



# Unified Shram Suvidha Portal

User Manual - Common Registration for ESIC-Version 1.0

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

**Prepared by:**



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**REVISION HISTORY**

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




Figure 2-1


<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 \(Sign Up\)](#) link

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

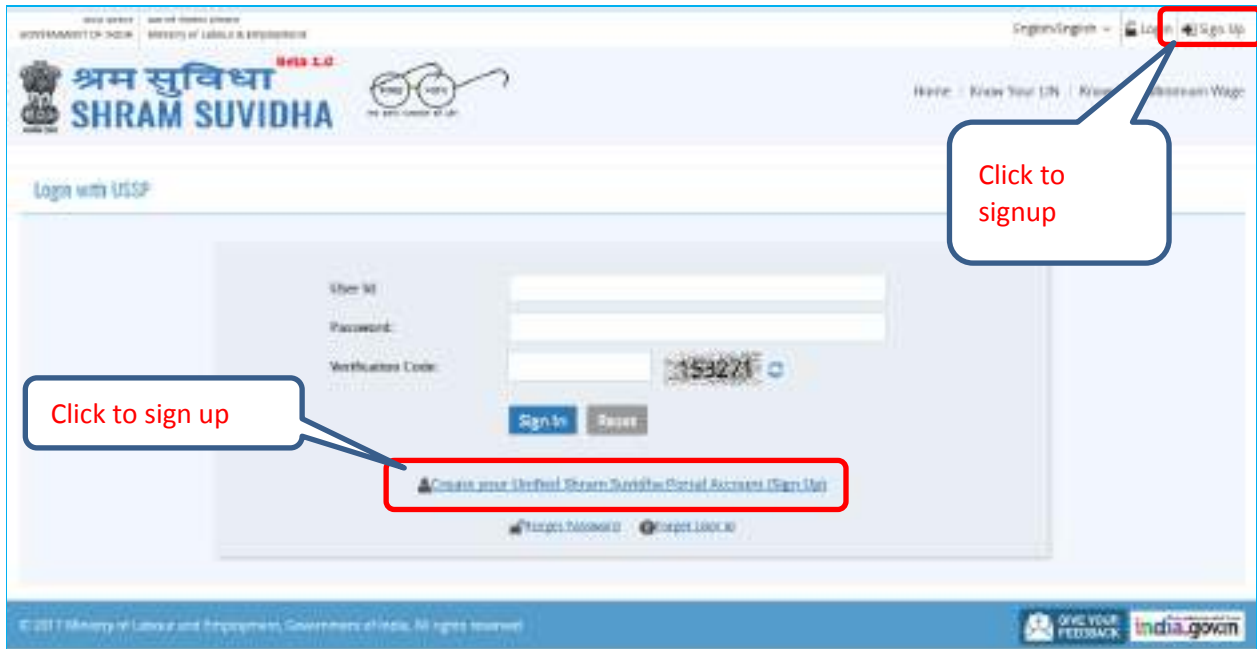



Figure 2-2

To sign up enter the following details:


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

- Click  to create your account



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



## 2.2 Forgot Password

Click  in case of forgotten password

Enter the following details:

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

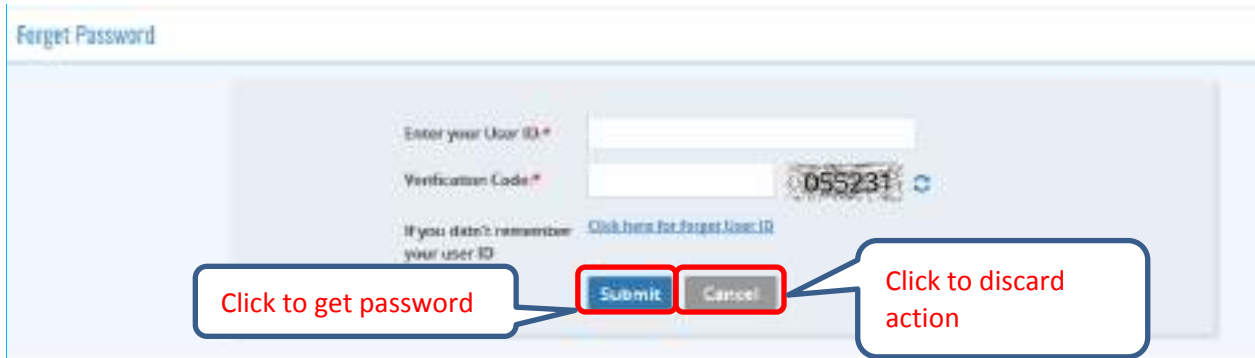


Figure 2-3

The following message will be displayed:

