

JSW STEEL LIMITED

SOP TO BE FOLLOWED BY CONTRACTOR FOR HR REQUIREMENT

Based on the provision of various laws applicable to contract labour, contractor is required to ensure below statutory requirements pertaining to labour legislation on or during the contract work:

1. BHEL's Subcontractor will take BOCW Registration by competent Authority

1. Contractor who is employing 20 or more workmen is required to have valid **labour license under Contract Labour Act** issued in his name by the competent authority.

2. Any change in the particulars of contractor / contract labour specified in the certificate of registration viz name and address of contractor, nature of work in which contract labour is employed, maximum no. of contract labour employed on any day by contractor and estimated / actual date of termination of employment of contract labour shall be intimated by the concerned contractor to management to enable them to inform ALC Panel accordingly.

3. The rates of wages payable to the workmen by the contractor shall not be less than minimum rates of wages fixed under the Minimum Wage Act

4. Payment shall be made as per contract between BHEL & BHEL's Sub-contractor as and when becomes due

4. Payment should be made on or before **10th of every month**.

5. Contractor engaging contract labour has to pay HRA @ 5% of Basic wage + DA or else make arrangement for stay of his labour.

6. Contractors are required to **maintain below records** and registers which come under the provision of Contract labour Act, 1970:

- a) Muster Roll.
- b) Register of wages.
- c) Register of deductions.
- d) Register of Overtime.
- e) Register of Fines.
- f) Register of advances.
- g) Identity Card etc.

5. Accommodation shall be provided by BHEL's Sub-contractor to its labour. However, Owner is requested to delete this clause.

7. All contractual employees engaged by the contractors are required to be covered under the Workmen Compensation Policy obtained by the contractors from reputed insurance agencies viz:

- a) New India assurance company
- b) Oriental India insurance company
- c) United India insurance company
- d) National insurance company limited
- e) Bajaj Allianz general insurance company ltd etc.

8. Preference should be given to those contractors whose establishments are covered under various laws and have their own codes viz:

- a) Provident Fund Act.
- b) Labour Welfare Fund.

9. New Contractor must send their name immediately to us to ensure that notification has sent to competent authority for incorporating the details of contractor in registration certificate while awarding work to the new contractors.

10. Contractors are to maintain leave with wages register as per provisions of factories act. Alternatively contractors can also pay amount in lieu of leave with wages standing to the credit of entitled contract labours at the end of calendar year.

11. Contractors are liable to pay bonus to eligible contract labours as per the provisions of Bonus Act.

12. Contractor who is employing 5 or more inter – state migrant workmen is required to have valid labour license under Inter State Migrant Workmen Act issued in his name by the competent authority.

12. BHEL's Subcontractor will take BOCW Registration

13. Contractor engaging Sub – Contractor shall comply Purchase Order(PO) and the engaged sub-contractor shall comply with the provisions as applicable to him under various labour statutes.

14. Please contact below persons from our HR Department in case of any assistance in above matters/compliances.

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