

Single Window Portal

# Application for Registration of Establishment employing contract labour under the CL (R&A) Act, 1970

Directorate of Labour, Labour & ESI  
Department, Govt. of Odisha

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## Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of “Application for Registration of establishment employing contract labour under the Contract Labour (Regulation and Abolition) Act, 1970” service from the Directorate of Labour, Labour & ESI Department, Govt. of Odisha.

## General Instructions

Principal Employer according to Contract Labour(R&A) Act, 1970,

- i) In relation to any office or department of the government or local authority, the head of that office or department or such other officer as the government or the local authority, as the case may be, may specify in this regard.
- ii) In a factory, the owner or the occupier of the factory and where a person has been named as a manager of the factory under the Factories Act, 1948, the person so named.
- iii) In a mine, the owner or the agent of the mine and where a person has been named as the manager of the mine, the person so named.
- iv) In any other establishment, any person responsible for the supervision and control of the establishment.

As per provisions of Sec. 7 of the Contract Labour(R&A) Act, 1970, every Principal Employer engaging 20 or more contract labours in his establishment has to apply for registration of his establishment.

Based on the geographical location, and the application will be routed to the designated District Labour Officer. Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Application for Registration of establishment employing contract labour under the Contract Labour (Regulation and Abolition) Act, 1970 will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with “\*” are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put “NA” if it is a text/description field or a “0”, if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the “+” button to add more rows. Similarly, if he wishes to remove a row, he may use “x” button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the ‘Submit’ button.

After the form is successfully submitted, applicants can pay the required fees either online or offline. The fees prescribed for registration of establishment of Principal Employer are as follows:

<b>No. of Workers</b>	<b>Fees for Registration</b>
Up to 20	400
Between 21 to 50	1000
Between 51 to 100	2000
Between 101 to 200	4000
Between 201 to 400	8000

If they wish to pay offline, they may choose the ‘Over the Counter’ option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

## Checklist of Documents

The applicant doesn't need to attach any document with the application.

## Timeline

Registration of establishment employing contract labour under the Contract Labour (Regulation and Abolition) Act, 1970 is provided within 15 working days from the date of submission of application. The department can however raise queries on the application within 7 working days of receipt of application.

## Field Instructions

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
1	Name and Address of the Establishment	Enter the Name and Address of the establishment employing contract labour. District and Block can be selected from the dropdown list.
2	Name and Address of the Principal Employer	Enter the Name, Father's Name and Address of the Principal Employer. District and Block can be selected from the dropdown list.
3	Name and Address of the Manager	Enter the Name and Address of the Manager or the person responsible for supervision and control of the establishment
4	Nature of work for which contract labour is employed or is to be employed	Enter the nature of work for all contractors employed by the Principal Employer
5	Maximum No. of contract labour to be employed on any day through on any day through the contractor	Enter the maximum no. of labour working in a day for all contractors
6	Estimated date of termination of employment of contract labour	Enter the estimated date of termination of contracts for all contractors

# Application Procedure

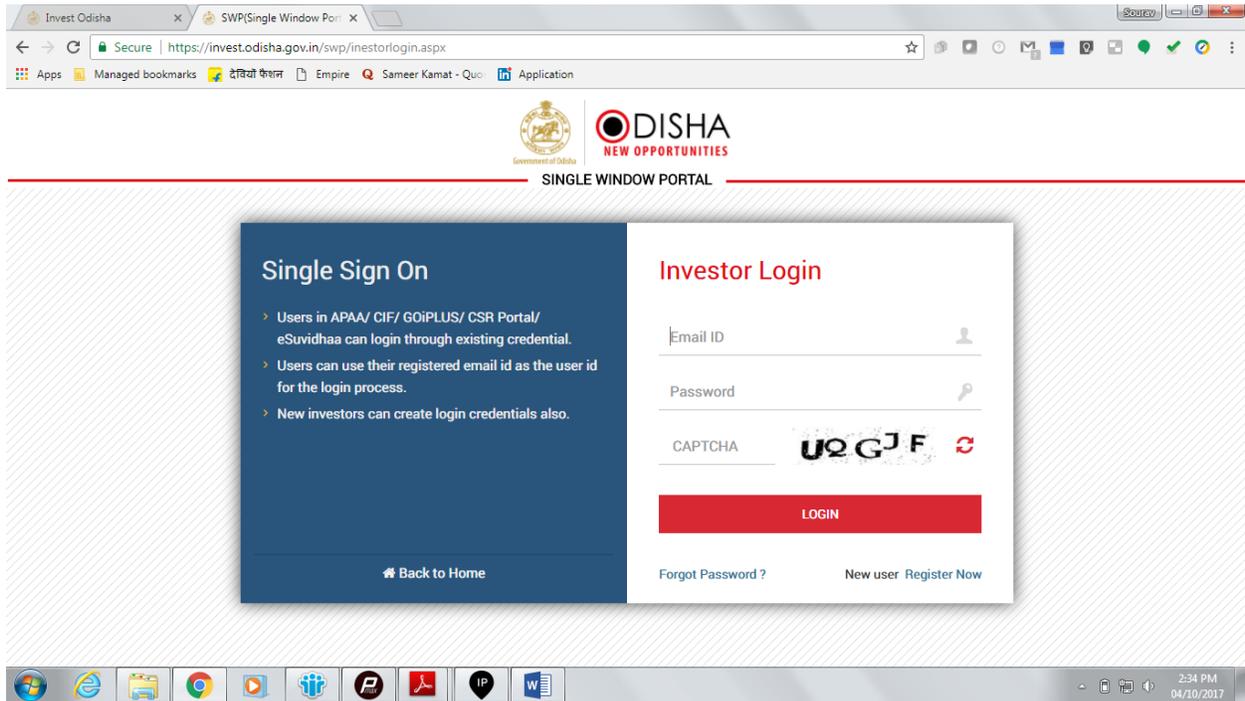
1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "Advantage Odisha", "Policy Framework", "Focus Sectors", "Ease of Doing Business", "Industrial Land Bank", "Success Stories", and "Project Profiles". A prominent banner titled "Educational Hub of the East - Availability of Industry-Ready Manpower" features a large pool of skilled manpower (1,25,000 technical manpower annually) and lists nationally acclaimed research institutions such as CIPET, ICAR, NISER, and IISER. Below the banner, there are links to "Compendium of Business Reforms", "GO/PLUS", and "SWP (Single Window Portal)". The "Focus Sectors" section is partially visible at the bottom. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 04/10/2017.