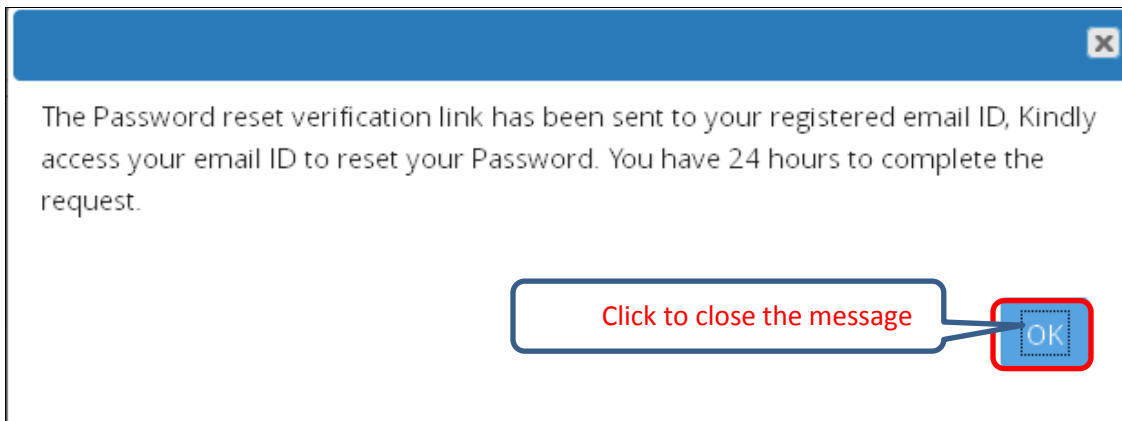


Figure 2-4



## 3 Home Page/Dashboard

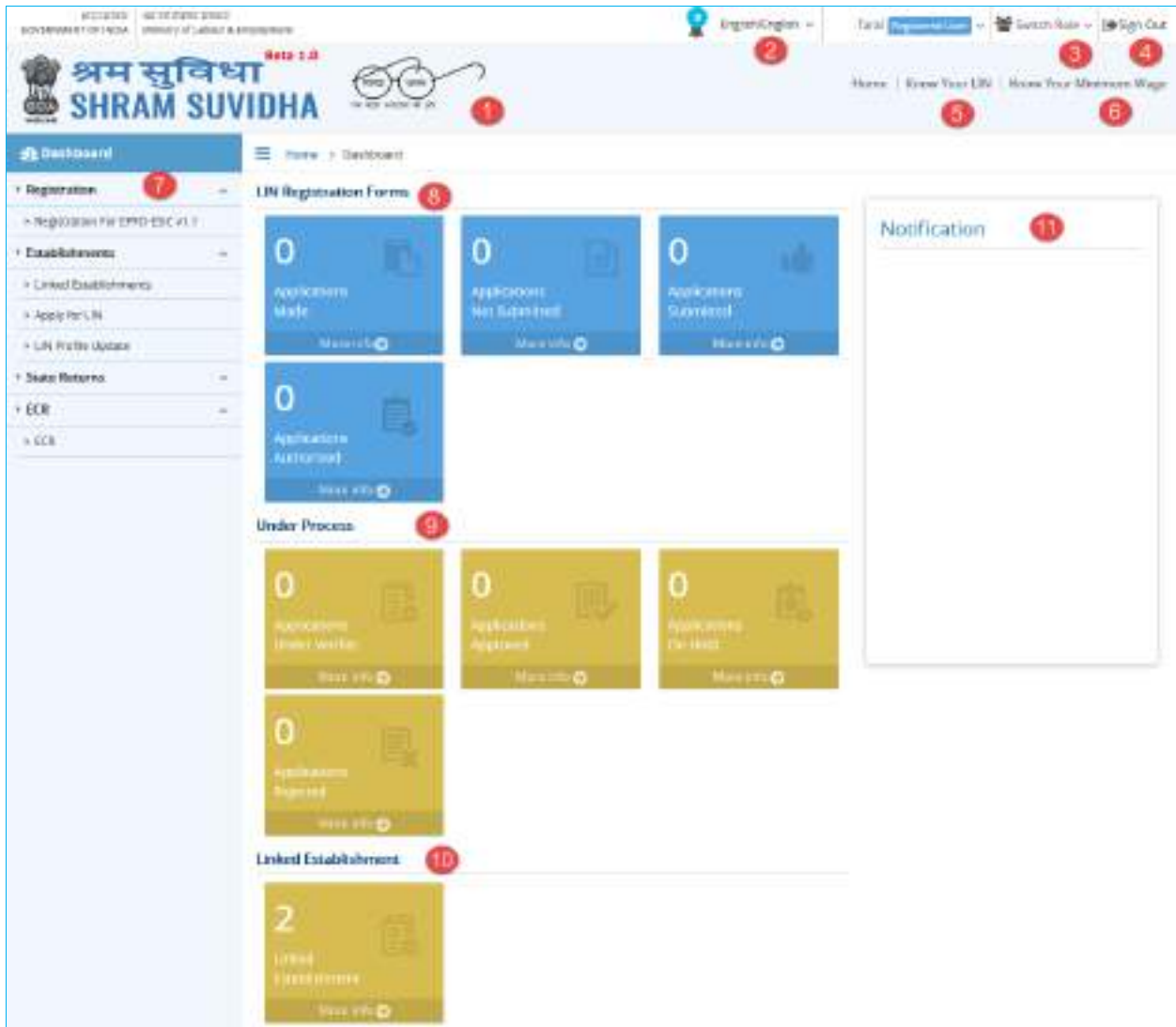


Figure 3-1

Dashboard displays:

- 1 - Dashboard
- 2 - Language selection
- 3 -switch role (you can select role if multiple roles are assigned)
- 4 -logout



