<u>User Manual for Principal Employer Registration Under</u> Contract Labour (R & A) Act,1970

Homepage of the Application of Labour Commissionerate

The user has to log into the system, open the web browser and type the url: www.wblc.gov.in at the address bar of the web browser, the homepage of the website is as shown below.



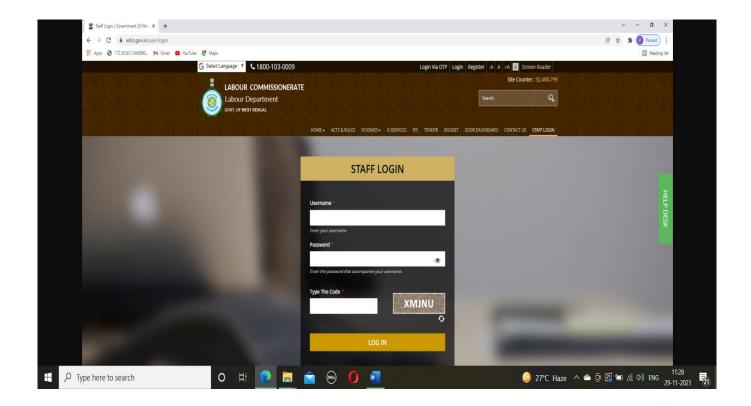
West Bengal State Emergency Relief Fund

The West Bengal State Government Appeals ALL to contribute in West Bengal State Emergency Relief Fund and assist the State in prevention and control of situation arising out of unforeseen emergencies like COVID-19 (CORONA).

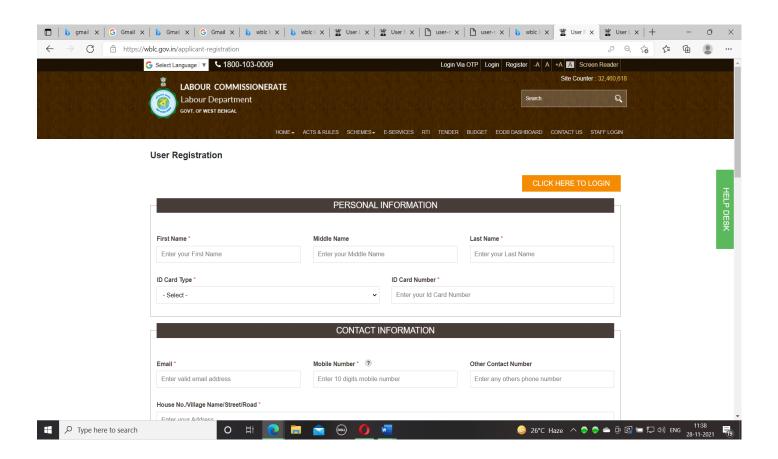
The contributions can be both made Through Cheque / DD / Debit Card / Credit Card / UPI and kind.

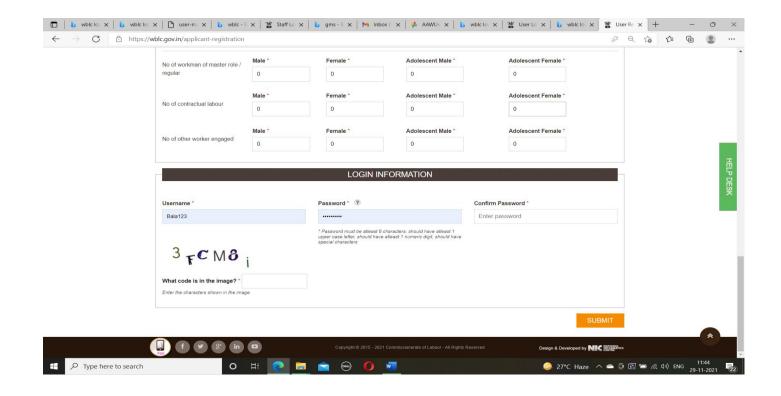
New user Registration form or Login form for registered user

The new Applicant has to provide their minimum credentials in the below screen for one time registration only by click on the 'New Registration' option under e-services menu link else login by providing the user's name and password.



