Labour Department, Goa
Procedure for license of contractor under Inter State Migrant Workman Act, 1979

**Flowchart:** License of contractor under Inter State Migrant Workman Act

1. **START**
2. Applicant submits application form and required documents to Deputy Labour Commissioner (DLC) of concerned division
3. **Application form complete?**
   - **No**: Applicant completes the formalities and re-submits the form
   - **Yes**: DLC sends the application to designated clerk for processing
4. **Application form complete**
5. **Applicant completes the formalities and re-submits the form**
6. **DLC sends the application to designated clerk for processing**
7. Clerk issues the challan to applicant for depositing fees
8. Applicant deposits fees at any branch of SBI
9. Applicant submits application form, documents and challan receipt to Inward section
10. **Inward Section forwards the application form to DLC**
11. **DLC marks to clerk for processing the certificate**
12. Clerk processes the certificate and forwards to DLC for approval
13. Applicant is provided Registration Certificate
14. **DLC approves & issues the certificate**
15. **STOP**
Document Checklist for license of contractor under Inter State Migrant Workman Act, 1979

- Application Form (Form V)
- Form VI – Issued by Employer
- Identity Proof
- Partnership Deed (In case of Partnership firm)
- Memorandum / Article of Association (In case of Private Limited company)
- List of Directors (In case of Private Limited company)
- Authority Letter for signature on application (In case of Private Limited company)
- Work Order (In case principal employer is Government establishment)
- Challan Receipt