5 -Know your LIN

6 -Know your minimum wages

7 -Menu

8 -Registration Forms

9 - Forms under process

10 -Linked establishments

11 -Notifications

## 4 Logged – In User Information



Figure 4-1

### 4.1 Language Section

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



Figure 4-2





## 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

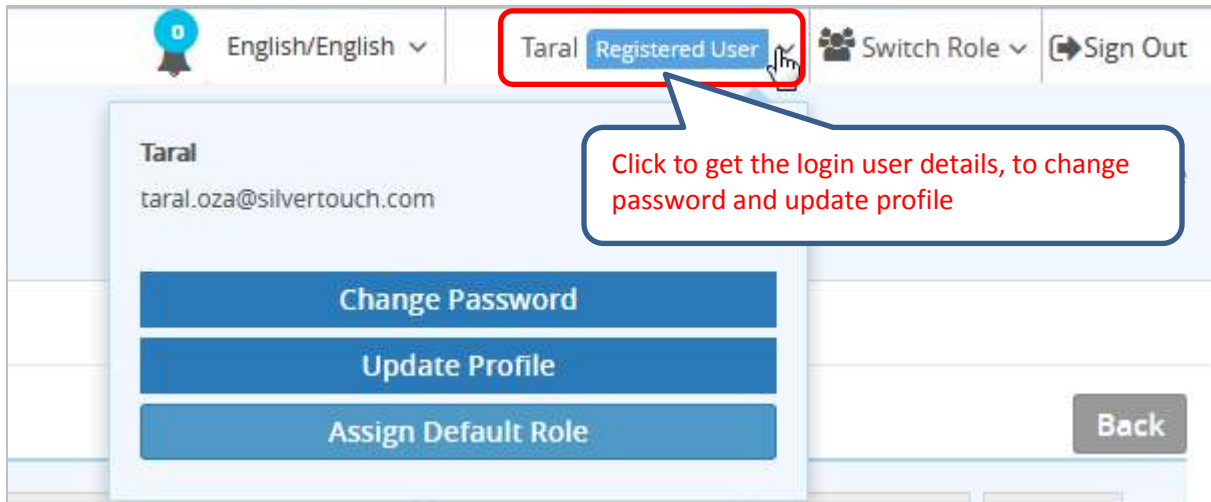


Figure 4-3

## 4.3 Switch User

- Click **Switch Role** to switch user role



Figure 4-4

- Select available Roles assigned to you to change Role activities

## 4.4 Sign Out

- Click **Sign Out** to sign out from the system

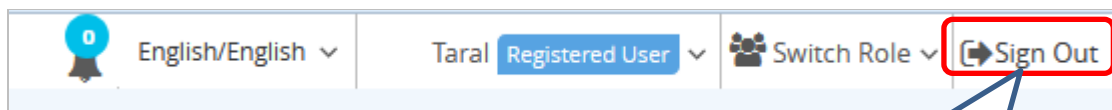


Figure 4-5

Click to sign out



## 5 Header Options

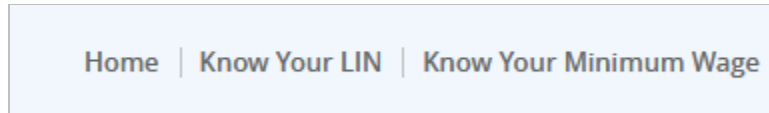


Figure 5-1

### 5.1 Home

Click [Home](#) to go to go to Dashboard/Home

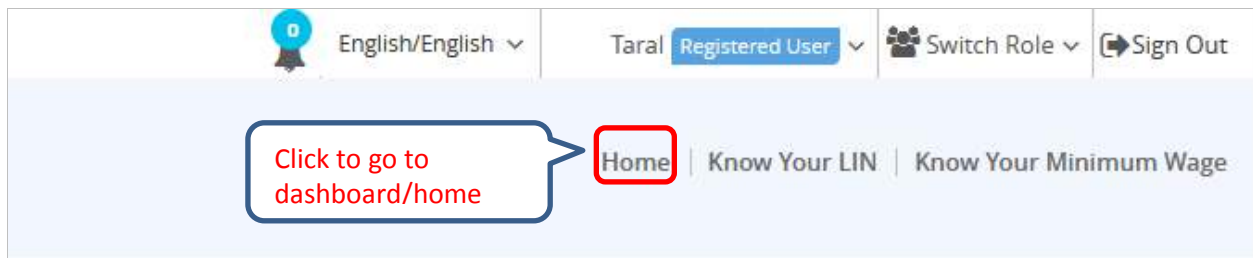


Figure 5-2

### 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 get the LIN

Click  to cancel all the changes

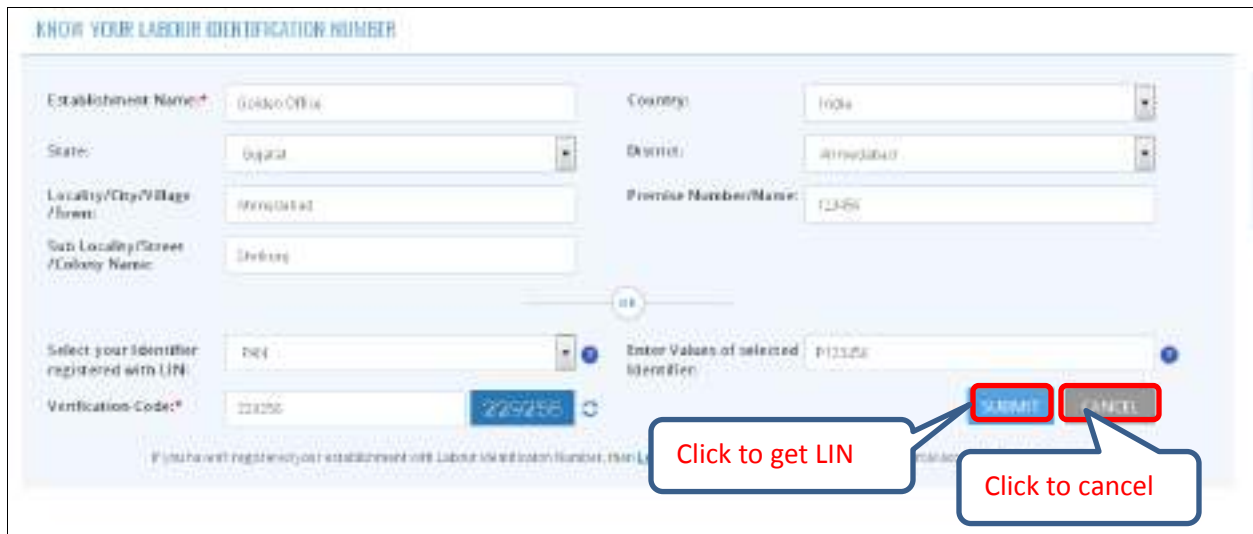


Figure 5-3


**Note:** If user hasn't registered your establishment with Labour Identification Number, then [Login](#) or [Sign Up](#) 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*

Click 

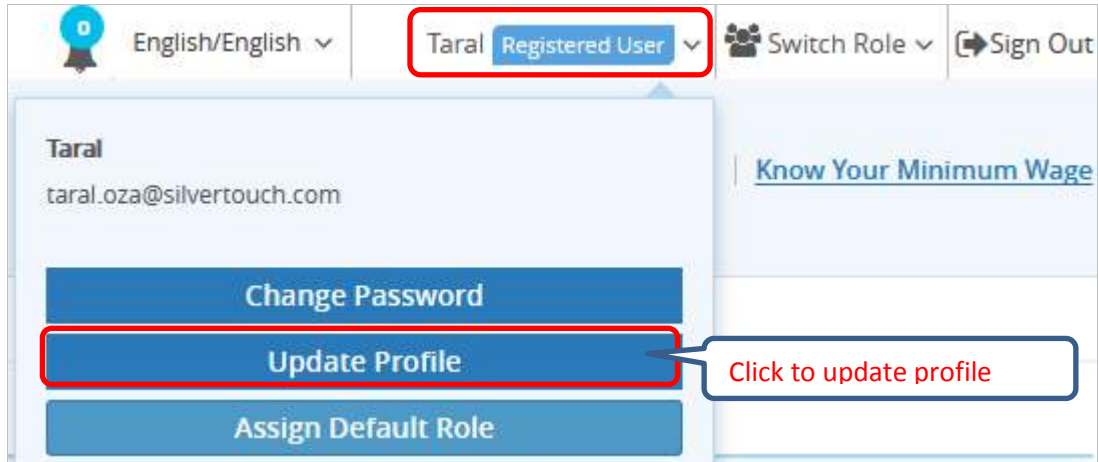


Figure 6-1

In manage profile there are 4 tabs as follows:

- [Personal Details](#)
- [Update Address](#)
- [Update eContacts](#)
- [Update Identifiers](#)

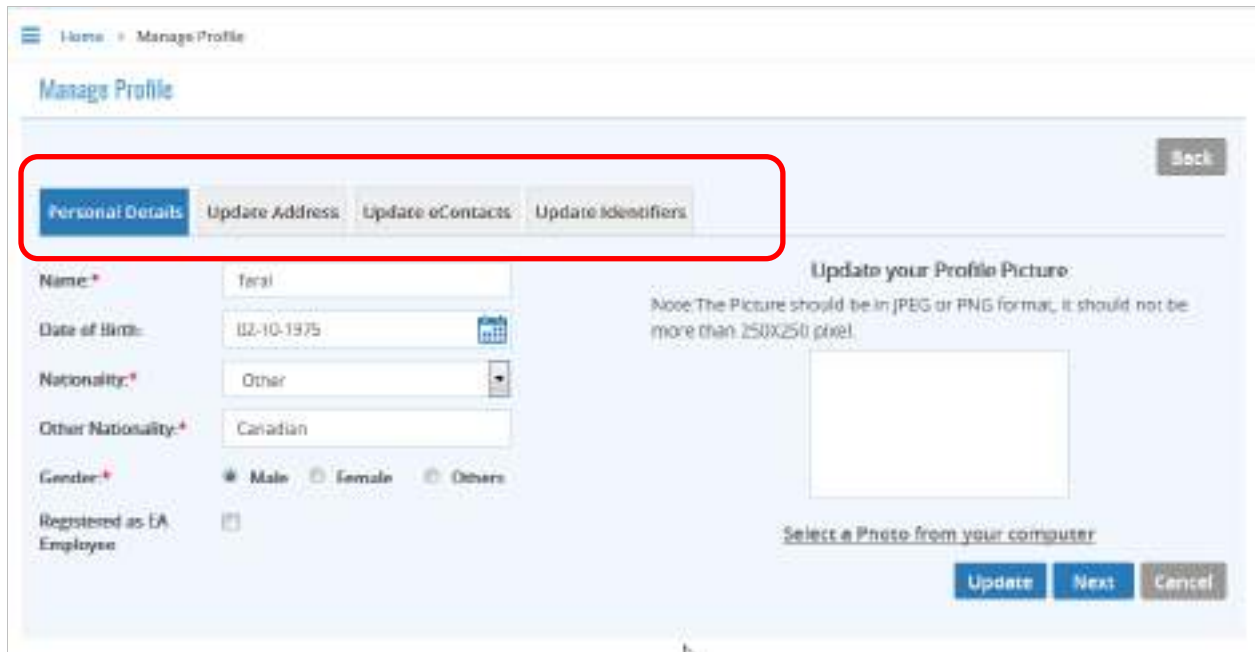


Figure 6-2




## 6.1 Personal Details

### Personal Details

Click **Personal Details** tab to manage the personal details with profile picture

Enter the following information:

- *Name*
- *Select Date of Birth by clicking on  icon*
- *Nationality*
- *Select Gender by clicking on radio button:  Male  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 **Update** to update personal details
- Click **Cancel** to close manage profile page
- Click **Next** to continue with next tab

The following message will be displayed:

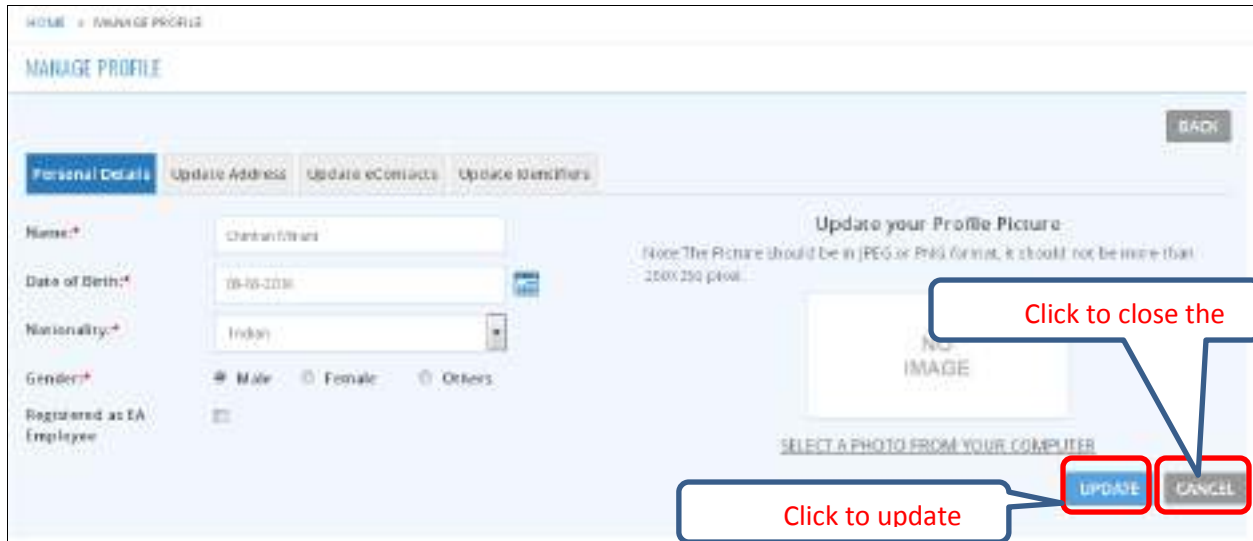


Figure 6-3

## 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*

Click [Use Google Map](#) to get the Geographical co-ordinates for entered address from Google maps. System fetches the Latitude and Longitude automatically.



