



Government of Rajasthan

Department of Labour

Registration/Renewal Handbook

PURPOSE: THIS DOCUMENT DETAILS THE-

- PROCEDURE FOR NEW USER REGISTRATION ON THE PORTAL
- MAPPING OF EXISTING USER WITH SSO PORTAL
- PROCEDURE FOR REGISTRATION UNDER VARIOUS ACTS
- PROCEDURE FOR RENEWAL UNDER VARIOUS ACTS
- APPROVAL PROCEDURE FOR REGISTRATION/RENEWAL
- DOCUMENT CHECKLISTS
- TIMELINES FOR DISPOSAL OF REGISTRATION & RENEWAL UNDER VARIOUS ACTS
- METHOD FOR TRACKING THE STATUS OF APPLICATION
- NOTIFICATION/INTIMATION METHODS
- RULES & REGULATIONS
- FEES

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1. Registration on Portal & Mapping of Existing Users

For New User & Existing Users of LDMS Application:-

Register on <https://sso.rajasthan.gov.in> website

You can register by using these options:-

- If you have Bhamashah ID then click on first radio button.
After click on button you have to enter BhamashahID and click on Next button.
- If you have both Bhamashah and Aadhar ID (UID) then click on Second radio button.
After click on button you have to enter both Bhamashah ID and Aadhar ID and click on Next button.
- If you have only Aadhar ID (UID) then click on Third radio button.
After click on button you have to enter Aadhar ID and click on Next button.
- If you have only Udhog Aadhaar Number (UAN) then click on Fourth radio button.
After click on button you have to enter Udhog Aadhaar Number and click on Next button.

If you don't have none of the above you can register with social networking also:

- You can register with Facebook account after click on facebook button.
- You can register with Google account after click on google button.
- After registering and logging on SSO Portal, user will be shown different icons to browse Departmental Portals of the Government.
- Click on “Labour Department Management System (LDMS)” icon.
- After this, system asks the user whether he/she is already registered with LDMS or not:-

- **If Yes**, then click on ‘Yes’ radio button:

The user will be asked to enter his/her LDMS Login ID & Password for mapping with SSO ID. This is one time activity, thereafter, in subsequent sessions upon entering SSO ID & selecting LDMS portal, the user will automatically come to his/her respective screen in LDMS portal.

- **If No**, then click on ‘No’ radio button

The user will be asked to update his/her profile by updating the following details:-

1. District
2. House No./Plot No.
3. Street/Locality
4. Village/Town/City
5. Pincode

After submitting the form, user will automatically come to his/her respective screen in LDMS portal.

2. Rajasthan Shops and Commercial Establishment Act, 1958

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Rajasthan Shops and Commercial Establishments Act, 1958”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Renewal: Application Procedure

Step 1	After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.
Step 2	Select name of the Act from the “Select Acts” combo.
Step 3	<p><u>Scenario 1: Registration Number exists in the LDMS System</u></p> <ol style="list-style-type: none">1. Enter “Registration Number” in the Text box and click “Search” button. OR Select district, enter establishment registration date in “Establishment date” from Date Picker control & Click on “Search” button.2. Select the appropriate result by clicking on Radio button in front of the record.3. Click on “Submit” button.4. Renewal Form with existing data appears.5. Furnish the required information and the documents.6. At the bottom of the page, user is required to fill “Renewal Details”.<ol style="list-style-type: none">a. Select number of years, for which renewal is requiredb. Select Year in “License Expiry Date”c. Number of Employees (At present)d. Registration Certificate of the Establishment to be uploadede. Scanned copy of Form V (Filled) <p><u>Scenario 2: Registration Number doesn't exist in the LDMS System</u></p> <ol style="list-style-type: none">1. Enter “Registration Number” in the Text box and click “Search” Button.2. Since there is no corresponding “Registration Number” in the LDMS Database, the search result comes empty with a message “Your record not found in our system, Please click on 'Submit' to enter your information”3. A “Submit” button starts appearing next to “Search” Button.4. Now, select name of the Act and click on the “Submit” Button.5. A new form appears. User may enter the required fields, upload the requisite documents and in the end enters the Renewal details.

