



*Himachal Pradesh*  
Department of Labour & Employment

# USER MANUAL

**Registration/Renewal under The Building and Other Construction Workers  
(Regulation of Employment and Conditions of Service) Act, 1996**  
**Department of Labor and Employment**

URL:

Homepage: <http://labour.hp.gov.in/>

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**Steps by step procedure for registration and renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

**Step-1:** Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen.



**Step-2:** If applicant is already registered then the user may login using login id & password. If not registered, then applicant has to register by clicking on Register New User. All the requisite information shall be entered and click on “SAVE” Tab. Screenshots are listed below for reference:



After clicking on “SAVE” tab following screen is displayed notifying the applicant for successful creation of user ID.



**Step-3:** Now, user may login using login id & password. After entering “User id” and “password” click on “Submit” tab as displayed below:



**Step-4:** After clicking on “submit” tab applicant can see the list of available services on the left-hand side:

**Himachal Pradesh**  
Department of Labour & Employment

Role: Registration and Renewal Only      User Name: vikrant      Last Login: Jun 20 2017 3:26PM

**Application Dashboard**

Service Name	Total Received Applications	Pending Applications	Approved Applications
Shops and Commercial Establishment	0	0	0
Establishment Employing Contract Labour	0	0	0
Contract Labour Licence	0	0	0
Establishment Employing Migrant Workman	0	0	0
Migrant Contractor Licence	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

From the list of services, applicant may select the desired service to apply for licence. Now, hover on to "Registration for BOCW Act" and from the drop down select "Registration for BOCW" as highlighted.

**Himachal Pradesh**  
Department of Labour & Employment

Role: Registration and Renewal Only      User Name: vikrant      Last Login: Jun 21 2017 2:43PM

**Application Dashboard**

Service Name	Total Received Applications	Pending Applications	Approved Applications
Shops and Commercial Establishment	0	0	0
Establishment Employing Contract Labour	0	0	0
Contract Labour Licence	0	0	0
Establishment Employing Migrant Workman	0	0	0
Migrant Contractor Licence	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

REGISTRATION FOR BOCW  
 UPLOAD SIGNED FORM  
 VIEW DRAFTED APPLICATIONS  
 VIEW FORM STATUS

Hover on to "Registration for BOCW Act" and click on drop down tab "Registration for BOCW" as highlighted.

**Step-5:** After clicking on “Registration for BOCW” tab applicant will land to below registration form.

Name of Employer :	<input type="text" value="ABC"/>	Employer District :	<input type="text" value="SHIMLA"/>
Employer Tehsil :	<input type="text" value="Shimla (Urban)"/>	Full Address of the Employer :	<input type="text" value="New himrus Bhawan Shimla"/>
<b>Name and Location of the Establishment where building or other construction work is to be carried on</b>			
Name of Establishment :	<input type="text" value="Test Constructions"/>	Establishment District :	<input type="text" value="SHIMLA"/>
Establishment Tehsil :	<input type="text" value="Shimla (Urban)"/>	Postal Address of the Establishment :	<input type="text" value="New himrus Bhawan Shimla"/>
Full Name of Establishment(if any) :	<input type="text" value="M/s Test Constructions"/>	Permanent Address of the Establishment(if any) :	<input type="text" value="New himrus Bhawan Shimla"/>
<b>Full Name and address of the Manager or Person responsible for the supervision and control of the Establishment</b>			
Name of Manager :	<input type="text" value="XYZ"/>	Manager District :	<input type="text" value="SHIMLA"/>
Manager Tehsil :	<input type="text" value="Shimla (Urban)"/>	Full Address of the Manager :	<input type="text" value="New himrus Bhawan Shimla"/>
Nature of building or other construction work carried/is to be carried on in Establishment	<input type="text" value="Parking and office complex"/>		
Maximum number of building workers to be employed on any day	<input type="text" value="30"/>		
Manager Tehsil :	<input type="text" value="Shimla (Urban)"/>	Full Address of the Manager :	<input type="text" value="New himrus Bhawan Shimla"/>
Nature of building or other construction work carried/is to be carried on in Establishment	<input type="text" value="Parking and office complex"/>		
Maximum number of building workers to be employed on any day	<input type="text" value="30"/>		
Anticipated date of completion of the building or other construction Work	<input type="text" value="19-Apr-2018"/>		
Address to which the communication relating to building or other construction work may be sent	<input type="text" value="New himrus Bhawan Shimla"/>		
Nature of work involved and the facilities including plant or machinery provided	<input type="text" value="RCC Construction. Batching plant available."/>		
The arrangement/storage of explosives if any to be used in building or other construction work	<input type="text" value="NA"/>		
In case the notice is for commencement of work, the approximate duration of work	From: <input type="text" value="03-Jul-2017"/>	To: <input type="text" value="19-Apr-2018"/>	
Upload any supporting document:	<input type="button" value="Choose File"/> <input type="text" value="test.bmp"/>		
<input type="button" value="Make Payment"/>			

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Online submission of application



**Step-6:** After filling the form applicant will click on “**Make payment**” tab and the user will get alert to make payment. In next step applicant will get the screen for payment detail and after clicking on make payment button applicant will go to payment gateway screen.