Home > Manage Profile

## Manage Profile

Back

Personal Details **Update Address** Update eContacts Update Identifiers

Name: Taral District: Ahmedabad

Country: India Area Code/ Pin Code: 380001

State: Gujarat Geographical co-ordinates: Use Google Map

Premise Number/ Name: sathon tower Latitude:

Sub Locality/ Street/ Colony Name: Ahmedabad Longitude:

Locality/ City/ Village/ Town: Panchwati

Update Next Previous Cancel

Figure 6-4

- 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 Add eContacts

**Update eContacts**

Click **Update eContacts** to add eContacts

**Add**

- Click **Add** to add eContact

**Reset**

- Click **Reset** to rearrange all the details you have written update eContacts form

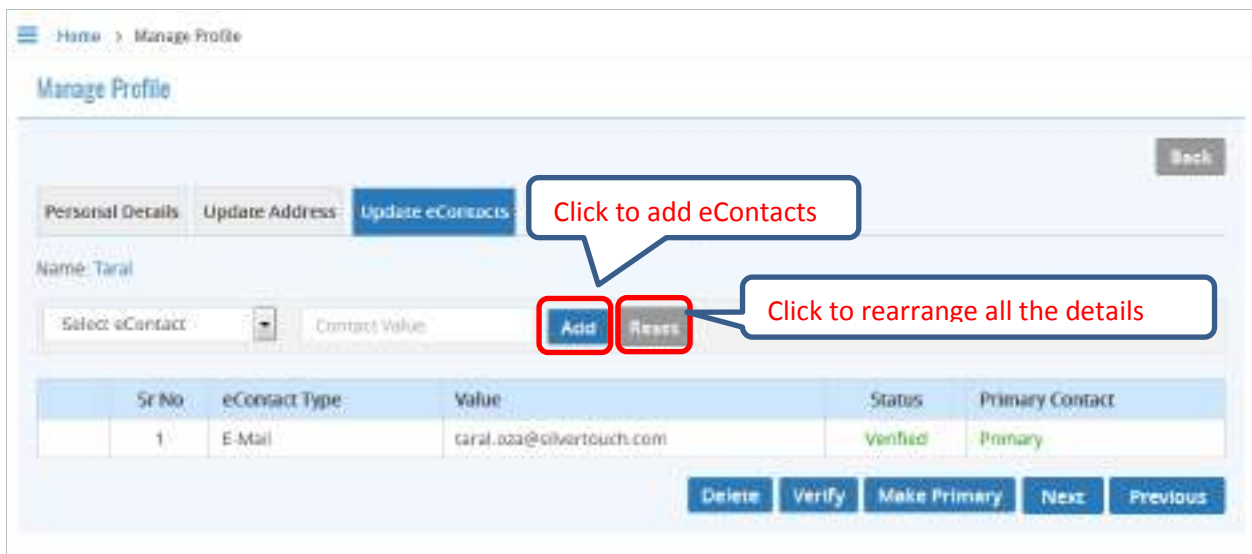


Figure 6-5

### 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*
  - *Unverified: This status will be displayed if eContact is not verified by you*





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

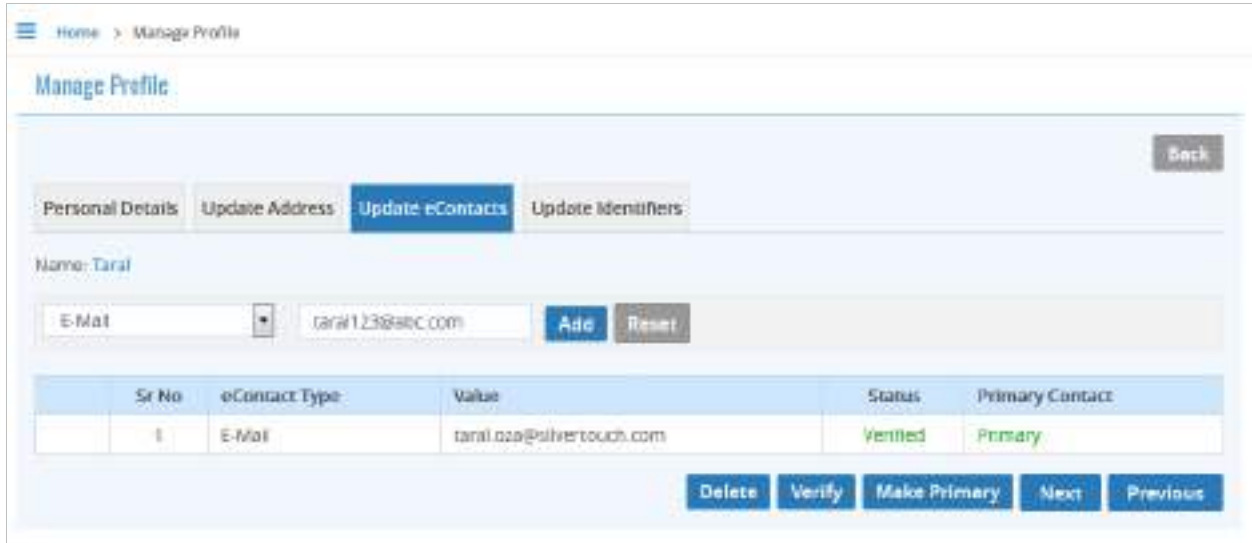


Figure 6-6

### 6.3.3 Delete e-contact

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

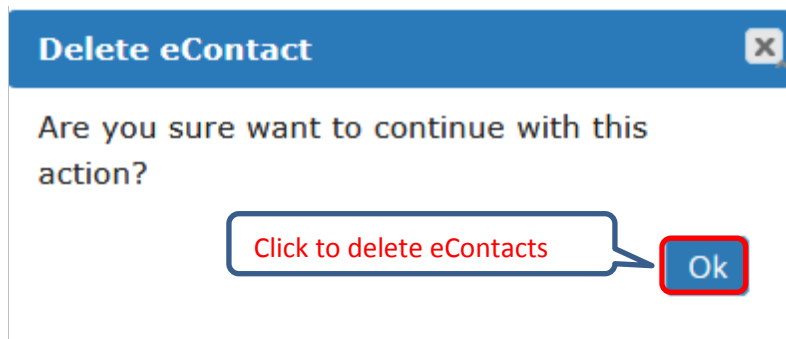
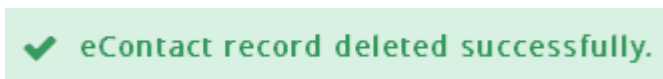


Figure 6-7

- Click **Ok** to delete the eContact
- The following message will be displayed:





### 6.3.4 Verify e-Contact

- Click **Verify** to verify eContact

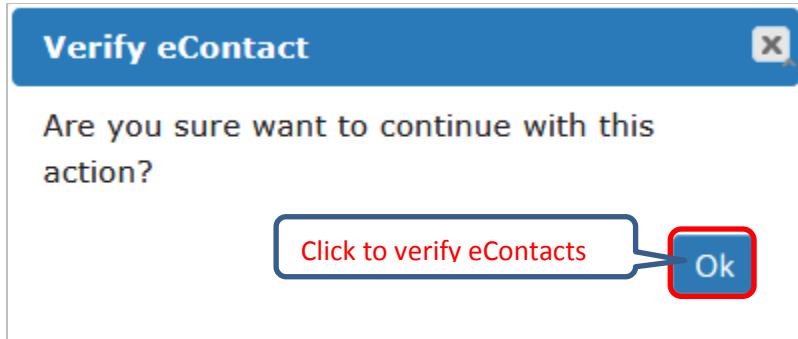


Figure 6-8

- Click **Ok** to verify eContact
- The following message will be displayed:

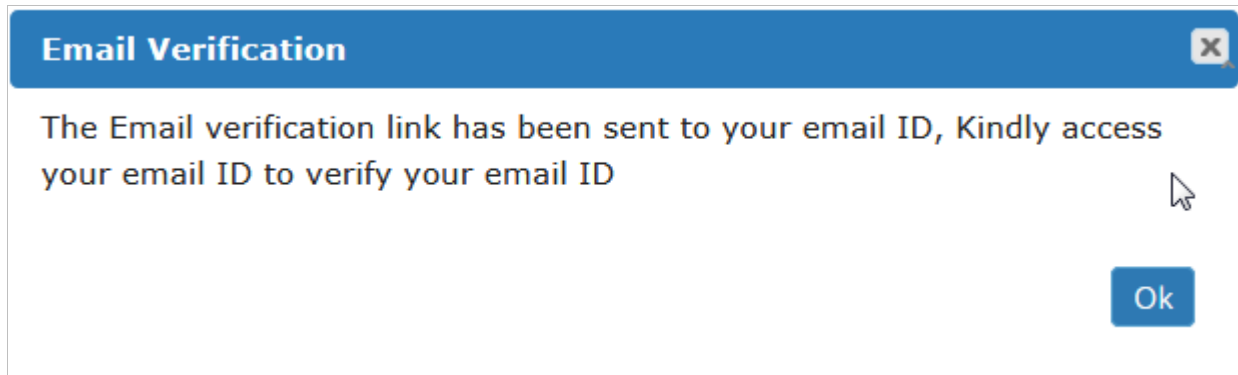


Figure 6-9

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 below link:

<http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&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 [Click Here](#). 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 [Click Here](#). 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, Govt. of India accepts no liability for any damage caused by the limitations of the e-mail

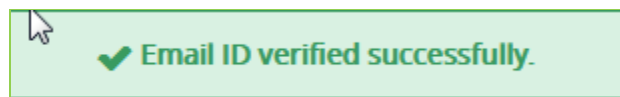
Figure 6-10

<http://14.141.36.212/ussp/user/verifyregister?>

[key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx](http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx)

Click [link to verify email ID](http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx)

System displays message on successful verification as:



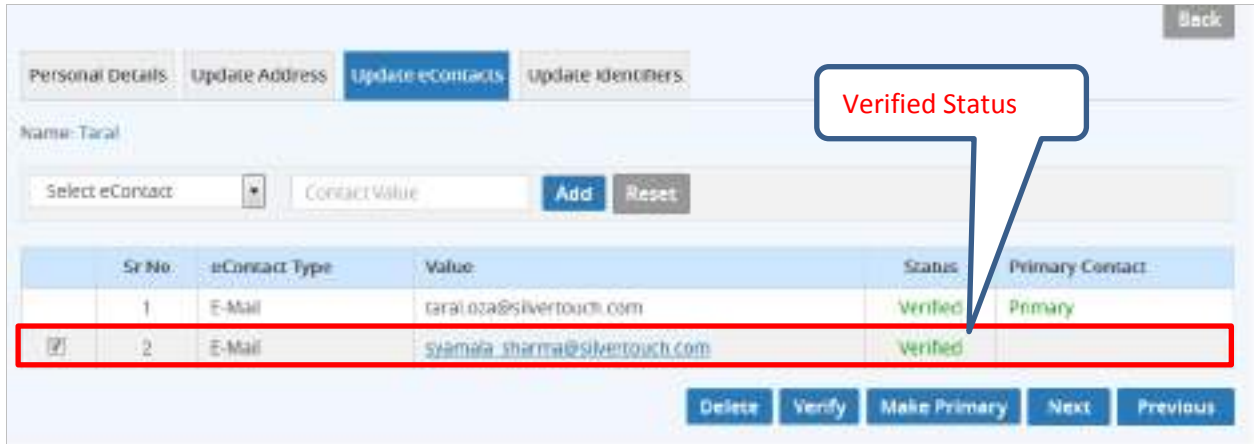


Figure 6-11

### 6.3.5 Make Primary

Select record and click **Make Primary** to mark specific eContact as "Primary" contact

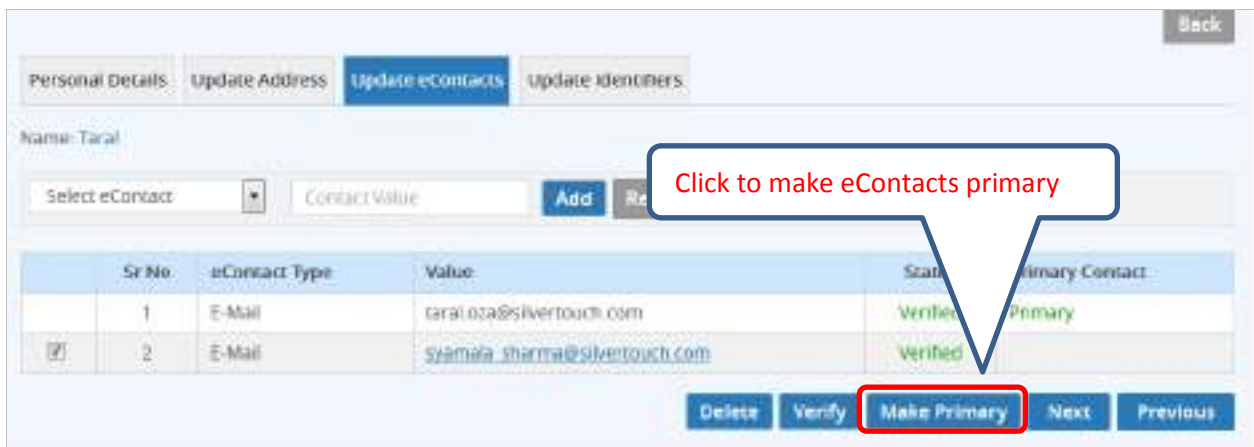


Figure 6-12

The following message will be displayed:

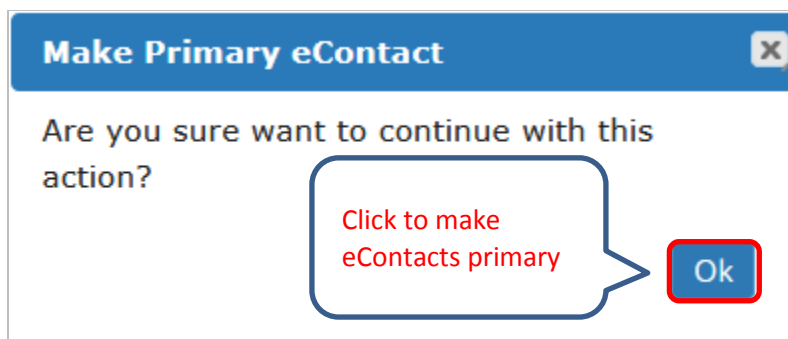


Figure 6-13

Click **Ok** to verify eContact. System displays message on updating the primary eContact:



✓ Primary Contact updated successfully.

The status will be changed as verified for that particular eContact

Sr No	eContact Type	Value	Status	Primary Contact
1	Mobile	9654155431	verified	
2	Mobile	91220088112	verified	Primary
3	Email	taralrana@bertouch.com	verified	

Figure 6-14

**Next**

Click **Next** to move to the next tab

## 6.4 Update Identifiers

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 **Update Identifiers** to update Identifiers :

Home > Manage Profile

**Manage Profile** Back

Name: Taral

Identifier Type	Value	Name of Identifier
Car No.	142852369874	Taral

Figure 6-15

Enter the following information to update identifiers

- Name
- Select Identifier



- Identifier Value
- Name as on Identifier

Click **Add** to update Identifiers

The following message will be displayed:

✓ Your identifier details added successfully.

