

# Unified Shram Suvidha Portal

User Manual - Common Registration for ESIC-Version 1.0

## For, Ministry of Labour & Employment Government of India

Prepared by:



Silver Touch Technologies Ltd.



#### **REVISION HISTORY**

VERSION	REVISION	REVISION BY	REVIEWED BY	DESCRIPTION
	DATE			
1.0	27-Oct-2017	Syamala Sharma	Bhavesh Mistry	Initial Copy



Table of Contents...

1	Introduction3
2	Login3
2.1	Sign Up4
2.2	Forgot Password5
3	Home Page/Dashboard6
4	Logged – In User Information7
4.1	Language Section7
4.2	Logged-In User8
4.3	Switch User8
4.4	Sign Out8
5	Header Options9
5.1	Home9
5.2	Know Your LIN9
6	Manage Profile10
6.1	Personal Details12
6.2	Update Address13
6.3	Update eContacts14
6.3	.1 Add eContacts
6.3	.2 List eContact
6.3	.3 Delete e-contact
6.3	.4 Verify e-Contact
6.3	.5 Make Primary
6.4	Update Identifiers
6.4	.1 Add Identifier
6.4	.2 Delete Identifier
6.4	.3 Verify Identifier
7	Registration23
7.1	Registration for ESIC23
7.1	.1 Employees' State Insurance Act, 1948 – ESIC



#### **1** Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The agencies and establishment will be able to register & apply for ESIC. This document illustrates registration process for the user / establishment and registration process for ESIC.

This manual is intended for the use of Registered Users who wants to register with ESIC<sup>1</sup>.

#### 2 Login

Enter site URL in the address bar of your internet browser and press enter key.

Login screen will be displayed.

To login with USSP, enter User Id and Password, enter verification code as displayed and



Click Reset to rearrange all the details you have written in login form,

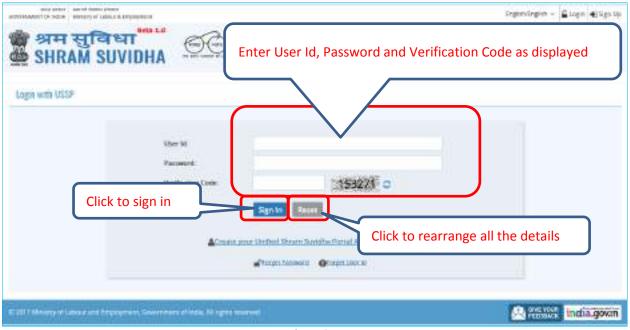


Figure 2-1

<sup>&</sup>lt;sup>1</sup> Employees' State Insurance Corporation



#### 2.1 Sign Up

User can sign up / register in two ways:

Click Create your Unified Shram Suvidha Portal Account (Sign Up)

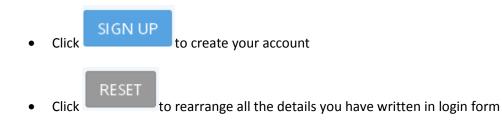
Or click Sign Up link given on top right side corner of the login page

and general law of female places activities with the second secon	and the second se		Segmelingen + 🖉 Loge 🖉 Sign Up
🍘 श्रम सुविध 👜 SHRAM SUV	IDHA <u>OO</u>		Hare: Know Your 124 - Know - Mastran Wage
Logn with USSP			Click to signup
Click to sign up	Sher M Pacoword: Werthumen Code:	153221 C	
	Alexand sense liberter	ni Siram Saridha Carlel Ascourt (Saridh) m Siram George Laocco	
C 2011 Manager of Lance 2 and Departy	ren, Gevennen el eda, Mingrei Inameri		A statute india.govin

Figure 2-2

To sign up enter the following details:

- Name
- Email
- 10 Digit Mobile No
- Verification Code as displayed





#### 2.2 Forgot Password

Click	Forgot

Password in case of forgotten password

#### Enter the following details:

- Enter your User ID
- Verification Code
- Click Submit to submit the details
- Click
   Cancel
   to discard action

get Password
Enter your User 10* Verification Code* If you district remember Oktions for frank User 10 Click to get password Click to get password
Figure 2.2

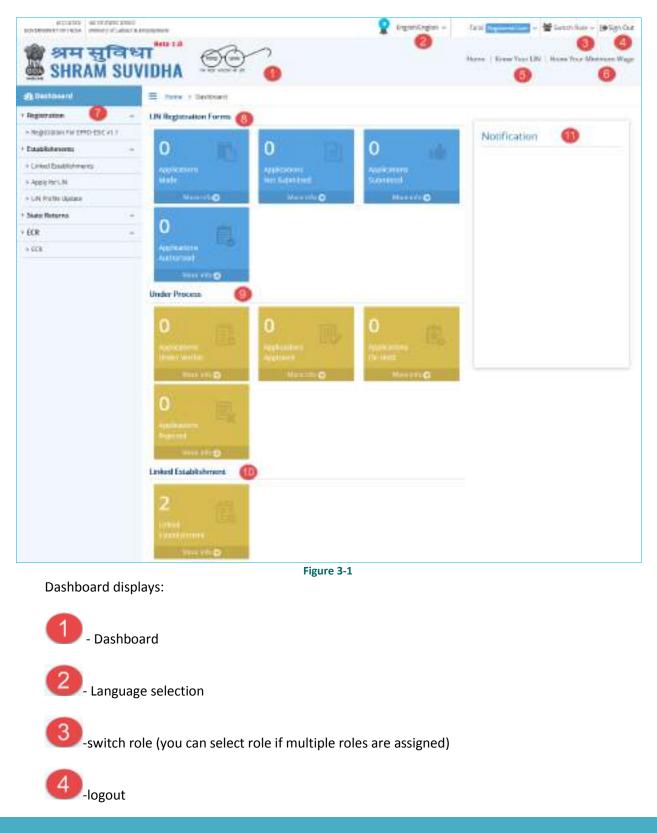


The following message will be displayed:

×
The Password reset verification link has been sent to your registered email ID, Kindly access your email ID to reset your Password. You have 24 hours to complete the request.
Click to close the message
Figure 2-4