Step 4	Submit the form by clicking on “Submit” button. LDMS application number/Acknowledgement will be generated. Keep it safe it might be used later for retrieving information.
Step 5	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 6	After paying the renewal fees, applicant can download the renewed certificate

Approval Procedure for Registration/Renewal (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Documents to be attached/uploaded-

- Passport Size Photograph of Employer
- Photo of shop along with owner
- List of Management Employees (.xls format)
- Rates of Wages (.xls format)
- Details of Employees working in Establishment (.xls format)
- Employee Weekly Holidays(.xls format)
- Address proof of Establishment [Copy of shop's rent agreement (if on rent) or Shop's ownership document proof (if owner of shop)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)

Note: In case of renewal, attach/upload only such documents which are not available in the registration record

Timeline for Application Disposal

Registration	30 days from the date of submission of complete application alongwith documents. (Mandate at http://labour.rajasthan.gov.in/Notification.aspx , Item No 24-> Timelines for Application Registration/Renewal dated 23/05/2016)
Renewal	15 days from the date of submission of complete application alongwith documents. (Mandate at http://labour.rajasthan.gov.in/Notification.aspx , Item No 24-> Timelines for Application Registration/Renewal dated 23/05/2016)

Tracking of Registration/Renewal Application

User may check the current status of the application on the home page in the listed applications. User may also search the application status by entering the Application Number in the text box given on the top of the page and by clicking “Search” button. Upon clicking the Application Number link, details of filled data in non-editable form will appear. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details.

Notification/Intimation related to Registration/Renewal

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Rajasthan Shops and Commercial Establishment Act, 1958

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Rajasthan Shops and Commercial Establishment Act, 1958

Max. Employee	No. Of Year	Registration Fees (In Rs.)	Registration Penalty	Renewal Penalty
No Employee	1	125	After 30 days of due Registration date, Full fees of first year + 50% additional fee shall be deposited for delay of every Quarter Maximum Penalty (Registration fees of 1 year) X 10	50% additional fee shall be deposited for delay of every Quarter Maximum Penalty (Registration fees of 1 year) X 10
1-2	1	300		
3-5	1	500		
6-10	1	750		
11-20	1	1250		
21-50	1	3125		
51-100	1	5625		
101 and above	1	18750		
NO Employee	3	250		
1-2	3	600		
3-5	3	1000		
6-10	3	1500		
11-20	3	2500		
21-50	3	6250		
51-100	3	11250		
101 and above	3	37500		
NO Employee	5	375		
1-2	5	900		
3-5	5	1500		
6-10	5	2250		
11-20	5	3750		
21-50	5	9375		
51-100	5	16875		
101 and above	5	56250		

Other	Fees	Meaning
Amendment	50/-	Change in number of employee.

3. Motor Transport Workers Act

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Motor Transport Workers Act, 1961”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Renewal: Application Procedure

Step 1	After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.
Step 2	Select name of the Act from the “Select Acts” combo.
Step 3	<p><u>Scenario 1: Registration Number exists in the LDMS System</u></p> <ol style="list-style-type: none"> 7. Enter “Registration Number” in the Text box and click “Search” button. OR Select district, enter establishment registration date in “Establishment date” from Date Picker control & Click on “Search” button 8. Select the appropriate result by clicking on Radio button in front of the record. 9. Click on “Submit” button 10. Renewal Form with existing data appears. 11. Furnish the required information and the documents. 12. At the bottom of the page, user is required to fill “Renewal Details”. <ol style="list-style-type: none"> a. Select appropriate number of years, for which renewal is required b. Year in “License Expiry Date” c. Number of Employees (At present) d. Registration Certificate of the Establishment to be uploaded e. Scanned copy of Form V (Filled) <p><u>Scenario 2: Registration Number doesn’t exist in the LDMS System</u></p> <ol style="list-style-type: none"> 6. Enter “Registration Number” in the Text box and click “Search” Button. 7. Since there is no corresponding “Registration Number” in the LDMS Database, the search result comes empty with a message “Your record not found in our system, Please click on 'Submit' to enter your information” 8. A “Submit” button starts appearing next to “Search” Button. 9. Now, select name of the Act and click on the “Submit” Button. 10. A new form appears. User may enter the required fields, upload the requisite documents and in the end enter the Renewal details.

