



Unified Shram Suvidha Portal CLRA Licence Application

0.1 Version

**For,
Ministry of Labour & Employment
Government of India**

Prepared by:



Silver Touch Technologies Ltd.



Revision History:

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
0.1	12-Jul-2018	Syamala Sharma	Dashrath Gadhvi	Draft!



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1 Introduction

The Ministry of Labour & Employment has developed a unified Web Portal 'Shram Suvidha', catering to four major organizations under its aegis: Office of Chief Labour Commissioner (Central); Directorate General of Mines Safety; Employees' Provident Fund Organization; and Employees' State Insurance Corporation. The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

This document is exclusively intended for the users who can submit the Licence Application for CLRA under CLC Acts.

1.1 Abbreviations

Abbreviation	Full Form
CLC	Chief Labour Commissioner Act
ISMW Act	Inter State Migrant Workers Act
CLRA	Contract Labour Regulation Act

1.2 Intended Audience

Front end/Registered Users, who have linked/registered establishment and that establishment is Enforced CLC Act.

2 Login

Enter site URL <https://registration.shramsuvidha.gov.in/> in the address bar of your internet browser and press enter key. Home page will be displayed:



SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

ONLINE REGISTRATION FACILITY UNDER LABOUR LAWS

HOME | KNOW YOUR LIN | KNOW YOUR MINIMUM WAGE | COMMON REGISTRATION UNDER EPF-ESI

**One Unit
One Identifier**

What's New Initiative of Common registration form for EPFO and ESIC Acts for ease of doing business • Online Registration facility for Principal Employer | Pause

38 Total EPFO Registrations	115 Total ESIC Registrations	0 Total CLRA Registrations	0 Total BOCW Registrations	0 Total ISMW Registrations
-----------------------------------	------------------------------------	----------------------------------	----------------------------------	----------------------------------

Welcome to Shram Suvidha Online Registration facility


The Online Registration facility on Shram Suvidha Portal is developed to facilitate establishments, employers or principal employers to submit application for Registration under Labour Laws Online line EPF Act, ESIC Act, CLR Act, BOCW Act, ISMW Act etc. This is the official portal of Ministry of Labour and Employment, Government of India with objective of single window access to the Labour Return related services for Employers/Establishments and other stakeholders

india.gov.in | Employees' State Insurance Corporation | NATIONAL INFORMATICS CENTRE | Employees' Provident Fund Organisation, India | Digital India

Shram Suvidha Portal is an 'Ease of Doing Business' Labour Law Reform initiative by Ministry of Labour & Employment, Government of India.
To know more, Please contact help-shramsuvidha@gov.in


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Figure 2-1

Click  Login on top right corner of Home Page; Login screen will be displayed.

भारत सरकार | श्रम एवं रोजगार मंत्रालय
GOVERNMENT OF INDIA | Ministry of Labour & Employment

English/English Login Sign Up

 **SHRAM SUVIDHA**
MINISTRY OF LABOUR & EMPLOYMENT

सर्वोत्तम श्रम
एक जगत्, एक रोजगार, एक जीव

Home | Know Your LIN | Know Your Minimum Wage | Common Registration Under EPF-ESI

Login with USSP

User Id:

Password:

Verification Code: 4 92590

[Create your Unified Shram Suvidha Portal Account \(Sign Up\)](#)

[Forgot Password?](#) [Forgot User Id?](#)