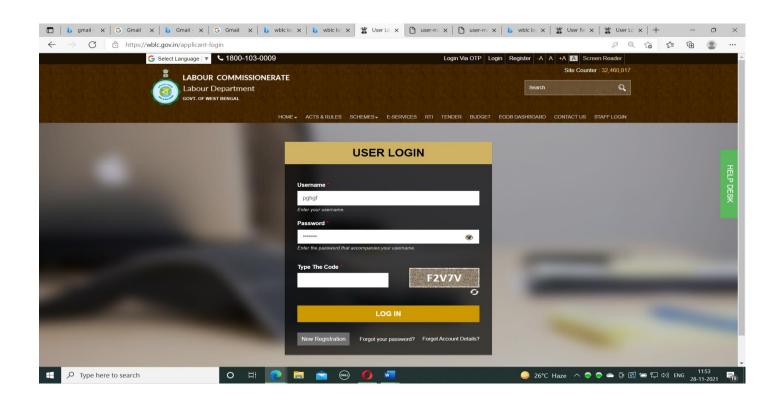
New user Registration form





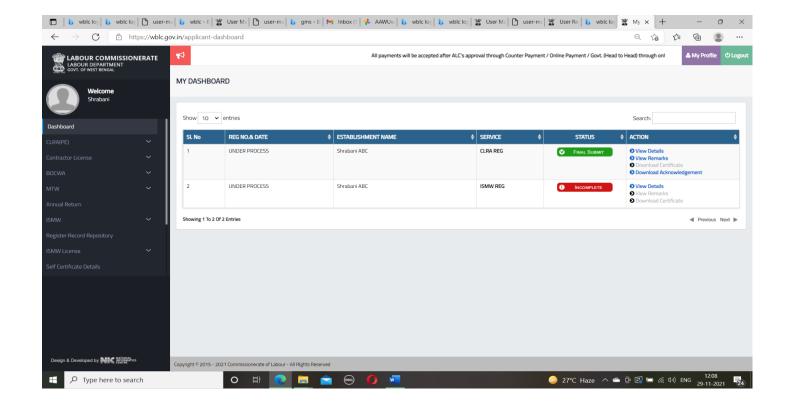
Registered user Log into the Application

The registered user log into the application by providing their user id, password and the captcha as shown in the image in the USER LOGIN screen below and proceed for view dashboard as shown in the screen below.



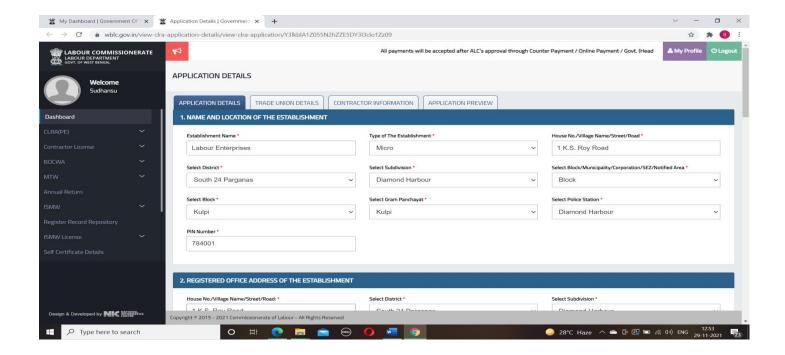
Step 1: User Dashboard

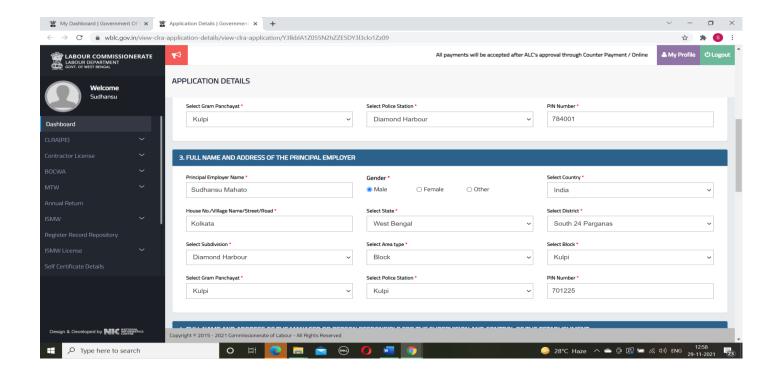
After successful login the users can view their dashboard as shown in the below screen along with the list of application (if any) status applied by the applicant otherwise proceed application for Form-I from 'CLRA Application' option from the left panel.



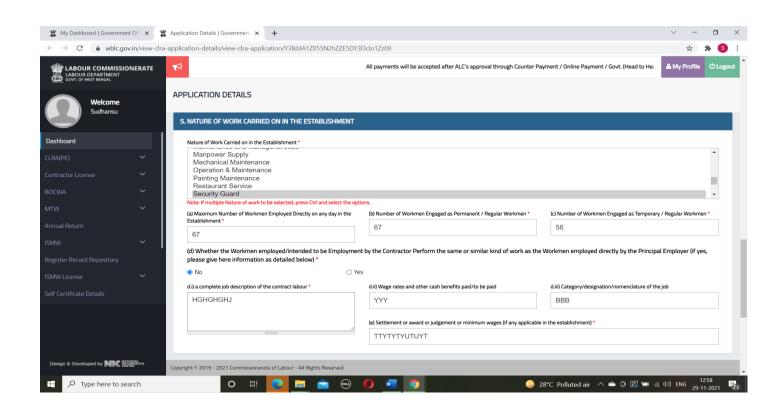
Step 2: Registration for Application Form-I

