



## **Labour Department:**

**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition)**

**Act, 1970**

*Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)*

*User Manual*

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# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Introduction

This document is intended to serve as a User Manual for grant of the service “**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**” by **Labour Department, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

### About the Service

**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970** is required for establishments that want to employ contract workers to register with the government and obtain a certificate of registration. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

### Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Any other licenses / Registrations taken/ applied to run the establishment	Trade license, MSME registration,etc

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2.	Articles of Association and Memorandum of Association / Partnership Deed	The memorandum of association (MOA) and articles of association (AOA) are legal documents that are essential for a company's formation and legal compliance
3.	Trade License	A trade license is a legal document that allows individuals or businesses to operate in a specific area
4.	Factory License if any	A factory license is a mandatory certification issued by the state government that allows a manufacturing unit to legally operate in India. The license ensures that the factory complies with safety, health, and environmental regulations
5.	Other Certificate of Registration in case of other company, proprietorship or partnership firm like cooperative, Trustees, etc	A proof that the firm has been registered by the Registrar of the State

## Timeline (WBRTPS)

**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 has an WBRTPS timeline of 30 days till approval by the authorities.**

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b><i>Name and location of the establishment</i></b>		
1.	Establishment Name	Enter Establishment Name
2.	Type of the Establishment	Select Type of Establishment
3.	Address	Enter address
4.	Select Corporation	Select from dropdown list
5.	Select Ward	Select ward
6.	Pincode	Select pincode
<b><i>Registered Office address of the Establishment</i></b>		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
<b><i>Full name and address of the Employer</i></b>		
1.	Select district of workshop	Select from dropdown list
2.	Select subdivision of workshop	Select any additional type

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Sl. No.	Field Name	Instructions
3.	Select Areatype of workshop	Select Areatype
4.	Maximum Capacity	Maximum Capacity
5.	Classification	Enter Classification
<b>Full Name and address of the Manager</b>		
1.	Full Name of Manager	Enter Full Name of the Manager
2.	Address	Enter address
3.	Select Areatype	Select from dropdown list
4.	Select Ward	Select from dropdown list

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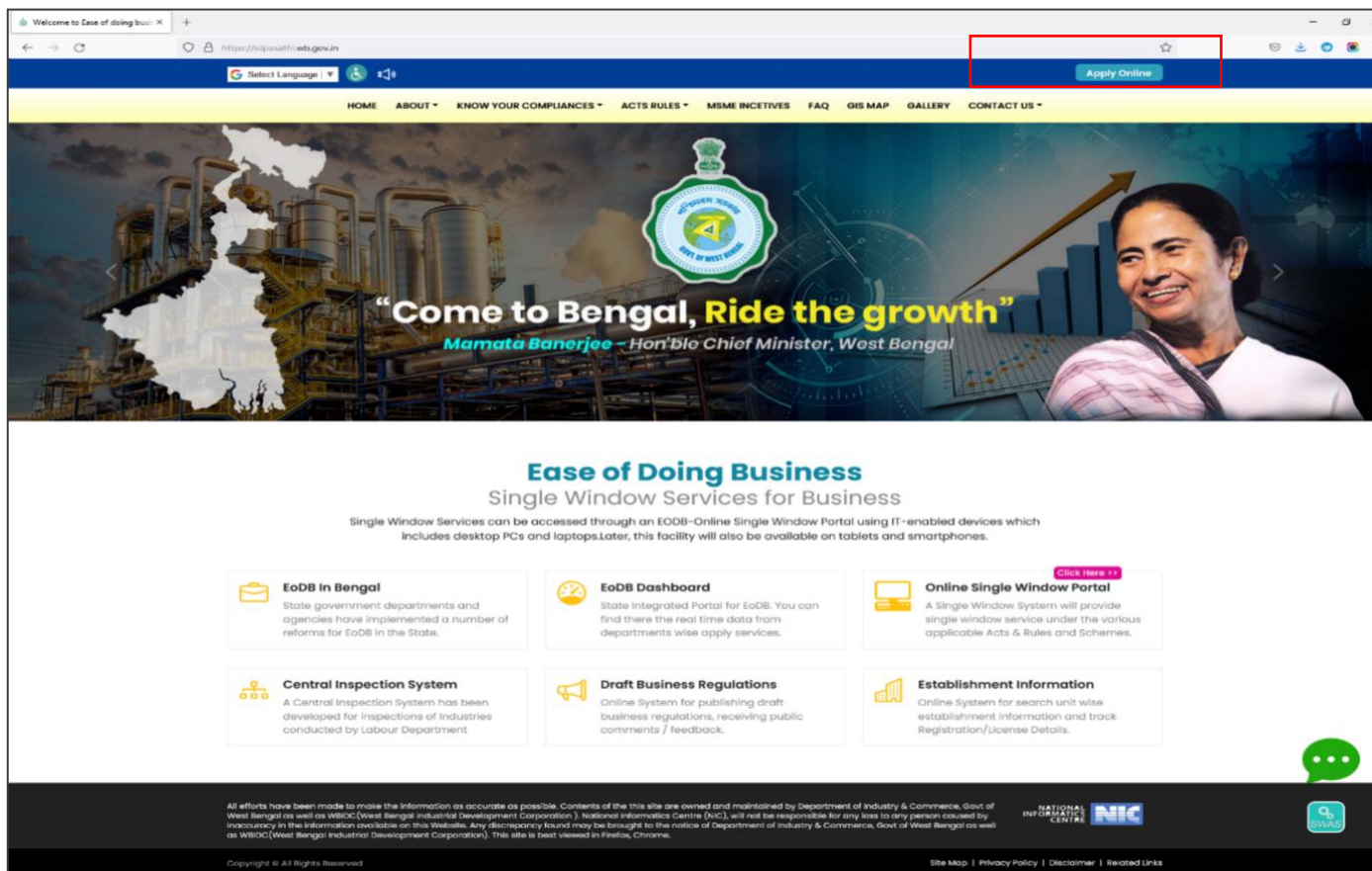
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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### Application Process through SilpaSathi

#### 1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

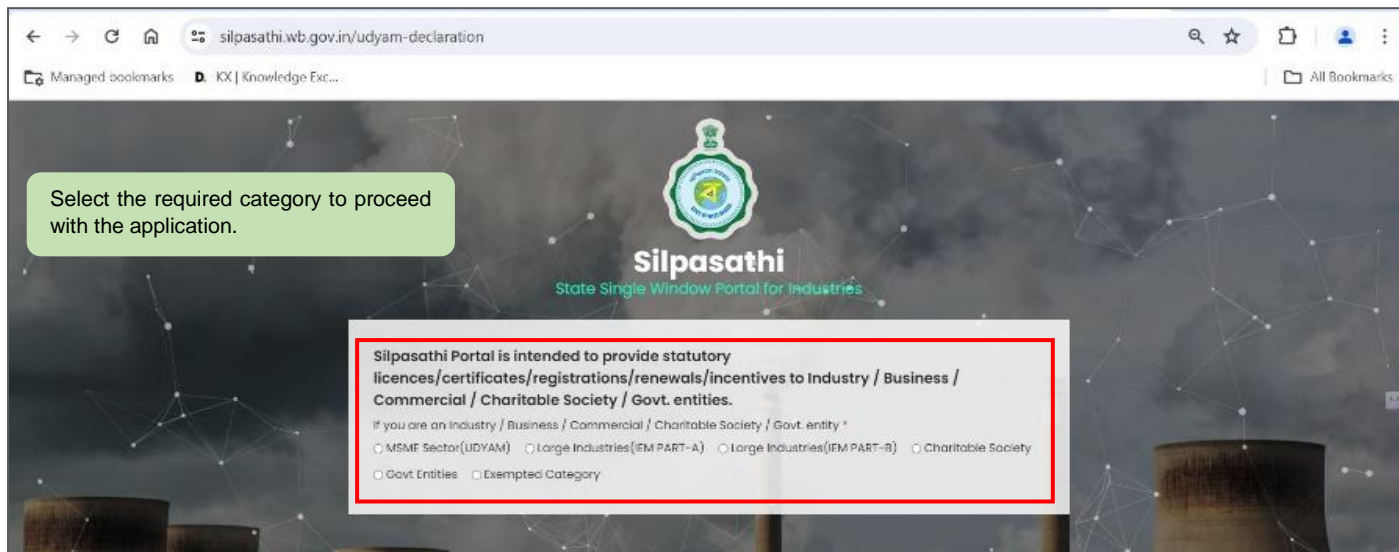


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

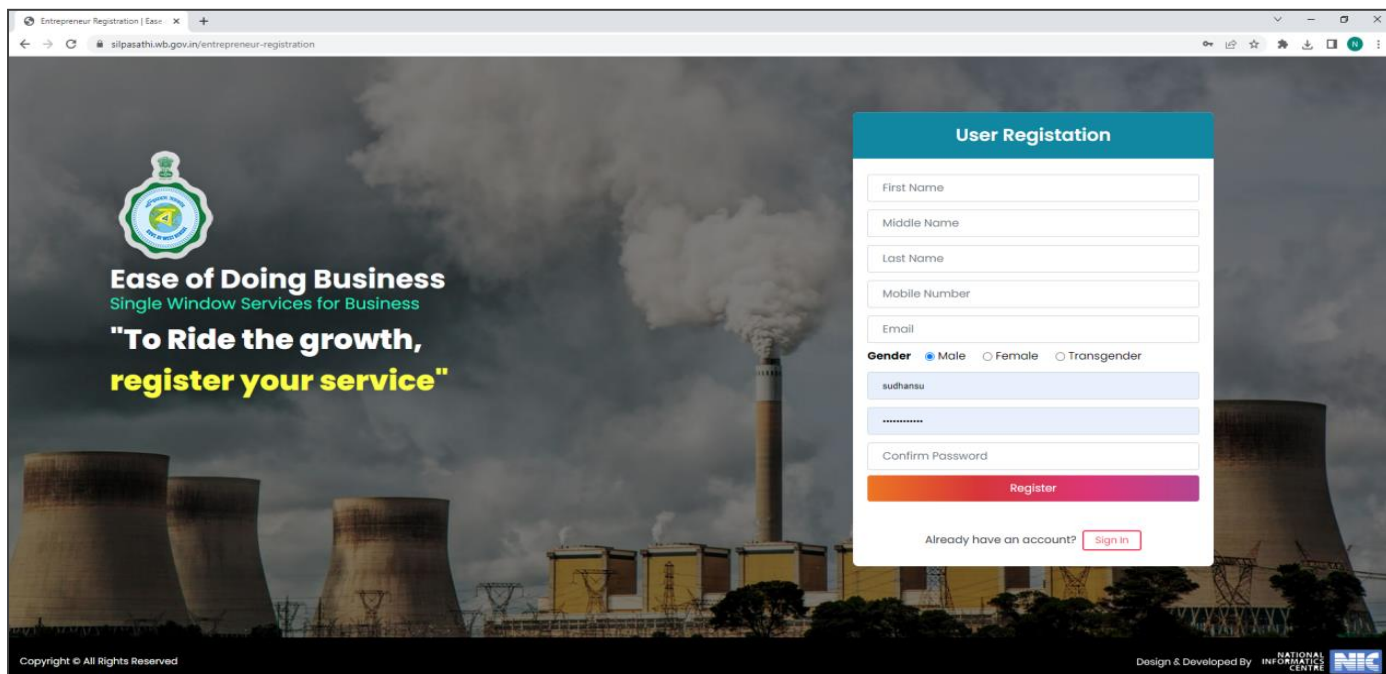
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.