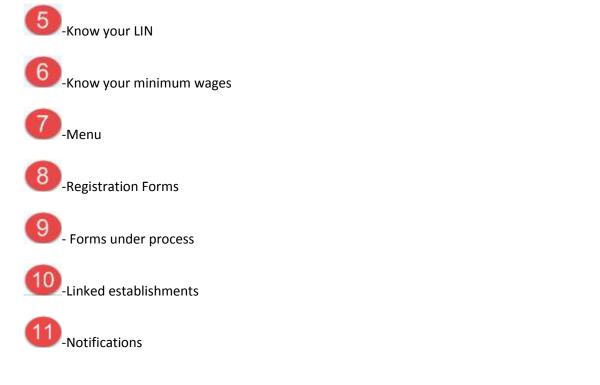


#### **3 Home Page/Dashboard**



Unified Shram Seva Portal





#### 4 Logged – In User Information

2	English/English 🗸	Taral Registered User 🛩	📽 Switch Role 🗸	🕞 Sign Out
		Home   Know Your LIN	I Know Your Min	imum Wage
		Figure 4-1		

#### 4.1 Language Section

Click the language dropdown menu
 English/English v
 to change the language i.e. in
 English, Hindi, and Gujarati or any other regional language.





### 4.2 Logged-In User

Click Taral Registered User to get the login user details, to change password and update profile and assign default role

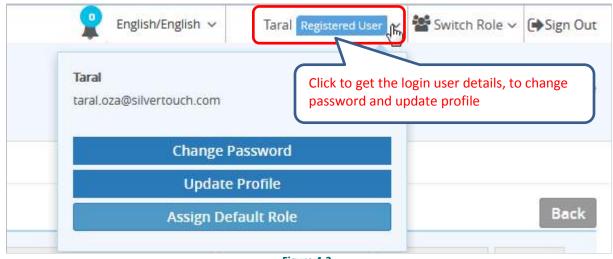
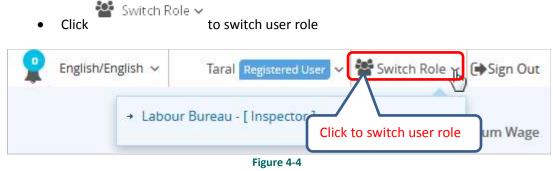


Figure 4-3

#### 4.3 Switch User



• Select available Roles assigned to you to change Role activities

#### 4.4 Sign Out





#### **5** Header Options

Home | Know Your LIN | Know Your Minimum Wage

#### **5.1 Home**

Click Home to go to go to Dashboard/Home





#### 5.2 Know Your LIN

Click Know Your Lin to know your LIN

To get your LIN enter the following details:

- Establishment Name
- Select Country from dropdown menu
- Select State from dropdown menu
- Select District from dropdown menu
- Locality/City/Village/Town
- Premise Number/Name
- Sub Locality/Street/Colony Name

You can also get your LIN by entering following details

- Select your Identifier registered with LIN from dropdown menu
- Enter Values of selected Identifier



• Verification Code

Click



to cancel all the changes

stablishment Namer*	Galero Office	Costolicy:	1004	
State	0,922	Descriet.	Aprovolation (	
aratiy/City/Village Town	Winightat	Promise Namber/Name:	12466	
Sun Locality/Street /Colomy Nemic	Detail			
Select your Identifier registered with UN	TRE 0			0
Ventication-Code:*	229255 0			KIL
# https://	h negative saty out extenditions set with Labour vision from the motor	Click to get	t LIN	

Figure 5-3

Note: If user hasn't registered your establishment with Labour Identification Number, then <u>Login</u> or <u>Sign Up</u> for Unified Shram Suvidha Portal account for LIN Registration.

#### 6 Manage Profile

After successful login registered user can navigate to Manage profile page. This page allows register user to view and modify his/her personal profile.

There are two ways to manage profile

• You can go to top where the login user information is displayed and click



🍘 श्रम सुविधा 🎂 SHRAM SUVI		
English/English ~ Taral Registered User ~	🚰 Switch Role 🗸	€ Sign Out
Taral taral.oza@silvertouch.com	Know Your Min	imum Wage
Change Password		
Update Profile	Click to update pr	ofile
Assign Default Role		
Figure 6-1		

In manage profile there are 4 tabs as follows:

- <u>Personal Details</u>
- <u>Update Address</u>
- <u>Update eContacts</u>
- <u>Update Identifiers</u>

Manage Profile		Beck
Personal Details	Update Address Update eContacts	8000
Name*	Teral	Update your Profile Picture
Date of Hirth:	82-10-1975	Note: The Picture should be in JPEG or PNG format, it should not be more than 250x250 pixel.
lationality:"	Other	
ther Nationality.*	Casadian	
innetee *	* Male D Female D Others	
Registered as EA imployue	13	Select a Photo from your computer
		Update Next Cente





#### 6.1 Personal Details

#### **Personal Details**

tab to manage the personal details with profile picture

Enter the following information:

• Name

Click

- Select Date of Birth by clicking on icon
- Nationality
- Select Gender by clicking on radio button:
   Made C Female
- Click Registered as EA Employee checkbox if you want to register as EA Employee
- To update profile picture click SELECT A PHOTO FROM YOUR COMPUTER link

Note: The picture should be in JPEG or PNG format with maximum of 250X250 pixels.



- Click
   Cancel to close manage profile page
- Click Next to continue with next tab

The following message will be displayed:



dress Update eContacts	Opdate Namilians	BAOK Update your Profile Picture
	Opoice identifiers	Update your Profile Picture
nhan 178 ans		
	-	Note The Picture should be in JPEG as PHG for mar, it should not be instruction abov 250 pixel
Na-zritai Nai)		Click to close the
Tale 🗇 Female 🗇 O	Rhers	IMAGE
		SELECT & PHOTO FROM YOUR COMPLITER
		Click to update
	tan Law (1) Female (1) C	

### 6.2 Update Address

Click Update Address to update address

Enter the following information:

Name will be displayed automatically

- Select Country from dropdown menu
- Select State from dropdown menu
- Premise Number/Name
- Sub Locality/Street/Colony Name
- Locality/City/Village/Town
- Select District from dropdown menu
- Area Code/Pin Code
- Geographical co-ordinates

Use Google Map

Click to get the Geographical co-ordinates for entered address from Google maps. System fetches the Latitude and Longitude automatically.



