

USER GUIDE

FOR THE REGISTRATION OF PRINCIPAL EMPLOYER

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



LABOUR COMMISSIONERATE,

Govt. of West Bengal

How to Apply ?

Responsibility: Principal Employer.

Step-1:-

Activity: If the you are 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 wblc.gov.in, which includes mainly applicant's Personal Information including PAN/Voters ID/Aadhar, any other unique number tagged with that establishment, Contact Information, Establishment Information, Number of workers employed, Login Information etc. with Preferred User name & Password and create a User Credential.

Step-2 :-

Activity: Logs into the system with the valid credentials and captcha which lands up in the Dashboard.

Step-3:-

Activity: If Offline/Manual certificate available select ALREADY REGISTERED option from menu and apply for online application of Principal Employer under the Contract Labour (Regulation and Abolition) Act , 1970 by filling up necessary information in the Form and uploads self-certified copies of required documents

- NEW REGISTRATION: Select NEW REGISTRATION from menu and applies for online Registration of Principal Employer under the Contract Labour (Regulation and Abolition) Act , 1970 by filling up necessary information in the Form and uploads self-certified copies of required documents.
- Documents Involved: I. Valid Trade License, II. Articles of Association and Memorandum of Association/Partnership Deed, III. Factory License if any, IV. Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc., V. Any other document in support of correctness of the particulars mentioned in the application if required

Step-4:-

Activity: Add valid contractor information into the system.

Step-5:-

Activity: Views the Filled in Information in the Application Preview Section before Final Submission or in case of correction rolls back to earlier sections and makes corrections and submit the application. The application is then reverted back to concerned officials according to jurisdiction for verification.

Step-6:-

Activity: Logs into the system with the credentials and views the status of application marked for correction if sent back by the Inspector, makes the corrections and resubmits the application.

Step-7:-

Activity: Views application status in the Dashboard marked as PAYMENT (PAY NOW) by ALC and makes payment Online through GRIPS. After successful payment of fees statutory FORM-I is automatically generated. Applicant can digitally/in-hand signs the FORM-I and upload it. After FORM-I is successfully uploaded, an acknowledgement is generated. In case it is returned back by the ALC he views on the Dashboard the status of application marked for correction and makes the necessary corrections and resubmits the application.

Documents Involved: FORM-I

Step-8:-

Activity: If the application is verified registration certificate is shown in the dashboard and FORM-V is generated. You can digitally/in-hand sign the FORM-V and send via e-mail or through SMS. The Serial number in FORM-V is needed to contractors for applying of License.

Note:- 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 Registration Certificate can be shown from the dashboard.

Checklist :-

- Trade License
- Article of Association and Memorandum of Association / Partnership Deed
- Factory License if any
- Previous Registration Certificate (If Already registered user for Registration)
- Any other document in support of correctness of the particulars mentioned in the application if required
- Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc
- Form I

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

LABOUR COMMISSIONER RATE