

USER MANUAL SERVICE –

License/ Renewals for
contractors under provision
of The Contracts Labour
(Regulation and Abolition)
Act, 1970

User Manual
Government of Rajasthan
Labour Department
ScreenShot Tutorial

Application Procedure for Registration under all Labour Acts

(Procedure is illustrated for Registration/Licence for Rajasthan Shops & Commercial Establishment Act, 1958 only. For Registrations/Licences for Contractors & Principal Employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 , Registration of establishment under the Inter State Migrant workmen(RE&CS) Act, 1979 & their Renewals, the procedure is same)

Registration Procedure

1. Register on website - <https://sso.rajasthan.gov.in> (refer Fig. 1)

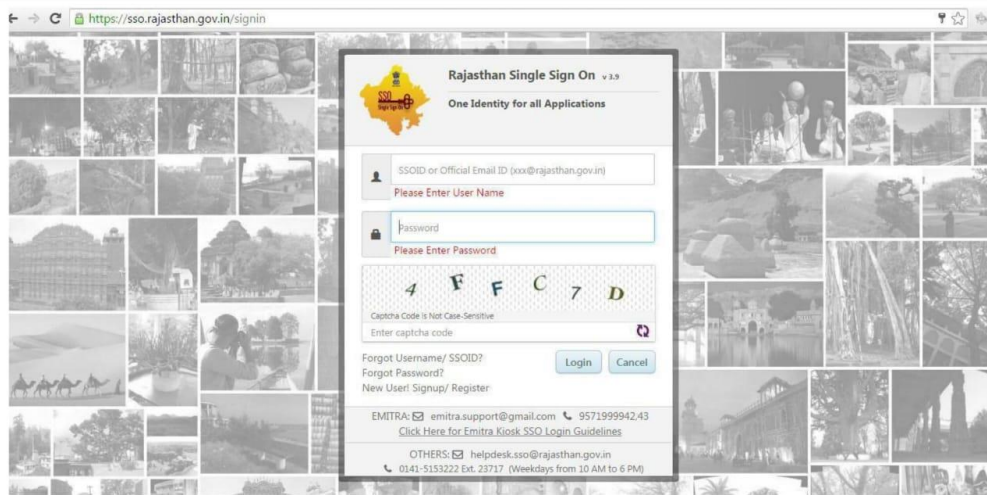


Fig. 1

2. After login, click on LDMS icon for landing to Labour Department Management System (LDMS) (refer Fig. 2)

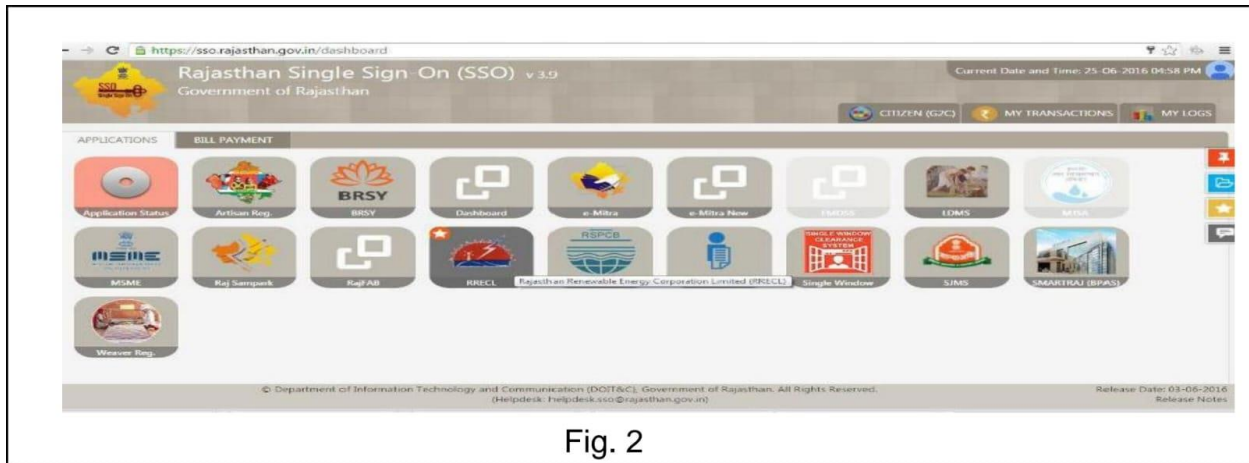


Fig. 2

3. After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)”. (refer fig. 3)

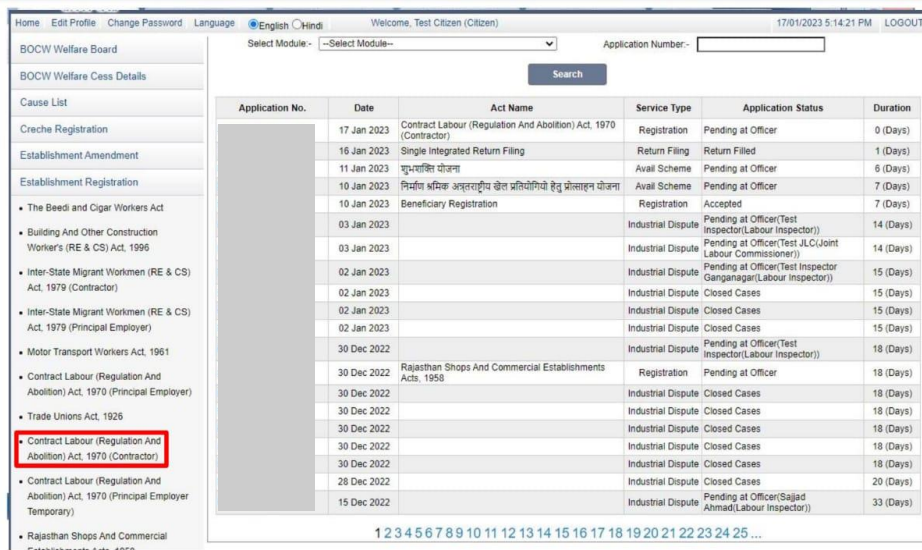


Fig. 3

4. Form will appear in the right pane, fill the form and attach required documents (refer fig.4)

Government of Rajasthan
Department of Labour

Home Edit Profile Change Password Language English_C_Hindi Welcome, Test Citizen (Citizen) 17/01/2023 5:15:51 PM LOGOUT

Guidelines to fill the form

- Fields marked in (*) is mandatory
- Documents to be attached: Photo ID proof of the owner, Address proof of the owner and Scanned signature of the owner.
- Attach the certificate issued by the Principal Employer in Form V (Field No. 28 respectively)

Form IV (See Rule 21(1))
Application for License Under
Contract Labour (Regulation and Abolition) Act, 1970

A. Business Registration Number [Generate Business Registration Number](#)

1. Name of the Contractor * 2. In case of individual, mention father's name / husband's name *

Address of the Contractor

State * 4. Street *

3. Plot No. * 5. City * 6. District *