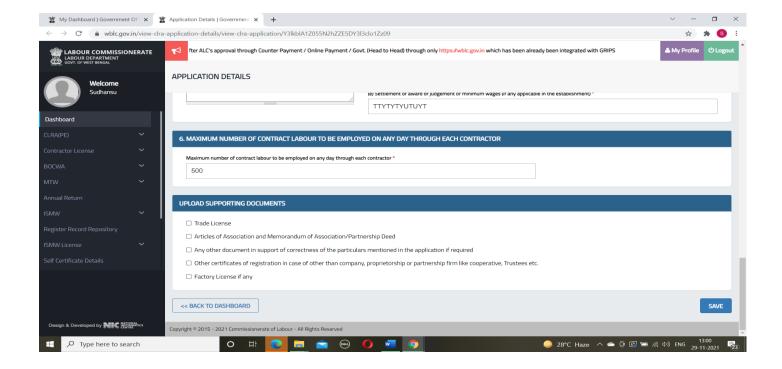
The applicant has to fill all the relevant fields and attach the documents and upload then save the page. Number 5 of the page i.e., 'Nature of work carried on in the Establishment' field, the user has to press the Ctrl key and click on the chosen item for multiple selection at a time. The fields having * marks indicate mandatory fields.





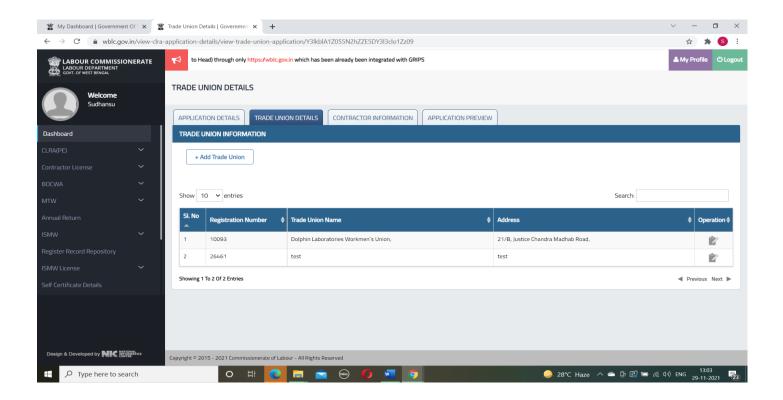
Application Details Part





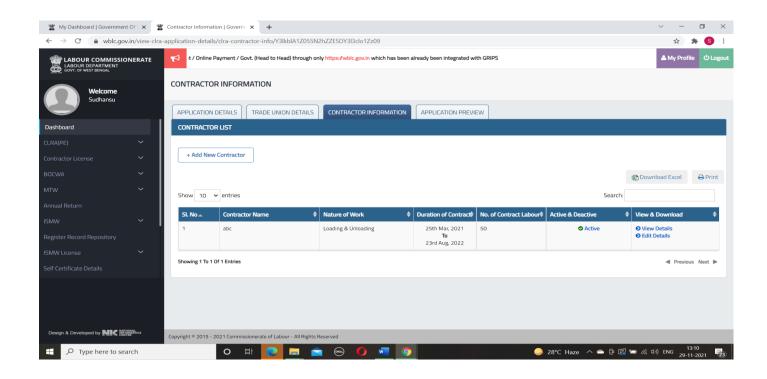
Step 3: Trade Union Details Part

You can add trade union as well as can be deleted



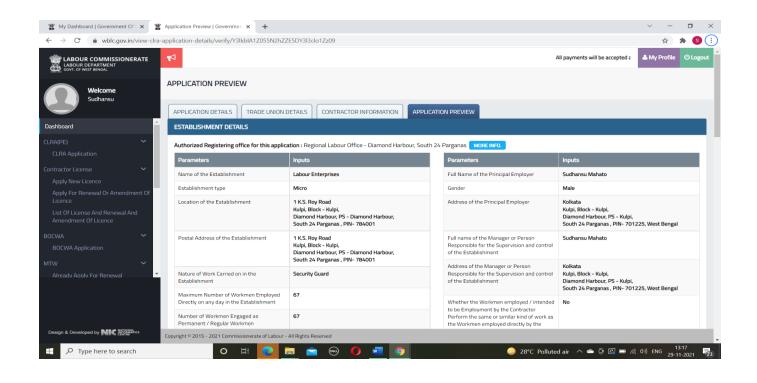
Step 4: Contractors Information Part

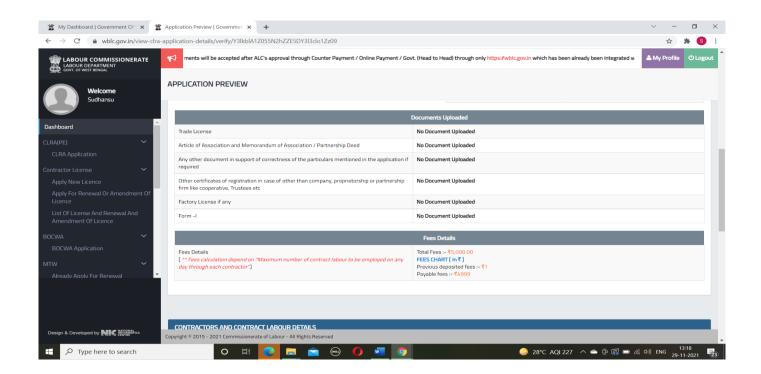
After complete filled up and save the first tab i.e., Application Details, all other tab will be enabled to fill. Here in contractor information tab, multiple contractors and contract labours details can be entered by click on the 'Add Contractor' link.

