

LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI
GUIDELINES FOR
GRANT OF REGISTRATION CERTIFICATE OF ESTABLISHMENT EMPLOYING BUILDING
WORKERS UNDER BUILDING & OTHER CONSTRUCTION WORKERS(RE&CS)
ACT,1996

Eligibility Criteria

Applicant is eligible for Service if:

- ✓ He/She is Citizen of India
- ✓ He/She is Resident of Delhi

Documents to be attached with the Application Form

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

- Aadhar 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) –

- Aadhar 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 3 above.

4. 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

5. List of Documents required: -

- ✓ Copy of Power of attorney/authorization by the Resolution of Board (in favour of person filling the application)
- ✓ Self-Declaration for the service
- ✓ Applicable fee as per the schedule given *

Important Note

❖ Fee is Payable as per schedule specified below:

| S.No. | No. of Workers | Amount of Fee |
|-------|----------------|---------------|
| (a) | Upto 100 | Rs.100/- |
| (b) | 101-500 | Rs.500/- |
| (c) | More than 500 | Rs.1000/- |

*Facilitation charges for the service (if applicable) will be communicated as decided by the department from time to time.