Particulars of establishment where contract labor is to be employed

7. Name of the Establishment *

Address of the establishment where contract labour is to be employed

8. Plot No. * 9. Street *

10. City * 11. District *

12. Number and date of certificate of registration of the establishment under this act *

13. Name of the Principal Employer *

14. Permanent Address same as above Yes

Permanent address of the Principal Employer

15. Plot No. * 16. Street *

Fig. 4

- Submit the Form and LDMS application number will be generated. Keep it safe because it might be required later for retrieving\tracking the application status. (refer fig. 5 & 6)

24. Whether the contractor was convicted of any offense within the preceding five years(if so give details) Yes No

25. Whether there was any order against the contractor revoking or suspending license or forfeiting security deposit in respect of an earlier contract, if so the date of such order Yes No

26. Whether the contractor has worked in any other establishment within the past 5 years, if so give details of the principal employer establishment and nature of work Yes No

27. Estimated value of the contract work *

28. Please enclose the certificate issued by the Principal Employer in Form V * No file chosen *
[Download Format](#)

Attach Supporting Documents (Max. Size - 450KB)

29. Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport) * No file chosen *
[Download Declaration Form Format](#)

30. Address Proof of the Establishment * No file chosen *
[Download Declaration Form Format](#)

31. Scanned Signature with scanned Declaration Form Format No file chosen *
[Download Declaration Form Format](#)

32. Name of Applicant

33. Mobile Number (Only 10 Digits)

34. Email

Check the checkbox if you have contract for more than one district.

It belong to Multiple District.

Labour Office Detail

Labour Office

Check for Co-operative Society.(Check the checkbox if you are co-operative society.)

Is Co-operative Society.

