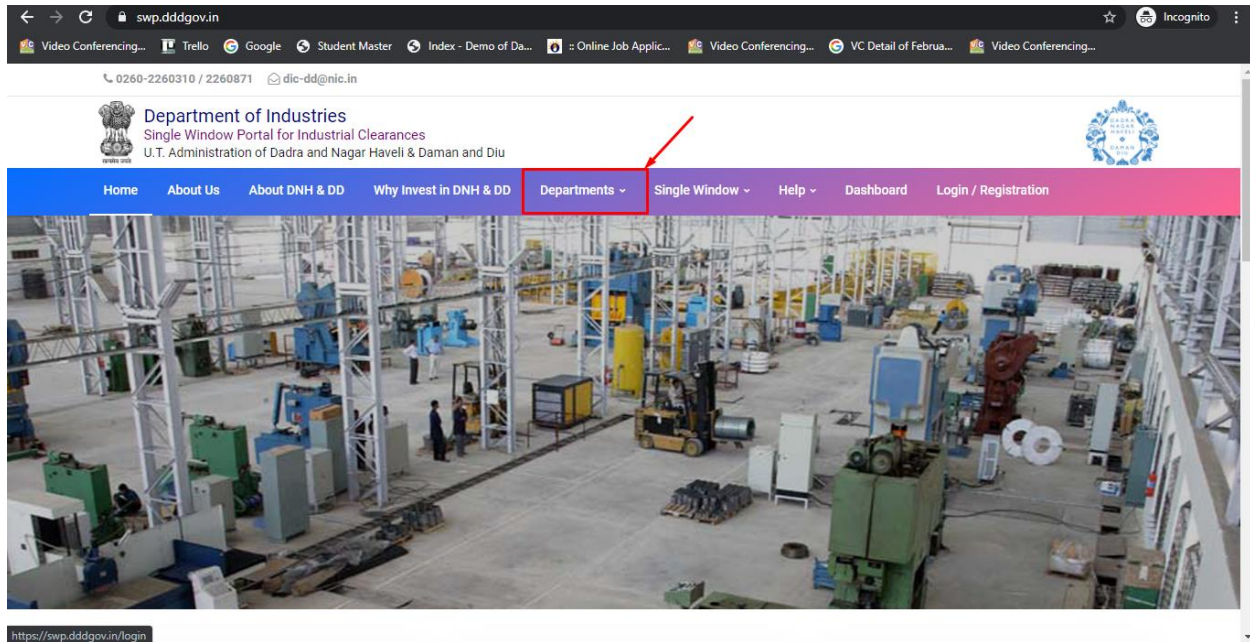
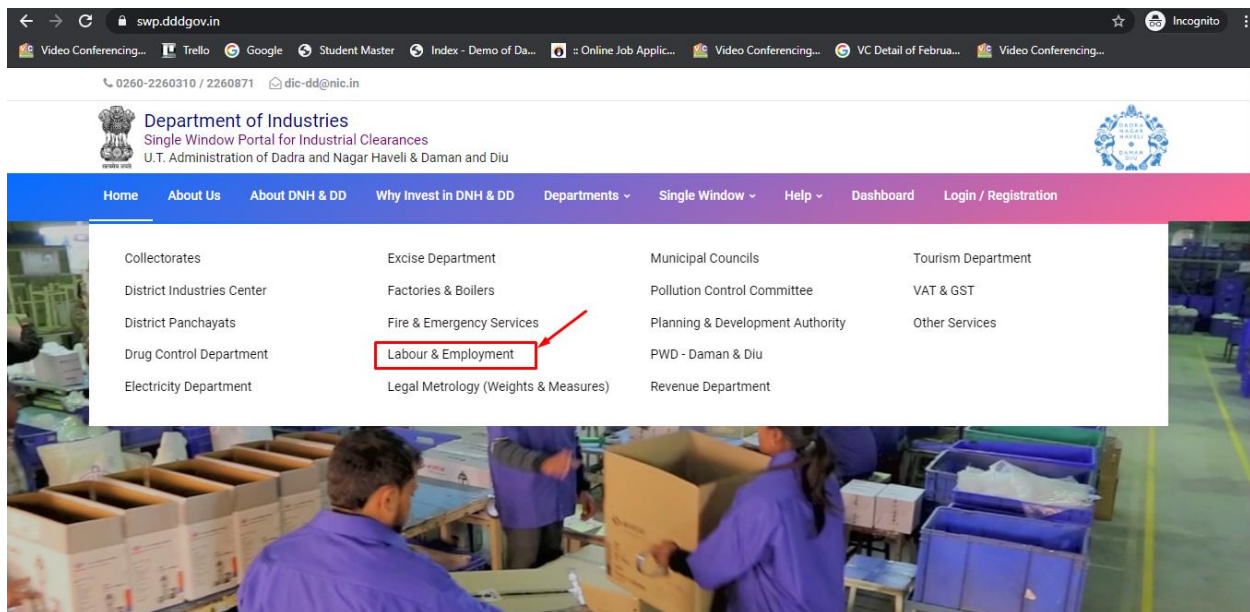