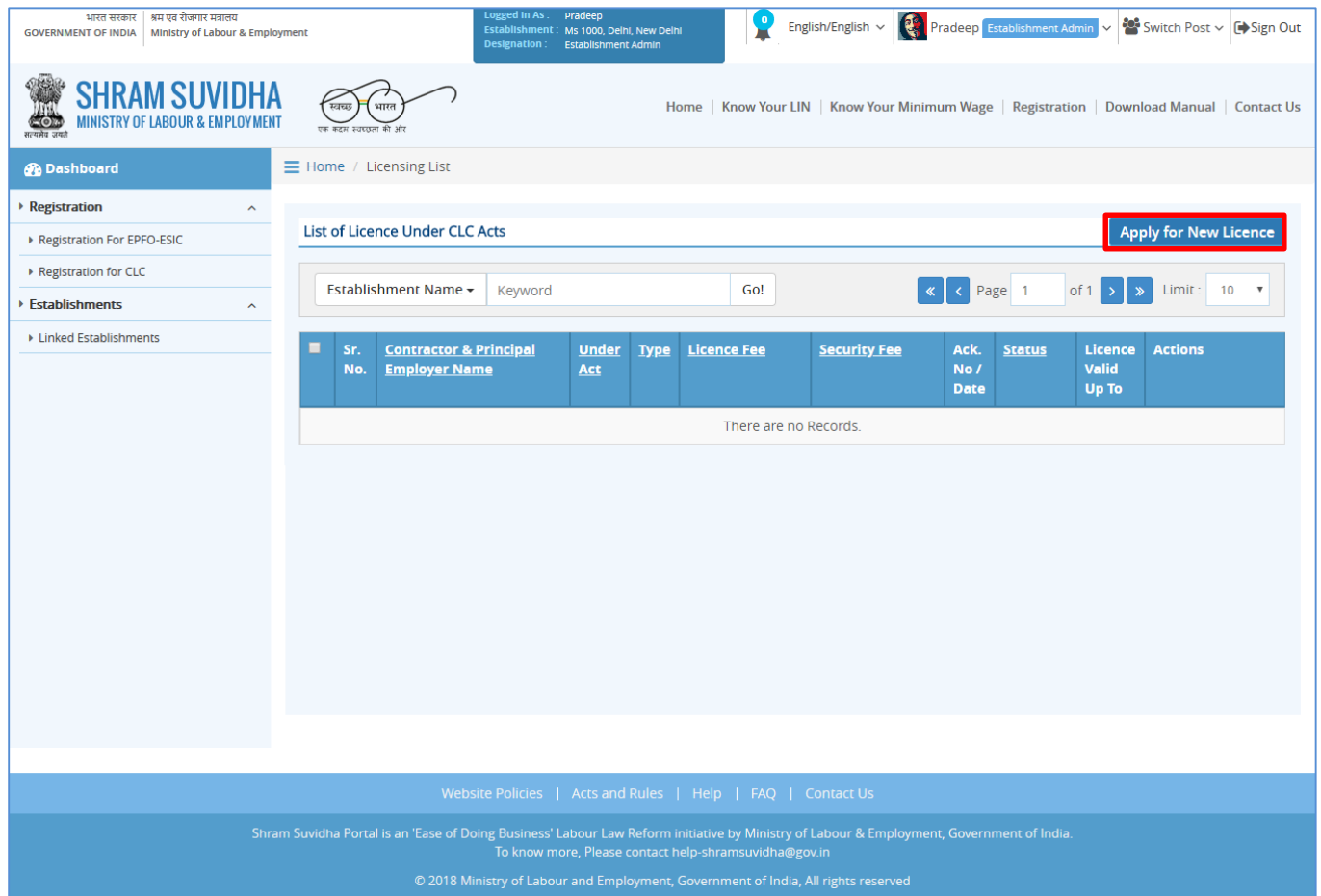
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Figure 2-2

- Enter User Id and Password, enter verification code as displayed and click
- Click to rearrange all the details you have written in login form
- Dashboard will be displayed for the logged in user

3 CLRA Licence Application



The screenshot shows the SHRAM SUVIDHA portal interface. At the top, there is a header with the Government of India logo and the Ministry of Labour & Employment. The user is logged in as Pradeep, an Establishment Admin. The main content area is titled 'List of Licence Under CLC Acts' and features a search bar with fields for 'Establishment Name' and 'Keyword', and a 'Go!' button. Below the search bar is a table with columns: Sr. No., Contractor & Principal Employer Name, Under Act, Type, Licence Fee, Security Fee, Ack. No / Date, Status, Licence Valid Up To, and Actions. The table currently displays 'There are no Records.' A red box highlights the 'Apply for New Licence' button in the top right corner of the table area.

Figure 3-1

Click [Apply for New Licence](#) button on top right corner of the screen:

You will be directed to Acts listing screen:

