

## CONTRACT LABOUR(R&A) ACT, 1970 AND AP RULES, 1971.

PROCEDURE FOR ONLINE APPLICATION FOR GRANT OF A LICENSE OF CONTRACTOR ESTABLISHMENTS UNDER A.P. (ISSUANCE OF INTEGRATED AND TURNING OF COMBINED RETURNS UNDER VARIOUS LABOUR LAWS BY CONTRACTORS) ACT, 2015(AMENDED IN 2016) AND COVERED BY CONTRACT LABOUR(1970 AND AP RULES, 1971.

### APPLICABILITY

THE CONTRACT LABOUR ACT APPLIES TO EVERY CONTRACTOR WHO EMPLOYED MORE WORKERS ON ANY DAY OF THE PRECEDING 12 MONTHS.

### LICENSING OF CONTRACTORS:

NO CONTRACTOR SHALL UNDERTAKE ANY WORK THROUGH CONTRACT ACCORDANCE WITH A LICENSE ISSUED BY THE LICENSING OFFICER.

ON FILLING OUT THE APPLICATION ONLINE, FORM FILLING PRINCIPAL EMPLOYER SHALL BE UPLOADED AND REQUISITE FEE AS PER THE FOLLOWING BE PAID ONLINE.

### LICENSE FEE:

FROM 0 TO 100 WORKI	RS. 570.00
FROM 101 TO 200 WORL	RS. 900.00
FROM 201 TO 400 WORL	RS. 1275.00
MORE THAN 400 WOR	RS. 1850.00

### SECURITY DEPOSIT:

SECURITY DEPOSIT @ RS. 50/- PER EACH WORKER SHALL BE PAID ONLINE

### VALIDITY OF LICENSE:

THE LICENSE ISSUED SHALL BE VALID UP TO 3 YEARS AS SECOND CONTRACTOR. VALIDITY OF THE LICENSE COMMENCES ON THE DATE OF ISSUE AND CONTINUES UP TO THE 3RD YEAR OR AS OPTED BY THE CONTRACTOR.

### LICENSING OFFICERS:

THE FOLLOWING OFFICERS OF LABOUR DEPARTMENT HAVE BEEN LICENSING OFFICERS UNDER SECTION 11 OF THE CONTRACT LABOUR (R&A) ACT, 1970. (G.O.M.S. NO. 4 LAB-IV) DEPT. DT. 20.06.2008)

- 1) ASST. COMMISSIONER OF LABOUR
- 2) DY. COMMISSIONER OF LABOUR
- 3) JT. COMMISSIONER OF LABOUR

## HOW TO MAKE APPLICATION FOR LICENSE:

SUBMISSION OF PHYSICAL APPLICATION FORM AND OTHER DOCUMENTS WAS DISPENSED WITH, AS PROVIDED IN THE A.P. INTEGRATED REGISTRATION ACT, 2015 AMENDED IN 2016.

### APPLICATION THROUGH CITIZEN SERVICE CENTERS (MAE SEVA) ONLINE):

APPLICANT MAY APPROACH ANY CITIZEN SERVICE CENTRE TO THE SERVICE OF ISSUE OF LICENSE/RENEWAL OF LICENSE OF THE CONTRACTOR WITH DETAILS OF THE CONTRACTOR TO BE LICENSED AND THE FEE PAYABLE AS SHOWN ABOVE TABLE. ON FURNISHING THE INFORMATION TO BE FILLED IN APPLICATION, TO THE KIOSK OPERATOR AND ON PAYMENT OF REQUISITE FEE, LICENSE GENERATED INSTANTANEOUSLY AND HANDED OVER TO THE APPLICANT.

### APPLICATION ONLINE:

THE CONTRACTOR MAY ALSO APPLY FOR LICENSE ONLINE TO THE PROCEDURE SPECIFIED BELOW.

STEP 1: GO TO MEESEVA PORTAL. URL: [HTTPS://ONLINEAP.MEESEVA.GOV.IN/](https://onlineap.mee seva.gov.in/)

STEP 2: COMPLETE PROFILE REGISTRATION SO THAT YOU CAN GET USER CREDENTIALS TO LOG INTO THE PORTAL.

STEP 3: SELECT REQUIRED SERVICE FROM LABOUR DEPARTMENT

STEP 4: FILL UP THE FORM AND PAY THE REQUISITE FEE ONLINE

STEP 5: PAYMENT RECEIPT WILL BE GENERATED.

STEP 6: LICENSE WILL BE GENERATED INSTANTANEOUSLY.

STEP 7: TAKE A PRINTOUT OF THE RECEIPT AS WELL AS LICENSE.