Declaration

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Prove you're not a robot

Nodal Officer: Sh. P.P. Sharma (Additional Labour Commissioner (RI))
Phone: 0141-2450793
Email: labourdotsoport@rajasthanidotgovdotin

Fig. 5

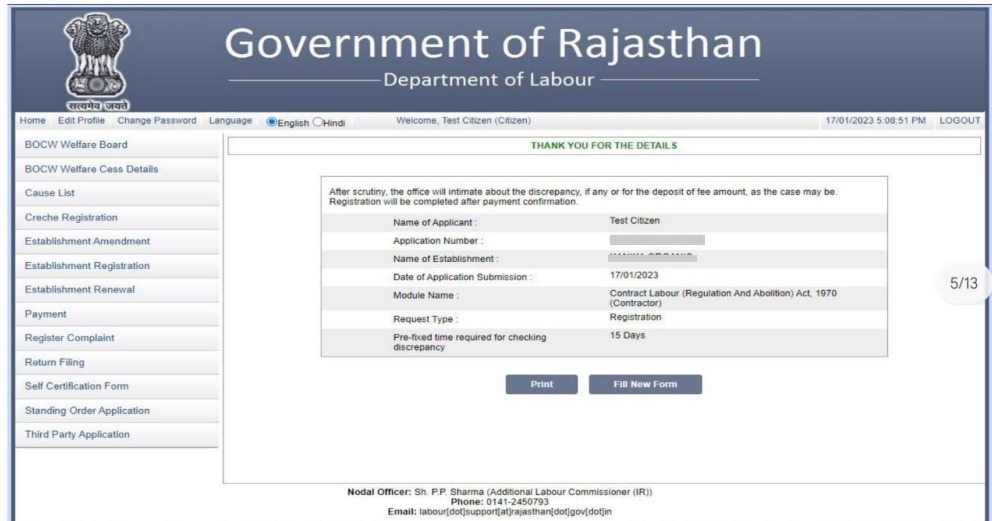


Fig. 6

6. At the Department level, new registration application will be automatically assigned to concerned officer.

7. Concerned officer logs in to the system and views the application on his home screen as shown highlighted below: (refer fig. 7)

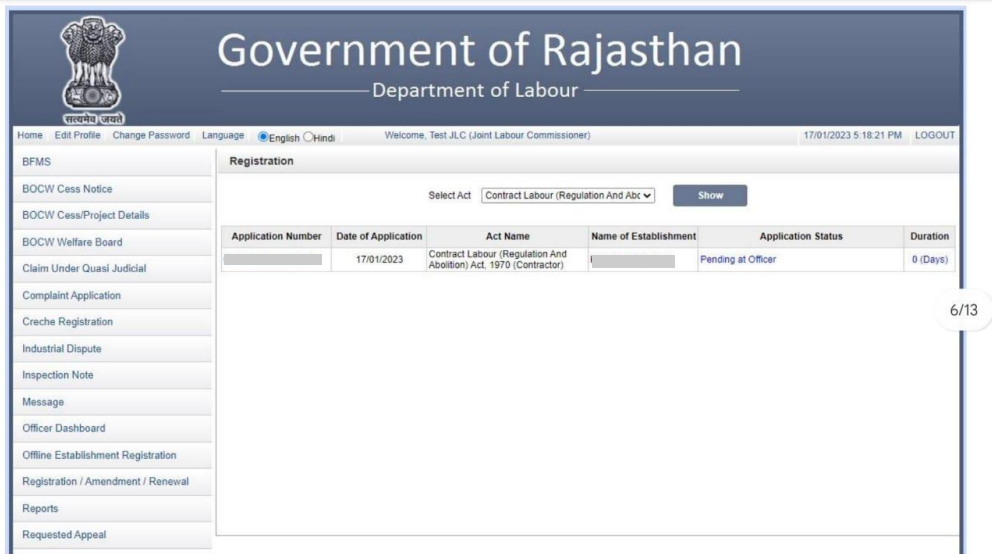


Fig. 7

8. Upon clicking the application number following screen appears. If the officer finds everything all right, he can click "Payment" button for further processing. (refer fig. 8)



Government of Rajasthan

Department of Labour

Home Edit Profile Change Password Language English Hindi Welcome, Test JLC (Joint Labour Commissioner) 17/01/2023 5:19:28 PM LOGOUT

- BFMS
- BOCW Cess Notice
- BOCW Cess/Project Details
- BOCW Welfare Board
- Claim Under Quasi Judicial
- Complaint Application
- Creche Registration
- Industrial Dispute
- Inspection Note
- Message
- Officer Dashboard
- Offline Establishment Registration
- Registration / Amendment / Renewal
- Reports
- Requested Appeal
- Return Filed Application

Registration

Form IV (See Rule 21(1))
Application for License Under
Application for license under The Contract Labour (Regulation and Abolition) Act, 1970

Registration No: []