# User Guide for online filing of Registration under Building and Other Construction Workers, Act

1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Labour & employment Department from the menu.



### 3. From the Department's page, click on "Click here" for the Registration under BOCW Act.

swp.dddgov.in/labour-and-employment-dnhdd

Home • Departments • Labour & Employment

## Department of Labour & Employment

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Registration under "Shops & Establishment Act"	<a href="#">Click Here</a>	Labour and Employment	20 Days	<a href="#">View</a>	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
2	Renewal under "Shops and Establishment Act"	<a href="#">Click Here</a>	Labour and Employment	20 Days	<a href="#">View</a>	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
3	Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"	<a href="#">Click Here</a>	Labour and Employment	20 Days	<a href="#">View</a>	Labour Enforcement Officer	Asst Labour Commissioner	Secretary
4	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979	<a href="#">Click Here</a>	Labour and Employment	20 Days	<a href="#">View</a>	Labour Enforcement Officer	Asst Labour Commissioner	Secretary

### 4. Enter your mobile number and the pin which was generated on your mobile number to login.

swp.dddgov.in/login

Single Window Portal for Industrial Clearances  
U.T. Administration of  
Dadra Nagar Haveli & Daman and Diu

## Login into your account!

Mobile Number

8347435433

Pin

.....

Forgot Pin ? Click Here.

Login Back to Home

Don't have an account? [Registration](#)

5. After login, click on Department & Services and on the search bar type “Labour”. For the “Registration under the BOCW Act” click on “click here”.

swp.dddgov.in/main#dept\_services

Logged User: Aishwarya Marwal

## Departments & Services

labour

### Labour

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Registration under "Shops & Establishment Act"				<a href="#">Click Here</a>
2.	Renewal under "Shops and Establishment Act"				<a href="#">Click Here</a>
3.	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970				<a href="#">Click Here</a>
4.	Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1970"				<a href="#">Click Here</a>
5.	Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				<a href="#">Click Here</a>
6.	Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"				<a href="#">Click Here</a>
7.	Single Annual Return form				<a href="#">Click Here</a>
8.	License for Contractors under provision of The Contracts Labour (R & A) Act, 1970				<a href="#">Click Here</a>

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6. Fill the entire form and then click on submit button.

swp.dddgov.in/main#bocw\_form

Logged User: Aishwarya Marwal

## Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1970"

Home / BOCW

### FORM-I [See Rule 23 (1)] APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS

- 1. Name and location of the establishment where building or other construction work is to be carried on \***  
Enter Name and location of the establishment where building or other construction work is to be carried on !
- 2. Postal address of the Establishment \***  
Enter Postal address of the Establishment !
- 3. Full name and permanent address of the Establishment, if any**  
Enter Full name and permanent address of the Establishment, if any !
- 4. Full name and address of the Manager or persons responsible for the supervision and control of the Establishment \***  
Enter Full name and address of the Manager or persons responsible for the supervision and control of the Establishment !
- 5. Nature of building or other construction work carried is to be carried on in the Establishment \***  
Nature of building or other construction work carried is to be carried on in the Establ
- 6. Maximum number of building workers to be employed on any day\***  
Maximum number of building workers to be employed on any day !

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swp.dddgov.in/main#bcw\_form

Incognito

EODB

Dashboard

Company Profile

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwal

Enter Full name and permanent address of the Establishment,if any !

Enter Full name and address of the Manager or persons responsible for the supervision and control of the Establishment !

