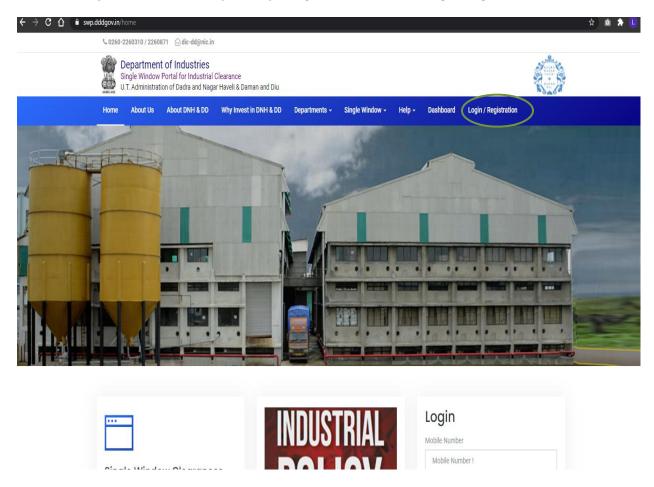
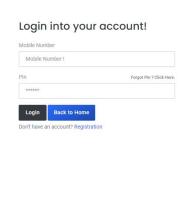
<u>User Guide for online filing of License for contractors under provision</u> <u>of The Contracts Labour (Regulation and Abolition) Act, 1970</u>

1. Open the website: https://swp.dddgov.in/ and click on Login/Registration menu.

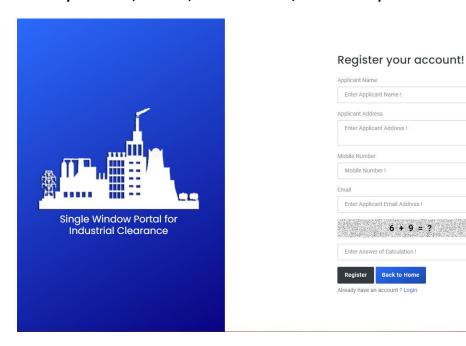


2. Enter your mobile number and the pin which was generated on your mobile number to login. If you are new here, then click on Registration button.



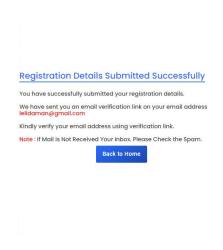


3. Enter your Name, Address, Mobile Number, Email and Captcha then click on Register.



4. Once the Registration process is completed a verification link will be sent to your registered email id.

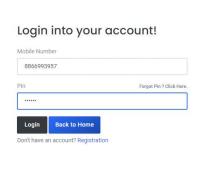




5. Link will look something like the image given below. Click on that link and enter the PIN number which was sent on your registered mobile number. Then Click on login.