Basic Details

1. Name of the Contractor * [] 2. In case of individual, mention father's name / husband's name * [Father Name]

Address of the Contractor

State * [Rajasthan] 3. Plot No. * [] 4. Street * [Street]

5. City * [City] 6. District * [Jaipur]

Particulars of establishment where contract labor is to be employed

7. Name of the Establishment * [Name of the Establishment]

Address of the establishment where contract labour is to be employed

8. Plot No. * [] 9. Street * [Street]

10. City * [City] 11. District * [Jaipur]

12. Number and date of certificate of registration of the establishment under this act * [20] [01/01/2023]

13. Name of the Principal Employer * [Name of the Principal Employer]

14. Permanent Address same as above [] 32. Other Clarification []

33. Name of Applicant []

34. Mobile Number (Only 10 Digits) []

35. Email []

36. Business Registration Number []

Labour Office Detail

Labour Office [Jaipur]

Check the checkbox if you have contract for more than one district.

Is belong to Multiple District.

Check for Co-operative Society.(Check the checkbox if you are co-operative society.)

Is Co-operative Society.

Declaration

I herby declare that the particulars given above are true to the best of my knowledge and belief.

[Back] [Clarification] [Payment] [Reject]

[Search For Existing Records]

Audit Trail

User Name	Action	Details	Date & Time
Test Citizen	Application Submitted		17 Jan 2023 17:08:50 (0 day)

Nodal Officer: Sh. P.P. Sharma (Additional Labour Commissioner (IR))
Phone: 0141-2450793
Email: labour[dot]support[at]rajasthan[dot]gov[dot]in

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Fig. 8

9. If submitted application and attached documents are correct, you'll immediately receive the SMS/e-mail on your registered mobile number and registered email account for e-payment of prescribed fees. User can also see the fee detail in the audit trail after clicking on the application number on his dashboard. The User can make e-payment by clicking on "Make payment" button as shown on the Fig. Below (refer fig. 9)

In the Audit trail request is also reflected with time stamp.

Here is payment request from the department and citizen can click here to make payment

User Name	Action	Detail	Date & Time
	Form Reviewed, Sent back to citizen for making payment.	Amount due: Rs. 1000.00	20 Aug 2015 09:44:20 (8 day)
	Compliance made for the required clarifications Form pending with Pramed Kumar Gupta (Labour Inspector)		20 Aug 2015 09:41:57 (78 days)
	Application sent back to citizen for clarification compliance	Photo, IC Address Proof, Affidavit, Copy of rent / ownership, Signature, Photo of Owner, Photo of Establishment	02 Jun 2015 15:28:24 (50 days)
	Application marked to Pramed Kumar Gupta (Labour Inspector)		13 Apr 2015 10:14:43 (7 days)
	Your Application		06 Apr 2015 16:12:24 (8 day)

Fig. 9

1 for license for Contractor under The Contract Labour (Regulation and A

2 In case of individual mention father's

Make Payment

Registration No.

Amount

Payment Mode Online

Payment

Cancel

where c

N

where

14

City

17. District

registration of the establishment under this act *

Fig. 10

10. The authority receives the complete, as shown in figure below, for acceptance

Check the checkbox if you have contract for more than one district.

Is belong to Multiple District.

Check for Co-operative Society.(Check the checkbox if you are co-operative society.)

Is Co-operative Society.

Declaration

I herby declare that the particulars given above are true to the best of my knowledge and belief.

Audit Trail			
User Name	Action	Details	Date & Time
Test Citizen	Payment Done		17 Jan 2023 17:33:34 (0 day)
Test Citizen	Copy of security challan is successfully uploaded.		17 Jan 2023 17:27:05 (0 day)
Officer	Payment Required	Amount Rs. 3375.00	17 Jan 2023 17:25:16 (0 day)
Test Citizen	Compliance Done		17 Jan 2023 17:23:10 (0 day)
Officer	Clarification Required	Signature, Other Clarification Reason - Comment	17 Jan 2023 17:21:31 (0 day)
Test Citizen	Application Submitted		17 Jan 2023 17:08:50 (0 day)

Nodal Officer: Sh. P.P. Sharma (Additional Labour Commissioner (R))
 Phone: 0141-2450793
 Email: labour[dot]support[at]rajasthan[dot]gov[dot]in

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Fig. 11

11. The authority receives aadhar OTP for validation/ e-sign certificate generation as shown in figure below.



Fig. 12

10. After paying the prescribed fees online, the applicant can download his Registration Certificate online, as shown below. (refer fig.13)



Government of Rajasthan

Department of Labour

Home | Welcome, ashish.punia (Citizen) | 25/06/2016 4:58:29 PM | Back To 550 | LOGOUT