				в
Personal Details Update	Address Update eContacts	Update identifiers		
lame	Taral	Dimras.*	Ahmedabail	-
ourtry.*	endia .	Area Cede/ Pin Code*	380001	
kate:*	Gujarat	Geographical co-ordinate	es i	ise Google Map <b>Q</b>
remise Number/ Name.*	safron tower	Lattrade	1	
ub Locality/ Street/ Colony Lame.*	Atmedabad	Longitude		
ocality/ City/ Village/ Town*	Parichwatt			
Locality/ City/ Village/ Town*	Panciwat		Ipdate Next	Previous

Click Update to update address details
Click Cancel to close manage address detail page
Click Next to move to next tab
Or click Previous to move back to previous tab

The following message will be displayed:

✓ Profile updated successfully.

#### 6.3 Update eContacts

Click Update Address

to update contacts

To update contacts enter the following information:

- By default the name of logged-in user name will be displayed automatically
- Select eContact from dropdown menu



• Enter value according to eContact you have selected

6.3.1	Upd	Contacts ate eContacts	o add eContacts		
• (	Click	Add to add eC	ontact		
	> Manage	to rearro	inge all the details you have	e written update eC	ontacts form
Persona	al Decails	Update Address Upda	re eContracts Click to add eC	Contacts	Back
Name Ta	eContact	Contact Val	ve Add Reses	Click to rearrang	ge all the details
	SrNo	eContact Type	Value	Status	Primary Contact
	1.0	E-Mail	caral.coa@elivertouch.com	iete Verlfy Make Pri	Primary many Next Previous

Figure 6-5

#### 6.3.2 List eContact

The details will be displayed with following column headings:

- Sr. No.
- eContact Type
- Value
- Status:
  - Verified: This status will be displayed if eContact verified by you
  - 0 Unverified: This status will be displayed if eContact is not verified by you



- Primary Contact
  - o Primary: The eContact will be displayed as primary contact if you user makes it primary

lanage Prefi	ile .				Back
Personal Det	ails	Update Address Upda	te eContacta Update Identifiers		Beater
E-Mat		caral1238a	RC.0071 Add Reset		
	r No	oContact Type	Value	Status	Primary Contact
	1	E-Mal	tanil pagesilvertouch.com	Venned	Primary



#### 6.3.3 Delete e-contact

- Click Delete to delete eContact
- The following message will be displayed:



• The following message will be displayed:

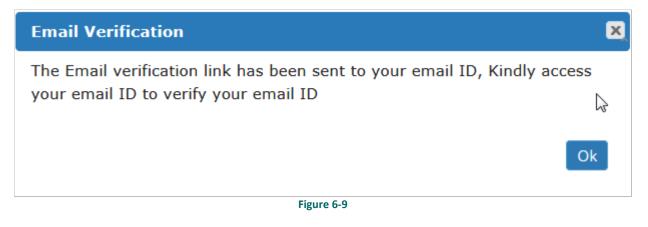
eContact record deleted successfully.



#### 6.3.4 Verify e-Contact

Click	rify to verify eContact
	Verify eContact
	Are you sure want to continue with this action?
	Click to verify eContacts
Click	Figure 6-8 to verify eContact

• The following message will be displayed:



The Email verification link has been sent to the registered user's email ID, Access your email id and verifies your email ID

User will get the following email from the system



Dear Pranav Rana,

Welcome to Unified Shram Suvidha Portal!

Thank you for registering for your new Shram Suvidha account

We are very delighted that you are now linked with us, to confirm your registration and to set your new User Id and password please click helow link:

http://14.141.36.212/ussp/user/verifyregister? key=FvBlEVf4ZpwAtOLoKjx91NerRIMzb6&u=MjAx

Click to verify

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e-Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

#### Shram Suvidha Portal Team

Ministry of Labour and Employment, Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

This email message and its attachments may contain confidential, proprietary or legally privileged information and is intended solely for the use of the individual or entity to whom it is addressed. If you have erroneously received this message, please delete it immediately and notify through feedback link <u>Click Here</u>. If you are not the intended recipient of the email message you should not disseminate, distribute or copy this e-mail. If you are getting emails like this continuously and wish to unsubscribe your mobile number on Portal, then please click here <u>Click Here</u>. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, incomplete or contain viruses and the Ministry of Labour and Employment, <u>Govt\_of India accents no liability for any damage caused by the limitations of the e-mail</u>

Figure 6-10

http://14.141.36.212/ussp/user/verifyregister? key=FvBIEVf4ZpwAtOLoKjx91NerRIMzb6&u=MjAx link to verify email ID

Click <sup>4</sup>

System displays message on successful verification as:





rsona	Decilis	Update Address	Update econtacts	Update identifiers	Verified Status	
ne Ta	el.				vermed status	
Select	eContact	Cor	ract Value	Add Reset		,
	Sr No.	eContact Type	Value		Status Prin	mary Contact
	1	E-Mail	taral.oza@	silvertouctucom	Verified Prin	nany
Ø).	2	E-Mail	syamala s	harma@silvertouch.com	Verified	
				Delete	Verify Make Primary	Next Previou
				Endertana II	Charter of Charter Streem and Add	- ANTAL ANTAL

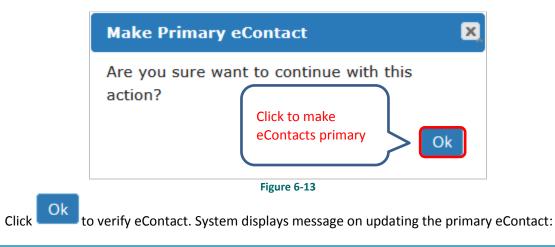
#### 6.3.5 Make Primary

Select record and click	Make Prim	to mark specific eContact as "Primary" contact
Personal Details Update Address	Update econtacts	update identifiers

Select	eContact	Contact	Value Add Re Click to ma	ake eContacts p	rimary
	Sr No	иСонкаст Туре	Value	Stan	fimary Contact
	1	E-Mail	taral.oza@silvertouch.com	Verified	Primary
15	2	E-Mail	syamala sharma@silvertouch.com	Verified	

Figure 6-12

The following message will be displayed:



Back



Primary Contact updated successfully.

The status will be changed as verified for that particular eContact

+	2654176733	then over	
÷	110100004152	worklast	mmay
	primacramalitization com	verned	
		pranactanaelisitiver touch com	pranactana@sitertosch.com www.ied

Next to move to the next tab

#### 6.4 Update Identifiers

Click

User can use ID card as identifier like Adhaar No, Driving License, Insured Person No., Pan, Passport No, UAN, and Voter Id No.

