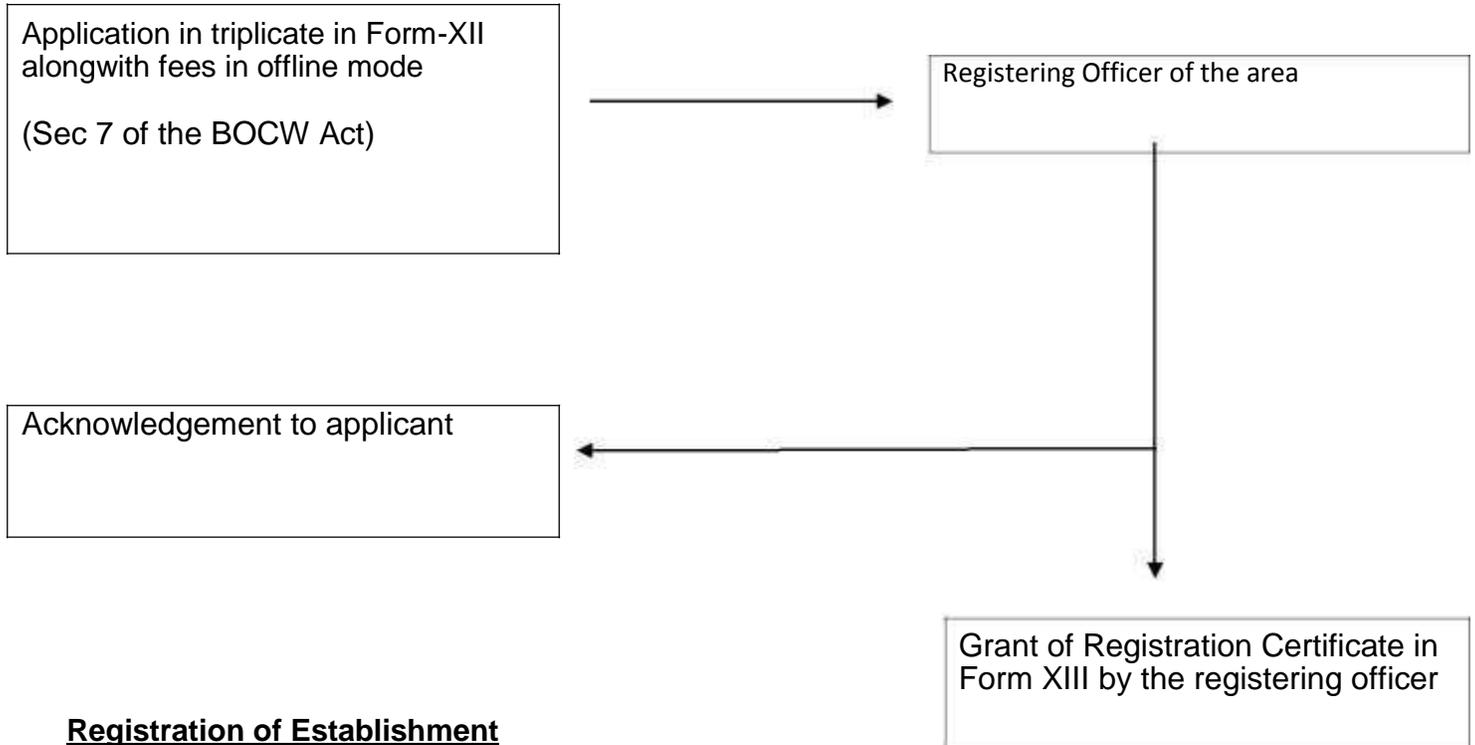


Process of Registration of Establishment Under Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act,1996

FLOW CHART



Registration of Establishment

Every Employer which Employs ten or more building workers in any building or other construction work has to obtain Registration Certificate within 60 days from the commencement.

Check List

1. Application in triplicate in Form- XII in case of offline mode
2. Copy of challan according to no of Workers
- 3 The employer can also apply registration of establishment online on below link:-
<http://bocw.punjab.gov.in/OnlineEstablishmentRegistration.aspx?ID=2>

Time Line

Maximum Number of Days after complete application is submitted: 15 Days(R223)

Forms and Fees :- <http://bocw.punjab.gov.in/>

Procedure of Registration of Employer/Establishment under Building and Other Construction Workers (RE&CS) Act, 1996 in detail

- 1. Object:** - The object of this Act is to regulate the employment and conditions of service of BOCW Workers and to provide for their safety, health and welfare measures and for other matters connected therewith.
- 2. Applicability:** - It is applicable to every establishment in which employs, or had employed on any day of the preceding twelve months, ten or more building workers in any building or other construction work.
- 3. Who is Employer:** - In the case of an establishment, the owner thereof, in relation to a building or other construction work carried on by or under the authority of any Government department, the authority specified in this behalf, or the head of department where no authority is specified. In relation to building and other construction work carried on by or on behalf of local authority or other establishment without contractor, the chief executive officer of that authority or establishment; in relation to a building or other construction worker carried on by or through a contractor or by the employment of building workers supplied by the contractor, the contractor.
- 4. What is Establishment:** - Establishment means means any establishment belonging to, or under the control of, Government, any body corporate or firm, an individual or association or other body of individuals which or who employs building workers in any building or other construction work; and includes an establishment belonging to a contractor, but does not include an individual who employs such workers in any building or construction work in relation to his own residence the total cost of such construction not being more than rupees ten lakhs;
- 5. Registration of Establishment:** - Every employer of an establishment to which this Act applies and to which this Act may be applicable at any time is required to make an application in triplicate in form No. XII in case of offline mode with prescribed fee to the registering officer for the area for the registration of his establishment within a period of 60 days of the commencement of the work. On receipt of the application, the registering office shall after noting thereon the receipt of the application by him, grant an acknowledgement to the applicant.