Step 4	Submit the form by clicking on “Submit” button. LDMS application number/Acknowledgement will be generated. Keep it safe it might be used later for retrieving information.
Step 5	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 6	After paying the renewal fees, citizen can download the renewed certificate

Approval Procedure for Registration/Renewal (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/ uploaded-

- Passport Size Photo of Employer
- Photo of Establishment
- Address proof of Establishment[Copy of shop's rent agreement (if on rent) or Shop's ownership document proof (if owner of the establishment)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Scanned Signature

Note: In case of renewal, attach/upload only such documents which are not available in the registration record

Timeline for Application Disposal

Registration	15 days from the date of submission of complete application alongwith documents.
Renewal	15 days from the date of submission of complete application alongwith documents.

Tracking of Registration/Renewal Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration/Renewal

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Motor Transport Workers Act

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Motor Transport Workers Act

FEE FOR NEW REGISTRATION			
Year	Max. Employee	Registration Fees (In Rs.Rs.)	Late Fees
1	0-5	100	25% Late Fees for Renewal after 31th Oct.
	6-25	500	
	26-50	1000	
	51-100	2000	
	100-250	5000	
	251-500	10000	
	501-750	15000	
	751-1000	20000	
	1001-1500	30000	
	1501 or more	After 1500 Employees Rs. 2000 per 100 Employees + Rs. 30000	

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

4. Beedi and Cigar Workers Act

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Beedi and Cigar Workers Act”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Renewal: Application Procedure

Step 1	After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.
Step 2	Select name of the Act from the “Select Acts” combo.
Step 3	<p><u>Scenario 1: Registration Number exists in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” button. OR Select district, enter establishment registration date in “Establishment date” from Date Picker control & Click on “Search” button 2. Select the appropriate result by clicking on Radio button in front of the record. 3. Click on “Submit” button 4. Renewal Form with existing data appears. 5. Furnish the required information and the documents. 6. At the bottom of the page, user is required to fill “Renewal Details”. <ol style="list-style-type: none"> a. Select appropriate number of years, for which renewal is required b. Year in “License Expiry Date” c. Number of Employees (At present) d. Registration Certificate of the Establishment to be uploaded e. Scanned copy of Form V (Filled) <p><u>Scenario 2: Registration Number doesn't exist in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” Button. 2. Since there is no corresponding “Registration Number” in the LDMS Database, the search result comes empty with a message “Your record not found in our system, Please click on 'Submit' to enter your information” 3. A “Submit” button starts appearing next to “Search” Button. 4. Now, select name of the Act and click on the “Submit” Button. 5. A new form appears. User may enter the required fields, upload the requisite documents and in the end enter the Renewal details.
Step 4	Submit the form by clicking on “Submit” button. LDMS application number/Acknowledgement will be generated. Keep it safe it might be used later for

	retrieving information.
Step 5	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 6	After paying the renewal fees, citizen can download the renewed certificate

Approval Procedure for Registration/Renewal (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/uploaded-

- Financial Resources of the Employer
- Plans for Premises
- Passport Size Photo of the Employer
- Photo of shop
- Address proof of Establishment[Copy of shop's rent agreement (if on rent) or Establishment’s ownership document proof (if owner of establishment)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Scanned copy of Signature

Note: In case of renewal, attach/upload only such documents which are not available in the registration record

Timeline for Application Disposal

Registration	10 days from the date of submission of complete application alongwith documents.
Renewal	10 days from the date of submission of complete application alongwith documents.