**Step-7:** From the payment gateway page applicant may pay their applicable fee by using either of multiple options like online banking, Debit/Credit and after successful payment receipt will be generated for same.



		<b>Department of Labour &amp; Employment, Himachal Pradesh</b>
<div style="background-color: black; height: 15px; width: 100%;"></div>		
Receipt Number :	RC3563170620	
Application Number :	7206EMW2017F103	
Name of Employer :	ABC	
Name of Establishment :	TEST CONSTRUCTIONS	
Payment Dated :	20062017170527	
Amount Paid :	30	
Payment Status :	Success	
<input type="button" value="Print Receipt"/>		



**Sample payment Receipt generated after successful payment**

**Step-8:** After successful payment applicant may print, view and track the application status from the “**View Form Status**” option.



## Himachal Pradesh

### Department of Labour & Employment

Role: Registration and Renewal Only
User Name: vikrant
Last Login: Jun 21, 2017 2:43PM

- SHOPS & COMMERCIAL
- ESTABLISHMENT EMPLOYING
- APPLICATION FOR LICENCE
- MOTOR TRANSPORT WORKER
- MIGRANT CONTRACTOR LICENSE
- REGISTRATION FOR BOCW ACT
- EST. EMPLOYING MIGRANT WORKMAN

#### Application Dashboard

Service Name	Total Received Applications	Pending Applications	Approved Applications
Shops and Commercial Establishment	0	0	0
Contract Labour	0	0	0
Migrant Workman	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

Hover on to "Registration for BOCW Act" and select/click "View Form Status" tab from the dropdown menu.



**Step-9:** After clicking on “View” option applicant can view/ print their forms (Form I and Form IV) also as mentioned in below screen.

**Himachal Pradesh**  
Department of Labour & Employment

Role: Registration and Renewal Only      User Name: vikrant      Last Login: Jun 21, 2017 2:43PM

**View Your Forms Status**

Registration Number	Name of Establishment	Name of Employer	Commencement Date	View Form I	View Form IV	View Remarks	Form Status	Download Certificate	Update your detail
1234567	Test Constructions	ABC	03-Jul-2017	View	View	View	Pending	Download	Update

Callout: Status of application

Status tracking of applications

**Forms that can be downloaded/ viewed after successful submission of application**

**FORM NO. 1**  
**[(See rules 23(1))]**

**APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS**

1. Name and address of the Employer :	ABC, Tehsil- Shimla (Urban), District- SHIMLA , New himrus Bhawan Shimla
2. Name and Location of the Establishment where building or other construction work is to be carried on :	Test Constructions, Tehsil- Shimla (Urban), District- SHIMLA , New himrus Bhawan Shimla
3. Postal Address of the Establishment :	Tehsil- Shimla (Urban), District- SHIMLA , New himrus Bhawan Shimla
4. Full name and permanent address, if any, of the Establishment:	M/s Test Constructions, New himrus Bhawan Shimla
5. Full Name and address of the Manager or Person responsible for the supervision and control of the Establishment:	XYZ, Tehsil- Shimla (Urban), District- SHIMLA , New himrus Bhawan Shimla
6. Nature of building or other construction work carried/is to be carried on in Establishment:	Parking and office complex
7. Maximum number of building workers to be employed on any day:	30
8. Anticipate date of completion of the building or other construction work:	19-Apr-2018
9. Anticipate date of completion of the building or other construction work :	19-Apr-2018
10. Particulars of demand draft enclosed :	Online Paid

**DECLARATION BY EMPLOYER**

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

2. I undertake to abide by the provisions of the building and other Construction Workers(Regulation of Employment and condition of Service) Act, 1996 and the Rules made there under.

Signature of Employer  
or other authorized person,  
Office of the Registering  
Officer.

(For Office use)

Office of the Registering Officer  
(under the Building and other Construction Act, 1996 &  
the Rules made there under.)