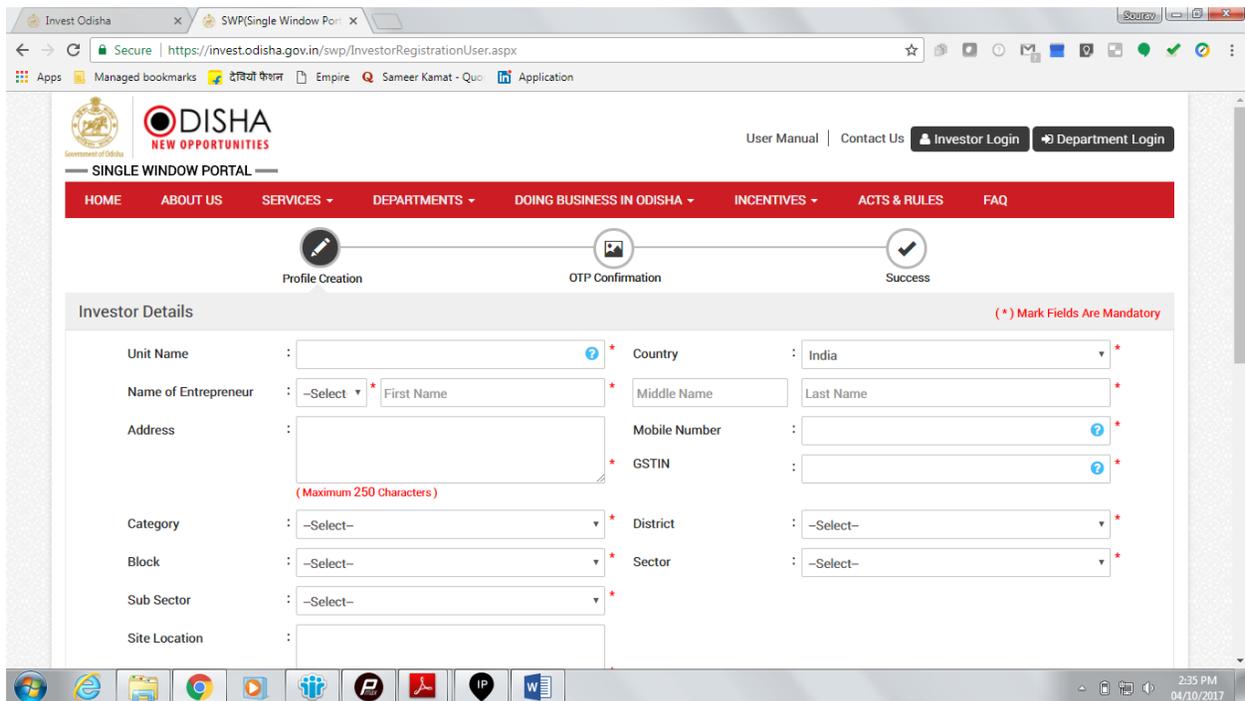
2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