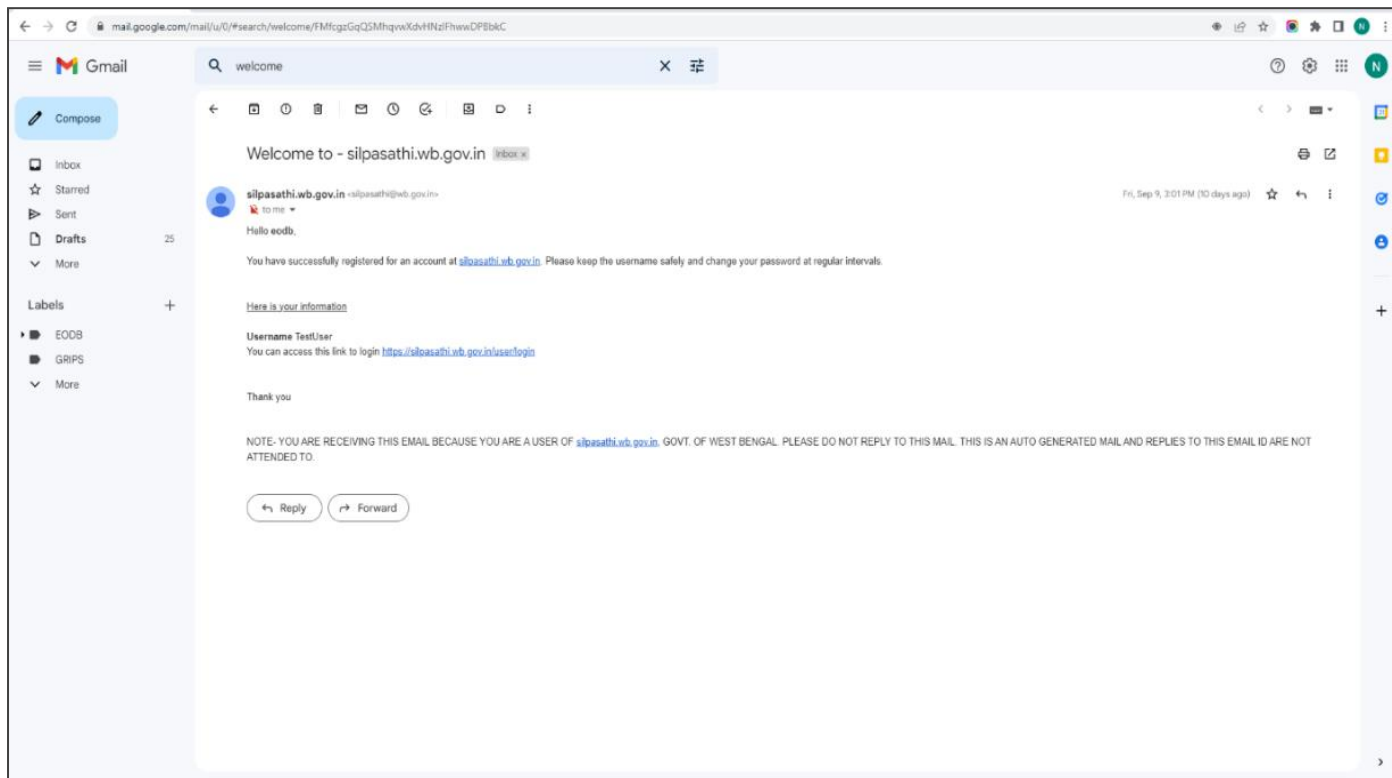


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

# User Manual

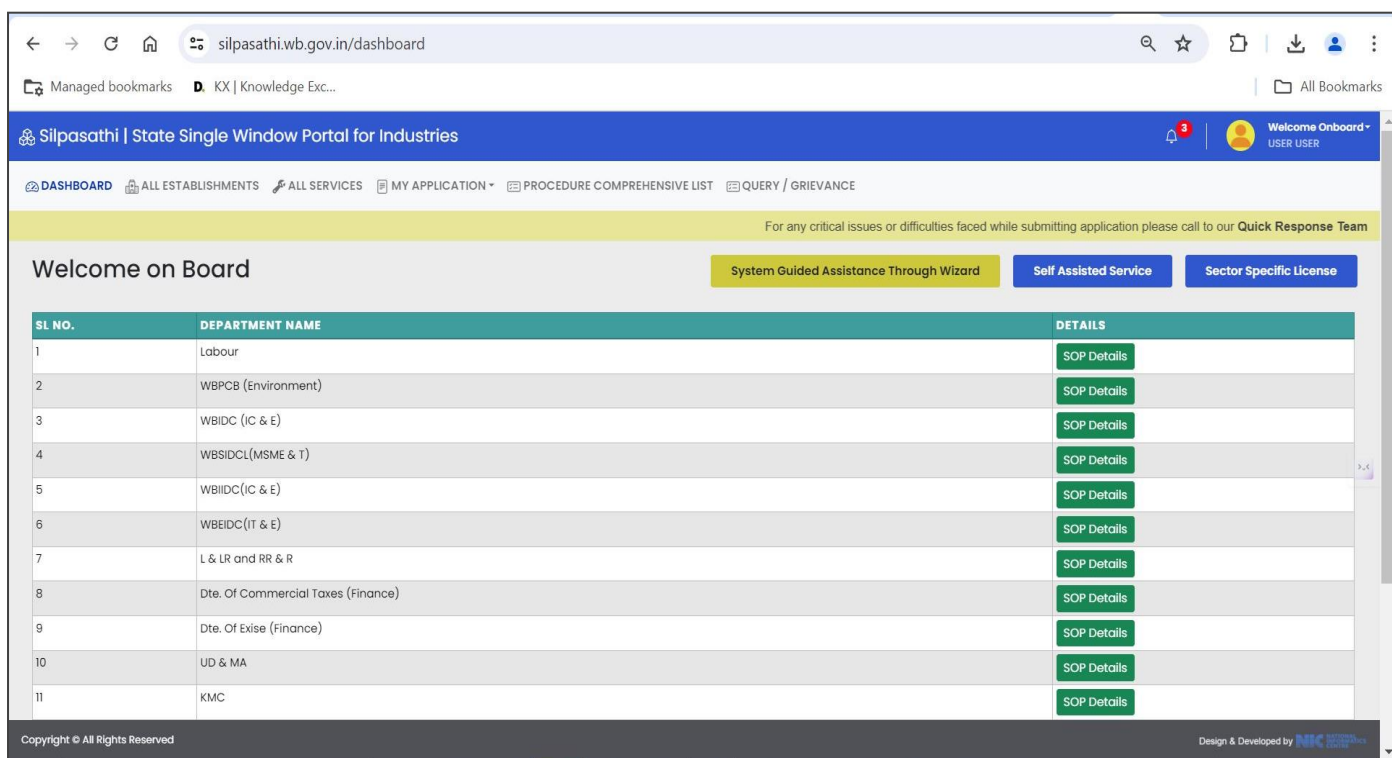
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

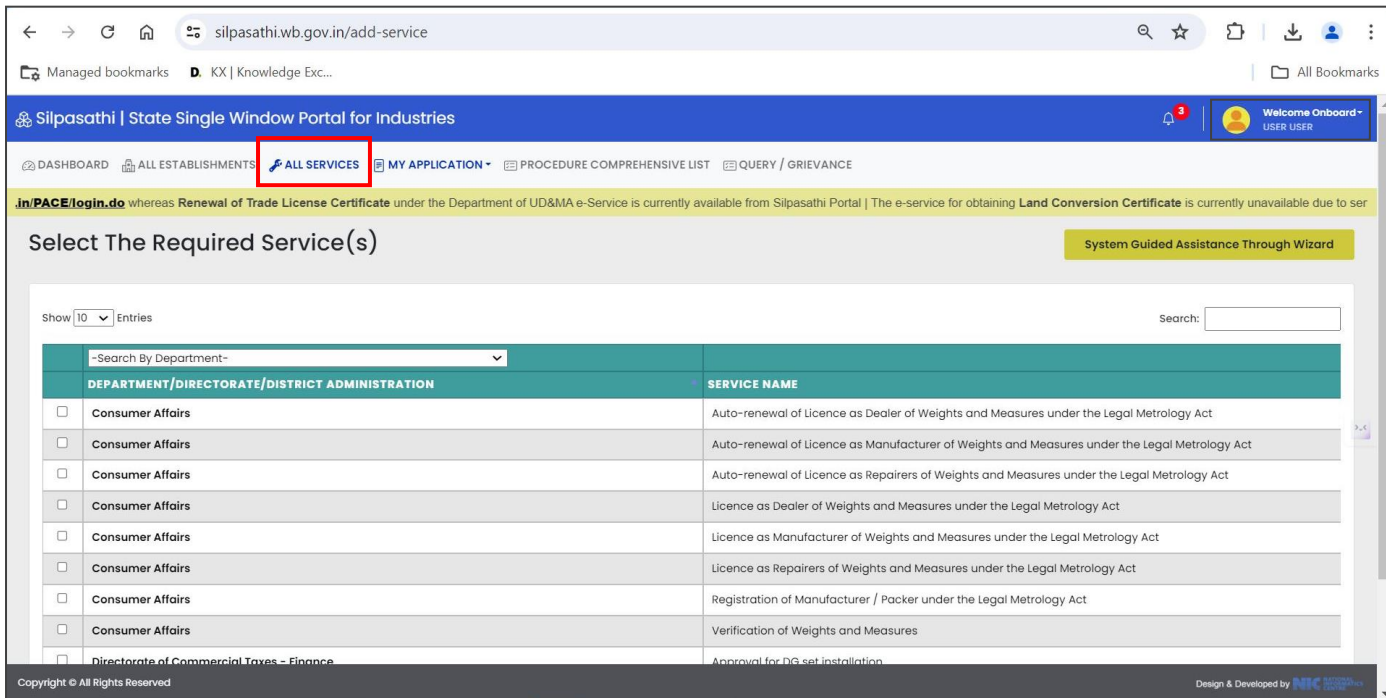


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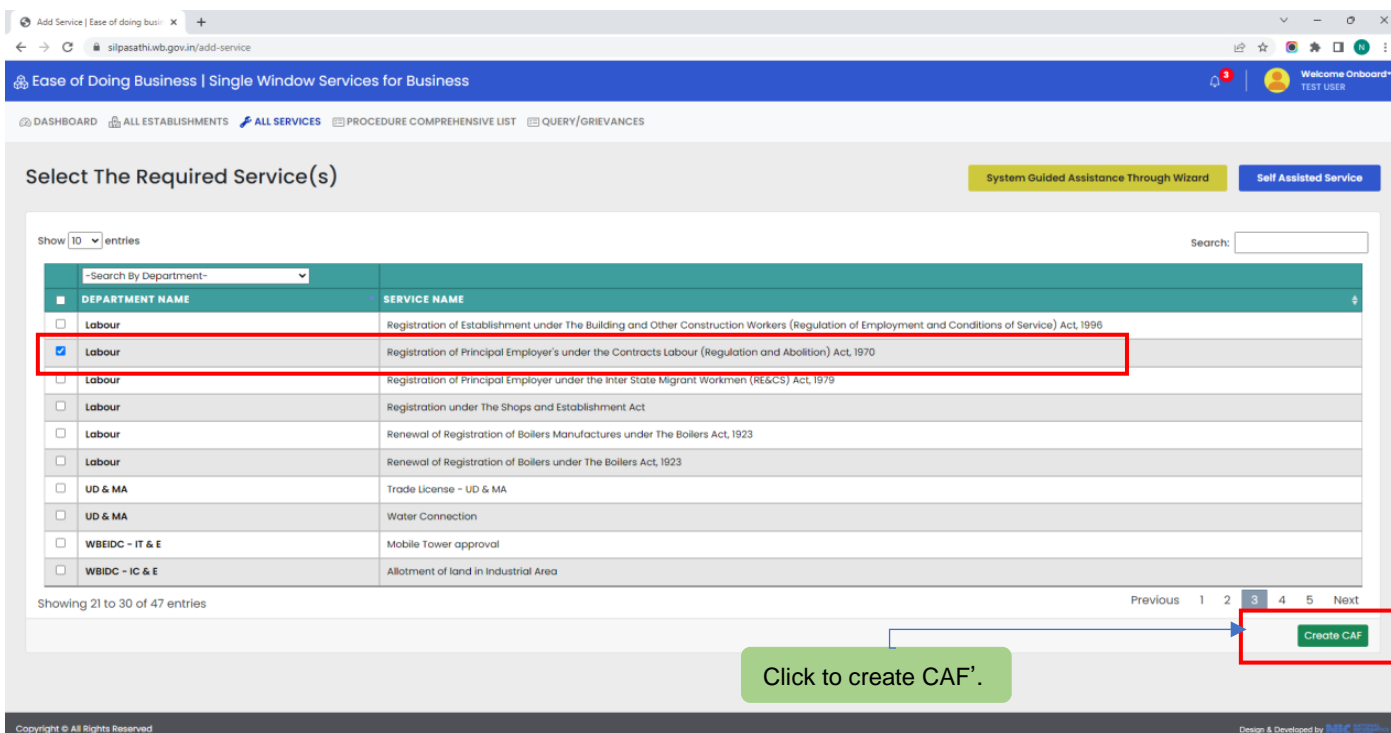
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 – Labour Department**'



