

GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF URBAN AFFAIRS:: MEGHALAYA :: SHILLONG.

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No. DUA(U)Tech/24/2015/194,

Dated: Shillong the 28<sup>th</sup> May 2020

**NOTICE**

Application in prescribed form are hereby invited for Renewal of Registration/New Registration/Upgradation in respect of Class-I and Class-II Contractor under the Office of Director, Urban Affairs, Meghalaya, Shillong for the year **2020-21**. Application form and details may be obtained from the office of the undersigned as well as from the office of the Executive Engineer, Urban Affairs, Tura and Jowai on any working day between **10:00 Am to 4:00 Pm** on payment of ₹.50/- (Rupees fifty) only for Class - I and ₹.35/- (Rupees Thirty five) only for Class - II respectively on or before the **31<sup>st</sup> August 2020**.

Application duly affixing Non-Refundable Court Fee Stamp of ₹.100/- (Rupees one hundred) only for Class-I and ₹.75/- (Rupees Seventy Five ) only for Class-II, complete in all respect will be received in the above offices up to **4:00 Pm** on or before the **30<sup>th</sup> September 2020** and no application will be entertained after the due date.

Director, Urban Affairs,  
Meghalaya, Shillong.

Memo No. DUA (U)Tech/24/2015/194-A,  
Copy to:

Dated: Shillong the 28<sup>th</sup> May 2020

1. The Director of Information and Public Relation, Shillong for information and with a request to arrange publication of the same in one issue of the Local Leading Khasi, Garo and English paper. Three extra copies of the notice are enclosed herewith. Bill may be submitted to the undersigned for payment.
2. The Director, Meghalaya Printing Press, Shillong for information and with a request to arrange publication of the same in the new issue of Meghalaya Gazette.
3. The Deputy Secretary to the Govt. of Meghalaya, Urban Affairs Department for information.
4. The Executive Engineer, Urban Affairs, Khasi Hills, Shillong for information
5. The Executive Engineer, Urban Affairs, Jaintia Hills, Jowai, West Garo Hills, Tura for information with request to display in the Office Notice Board. Prescribed Form is enclosed herewith for necessary action.
6. The Assistant Engineer, Urban Affairs Unit, Williamnagar, Nongstoin, Nongpoh, Baghamara Khliehriat, Resubelpara, Ampati and Mawkyrwat for information with a request to display the Notice in Notice Board.
7. The Account Branch of the Directorate of Urban Affairs for information and necessary action.
- ✓ 8. The Team Leader, Nodal Team of Website, Directorate of Urban Affairs, Shillong for uploading in the website.
9. Notice Board.

Director, Urban Affairs,  
Meghalaya, Shillong.

## NEW REGISTRATION

Application for New Registration of Contractor in Class-I & II under the Directorate of Urban Affairs, Shillong.

4 (four) recent  
passport size  
photographs

- 1 Name of the Applicant : .....
- 2 Father's/Mother's name : .....  
in case of the individual  
and in case of firm the  
Director's Certified copy  
of the Power of  
Attorney.
- 3 Place of Birth : .....
- 4 Date of Birth : .....
- 5 Address for  
Correspondence : .....
- 6 Community Caste : .....
- 7 Nationality : .....
- 8 New Registration Class-I : .....  
and Class-II sought for
- 9 Banker : .....
- 10 Whether Registered as : .....  
contractor in any  
Department, if so,  
furnished detailed.

I Shri/Smti. .... hereby  
declare that the above information are true to my knowledge and belief.

Details submitted and noted as per check list at the enclosure.

Date:-

Signature of Applicant

Contact No.....



## **DETAIL CRITERIA FOR NEW REGISTRATION/UPGRADATION**

The application should be accompanied with attested copies of up-to-date Sale Tax Certificate, Professional, Labour License and Registration under Contract Labour (Regulation and Abolition) Act, 1970 as well as Registration under the Inter State Migrant Workmen (Regulation of Employment and conditions of service Act 1979 and Rules) and Trading License ( for Non-Tribal Contractors), Schedule Tribe/Schedule Caste Certificate and 4(four) copies of latest passport size photographs duly attested. Elector Photo Identity Card (EPIC) copy. Pan Card etc. Besides these, the following documents should also be enclosed.

1. Attested copies of Work Experience/Statement, Work Order along with the Completion Certificate for the work done earlier in different Department from the Competent Authority.
2. Financially sound Certificate from Financial Institution.
3. Character Certificates from the concerned Agency/Public lenders/Gazetted Officer.
4. The applicant for Class-I Contractor should furnish the documents for the tools and plants like concrete Mixture/Grinder, Vibrators etc., and true copy of Registration of the Truck(s) should be enclosed.
5. The applicant for Class-I Contractors should also furnish the names of technically qualified and experienced person(s) having degree not below the Diploma Certificate in Civil Engineering engaged by them for supervising their works.
6. For Class-III Contractors who wish to be upgraded to Class-II category, should be registered with the Department consecutively for the last three years and should also fulfill other conditions under Class-II so is in the case of Class-II contractors who desire to be upgraded to Class-I contractors.