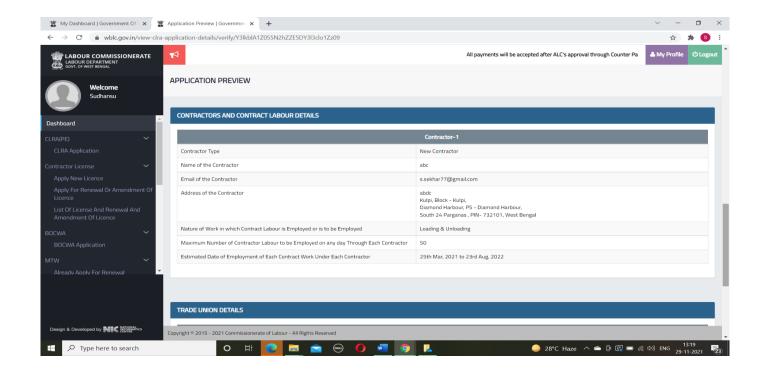


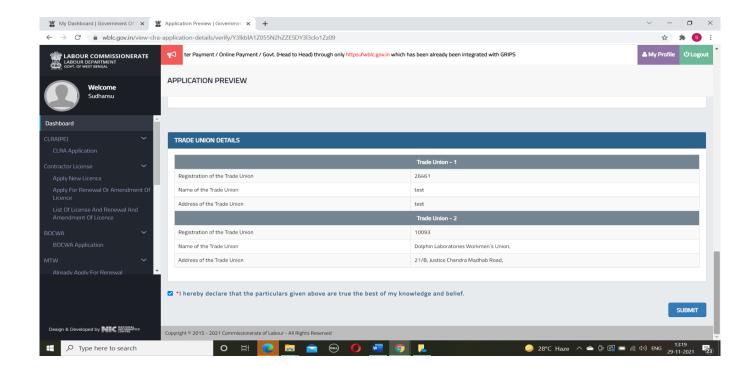
Step 5: Application Preview

After all the tab properly filled, the applicant can view the whole filled application and if the form is properly checked and filled in all respects, then the applicant can download and take the printout of application and sign it and upload the same for final submit.



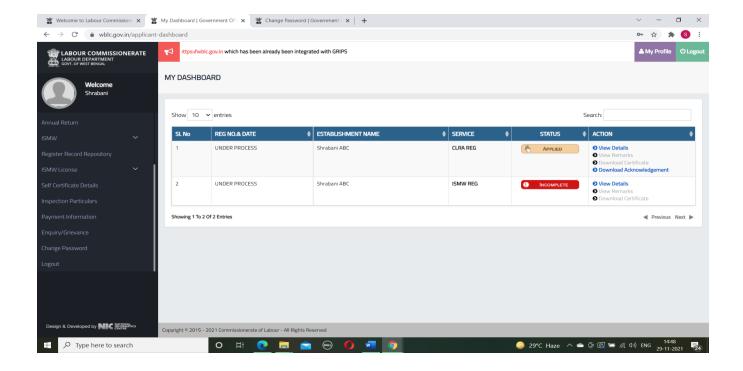




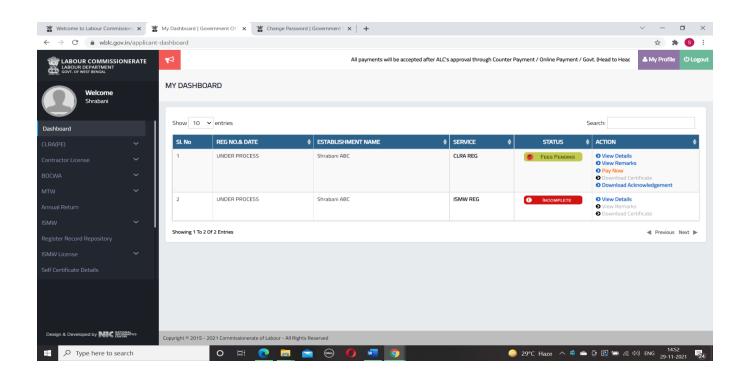


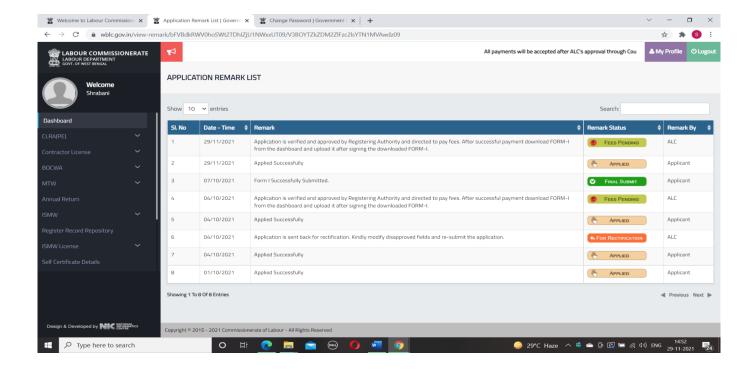
Step 6: User Dashboard for viewing Application Status

After the proper Inspection and verification by the Inspector, the ALC will approve the application and allow the applicant to pay the requisite fee from the status 'Pay Now' option as indicated below and proceed for making payment.



