

LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI
GUIDELINES FOR
GRANT OF REGISTRATION CERTIFICATE 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 I under Rule 17(1).
- ✓ Self attested copy of registration of contractors (Form –XII under rule 74)
- ✓ Self attested copy of Certificate by principal employer [Form-V under (Rule 21)] issued by the Contractors
- ✓ 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
- Voter ID Card
- Any Govt. recognized document
- Passport
- PAN Card
- Ration Card with Photo
- Driving License

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

- Aadhaar Card
- Passport
- Bank Passbook
- Telephone Bill (*Landline or Post-paid*)
- Voter ID Card
- Ration Card
- Electricity Bill
- Gas Bill
- Driving License
- Rent Agreement (*Registered*)
- Water 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*)
- Nursing home/Hospital Report/Vaccination card
- SSC from recognized board by GoI
- Certificate from School signed by Principal on School Letter Head
- Passport
- Driving License
- CMO / Doctor Report

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 in a plain white or off-white background
- should have a natural expression (closed mouth)
- should be of full head from top of hair to shoulder
- shouldn't be shadows on the face or background
- 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. 180
21-50	Rs. 450
51-100	Rs. 900
101-200	Rs. 1,800
201-400	Rs. 3,600
More than 400	Rs. 4,500