

**Procedure for Registration and issue of License for Contractor under The Inter-State Migrant Workmen (RE&CS) Act, 1979**

Step	Form	Documents to Be attached	Timelines
Submit online application for Licence of Contractor under Contractor under The Inter-State Migrant Workmen (RE&CS) Act, 1979	Online application form	<ol style="list-style-type: none"> <li>1. Form VI (Certificate by Principal Employer)</li> <li>2. Work Order Proof</li> <li>3. Establishment Address Proof (any-optional): <ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> </li> <li>4. Contractor Address Proof (any) <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> </li> <li>5. Contractor ID Proof (any) <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Passport</li> <li>• Pan Card</li> <li>• Driving License</li> <li>• Bank Account Passbook</li> </ul> </li> <li>6. Treasury Fee Challan/ Online Banking fee payment / E-GRAS Payment</li> </ol>	30 days from the date of submission of complete application along with requisite fee
Issue of Online Licence	Online generation of license		

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 of Principal Employer's establishment under License for Contractor under The Inter-State Migrant Workmen (RE&CS) Act, 1979**

Step	Form	Documents to Be attached	Timelines
Submit application for Registration online of Principal Employer under The Inter-State Migrant Workmen (RE&CS) Act, 1979	Online Form	<p>1. Establishment Address Proof (any)</p> <ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> <p>2. Principal Employer Address Proof (any)</p> <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> <p>3. Principal Employer ID Proof (any)</p> <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Passport</li> <li>• Pan Card</li> <li>• Driving License</li> <li>• Bank Account Passbook</li> </ul> <p>4. Manager ID Proof (any)</p> <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Passport</li> <li>• Pan Card</li> <li>• Driving License</li> <li>• Bank Account Passbook</li> </ul> <p>5. Treasury Fee Challan/ Online Banking fee payment / E-GRAS Payment</p>	30 days from the date of submission of complete application along with requisite fee
Issue of online Registration	Online generation of Registration Certificate		

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.

**There is no provision for renewal of Registration for Principal Employer**

## License for Contractor under Inter-State Migrant Workmen (RE&CS) Act, 1979

Step 1:

Through Jharkhand Single Window for Industries

- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) and selects "Approvals" and then "Department of Labour, Employment & Training" or alternatively selects "Apply For CAF" and then apply for Registration of Principal Employer under Inter-State Migrant Workers Act
  - Create Account -> Login -> Approvals -> Department of Labour, Employment & Training -> License of Contractor under Inter-State Migrant Workers Act
  - Create Account -> Login -> Approvals -> Apply For CAF -> License of Contractor under Inter-State Migrant Workers Act
- Required Items: Mobile Number and Email Id

Or

Through Labour Department's 'Shramadhan' Portal <http://shramadhan.jharkhand.gov.in>

- Create Account -> Login -> Services -> Inter-State Migrant Workers Act -> Principal Employer -> Registration -> Online Registration
- Required Items: Mobile Number and Email Id

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

Online Form Details

- Basic Information of Contractor
- Address of Contractor
- Agent / Manager Details
- Principal Employer Details
- Other Details
- Upload Documents
- Treasury Fee Challan/ Online Banking fee payment / E-GRAS Payment

### Attachments to be uploaded online

1. Form VI (Certificate by Principal Employer)
2. Work Order Proof
3. Establishment Address Proof (optional)
4. Contractor Address Proof

Step 3: Online generation of Contractor's Licence within 30 days from the date of submission of complete application along with requisite fee

- Online system sends SMS to respective officers and applicant at each stage of 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.

Helpdesk:

- For Technical Queries at Shramadhan Contact Helpdesk : (10 AM to 6 PM – Mon to Fri) at +91 73668 32929
- For Technical Queries at Single Window Portal: (10 AM to 6 PM – Mon to Fri) at +91 651 6556666

## Registration of Principal Employer under Inter-State Migrant Workmen Act, 1979

Step 1:

Through Jharkhand Single Window for Industries

- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) and selects "Approvals" and then "Department of Labour, Employment & Training" or alternatively selects "Apply For CAF" and then apply for License of Contractor under Inter-State Migrant Workers Act
  - Create Account -> Login -> Approvals -> Department of Labour, Employment & Training -> License of Contractor under Inter-State Migrant Workers Act
  - Create Account -> Login -> Approvals -> Apply For CAF -> Registration of Principal Employer under Inter-State Migrant Workers Act
- Required Items: Mobile Number and Email Id

Or

Through Labour Department's 'Shramadhan' Portal <http://shramadhan.jharkhand.gov.in>

- Create Account -> Login -> Services -> Inter-State Migrant Workers Act -> Principal Employer -> Registration -> Online Registration
- Required Items: Mobile Number and Email Id

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

Online Form Details

- Basic Information of Establishment
- Principal Employer and Manager's Details
- Contractor(s)' Details

Attachments to be uploaded online

- Establishment Address Proof
- Principal Employer Address Proof
- Principal Employer ID Proof
- Manager ID Proof

Step 3: Online generation of Principal Employer's Certificate of Registration within 30 days from the date of submission of complete application along with requisite fee.

- Online system sends SMS to respective officers and applicant at each stage of 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.
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