

Procedure for Licence under Beedi & Cigar Workers Welfare Act

Step	Form	Documents to Be attached	Timelines
Submit application for Licence online through Industries Department's Single Window System or Labour Department's Shramadhan Portal	Online application form	1. Financial Resources of The Employer (e.g. Particulars And Value of Movable And Immovable Properties, Bank Reference, Income-tax Assessment ect.) 2. Industrial Premises Address Proof (any- optional): <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank Account Passbook • Rent / Lease Agreement 3. Map of Industrial Premises 4. Treasury Fee Challan/ Online Banking fee payment	
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application	Online generation of Licence Certificate	-----	
<ul style="list-style-type: none"> • Online system sends SMS to respective officers and applicant at each progression. • In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. • Online application process requires no physical touch point. 			

Procedure for Renewal of License under The Beedi & Cigar Workers Welfare Act

Step	Form	Documents to Be attached	Timelines
Apply online directly if previous licence applied online or fill information and attach documents if previous licence issued offline.	Online application form	If previous licence issued offline: 1. Scan copy of existing licence 2. Financial Resources of The Employer (e.g. Particulars And Value of Movable And Immovable Properties, Bank Reference, Income-tax Assessment ect.) 3. Industrial Premises Address Proof (any- optional): 1. Electricity Bill 2. Telephone Bill 3. LPG Connection Document 4. Bank Account Passbook 5. Rent / Lease Agreement 3. Map of Industrial Premises 4. Treasury Fee Challan/ Online Banking fee payment	
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Renewal Licence certificate or rejects application	Online generation of Renewal Licence Certificate	-----	
<ul style="list-style-type: none"> Online system sends SMS to respective officers and applicant at each progression. In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. Online application process requires no physical touch point. 			

Procedure for Amendment of License under Beedi & Cigar Workers Welfare Act

Step	Form	Documents to Be attached	Timelines
Apply for amendment online directly and only attach Employer Transfer Proof (in case the employer information is being changed) if previous licence applied online or fill information and attach all documents if previous licence issued offline.	Online application form	If previous licence issued offline: 1. Scan copy of existing licence 2. Financial Resources of The Employer (e.g. Particulars And Value of Movable And Immovable Properties, Bank Reference, Income-tax Assessment ect.) 3. Industrial Premises Address Proof (any- optional): 1. Electricity Bill 2. Telephone Bill 3. LPG Connection Document 4. Bank Account Passbook 5. Rent / Lease Agreement 4. Map of Industrial Premises 5. Employer Transfer Proof (in case the employer information is being changed) 6. Treasury Fee Challan/ Online Banking fee payment	
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application	Online generation of Amended Licence Certificate	-----	
<ul style="list-style-type: none"> Online system sends SMS to respective officers and applicant at each progression. In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. Online application process requires no physical touch point. 			

Procedure for Licence under Beedi & Cigar Workers Welfare Act

Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at www.advantage.jharkhand.gov.in and applies for CAF.
- Create Account -> Login -> Apply for CAF -> Apply for Registration under Building and Other Construction Workers Act
- Required Items: Mobile Number and Email Id

Or

- Through Labour Department's 'Shramadhan' Portal www.shramadhan.jharkhand.gov.in
- Create Account -> Login -> Services -> Beedi & Cigar Workers Welfare Act -> Licencing -> Online Licencing
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to start filling form and provide:

Online Form Details

- Basic Information of industrial premises
- Employer's Information
- Other information about the premises
- Upload Documents
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Step 3: Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks

Step 4: Labour Superintendent does site inspection (optional) and issues Licence certificate or rejects application

Attachments to be uploaded online

1. Financial Resources of The Employer (e.g. Particulars and Value of Movable and Immovable Properties, Bank Reference, Income-tax Assessment etc.)
2. Industrial Premises Address Proof (any-optional):
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank Account Passbook
 - Rent / Lease Agreement
3. Map of Industrial Premises
4. Treasury Fee Challan / Online Banking fee

- **Single Window Helpdesk:**

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: 0651-6556666

Email: singlewindow-jh@gov.in

Single Window Department of Industries, Mines & Geology

3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002

- **Shramadhan Helpdesk :**

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: +91 73668 32929

- Department's Officer Contacts:

<http://shramadhan.jharkhand.gov.in/ftp/WebAdmin/documents/labourcontactdetails.pdf>

Procedure for Renewal of Licence under Beedi & Cigar Workers Welfare Act

Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at www.advantage.jharkhand.gov.in and chooses "Labour" after logging in.
- Create Account -> Login -> Labour -> Renewal of licence under Beedi & Cigar Workers Act
- Required Items: Mobile Number and Email Id

Or

- Through Labour Department's 'Shramadhan' Portal www.shramadhan.jharkhand.gov.in
- Create Account -> Login -> Services -> Beedi & Cigar Workers Welfare Act -> Renewal -> Online Renewal
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to directly attach Employer Transfer Proof (in case the employer information is being changed) and proceed for payment if previous licence was issued online or fill form and provide full information and attach documents if previous licence was issued offline:

- Basic Information of industrial premises
- Employer's Information
- Other information about the premises
- Upload Documents

Step 3: Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks

Step 4: Labour Superintendent does site inspection (optional) and issues Renewal Licence certificate or rejects application

Attachments to be uploaded online

1. Scan copy of existing licence
2. Financial Resources of The Employer (e.g. Particulars and Value of Movable and Immovable Properties, Bank Reference, Income-tax Assessment etc.)
3. Industrial Premises Address Proof (any-optional):
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank Account Passbook
 - Rent / Lease Agreement
4. Map of Industrial Premises

Procedure for Amendment of Licence under Beedi & Cigar Workers Welfare Act

Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at www.advantage.jharkhand.gov.in and chooses "Labour" after logging in.
- Create Account -> Login -> Labour -> Amendment of licence under Beedi & Cigar Workers Act
- Required Items: Mobile Number and Email Id

Or

- Through Labour Department's 'Shramadhan' Portal www.shramadhan.jharkhand.gov.in
- Create Account -> Login -> Services -> Beedi & Cigar Workers Welfare Act -> Amendment -> Online Amendment
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to directly proceed for payment if previous licence was issued online or start filling form and provide full information and attach documents if previous licence issued offline:

- Basic Information of industrial premises
- Employer's Information
- Other information about the premises
- Upload Documents

Step 3: Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Super

Step 4: Labour Superintendent does site inspection (optional) and issues Amended Licence certificate or rejects application.

Attachments to be uploaded online

1. Scan copy of existing licence
2. Employer Transfer Proof (in case the employer information is being changed)
3. Financial Resources of The Employer (e.g. Particulars and Value of Movable and Immovable Properties, Bank Reference, Income-tax Assessment etc.)
4. Industrial Premises Address Proof (any-optional):
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank Account Passbook
5. Map of Industrial Premises

- **Single Window Helpdesk:**

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: 0651-6556666

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Single Window Department of Industries, Mines & Geology

3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002

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