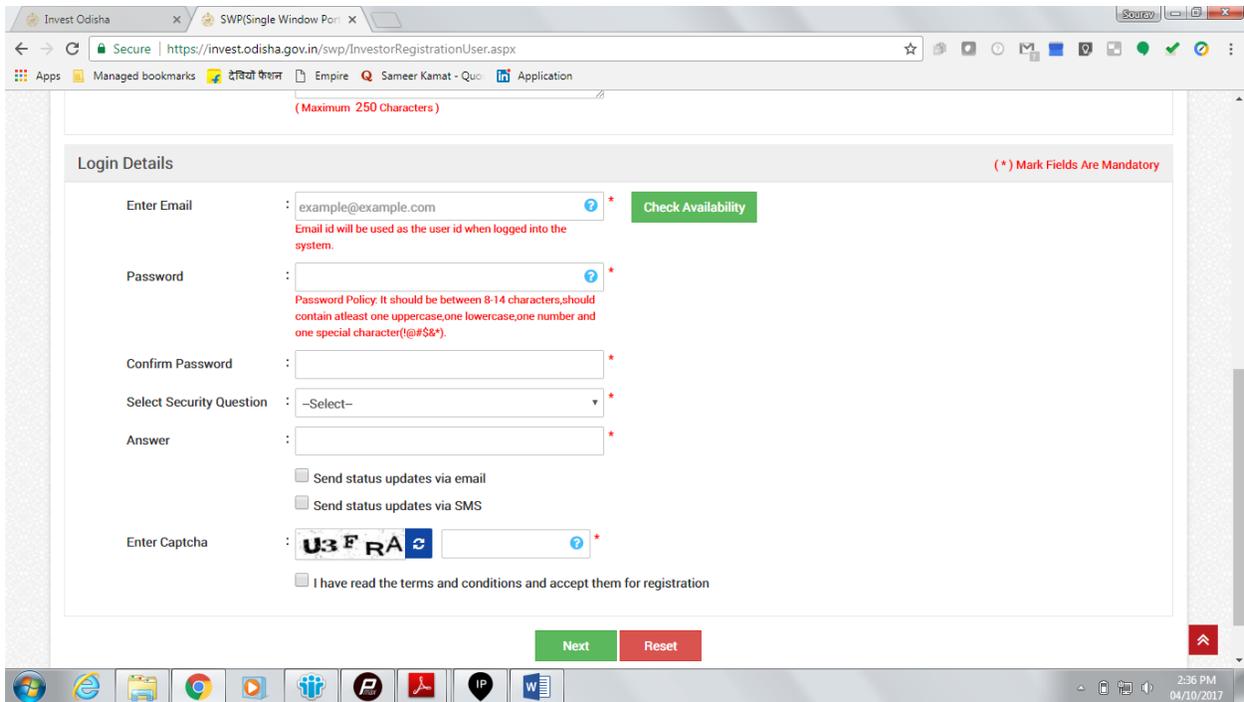
The screenshot shows the Single Window Portal website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "User Manual", "Contact Us", "Investor Login", and "Department Login". The main content area features a large banner titled "LARGE SCALE INDUSTRIES" with the tagline "The state by providing necessary support services". Below the banner, there is a "Notifications" section and an "About Us" section. The "About Us" section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. A "News" section is also visible, featuring a headline "Odisha showcases investment potential at investors' meet" and another headline "Odisha Govt, FICCI join hands to promote culture, tourism". The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:32 PM on 04/10/2017.

3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.

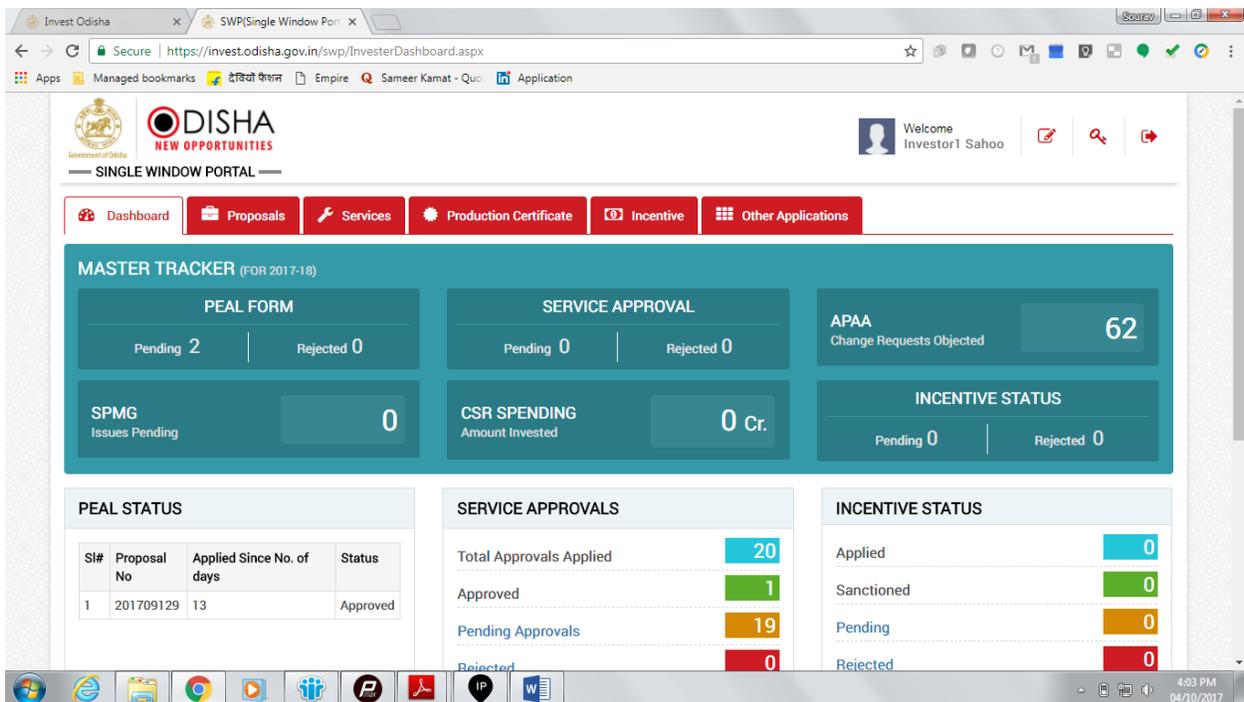


4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.





5. Upon registration/logging in, the applicant can view their dashboard.



6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' menu is active, displaying a 'Clearance/Approval' section. Below this, there is a search bar with options to select by 'Proposal No.' or 'Industry Code'. A table lists various services offered by different departments, including Commercial Tax Organization, Department of Energy, and Housing and Urban Development Department. Each service has an 'Apply Now' button with a green checkmark.

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

7. From the list of services, applicant can apply to the service “Application for Registration of establishment employing contract labour under the Contract Labour (Regulation and Abolition) Act, 1970” by clicking on . The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the “Submit” button.