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

Sr No	Identifier Type	Value	Name of Identifier
1	Aadhaar No.	142852369874	Tara

Figure 6-16

- 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:

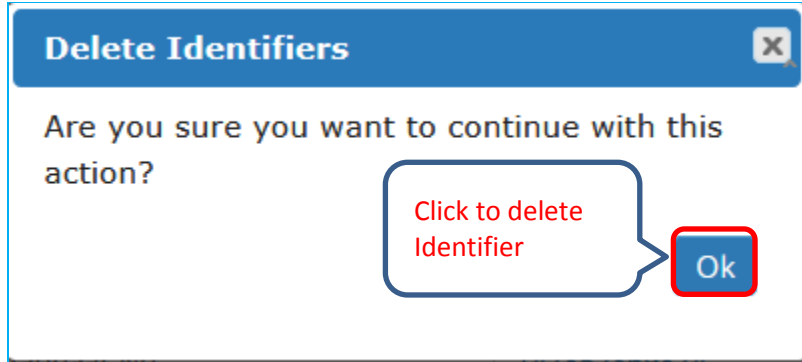

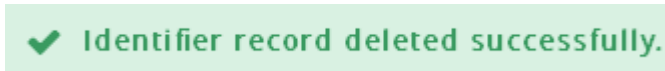


Figure 6-17

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




The status will be displayed as verified



Figure 6-18

### 6.4.3 Verify Identifier

Click  to verify Identifier

Click  to verify Identifier

The following message will be displayed:

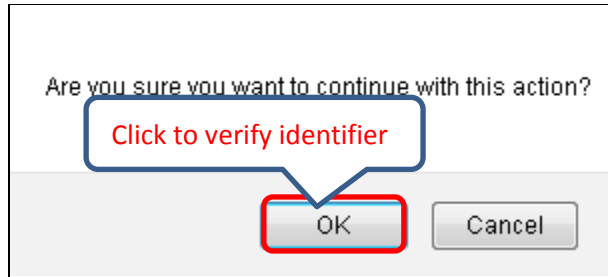
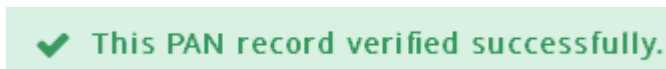


Figure 6-19

Click  to delete Identifier

The following message will be displayed:



## 7 Registration

### 7.1 Registration for ESIC

Select  from left panel.

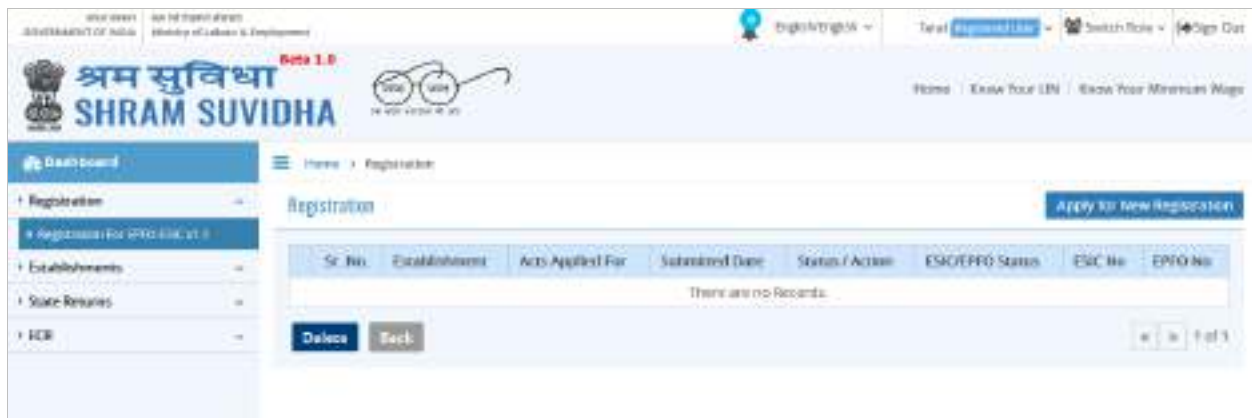


Figure 7-1

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.

Acts Applied For	
	Act(s)
<input checked="" type="checkbox"/>	Employees' State Insurance Act, 1948
<input checked="" type="checkbox"/>	Employees' Provident Fund and Miscellaneous Provision Act, 1952

**Submit** **Cancel**

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

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](#)
- [Activities](#)
- [Attachments](#)

### 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



Figure 7-4



If establishment type is “Factory” then fill following detail:

If Factory, Specify Factory License Details

Factory Licensed Under Section\* 2mlb

Factory License Number\* 123456789

Issued By Authority, Place\* Narol

Date of License Registration\* 05-06-2001

Date of Trial Production, if Factory\* 06-06-2001

Figure 7-5

- 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:

Select

- Autonomous / Statutory Organisations
- Central Govt. Controlled
- Central Govt. Department
- Co-Op Society
- Defence Factories
- Firms Run by Trust
- Joint Stock Companies
- Limited Liability Partnership
- Local Bodies / Municipal Corporations
- Nga ( Non-govt. Organisations)
- Partnership Firms
- Private Factory
- Proprietary Firms
- Registered Society
- State Govt. Controlled
- State Govt. Department
- State PSU

Figure 7-6



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

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

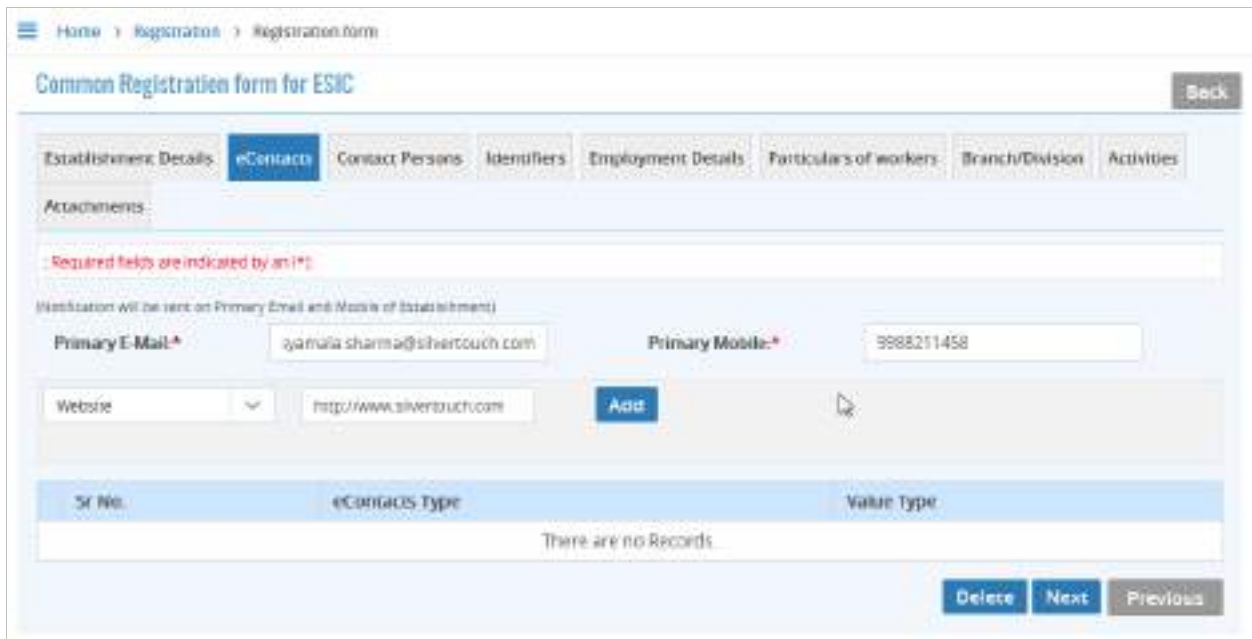


- Startup Registration date:- select startup registration date from calendar() in DD-MM-YYYY format

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  to proceed further to enter [eContacts](#)

### 7.1.1.2 eContacts



Home > Registration > Registration form

#### Common Registration form for ESIC

Back

Establishment Details **eContacts** Contact Persons Identifiers Employment Details Particulars of workers Branch/Division Activities

Attachments

Required fields are indicated by an \*:

(Notification will be sent on Primary Email and Mobile of Establishment)

Primary E-Mail\*  Primary Mobile\*

Website

Sr No.	eContacts Type	Value Type
There are no Records.		