Tracking of Registration/Renewal Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration/Renewal

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Beedi and Cigar Workers Act

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Beedi and Cigar Workers Act

Year	Min. Employees	Max. Employees	Registration fees (In Rs.Rs.)
1	1	More than 1	1000

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

5. Inter-State Migrant Workmen Act (Contractor)

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “The Inter-State Migrant Workmen (RE & CS) Act, 1979 (Contractor)”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Renewal: Application Procedure

Step 1	After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.
Step 2	Select name of the Act from the “Select Acts” combo.
Step 3	<p><u>Scenario 1: Registration Number exists in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” button. OR Select district, enter establishment registration date in “Establishment date” from Date Picker control & Click on “Search” button 2. Select the appropriate result by clicking on Radio button in front of the record. 3. Click on “Submit” button 4. Renewal Form with existing data appears. 5. Furnish the required information and the documents. 6. At the bottom of the page, user is required to fill “Renewal Details”. <ol style="list-style-type: none"> a. Select appropriate number of years, for which renewal is required b. Year in “License Expiry Date” c. Number of Employees (At present) d. Registration Certificate of the Establishment to be uploaded e. Scanned copy of Form V (Filled) <p><u>Scenario 2: Registration Number doesn’t exist in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” Button. 2. Since there is no corresponding “Registration Number” in the LDMS Database, the search result comes empty with a message “Your record not found in our system, Please click on 'Submit' to enter your information” 3. A “Submit” button starts appearing next to “Search” Button. 4. Now, select name of the Act and click on the “Submit” Button. 5. A new form appears. User may enter the required fields, upload the requisite documents and in the end enter the Renewal details.
Step 4	Submit the form by clicking on “Submit” button. LDMS application

	number/Acknowledgement will be generated. Keep it safe it might be used later for retrieving information.
Step 5	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 6	After paying the renewal fees, citizen can download the renewed certificate

Approval Procedure for Registration/Renewal (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/uploaded-

- Certificate issued by Principal Employer in Form V
- Passport Size Photo of Employer
- Photo of shop
- Address proof of Establishment[Copy of shop's rent agreement (if on rent) or Establishment's ownership document proof (if owner of establishment)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Scanned copy of Employer's Signature

Note: In case of renewal, attach/upload only such documents which are not available in the registration record

Timeline for Application Disposal

Registration	15 days from the date of submission of complete application alongwith documents.
Renewal	15 days from the date of submission of complete application alongwith documents.

Tracking of Registration/Renewal Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration/Renewal

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Inter-State Migrant Workmen (Contractor) Act

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Inter-State Migrant Workmen Act (Contractor)

Year	Min. Employees	Max. Employees	Registration fee (In Rs.)
1	1	More than 1	1000

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

6. The Inter-State Migrant Workmen Act (Principal Employer)

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “The Inter-State Migrant Workmen (RE & CS) Act, 1979 (Principal Employer)”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Approval Procedure for Registration (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/ uploaded-

- Address proof of Establishment [Copy of Establishment’s rent agreement (if on rent) or Establishment’s ownership document proof (if owner of establishment)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)

- Scanned Signature of Applicant

Timeline for Application Disposal

Registration	30 days from the date of submission of complete application alongwith documents.
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Tracking of Registration Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Inter-State Migrant Workmen Act (Principal Employer)

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Inter-State Migrant Workmen Act (Principal Employer)

Year	Min. Employees	Max. Employees	Registration fee (In Rs.)
1	1	More than 1	1000

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

7. The Contract Labour Act (Contractor)

License: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “The Contract Labour (Regulation and Abolition) Act, 1970 (Contractor)”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Renewal: Application Procedure

Step 1	After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.
Step 2	Select name of the Act from the “Select Acts” combo.
Step 3	<p><u>Scenario 1: Registration Number exists in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” button. OR Select district, enter establishment registration date in “Establishment date” from Date Picker control & Click on “Search” button 2. Select the appropriate result by clicking on Radio button in front of the record. 3. Click on “Submit” button 4. Renewal Form with existing data appears. 5. Furnish the required information and the documents. 6. At the bottom of the page, user is required to fill “Renewal Details”. <ol style="list-style-type: none"> a. Select appropriate number of years, for which renewal is required b. Year in “License Expiry Date” c. Number of Employees (At present) d. Registration Certificate of the Establishment to be uploaded e. Scanned copy of Form V (Filled) <p><u>Scenario 2: Registration Number doesn't exist in the LDMS System</u></p> <ol style="list-style-type: none"> 1. Enter “Registration Number” in the Text box and click “Search” Button. 2. Since there is no corresponding “Registration Number” in the LDMS Database, the search result comes empty with a message “Your record not found in our system, Please click on 'Submit' to enter your information” 3. A “Submit” button starts appearing next to “Search” Button. 4. Now, select name of the Act and click on the “Submit” Button. 5. A new form appears. User may enter the required fields, upload the requisite documents and in the end enter the Renewal details.

Step 4	Submit the form by clicking on “Submit” button. LDMS application number/Acknowledgement will be generated. Keep it safe it might be used later for retrieving information.
Step 5	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 6	After paying the renewal fees, citizen can download the renewed certificate

Approval Procedure for Registration/Renewal (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none"> ○ The competent authority will seek clarification from the applicant. ○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section. ○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/ uploaded-

- Certificate issued by the Principal Employer in Form V
- Address proof of Establishment[Copy of Establishment’s rent agreement (if on rent) or Establishment’s ownership document proof (if owner of establishment)]
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Scanned Signature with Scanned Declaration Form

Note: In case of renewal, attach/upload only such documents which are not available in the registration record

Timeline for Application Disposal

License	15 days from the date of submission of complete application alongwith documents. (Mandate at http://labour.rajasthan.gov.in/Notification.aspx , Item No 24-> Timelines for Application Registration/Renewal dated 23/05/2016)
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Renewal	15 days from the date of submission of complete application alongwith documents. [Mandate at http://labour.rajasthan.gov.in/ActsAndRules.aspx , Item No 21-> The Rajasthan Contract Labour (Regulation and Abolition) Rule, 1971, Section 29 (2)]
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Tracking of License /Renewal Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration/Renewal

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Contract Labour Act (Contractor)

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure Of The Contract Labour Act (Contractor)

Year	Min. Employees	Max. Employees	Registration fees (In Rs.)	Security Amount
1	50		60	Rs. 150 per person
1	51	100	125	

1	101	200	250	Rs. 25 per person (co-operative society)
1	201	400	500	
1	401	And above	625	

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

8. The Contract Labour Act (Principal Employer)

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “The Contract Labour (Regulation and Abolition) Act, 1970 (Principal Employer)”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Approval Procedure for Registration (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none">○ The competent authority will seek clarification from the applicant.○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section.○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be uploaded-

- Address proof of establishment [Copy of Establishment’s rent agreement (if on rent) or Establishment’s ownership document proof (if owner of establishment)]
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Scanned Signature and Stamp

Timeline for Application Disposal

Registration	30 days from the date of submission of complete application alongwith documents. (Mandate at http://labour.rajasthan.gov.in/Notification.aspx , Item No 24-> Timelines for Application Registration/Renewal dated 23/05/2016)
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Tracking of Registration Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Contract Labour Act (Principal Employer)

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Contract Labour Act (Principal Employer)

Year	Min. Employees	Max. Employees	Registration fees (In Rs.)
1	50		250
1	51	100	500
1	101	200	1000

1	201	400	2000
1	401	And above	2500

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

9. Trade Unions Act

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Trade Unions Act, 1926”.
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Approval Procedure for Registration (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none">○ The competent authority will seek clarification from the applicant.○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section.○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/uploaded-

- The particulars required under Sec5(1)(c) of the Indian Trade Unions Act, 1926(given in the schedule I)
- The particulars given in the schedule i.e. show the provision made in rules for the matters detailed under sec 6 of the Indian Trade Unions Act, 1926
- The particulars required under Sec5(2) of the Indian Trade Unions Act, 1926 (given in schedule II)

- Undertaking
- Scanned Signature
- Resolution of General Meeting/Letter of Authority
- Address proof of establishment [Copy of Establishment's rent agreement (if on rent) or Shop's ownership document proof (if owner of establishment)]
- Affidavit (Declaration Form)
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)