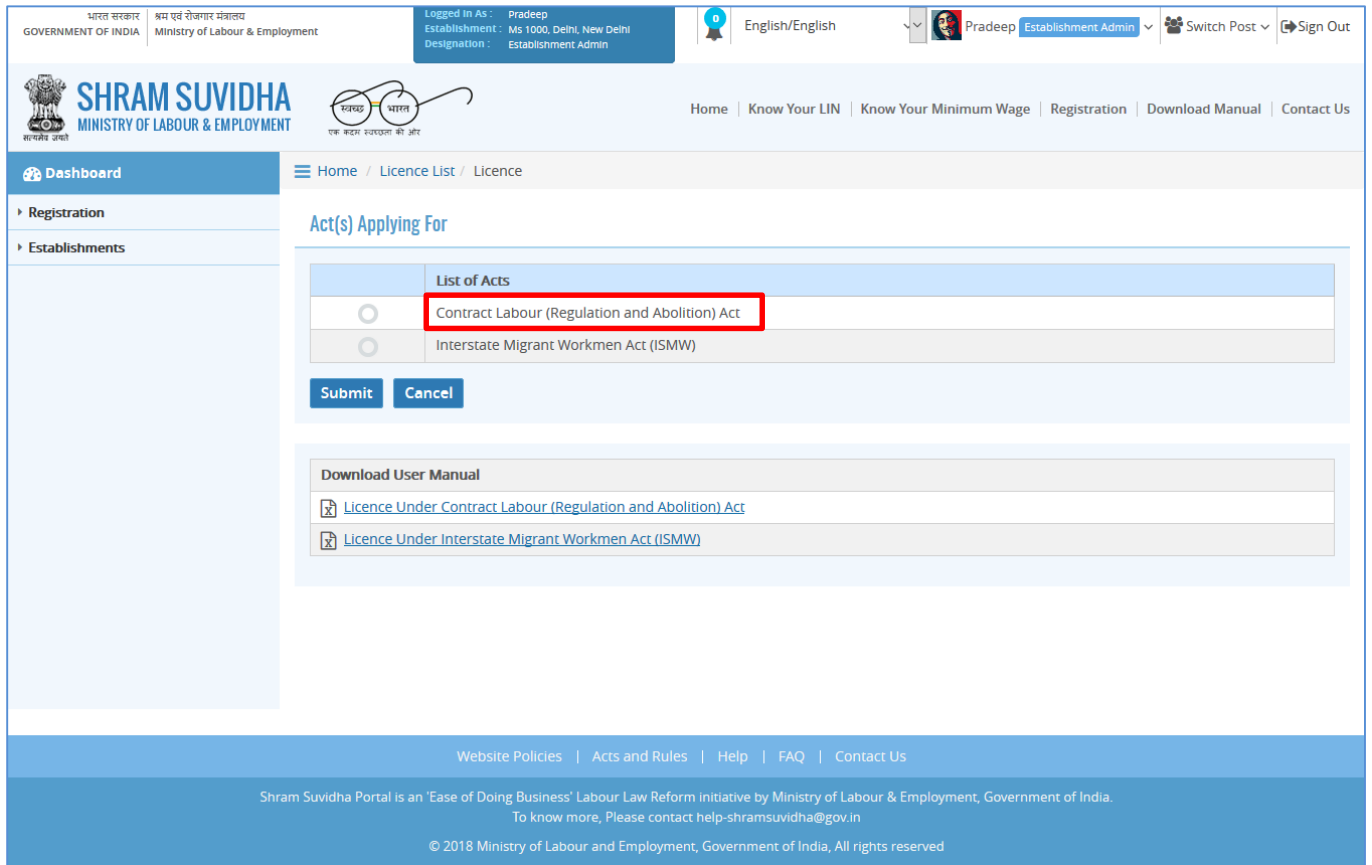


Figure 3-2

Select Contract Labour Regulation & Abolition Act: and click  button.

3.1 CLRA Licence Application

Licence Application Form will be displayed: CLRA Licence Application has following tabs:

- [Contractor Details](#)
- [Establishment Details / P Details](#)
- [Contact Work Details](#)
- [Attachments](#)

3.1.1 Contractor Details

भारत सरकार | श्रम एवं रोजगार मंत्रालय
GOVERNMENT OF INDIA | Ministry of Labour & Employment

Logged In As : Pradeep
Establishment : Ms 1000, Delhi, New Delhi
Designation : Establishment Admin

English/English | Pradeep Establishment Admin | Switch Post | Sign Out

SHRAM SUVIDHA MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage | Registration | Download Manual | Contact Us

Dashboard | Home / Licence List / Licence Act / Licence Form

Registration
 Registration For EPFO-ESIC
 Registration for CLC
 Establishments
 Linked Establishments

Contractor Details | Establishment / P Details | Contract Work Details | Attachments

A. Contractor Details

1. LIN of Contractor (Optional)

2. Full Name of Contractor (Company/Corp./Firm/Society/etc)*

3. Full Name and Designation of Representative*

4. Address of Contractor*

Geo Co-ordinates

 Please fill proper address and Pin Code to get actual Geo-coordinates

5. PAN of Contractor:*

6. Name as on PAN Card:*

7. Email Address of Representative*


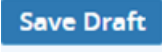

8. Mobile No of Representative*

Sr. No.	Contact Type	Contact Value	Actions
	Select Contact Type		<input style="background-color: green; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>
No record(s) found.			

Figure 3-3

Enter following details:

- Retrieve details of Contractor through LIN: Insert LIN number and click LIN, to fetch the establishment detail. Or you can enter the establishment detail manually

- Full name of Contractor: Enter full name of Contractor
- Full name and Designation of Representative: Enter name & Designation of the Representative
- Address of Contractor: Enter address of Contractor
- Geo-Coordinates- Use Google map for Geo-Coordinates- click [Use google map for Geo-Coordinates](#) to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- PAN of Contractor: Enter Ten Digit PAN Number
- Name as on PAN Card: Enter name as on PAN Card
- Email Address of Representative: Enter Email Address
- Mobile No. of Representative: Enter Mobile number of Representative
- Contact Type: Enter Contact Type
- Contact Value :Enter Value for Contact Type
- Click  to add contact detail
- Click  to save the form as draft and you can resume form filling by editing the same. Or click  button to continue entering Establishment detail.

