

Procedure for Registration under Building & Other Construction Workers Act

Step	Form	Documents to Be attached	Timelines
1. Applicant submits online application for Building & Other Construction Workers Act	Online Application Form	1. Establishment Communication Address Proof (Any) <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement 2. Establishment Permanent Address Proof (Any) <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement 3. Employer ID Proof (Any) <ul style="list-style-type: none"> • Aadhaar Card • Ration Card • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement 4. Employer ID Proof (Any) <ul style="list-style-type: none"> • Aadhar Card • Voter ID • Passport • PAN Card • Driving Licence • Bank Account Passbook 5. E-GRAS 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 Registration 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 Registration under Building & Other Construction Workers 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

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

Online Form Details

- Basic Information of Establishment
- Location of establishment where building or other construction work is to be carried out
- Establishment Postal / Communication Address
- Establishment Permanent Address
- Partner's Information
- Manager's Information
- Online Uploads:
 - Establishment Communication Address Proof
 - Establishment Permanent Address Proof
 - Employer ID Proof
 - Treasury Fee Challan/ Online Banking fee

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

Step 4 : Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application within 30 days from the date of submission of complete application along with requisite fee.

Attachments to be uploaded online

1. Establishment Communication Address Proof (Any)
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank A/c Passbook
 - Rent/Lease Agreement
2. Establishment Permanent Address Proof (Any)
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank A/c Passbook
 - Rent/Lease Agreement
3. Employer Address Proof (Any)
 - Aadhaar Card
 - Ration Card
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank A/c Passbook
 - Rent/Lease Agreement
4. Employer ID Proof (Any)
 - Aadhar Card
 - Voter ID
 - Passport
 - PAN Card
 - Driving Licence
 - Bank Account Passbook
5. E-GRAS Treasury Fee Challan/ Online Banking fee payment

Procedure for Amendment under Building & Other Construction Workers Act

Step	Form	Documents to Be attached	Timelines
1. Applicant submits online application for Amendment of Registration under Building & Other Construction Workers Act	Online Amendment Application Form	<p><i>Depending upon Amendment Required:</i></p> <p>1. Establishment Communication Address Proof (Any)</p> <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement <p>2. Establishment Permanent Address Proof (Any)</p> <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement <p>3. Employer Address Proof (Any)</p> <ul style="list-style-type: none"> • Aadhaar Card • Ration Card • Electricity Bill • Telephone Bill • LPG Connection Document • Bank A/c Passbook • Rent/Lease Agreement <p>4. Employer ID Proof (Any)</p> <ul style="list-style-type: none"> • Aadhar Card • Voter ID • Passport • PAN Card • Driving Licence • Bank Account Passbook <p>5. E-GRAS Treasury Fee Challan/ Online Banking fee payment</p>	-----
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 Registration Certificate	-----	

Procedure for Amendment of Registration under Building & Other Construction Workers Act

Step 1:

- Through Labour Department's 'Shramadhan' Portal www.shramadhan.jharkhand.gov.in
- Create Account -> Login -> Services -> Building & other Construction Workers Act -> Establishment -> Amendment -> Amendment Request
- Required Items: Mobile Number and Email Id

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

Depending upon Amendment Required:

Online Form Details (to be edited)

- Basic Information of Establishment
- Location of establishment
- Establishment Postal / Communication Address
- Establishment Permanent Address
- Partner's Information
- Manager's Information
- Online Uploads:
 - Establishment New Address Proof
 - Employer's New ID Proof
 - E-GRAS Treasury Fee Challan/ Online Banking fee

Attachments to be uploaded online

Depending upon Amendment Required:

1. Establishment Address Proof (Any)
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Bank A/c Passbook
 - Rent/Lease Agreement
2. Employer ID Proof (Any)
 - Aadhar Card
 - Voter ID
 - Passport
 - PAN Card
 - Driving Licence
 - Bank Account Passbook
4. E-GRAS Treasury Fee Challan/ Online

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 Registration certificate or rejects application within 30 days from the date of submission of complete application along with requisite 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>