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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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After selecting the service 'Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970', the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

### Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

Service Added Successfully

Add Establishment   System Guided Assistance Through Wizard   Self Assisted Service   Licenses For Tourism Industry   Track Your Query   Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000448   Apply Online

SL NO.	SERVICE	ACTION
1	Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) Applied   Back for Correction(if required)   Approved for less submission   Fees Paid/Form -I Upload Pending   Final Submit   Issued	

After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Common Application Form - CAF2022000448

Process Start 10%

1. Name and location of the Establishment

Establishment Name \*   Type of The Establishment \*   House No./Village Name/Street/Road \*

Select District \*   Select Subdivision \*   Select Areatype \*

Select Corporation \*   Select Ward \*   Select Police Station \*

Pin Code \*

2. Registered Office address of the Establishment

House No./Village Name/Street/Road \*   Select District \*   Select Subdivision \*

Select Areatype \*   Select Block/Municipality/Corporation/SEZ/Notified Area \*   Select Gram Panchayat/Ward \*

Select Police Station \*   Pin Code \*

3. Full Name and address of the Principal Employer

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**4. Full Name and address of the Employer**

Full Name of the Employer \*  
Sample name

Gender \*  
 Male  Female  Other

House No./Village Name/Street/Road \*  
Sample village name

Mobile Number \*  
9876543210

Select District \*  
Kolkata

Select Subdivision \*  
Kolkata

Select Areatype \*  
Corporation

Select Corporation \*  
Kolkata

Select Ward \*  
Ward-9

Select Police Station \*  
Amherst street

PIN Code \*  
700009

**5. Full name and address of the Manager or Person responsible for the supervision and control of the Establishment**

Full name of the Manager or Person Responsible \*  
Sample name

House No./Village Name/Street/Road \*  
Sample village name

Select District \*  
Kolkata

Select Subdivision \*  
Kolkata

Select Areatype \*  
Corporation

Select Block \*  
Kolkata

Select Ward \*  
Ward-9

Select Police Station \*  
Amherst street

PIN Code \*  
700009

**6. Other Information**

Nature of building or other construction work is to be carried on \*  
Sample nature of building

Maximum number of building workers to be employed on any day \*  
123

Estimated date of commencement of building or other construction work \*  
12-09-2022

Estimated date of completion of building or other construction work \*  
12-09-2023

<< Back Save & Continue >>

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**Particulars of Contractors and Contract Labour**

1. Name of the Contractor \*  
Sample name

2. Email of the Contractor \*  
test@gmail.com

3. Select State \*  
West Bengal

3.(a) House No./Village Name/Street/Road \*  
Sample village name

3.(b) Select District \*  
Kolkata

3.(c) Select Subdivision \*  
Kolkata

3.(d) Select Areatype \*  
Corporation

3.(e) Select Corporation \*  
Kolkata

3.(f) Select Ward \*  
Ward-9

3.(g) Select Police Station \*  
Amherst street

3.(h) Pin Code \*  
700009

4. Nature of Work in which Contract Labour is Employed or is to be Employed \*  
Sample nature of work

5. Maximum Number of Contractor Labour to be Employed on any day Through Each Contractor to be engaged \*  
123

6. Estimated Date of Employment of Each Contract Work Under Each Contractor \*

From \*  
26-01-2002

To \*  
26-01-2023

Save Draft Save & Continue >>

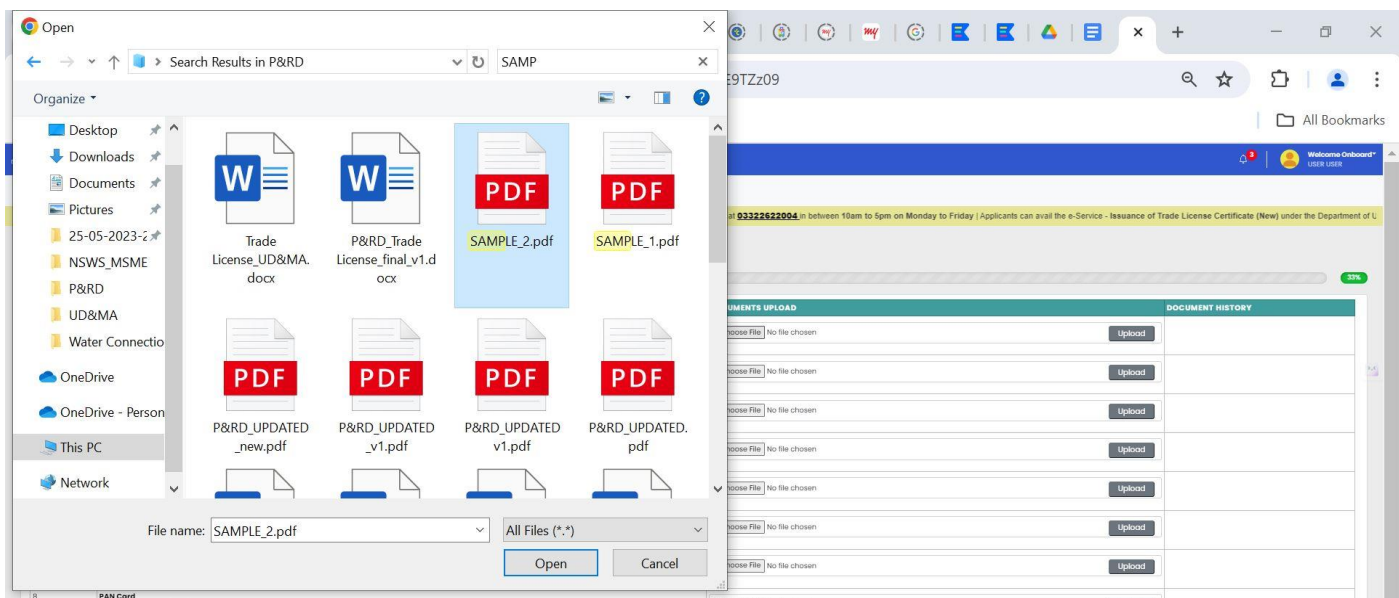
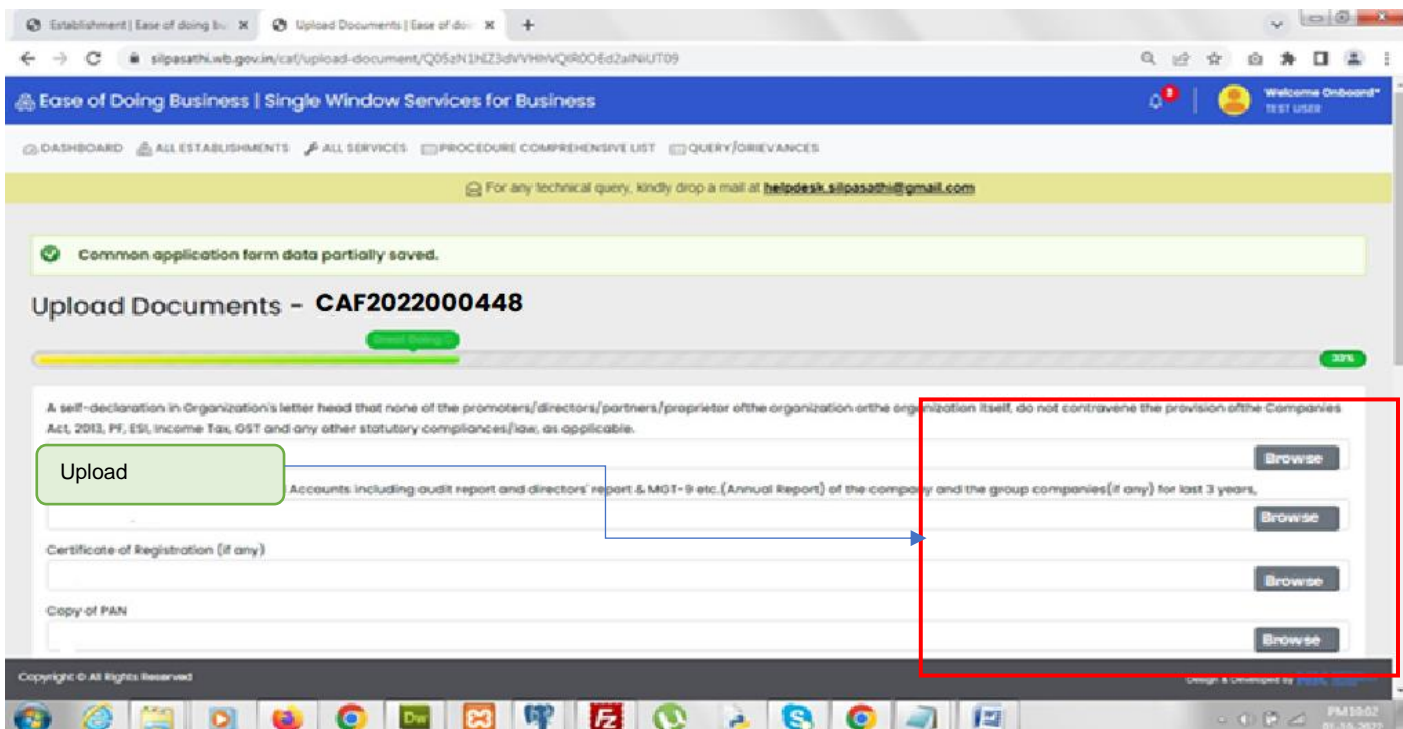
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.

