

**Auto- Renewal of License of Contractors under Contract Labour (Regulation and Abolition) Act , 1970:-**

<b>Steps</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Documents Involved</b>
1.	<p>1. The contractor (applicant) shall open '<b>www.wblc.gov.in</b>'.</p> <p>2. The contractor clicks on <b>e-services</b> from menu bar.</p> <p>3. The page containing list of e-services will open .</p> <p>4. The contractor is required to click on '<b>Apply</b>' button adjacent to <b>Renewal of License</b> for contractor under Contract Labour (R&amp;A) Act1970.</p> <p>5. A guideline will appear agreeing to which he/she will land up in the log-in page.</p>	Contractor	
2.	The applicant logs into the System with the Valid Credentials (User Id and Password) and Captcha.	Contractor	
3.	The applicant lands up into the Dashboard.	Contractor	
4.	<p>1. From the Left Menu Bar on the Dashboard, the applicant is required to click on '<b>Apply for Renewal of License or Amendment of License</b>'.</p> <p>2. In the next page, the applicant is required to provide the details viz;- License No., Form-V No. and select <b>Renewal of License</b> from the Drop –down under the Label '<b>Select Service</b>' and click on <b>Submit</b> button.</p> <p>3. The applicant is required to upload self-certified copies of required documents in PDF format and click on the <b>Save</b> button. This will take the applicant to the payment of fees for renewal of license.</p>	Contractor	Work Order from the Principal Employer for extension of time of work .
5.	<p>1. The applicant is required to select the <b>Payment Mode</b> and click on the <b>Pay Now</b> button.</p> <p>2. After clicking on the <b>Confirm Payment</b>, the contractor will be automatically taken to the <b>GRIPS portal</b> where the required process flow will have to be followed.</p>		
6.	<p>1. After successful payment of fees the applicant will receive a system generated statutory acknowledgement.</p> <p>2. On successful payment of fees, a system generated Form-VII will be available.</p> <p>3. The contractor is required to click on <b>Upload Form VII</b>.</p>		Signed copy of <b>Form-VII(System Generated)</b>

	<p>3. The applicant will have to download the system generated Form-VII.</p> <p>4. The applicant is required to sign system generated <b>Form VII</b> digitally using DSC and upload it or sign manually and upload scanned copy of it on to the system. (The applicant can get the system generated filled up application printed if he so desires.)</p> <p>5. Thereafter the applicant is required to click on <b>Final Submit</b> button.</p>		
7.	<p>A <b>FORM-VI (Certificate of Renewal of License)</b> will be generated by the system itself leading to the non-discretionary auto renewal of license under the Contract Labour (regulation and Abolition) Act 1970. The contractor can download the same by clicking on the Download Certificate in the Dashboard.</p>		