6. Issuing of Registration Certificate: - After the receipt of the application, the registering office shall register the establishment and issue a certificate of registration to the applicant within a period of 15 days of the receipt of application in form No. XIII, if the application is complete in all respect.

7. Change of Ownership: - Where, after the registration of an establishment under this Act, any change occurs in the ownership or management or other particulars specified therein the employer shall intimate the registering officer within a period of thirty days of such change.

8. Fees: -

(a) Does not exceed one hundred workers	Rs. 1000
(b) Exceeds one hundred, but does not exceed five hundred	Rs. 4000
(c) Exceeds five hundred, but does not exceed one thousand	Rs. 8000
(d) Exceeds one thousand	Rs. 10000

For more details click on the following link: -

http://pblabour.gov.in/pdf/acts_rules/gaz_pages.pdf

FORM-XII

[See Rule 222 (1)]

APPLICATION (IN TRIPLICATE) FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING WORKERS FOR BUILDING AND OTHER CONSTRUCTION WORK.

1	Name and address of the employer:	
2	Name and location of the establishment where the building or other construction work is to be carried on	
3	Postal address of the establishment	
4	Full name and address of the Principal Employer, if any.	
5	Full name and address of the Manager or person responsible for the supervision and control of the establishment.	
6	Nature of building or other construction work carried on or to be carried on in the establishment.	
7	Maximum number of building workers, to be employed on any day during the work.	
8	Estimated date of commencement of the building or other construction work.	
9	Estimated date of completion of the building or other construction work.	
10	Particulars of fee deposited:	

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 Construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and Rules made thereunder.

Signature and Seal of the employer

Date.....

Form-XIII
[See Rule 223 (1)]
Registration Certificate

No.

Date:

Government of Punjab
Office of the Registering Officer-cum-_____

A certificate of Registration is hereby granted under Sub-section (3) of section 7 of the Building and Other Construction Work (Regulation of Employment & Conditions of Service) Act, 1996 and the rules made thereunder to _____ having the following particulars subject to the conditions laid down in the Annexure:-

1	Postal address/ location where building of other construction work is to be carried on 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	
5	Maximum number of building workers to be employed on any day by the employer	
6	Probable date of commencement of work	
7	Probable date of completion of work of Establishment	
8	Other particulars relevant to the employment of building workers	

Signature and Seal of
Registering Officer

ANNEXURE

The registration granted herein above, 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 other-wise provided in these rules, the fees paid for the grant of registration certificate shall be non-refundable;
- (d) the rates of wages payable to the building workers by the employer, shall not be less than the rates, prescribed under the Minimum Wages Act, 1948 (II of 1948) for such employment wherever applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed; and
- (e) the employer shall comply with the provisions of the Act and the rules made thereunder.

RECEIPT CHALLAN FOR PAYMENT

(Form PTR 16 Rule 107 of PTR Volume-1)

Serial No. _____ (for use of Treasury only)
Date: _____

(To be filled in by the tenderer)

By whom tendered _____

Purpose of deposit:- **Registration Fee under the Punjab Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2008.**

Amount (in figures):- _____

Treasury/Sub Treasury Code

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(Name of Treasury/Sub Treasury)

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DDO Code (on whose behalf money deposited)

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Designation of the DDO

Assistant Labour Commissioner, Mohali
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Plan/Non-plan/CSS ("P" "N" "S" for Plan, "N" for non-plan, "S" for CSS)

Major Head				Sub-Major Head		Minor Head			Sub Head	
0	2	3	0	0	0	8	0	0	0	4

(Complete Head of Account)

0230- Labour & Employment, 00, 800 Minor Head, 04 Sub Head -Fee under
Punjab Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2008.

(Signature of the tenderer)

(for use of Department or Treasury only)

Order to the Bank:- "Correct, Receive and Grant Receipt"

Department Officer or DTO / TO (with seal)

Received Rs. _____ (Rs. _____)

Authorised Signatory of the bank

(Details of money deposited)

Sr. No.	Drawee Bank	Branch	Cheque/Draft No.	Dated	Cash Details	Amount
						Rs. P
1					1000 x =	
2					500 x =	
3					100 x =	
4					50 x =	
5					20 x =	
6					10 x =	
7					5 x =	
8					2 x =	
9					1 x =	
10					Coins =	
Total						

Note:- 1. A separate challan may be used for every complete Head of Account.

2. Incorrect/incomplete challan or challan not verified by the department officer or DTO/TO is liable to be rejected by the