6. Enter your Mobile Number and the PIN which was sent on your registered mobile number.

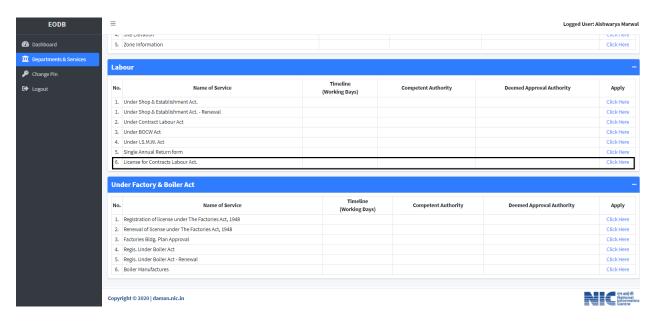




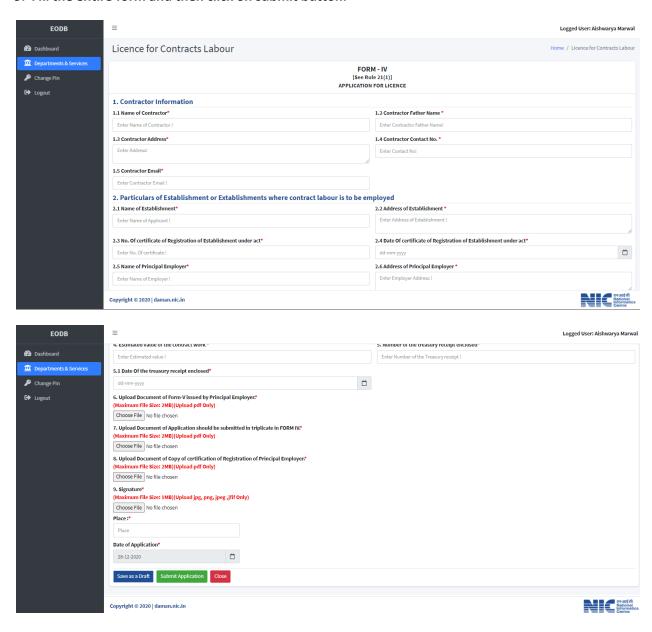
7. After login, you can see the dashboard. Click on Department & Services.



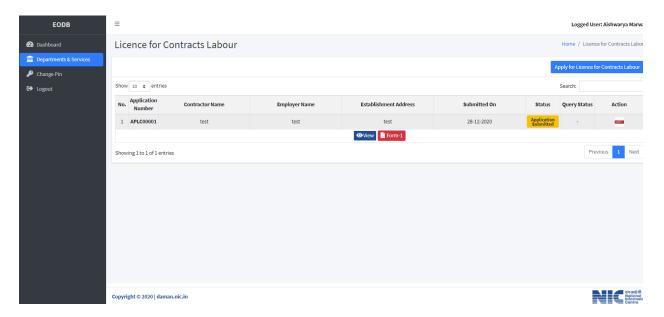
8. Click on License. under Contract Labour in the Labour Section.



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



10. 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.



11. Click on Form 1 to download Final signed Certificate.

FORM I (See Rule 3)

STATEMENT UNDER SECTION 3(1)

- 1. Name of Shop/Establishment, if any :
- Door No. and name of the Street and exact

 2. Location of the Shop/Establishment and
 Postal address

Exact location of office, Store-room, godown,

- Warehouse or work place if any attached to Shop but situated in premises different from Those of Shop/Establishment.
- Full name of the Employer, if any including his father's name.
- 5. Residential address of the Emplyer
- Full name of Manager, if any including his Father's name and his residential address

Name of Partners, if any including his Father's

 name and his residential address (if a partner-Ship concerned)

Category of establishment i.e, whether a Shop, Commercial Establishment, residential

- Hotel, restautant, eating house, theatre, Cinema, or other place or public amusement of entertainment etc.
- 9. Nature of Business
- 10. Date of commencement of business
- Names of members of employer's family engaged in the Shop/Establishment.

Name	Relationship	Gender	Adults	Young Person

Name of other Employees:

- (i) in a Managerial capacity
- (ii) as Sweeper, Caretaker & traveling Staff.
 (iii) As persons employed for loading & unloading of goods at godown.
- 13. Total numbers of employees :

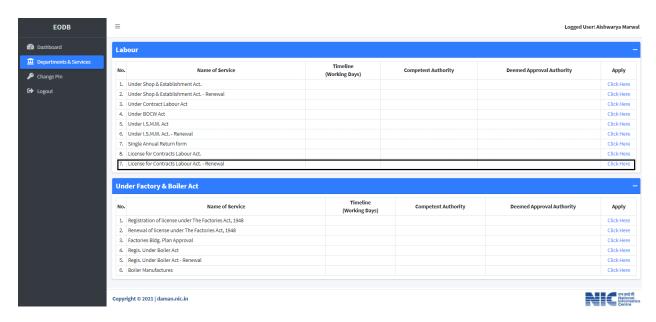
	N	lame	Managerial Capacity	Туре	Godown Employed	Gender	Adults	Young Person
--	---	------	------------------------	------	--------------------	--------	--------	--------------

I hereby declare that the above information is true to the best of my knowledge and belief.