The screenshot shows the 'Form Registration' step of the application process. The user is logged in as 'Investor2 Sahoo'. The form is titled 'Department of Labour & ESI, Government of Odisha, Application for Registration of establishment employing contract labour under the Contract Labour (Regulation and Abolition) Act, 1970'. The form is divided into two main sections: 'Establishment Details' and 'Employer Details'. The 'Establishment Details' section includes fields for '1. (i) Constitution of Industry/Enterprises\*', '(ii) Name of establishment\*', '(iii) Address of establishment\*', '(iv) District', and '(v) Block'. The 'Employer Details' section includes fields for '2. (i) Name of the Principal Employer\*' and '(ii) Father's Name(in case of)'. The progress bar at the top shows 'Form Registration' as the current step, followed by 'Payment Details' and 'Success'.

https://invest.odisha.gov.in/swp/FormView.aspx?enc=uHJma9UM81atea2NG/9Buwk86y2OC8OPqCXPb+HBzITVwWqRtKHGA+q+7EUoXd...

Employer Details

2.(i) Name of the Principal Employer\* :

(ii) Father's Name(in case of Individual)\* :

(iii) Address of the Principal Employer :   Same as above

(iv) District :

(v) Block :

Manager Details

3(i) Name of the Manager or person responsible for supervision and control of the establishment\* :

(ii) Address of the Manager or person responsible for supervision and control of the establishment.\* :   Same as above

Contractors Details

Name of Contractors :

Address of Contractor :

Nature of work for which contract labour is employed or is to be employed :

Maximum No. of contract labour to be employed on any day through on any day :

https://invest.odisha.gov.in/swp/FormView.aspx?enc=uHJma9UM81atea2NG/9Buwk86y2OC8OPqCXPb+HBzITVwWqRtKHGA+q+7EUoXd...

Contractors Details

Name of Contractors :

Address of Contractor :

Nature of work for which contract labour is employed or is to be employed :

Maximum No. of contract labour to be employed on any day through on any day through the contractor :

Estimated date of termination of employment of contract labour :

