs into the system with Credentials.

Step-11:-

Responsibility: Inspector concerned

Activity: Lands up in the Dashboard and selects the Application List from the Left hand Panel.

Documents Involved:- FORM-I

Step-12:-

Responsibility: Inspector concerned

Activity: He opens the application and verifies details one by one and marks Tick (√) which he finds correct and leaves the one as not verified which he finds Incorrect.

Step-13:-

Responsibility: Inspector concerned

Activity: Logs into the system with the Credentials and downloads the BOCW Registration FORM-II digitally signed by ALC.

Step-14:-

Responsibility: Inspector concerned

Activity: He may reverts back to applicant for Correction / Rectification with remarks in case any correction or rectification is required or may Call the applicant through System if required to answer specific queries or can forward it to the ALC for approval or rejection.

Step-15:-

Responsibility: Contractor

Activity: Logs into the system with the Credentials.

Step-16:-

Responsibility: Contractor

Activity: Views on the Dashboard the status of application marked for correction if sent back by the Inspector and makes the corrections and resubmits the application.

Documents Involved: I. Valid Work Order, II. Any other documents in support of correctness of particulars furnished in application form III. Valid Form V, IV. Trade license.

Step-17:-

Responsibility: Contractor

Activity: Logs into the system with Credentials.

Step-18:-

Responsibility: Inspector concerned

Activity: Verifies or re-verifies the application as the case may be and if found satisfactory forwards the same to the ALC.

Step-19:-**Responsibility:** ALC of the Subdivision**Activity:** Logs into the system with the Credentials.**Step-20:-****Responsibility:** ALC of the Subdivision**Activity:** Lands up in the Dashboard and views all the applications forwarded by Inspector and if found satisfactory allows for Payment by the applicant. In case ALC finds something that is not satisfactory in the application he may revert it back either to the applicant or the Inspector as he deems fit. ALC can also reject the application if finds so after observing principles of natural justice.**Step-21:-****Responsibility:** Contractor**Activity:** Logs into the system with the Credentials.**Step-22:-****Responsibility:** Contractor**Activity:** Views on the Dashboard the status of application marked for PAYMENT (PAY NOW) by ALC and makes payment Online through GRIPS and digitally signs the Form IV and uploads in the system. In case it is returned back by the ALC he views on the Dashboard the status of application marked for correction and makes the corrections and resubmits the application.**Step-23:-****Responsibility:** Contractor**Activity:** If the applicant cannot sign the application digitally through DSC or else he is required to submit the signed hard copy of the application form before the ALC. He is also required to upload a scanned copy of signed system generated application form.**Document Involved:** I. Original signed application, II. Proof of submission of fees and security deposit.**Step-24:-****Responsibility:** ALC of the Subdivision**Activity:** Logs into the system with the Credentials.

Step-25:-

Responsibility: ALC of the Subdivision

Activity: After satisfactory payment ALC issues Digitally signed License Certificate (Form VI) and Uploads in the system for Applicant to download it from the system.

Step-26:-

Responsibility: Contractor

Activity: Logs into the system with the Credentials & downloads the Digitally signed License Certificate.

Step-27:-

Responsibility: Contractor

Activity: Track Status of Application through SMS Alerts generated through the System starting from Creating Login Credentials, Submission of Application, Correction Required, Payment of Fees , Status of Approval or Rejection, Status on issue of License.

Step-28:-

Responsibility: Inspector Concerned

Activity: If the application is reverted back to the Inspector by the ALC, he will view the application along with remarks, if any, from the ALC, after logging into the system with credentials .He can either sent back the application to the applicant or forward the same to the ALC with remarks if any.

Step-29:-

Responsibility: Inspector Concerned

Activity: The contractor, in some cases, may also apply for license without the unique form V number. In that case the contractor will skip the above stated step and blank Form IV will be required to be filled up by the applicant after entering valid registration no of the Principal Employer. There after process as mentioned in 8 and onwards will follow.

Documents Involved: I. Valid Work Order, II. Any other documents in support of correctness of particulars furnished in application form, III. Valid Form V, IV. Trade license.

Checklist :-

- Work Order
- Form V
- Trade License / Address proof Certificate
- License Certificate or Last Renewal Certificate
- Other
- Form IV / Form VII

Timeline:-

Sl. No.	Designated officer	Stipulated time limit
1	Assistant Labour Commissioner	30 days
2	Deputy Labour Commissioner	45 days
3	Labour Commissioner	60 days