

CHECK LIST – PRINCIPAL EMPLOYER**ANNEXURE - A**

Sr. No.		Particulars	Description	PDF Attachment
A	1	Name and Address of the P. E.		
	2	Website address		
	3	Name and address of the Proprietor/Director/Partners		
	4	Phone/Mobile Number and E- mail I. D. of establishment/person in-charge of contract work		
	5	Name and address of the place/site where the contract workers are to be employed		
	6	Phone/Mobile Number and E-mail ID of person in-charge of the site		
	7	Copy of Power of Attorney/Board resolution authorizing to act as P. E.		*
	8	Copy of MOA/AOA/Partnership Deed/Proprietor's I. D. Proof		*
	9	Nature of Work for which contract works are to be engaged/employed		
	10	Form "V" issued by P. E. to each contractor – Rule 21 (2)		*
	11	Notice of commencement/completion of contract work –Rule 21 (2)		*
	12	Application in Form I – Rule 17 (2)		*
	13	Agreement with each contractor along with rate & no. of worker for which contract has been give		*
	14	Letter of extension of contract period issued to contractors, in case of renewal of license		*
	15	Affidavit by P. E. regarding compliance of Rule 25 (2) (V) and that wages to contract worker are being paid		*
	16	Name and designation of the person authorized under Rule		*
	17	Challan of Registration Fees (G. A. R. -7)		*
	18	Registration Certificate No. under C L R A Act, 1970		*
	19	Registration Number/Certificate under the Companies Act, 1956		*
	20	Registration Number/ Certificate under the Delhi Shops & Establishment Act, 1954/Factories Act, 1948		*
	21	Copy of application for amendment		*
	22	Annual Return – Rule 82 (2)		*

DETAILS OF CONTRACTOR											
Sr. No.	Name & address of the contractor establishment	Name and address of the Prop./Partner/ Dir. Of the establishment	Website Address	Name & address of site where contract labour in to be employed	Nature of work of contract	Max. No. of workers proposed to be employed	Period of contract		Name & address of person in-charge of site/contract work	Date of payment of wages	Remarks
1											
2											
3											
4											

CHECK LIST

DOCUMENTS REQUIRED FOR GRANT OF FRESH REGISTRATION CERTIFICATE

SR. NO.	PARTICULARS
1	Application for registration of establishment employing contract Labour Form-1, [(Rule-17 (1))]
2	Copy of memorandum and Articles of Associates/ Partnership deed/ Proprietor's ID Prof.
3	Copy of Registration under the Delhi Shops & Estt. Act/Factories Act
4	Challan of Registration fee (FAR-7)
5	Notice of Commencement/completion of contract work Form-VI-B [Rule-81(3)]
6	Register of contractor-Form-XII [Rule (74)]
7	Copy of Agreement with each contractor
8	Copy of power of Attorney authorised by Resolution of the Board of signed by Partner/Proprietor.
9	Affidavit by the P.E. informing that they have not employed workers directly for the work they are have assigned to the contract workmen and if so. There is no violation of Rule 25(2) (v) of the Rules.
10	Certificate by Principal Employer Form-V (Rule (21)) issued to the contractors.
11	Reasons for delay in filing of application for registration, if any.
12	Website compliance

DOCUMENTS REQUIRED FOR AMENDMENT IN REGISTRATION CERTIFICATE

SR. NO.	PARTICULARS
1	Application for amendment duly signed by P. E.
2	Challan of Registration Fee (GAR-7) if there is increase in number of workmen.
3	Fresh Affidavits if there is any change in P.E.
4	Annual returns of Principal Employer to be sent to Registering Officer Form-XXV [Rule-82(2)]
5	Document to establish from the Bank that salary is transferred through ESC of cheque by each contractor, as per the order dated. 16.12.2014.
6	Copy of last month register of wages-cum-muster roll (Form-XVIII) alongwith certification under Rule 72 & 73 alongwith Bank Statement of all contractors, to establish that salary is paid through ECS/Cheque as per order dated. 16.12.2011.
7	Reason of delay in filing of application for amendment, if any.
11	Website Compliance