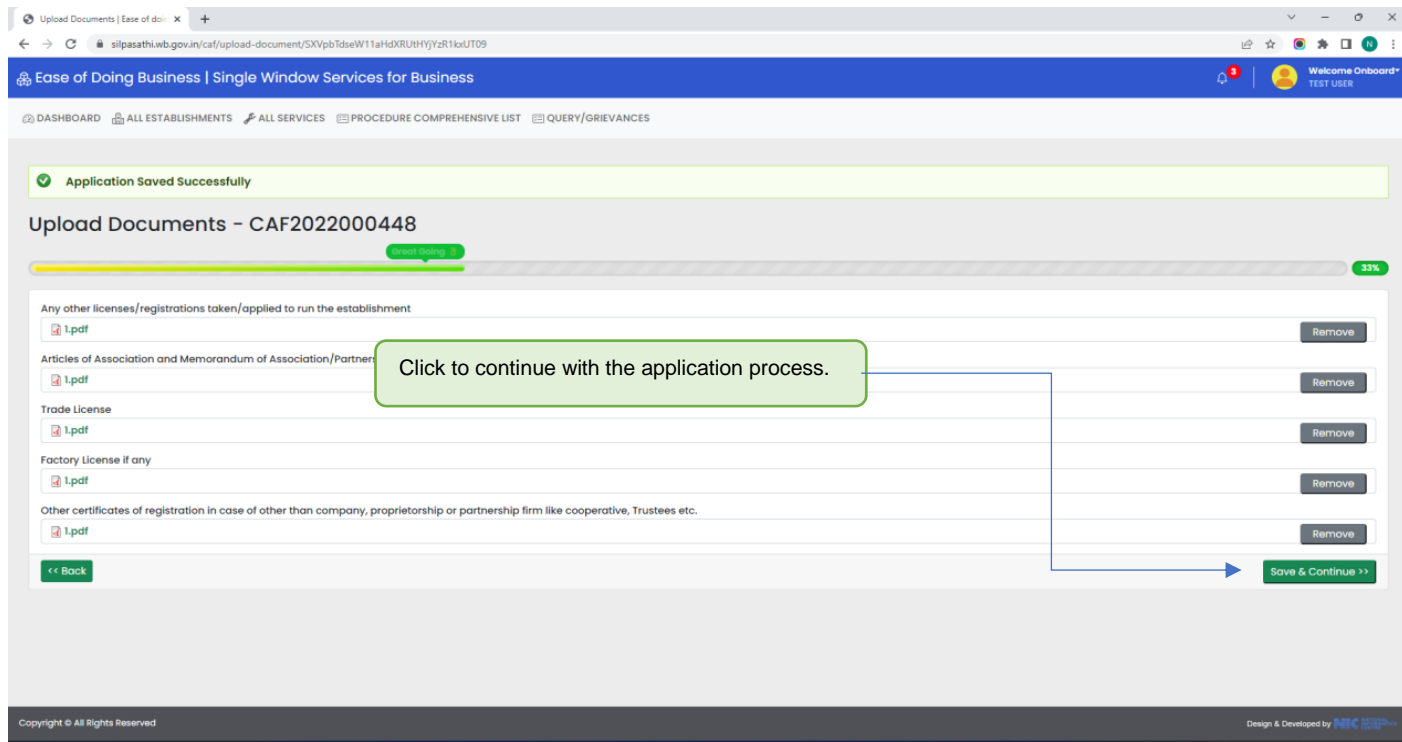


The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

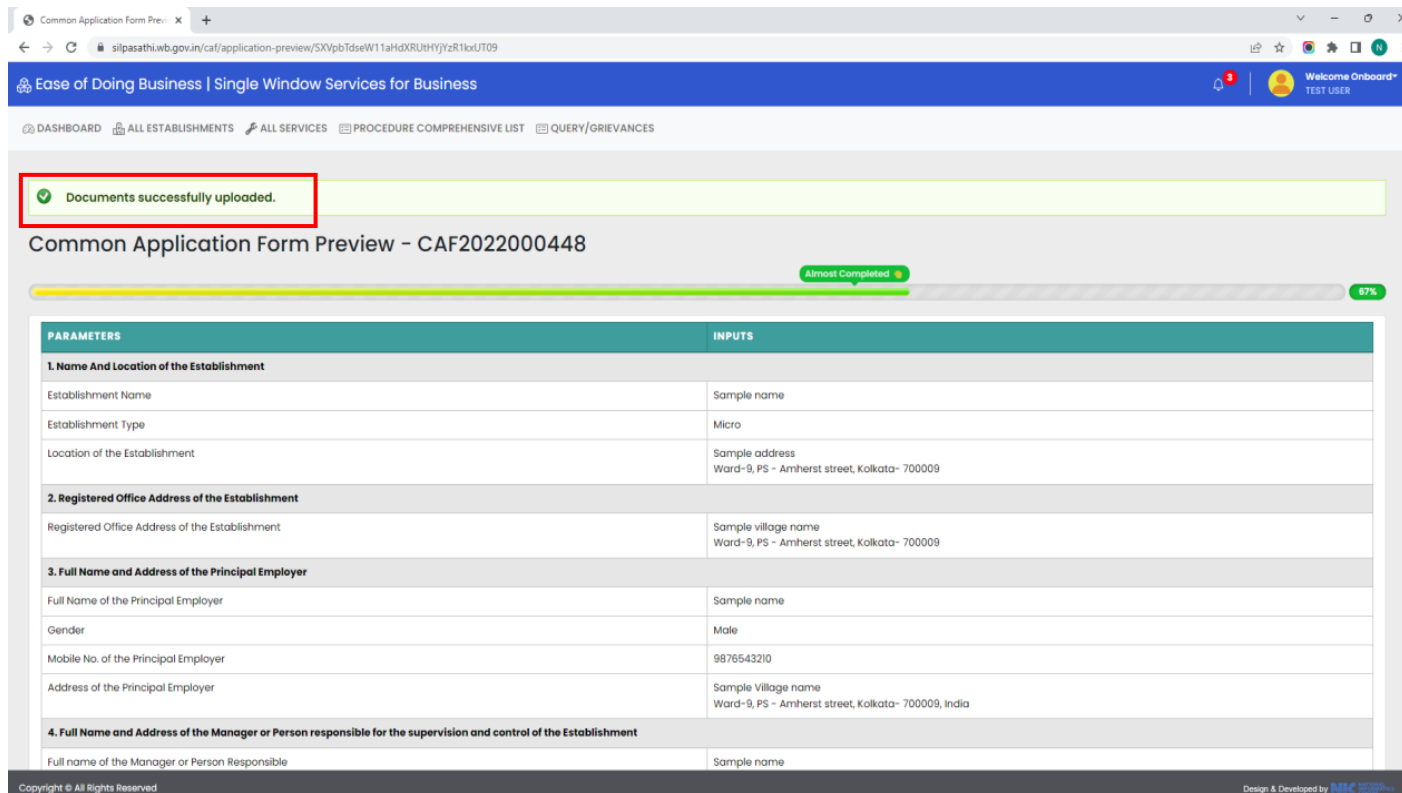
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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.



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(d) Whether the Workmen employed/intended to be Employment by the Contractor Perform the same or similar kind of work as the Workmen employed directly by the Principal Employer (If yes, please give here information as detailed below) No

d.i) a complete job description of the contract labour Sample description

d.ii) Wage rates and other cash benefits paid/to be paid Sample wage benefit

d.iii) Category/designation/nomenclature of the job Sample category

(e) Settlement or award or judgement or minimum wages (if any applicable in the establishment) Sample settlement

**6.Maximum number of contract labour to be employed on any day through each contractor** 123

**7.Trade Union Information**

SL. NO.	REGISTRATION NUMBER	TRADE UNION NAME	ADDRESS
No Data Found!!!			

**8.Contractor Information**

SL. NO.	NAME OF CONTRACTOR	NATURE OF WORK	CONTRACT LABOUR	WORKING PERIOD	DOWNLOAD	ACTION
1	Sample name	Sample Nature Of Work	123	26/01/2022 - 26/01/2023	Download	More

**UPLOADED SUPPORTING DOCUMENTS**

Trade License	View
Article of Association and Memorandum of Association / Partnership Deed	View
Factory License if any	View
Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc.	View
Any other licenses/registrations taken/applied to run the establishment	View

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

Click on submit for submission of application.

Submit

Declaration statement

Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

On clicking on **'Submit'** link, the following webpage appears post submission of application with updated Status.

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

**Current Status-CAF2022000448**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970	Applied <b>Completed</b>	
Back for Correction (if required)	Pending	
Approved for fees submission	Pending	
Fees Paid/Form -I Upload Pending	Pending	
Final Submit	Pending	
Issued	Pending	

Application status updated.

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.

CAF No.: CAF2024XXXXXX  
Dt.: 22-07-2024 14:03:05  
- Silpa Sathi SWP, Govt. of WB

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in - silpasathi@wb.gov.in  
to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt.: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE: YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

In some cases, The application might be sent for correction to the applicant if required. The applicant is required to make necessary corrections and re-submit the application.

## Application Dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

Click to check latest status as updated.

BUSINESS REFERENCE ID: CAF2022000448

Sl No.	SERVICE	ACTION
1	Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) Applied	View details

BUSINESS REFERENCE ID: CAF2022000447

BUSINESS REFERENCE ID: CAF2022000445

BUSINESS REFERENCE ID: CAF2022000441

BUSINESS REFERENCE ID: CAF2022000440

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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### Status Dashboard

Common Application Form Preview

silpasathi.wb.gov.in/csf/submitted/bFBjRFhKMORrdzcreURj5zZCaDVfDz09/SXVpbTdseW11aHdXRUTHYjzR1koUT09

Ease of Doing Business | Single Window Services for Business

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

#### Current Status-CAF2022000448

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed
	Back for Correction(if required)	Completed
	Approved for less submission	Completed
	Fees Paid/Form - I Upload Pending	Pending
	Final Submit	Pending
	Issued	Pending

Application status updated.

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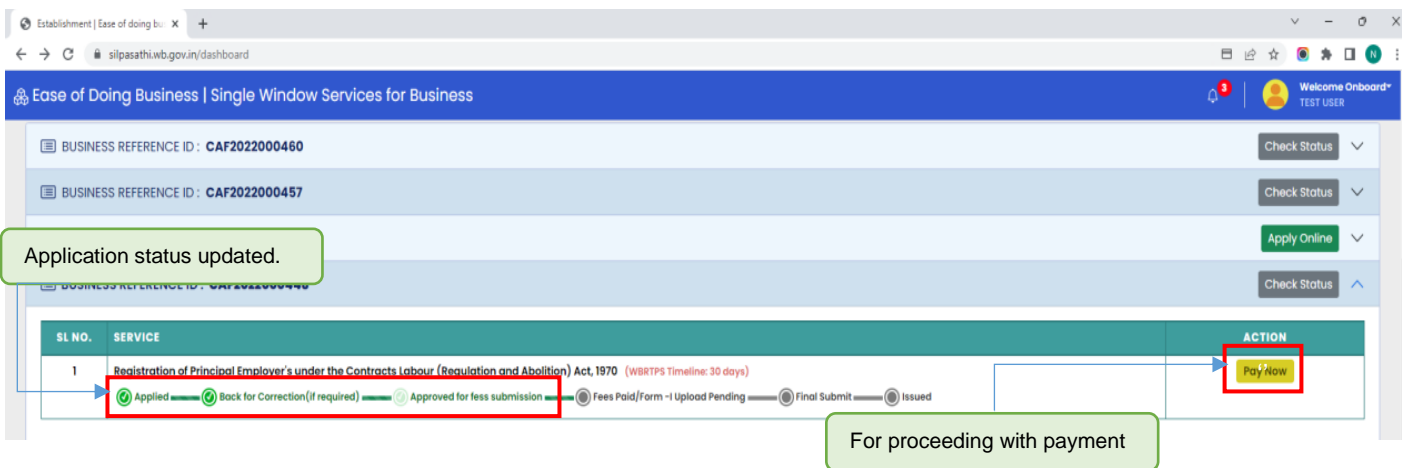
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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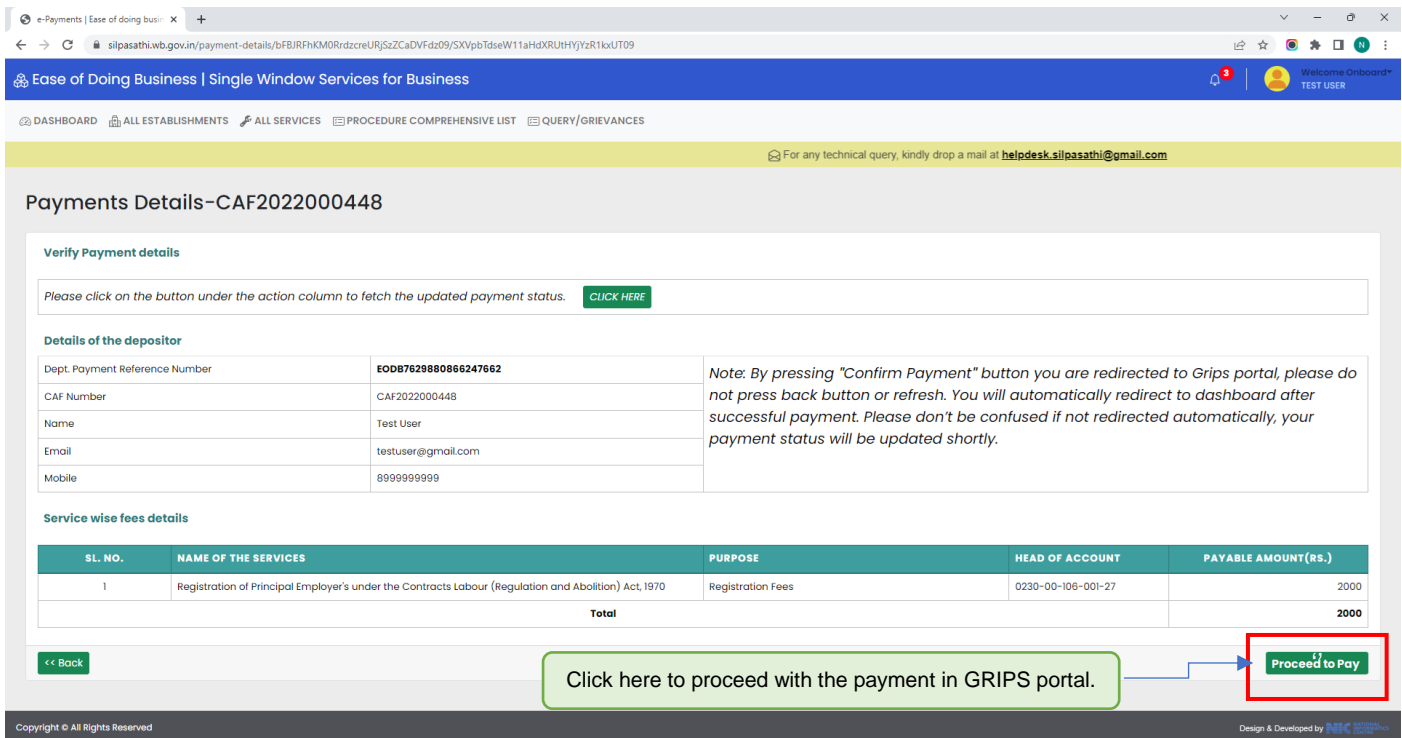
### 3. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