#### 6.4.1 Add Identifier

	Update Identifiers	
Click		to update Identifiers :

Aanage Profile					-
Personal Details Upda			Update Identifiers		Bac
	ile Molatesa	opuace econorcis	uponer menures		
anie Taral	-				
Select Identifier	- BU	ER DENTIFET WULL	Name As On identifier	Add Reset	
Select identifier					
Aadhaar No.	ier Type		Value	Name of Identifier	
Oo.8. Driving Licence	ar No.		147852350874	Taral	
Intered Patien No.				Delete	reviou
PAN				Printer Pr	eniou
Pauport No.					
Universal Account: Number					
Voter III No.					

#### Figure 6-15

Enter the following information to update identifiers

- Name
- Select Identifier



- Identifier Value
- Name as on Identifier



The following message will be displayed:

✓ Your identifier details added successfully.

Click

to rearrange all the details you have written in forgot update identifier form

				Conservation and starting		
arne: Ta	e uit					
Vocer	id No.	• ABC	1254567	Voter (d	Add Reset	
	1032				$\wedge$	
	Sr No	Identifier Type		Vahae	ame of identifier	
卣	1	Aadhaar No.		147852369874	with the second s	
				II CROWNERS		

- Sr.No
- Identifier Type
- Value
- Name of Identifier
- Status:
  - Verified: This status will be displayed if Identifiers verified by you
  - Unverified: This status will be displayed if eContact is not verified by you

#### 6.4.2 Delete Identifier

- Click Delete to delete Identifier
- The following message will be displayed:



Delete Identif	iers (
Are you sure yo action?	u want to continue with this Click to delete Identifier
	Figure 6-17

- Click to delete Identifier
- The following message will be displayed:

Identifier record deleted successfully.

The status will be displayed as verified

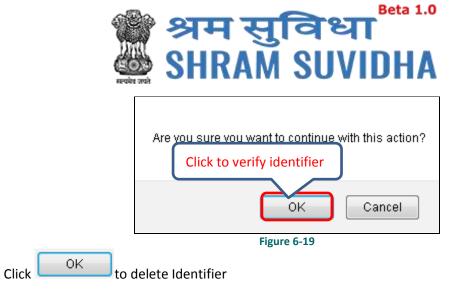
e.Pris	nav Ratio				
	dentitier		Enter observation colline	Name is including	ADD RESET
	Sr No	Amounter Type	Value	e (Nar	se of Herviller State
1	1	ing .	EL AT	Danie Pra	e/Seal

Figure 6-18

#### 6.4.3 Verify Identifier



The following message will be displayed:



The following message will be displayed:

✓ This PAN record verified successfully.

#### 7 Registration

#### 7.1 Registration for ESIC

Sele	ect Re	gistration	For EPFO-E	SIC v1.1	from left po	ınel.			
	d franki digart Ay of Labors & Pro	-0			2	bigishitights ~	Telest (1999) 1999 -	Seeter 1	ole v ( <b>e</b> čiga Di
🍘 श्रम सु 🚔 SHRAN		DHA		2			Roma - Know four LB	Example 1	e Meersen Wag
de Daabboard		E	ghi tai bat						
· Regularities	54) 6111	Registration					1	ALCOY NO. 14	wiligiscation
- Establishments		Sr.bo.	Baldaham	Acts Applied For	Submitted Date	Status / Action	ESICIEPPO Suitas	EXCH	ENO No.
State Resures					There are os	Recents			
HCR.	- 22	Delece	Beck						*111103
				Figure	e <b>7-1</b>				

Registration forms, if any will be displayed with following column headings:

- Sr. No.
- Establishment
- Acts Applied For
- Submitted Date



- Status / Action
- ESIC/EPFO Status
- ESIC No.
- EPFO No.

Click Apply for New Registration to apply for new registration.

10.55	Hed For
	Actis
191	Employees' State Insurance Act, 1948
(2)	Employees' Provident Fund and Miscellaneous Provision Act, 1952

Figure 7-2

- Acts list will be displayed. Select Act (ESIC)
- Select both incase if you want to apply for both, click
   Submit
   to continue
   registration process



#### 7.1.1 Employees' State Insurance Act, 1948 – ESIC

ommon Registration form for E					1
understand in the effortance	Cantact Persons Identifiers Brig	Asymmer Details	Perscalars of workers Reanch/De	dean Activities Actioners	***
kee Required the base indicated by an	en -				
Name of the Factory/Emablishin	ent*				
Work Place Address (Addre	ns proof required in attachment)				
Antonia *	Planine Kumbal/Netwo		Daraz#	SHOT:	
	Sati Local to Planes / Calory Name		Area Code/Pin Code.*		
	Lanang/ Chy/Wings Cham/Arms		Newrood Policy Station,*		
Stami.*	Select				
Samap Dato:*	2048/WW		PAN.*		
Establishmen Campary. <sup>4</sup>	Seer	R	Sector (Ownership Type).4	Settor	-
If Factory, Specify Factory		195			
Factory Literated Under Section	Seet	*	Date of License Registrations	SC-MARKAR	
Easting Literese Manhee			Date of Trial Production, if Pactory:	DELI AMERINAN	
Isound By Authority, Place					
If Start-up.Specify Start-up	Registration Number				
Searc Up Normer			Start up Registration rates	DOMETRY	-
If Emploitment is MONT	Specify MSME Registration Numb				
WWW Remains	should serve unlistential unline		MSMC Population state	DEDANA WAY	12
mand management			wowe, regulaters take:		640
Ownership Detath					
Date Of Regulation.	CO-ME WIT		Registration? David Mr.		
No Of Owners			Invanid Dy-		
Issued At:			CIR		

#### Figure 7-3

ESIC Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for ESIC registration will be disabled. So, you can ignore disabled fields in case if you are applying/registering for only ESIC;

Following tabs will be displayed:

- Establishment Details
- eContacts
- Contact Persons



- Identifiers
- Employment Details
- Particulars of workers
- Branch/Division
- <u>Activities</u>
- <u>Attachments</u>

#### 7.1.1.1 Establishment Details

Required fields are indicated by an asterisk (\*): Enter following detail:

