

**Dear All Contractors**

**This is for General Information of all concerned in view of the following statutory compliance will be required to be completed and submitted to Time office before commencement of the job by contractor engaged during the SHUTDOWN/REGULER WORK/PROJECT.**

- Copy of Contract work order received from company. (Before Commencement of the job at list 5 to 10 days)
- Labour licence under contract labour Act ( Central)
- Employee Provident Fund registration No. of individual contractor
- Copy of Previous month paid Provident Fund challan
- Accident Insurance policy of all Workers under Workmen compensation Act.(WC Policy),The policy should cover the Maximum number of labour proposed to be employed by the contractor.
- Employment registers form no. 13 under cont. Act. To be submit time office before deployment of labour duly signed by Technical Head.
- On basis of employment register photo ID card of each workman to be submit Time Office for authorization for entry in the plant.
- I Card of Individual Employees duly signed by Contractor with detail of Employee and Contractor. (Card must be carried at all Time by the card Holder while on Duty and produced in deemed by security staff or any officer of SDCCL
- Safety training/induction must be compulsory before entering in the plant of any labour.
- PPE – each workman have to wear following PPE's compulsory before entry in the plant  
**Safety Shoes, Helmet, Goggles, Visibility Jacket,**

**After starting the work contractor has to submit the following documents**

- Daily labour deployment reports submit to time office by 10.00 A.M.
- Attendance Register of previous month submit to Time Office by 2<sup>nd</sup> of every month
- Payment register of previous month submit to Time Office by 2<sup>nd</sup> of every month
- After verified payment register by Time office contractor has to disburse wages to labour at Time office on 7<sup>th</sup> of every month before management representative.
- Copy of P.F. Challan with ECR after deposited in Bank submit to Time office by dated 15<sup>th</sup> of every month. Till submission of PF Challan to Time Office Company will retain the PF money as retention money.
- Other legal monthly register (Fine register, OT register, Advance register, Leave register, etc.) submit to Time Office every month.

**This is very important and Co-operation of all is requested.**

**If any query/clarification is required please contact me or Mr. MP Sen.**

**RB Patel  
Deputy General Manager (HR, P &IR).**

**Contractor Name**