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

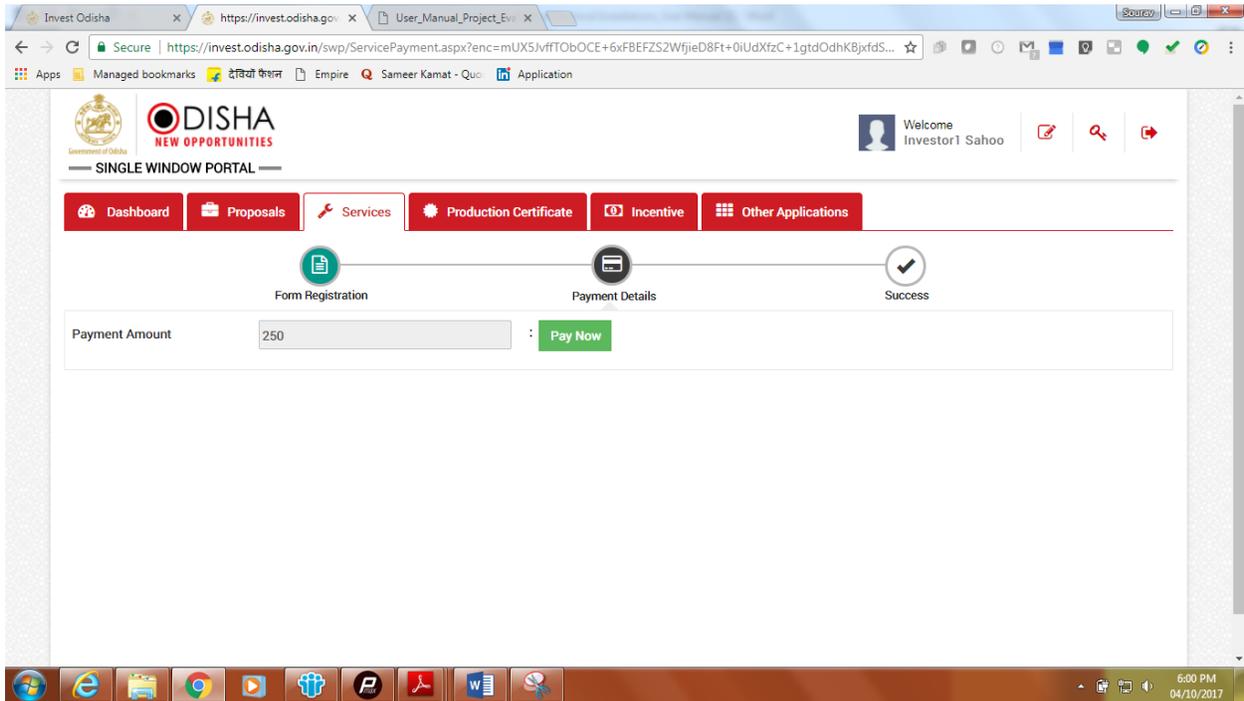
Payment Details

Total Amount : 250.00/-

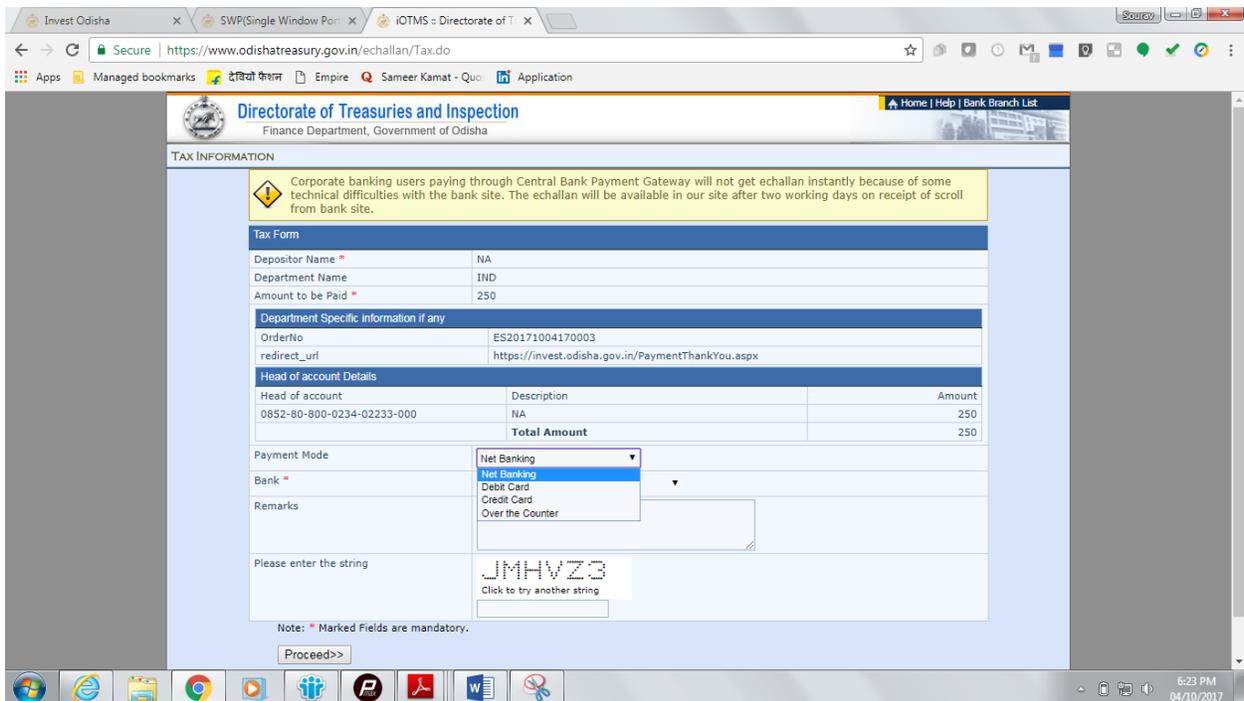
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While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

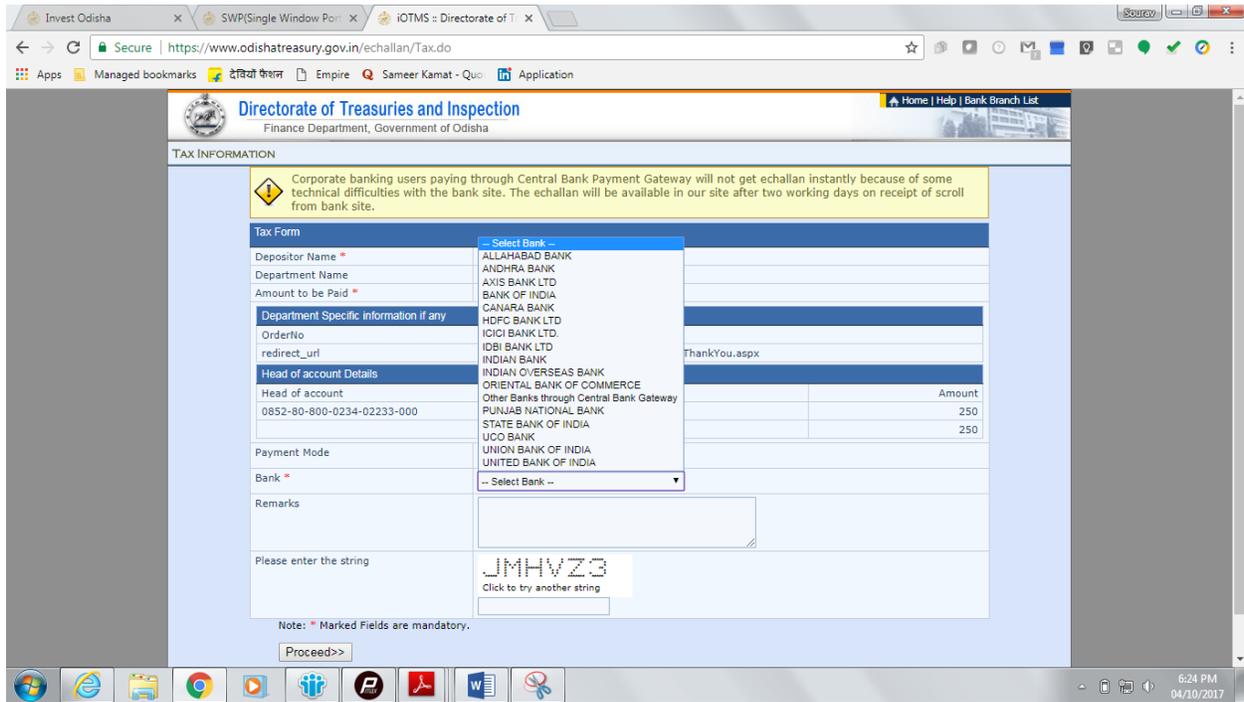
8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