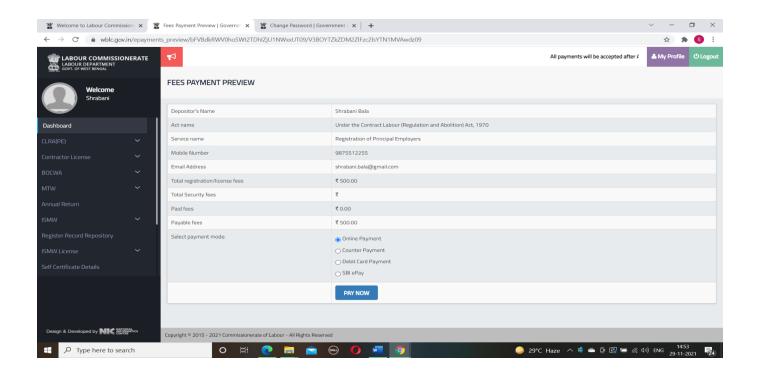
User views the comments commented by the Assistant Labour Commissioner (ALC) according to the verification status of the Application.

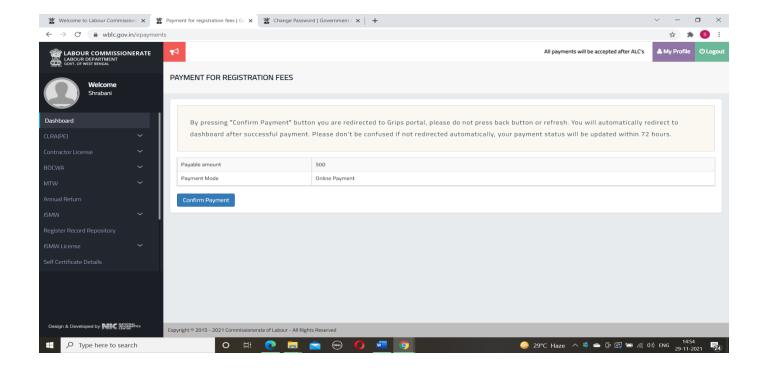




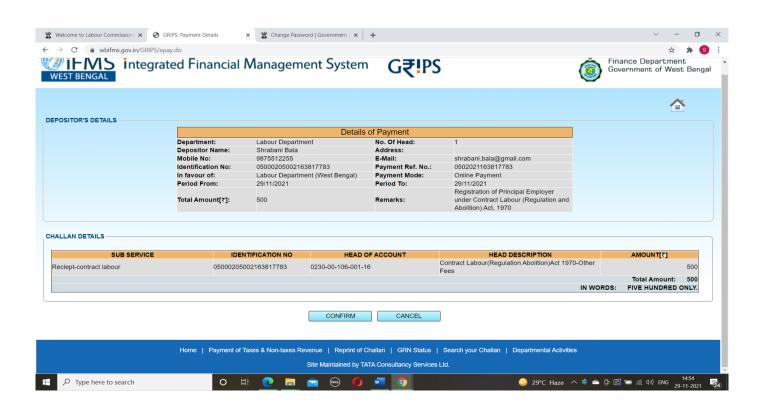
Step 7: Payment Process

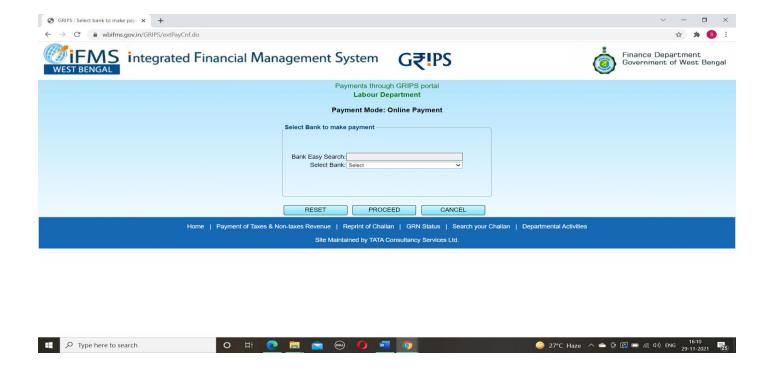
After the confirmation of registration fees, the applicant is redirected to the 'GRIPS' portal for online payment as indicated by the below screen.