- Name of the Factory/Establishment:\* enter name of the factory or establishment
- Work Place Address (Address proof required in attachment)
- Address:\* enter address (including locality, sub-locality and town/village name
- State:\* select state
- District:\*- select district
- Area Code/Pin Code:\*- select area PIN
- Nearest Police Station:\*- enter nearest Police Station
- Setup Date:\* select setup date from calendar (
  )in DD-MM-YYYY format
- Establishment Category:\* Select establishment category from dropdown as shown below

Select
Commercial Establishment
Eating-House
Factory
Other places of amusument & entertainment
Others
Residential Hotel
Restaurant
Shop
Theatre

Figure 7-4



If establishment type is "Factory" then fill following detail:

		2000				
actory Licensed Under	2mt0		Date of License	.05-05-2001	a setti	
section.*			Registration*			
actory License Number.*	123456789		Date of Trial Production,	06-06-2001		
ssued By Autoenty,	Narol		If Factory.*			



- Factory Licensed Under Section:\* factory licensed section
- Factory License Number:\* -factory license number
- Issued By Authority, Place:\* license issued authority and place
- Date of License Registration:\* select license registration date

Date of Trial Production, if Factory:\*

- PAN:\*- enter 10 digit PAN number
- Sector (Ownership Type):\* select sector ownership as shown below:



If Start-up, Specify Start-up Registration Number:

• Start Up Number – enter startup registration number in case if it is startup



If Establishment is MSME, Specify MSME Registration Number:

- MSME Number: enter MSME number
- MSME Registration date: select MSME registration date from calendar( ) in DD-MM-YYYY format
- Click Next to proceed further to enter <u>eContacts</u>

#### 7.1.1.2 eContacts

		for ESIC	2			
stablishment Details	eConta	Contact Persons Identifiers	Employment Details	Particulars of workers	Branch/Division	Activities
radomenta	-					
lequired fields are indici	ated by a	172				
thisation will be sent on P	innery En	and And Mootile of Status Informant)				
Primary E-Mail*	l	gamula sharma@silvertouch.com	Primary Mobi	le:* 9988211	458	
Website	×	http://www.siventouch.com	Add			
Sr No.		eContacts Type		Value Type		
		The	ere are no Records			

Figure 7-7

- Enter Primary Email and Primary Mobile number
- Select contact type from dropdown list



-

Add button

Enter description / value for selection and click

SFN0.	eContacts Type	Value Type
5 1	Website	http://www.silvertouchi.com
		Delete Next Previous

Figure 7-9

• Added contact detail will be displayed in grid below

• Click Delete to delete specific eContact

• You can add as many eContact details as you wish

Click Next to continue to fill ESIC form, <u>Contact Persons</u>

#### 7.1.1.3 Contact Persons

leachments	is eConta	cts Contact Persons	Identifier	s Employment Details	Par	rticulars of workers	Branch/Division	Activities
Acte: Required fields a		wane")						
Contact Pers	ion							
Primary Manaj	ger							
		Trust starse		Gelect Gender	¥.	:00-MM-VVV	(III)	
Maniger	1000							

Figure 7-10



#### Enter following detail:

#### PRIMARY MANAGER:

- Select representation from dropdown list
- Enter name
- Select Gender

tablishment Det	talis eConta	ets Contact Persons	Identifier	s Employment Details	Particulars of workers	Stranch/Division	Activities
tachments							
ola: Required fields							
Contact Per							
	rson						
Contact Per	ager		mail and Mot	Nein E-contacts for Primary	Manager		
Contact Per	ager		mail and Mot		Manager 9 01-01-2002		

Figure 7-11

- Select Date of Birth in DD-MM-YYYY format from calendar
- Enter father's name
- Enter date of joining
- Enter designation
- Enter PAN number for the Contact

**Note**: In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and EContact are Required(\*) !

Click Add/Edit Address of Primary Manager

to add/edit address of Primary manager



Add/Edit Address of Primary Ma	nager	×
Premise Number/Name:* Premise Number/Name	Sub Locality / Street / Colony Name	ne:*
State:*	District:* Select	~
Locality / City / Village / Town:* Locality / City / Village / Town	Area Code/Pin Code:*	
	Add	

- Figure 7-12
- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click Add button to add address of primary manager



	rson						
Primary Man	ager						
Nease Insert Con	tact address an	d Atleast one recterd of	Email and Mobile i	n E-contacts for	Primary Mana	ear .	
Manager	v	Shah	м	ale		01-01-1965	
Rs Shah		11-01-1995		anager		XXXXX1111E	
Vari/Earn Addres	ss of Primary I	Anager 👩 Ada	Ton Icontact of	Primary Mas	ager		
			Manager Data Da	Laborator and Pro-			
ate: In case of Fa	ctory (Establish	ment Category! Primary	nurager Details.	Address of Prin	nary Manageria	on Econtact are sequi	ed(*)
ele: In case of Fa			tect Velue	Address of Prin	rary Manager A	nd Econtact are requi	ed*)
		E Con				nn Econtact we Hegu	

Figure 7-13

Add/Edit Econtact of Primary Manager
 to add/edit <u>eContact</u> of Primary

Manager

E-Mail	[ [ M ]	iyanala_sharma@silvenouch.com	
		Add	D2

- Select EContact type and enter value click
   Add
   button to add primary manager's
   eContact
- Click Add button to add eContact of primary Manager

#### **PRIMARY OWNER**



Add/Edit Address of Primary Owner							
Premise Number/Name:*	Sub Locality / Street / Colony Name:*						
Premise Number/Name	Sub Locality / Street / Colony Name						
State:*	District:*						
Select 🗸	Select 🗸						
Locality / City / Village / Town:*	Area Code/Pin Code:*						
Locality / City / Village / Town							
	Add						

- Figure 7-15
- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click Add button to add address of primary owner

PROPERTY ALIMPITUDE	react Approx an	d Atkiast one record o	Email and M	obline in E-contacts f	or Primary Owne	e -	
Owner v Shan		shan	Mate		1	01-01-1990	
Rs Sheh		01-01-2010	釄	Elerk		ABCDE2222W	
	ess of Primary (	12.1		t of Primary Owne			
Add/Eilit Addre		12.1	Ede Econaci ntact Value		•		 Action