5. Nature of building or other construction work carried is to be carried on in the Establishment \*

Nature of building or other construction work carried is to be carried on in the Establ

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

Maximum number of building workers to be employed on any day !

7. Estimated date of commencement of building or the other construction work \*

28-01-2021

8. Estimated date of completion of building or the other construction work \*

28-01-2021

9. Application should be submitted in triplicate in Form I.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

10. Attach a copy of work order.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

11. Copy of Chalan.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

12. Declaration by the employer

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swp.dddgov.in/main#bcw\_form

Incognito

EODB

Dashboard

Company Profile

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwal

9. Application should be submitted in triplicate in Form I.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

10. Attach a copy of work order.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

11. Copy of Chalan.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

12. Declaration by the employer

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

12.2 ☐ I undertake to abide by the provisions of the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder. \*

13. Principal Employer Seal and Stamp\*  
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File No file chosen

Save as a Draft Submit Application Close

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NIC नेशनल इन्फार्मेटिक्स सेंटर

7. after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

The screenshot shows the EODB portal interface. The left sidebar contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area displays the title "Registration under 'The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996'" and a "Home / BOCW" breadcrumb. A blue button "Apply for New Registration" is visible. Below it, a table lists applications with columns: No., Application Number, Establishment Name & Location, Establishment Address, Manager Name & Address, Submitted On, Status, Query Status, and Action. Two applications are shown: one with status "Application Submitted" and another with status "Approved". Red arrows point to the "Status" column header and the "Form-1" button in the Action column of the first application. A "Search:" input field is located above the table. At the bottom, there is a "Showing 1 to 2 of 2 entries" message and pagination controls (Previous, 1, Next). The footer includes "Copyright © 2021 | daman.nic.in" and the NIC logo.

No.	Application Number	Establishment Name & Location	Establishment Address	Manager Name & Address	Submitted On	Status	Query Status	Action
1	BOCW00003	test	test	test	28-01-2021	Application Submitted	-	View Form-1
2	BOCW00001	test	test	test	22-12-2020	Approved	-	+

8. Click on Form 1 to view your application.

The screenshot shows the "Form-1" application form. The form is titled "FORM 1 (See Rule 23 (1)) APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS". It contains eight numbered fields for data entry: 1. Name and location of the establishment, 2. Postal address, 3. Full name and permanent address of the establishment, 4. Full name and address of the Manager or persons responsible, 5. Nature of building or other construction work, 6. Maximum number of building workers, 7. Estimated date of commencement, and 8. Estimated date of completion. Below the fields is a declaration section where the Principal Employer signs and stamps. The form is displayed in a browser window with the file path "C:/Users/HELPDESK/Downloads/FORM-1.pdf" visible in the address bar.

FORM 1  
(See Rule 23 (1))  
APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS



1	Name and location of the establishment where building or other construction work is to be carried on:	test
2	Postal address of the Establishment:	test
3	Full name and permanent address of the Establishment, if any:	test
4	Full name and address of the Manager or persons responsible for the supervision and control of the Establishment:	test
5	Nature of building or other construction work carried is to be carried on in the Establishment:	test
6	Maximum number of building workers to be employed on any day	41
7	Estimated date of commencement of building or the other construction work	28-01-2021
8	Estimated date of completion of building or the other construction work	28-01-2021

Declaration by the employer:  
(i) I hereby declare that the particulars given above are true to the best of my knowledge and belief.  
(ii) I undertake to abide by the provisions of the Building and other Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder.

Principal Employer  
Seal and Stamp

9. For the payment of application fees, you have to pay the challan which will be send from the admin side after the approval of application. You can check that by clicking on the **“action”** button and click on **“Pay Your Fees”**.

The screenshot shows the EODB application portal. The left sidebar contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area is titled "Registration under 'The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996'". A button "Apply for New Registration" is in the top right. Below the title is a search bar and a table of registrations. The table has columns: No., Application Number, Establishment Name & Location, Establishment Address, Manager Name & Address, Submitted On, Status, Query Status, and Action. Two entries are shown. The first entry (No. 1, Application Number BOCW00003) has a status of "Fees Pending" and an "Action" button with a red minus icon. The second entry (No. 2, Application Number BOCW00001) has a status of "Approved" and an "Action" button with a green plus icon. A red box highlights the "Pay Your Fees" button in the "Action" column of the first entry, with a red arrow pointing to it. The footer shows "Copyright © 2021 | daman.nic.in" and the NIC logo.