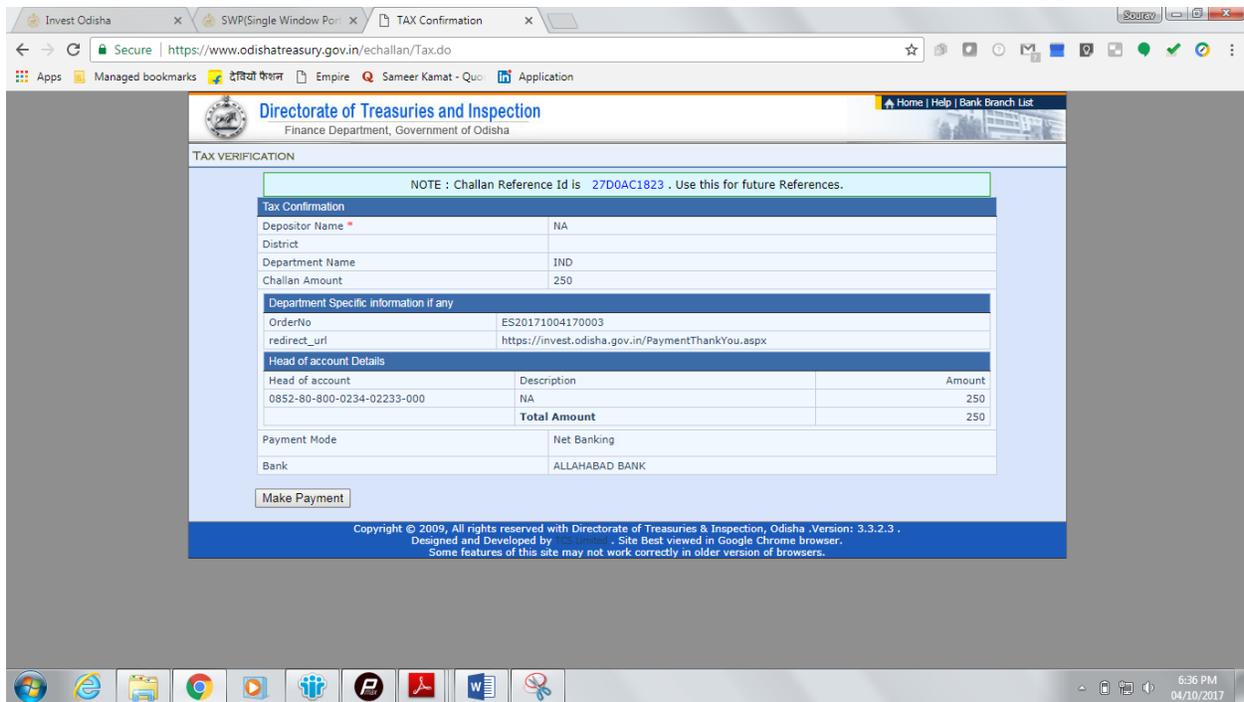
9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



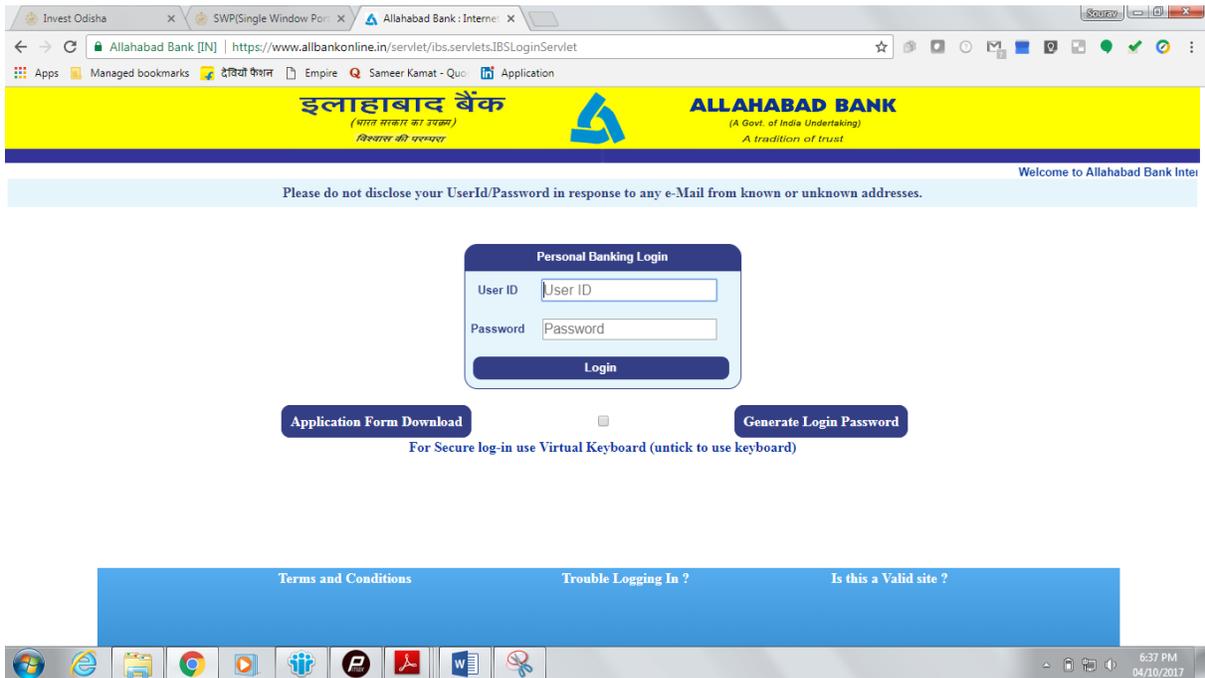
10. Applicants can select the bank of their preference and proceed to payment.