**OTHER CONTACTS** 



00	her Con	tact Person							
Select i	Fepresen	ation 🖂 😒	Ermal startek		Select Gender	1.9	DD/MNE/WW/		
l'attention of			(marked)		Anier Designation		Barry Parks		
	Rese	:	CE-AM-WYY	(anti)			American		
Aca Matt P		5 Contact Pe				Address		eContact	5

Figure 7-17

- Select Contact person's representation from dropdown list
- Enter name of the contact person
- Select gender
- Select date of birth of contact person
- Enter contact person's father's name
- Select effective Date and enter designation
- Enter PAN number
- Click Add to save contact person detail. Add contacts detail will be displayed with following column headings:
- Sr. No.
- Contact Person Name
- Representing as
- Address
- eContacts



	SF	Contact Person Name	The second se		eContacts			
1	1	Patel	Consultant	Addreas 🥥	Add/Edit E-Contacts			
					E Contect Type	E Contact Value	Action	
				Mobile		8774877895	Edit / Delete	
					c-Mail	syamala sharma@silvertouch.com	<u>ttill</u> / Delete	

Figure 7-18

- You can add/edit address by selecting Add/Edit Address link
- You can add/edit eContacts by selecting
   Add/Edit E-Contacts
   link
- Click
   Delete
   to delete entered record. Or Click
   Next
   to proceed with Identifiers

#### 7.1.1.4 Identifiers

stablishment Details	eContacts	Contact Persons	Identifiers	Employment Details	Particulars of v	vorkers Bran	ch/Division	Activities
ittachments								
lobe: Required fields are i	ndicated by ar	net.						
Commact Labour Act	2	23456		3ra Reg	96-11-2		(iii)	
Gáv	-	hmedataat	185	Mark II as Address Pro	af			
Add Reset				De				
CONSCIENCING (OCHORS	via:							

- Select identifier type
- Enter identifier value



- Enter name as on identifier
- Select date
- Enter issued by and location
- Check the checkbox to mark the same as address proof
- Click Add to add identifier record. Added records will be displayed as shown below

Sr No	identifier Type	Value	Name of Identifier	Date of issue	issued by (Authority)	tssued At (Place)
1 14	Contract Labour Act	123456	Cira Reg	06-11-2001	Gov	Ahmedabari
					and the second se	
					Delete	Next Previous

Click Next to proceed with Employment Details

# 7.1.1.5 Employment Details

Enter employment details as shown below:

Employee Details Covered under EPF Act: this will be enabled if the registration is for EPFO.

Employee Details Covered under EPF Act:		
Do EPF and MP Act applies to Establishment:	Salect	×
Number of Employees (Including Excluded Employees) As On Date Of Application :		
Number of Excluded Employees :		
Date On Which the Employment Strength Exceed 19 :	CD-MM-MMY	
Date Of Aggreement between Employer and Employees Majority.	DD MM YYYY	
Any Subsequent Date Mentioned in The Agreement -	DD-MM6-VYYV	
Date from Which Act Will Be Applied :	OD-MM-WYY)	
there any Hazardous activity in your establishment.*	Select	
the and the source of the state sta	Please selec: the Happrobus (	





Number of Wo	rkers as on date:	*		No of Employer	es drawing wage	s Rs. 21,000 or les	54.4
	Regular	Contract Labour	Total		Regular	Contract Labour	Total
Male	50	15	.65	Male	.25	10	35
Female	-20	5	25	Female	10	2	12
Others	1	2	з	Others	1	ž	з
Total	71	71	93	Total	36	14	50
	e since when 100 erable employees						

- Figure 7-22
- Enter number of workers as on date; male, female, contract workers and other
- Enter No. of Employees drawing wages Rs. 21,000 or less\*
- Select date since when 10/20 or more coverable employees under ESI Act, were employed for wages \*

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/ or LESS
o employees employed directly by the principal employer	2500000	100000
To employees employed through immediate contractor	10000	10000

## Figure 7-23

Enter total wages paid in the preceding month to:

- a) To employees employed directly by the principal employer
- b) To employees employed through immediate contractor



hether the	Owned	1 m	Name of Income Tax	Ambawaidi	
uilding/premises of			Ward/Gircle/Area		
ctory/Esit: is owned or red			Maximum No. of persons	500	
			that can be employed on		
hired or there is a	Selett	×.	any one day, as per		
arge in the name of . nit/ownership	This field is required		License :		
sased from:	DO-KMM/PTYP		Whether Any	Select	× .
	Cherry March ( A. B.		work/Business is being		
sased 101	DO-MM-reve		carried out through contractor/immediate		
			amployer		
Establishment	Select	×.			
ultimational			Describe work Carried	Construction	
il Code number if			Out		
overed earlier:			Whether Establishment	Yes	
			is Working With Aid Of		
			Power2;		

Figure 7-24

Enter other detail:

- Whether the building/premises of factory/Establishment is owned or hired
- If hired or there is a change in the name of Unit/ownership
- Specify if Leased from and to
- Is Establishment Multinational (select value)
- ESI Code number if Covered earlier:
- Enter Name of Income Tax Ward/Circle/Area
- Enter Maximum No. of persons that can be employed on any one day, as per License :
- Specify Whether Any work/Business is being carried out through contractor/immediate employer
- Describe work Carried Out
- Whether Establishment Is Working With Aid Of Power?





# 7.1.1.6 Particulars of workers

	n form for E	SIC					8
stablishment Details ittachments	eContacts	Contact Persons	Identifiers	Employment Details	Particulars of workers	Branch/Division	Activities
Gropioyaes Without IP	× (	Download Se		Ipload Excel File	IP Download Sam	ple File of Emplo	
File				Туро		Action	

#### Figure 7-25

- You can download specific format to upload workers detail.
- Click Download Sample File of Employees With IP to download sample file

of employees with IP

•

Download Sample File of Employees Without IP

to download sample

file of employees without IP

Once you download the format, fill it with employee/workers detail and upload the same.