3.1.2 Establishment Details / P Details

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GOVERNMENT OF INDIA | Ministry of Labour & Employment

Logged In As : Pradeep
Establishment : Ms 1000, Delhi, New Delhi
Designation : Establishment Admin

English/English | Pradeep | Establishment Admin | Switch Post | Sign Out

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Dashboard | Home / Licence List / Licence Act / Licence Form

Registration
 Registration For EPFO-ESIC
 Registration for CLC
 Establishments
 Linked Establishments

Contractor Details | **Establishment / P Details** | Contract Work Details | Attachments

B. Particulars of Establishment And Principal Employer

9. Registration Certificate No of the Establishment Under the act*
 CLRA/ALCJALANDHAR/2018/R-1

10. Name of Establishment*
 Indian Institute of Management Amritsar

11. Name and Designation of Principal Employer*
 Pawan Kumar Singh

12. Date of Registration*
 01-06-2018

13. Address of Principal Employer*
 Indian Institute of Management, Amritsar
 Inside Government Polytechnic Campus,
 Barnala

Punjab Institute of Technology Building
 Punjab
 143105

Geo Co-ordinates
 Longitude
 Latitude
 Please fill proper address and Pin Code to get actual Geo-coordinates

14. Email Address of Principal Employer*
 pawan.kumar@iimamritsar.ac.in

15. Mobile Number of Principal Employer*
 7589401323

Figure 3-4

Enter following detail for establishment:

- Registration Certificate No of the Establishment Under the act*: Enter Registration Certificate Number of the establishment and click button Based on Registration number, following detail will be fetched by the system
 - Name of Establishment*
 - Name and Designation of Principal Employer*
 - Date of Registration*

- Address of Principal Employer*
 - Use Google map for Geo-Coordinates
 - Geo Co-ordinates
 - Please fill proper address and Pin Code to get actual Geo-coordinates
 - Email Address of Principal Employer*
 - Mobile Number of Principal Employer*
- Click **Save Draft** to save the form as draft and you can resume form filling by editing the same. Or click **Next** button to continue entering Contract work detail

3.1.3 Contract Work Details

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GOVERNMENT OF INDIA

श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment

Logged In As: Pradeep
 Establishment: MS 1000, Delhi, New Delhi
 Designation: Establishment Admin

English/English

Pradeep Establishment Admin

Switch Post

Sign Out

SHRAM SUVIDHA

भारत
श्रम एवं रोजगार मंत्रालय

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Dashboard

- Registration
 - Registration For EPFO-ESIC
 - Registration for CLC
- Establishments
 - Linked Establishments

Home / Licence List / Licence Act / Licence Form

Contractor Details
Establishment / P Details
Contract Work Details
Attachments

C. Contract Work Details

16. Name / Nature of work in which workman is employed or is to be employed in the Establishment*

Demo Nature of work, Delhi

17. Estimated date of commencement of Contract Work*

05-07-2018

30-07-2020

18. Estimated date of completion of Contract Work*

19. Name of Agent Or Manager of Contractor at the work-site*

Ram Kumar

Note: You are required to fill in correct district as per location of work, otherwise your application may not go to concerned licensing officer and your application may result in rejection. *

20. Location of Work *

Room No. 12

Ministry of Labour

New Delhi

Shrma Shakti Bhawan

Delhi

110001

[Use Google map for Geo-Coordinates](#)

Geo Co-ordinates

Longitude

Latitude

Please fill proper address and Pin Code to get actual Geo-coordinates

21. Activity as per National Industrial Classification*

F-41002
Search

22. Details of selected NIC Code*

F - CONSTRUCTION

41 - Construction of buildings

410 - Construction of buildings

4100 - Construction of buildings

41002 - Activities relating to alteration, addition, repair, maintenance carried out on own-account basis or on a fee or contract basis

23. Maximum number of contract labour to be employed in the Establishment on any day*

20

24. Security Fee (Number of Contractor Labour * 90 INR)

1800

25. License Fee

(A) Is 20: **Rs. 15**

(B) Exceeds 20 but does not exceed 50: **Rs. 37.50**

(C) Exceeds 50 but does not exceed 100: **Rs. 75**

(D) Exceeds 100 but does not exceed 200: **Rs. 150**

(E) Exceeds 200 but does not exceed 400: **Rs. 300**

(F) Exceeds 400: **Rs. 375**

26. Whether Certificate By Principle Employer, in form III enclosed?*

Yes No



Save Draft
Prev
Next
Cancel

Figure 3-5






Enter following details:

- Name/Nature of work in which workman is employed or is to be employed in the establishment: Enter the Name/Nature of work in which workman is employed or is to be employed in the establishment
- Estimated date of commencement of contract work: Select Estimated date of commencement of contract work
- Estimated date of completion of contract work: Select Estimated date of completion of contract work
- Name of agent or manager of contractor at work site: Enter name of agent or manager of contractor at work site

Note: You are requested to fill in correct district as per location of work, otherwise your application may not go to concerned licensing officer and your application may result in rejection.