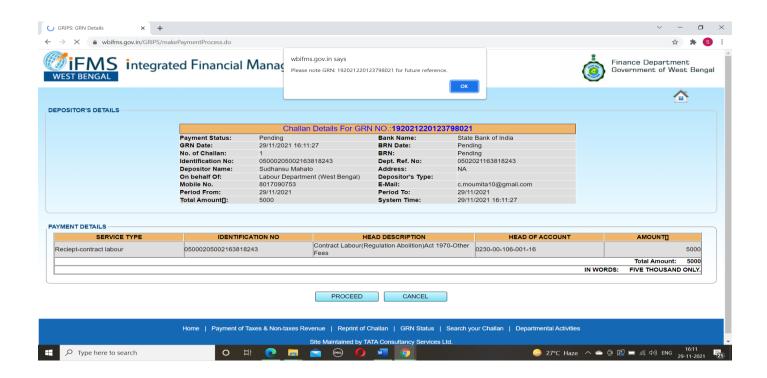


After the confirmation of registration fees, the applicant is redirected to the 'GRIPS' portal for online payment as indicated by the below screen.

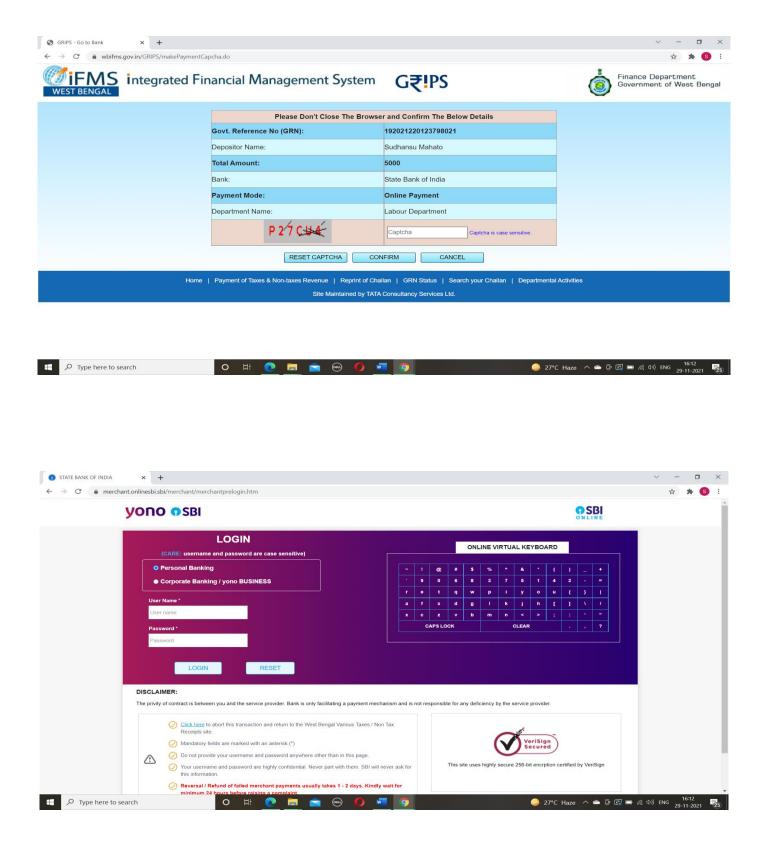




Grips Part

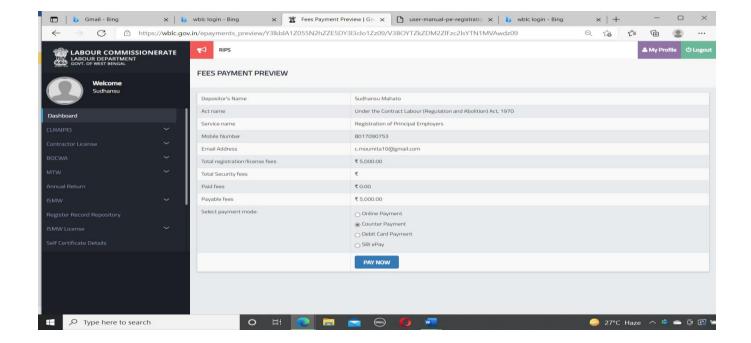


Confirm The Below Details

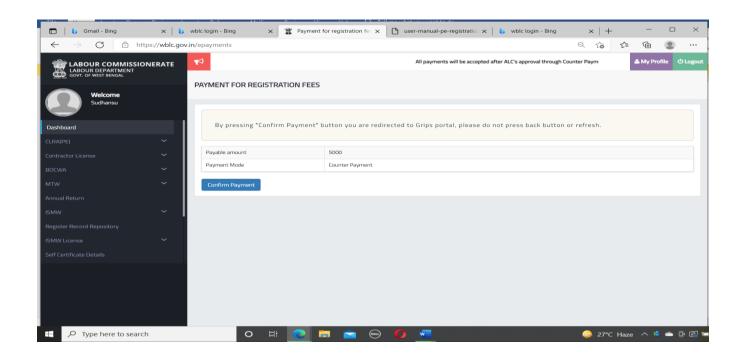


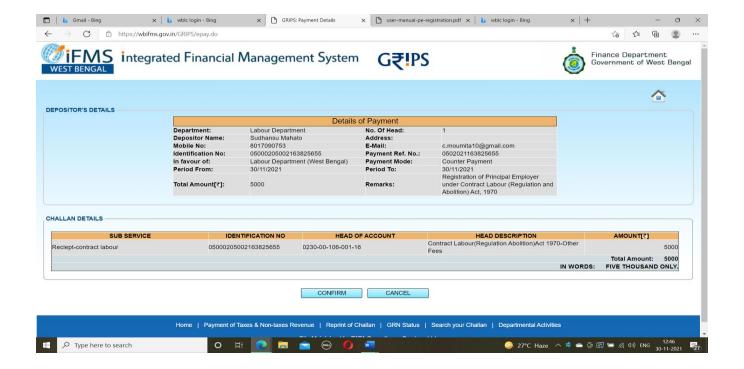
Step 8: Payment Preview

For Counter payment by the Applicant the below screen have to follow to complete the payment of registration fees.