- Click Browse to select filled in workers data file
- Click Upload Excel File to upload the file
- Uploaded file will be displayed with file name, type and action

File	Турю	Action
PerbculerOfWorker4d7e34p93c7%ad5.xtsx	Employees Without IP	Download
		Next Previous





Download

Next

AddrEdit Address

Next

Delete

to

button. Click

• You can download uploaded file by selecting continue with <u>Branch /Division details</u>

## 7.1.1.7 Branch/Division

	eContacts	Contact Persons	Identifiers	Employment Details	Particulars of workers	Dranch/Division	Activities
ttactiments.							
Abod	8	ininch	2		Shah		
5.5555.5565.5		Add Reset					
			F	Figure 7-27			

Figure 7-28

5-5555-5655-5

Shah

Click Add/Edit Address to add address of the branch.

Branch

Premise Number/Name:*	Sub Locality / Street / Colony Name*
Pramisa	Locality
State:	District:*
Gujarat	Ahmedabad
Locality / City / Village / Town*	Area Code/Pin Code*
Village	380015

Figure 7-29

Enter Branch details like:

Premise Number/Name:\*

10 t

Abco



- State:\*
- Locality / City / Village / Town\*
- Sub Locality / Street / Colony Name\*
- District:\*
- Area Code/Pin Code\*

Click Add to add branch address. Added detail will be displayed as shown below:

		unit	type	Branch	number	for Office	
1	1	Abod	Branch	14	5-5555-5555-5	Shah	Add/Edit Address 🥝
							Deles

Figure 7-30





# 7.1.1.8 Activities

	eContacts :	Concact Persons Iden	utiers	Employment Details	Particulars of	workers	Branch/Division	ADMENS
litachiments								
Economic Activ	ity as per N	ational Industrial Clas	sificatio	n				
NIC Code : A0	1111	Search NIC Code						
A AGRICULTURE FORSTV	AND FISHING	and a second sec						
01 - 0102 ATM ATT MI (2004)	con nurong an	oreages service activities						
the meaning of many layer	INA COURT							
01111 Growing of ormalists 01111 - Growing of wreek	nobi yati efina	West organized all seeks						
		Primary Business Activ	ny:	ANNUITES ETC.		100		
		Nature of Work.*		Food Beverages And	Tabacco	*		
		Subcategory of Nature	of Work	Flour With		v		
lef Description:	Eriginaet	ring .						

Figure 7-31

Search National I	industrial Classification Code		
Section 1 * Division 1 * Group 1 * Class 1 * Sub-class 1 *	A - ADMICULTURE, FORESTY AND FISH  DT - Dray and animal production, hur  DT1 - Drawing of non-perioritial crops  T111 - Drawing of sametic locopy ray  DT111 - Drawing of sametic locopy ray  DT111 - Drawing of sametic locopy ray  T	<ul> <li>A - ABRICULTURE, PORIETY AND FIR-DEEL</li> <li>Otopic and anomal producture, hundring and related service activities</li> <li>Otopicing of non-personalis (roops</li> <li>D111 - Decleng of service (accept time), hypervision onlys and all anode</li> <li>D1111 - Decleng of sheat</li> </ul>	
	Oenerate	NIC Code is : A-01111 Select Codo Figure 7-32	

Click

•

Next to continue with <u>Attachments</u>



# 7.1.1.9 Attachments

Scanned Copy of PAN.*				
Brawse. Norfile selected	(Orthy joing, page party (in type allowed)	Upload		
Attachement as Proof o	f Address *			
Select Document Name	Browse	(Drip pag prg. pdl file type allowed)	Upload	
Date of Setup Proof Arta	achment.*			
Select Document Name	Browse	convipeging pathletipe alowed	Evisiona Norther	
00-emi mir	touer By Place	Upload		
Licence Proof Attachme	nt.*			
Specty Discament Name	Browse No file selected.	(Only peg proj pat he type allowed)	Upload	
Specimen Signature Att	achment.*			
Browse No file selected.	(Crity jong, prog. pdf Tile type allowed)	Upload		
Scanned copy of Chequ	e Attachment.*			
Browse No file selected.	Driv jug org off Gaupe aboved:	Upload		
				Save Previous
		Figure 7-33		
Scanned Copy of P	AN:*Click Browse	to select the scanned	copy of PAN and	Upload
to upload the PAN				

- Attachment as Proof of Address:\*
- Select document from dropdown

Selection	ocument Name
Copy of	bank passbook/statement
Copy of	post paid telephone bill of any company
Copy of	power connection in the name of the establishment
Copy of	water connection in the name of the establishment
Any ice	se/certificate/number issued by any Govt, authority
Address	Venfied By Survey Team



🎬 श्रम सुविधा <sup>Beta 1.0</sup> 🦢 SHRAM SUVIDHA
Click Browse to select address proof and click Upload to upload the address proof
Date of Setup Proof Attachment:* Click     Browse     to select Date of setup of proof and click     Upload     to upload the Date of setup of proof
Licence Proof Attachment:* Click     Browse     to select License proof and click     Upload     to upload the license proof
Specimen Signature Attachment:* Click     Browse     to select specimen signature and     click     Upload     to upload specimen signature
<ul> <li>Scanned copy of Cheque Attachment:* :* Click Browse to select scanned copy of Cheque and click Upload to upload scanned copy of the cheque</li> </ul>
Click Save button to save the detail

# **Note**: Only jpeg, png, pdf file type allowed.

You can view the summary of the registration form from dashboard:



	/ & Submission									
Establish	ment Details									
Establish	ment Native:	KD 7861.316	912017							
Address		2.34M00.1	оwar, сър сангла М	r, Opp Central Mait, Artobavadi, Atrinedabadi, Gujarat, 380008						
Noares: 1	NURCE STADION:	Parmie Ga	indem.	Setup that		05-09-2017				
tstatesh	mont Catogory:	Convoera	a tsiatestment	atostonare. PANE						
Sector (C	Sector (Dwnership Type) Joint Stock Co			Factory L	Factory Licensed Under Section					
Factory L	iumse Number:			Risued By	Issued By Authority, Place:					
Oune				Date of 7	Date of Trial Production, if Factory					
scart up	Sari Up Number.			Start up (	Start up forgetration date:					
MSME Number				MSHE IN						
Jwnersh	ip Details									
These Chi R	legistration No		62-10-2017		No	Of Owners:	1			
Registrat	ion/Deed Na		11722222222	21222222222222222222222222222222222222			90			
tysued At	ŧ		Ahmedatuad	Annedatori						
Contact	Information									
SP No.	есонтал Турс		eContact Value				Primary			
3	enai		kolpesh bajajdrai k	erosuch com			Ves			
2	eliciom		0006064000				Yes			
Contact	Persons									
	Petroce Name	Representing as	Geruler	Date of Brits	Faither Name	Date from w	hich in peodden			
Sr No										
Sr No	and the second	Manager								

Figure 7-35



Sr.No	Monther Number/Value	Identifier Type	Name as no k	dentifier	Date of Issue	Issued by Authority	Rissed at	Place
1	Tirct	Dihars Remarks: Asclass Test	Asd		04-10-2017	Aud	Ast	
20	A56	Any License by Health Authorities	Ast		09-10-2017	250	30360	
nployn	nent Details							
umber pplicati		ded Employees) As On Date Of	100	Number	of Excluded Emp	koyees :		-20
	Which the Employment Streng		01-10-2017	Date Of Majority	une .	www.Smployee.and Emp	koynes.	