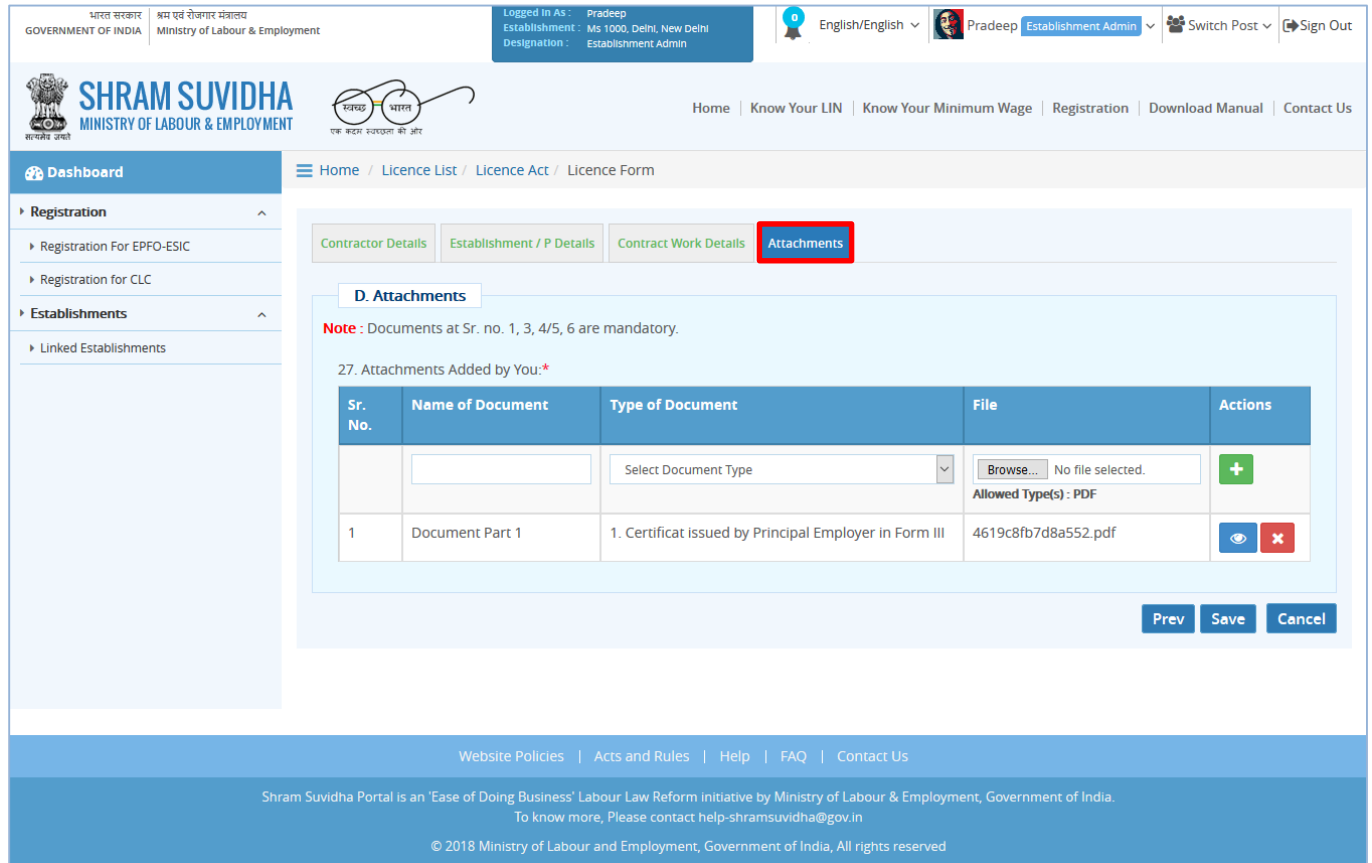
- Location of work: Enter Location of work with proper location detail
- Geo Coordinates: Geo-Coordinates- Use Google map for Geo-Coordinates- click  to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- Activity as per National Industrial Classification: Enter NIC code and click  button. NIC Activity detail will be displayed
- Maximum number of contract labour to be employed in the establishment on any day :Specify maximum number of contract labour to be employed in the establishment on any day
- Licence Fee: will be displayed based on number of workers
- Security Fee: Security fee will be displayed as per specified number of contract labour to be employed in the establishment on any day
- Whether Certificate by Principal Employer, in form III enclosed? (Yes, No): Select value Yes or No

Note:

While filling Licence form you can navigate to other tabs selecting  and  buttons. You save the Form as Draft by selecting . You can resume Form filling by selecting  (edit) icon on dashboard. Click  to cancel the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft!

- Click  button to proceed with Attachments tab

3.1.4 Attachments



D. Attachments

Note: Documents at Sr. no. 1, 3, 4/5, 6 are mandatory.

27. Attachments Added by You:*

Sr. No.	Name of Document	Type of Document	File	Actions
	<input type="text"/>	Select Document Type	<input type="button" value="Browse..."/> No file selected. Allowed Type(s) : PDF	<input style="background-color: green; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>
1	Document Part 1	1. Certificat issued by Principal Employer in Form III	4619c8fb7d8a552.pdf	<input type="button" value="👁️"/> <input type="button" value="✖"/>

Figure 3-6

Attach required documents to complete the registration process:

Click to select and upload required documents and click icon.

Note: Allowed Type is PDF.