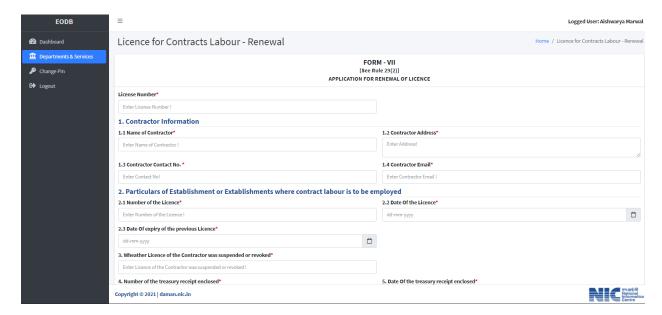
Dated : 24-12-2020 Signature of Employer

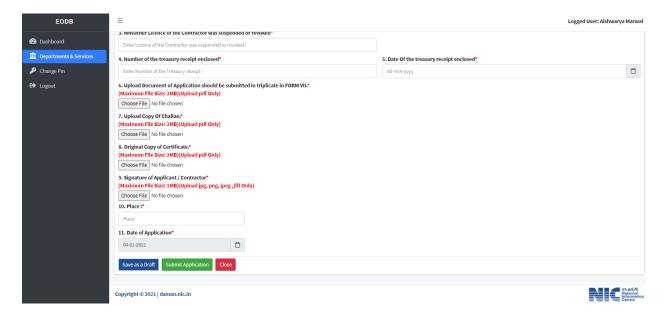
For Renewal under the Shop & Establishment Act

12. Click on Renewal for the License under the Contract Labour.

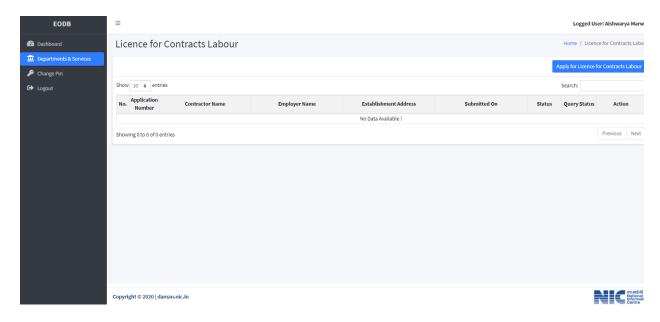


13. Fill the entire form and click on submit button.





14. 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.



Payment of application:

	非洲洲		Challan No. : 7798				
Challan of mone		S	TATE BANK OF INDIA	(bank)	,мот	IDAMAN	
To be filled in	by the re ni	itter		To be filled his instance	n by the D	epartmenta	l Officer or
Name (& or designation) and address of the party (i.eTax payer etc.) crediting money	Challan Branch Name	Department/ Office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Accounts Officer by whom adjustable	Order to th
Ms Time Technoplast Ltd Daman Unit I Plot No 3609 10 11 Kachigam Daman Pin 396 210	MOTI DAMAN	THE CHIEF INSPECTOR OF FACTORIES & BOILER Nani Daman [209713]	FEES UNDER CONTRACT LABOUR(REGULATION AND ABOLITIO [0230001060000]	900	FEES UNDER CONTRACT LABOUR (REGULATI ON AND ABOLITIO [023000106 0000]	Pay and Accounts Office Daman[008998]	
			Total:	900			
Date: 23-11-2020			(REVERSE)				
		F	articulars to be filled in by	remitter		Amount	
						Rs.	P.
0							
	data II-A				911	900.0000	
Bank drafts(with						900.0000	,
Bank drafts(with Cheques(with de	etails)					900.0000	,
Cash Bank drafts(with Cheques(with delails)	etails)	201				900.0000	7
Bank drafts(with Cheques(with de	etails)	2020			Total Rs.	900.000	

Example of final signed certificate:-

FORM II {Sea Rule 18 (1)} Certificate of Registration GOVERNMENT OF GOA, DAMAN AND DIU Office of the Registering Officer DAMAN

A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation and Abolition)

Act, 1970 and the rules made there under, to ------

Name and address of contractors	Nature of work in which contract labour is employed or is to be employed	Maximum Number of contractlabo ur to be employed on any day through each contractor	Estimated date of termination of Employment of Contract Labour
1	2	3	4

Signature of Registering Officer with Seal

No. LE/LI/DMN/RE-267/CL/

Place : Daman

Dated: - - -2021