The Security Deposit for New Registration is as follows:-

Category Class	Security Deposit for Registration under General Category	Security Deposit for Registration under SC/ST	New Registration Fees
Class-I	Rs. 30,000.00	Rs. 15,000.00	Rs. 1,000.00
Class-II	Rs. 20,000.00	Rs. 10,000.00	Rs. 500.00

Upon approval of the application for Registration, Security Deposit should be deposited in the form of National Saving Certificate/Term Deposit from Financial Institution only pledged in favour of the Director, Urban Affairs, Meghalaya, Shillong.

## **CHECK LIST WHILE SUBMITTING APPLICATION FOR NEW REGISTRATION/UPGRADATION**

The application should be accompanied with attested copies of the following up-to-date documents:-

1. Copy of Clearance Certificates for Professional Tax, GST/Income Tax/Sale Tax, Labour License and Registration under Contract Labour (Regulation & Abolition) Act, 1970, Registration under the Inter State Migrant Workmen (Regulation of Employment & condition of service Act) 1979 and Rules, Registration under Building and other construction Workers Welfare Board (Regulation of Employment and conditions of service) Rules 2008 for the year 2020-21 and Xerox copy of Pan Card, Original Certificate should be produced at the time of submission of the application for necessary verification.
2. Non-Tribal Contractors will have to produce the attested copy of Trading License and copy of Cast Certificate duly issued by Competent Authority for the year 2020-21.
3. Attested Copy of Scheduled Tribe/Scheduled Caste Certificate.
4. Attested Copy of Election Photo Identity Card (EPIC) copy.
5. Financial Sound Certificate from Financial Institution.
6. Character Certificate from the concerned agency/Public leader/Gazetted officer.
7. 4(four) Nos. of recent passport size photograph 3.5cm x 3.5 cm duly attested.
8. Attested copies of Work Order(s) and Work Experience/work done duly verified by the competent Authority.
9. Attested copies of the Completion Certificate of the work done earlier from the Competent Authority.
10. Attested copy of the documents of tools and plants like concrete Mixer/Grinder, Vibrator etc., and true copy of Registration of the truck(s) in case of Class-I contractor.
11. Name (s) of technically qualified and experienced person(s) as mentioned in the detailed criteria's for Registration.
12. Attested copy of Certificate of last year Registration in case of upgradation.
13. Attested copy of Certificate of last year Registration No. from other Government Department in case of New applicant.
14. Renewal of Registration for both Class-I and Class-II contractors should be made regularly at the beginning of every Financial Year. Non-renewal of registration for 2(two) consecutive years at the stretch the registration shall be treated as cancelled.
15. Court Fee Stamps @ Rs.100/- and Rs.75/- for Class-I and Class-II respectively to be affixed.
16. Application should give a proper postal address with Pin Code.



## RENEWAL

Application for Renewal Registration of Contractor in Class-I & II under the Directorate of Urban Affairs, Shillong.

4 (four) recent  
passport size  
photographs

- 1 Name of the Applicant : .....
- 2 Father's/Mother's name in case of the individual and in case of firm the Director's Certified copy of the Power of Attorney. : .....
- 3 Place of Birth : .....
- 4 Date of Birth : .....
- 5 Address for Correspondence : .....
- 6 Community Caste : .....
- 7 Nationality : .....
- 8 Class for which New/Renewal of Registration sought. : .....
- 9 Banker : .....
- 10 Last year Registration No. : .....

I Shri/Smti. ....  
hereby declare that the above information are true to my knowledge and belief.

Details submitted and noted as per check list at the enclosure.

Date:-

Signature of Applicant

Contact No.....

## **CHECK LIST WHILE SUBMITTING APPLICATION FOR RENEWAL OF REGISTRATION.**

The application should be accompanied with attested copies of the following up-to-date documents:-

1. Copy of up-to date clearance certificates for Professional Tax, GST/Income Tax/Sale Tax, Labour License and Registration under Contract Labour (Regulation & Abolition) Act, 1970, Registration under the Inter State Migrant Workmen (Regulation of Employment & condition of service Act) 1979 and Rules, Registration under Building and other construction workers Welfare Board (Regulation of Employment and conditions of service) Rules 2008 for the year 2020-21 and Xerox copy of Pan Card, Original Certificate should be produced at the time of submission of the application for necessary verification.
2. Attested Copy of Certificate of last Registration No.
3. Non-Tribal Contractors will have to produce the attested copy of Trading License and copy of Cast Certificate duly issued by Competent Authority for the year 2020-21.
4. Attested Copy of Election Photo Identity Card (EPIC).
5. 3(three) Nos. of recent passport size photograph 3.5 cm x 3.5 cm duly attested.
6. Renewal of Registration for both Class-I and Class-II contractors should be made regularly at the beginning of every Financial Year. Non-renewal of registration for 2(two) consecutive years at the stretch the registration shall be treated as cancelled.
7. Court Fees Stamps @ Rs.100/- and Rs.75/- for Class-I and II respectively to be affixed.
8. Applicant should give a proper postal address with pin code.

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