Uploaded documents will be displayed below with following column headings:

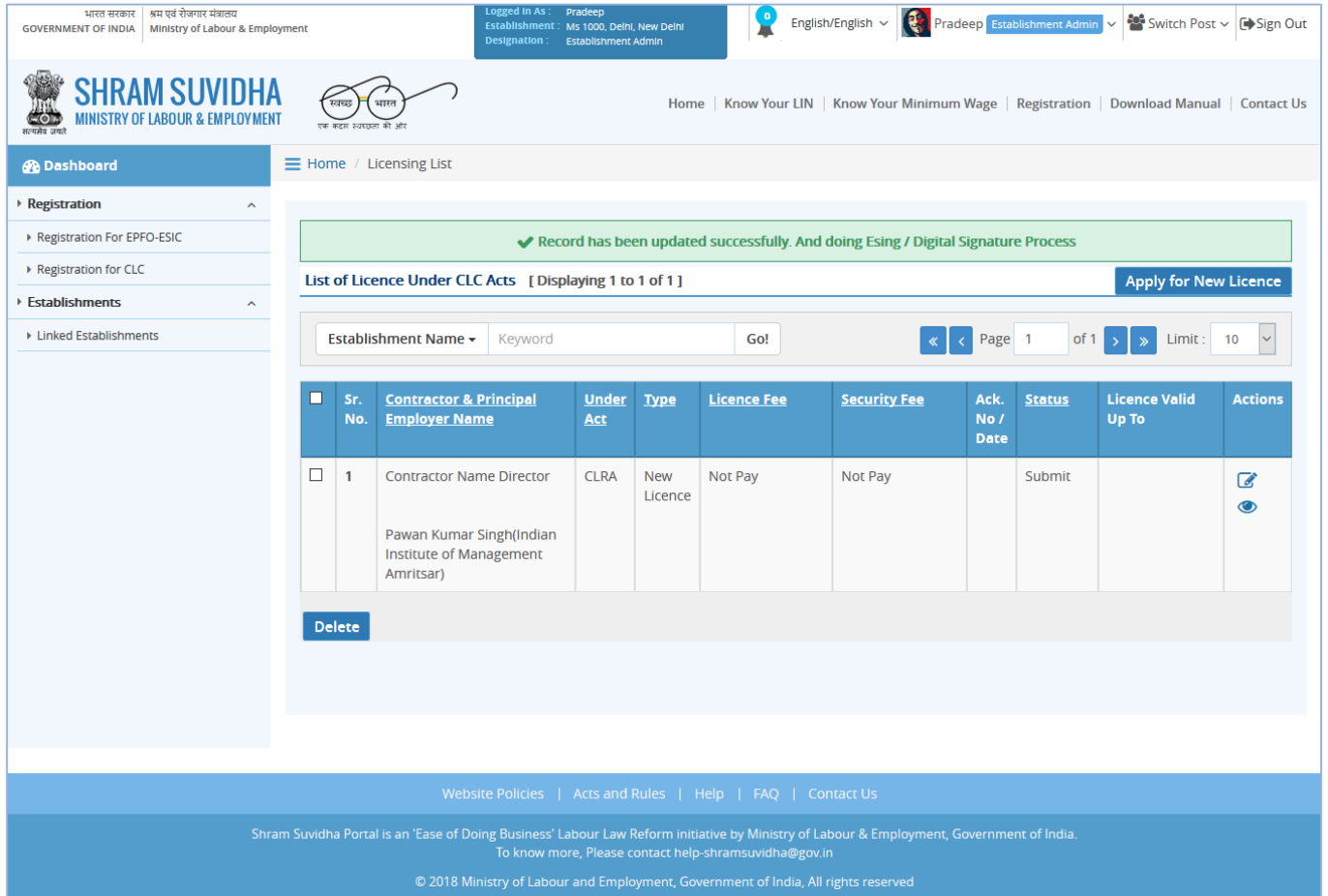
- **Sr. No.**
- **Name of Document**
- **Type of Document** **File**
- **Actions-** You can view or delete uploaded document by selecting or icons respectively

Note:

While filling Licence form you can navigate to other tabs selecting and buttons. You save the Form as Draft by selecting . You can resume Form filling by selecting (edit) icon on dashboard.

Click to cancel the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft!

Click **Save** to submit the Licence Application!



Dashboard / Home / Licensing List

Record has been updated successfully. And doing Esign / Digital Signature Process

List of Licence Under CLC Acts [Displaying 1 to 1 of 1] [Apply for New Licence](#)

Establishment Name Keyword Go! Page 1 of 1 Limit: 10

<input type="checkbox"/>	Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
<input type="checkbox"/>	1	Contractor Name Director Pawan Kumar Singh(Indian Institute of Management Amritsar)	CLRA	New Licence	Not Pay	Not Pay		Submit		Edit View

[Delete](#)

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Figure 3-7

Submitted Licence application will be displayed on dashboard with following column headings:

- Sr. No.
- Contractor & Principal Employer Name
- Under Act
- Type
- Licence Fee
- Security Fee
- Ack. No / Date
- Status
- Licence Valid Up To
- Actions