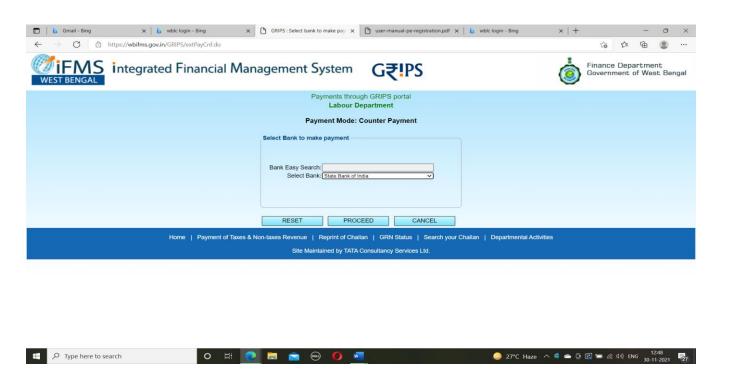


Payment For Registration Fees

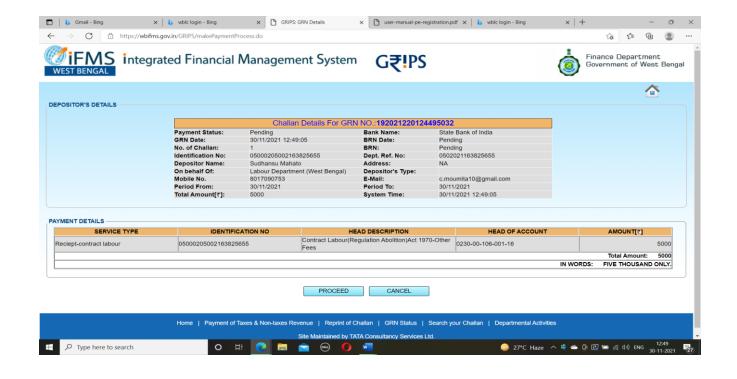


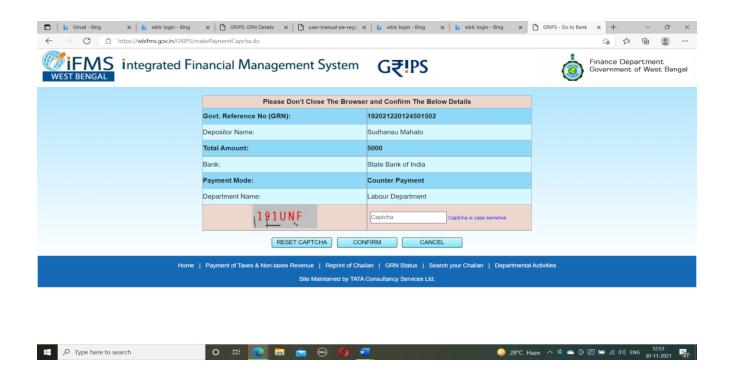


Counter Payment Part



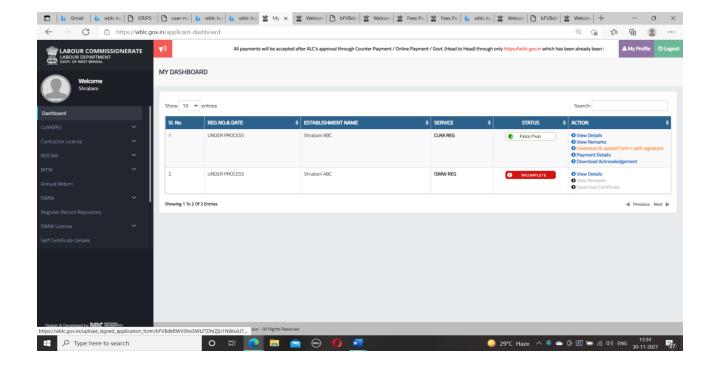
Challan Details

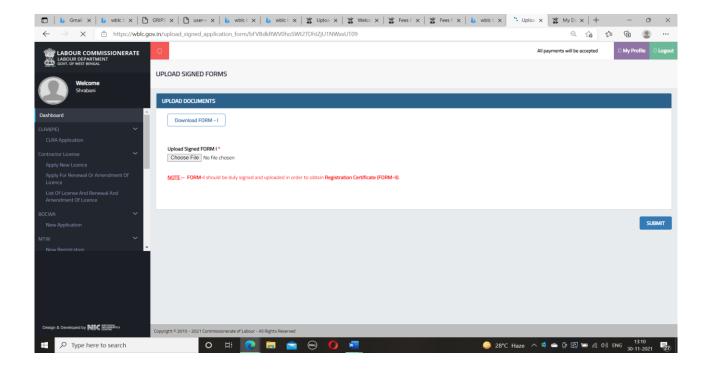




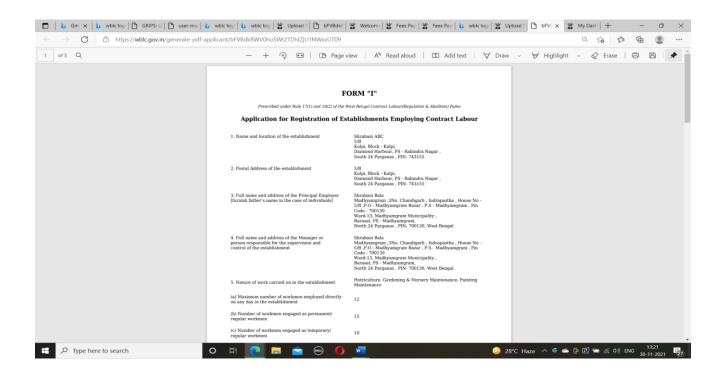
Step 9: Download Form-I, digitally signed and Upload Form-I

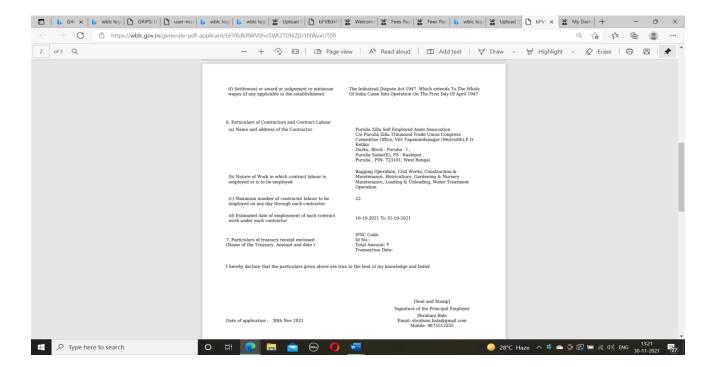
The Applicant have to download Form-I from the Download FORM –I button and digitally sign the same and upload it by browsing Upload FORM-I option for final submission of application. After the proper verification of application and approved by Assistant Labour Commissioner, generate a registration number and issue the registration certificate against the applicant.





Sample downloaded Form-I is given below

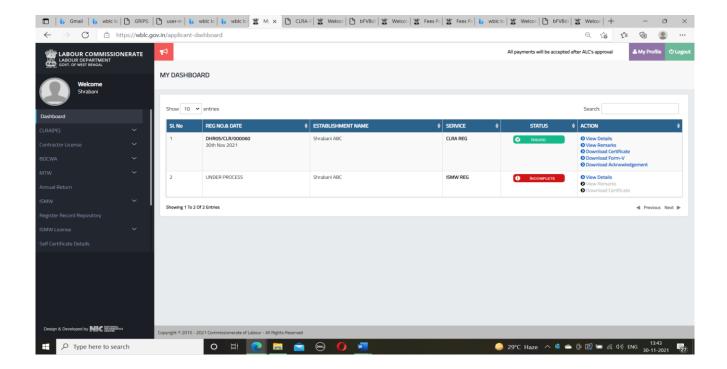




