

6.	Amendment of Regn. certificate	<p>Should intimate RO within 30 days from the date of change.</p> <p>Requisites:</p> <ul style="list-style-type: none"> i. Statement indicating the nature of amendment ii. Statement showing the change in particulars. iii. Payment of fees through online payment portal @ Rs.5/- towards amendment fee. iv. Certificate of registration originally issued.
7.	Licensing of Contractors	<p>Procedure/enclosures:</p> <ul style="list-style-type: none"> ➤ Should be made in Form IV(copy enclosed) to the LO (for grant of license for recruiting a person). ➤ Should be made in Form V to the LO (for employing a migrant workman). ➤ Certificate of the principal employer in Form VI (copy enclosed). ➤ Issue of acknowledgement to the applicant. ➤ Receipt obtained from local treasury through online portal (https://gras.py.gov.in). <p>Fees:</p> <p>Number of migrant workmen proposed to be employed in the establishment</p> <ul style="list-style-type: none"> (a) is 5 but does not exceed 20 ...Rs.60 (b) exceeds 20 but does not exceed 50 ...Rs.150 (c) exceeds 50 but does not exceed 100 ...Rs.300 (d) exceeds 100 but does not exceed 200 ...Rs.600 (e) exceeds 200 but does not exceed 400 ...Rs.1,200 (f) exceeds 400 ...Rs.1,500
8.	Grant or refusal of licence	<p>Timelimit:</p> <ul style="list-style-type: none"> ➤ pass order within 30 days from the date of receipt of the application <p>Forms:</p> <ul style="list-style-type: none"> ➤ Licence will be issued in Form VIII(copy enclosed). <p>Validity:</p> <ul style="list-style-type: none"> ➤ 12 months from date of order.

9.	Amendment of licence	<p>Requisites:</p> <ul style="list-style-type: none"> ➤ On application for amendment. ➤ Fee of Rs.5 online payment portal_(https://gras.py.gov.in)
10.	Renewal of Licence	<p>Requisites:</p> <ul style="list-style-type: none"> ➤ Application in Form IX (copy enclosed) 30 days prior to expiry of licence. <p>Fees:</p> <ul style="list-style-type: none"> ➤ Same as grant of licence payment made online payment portal_(https://gras.py.gov.in).
11.	Duplicate certificate/ licence	<p>Requisites:</p> <ul style="list-style-type: none"> ➤ Application ➤ Treasury receipt of Fees @ Rs.20/- through online payment portal_(https://gras.py.gov.in).
12.	Security amount	<ul style="list-style-type: none"> ➤ Not exceed forty per cent of the amount estimated. ➤ shall be paid through online payment portal (https://gras.py.gov.in) ➤ Refund of security amount to be made in Form VII (copy enclosed).
13.	Appeals	<p>Requisites:</p> <ul style="list-style-type: none"> ➤ Form of memorandum signed by appellant. ➤ Certified copy of the order. ➤ Treasury receipt of Rs.25/-through online payment portal(https://gras.py.gov.in)s
14.	Orders	Copy of order of the Registering Officer/Licensing Officer/appellate officer - On payment of Rs.5/- per copy through online payment portal_(https://gras.py.gov.in).