- Click  to view application summary. Application summary will be displayed:

oyment

Logged In As : Pradeep
 Establishment : Ms 1000, Delhi, New Delhi
 Designation : Establishment Admin

English/English Pradeep Establishment Admin

Switch Post Sign Out



[Home](#) | [Know Your LIN](#) | [Know Your Minimum Wage](#) | [Registration](#) | [Download Manual](#) | [Contact Us](#)

[Home](#) / [CLicensing List](#) / [Licensing Form Preview](#)



FORM II

[Under rule 21(1) and rule 29 (2) of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

APPLICATION FOR LICENCE UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 (37 OF 1970)

Acknowledgement Number: -

Date of Application: -

Details of Contractor

1. Full Name of Contractor: **M/s Demo Test Pvt. Ltd.** through **Contractor Name Director**
2. Full Address of Contractor: **House No. 15, Rajiv Nagar, Sector - 20A, Gurugram, Haryana, - 122001**
3. LIN/PAN No. of Contractor: **2-2222-2222-2 / CZXSA1322F**
4. Email Id of Contractor: **ind.pkumar@gmail.com**
5. Mobile No. of Contractor: **9560116789**

Particulars of Establishment where workman is to be employed

6. Name of Principal Employer: **Pawan Kumar Singh, Indian Institute of Management Amritsar, Indian Institute of Management, Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus,, Barnala, - 143105**
7. Number and Date of Certificate of Registration of the Establishment under the Act: **CLRA/ALCJALANDHAR/2018/R-1 Dated 01-06-2018**

Particulars of the Contract Labour

8. Nature of work in which workman is employed or is to be employed in the Establishment: **Demo Nature of work, Delhi**
9. Location of Work : **Room No. 12, Shirma Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
10. Duration of proposed Contract Work -
 1. Date of Commencement of work: **05-07-2018**
 2. Date of Completion of work: **30-07-2020**
11. Name and Address of the Agent or Manager of Contractor at the work-site: **Ram Kumar, Room No. 12, Shirma Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
12. Maximum number of workmen proposed to be employed on the Establishment on any date: **20**
13. Whether a certificate by the Principal Employer, in Form III enclosed: **Yes**
14. Amount of Licence Fee : **INR 15**
15. Amount of Security Deposit : **INR 1800**
16. Jurisdiction for Licensing Officer : **ALC NEW DELHI III (ALCNEWDELHIB)**

Signatur of Contractor
(eSign/DSC)

Note: This is an online application summary applied on Shram Suvidha Portal.

Go To Listing
Digital Signature
E-Sign

[Website Policies](#) | [Acts and Rules](#) | [Help](#) | [FAQ](#) | [Contact Us](#)


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Figure 3-8

Your Licence form will display the information you have entered including principal employer and contractor details.

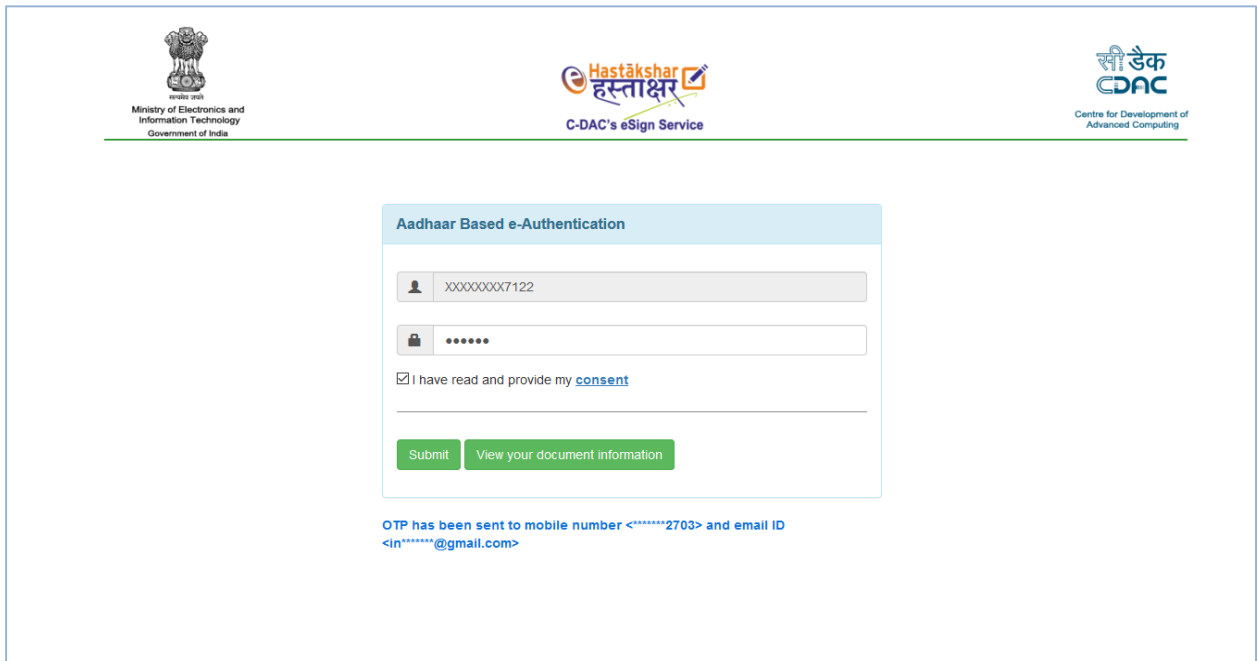
- Click **Go To Listing** to get back to listing screen
- Click **Digital Signature** to sign the registration form digitally
- Click **E-Sign** to e-sign the Licence form
- E-sign form opens. Enter you Aadhar Number;



