

Work procedure order for ensuring payment of minimum wages, PF and ESI etc. to contractual labour

- 1. Contractor must get themselves registered in Shramik Kalyan Portal.**
- 2. After receiving of LOA, they have to enter the details of LOA within 15 days.**
- 3. Attendance of contractual labours (As per Annex – II , Copy Enclosed) duly signed by the railway representative and agency's authorized site supervisors must be ensured at each work site by concerned railway supervisor. This shall be created as basic document, hence it is to be kept safely for any future reference.**
- 4. They have to enter the details of workmen engaged against the concerned LOA.**
- 5. They have to enter the payment details i.e. minimum wages, PF, ESI etc. in the 'Shramik Kalyan Portal'.**
- 6. The agency should give certificate that they have entered the payment details in 'Shramik Kalyan Portal' along with the bill.**
- 7. Above provision shall be applicable for contractual labours who are working in Railway premises under Railway supervision.**