Is there any Hasardous activity in your establishment .

Any Subsequent Date Mentioned in The Agreement

## Number of Workers as on date:

No of Employees drawing wages Rs. 21,000 or less:

Date from Which Act Will Be Applied :

	Employed Directly by	Employed Henugh	Total		Regular	Contract Labour	Tetal
	Principle employer	Imminediate Contractor		Male	9.5	25	3
Male	0	0	D	Ternale	3	4	7
Female	0	1.0	0	Others		6	11
Others	0	4	0	Total	0	17	
Total	0		D	- ration	10.	H.	-21

Yes (Sec.

2ctt)

Give first date since when 10/20 or more coverable employees under ESLAct, were employed for wages : 04-10-2017 Total wages paid in the preceding month:

	TOTAL Y	WAGES	WACES	PAUD TO EMPLOYEES DRAWING WAGES Rs 21,0	10F-ar 1355
To employees employed directly by the principal amployer	0				
To employees employed through immediate contractor	30	0			
Whether the building/premises of factory/EstLit ov himd	Owned	linit/ownership			
Leased from			Leased Till :		
Is Establishment Multinational			ESI Code number		
Duin from which Gait is closed down :			Name of Insume	Partmal Getden	
Maximum No. of persons that can be employed on any one day, as per License			Whether Any wo contractor firmers		
Describe work Carried Out			Whether Issablishment Is Working With Add OT Power?		A.
articulars of workers					
EscriftinDownloadUni				Pävillame	NumberOffected
rog //14.142.138.72/ussg_intest/CommonRegistratio /files-ParticularCtWorkerbio623159c30136.xitx	nnewidow	wood_pentic	uřer, file	Perticule: OfWorkertx03623159c3013d Aba	10

Figure 7-36



	Resonances Mp	ype	Name of unit	Number Of Men	Gers Employees	UN	Name Of Person Responsible
				Nor	broow		
Activities							
NIC Code				Primary Business	Activity:	COMIN	IES OFFERING LIFE INSURANCE
Nature of	Work:	Education	encioustant lin	Subcategory of Nature of Work: Secondary Ed.			y Educational Institution
Brief Des	ription						
Attachme	ents						
SrNo	Type			Specify Document	n Name		File
1	scantedCopy	PariAtlechm	WTTI				752451549056242.pdf
2	addressProof			Capy of post part	relephone bill of any some	any	N5115940148cm1p4F
3	saxe015etupP	nostAttachr	nent		are of onal production		763e2e278847a37.pdf
(4)	IcenseProof/A	tachment		wed.			\$73c70c7ct51e2.pdf
5	specimensign	atureittach	ment				190643/38185ah7.pdf
	scannedCopy	Dittequake	techniqui				64Hertiltä7fallper
	Click Regeneration	ESIC OTTO			t the registratic	n	
elect affi							
elect affi			Select ESIC teran you want to sub registration form	mit this Common	80 - Anmedabad Dity		1

Figure 7-38

If you have selected ESIC option above screen will be displayed.

Select ESIC Branch Office and ESIC Inspection division and click Submit to finally submit the form.

Following screen will be displayed:



Home > Registration > Digital Signature

#### NOTE :

Please verify JWA is installed and configured on your system; if not please download and install from tink. Java Link

It is Mandatory to attach Digital Certificate Dongel while Generate Digital Certificate.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cance" button of "Select smartcard" popup window to continue further process.

By clicking on the "Digital Signature" Button System will download the INLP file and need to click on this file.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cance" button of "Select smartcard" popup window to continue further process.

## Java Settings : Please do below settings in case you are not able to see the popup asking for the Digital Signature Pin on your system.

(1) Go To Java Secting or (Type "Java Configure on your windows search box from Deskop") on your system and dick or security TAB.

(2) Now Add Site Mtp://14.142.138.72 in Exception Site List.

(3) Close the Window and try again to attach the Digital Signature.



#### Figure 7-39

Digital Signature

to Sign the Registration Form Digitally!

• System displays message



Click to continue. System displays message to enter PIN



Windows Security	
	PIN PIN Click here for more information
	OK Cancel
iter PIN and click	Figure 7-41

• System displays message on successfully submitting the Registration form

			Common Hegisti	ration Submitte	nt successfully.	
	Sr. No.	Establishmene	Acts Applied For	Status Date	Status / Action	ESIC/EPFO Status
1	t	Silvertouch Engineering Pot. Ltd. Anmediated Guijolat	ESC & EPFO	04-05-2017	Form Submitted & Lin Allocated	EPFO - Successfully submittee ESIC - Successfully registered
1	3	Silventouth Technologay PM, 148, Fortandar, Gujarat	ESC 4.5H0	03-05-2017	Form Submitted & Lin Allocated	EPFO - Successfully submitted ESIC - Successfully registered
1	3	Silverbuck Engineering Pvt. Ltd. Anmediated, Gujarat	ESIC & 8/10	94-05-2017	Form Submitted & Un Albrated	EPPO - Successfully submitted ESIC - Successfully registered

Figure 7-42

You will receive an email from Shram Suvidha:





Dear Admin Demo,

Welcome to Unified Shram Suvidha Platform!

Thank you for using Common Registration for New Employer Code under ESIC

The LIN as unique Identity for your Establishment is 1-8500-4029-6

The Acknowledgement Number for form submitted is 3124665381

Please check status of form using your User Id and Password on shramsuvidha.gov.in

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e-Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

# Shram Suvidha Portal Team

Ministry of Labour and Employment, Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

Figure 7-43