Date of receipt of application: 21-Jun-2017

**FORM NO. IV**  
 [(See rules 26(3) & 239(1))]

**Notice of commencement /completion fo building and other construction work**

- |   |  |
|---|--|
| 1. (i) Name and address (permanent) of the establishment :  | Test Constructions, New himrus Bhawan SHimla                             |
| (ii) Name of the Employer and address :   | ABC, Tehsil- Shimla (Urban), District- SHIMLA , New himrus Bhawan SHimla |
| 2. Name and situation of place where the building and other construction is proposed to be carried on : | New himrus Bhawan SHimla   |
| 3. Number and date of Certificate of registration:  | 1234567, 21-Jun-2017   |
| 4. Name and address of the person Incharge of the construction work:                                    | XYZ  |
| 5. Address to which the communication relating to building or other construction work may be sent:      | New himrus Bhawan SHimla   |
| 6. Nature of work involved and the facilities including plant or machinery provided:                    | RCC Construction. Batching plant available. Backhoe-1 and excavator-1    |
| 7. The arrangement/ storage of explosives if any to be used in building or other construction work:     | NA   |
| 8. In case the notice is for commencement of work, the approximate duration of work.                    | From: 03-Jul-2017, To: 19-Apr-2018                                       |

I/We hereby intimate that the building that the building or other construction work (Name of work) having registration number **1234567** ,dated **21-Jun-2017** is likely to commence/is likely to be completed with effect from **03-Jul-2017** (date)/on (date).

**(Signature of Employer)**

To,  
 The Inspector,  
 .....

Print Form

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**Sample Form**

## Steps to generate final signed approval certificate from the online portal

**Step-1:** Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen. Now user is required to submit registered credentials for “User ID” and “Password” and click on “Submit” to log in.

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## Home Page Screen

**Step-2:** After logging in user will be landed on to the dashboard where user can access all the information regarding the logged in profile. Now hover on to “Registration for BOCW Act” and select “view form status” from the drop down menu as shown below to access/view the current status of the application.

Registration Number	Name of Establishment	Name of Employer	Commencement Date	View Form I	View Form IV	View Remarks	Form Status	Download Certificate	Update your detail
1234567	Test Constructions	ABC	03-Jul-2017	View	View	View	Approved	Download	Update

Now, hover on to **“Download Certificate”** and click on **“Download”** as shown above to download the approved certificate.

After clicking on **“Download”** following page is displayed. Now hover on to **“Download File”** and click on **“view”**.

Registration Number	Service Name	Download File
1234567	Building & Other Construction Works	View

After clicking on **“View”** system generated certificate is displayed for viewing/download by the user.

**FORM-II**  
[(See rules 24(1))]

No. 1234567 Date, 21-Jun-2017

Government of Himachal Pradesh  
Office of the Registering Officer

A Certificate of Registration is hereby granted under sub-section (3) of section 7 of the Building and other Construction Work (Registration of Employment and conditions of Service) Act, 1996 and Rules made thereunder, to M/s **Test Constructions** having the following particulars subject to conditions laid down in the Annexure:

1. Postal address/location where building or other construction work is to be carried on by the employer. Tehsil: Shimla (Urban), District- SHIMLA, New himrus Bhawan SHIMLA
2. Name and address of the Employer including location of the building and other construction work. ABC, Tehsil- Shimla (Urban), District- SHIMLA, New himrus Bhawan SHIMLA  
Tehsil- Shimla (Urban), District- SHIMLA, New himrus Bhawan SHIMLA
3. Name and permanent address of the establishment. Test Constructions, New himrus Bhawan SHIMLA
4. Nature of which in which building workers are employed or are to be employed. Parking and office complex
5. Maximum number of building workers to be employed on any day by the employer. 30
6. Probable date of commencement and completion of work. From: 03-Jul-2017, To: 19-Apr-2018
7. Other particulars relevant to the employment of building workers.

Registering Officer  
Under Contract Labour (R&A) Act.  
Shimla Zone, Shimla (H.P.)

Downloaded final signed certificate

Annexure.

The registration granted here in above is subject to the following conditions,namely:-

- (a) the certificate of registration shall be non-transferable,
- (b) the number of workmen employed or building works in the establishment shall not, on any day,exceed the maximum number specified in the certificate of registration.
- (c) Save as provided in these rules, the fees paid for the grant of registration certificate shall be non-transferable.
- (d) the rates of wages payable to building workers by the employer shall not be less than the rates prescribed under the Minimum Wages Act,1948(11 of 1948) for such employment where applicable, and where the rates have been fixed by agreement ,settlement or awards, not less than the rates so fixed; and
- (e) the employer shall comply with the provisions of the Act and the rules made thereunder.