#### Applicant's Dashboard



The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

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**DEPOSITOR'S DETAILS**

Details of Payment			
Department:	Labour Department	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	05030120221663139312	Payment Ref. No.:	CAF2022000448
In favour of:	Labour	Payment Mode:	NA
Period From:	14/09/2022	Period To:	14/09/2022
Total Amount[*]:	2000	Remarks:	Payment for -Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970

**CHALLAN DETAILS**

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Receipt-contract labour	05030120221663139312	0230-00-106-001-27	The Contract Labour (Regulation & Abolition) Act 1970- Other Receipts	2000
Total Amount: 2000				
IN WORDS: TWO THOUSAND ONLY				

Select Payment Mode  
Payment Mode: SBI Epay

CONFIRM CANCEL

Payment amount displayed.

Payments through GRIPS portal  
Labour Department

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

Select Bank: SBI EPay

RESET PROCEED CANCEL

**SBIePay**

As per RBI Guidelines all cards (physical and virtual) st

**Payment Details**

- Debit/Credit/Prepaid Cards
- Internet Banking
- BHIM UPI
- Wallets
- NEFT
- SBI Branch Payment

Please enter your card details

Card Number:

Expiry Date/Valid Thru:  /

CVV/CVC 4-DIGIT:

Name of the card holder:

Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

**Order Summary**

Order No.: 111020222013543642

Merchant Name: GRIPS 2.0

Amount: 625.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

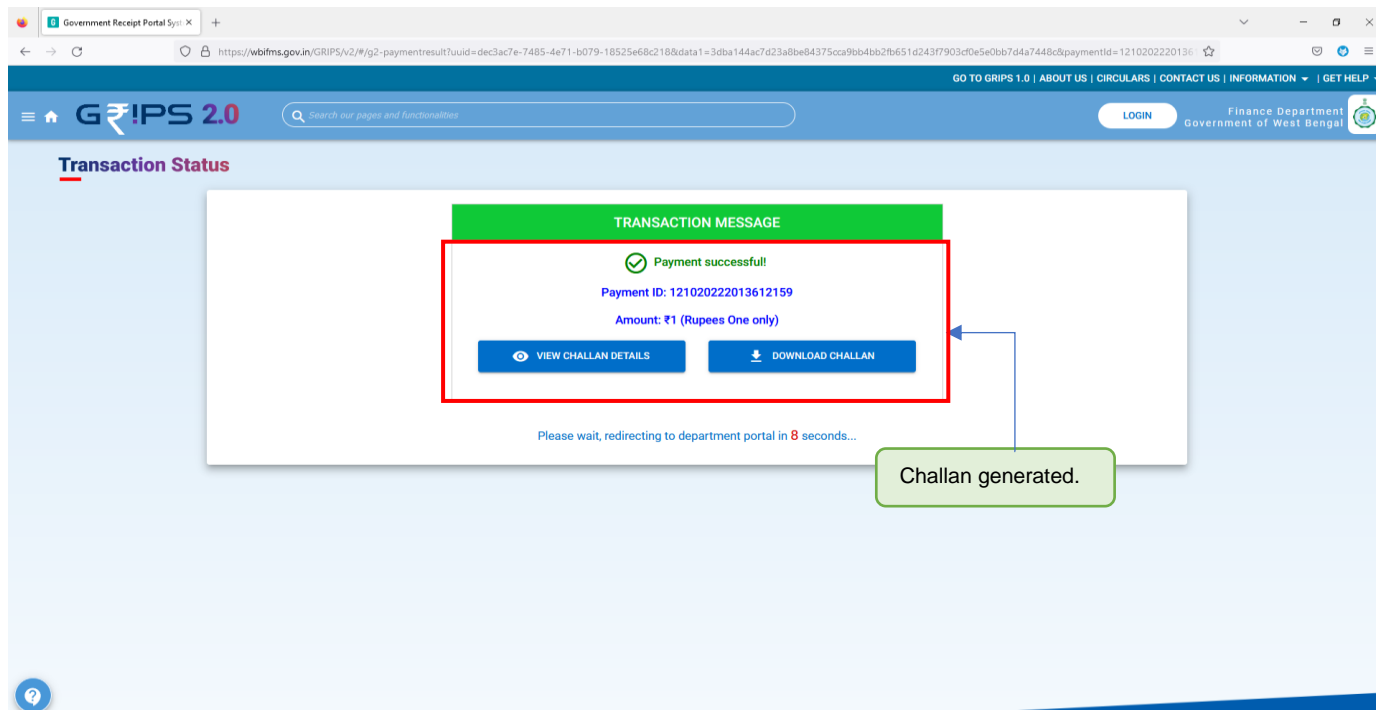
You can check the transaction status using the following link - [Click Here](#)

RuPay SecureCard Verified by VISA iDebit

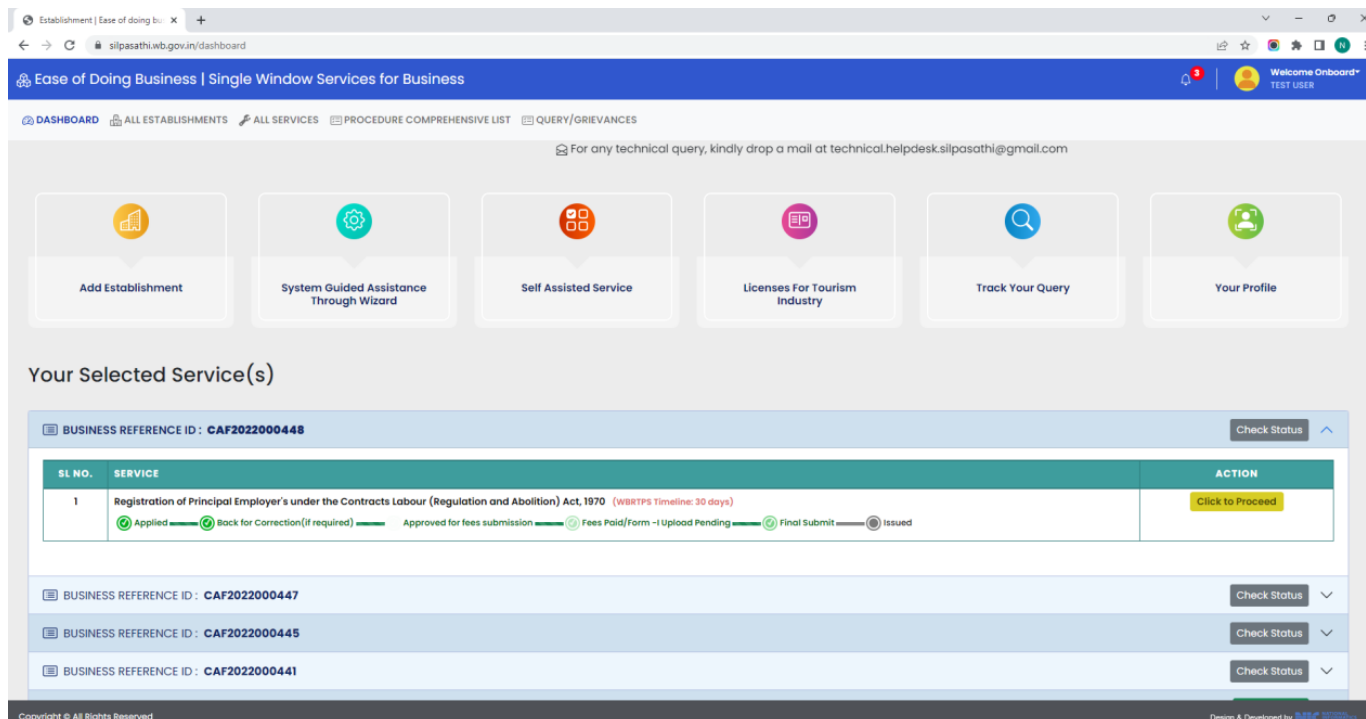
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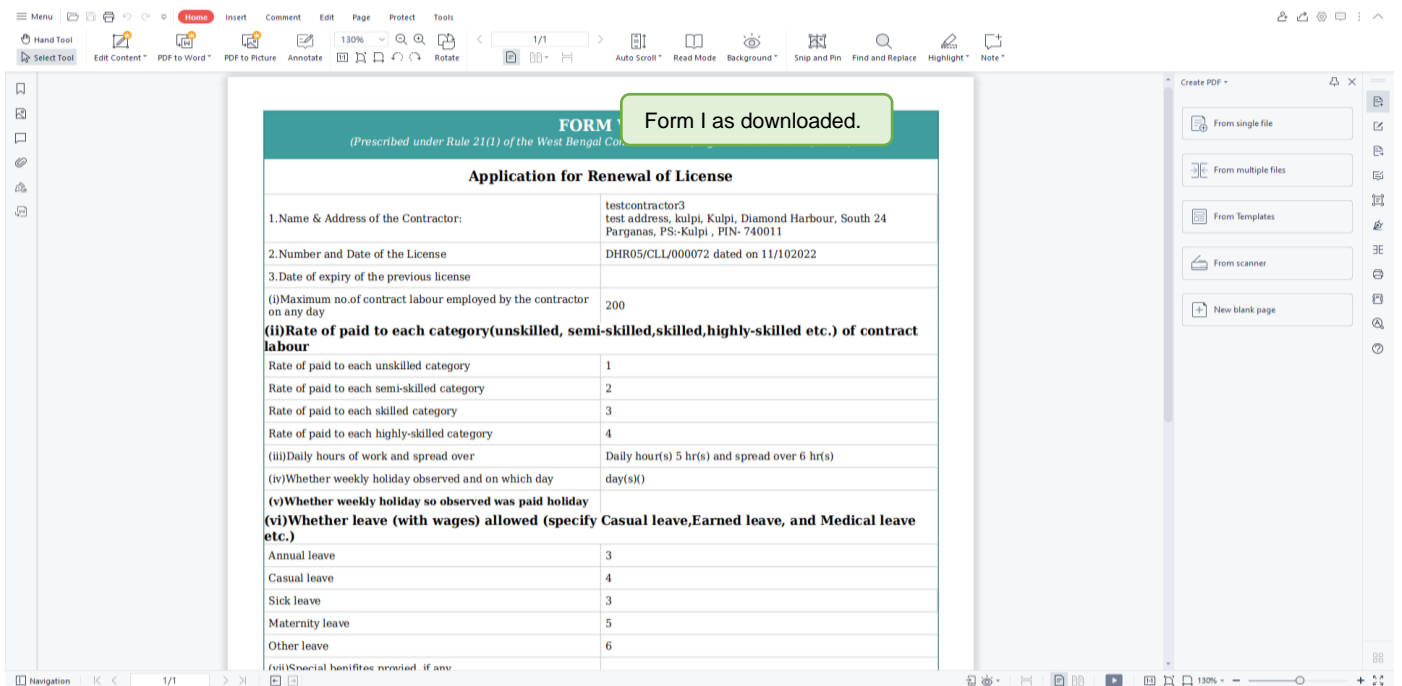
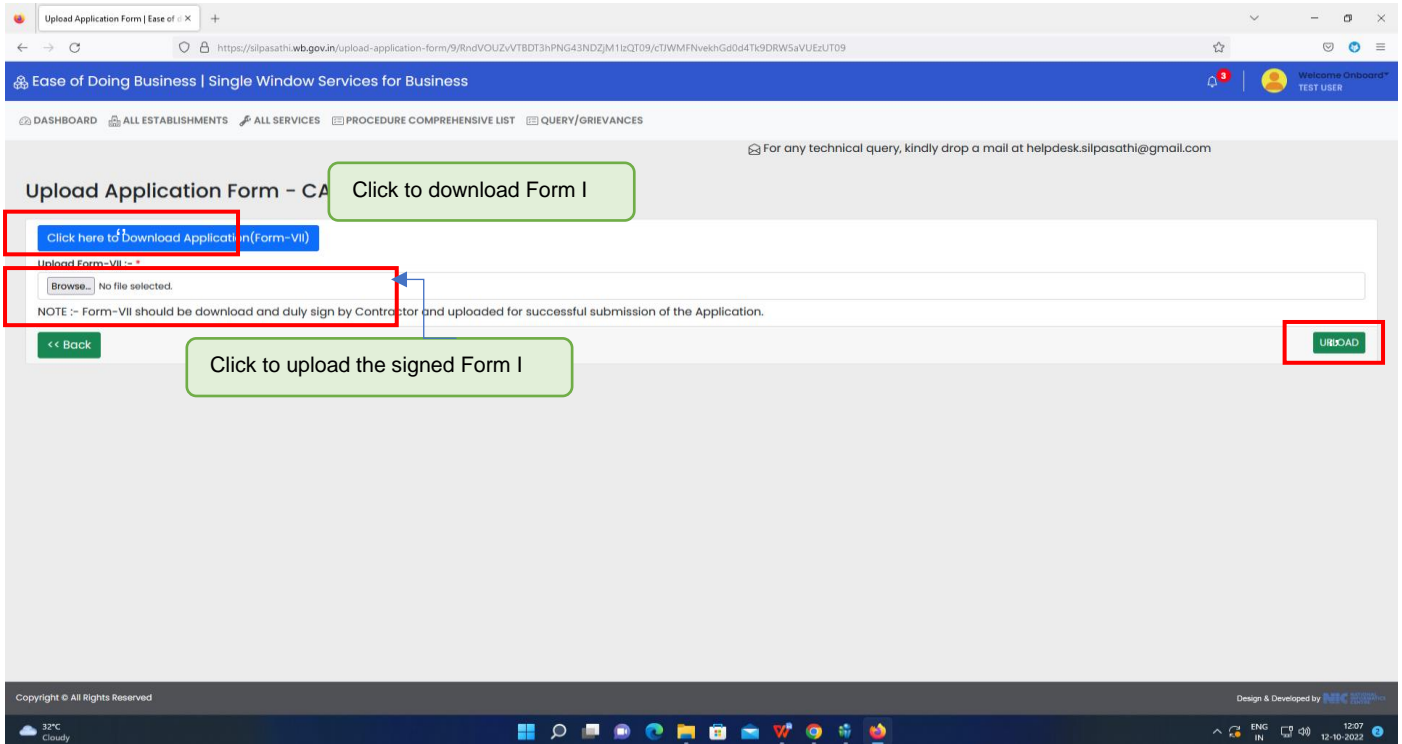
Once done, applicant will be auto directed to the applicant dashboard to download Form I and upload the same with the signature of the Contractor and proceed with the Final submit as mentioned in the screenshot below:



