

**BUILDING & OTHER CONSTRUCTION WORKERS (RECS) ACT, 1996**

**INFORMATION ON FEES, PROCEDURE & A COMPREHENSIVE LIST OF DOCUMENTS REQUIRED FOR REGISTRATION**

**BRAP POINT NO.161**

1.	Name of Approval/ NoC/License/Registration	Registration under <b>Building &amp; Other Construction Workers (RECS) Act, 1996</b>		
2.	Competent Authority	<b>Labour Officer (Enforcement)</b> - For Puducherry, Mahe & Yanam region. <b>Labour Officer, Karaikal</b> - For karaikal region		
3.	Applicability Criteria	Establishment which employs or employed 10 or more building workers in any building or other construction work on any day of the preceding 12 months.		
4.	Stage	During operation		
5.	<b>Documents required</b>	Challan for payment of prescribed fees through GRAS portal of DAT, Puducherry, copy of building or other construction Plan Approval/Work Order and ID proof of the employer, Agreement between the Principal Employer and the Contractor if any, RC under Shops & establishment if registered to be uploaded .		
6.	<b>Fees for Registration &amp; Mode of payment</b>	<b>Sl.No.</b>	<b>Number of workers proposed to be employed on one day</b>	<b>Fees</b>
		1.	Less than 50	100/-
		2.	Exceeds 50 but does not exceed 100	250/-
		3.	Exceeds 100 but does not exceed 250	500/-
		4.	Exceeds 250 but does not exceed 500	1,000/-
		5.	Exceeds 500	2,000/-
Payment through <b>GRAS</b> Portal <a href="https://gras.py.gov.in">https://gras.py.gov.in</a>				
7.	<b>Procedure</b> for getting registration	<ul style="list-style-type: none"> <li>• Application <b>to be submitted within 60 days</b> from the days from the date of commencement of work</li> <li>• <b>On receipt</b> of the application form, the application <b>will be scrutinized</b> by the concerned Inspector and if found complete in all respects, will be <b>forwarded/recommended</b> to the <b>Registering Officer</b> under the said Act and if there is any discrepancy will be returned to edit &amp; resubmit.</li> <li>• <b>The Registering Officer</b> shall then <b>approve or reject</b> and if there is <b>any discrepancy</b> will be <b>returned to edit &amp; resubmit</b>.</li> <li>• <b>On approval</b>, the <b>Registration Certificate</b> can be downloaded from the portal.</li> </ul>		
8.	<b>Timelimit/Number of days</b>	Within <b>15 days</b> from the date of application in complete shape.		
9.	Form submission	Through <b>URL:https://labour.py.gov.in</b>		
10.	Display of R.C.	To be displayed in a conspicuous place at the worksite.		
11.	Intimation of Change in R.C.	Particulars of change to be intimated within 30 days from the date of occurrence of change. Change in respect of number of workmen or the conditions of work to be intimated within 15 days.		
12.	Notice of Commencement	In Form IV to the Inspector at least 30 days before the commencement of work		
13.	Payment of Wages	<ul style="list-style-type: none"> <li>• For establishment engaging less than 1000 workers – Before the expire of seventh day of every succeeding wage period</li> <li>• For establishments engaging 1000 or more workers – Before the expiry of tenth day of every succeeding wage period</li> </ul>		
14.	Rest day	Ordinarily on Sunday		

15.	Normal Working Hours	Not exceeding 9 hours a day and 48 hours a week
16.	Rest Interval	Half - an - hour for every 5 hours of work.
17.	Spread over a period of work	Not exceeding 12 hours in a day including rest interval.
18.	Overtime Wages	Twice the ordinary rate of wages.
19.	Annual Returns	In Form XXV on or before 15 <sup>th</sup> February of succeeding year.

The employees shall be paid the wages at a rate not less than the minimum rate of wages notified under the Minimum Wages Act, 1948 and Wage Book in Form XXII shall be issued. The name, address (original address for migrant workers) and the photograph must be put in the employee's record. The employer shall take necessary measures towards safety, health and welfare of the employees and ensure registration of the eligible employees in the Puducherry Building & Other Construction Workers' Welfare Board. One percent of the cost of construction incurred by an employer shall be paid as cess to the said Board.