

LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI
GUIDELINES FOR
GRANT OF LICENCE UNDER CONTRACT LABOUR (REGULATION & ABOLITION) ACT
1970

Eligibility Criteria

- ✓ The applicant must be the citizen of India.
- ✓ The applicant must be a resident of the territorial jurisdiction of NCT of Delhi.

Mandatory Documents

- ✓ Application in (Form-IV) under the Contract Labour Act Rule 21(1)
- ✓ Form-V issued by Principal Employer [Rule 21(2)]
- ✓ Affidavit for legal compliance including condition of licence i.e Rule-25 of the rules.
- ✓ Self attested copy of registration of workmen employed by the contractor ,Rule 75, Form XIII
- ✓ Self-declaration as per the prescribed format.

Documents to be attached with the Application Form

1. Identity Proof of Applicant (Any One is mandatory) –

- Aadhaar Card
- Passport
- Ration Card with Photo
- Voter ID Card
- PAN Card
- Driving License
- Any Govt. recognized document

2. Present Address Proof of Applicant (Any One is mandatory) –

- Aadhaar Card
- Voter ID Card
- Driving License
- Passport
- Ration Card
- Rent Agreement (**Registered**)
- Bank Passbook
- Electricity Bill
- Water Bill
- Telephone Bill (**Landline or Post-paid**)
- Gas Bill
- Any Govt. recognized document

3. Permanent Address Proof of Applicant (Any One is mandatory) – Same as the List in Col 2 above.

4. Date of Birth Proof of Applicant (Any One is mandatory)

- Aadhaar Card (**Verified DoB**)
- Passport
- Nursing home/Hospital Report/Vaccination card
- Driving License
- SSC from recognized board by GoI
- CMO / Doctor Report
- Certificate from School signed by Principal on School Letter Head

5. One Passport size Coloured Photograph of the applicant (Size 5cm x 4.5cm Or 2"x1.75")

- Should include full face, front view and open eyes
- should be of full head from top of hair to shoulder
- should be in a plain white or off-white background
- shouldn't be shadows on the face or background
- should have a natural expression (closed mouth)
- should not include sunglasses or hats

Important Note

- ❖ Fee must be deposited by the applicant through online e-payment as per the schedule below:

Number of workers	Fees
20	Rs. 50
21-50	Rs. 150
51-100	Rs. 250
101-200	Rs. 450
201-400	Rs. 900
More than 400	Rs. 1,200

- Security deposit of Rs. 180/- per worker is also required to be paid except the case if the contractor is a Co-operative Society, the security is @Rs. 45/-