No.	Application Number	Establishment Name & Location	Establishment Address	Manager Name & Address	Submitted On	Status	Query Status	Action
1	BOCW00003	test	test	test	28-01-2021	Fees Pending	-	
2	BOCW00001	test	test	test	22-12-2020	Approved	-	

10. After that, click on **“pay your fees”** option and popup box will open where you can upload your paid challan fees and then Click on **“Upload Fees Paid Challan Copy”**.

The screenshot shows the EODB application portal with a "Pay Your Fees" popup box open. The popup box has a title "Pay Your Fees" and a form with two fields: "Name and location of the establishment \*" with a text input containing "test", and "Upload Fees Paid Challan Copy \* (Maximum File Size: 2MB)" with a "Choose File" button and "No file chosen" text. Below the form are "Submit" and "Close" buttons. A red box highlights the "Choose File" button, with a red arrow pointing to it. The background shows the same registration table as the previous screenshot, but it is dimmed. The footer shows "Copyright © 2021 | daman.nic.in" and the NIC logo.



11. After uploading the paid challan copy, you can download the final certificate after getting approval from the Department .

The screenshot shows the EODB portal interface. The left sidebar contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area is titled "Registration under 'The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996'". A blue button "Apply for New Registration" is in the top right. Below it, a table lists two entries. The first entry (No. 1, Application Number BOCW00003) has a status of "Approved" and a "Download Certificate" button highlighted with a red box and an arrow. The second entry (No. 2, Application Number BOCW00001) also has a status of "Approved". The table columns are: No., Application Number, Establishment Name & Location, Establishment Address, Manager Name & Address, Submitted On, Status, Query Status, and Action. The footer shows "Copyright © 2021 | daman.nic.in" and the NIC logo.

No.	Application Number	Establishment Name & Location	Establishment Address	Manager Name & Address	Submitted On	Status	Query Status	Action
1	BOCW00003	test	test	test	28-01-2021	Approved	-	View, Form-1, Payment Requested, Pay Your Fees, Download Certificate
2	BOCW00001	test	test	test	22-12-2020	Approved	-	+

12. Then Download your final signed certificate for the Registration under BOCW Act.

The screenshot shows a generated certificate for registration under the BOCW Act. The certificate is from the U.T. Administration of Daman and Diu, Department of Labour, and is dated 28-01-2021. It is titled "FORM - II [SEE Rule 24(1)]". The certificate text states: "A Certificate of Registration is hereby granted under sub-section (3) of section 7 of the Building and other Construction Workers (Regulation of Employment and Conditions of service) Act, 1996 and the rules made there under..... having the following particulars subject to conditions laid down in the annexure:". The annexure table lists four particulars: 1. Postal Address/location where building or other construction work is to be carried by the Employer. 2. Name and address of employer including location of the building and other construction work. 3. Name and permanent address of the establishment. 4. Nature of work in which building workers are employed or are to be employed. The certificate is signed by the Office of the Registering Officer, Daman.

No.	Particulars	Details
1	Postal Address/location where building or other construction work is to be carried by the Employer.	test
2	Name and address of employer including location of the building and other construction work.	test
3	Name and permanent address of the establishment.	test
4	Nature of work in which building workers are employed or are to be employed	test

swp.dddgov.in/bocw/generate\_certificate

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4	workers are employed or are to be employed.	test
5	Maximum number of building workers to be employed on any day by the employer.	41
6	Probable date of commencement and completion of work.	28-01-2021 28-01-2022
7	Other particulars relevant to the employment of building workers.	

Signature of Registering Officer with Seal

ANNEXURE

The registration granted hereinabove is subject to the following conditions, namely :-

(a) The certificate of registration shall be non-transferable.

(b) The number of workmen employed or building workers 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-refundable'

(d) the rates of wages payable to building workers by the emplr t be less then the rates prescribed under the Minimum Wages Act, 1948(II of . or such employment where applicable, and where the rates have beenfixed by agreement, settlement or award, not less than the rates so fixed; and

(e) employer shall comply w provision of the Act and the r de there u

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Visit <https://daman.nic.in/evrty/ev=320000003>



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