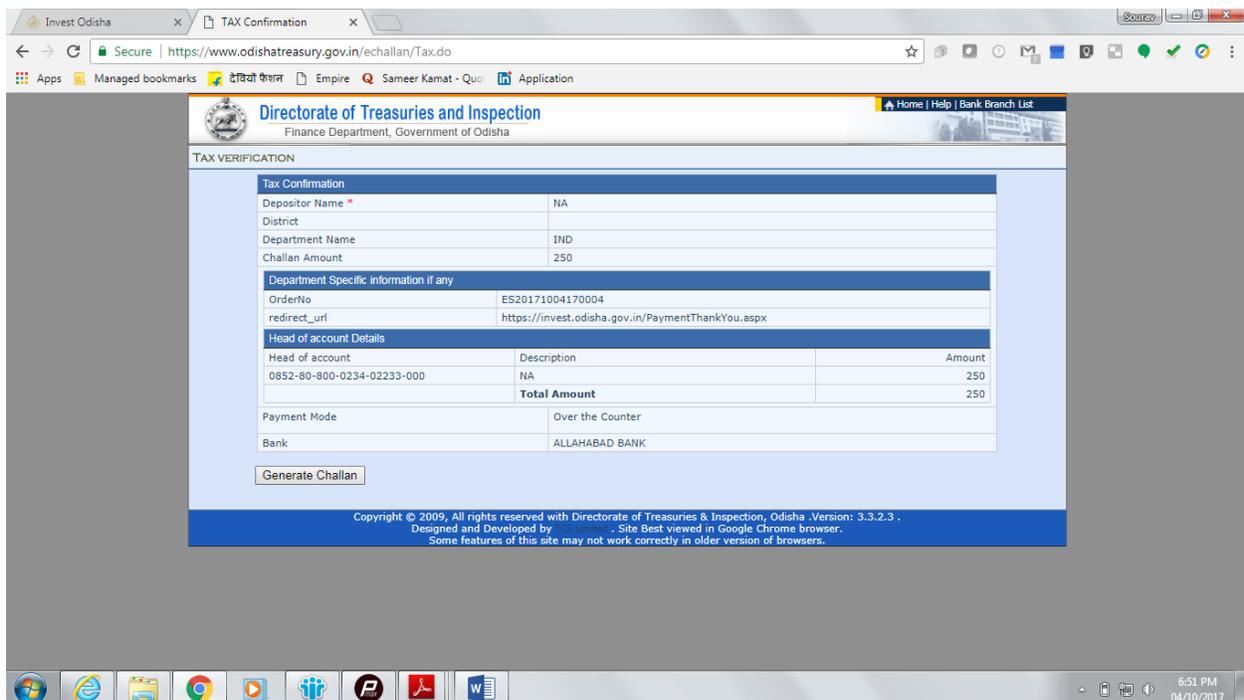
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.



14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

The screenshot shows a web browser displaying the Directorate of Treasuries and Inspection website. The page title is "E-Challan Receipt". The header includes the Government of Odisha logo and the text "Government of Odisha Offline Challan Deposit Form Depositor's Copy". A QR code is visible in the top right corner. The main content area contains the following information:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile Number : NA  
 3. Department Identification Id :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	250
Total Amount		250

8. Treasury Reference Id : 27D0AC2310  
 9. Bank Transaction Id & Time : To be filled up by the bank

1. In case of Cheque bank transaction id will be available after realization of the cheque.  
 2. This challan is valid for 7 days from the date of online entry.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

Government of Odisha

The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Depositor's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left corner. The form contains the following details:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Bank's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left corner. The form contains the following details:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

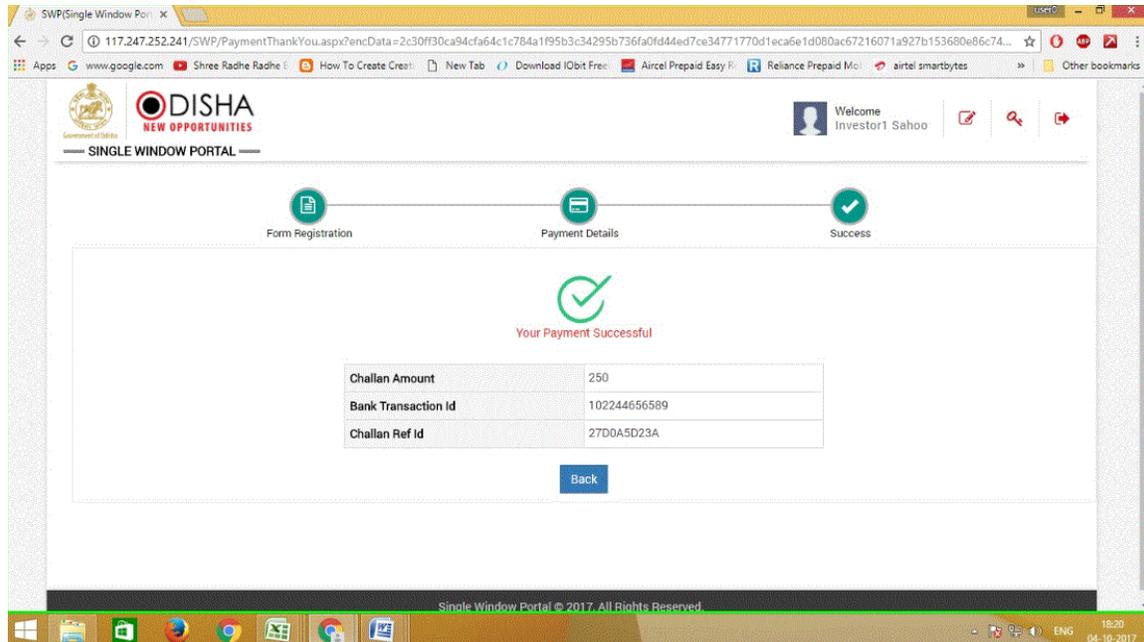
Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

