



**HARYANA ENGINEERING WORKS PORTAL
PUBLIC HEALTH ENGINEERING DEPARTMENT**

Bays No. 13-18, Sector 4, Panchkula – 134112

Website: <https://works.haryana.gov.in>

Phone Number: 0172 2564083

Email: info-hewp.pwd@hry.gov.in



Timeline for Validity of documents to be submitted alongwith the application for Registration-cum-Enlistment of Contractor on Haryana Engineering Works Portal (HEWP) and Standard Operating Procedure (SOP) to prevent delay in processing of the application.

1. The documents submitted alongwith application for Registration-cum-Enlistment of Contractor on Haryana Engineering Works Portal under the 'Registration-cum-Enlistment Rules for Contractors-2024' shall adhere to the timeline validity criteria as specified in the below mentioned table:

S. No.	Document Description (as defined in Clause 12 of Registration-cum-Enlistment Rules for Contractors-2024)	Timeline Validity Criteria
1.	Undertaking of Non-Blacklisting (Certificate that contractor has not been blacklisted previously)	Not older than One Month*
2.	Proof of immovable properties/self-certification that doesn't have any property	
3.	Solvency Certificate (for class I, II, III, IV & V)	
4.	Cancelled Cheque/ Proof of bank account	
5.	The applicant himself or his employee (at least one) should be a Diploma Holder Engineer (Civil/Electrical/Agri./Hort.) as applicable (for Class V & VI). Accordingly, self-declaration certificate of applicant and his employee along with copy of Diploma certificate is to be submitted.	Self-Attested document and it should be valid on the date of application
6.	Registration certificate of Labour Department (for class I, II & III)	
7.	Proof of Address	
8.	In case of registration for electrical works the applicant or the employee of the applicant should submit valid Wireman License from Chief Electrical Inspector, Haryana (for Class V & VI)	
9.	Proof of Constitution - Partnership deed (in case of the partnership firm registration); or Certificate of Incorporation (in case of Private limited company, public limited company, Public sector undertaking, Limited Liability Partnership, registration); or Any proof substantiating constitution (in the case of society, trust, AOP, Government department, local authority, statutory body registration.). For individual contractors may give a self-declaration to this effect.	
10.	PAN Card	

Handwritten signature



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S. No.	Document Description (as defined in Clause 12 of Registration-cum-Enlistment Rules for Contractors-2024)	Timeline Validity Criteria
11.	GST Certificate	Self-Attested document and it should be valid on the date of application
12.	ITR of last three years (for class I, II, III, IV & V)	
13.	CA certificate on Turnover (for class I, II, III, IV & V)	
14.	Experience certificate for the work executed (for class I, II, III & IV)	
15.	Experience Certificate showing completion of work executed under specific category in class V	

**The validity of documents shall be as specified against each, calculated from the date of submission of the registration application on Haryana Engineering Work Portal.*

- The Registration-cum-Enlistment Committee, while processing the application for Registration-cum-Enlistment shall ensure that all observations/deficiencies related to documents and their timeline validity are examined thoroughly and communicated in one instance to avoid repeated correspondence and delays in processing.
- Any repeated requests for additional documents will be viewed seriously and an explanation shall be sought from the concerned officer.

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