

**Registration and issue of Certificate for Principal Employer's Establishment under Contract Labour (Regulation and Abolition) Act, 1970**

**Procedure:**

Steps	Forms	Documents to be Attached	Fee	Timelines
Submit application for registration online for Principal Employer	Online application form "Form I"	*Follow Check List below	Online fee payment (As per the fee structure given below)	
Processing of Application by the Competent Authority	Will review the Online Application Form and Documents.	-	-	Deemed Registration at the end of <b>30 days</b> from date of Application if no adverse orders passed.
Issue of online registration certificate	Form II			

System sends SMS to respective 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.

**Check List:**

1. Form No-I i.e Application for Registration
2. List of Contractors including details such as i). Name and address of the contractor, ii). Nature of Work, iii). No.of Contract Labour engaged and iv). Date of commencement of contract work.

**Fee Details:**

Fees Structure for obtaining Registration Certificate		
1	5-20 Employees	₹ 500/-
2	21-50 Employees	₹ 1000/-
3	51-100 Employees	₹ 2000/-
4	101-200 Employees	₹ 5000/-
5	201-400 Employees	₹ 10,000/-
6	401 and above Employees	₹ 15,000/-

**Step by Step procedural guidelines for Registration of Principal Employer's Establishment under the Contracts Labour (RE&CS) Act, 1970:**

**Application Submission Process: Step 1 to Step 3**

**Application Acceptance to Final Approval and Download of Registration: Step 4 to Step 5**

Step 1: Create a Login Id & Password by registering on <http://labour.telangana.gov.in>

Step 2: Applicant will fill the Online Application and upload the requisite documents as per checklist.

Step 3: Fee would be calculated automatically and routed for Payment. After, payment user will be able to download the Acknowledgement Receipt.

Step 4: After payment and issuance of Acknowledgement Receipt. The Application would be assigned to the respective Competent Authority automatically on real time basis. Selection criteria for selecting Competent Authority is as per their Jurisdiction laid down in the online system.

Step 5: Competent Authority would go through the uploaded documents for reviewing and passing their comments if any. In case, if competent authority doesn't take any action within 30 Days then the application will be deemed approved. Once the application gets approved the Applicant through User Login will be able to download the Certificate.

**Step by Step procedural guidelines for Registration of Principal Employer's Establishment under the Contracts Labour (RE&CS) Act, 1970:**