Figure 7-7

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

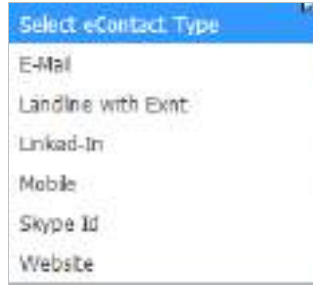


Figure 7-8

- Enter description / value for selection and click **Add** button

Sr No.	eContacts Type	Value Type
<input type="checkbox"/> 1	Website	http://www.silvertouch.com

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, [Contact Persons](#)

### 7.1.1.3 Contact Persons

Home > Registration > Registration form

Common Registration form for ESIC

Attachments

Note: Required fields are indicated by an(\*)

**Contact Person**

**Primary Manager**

Manager: 
 Email: 
 Select Gender: 
 DD-MM-YYYY:

Father's name: 
 DD-MM-YYYY: 
 Enter Designation: 
 Enter IWI:

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

Figure 7-10



Enter following detail:

**PRIMARY MANAGER:**

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

Common Registration form for ESIC

Establishment Details | eContacts | **Contact Persons** | Identifiers | Employment Details | Particulars of workers | Branch/Division | Activities

Attachments

Note: Required fields are indicated by an (\*).

Contact Person

**Primary Manager**

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Manager!

Manager: [dropdown] | Name: Shah | Gender: Male | Date of Birth: 01-01-2002

Address: Pc Shah | E-Contact: 01-01-2002 | By Manager: [dropdown] | PAN: ZYZXE1111E

Buttons: Add/Edit Address of Primary Manager, Add/Edit Econtact of Primary Manager

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 Manager ✕

<b>Premise Number/Name:*</b> <input type="text" value="Premise Number/Name"/>	<b>Sub Locality / Street / Colony Name:*</b> <input type="text" value="Sub Locality / Street / Colony Name"/>
<b>State:*</b> <input type="text" value="Select"/>	<b>District:*</b> <input type="text" value="Select"/>
<b>Locality / City / Village / Town:*</b> <input type="text" value="Locality / City / Village / Town"/>	<b>Area Code/Pin Code:*</b> <input type="text"/>

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  button to add address of primary manager





**Contact Person**

**Primary Manager**

Please insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Manager

Manager  Male

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

E Contact Type	E Contact Value	Action
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>

Figure 7-13

- Click  to add/edit [eContact](#) of Primary Manager

**Add/Edit Econtact of Primary Manager**

E-Mail

Figure 7-14

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

## PRIMARY OWNER



**Add/Edit Address of Primary Owner**
✕

**Premise Number/Name:\***

**Sub Locality / Street / Colony Name:\***

**State:\***

**District:\***

**Locality / City / Village / Town:\***

**Area Code/Pin Code:\***

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  button to add address of primary owner

**Primary Owner**

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Owner

Owner

Shan

Male

01-01-1990

Rs Shan

01-01-2010

Clerk

ABCDE222W

E Contact Type	E Contact Value	Action
E-Mail	syamala_sharma@silvertouch.com	<a href="#">Edit / Delete</a>

Figure 7-16

**OTHER CONTACTS**



E Contact Type	E Contact Value	Action		
<b>Other Contact Person</b>				
Select Representation	Email name	Select Gender		
Father's name	DD-MM-YYYY	Enter Designation		
		Enter PAN		
<b>Add</b>	<b>Reset</b>			
<b>Contact Persons</b>				
Sr No	Contact Person Name	Representing as	Address	eContacts
1	Patel	Consultant	<a href="#">Add/Edit Address</a>	<a href="#">Add/Edit E-Contacts</a>
			<b>Delete</b>	<b>Next</b> <b>Previous</b>

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



Contact Persons

Sr No	Contact Person Name	Representing as	Address	eContacts									
1	Patel	Consultant	<a href="#">Add/Edit Address</a> ✓	<a href="#">Add/Edit E-Contacts</a> <table border="1"><thead><tr><th>E Contact Type</th><th>E Contact Value</th><th>Action</th></tr></thead><tbody><tr><td>Mobile</td><td>8774877805</td><td><a href="#">Edit / Delete</a></td></tr><tr><td>E-Mail</td><td>syamala.sharma@silvertouch.com</td><td><a href="#">Edit / Delete</a></td></tr></tbody></table>	E Contact Type	E Contact Value	Action	Mobile	8774877805	<a href="#">Edit / Delete</a>	E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>
E Contact Type	E Contact Value	Action											
Mobile	8774877805	<a href="#">Edit / Delete</a>											
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>											

[Delete](#) [Next](#) [Previous](#)

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

Home > Registration > Registration form

### Common Registration form for ESIC

[Back](#)

Establishment Details | **eContacts** | Contact Persons | **Identifiers** | Employment Details | Particulars of workers | Branch/Division | Activities

Attachments

Note: Required fields are indicated by an (\*)

Contract/Labour Act: 123456 | On Reg: 06-11-2021

Gov: Ahmedabad  Mark it as Address Proof

[Add](#) [Reset](#)

Establishment Identifiers

Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by (Authority)	Issued At (Place)
-------	-----------------	-------	--------------------	---------------	-----------------------	-------------------

[Delete](#) [Next](#) [Previous](#)

Figure 7-19

- 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

Establishment Identifiers							
Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by (Authority)	Issued At (Place)	
<input type="checkbox"/>	1	Contract Labour Act	123456	CLa Reg	06-11-2001	Gov	Ahmedabad

**Delete** **Next** **Previous**

Figure 7-20

- 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.

Note: Required fields are indicated by an (\*)

**Employee Details Covered under EPF Act:**

Do EPF and MP Act applies to Establishment:

Number of Employees (Including Excluded Employees) As On Date Of Application:

Number of Excluded Employees:

Date On Which the Employment Strength Exceed 19:

Date Of Agreement between Employer and Employees Majority:

Any Subsequent Date Mentioned in The Agreement:

Date from Which Act Will Be Applied:

Is there any Hazardous activity in your establishment:   
Please select: the Hazardous activity is required.

Figure 7-21



Total number of employees employed for wages directly and through immediate employers on the date of application:

Number of Workers as on date\* No of Employees drawing wages Rs. 21,000 or less\*<sup>1</sup>

	Regular	Contract Labour	Total
Male	50	15	65
Female	20	5	25
Others	1	2	3
Total	71	22	93

	Regular	Contract Labour	Total
Male	25	10	35
Female	10	2	12
Others	1	2	3
Total	36	14	50

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages -\*

01-11-2015

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 paid in the preceding month\*

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs. 21,000/- or LESS
To 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:

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



**Other Details:**

Whether the building/premises of factory/Estt. is owned or hired	<input type="text" value="Owned"/>	Name of Income Tax Ward/Circle/Area :	<input type="text" value="Ambawadi"/>
If hired or there is a change in the name of Unit/ownership	<input type="text" value="Select"/> <small>This field is required.</small>	Maximum No. of persons that can be employed on any one day, as per License :	<input type="text" value="500"/>
Leased from:	<input type="text" value="DD-MM-YYYY"/>	Whether Any work/Business is being carried out through contractor/immediate employer	<input type="text" value="Select"/>
Leased till:	<input type="text" value="DD-MM-YYYY"/>	Describe work Carried Out:	<input type="text" value="Construction"/>
Is Establishment Multinational	<input type="text" value="Select"/>	Whether Establishment is Working With Aid Of Power?	<input type="text" value="Yes"/>
ESI Code number if Covered earlier:	<input type="text"/>		

