

Directorate of Industrial Safety and Health (DISH): Procedure for Registration under Contract Labour Act

1	Competent Authority	Directorate of Industrial Safety and Health (DISH)						
2	Stage	Pre-Establishment / Pre-operation						
3	Approving Authority	Joint Director, Industrial Safety and Health (ISH)						
4	Procedure & Documents Required	<ul style="list-style-type: none"> Applicant to fill the online form on the Single Window Portal (SWP) with the required details and submit the following documents: <table border="1"> <thead> <tr> <th>Sl .</th> <th>Document/ Item</th> <th>Mode of Submission: Online/ Speed Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Contract agreement between employer and contractors</td> <td>Online, on the Single Window Portal</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The applicant is to pay the concerned fee through the online payment gateway. The application and the supporting documents are reviewed by the Joint Director. In case of any queries in the application form or supporting documents, queries shall be raised by the Joint Director through the SWP within 3 days from the receipt of documents. In such cases, the applicant shall respond to the queries through the SWP. Based on the decision, the application is approved/ rejected and if approved, the registration certificate is sent to the applicant through the SWP. Note: SMS and Email notifications are sent to an applicant after submission of documents online, query raised by the Joint Director, and approval/ rejection of registration. 	Sl .	Document/ Item	Mode of Submission: Online/ Speed Post	1	Contract agreement between employer and contractors	Online, on the Single Window Portal
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5	Process Time*	7 working days						

* **Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority