

**THE GOA, DAMAN AND DIU SHOPS AND ESTABLISHMENTS ACT, 1973  
& RULE, 1975.**

**PROCEDURE FOR MAKING APPLICATION FOR GRANT OF  
CERTIFICATE OF REGISTRATION / RENEWAL UNDER THE GOA,  
DAMAN AND DIU SHOPS AND ESTABLISHMENTS ACT, 1973.**

The main objectives of this Act is to provide for the regulation of conditions of work and employment in shops, commercial establishments, restaurants, theatres and other establishments and for matters connected therewith.

**Applicability:**

This act is applicable to all the establishments, engaged in conducting business and includes “establishment” means a shop, commercial establishment, residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment [and a bank] to which this Act applies and includes such other establishment as the Government may, by notification in the Official Gazette, declare to be an establishment for the purposes of this Act;

**Registration of Establishments and Renewal of Registration Certificates:**

Every employer of establishment, Shop, commercial establishment, residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment covered by the Act shall register their establishments within 90 days from the date of commencement of business by submitting an application in Form-I (Rule 3) under Section 3 to the Labour Inspector for grant of Registration Certificate and 30 days before the expiry for renewal of registration certificate in Form IV (Rule 6) under Sub Section 5 of Section 3 of the Goa, Daman and Diu Shops and Establishments Act, 1973.

**Registration / Renewal Fee:**

<b>Sr. No.</b>	<b>Categories of Establishments</b>	<b>Fees</b>
1	Shops/Establishments employing no persons	Rs. 150/-
2	Shops/Establishments employing 5 or less than 5 persons	Rs. 300/-
3	Shops/Establishments employing more than 5 but less than 10 persons.	Rs. 1000/-
4	Shops/Establishments employing 10 and above but less than 20 persons.	Rs. 2000/-

5	Hotels, Restaurants, Residential Hotels, Theatres or other place of public amusement or entertainment or Shops/Establishments employing 20 and above but less than 30 persons.	Rs. 8,000/-.
6	Hotels, Restaurants, Residential Hotels, Theatres or other place of public amusement or entertainment or Shops/Establishments employing 30 or more persons.	Rs. 10,000/-

The registration fees of Rs. 25,000/- and renewal fees of Rs. 5,000/- in municipal area and Rs. 1,000/- in panchayat area is only applicable to V category ie. bank/other financial institutions.

### **Registration and Renewal validity period:**

Registration certificate issued under the Act is valid upto 31<sup>st</sup>, December of the year. Application for grant of renewal of registration shall be made at least 30 days before expiry under Section 3 of the Goa, Daman and Diu Shops and Establishments Act, 1973. The employer can renew the registration certificate for the period of one year or for the period of five years also.

### **Registering Authority:**

Labour Inspector is Registration Officer to issue registration certificate and renewal of registration certificate under the Goa, Daman and Diu Shops and Establishments Act, 1973.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Goa, Daman and Diu Shops and Establishments Act, 1973 & rules there under, if the Labour Inspector is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of Registration Certificate**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, concern Labour Inspector prepares the registration certificate and issue the same with in a one working day.

**THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970 & THE GOA, DAMAN AND DIU CONTRACT LABOUR (REGULATION & ABOLITION) RULE, 1972. - For Contractor**

Procedure for making application for grant of License /renewal of License under the Contract Labour (Regulation & Abolition) Act, 1970 & The Goa, Daman & Diu Contract Labour (Regulation & Abolition) Rules, 1972 is available online through <http://www.goa.gov.in> and licensing fees, renewal fees and security deposit shall be paid by the contractor through online payment. Only the part of online certificate will not be generated because work of digital signature is in process.

Application for grant of license shall be made to the licensing officer, in triplicate Form IV, accompanied by a certificate issued by the principal employer in form V and online payment receipt showing deposit of security and payment of license fee. Security deposit @ Rs. 500/- for each workman to be employed as contract labour shall be deposited by the contractor.

**Applicability:**

The Contract Labour (Regulation & Abolition) Act, 1970 applies to every contractor who employs or employed 10 or more workmen on any day of the preceding 12 months.

**Licensing of Contractors:**

No contractor shall undertake any work through contract labour except in accordance with a license issued by the licensing officer.

**Fee payable by the Contractor**

<b>Sr. No.</b>	<b>Numbers of workmen proposed to be employed on contract</b>	<b>Fees</b>
1	is 10	Rs. 800/-
2	exceeds 10 but does not exceed 20	Rs. 1,200/-
3	exceeds 20 but does not exceed 50	Rs. 3,000/-
4	exceeds 50 but does not exceed 100	Rs. 6,000/-
5	exceeds 100 but does not exceed 200	Rs. 12,000/-
6	exceeds 200 but does not exceed 400	Rs. 24,000/-
7	exceeds 400	Rs. 30,000/-

### **Validity of License:**

The license issued shall be valid for one year (31<sup>st</sup> December) from and shall be renewed before 31<sup>st</sup> October (60 days before the expiry of license) of the year. If license not renewed before 31<sup>st</sup> October then 25% penalty shall be applicable to contractor.

### **Licensing Authority:**

The Deputy Labour Commissioner, North & South have been notified as licensing authorities.

### **How to make application for license/renewal of license:**

Application for license & renewal/amendment of license shall be submitted online at <http://www.goa.gov.in> and the license fee as specified above shall be paid in the online

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Contract Labour (Regulation & Abolition) Act, 1970 & The Goa, Daman & Diu Contract Labour (Regulation & Abolition) Rules, 1972, if the Deputy Labour Commissioner (Licensing Authority) is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of License**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Deputy Labour Commissioner Labour prepares the contract license and issue the same within a one working day.

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**THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970 & THE GOA, DAMAN AND DIU CONTRACT LABOUR (REGULATION & ABOLITION) RULE, 1972.**

**PROCEDURE FOR MAKING nAPPLICATION FOR REGISTRATION CERTIFICATE AND RENEWAL OF REGISTRATION CERTIFICATE UNDER THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT, 1970 AND RULES, 1972 – For Principal Employer/Establishment.**

**Applicability:**

The act applies to every establishment in which 10 or more workmen are employed or were employed during any day in the preceding 12 month as contract labour.

**Grant of Certificate of Registration to Principal Employer's Establishment:**

Every Principal Employer of an establishment covered under the Act shall register their establishment by submitting application form in Form-I & Rule 17(1) and obtain certificate of registration as detailed below:

**How to make application for Registration / renewal of registration:**

Application for Registration under the Act is available online through <http://www.goa.gov.in> and registration fees shall be paid by the applicant through online payment. Only the part of online certificate will not be generated because work of digital signature is in process.

**Fee payable by the Principal Employer:**

<b>Sr. No.</b>	<b>Numbers of workmen proposed to be employed on contract</b>	<b>Fees</b>
1	is 10	Rs. 3,200/-
2	exceeds 10 but does not exceed 20	Rs. 4,800/-
3	exceeds 20 but does not exceed 50	Rs. 12,000/-
4	exceeds 50 but does not exceed 100	Rs. 24,000/-
5	exceeds 100 but does not exceed 200	Rs. 48,000/-
6	exceeds 200 but does not exceed 400	Rs. 96,000/-
7	exceeds 400	Rs. 1,20,000/-

### **Validity of Registration and renewal:**

The registration certificate granted under the Goa, Daman and Diu Contract Labour (Regulation and Abolition) Rules, 1972, the registration certificate shall be valid till the cancellation and Rs. 50/- shall be pay at the time of only amendment of the registration certificate. Once the registration certificate is issued to P.E. then the process of amendment to registration certificate can be done in case the contractor changes or number of contract labour employed increases.

### **Registering Authority:**

The Deputy Labour Commissioner, North & South have been notified as registering authorities.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Contract Labour (Regulation & Abolition) Act, 1970 & rules there under, if the Deputy Labour Commissioner (Registering Authority) is satisfies with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of Registration Certificate**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Deputy Labour Commissioner prepares the registration certificate and issue the same with in a one working day.

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**THE INTER-STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979. & GOA, DAMAN & DIU INTER – STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) RULE, 1982.**

**PROCEDURE FOR MAKING APPLICATION FOR REGISTRATION CERTIFICATE AND RENEWAL OF REGISTRATION CERTIFICATE UNDER THE INTER-STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 & RULE, 1982. – For Principal Employer/Establishment.**

**Applicability:**

The act applies to every establishment in which 5 or more inter-State migrant workmen (whether or not in addition to other workmen) are employed or who were employed on any day in the preceding 12 months.

**Grant of Certificate of Registration to Principal Employer's Establishment:**

Every Principal Employer of an establishment covered under the Act shall register their establishment by submitting application form in Form-I & Rule 3(1) and obtain certificate of registration as detailed below:

**How to make application for Registration / renewal of registration:**

Application for Registration under the Act is available online through <http://www.goa.gov.in> and registration fees shall be paid by the applicant through online payment. Only the part of online certificate will not be generated because work of digital signature is in process.

### **Fee payable by the Principal Employer:**

<b>Sr. No.</b>	<b>Numbers of workmen proposed to be employed on contract</b>	<b>Fees</b>
1	is 5 but does not exceed 20	Rs. 4,800/-
2	exceeds 20 but does not exceed 50	Rs. 12,000/-
3	exceeds 50 but does not exceed 100	Rs. 24,000/-
4	exceeds 100 but does not exceed 200	Rs. 48,000/-
5	exceeds 200 but does not exceed 400	Rs. 96,000/-
6	exceeds 400	Rs. 1,20,000/-

### **Validity of Registration and renewal:**

The registration certificate granted under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 & Rules 1982 shall be valid till the cancellation and Rs. 50/- shall be paid at the time of only amendment of the registration certificate. Once registration certificate issued to P.E. then there is no renewal of registration certificate. Amendment has to be done whenever there is change in contractor or increase in migrant workers.

### **Registering Authority:**

The Deputy Labour Commissioner, North & South have been notified as registering authorities.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 & rules there under, if the Deputy Labour Commissioner (Registering Authority) is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of Registration Certificate**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Deputy Labour Commissioner prepares the registration certificate and issues the same within a one working day.



**THE INTER-STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979. & GOA, DAMAN & DIU INTER-STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) RULE, 1982.**

**PROCEDURE FOR MAKING APPLICATION FOR LISENCE AND RENEWAL OF LISENCE UNDER THE INTER-STATE MIGRANT WORKMWN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 & RULES, 1982. -- (For Contractor)**

Procedure for making application for grant of License /renewal of License of under The Inter-State Migrant workmen (Regulation of Employment and Conditions of Service) Act, 1979 & Rules 1982 is available online through <http://www.goa.gov.in> and licensing fees, renewal fees and security deposit shall be paid by the contractor through online payment. Only the part of online certificate will not be generated because work of digital signature is in process.

Application for grant of license shall be made to the licensing officer, in triplicate in form V under Rule 7 (2), accompanied by a certificate issued by the principal employer in form VI and online payment receipt showing deposit of security and payment of license fee. Security deposit @ Rs. 100/- for each workman to be employed as contract labour shall be deposited by the contractor.

**Applicability:**

The Inter-State Migrant workmen (Regulation of Employment and Conditions of Service) Act, 1979 applies to every contractor who employs or employed five or more inter-State migrant workmen on any day of the preceding 12 months.

**Licensing of Contractors:**

No contractor shall undertake any work through inter-State migrant workmen except in accordance with a license issued by the licensing officer.

### **Fee payable by the Contractor**

<b>Sr. No.</b>	<b>Numbers of workmen proposed to be employed on contract</b>	<b>Fees</b>
1	is 5 but does not exceed 20	Rs. 1,200/-
2	exceeds 20 but does not exceed 50	Rs. 3,200/-
3	exceeds 50 but does not exceed 100	Rs.6,400/-
4	exceeds 100 but does not exceed 200	Rs. 12,000/-
5	exceeds 200 but does not exceed 400	Rs. 24,000/-
6	exceeds 400	Rs. 30,000/-

### **Validity of License:**

The license issued shall be valid for one year from date of commencement and shall be renewed in Form IX under Rule 14(2) before 30 days of expiry of license. If license not renewed before 30 days of expiry of license then 25% penalty shall be applicable to contractor.

### **Licensing Authority:**

The Deputy Labour Commissioner, North & South have been notified as licensing authorities.

### **How to make application for license/renewal of license:**

Application for license & renewal/amendment of license shall be submitted online at <http://www.goa.gov.in> and the license fee as specified above shall be paid in the online payment.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Inter-State Migrant workmen (Regulation of Employment and Conditions of Service) Act, 1979 & rules there under, if the Deputy Labour Commissioner (Licensing Authority) is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

## **Issuing of License**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Deputy Labour Commissioner Labour prepares the license and issue the same with in a one working day.

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**THE MOTOR TRANSPORT WORKERS ACT, 1961 & THE GOA, DAMAN & DIU MOTOR TRANSPORT WORKERS RULES, 1966.**

**PROCEDURE FOR MAKING APPLICATION FOR REGISTRATION UNDER THE MOTOR TRANSPORT WORKERS ACT, 1961 & THE GOA, DAMAN & DIU MOTOR TRANSPORT WORKERS, RULES, 1966.**

**Applicability:**

The Motor Transport Act applies to every motor transport undertaking employing one or more transport worker.

**“Motor transport undertaking”** means a motor transport undertaking engaged in carrying passengers or goods or both by road for hire or reward and includes a private carrier.

**“Motor transport worker”** means a person who is employed in a motor transport undertaking directly or through an agency, whether for wages or not, to work in professional capacity on a transport vehicle or to attend to duties in connection with the arrival, departure, loading or unloading of such transport vehicle and includes a driver, conductor, cleaner, station staff, line-checking staff, booking clerk, cash clerk, depot clerk, time keeper, watchman or attendant.

**Fee payable by the management/employer:**

<b>Sr. No.</b>	<b>Maximum numbers of Motor Transport Workers to be employed on any day during the year.</b>	<b>Fees</b>
1	1 to 5	Rs. 300/-
2	6 to 10	Rs. 600/-
3	11 to 50	Rs. 1,200/-
4	51 to 100	Rs. 1,800/-
5	101 to 250	Rs.2,400/-.
6	251 to 500	Rs. 4,500/-
7	501 to 750	Rs. 6,000/-
8	751 to 1000	Rs. 9,000/-
9	1000 and above	Rs. 12,000/-

### **Validity of Registration Certificate:**

The Registration Certificate issued shall be valid for one year (31<sup>st</sup> December) from and shall be renewed before 31<sup>st</sup> October (60 days before the expiry of registration certificate) of the year. If registration certificate is not renewed before 31<sup>st</sup> October then 25% penalty shall be applicable to management/employer.

### **Registering Officer:**

The Commissioner, Labour & Employment has been notified as Chief Inspector who is the registering authority under the Act.

### **Registration of Establishments:**

Every management/employer in relation to an motor transport to which the Act applies shall make an application in Form- I (Rule 4) as per the Goa, Daman & Diu Motor Transport Workers Rule, 1966 on online at <http://www.goa.gov.in> and the fee as specified above shall be paid through online payment.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Motor Transport Workers Act, 1961 & rules there under, if the Chief Inspector (Registering Authority) is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of Registration Certificate**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Chief Inspector prepares the registration certificate and issue the same within a one working day.

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**THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996 & THE GOA BUILDING AND OTHER CONSTRUCTION WORKERS' (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) RULES, 2008.**

**PROCEDURE FOR MAKING APPLICATION FOR REGISTRATION UNDER THE BUILDING AND OTHER CONSTRUCTION WORKERS (RE&CS) ACT, 1996 AND RULES, 2008.**

**Applicability:**

The Building and other Construction Workers Act applies to every establishment which employs or had employed 10 or more building workers on any day of the preceding 12 months in any building or other construction work and also applies to an individual who employs workers in any building or construction work in relation to his own residence, where the total cost of which exceeds Rupees 10 lakhs and above.

**Fee payable by the Employer:**

<b>Sr. No.</b>	<b>Numbers of workers proposed to be employed as building workers</b>	<b>Fees</b>
1	Upto 50	Rs. 500/-
2	exceeds 50 but does not exceed 100	Rs. 1,000/-
3	exceeds 100 but does not exceed 200	Rs. 2,000/-
4	exceeds 200 but does not exceed 300	Rs. 3,000/-
5	exceeds 300 but does not exceed 400	Rs. 4,000/-
6	exceeds 400 but does not exceed 500	Rs. 5,000/-

**Validity of Registration Certificate:**

The registration certificate issued shall be valid till the contract is in force. The registration certificate issued is not renewable and not transferable.

**Registering Officers:**

The Deputy Labour Commissioner, North & South have been notified as registering officers under the Act.

### **Registration of Establishments:**

Every employer in relation to an establishment to which the Act applies shall make an application in Form- I (Rule 23(1) as per the Goa Building and other construction Workers' (Regulation of Employment and Conditions of Service) Rules, 2008 online at <http://www.goa.gov.in> and the fee as specified above shall be paid through online payment.

### **Scrutiny of Application and Approval**

Upon scrutiny of application filed by the applicant under the Building and other construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 & rules there under, if the Deputy Labour Commissioner (Registering Authority) is satisfied with the documents submitted by the applicant, then he/she immediately approves the application.

### **Issuing of Registration Certificate**

After the approval of application necessary challan is issued to the applicant. Upon receipt of paid challan from the applicant, Deputy Labour Commissioner prepares the registration certificate and issue the same within a one working day.

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