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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Upload Application Form - CAF2022000448

Click to upload the signed Form I

Click here to Download Application(Form-I)

Upload Form-I :-  
Choose File No file chosen

NOTE :- Form-I should be download and duly sign by Employer and uploaded for successful submission of the Application.

<< Back UPLOAD

Current Status - CAF2022000448

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed
	Back for Correction(if required)	Completed
	Approved for fess submission	Completed
	Fees Paid/Form -I Upload Pending	Completed
	Final Submit	Completed
	Issued	Pending

Latest Status updated.

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

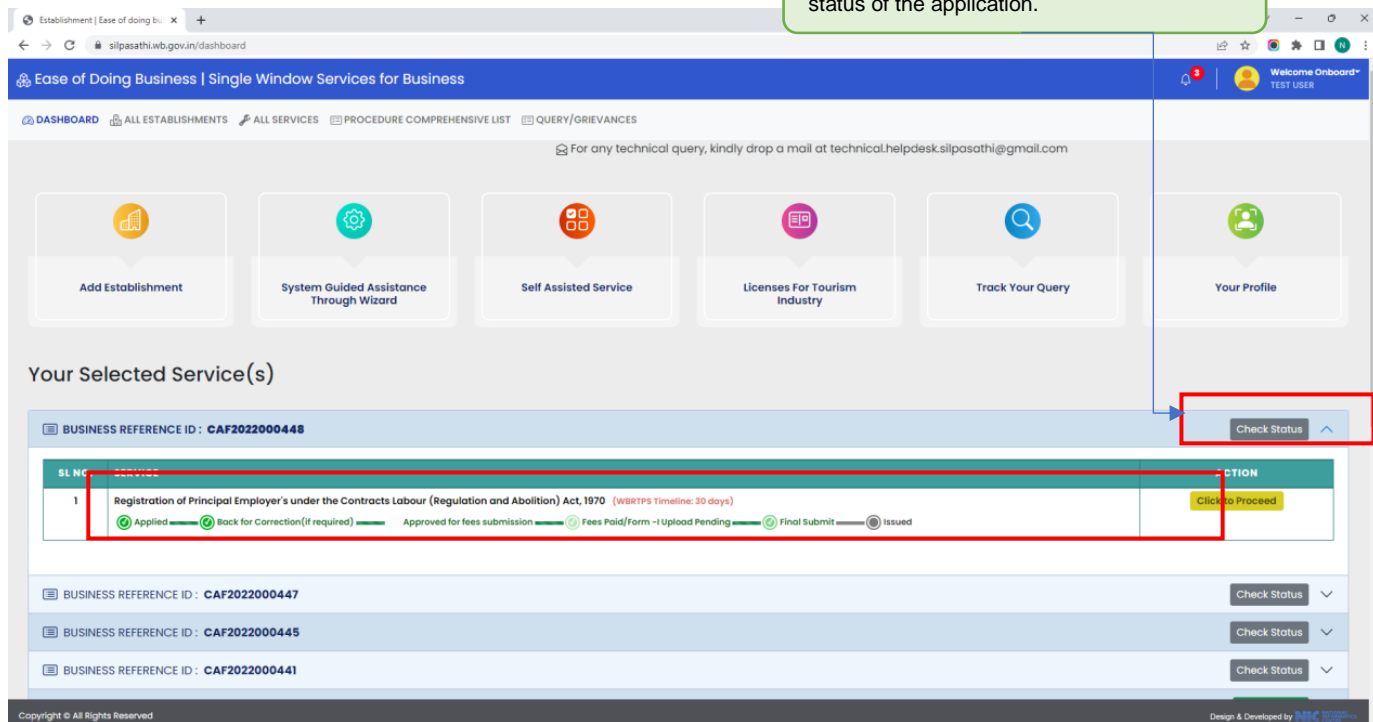
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### 1. Track Status of Application

The applicant has to click on 'Check Status' to view the latest status of the application.

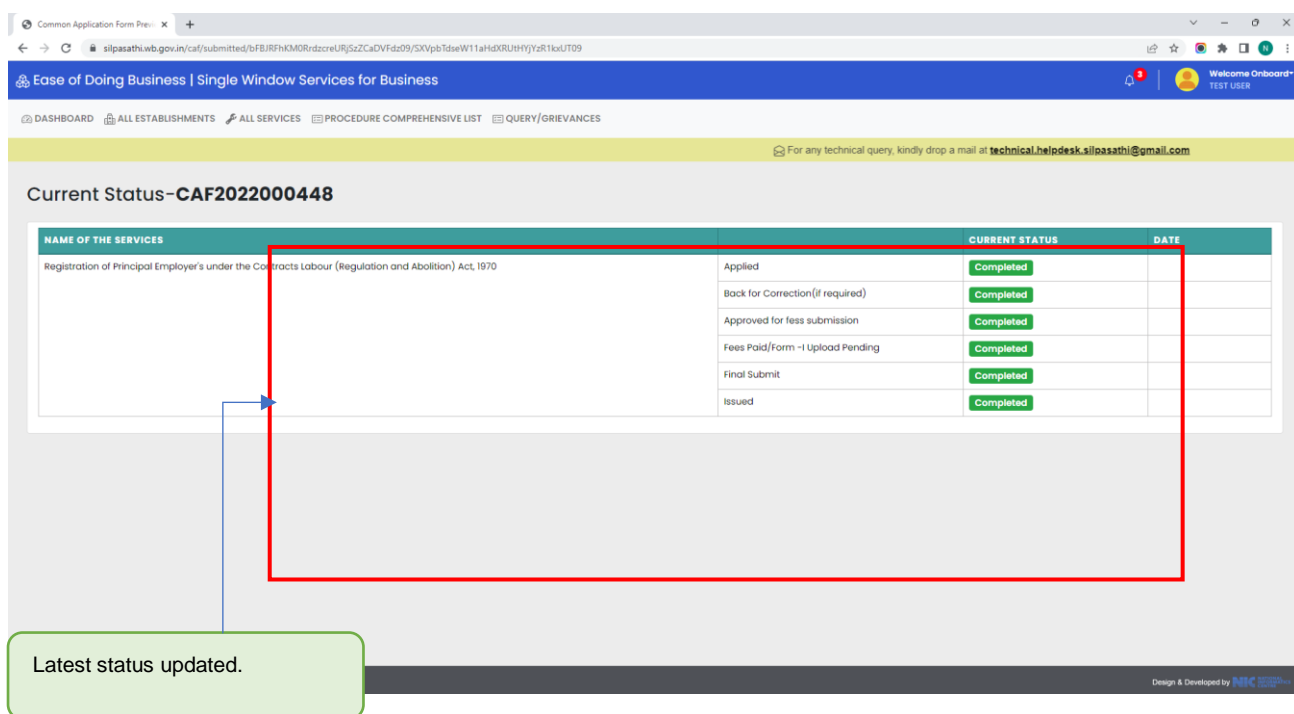
#### Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



**Note: Latest status can be seen any time through Applicant's Dashboard**

Current status appears in the Status Dashboard (Screenshot below).



# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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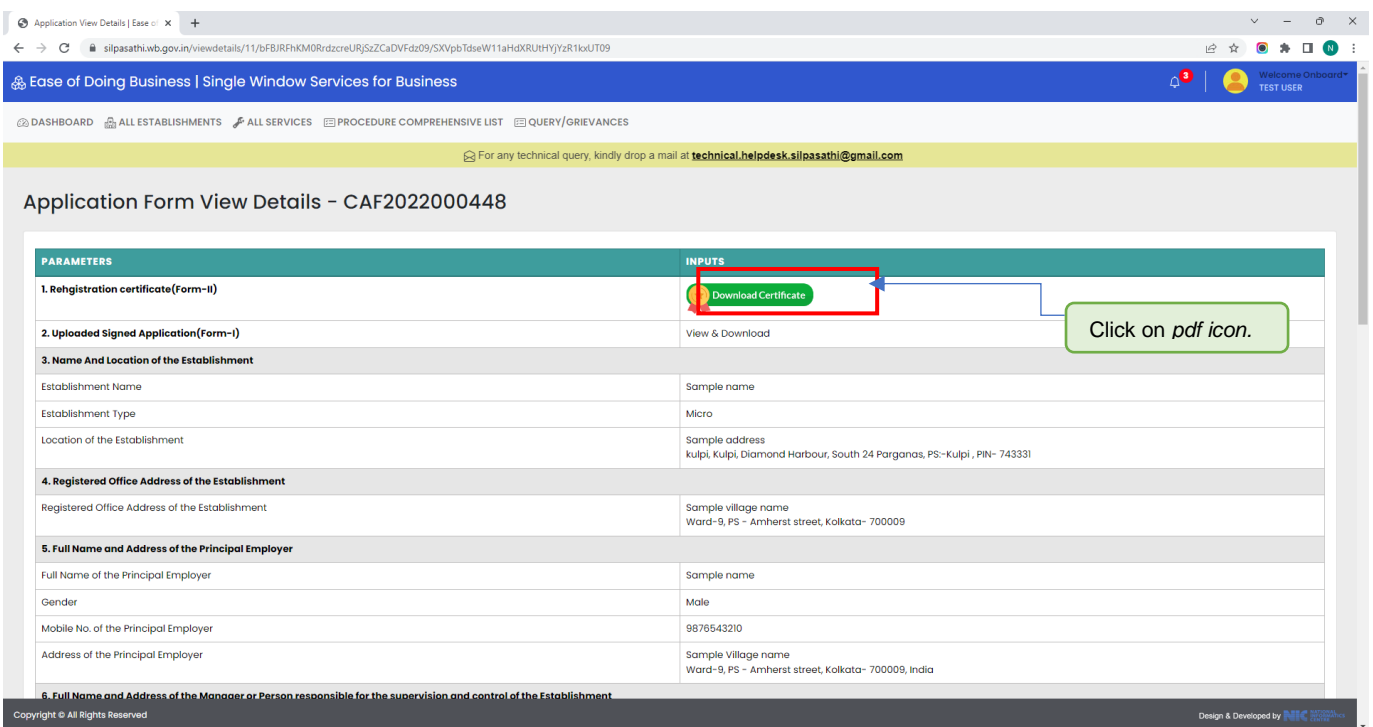
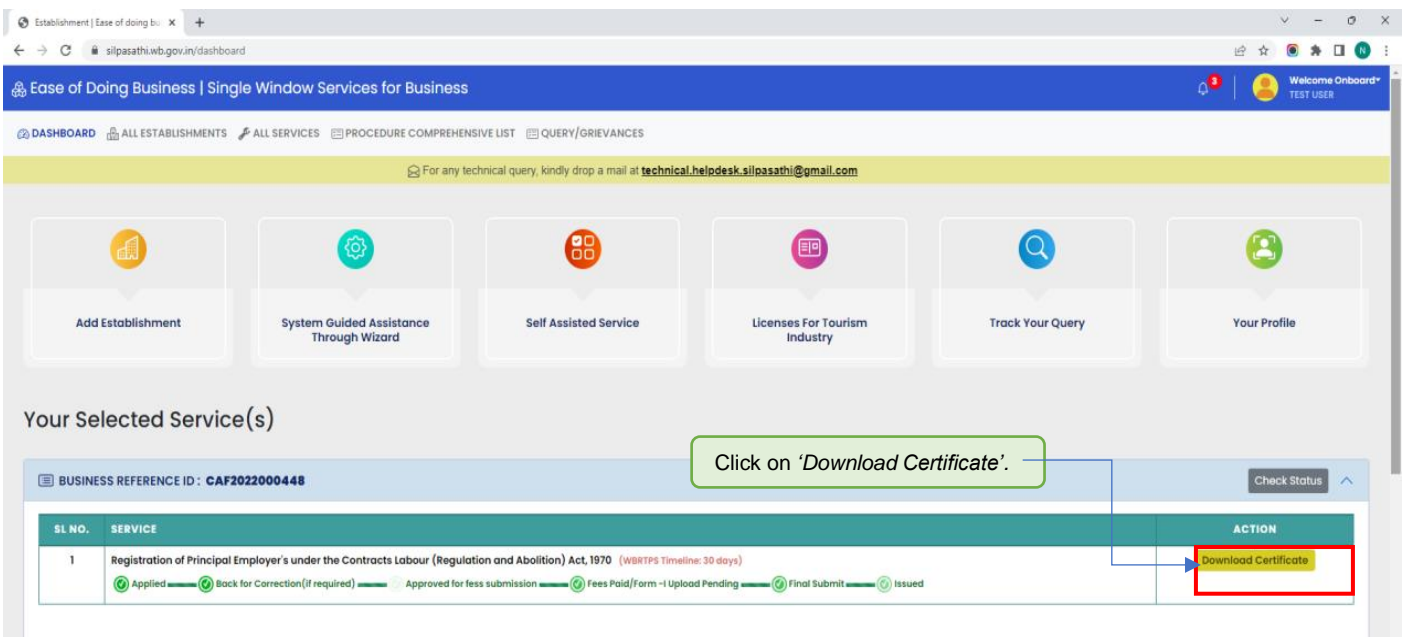
### 4: Online Download of final approval certificate

The applicant has to '**Download Certificate**' to view further.

#### Applicant's Dashboard

**Note: Latest status can be seen any time through Applicant's Dashboard**

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**PDF**' icon to download the Final Approval Certificate issued.



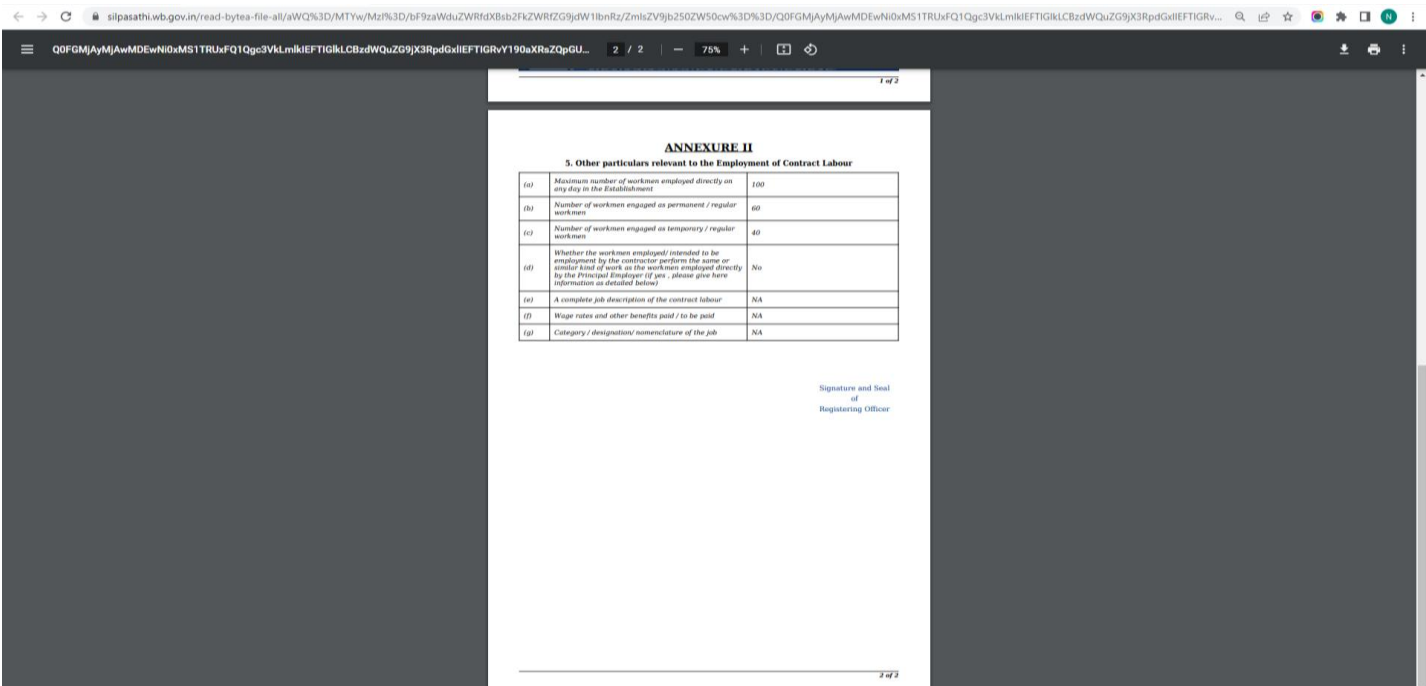
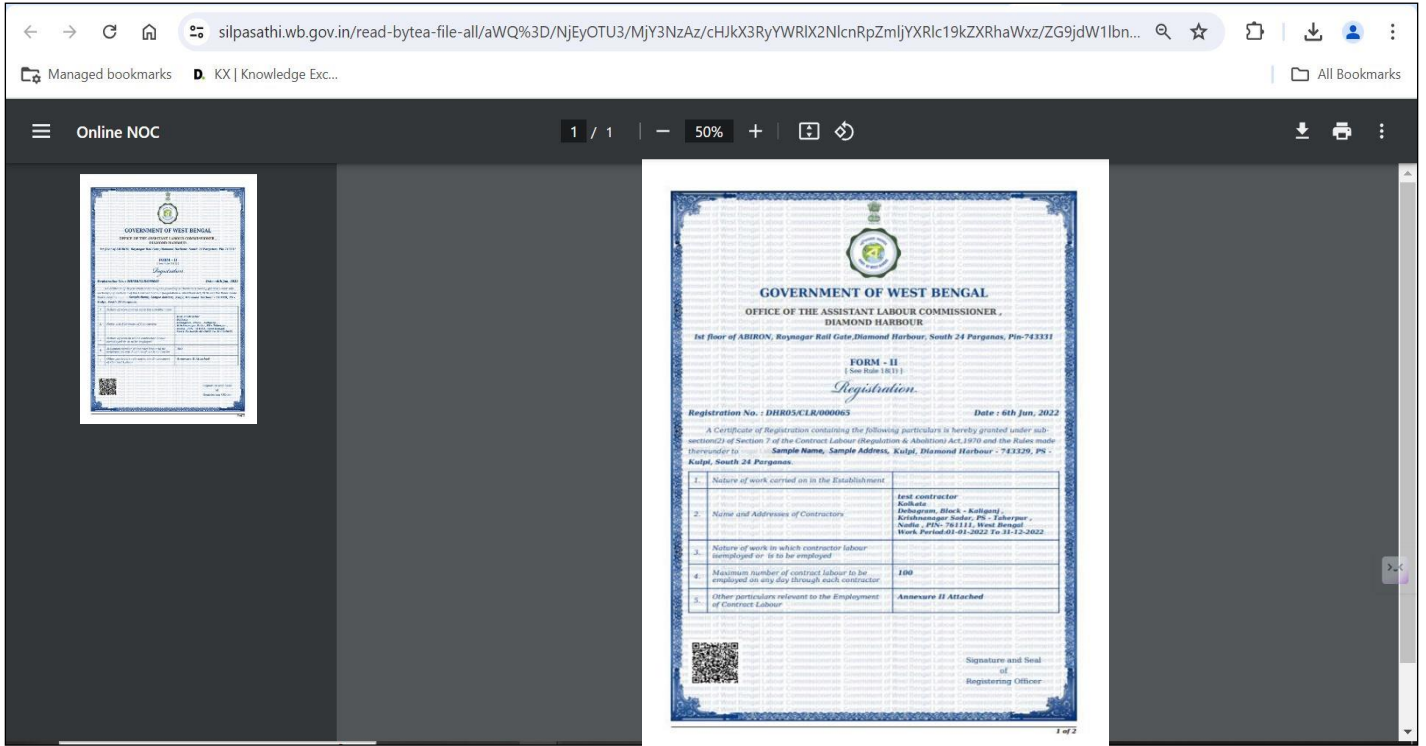
# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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**The certificate as downloaded has been illustrated in the screenshot below:**