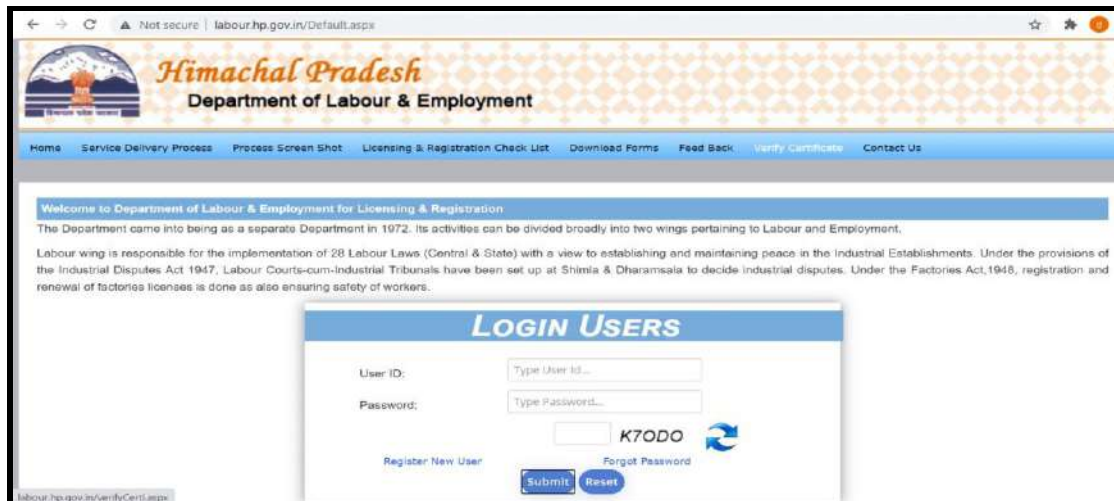
**Screen shot of system generated certificate**



## Steps for Third Party Verification from the online portal

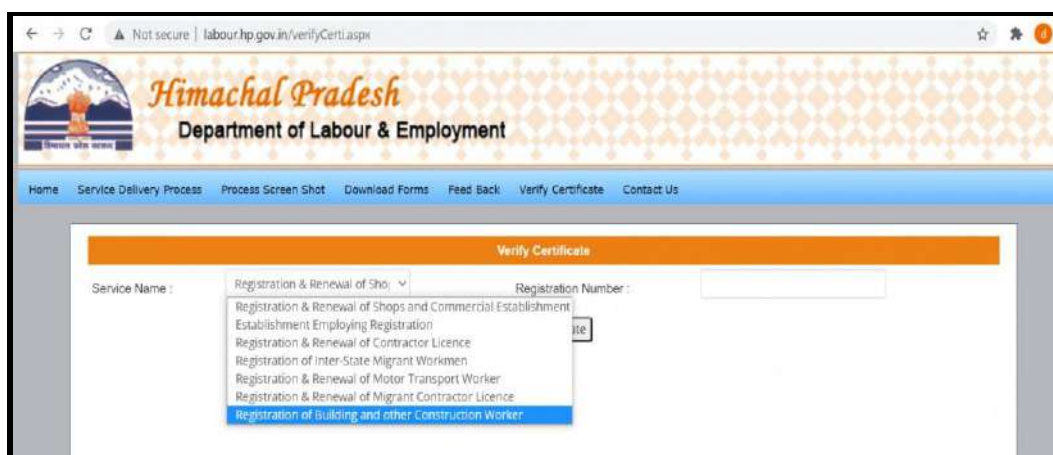
### Third Party Verification

**Step-1:** Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen. Now user is required to select “**Verify Certificate**” and clicks on it to process further.



The screenshot shows the homepage of the Himachal Pradesh Department of Labour & Employment. The header includes the department's name and logo. A navigation menu contains links for Home, Service Delivery Process, Process Screen Shot, Licensing & Registration Check List, Download Forms, Feed Back, Verify Certificate, and Contact Us. The main content area features a welcome message and a 'LOGIN USERS' form with fields for User ID and Password, a 'K7ODO' logo, and buttons for Register New User, Submit, and Reset. A 'Forgot Password' link is also present.

**Step-2:** After clicking on “verify certificate” following screen appears and user selects the “**Registration & Renewal under The Building and other Construction Workers (Regulation of Employment and Conditions of service) Act,1996**” in the drop down.



The screenshot shows the 'Verify Certificate' page on the website. The header and navigation menu are the same as in the previous screenshot. The main content area features a form with a dropdown menu for 'Service Name'. The dropdown menu is open, showing several options, with 'Registration of building and other Construction Worker' selected. A 'Registration Number' field is also visible.

**Step-3:** User enters the Registration number for the third party verification under “Registration & Renewal under The Building and other Construction Workers (Regulation of Employment and Conditions of service) Act,1996 ”

Verify Certificate

Service Name : Registration & Renewal of Shoj

Registration Number : 7212BO132918L102

Verify Certificate

**Step 4-** User clicks on verify certificate to see the final License and following screens is visible.

Verify Certificate

Service Name : Registration of Building and ot

Registration Number : 7212BO13119F101

Verify Certificate

Registration of Building and other Construction Worker			
Registration Number :	7212BO13119F101	Date of Issue :	01-06-2019
Name of Establishment :	SJVN Ltd.	Name of Employer :	APS Hydro Pvt. Ltd.
Valid Till :	01-06-2020	Service Applied For :	Registration of Building and other Construction Worker
Status :	Approved		

Third Party Verification