Timeline for Application Disposal

Registration	15 days from the date of submission of complete application alongwith documents.
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Tracking of Registration Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking "Search" Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of "Audit Trail" which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Trade Unionss Act

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure of Trade Unions Act

Year	Min. Employees	Max. Employees	Registration fee (In Rs.)
1	1	More than 1	100

Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

10. Building & Other Construction Workers' Act

Registration: Application Procedure

Step 1	After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Building And Other Construction Workers' (RE & CS) Act, 1996”
Step 2	Application Form will appear in the right pane, fill the form and attach required documents (Refer below mentioned Document Checklist)
Step 3	After completing the above process, submit the form by clicking the “Submit” button, LDMS application number/Acknowledgement will be generated. Keep it safe it might be required later for retrieving information.
Step 4	If application and attached documents are found OK, message for payment of prescribed fees will be sent on your registered mobile number and Email
Step 5	After payment of prescribed fees, the applicant can download his registration certificate online.

Approval Procedure for Registration (By Department)

Step 1	The competent Authority in department shall check the application and the documents submitted.
Step 2	If the application is complete, the concerned authority shall approve it and the user/applicant shall be instructed to pay the fees.
Step 3	If the application is not found complete or any document is not legible or not fulfilling the criterion of required document <ul style="list-style-type: none">○ The competent authority will seek clarification from the applicant.○ Applicant shall be intimated about the same through Email/SMS and the clarifications sought shall become visible in the web interface under the “Audit Trail” section.○ Applicant shall suffice the shortfalls/required information and submit the application.
Step 4	User shall login into the system, check the application & click on the “Make Payment” Button. Payment can be done with the help of services rendered by e-mitra or bank gateway.
Step 5	After payment, competent authority will upload the signed certificate on the system, which can be downloaded by the applicant.

Document Checklist

Important Documents to be attached/uploaded-

- Address proof of establishment[Copy of establishment’s rent agreement (if on rent) or establishment’s ownership document proof (if owner of establishment)]
- Declaration Form
- Photo ID (PAN Card, Driving License, Aadhar Card, Passport)
- Form No 1

Timeline for Application Disposal

Registration	15 days from the date of submission of complete application alongwith documents. (Mandate at http://labour.rajasthan.gov.in/Notification.aspx , Item No 24-> Timelines for Application Registration/Renewal dated 23/05/2016)
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Tracking of Registration Application

User may check the current status of his/her application on the home page of his/her login in the listed applications. User may also search the application status by keying in the Application Number in the text box given on the top of the page (under the links) & by clicking “Search” Button. Upon clicking the Application Number link, the user will be shown the details of filled data in non-editable form. Down under, there is a table of “Audit Trail” which displays the reverse chronological list of actions alongwith details (who, when & what).

Notification/Intimation related to Registration

User shall be intimated about the action taken by the department/ Software, periodically, through SMS alerts and emails. User may also check the status online on the web portal any time, anywhere.

Rules and Regulations for Building And Other Construction Workers (RE & CS) Act

- Applicants shall be solely liable for correctness and genuineness of information/uploaded documents in the registration form under the Act.
- Applicants are advised to check the detailed guidelines and rules before submitting their application as fees once submitted will not be refunded.
- During amendment if the maximum number of employees changes, registration fee will be taken accordingly in addition to amendment fee.
- During amendment employer information can be changed only in case of death of current employer or in case the establishment is sold by the employer.
- No misuse of Act is acceptable. In case of such issue, it will be treated as crime and punishable under law.
- Rajasthan Labour department reserves the right to cancel the registration if the details found at any subsequent stage appear to be fraud.
- These terms and conditions shall be governed by and constituted in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of Rajasthan.

Fee Structure Building And Construction Workers’ Act

Year	Min. Employees	Max. Employees	Registration fees (In Rs.)
1	0	100	200
1	101	500	1000

1	501	And above	2000
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Other	Registration Fees (In Rs.)	Meaning
Amendment	50/-	Change in number of employee.

Registration/Renewal Application Disposal Workflow by the Department