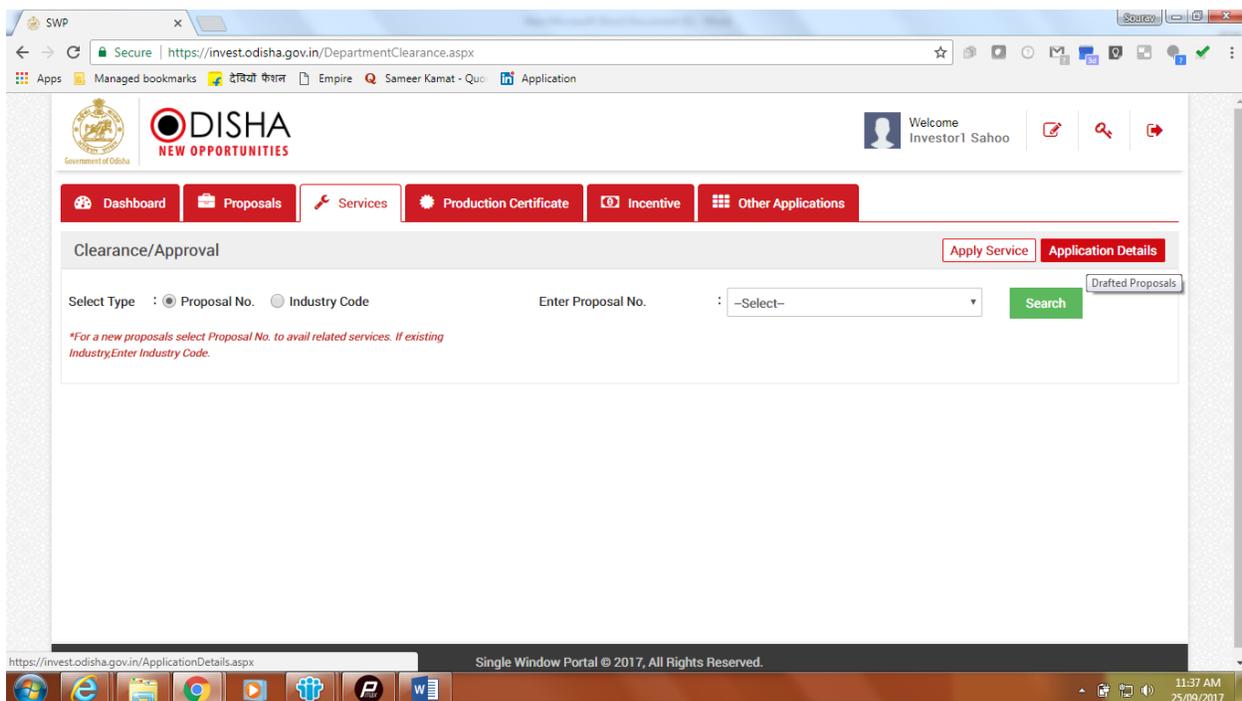
1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.



16. Applicants can go to the Services button on the Menu bar and click on “Application Details” to check the status of their application.



17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as Investor2 Sahoo. The main navigation bar includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The current page is 'Application Details', which features a search filter for Department and Application No. Below the search bar is a table listing application records. The table has the following data:

SIno.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Pradeep Sahoo	20171012510003	12/09/2017	Query Raised	Paid	Applied		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and	Licences as manufacture of weight and	Pradeep Sahoo	20171012180007	12/10/2017	Query	Paid	Applied		

18. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded in response. After uploading all the required documents, the query can be resolved by clicking on the "Submit" button.

The screenshot shows the DISHA Single Window Portal interface for 'Application Status Details'. The user is logged in as Investor2 Sahoo. The page displays the following details:

- Department Name: Labour & ESI Department
- Service Name: Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
- Applicant Name: Pradeep Sahoo
- Application No.: 20171012180007
- Application Status: Applied
- Download Certificate: NA

The 'Query' section shows 'Query Status' as 'Raised'. There is a 'Revert Query' section with a 'Response Details' field for submitting additional information or documents.

19. The documents uploaded by the applicant in response to the query will be forwarded to the department for scrutiny. The query status on the 'Application Details' page gets updated to 'Query Reverted'.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' page displays a search form and a table of applications. The first application, for the Labour & ESI Department, has a 'Query Status' of 'Query Reverted'.

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Pradeep Sahoo	20171012510003	12/09/2017	Query Reverted	Paid	Applied		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/10/2017	Query Reverted	Paid	Applied		

20. Once the application is processed and approved, the status of the application will read "Approved" and the applicant can download the final signed certificate by clicking on the button in the "Download Certificate" section.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' page displays a search form and a table of applications. The first application, for the Labour & ESI Department, has a 'Query Status' of 'Query Reverted' and an 'Application Status' of 'Approved'. A 'Download Certificate' icon is visible in the 'Download Certificate' column for this application.

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Pradeep Sahoo	20171012510003	12/10/2017	Query Reverted	Paid	Approved		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/10/2017	Query Reverted	Paid	Applied		

# Approval Procedure

Application of Registration of Principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 - Directorate of Labour