The screenshot shows the 'e-Sign Service' form on the Shram Suvidha Portal. The form is titled 'e-Sign Service' and contains a text input field for 'Enter Aadhar Number:' and a 'SUBMIT' button.

Figure 3-9

- Click **Submit** button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.



Aadhaar Based e-Authentication

XXXXXXXX7122

I have read and provide my [consent](#)

OTP has been sent to mobile number <*****2703> and email ID <n*****@gmail.com>

Figure 3-10

- Enter OTP sent to your registered mobile number and click button. E-Sign link will be enabled on dashboard as shown below:

भारत सरकार | श्रम एवं रोजगार मंत्रालय
GOVERNMENT OF INDIA | Ministry of Labour & Employment

Logged In As : Pradeep
Establishment : Ms 1000, Delhi, New Delhi
Designation : Establishment Admin

English/English | Pradeep Establishment Admin | Switch Post | Sign Out

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MINISTRY OF LABOUR & EMPLOYMENT

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Dashboard

Registration

- Registration For EPFO-ESIC
- Registration for CLC

Establishments


- Linked Establishments

Home / Licensing List

Record has been updated successfully.

List of Licence Under CLC Acts [Displaying 1 to 1 of 1] [Apply for New Licence](#)

Establishment Name Keyword Go! Page 1 of 1 Limit : 10

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor Name Director Pawan Kumar Singh(Indian Institute of Management Amritsar)	CLRA	New Licence	Not Pay	Not Pay		eSign		


Delete

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Figure 3-11

- Click  (Payment) button



1 Confirm Info ————— **2** Pay

Payment Mode Online

Depositor Details

Name :	Contractor Name Director		
Address 1 :	House No. 15	Address 2 :	Rajiv Nagar
City :	Gurugram	District :	
State :	HARYANA	Country :	INDIA
Pincode/ZipCode :	122001	Email :	
Mobile No (91) :	1234567895		
Aadhar Number		Pan Number	
Tan Number		Tin Number	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose & Payment Type	Payment Period/ Frequency	Amount (In INR)
1	LABOUR AND EMPLOYMENT	PAO(Chief Labour Commissioner),New Delhi[030050]	CHIEF LABOUR COMMISSIONER (SECTION OFFICER),SHRAM SHATKI BHAWAN,RAFI MARG,NEW DELHI-1[230051]	License fees,For Contract Labour	One Time	15.00
				INR fifteen only		Total : 15.00

Cancel

Confirm

Figure 3-12

- Payment information will be displayed; click **Confirm** button to confirm the information
- After Payment User download the View Acknowledgement slip, as shown below



भारत सरकार | श्रम एवं रोजगार मंत्रालय
GOVERNMENT OF INDIA | Ministry of Labour & Employment

Logged In As : Pradeep
Establishment : Ms 1000, Delhi, New Delhi
Designation : Establishment Admin

English/English | Pradeep | Establishment Admin | Switch Post | Sign Out

SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage | Registration | Download Manual | Contact Us

Dashboard

- Registration
 - Registration For EPFO-ESIC
 - Registration for CLC
- Establishments
 - Linked Establishments

Home / Licensing List

✔ Record has been updated successfully.

List of Licence Under CLC Acts [Displaying 1 to 1 of 1] [Apply for New Licence](#)

Establishment Name Keyword Go! Page 1 of 1 Limit: 10

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor Name Director Pawan Kumar Singh(Indian Institute of Management Amritsar)	CLRA	New Licence	INR 15 (Transaction Id : 0407180002234)	INR 1800 (Transaction Id : 0407180002100)	CLRA 2018-1 / 05/07/2018	Submitted - Pending for Approval		

[Delete](#)

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Figure 3-13

- Click to view acknowledgement



Home / Licensing List / Acknowledgement Slip

	<p>भारत सरकार / Government Of India श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment पावती पर्ची / Acknowledgement Slip</p>	
पावती संख्या: / Acknowledgment No: CLRA-2018-1		आवेदन तिथि: / Application Submission Date : / 04-07-2018
नाम और पता: / Establishment Name and Address	Registration Type	Contract Labour (Regulation and Abolition) Act
Pawan Kumar Singh Indian Institute of Management, Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus,, Barnala, Punjab, 143105	eSign/DSC Licence Certificate	Download Licence Certificate PDF
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Figure 3-14

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