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## IMPORTANT PROVISIONS UNDER THE CONTRACT LABOUR (REGULATION & APPLICABLE TO CONTRACT WORKERS

### WELFARE AND HEALTH OF THE CONTRACT LABOUR:-

CANTEENS (SECTION 16), REST ROOMS (SECTION 17), DRESSING ROOMS AND URINALS, WASHING FACILITIES (SECTION 18) AND FIRST AID (SECTION 19) SHALL BE PROVIDED BY THE CONTRACTOR AND ON HIS PRINCIPAL EMPLOYER (SECTION 20).

SECTION 21 RESPONSIBILITY FOR PAYMENT OF WAGES: CONTRACTOR SHALL BE RESPONSIBLE FOR PAYMENT OF WAGES TO THE CONTRACT WORKERS EMPLOYED BY HIM. HE SHALL NOMINATE A REPRESENTATIVE TO WITNESS AND CERTIFY WAGES TO THE CONTRACT WORKERS ENGAGED BY THE CONTRACTOR. IF THE CONTRACTOR DOES NOT PAY WAGES BEFORE DUE DATE, THE PRINCIPAL EMPLOYER SHALL PAY WAGES TO THE CONTRACT WORKERS.

RULE 73 THE AUTHORIZED REPRESENTATIVE OF THE PRINCIPAL EMPLOYER SHALL CERTIFY EVERY MONTH, IN THE WAGES REGISTER MAINTAINED BY THE CONTRACTOR, THAT THE WAGES SHOWN IN THE REGISTER ARE ACTUALLY PAID TO THE CONTRACT WORKERS.

RULE 78 (B)-A WAGE SLIP SHALL BE ISSUED BY THE CONTRACTOR TO EACH WORKMAN IN FORM -XIX. IN ADDITION TO THE DETAILS IN FORMS -XIX ADVISED TO SHOW IN THE WAGE SLIP, THE DETAILS OF EPF NO, ESI NO AND BANK ACCOUNT OF THE EMPLOYEE AND ALSO THE DATE OF REMITTANCE OF REMUNERATION IN THE BANK.

PAYMENT OF WAGES (RULE 63 TO 73) AND WAGE RATES ACCORDING TO CLAUSE 12 IN THE NOTIFICATION OF COMMISSIONER OF LABOUR UNDER RULE 25 (V) (

WAGE RATES APPLICABLE TO THE CONTRACT LABOUR BY THE GOVERNMENT VIDE NOTIFICATION NO.170 DATED 19.03.2012 ARE PAYABLE.

MODE OF PAYMENT OF WAGES: -

WAGES SHALL BE PAID BY THE CONTRACTOR BEFORE THE DATE CREDIT IN THE BANK ACCOUNT OF THE CONTRACT WORKERS IN ACCORDANCE WITH THE ORDER DATED 19.02.2008, G.O.MS.NO.591 OF LET & F DEPARTMENT DATED 11.11.2011 UNDER PAYMENT OF WAGES ACT, 1936 AND THE PROVISIONS OF PAYMENT OF WAGES ACT HAVE BEEN EXTENDED VIDE G.O.MS.NO.590 OF LET & F DEPARTMENT DATED 13.11.2011 TO ALL ESTABLISHMENTS ENGAGED IN SCHEDULED EMPLOYMENTS, ALL INDUSTRIES AND ALL SHOPS AND ESTABLISHMENTS.

CONDITIONS OF SERVICE (NOTIFIED BY COMMISSIONER OF LABOUR UNDER RULE 25):

WORKING HOURS OF CONTRACT WORKERS SHALL NOT EXCEED 48 HOURS IN A WEEK. DAILY WORKING HOURS SHALL NOT SPREAD OVER MORE THAN A DAY. AT LEAST HALF AN HOUR OF REST SHALL BE ALLOWED NOT TO BE WORKN EVERY CONTRACT WORKMAN SHALL BE ALLOWED IN EACH WEEK A HOLIDAY AND 8 NATIONAL AND FESTIVAL HOLIDAYS AND LEAVE WITH WAGES @ 1 DAY FOR EVERY WORK PERFORMED DURING THE CALENDAR YEAR. EXTRA WAGES @ TWICE THE RATE OF WAGES SHALL BE PAID FOR OVERTIME WORK. NO CONTRACT WORKMAN SHALL BE TERMINATED WITHOUT CONDUCTING AN ENQUIRY FOLLOWING PRINCIPLES OF NATURAL JUSTICE.

RULE 25 TERMS AND CONDITIONS OF LICENCE:

THE LICENSE IS SUBJECT TO THE FOLLOWING CONDITIONS

THE LICENSE SHALL BE NON-TRANSFERABLE.

THE NUMBER OF WORKERS EMPLOYED AS CONTRACT LABOUR SHALL NOT, ON ANY DAY, EXCEED THE NUMBER FOR WHICH LICENSE IS GRANTED PROVIDED IN THE RULE THE FEE PAID FOR THE GRANT, OR AS THE CASE MAY BE, FOR THE LICENSE SHALL BE NON-REFUNDABLE.

THE RATES OF WAGES PAYABLE TO THE WORKERS BY THE CONTRACTOR SHALL NOT BE LESS THAN THE RATES PRESCRIBED FOR THE SCHEDULE OF EMPLOYMENT UNDER THE WAGES ACT, 1948, WHERE APPLICABLE, AND WHERE THE RATES HAVE BEEN SETTLED BY SETTLEMENT OR AWARD, NOT LESS THAN THE RATES FIXED.

IN CASES WHERE THE WORKERS EMPLOYED BY THE CONTRACTOR ARE OF SIMILAR KIND OF WORK AS THE WORKERS DIRECTLY EMPLOYED BY THE PRINCIPAL EMPLOYER OF THE ESTABLISHMENT, THE WAGES RATES, HOLIDAYS, HOURS OF WORK AND CONDITIONS OF SERVICE OF THE WORKERS OF THE CONTRACTOR SHALL BE THE SAME AS THAT OF WORKERS DIRECTLY EMPLOYED BY THE PRINCIPAL EMPLOYER OF THE ESTABLISHMENT OR SIMILAR KIND OF WORK.

PROVIDED THAT IN THE CASE OF ANY DISAGREEMENT WITH REGARD TO THE RATES OF WORK THE SAME SHALL BE DECIDED BY THE COMMISSIONER OF LABOUR, ANDHRA PRADESH, WHOSE DECISION SHALL BE FINAL.

IN OTHER CASES THE WAGE RATES, HOLIDAYS, HOURS OF WORK AND SERVICES OF THE WORKERS OF THE CONTRACTOR SHALL BE SUCH AS MAY BE SPECIFIED BY THE COMMISSIONER OF LABOUR, ANDHRA PRADESH, HYDERABAD.

IN EVERY ESTABLISHMENT WHERE 50 OR MORE WOMEN ARE EMPLOYED AS CONTRACT LABOUR THERE SHALL BE PROVIDED 2 ROOMS OF REASONABLE SIZE FOR THE USE OF THEIR CHILDREN UNDER THE AGE OF SIX YEARS. ONE OF SUCH ROOMS SHALL BE A DAY ROOM FOR THE CHILDREN AND THE OTHER, AS BEDROOM. FOR THIS PURPOSE THE CONTRACTOR SHALL SUPPLY ADEQUATE NUMBER OF TOYS AND GAMES IN THE DAY ROOM AND SUFFICIENT NUMBER OF COTS AND BEDDINGS IN THE SLEEPING ROOM. AS TO THE CONSTRUCTION AND MAINTENANCE OF THE CRECHES SHALL BE SUCH AS MAY BE SPECIFIED BY THE COMMISSIONER OF LABOUR, ANDHRA PRADESH, HYDERABAD.

THE LICENSEE SHALL NOTIFY ANY CHANGE IN THE NUMBERS OR THE CONDITIONS OF WORK TO THE LICENSING OFFICER.

A COPY OF THE LICENCE SHALL BE DISPLAYED PROMINENTLY IN PREMISES WHERE THE CONTRACT WORK IS BEING CARRIED ON

NO WOMEN EMPLOYED AS CONTRACT LABOUR SHALL BE ADMITTED TO THE FACTORY BEFORE 6-00 A.M. OR AFTER 7 P.M.:

PROVIDED THAT SUCH WOMEN CONTRACT LABOUR MAY BE EMPLOYED UP TO 10-00 P.M. IF THE GOVERNMENT APPROVES THE VARIATION UNDER SECTION 66 OF THE FACTORIES ACT, 1948.

REGISTERS AND RECORDS TO BE MAINTAINED :-

THE PRINCIPAL EMPLOYER SHALL MAINTAIN REGISTER OF CONTRACTORS  
FORM XII (RULE 74)

RULE 76 EMPLOYMENT CARD :

CONTRACTOR SHALL ISSUE AN EMPLOYMENT CARD (APPENDIX FORM  
XIV TO EACH CONTRACT WORKMAN.

RETURNS :-

THE CONTRACTOR SHALL SUBMIT A HALF YEARLY RETURN FOR  
LICENSING OFFICER [RULE 82 (1)] AND THE PRINCIPAL EMPLOYE  
SUBMIT ANNUAL RETURN TO THE REGISTERING OFFICER [FORM  
82 (2)].

PENALTIES (SECTION 22,23,24 AND 25) : FINE UP TO 1000RUPEES,  
IMPRISONMENT UP TO THREE MONTHS OR BOTH FOR VIOLATIONS OF THE  
ACT.

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