[The Final Certificate gets downloaded \(Screenshot\)](#)



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[One Approval certificate document has been illustrated below:](#)


**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE ASSISTANT LABOUR COMMISSIONER ,**  
**DIAMOND HARBOUR**  
**1st floor of ABIRON, Roynagar Roll Gate, Diamond Harbour, South 24 Parganas, Pin-743331**

**FORM - II**  
[ See Rule 18(1) ]  
*Registration*

**Registration No. : DHR05/CLR/000065**      **Date : 6th Jun, 2022**

A Certificate of Registration containing the following particulars is hereby granted under sub-section(2) of Section 7 of the Contract Labour (Regulation & Abolition) Act,1970 and the Rules made thereunder to **Sample Name, Sample Address, Kulpi, Diamond Harbour - 743329, PS - Kulpi, South 24 Parganas.**

1.	Nature of work carried on in the Establishment	<b>test contractor</b> <b>Kolkata</b>
2.	Name and Addresses of Contractors	<b>Debagram, Block - Kaliganj ,</b> <b>Krishnanagar Sadar, PS - Taherpur ,</b> <b>Nadia , PIN- 761111, West Bengal</b> <b>Work Period:01-01-2022 To 31-12-2022</b>
3.	Nature of work in which contractor labour is employed or is to be employed	
4.	Maximum number of contract labour to be employed on any day through each contractor	<b>100</b>
5.	Other particulars relevant to the Employment of Contract Labour	<b>Annexure II Attached</b>

 **Signature and Seal**  
**of**  
**Registering Officer**

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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### 5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

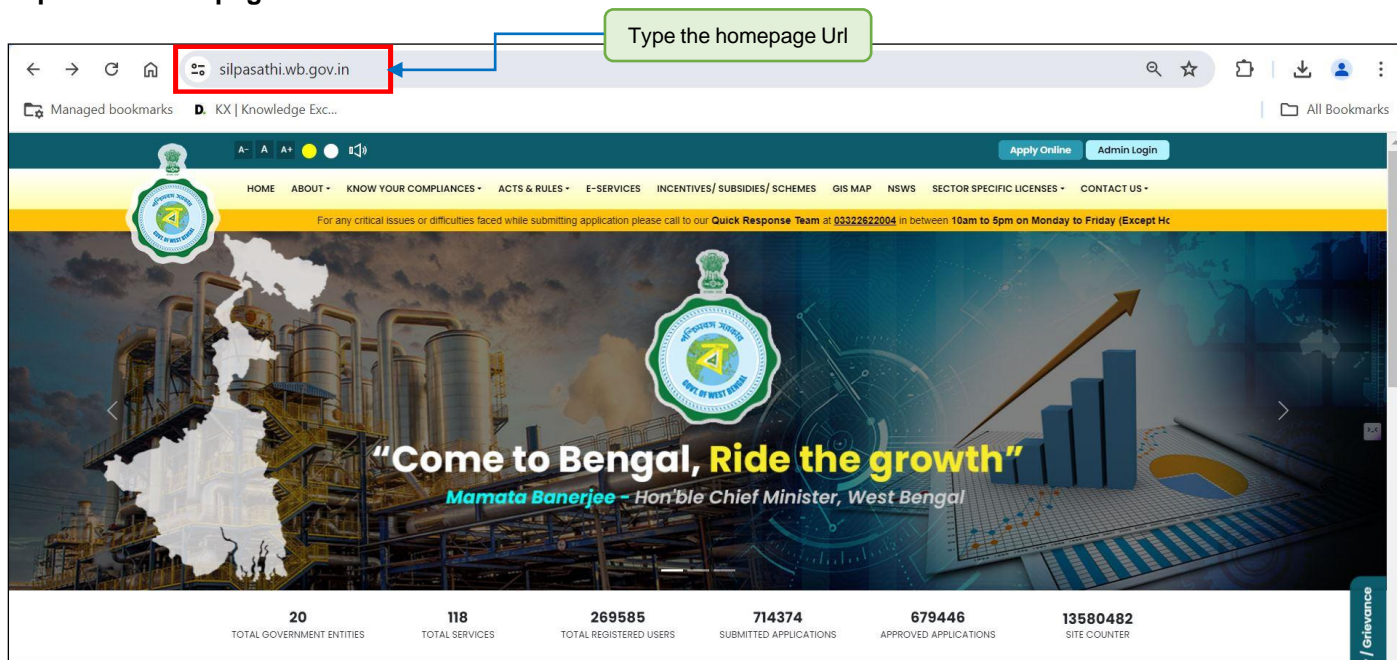
#### Third part verification process

The applicant or any user has to log in to [www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in).

A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

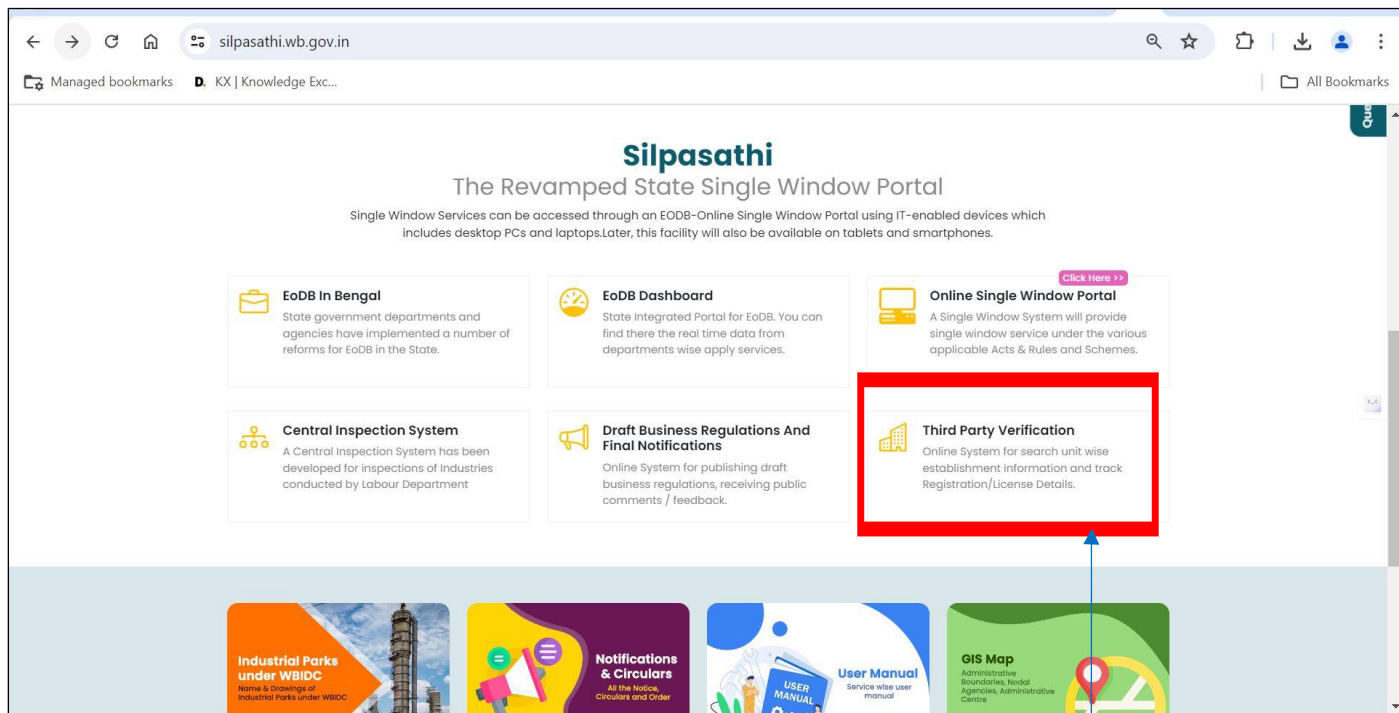
#### SilpaSathi Homepage



# User Manual

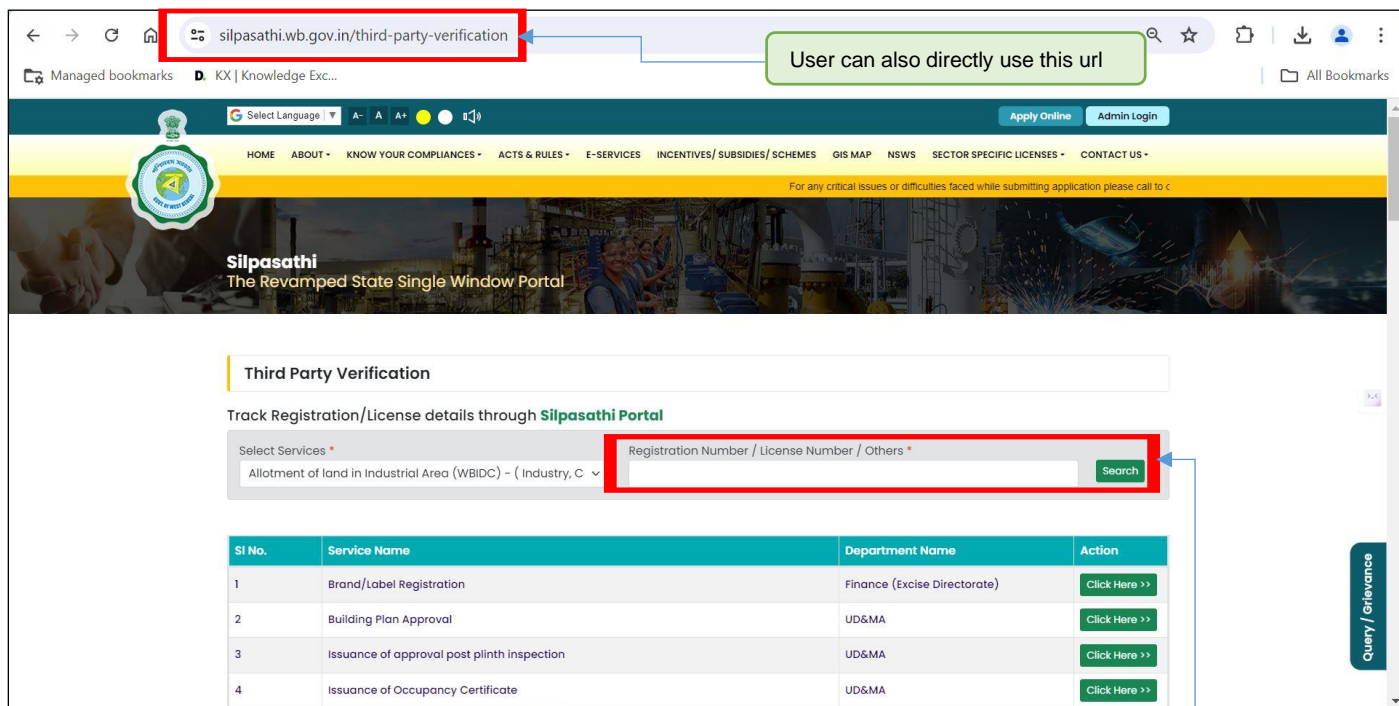
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



Enter Registration number/ License number to view details.

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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**Track Registration/License Details**

Select Services \*  
Registration of Principal Employer under the Cont...

Registration Number / License Number / Others \*  
DHR05/CLR/000065

Search

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License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:

**Track Registration/License Details**

Select Services \*  
Registration of Principal Employer under the Cont...

Registration Number / License Number / Others \*  
DHR05/CLR/000065

Search

Parameter	Output
Registration Number	DHR05/CLR/000065
Registration Date	06-06-2022
Name of the Establishment	Sample name
Location of the Establishment	Sample address kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi, PIN- 743329

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## ***Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970***

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