**REGISTRATION UNDER THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996.**

**PROCEDURE OF MAKING APPLICATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKER**S:

PRICIPAL EMPLOYER

APPLICATION IN FORM-I ALONG WITH DEMAND DRAFT

SCRUTINY

ISSUE OF REGISTRATION CERTIFICATE IN FORM-II

1. The application referred to in sub-section (1) of Section 7 of the Act shall be made in triplicate, in Form- I annexed to these Rules to registering officer of the area appointed under Section 6 of the Act in which the building or other construction work is to be carried on by the establishment.
2. Every application referred to in sub- rule (1) shall be accompanied by a demand draft showing payment of the fees for the registration of the establishment.
3. Every application referred to in sub-rule (1) shall be either personally delivered to the registering officer or sent to him by registered post.
4. On receipt of the application referred to in sub- rule (1), the registering officer shall, after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant.
5. The application form shall be duly signed and sealed by the Principal Employer.
6. Payment of additional fees and amendment of register, etc-
7. Where on receipt of the intimation under sub-rule (3) of Rule 24, the registering officer is satisfied that an amount higher than the amount, which has been paid by the employer as fees for the registration of the establishment is payable, he shall require such employer to pay additional sums which, together with the amount already paid by such employer, would be equal to such higher amount of fees payable for the registration of the establishment.
8. Where, on receipt of the intimation referred to in sub-rule (3) of Rule 24, the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form-III annexed to these rules, he shall amend the said register and record therein the change which has occurred:

 Provided that the registering officer shall not carry out any amendment in the register in Form-III annexed to these rules unless the appropriate fees have been deposited by the employer.

**LIST OF DOCUMENTS REQUIRED FOR REGISTRATION OF ESTABLISHMENT EMPLOYING BUILDING WORKERS :**

1. Application for Registration of Establishment in Form-I
2. Particulars of demand draft, enclosed (name of the Bank amount, demand draft No. and date) in original for deposit of Registration fee as per the fees prescribed.

 **FORM-I**

 **[See Rule 23(1)] Application for Registration of Establishments Employing Building Workers**

1. Name and location of the Establishment where building or other construction

 work is to be carried on.

1. Postal address of the Establishment.
2. Full name and permanent address of the Establishment, if any.
3. Full name and address of the Manager or person responsible for the supervision

 and control of the Establishment.

1. Nature of building or other construction work carried/is to be carried on in the

 Establishment.

1. Maximum number of building workers to be employed on any day.
2. Estimated date of commencement of building or the other construction work.
3. Estimated date of completion of the building or the other construction work.
4. Particulars of demand draft, enclosed (name of the Bank amount, demand

 draft No. and date).

**Declaration by the employer :**

1. I hereby declare that the particulars given above are true to the best of my knowledge and belief.
2. I undertake to abide by the provisions of the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the Rules made thereunder.

 **Principal Employer**

 **Seal and Stamp**

(For office use)

 Office of the Registering Officer appointed under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 1996 and State Rules made thereunder.

**Date of Receipt of application :**

**FEES STRUCTURE:**

The fees to be paid for the grant of certificate of registration under Rule 24 shall be as specified below, namely:-

If the number of workers proposed to be employed as building workers, for a building or other construction work on one day:-

(a) is up to 10 Rs. 100

(b) exceeds 10 but does not exceed 50 Rs. 500

(c) exceeds 50 but does not exceed 100 Rs. 1000

(d) exceeds 100 Rs. 2000

**CESS**

**PROCEDURE:**

1. The Assessing Officer, on receipt of information in Form I from an employer shall make a scrutiny of such information furnished and, if he is satisfied about the correctness of the particulars so furnished, he shall make an order of assessment within a period not exceeding six months from the date of receipt of such information in Form I, indicating the amount of cess payable by the employer and endorse a copy thereof to the employer, to the Board and to the cess collector and despatch such order within five days of the date on which such order is made.
2. The order shall inter-alia specify the amount of cess due, cess already paid by the employer or deducted at source and the balance amount payable and the date, consistent with the provision of rule 4, by which the cess shall be paid to the cess collector.
3. If on scrutiny of information furnished, the Assessing Officer is of the opinion that employer has under-calculated or miscalculated the cost of construction or has calculated less amount of cess payable, he shall issue notice to the employer for assessment of the cess.
4. On receipt of such notice the employer shall furnished to the Assessing Officer a reply together with copies of documentary or order evidence in support of his claim, within fifteen days of the receipt of the notice:

 Provided that the Assessing Officer may, in the course of assessment, afford an opportunity to the assessee to be heard in person, if he so requests to substantiate his claim.

1. If the employer fails to furnish the reply within the period specified under sub-rule (4), or where an employer fails to furnish information in form I, the Assessing Officer shall proceed to make the assessment on the basis of available records, and other information incidental thereto.
2. The Assessing Officer may, at anytime while the work is in progress, authorise such officer to make such enquiry at the work site or from documentary evidence or in any other manner as he may think fit for the purpose of estimating the cost of construction as accurately as possible.

**LIST OF DOCUMENTS REQUIRED FOR CESS:**

1. Form I.
2. Particulars of demand draft, enclosed (name of the Bank amount, demand draft No. and date) in original for payment of cess as prescribed.

 **FORM I**

[SEE RULE 7]

1. Name of Establishment Registration No. under Building

 and Other Construction Workers’

 (Regulation of Employment and

 Conditions of Service) Act, 1996.

 Registering Authority

1. Address
2. Name of Work
3. No. of workers employed
4. Date of commencement of work Estimated period of work: Month

 Year

 Date Month Year

|  |
| --- |
| 1. Estimated cost of construction Details of payment of cess
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Stages** |  **Cost** |  **Amount Challan** **No. and date** |  **Amount-A** **Deduction at** **Source-D** **Final-F** |
|  1st Year |  |  |  |
|  2nd Year |  |  |  |
|  3rd Year  |  |  |  |
|  4th Year  |  |  |  |
| Total |  |  |  |

 Signature of Employer :

 Name of Employer :

Date :

**TO BE FILLED BY ASSESSING OFFICER**

1. Date of Completion
2. Final cost
3. Date of assessment
4. Amount assessed
5. Date of Appeal, if any
6. Date of order in Appeal
7. Amount as per order in Appeal
8. Date of transfer of cess to the Board
9. Amount transferred Challan No. and date

Signature :

 Designation :