- BOCW Welfare Board
- BOCW Welfare Cess Details
- Cause List
- Establishment Registration
- Establishment Renewal
- Register Complaint
- Return Filing
- Self Certification Form
- Standing Order Application

Form 1 (Sec Rule 3)

Application for registration under The Shops and Commercial Establishments Act, 1958

Part I

1. Name of Establishment *

Postal Address of Establishment

2. Plot No. * 3. Street *

4. Area * 5. City *

6. District *

Establishment Details

7. Name of Owner * 8. Father's Name/Husband's Name *

9. Name of Manager (if any) 10. Category of Establishment *

11. Date of starting the Shop / Establishment *

12. Nature of Business *

13(A). Please affix your photograph here (Scanned photograph to be browsed and affixed) *

13(B). Please Affix your Establishment Photograph along with employer here (Scanned Photograph To Be Browsed and affixed) *

Part II

14. Total no. of employees employed in Shop / Establishment Male Female Child Total

15. Whether any family member working in the establishment Yes No

16. Names of persons occupying position of management or employees engaged in confidential capacity [Details Of Persons](#)

17. Rates of wages [Details Of Rates of wages](#)

18. Details of employees working in the establishment [Details Of Employees](#)

Form 7

19. Name of Place * 20. Please mention the weekly off day *

Form 15

21. Employee Weekly Holidays [Details Of Employee weekly holidays](#)

Attach Supporting Documents (Max Size : 450KB)

22. Photo ID (For e.g. PAN Card, Driving License, Aadhar Card, Passport) * [View PhotoID](#)

23. Declaration Form * [View Declaration Form](#)

24. Address Proof of the Establishment * [View Address Proof](#)

25. Copy of Rent / Ownership * [View Copy of Rent](#)

26. Attach Form No. 1 [View Form No. 1](#)

27. Name of Applicant *

28. Mobile Number (Only 10 Digits) *

29. Registration Period *

Labour Office Detail

Labour Office

31. View Chaton [Download Chaton](#)

Payment Detail

Mode Of Payment

30. Receipt No. 33. Amount

34. Date 35. Bank Name

[Back](#) [Download Certificate](#) [Amend Data](#)

Audit Trail

User Name	Action	Detail	Date & Time
	Payment done for Registration and Application Accepted	Payment has been successfully made using Online Service and Application Accepted	24 Jun 2016 16:00:40 (0 day)
	Form Reviewed, Sent back to citizen for making payment	Amount due: Rs. 750	24 Jun 2016 17:58:16 (0 day)
	Application marked to Gopal Lal Meena, Labour Inspector.		24 Jun 2016 17:49:11 (0 day)
	New Application		24 Jun 2016 17:21:04 (0 day)

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Fig. 13

11. Certificate that will be downloaded from LDMS shall be as shown below. (refer fig. 14)

Government of Rajasthan Department of Labour LICENSE Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)	
License No. :- CLC/2021/2/ [REDACTED]	License Fees (Rs.) :- 156.25
Name of Contractor :- [REDACTED]	
Name of Establishment :- [REDACTED]	
Address of Contractor :- [REDACTED]	
Total Number of employees employed :- 60	
Date of Commencement :- 01/01/2021	
Validity of License :- 31/12/2022	
To M/s [REDACTED] grant License under Contract Labour (Regulation And Abolition) Act, 1970 (Contractor) Section 12(2) on 06 February 2022.	
Seal	Licensing Officer Contract Labour (Regulation and Abolition) Act, 1970 (Contractor), Rajasthan

Fig. 14

12. Validity of this Certificate can be verified from <http://labour.rajasthan.gov.in/> (refer fig. 15 & 16)

Fig. 15

Act Name:	The Contract Labour (Regulation and Abolition) Act, 1970 (Contractor)		
Registration No:	CLC/2021/2/ [REDACTED]	Application Date:	03/11/2021
Name:	[REDACTED]	Status:	Valid
Valid Upto:	31/12/2022	Download Certificate	
How to Validate Signature			
<input type="button" value="Close"/>			

Fig. 16

NOTE: If there is no action on the application by the concerned approval authority for 45 days (since the application time), the application shall be deemed fit for auto-approval by the system. The “approved” status of the application shall be reflected in the audit trail as well. (Refer circular no. ,Q- 8¼1½ EODB-@ vkbZ-vkj-@Je@2020 ikVZ&1@28777 fnukad 27-10-2022) <https://labour.rajasthan.gov.in/Circulars.aspx> - Auto Approval circular of CLC BRAP 2022