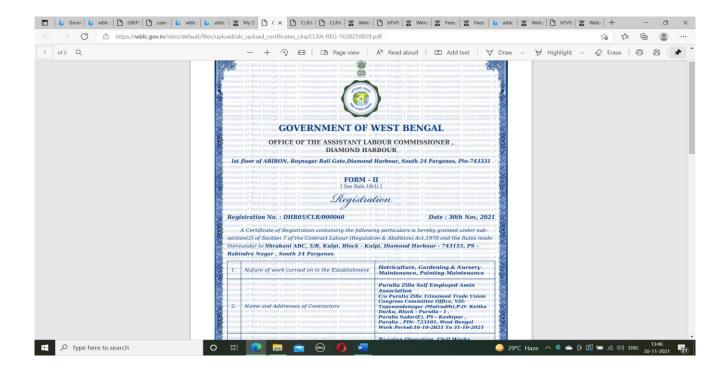
After the application filled correctly in all respect, click on the 'FINAL SUBMIT' button the Application form will finally submitted for verification.

Step 10: Issue of Registration Certificate (Form-II)

After proper verification and approval of the submitted application a registration number has been generated in the registration certificate or Form-II, which can be download from the link 'Download Certificate' in the application list in the Dashboard having STATUS 'Issued'.



Sample Downloaded Issued Registration Certificate (Form-II)



Generation of Form-V against individual Contractors4

At the time of registration certificate generation, a Form-V against individual contractors has been automatically generated, which can be download from the link Download Form V as shown in the screen below.