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?
- Click  to continue with [particulars of workers](#)



## 7.1.1.6 Particulars of workers

Common Registration form for ESIC

Establishment Details | Contacts | Contact Persons | Identifiers | Employment Details | **Particulars of worker** | Branch/Division | Activities

Attachments:

Employee Without IP | Browse | No file selected | Upload Excel File

Download Sample File of Employees Without IP | Download Sample File of Employees With IP

File	Type	Action
ParticularOfWorker4d7e34b93c76ad5.xlsx	Employees Without IP	Download

Next Previous

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
- Click **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	Type	Action
ParticularOfWorker4d7e34b93c76ad5.xlsx	Employees Without IP	Download

Next Previous

Figure 7-26





- You can download uploaded file by selecting **Download** button. Click **Next** to continue with [Branch /Division details](#)

### 7.1.1.7 Branch/Division

Home > Registration > Registration form

### Common Registration form for ESIC

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Particulars of workers | **Branch/Division** | Activities

Attachments

Abcd | Branch | 1 | Shah

5-5555-5555-5 | **Add** | Reset

Figure 7-27

Related Offices

Sr No	Name of unit	Relationship type	No. Of members in Branch	Entry LIN number	Name of Responsible for Office	Address
1	Abcd	Branch	1	5-5555-5555-5	Shah	<a href="#">Add/Edit Address</a>

**Delete** | **Next** | **Previous**

Figure 7-28

Click [Add/Edit Address](#) to add address of the branch.

### Add/Update Address of Contact Person Of Branch Devison

Premise Number/Name:\* | Sub Locality / Street / Colony Name\*

Premisa | Locality

State:\* | District:\*

Gujarat | Ahmedabad

Locality / City / Village / Town\* | Area Code/Pin Code\*

Village | 380015

**Add**

Figure 7-29

Enter Branch details like:

- Premise Number/Name:\*



- 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:

Related Offices

Sr No	Name of unit	Relationship type	No. Of members in Branch	Entry LH number	Name of Responsible for Office	Address	
<input type="checkbox"/>	1	Abco	Branch	1	5-5555-5555-5	Shah	<a href="#">Add/Edit Address</a>

**Delete**

**Next** **Previous**

Figure 7-30

- Click **Next** to continue with [Activities](#)



## 7.1.1.8 Activities

Home | Registration > Registration form

### Common Registration Form for ESIC

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Particulars of workers | Branch/Division | **Activities**

Attachments

#### Economic Activity as per National Industrial Classification

NIC Code: A-01111

A - AGRICULTURE, FORESTRY AND FISHING

- 01 - Crop and animal production, hunting and related service activities
- 011 - Growing of non-perennial crops
- 0111 - Growing of cereals (except rice), leguminous crops and oil seeds
- 01111 - Growing of wheat

Primary Business Activity: ANNUITIES ETC

Nature of Work\*: Food Beverages And Tobacco

Subcategory of Nature of Work\*: Flour Mills

Brief Description: Engineering

Figure 7-31

### Search National Industrial Classification Code

Section : A - AGRICULTURE, FORESTRY AND FISHING

Division : 01 - Crop and animal production, hunting and related service activities

Group : 011 - Growing of non-perennial crops

Class : 0111 - Growing of cereals (except rice), leguminous crops and oil seeds

Sub-class : 01111 - Growing of wheat

Generated NIC Code is : A-01111

Figure 7-32

- Click  to continue with [Attachments](#)



## 7.1.1.9 Attachments

Figure 7-33

Scanned Copy of PAN:\*Click  to select the scanned copy of PAN and click  to upload the PAN

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

Figure 7-34



- Click  to select address proof and click  to upload the address proof
- Date of Setup Proof Attachment:\* Click  to select Date of setup of proof and click  to upload the Date of setup of proof
- Licence Proof Attachment:\* Click  to select License proof and click  to upload the license proof
- Specimen Signature Attachment:\* Click  to select specimen signature and click  to upload specimen signature
- Scanned copy of Cheque Attachment:\* :\* Click  to select scanned copy of Cheque and click  to upload scanned copy of the cheque
- Click  button to save the detail

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

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



Home > Registration > SUMMARY & SUBMISSION

### Summary & Submission

#### Establishment Details

Establishment Name:	Kb Test 11012017		
Address:	234thn Tower, Opp Central Mall, Ambawadi, Ahmedabad, Gujarat, 380032		
Nearest Police Station:	Parmal Garden	Setup Date:	03-09-2017
Establishment Category:	Commercial Establishment	PAN:	AAAAA1111A
Sector (Ownership type):	Joint Stock Companies	Factory Licensed Under Section:	
Factory License Number:		Issued By Authority, Place:	
Date:		Date of First Production, if Factory:	
Start Up Number:		Start up registration date:	
MSME Number:		MSME registration date:	

#### Ownership Details

Date Of Registration No :	02-10-2017	No Of Owners:	1
Registration/Deed No	222222222222222222	Issued By:	Gol
Issued At:	Ahmedabad	CIN:	

#### eContact Information

Sr No	eContact type	eContact Value	Primary
1	email	kolpesh.bajaj@silvertouch.com	Yes
2	mobile	9999999999	Yes

#### Contact Persons

Sr No	Person Name	Representing as	Gender	Date of Birth	Father Name	Date from which in position
1		Manager				
2	Kb	Owner	Male	05-10-2004	Dev	10-10-2017

Figure 7-35



### Identifiers

Sr No	Identifier Number/Value	Identifier Type	Name as an Identifier	Date of Issue	Issued by Authority	Issued at Place
1	Test	Others Remarks: Address Test	Asd	04-10-2017	Asd	Asd
2	Asd	Any License by Health Authorities	Asd	09-10-2017	Zxc	Zxcxc

### Employment Details

Number of Employees (Including Excluded Employees) As On Date Of Application :	100	Number of Excluded Employees :	200
Date On Which the Employment Strength Exceed 19 :	01-10-2017	Date Of Agreement between Employer and Employees Majority :	
Any Subsequent Date Mentioned in The Agreement :		Date from Which Act Will Be Applied :	
Is there any Hazardous activity in your establishment :	Yes (Sec: 2(c))		

#### Number of Workers as on date:

	Employed Directly by Principle employer	Employed through Immediate Contractor	Total
Male	0	0	0
Female	0	0	0
Others	0	0	0
Total	0	0	0

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

	Regular	Contract Labour	Total
Male	1	2	3
Female	2	4	7
Others	3	6	11
Total	9	12	21

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages : 04-10-2017

Total wages paid in the preceding month:

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs. 21,000/- or LESS
To employees employed directly by the principal employer	100	200
To employees employed through immediate contractor	300	400

Whether the building/premises of factory/Estt. is owned or hired	Owned	Unit/ownership:	
Leased from:		Leased Till:	
Is Establishment Multinational		ESI Code number if Covered earlier:	
Date from which Unit is closed down :-		Name of Income Tax Ward/Circle/Area :	Parimal Garden
Maximum No. of persons that can be employed on any one day, as per License	50	Whether Any work/Business is being carried out through contractor/immediate employer	
Describe work Carried Out:		Whether Establishment is Working With A&T Of Power?	1

### Particulars of workers

ExcelFileDownloadLink	Filename	NumberOfRecords
<a href="http://14.142.138.72/uesg_jatesu/CommonRegistration/download_particular_file/files-ParticularOfWorkerb08623150c30130.xlsx">http://14.142.138.72/uesg_jatesu/CommonRegistration/download_particular_file/files-ParticularOfWorkerb08623150c30130.xlsx</a>	ParticularOfWorkerb03623159c3013d.xlsx	10

Figure 7-36



**Branch / Division**

Sr No	Relationship Type	Name of unit	Number Of Members-Employees	LN	Name Of Person Responsible
No record					

**Activities**

NIC Code:		Primary Business Activity:	CONTINUES OFFERING LIFE INSURANCE
Nature of Work:	Educational Institutions	Subcategory of Nature of Work:	Secondary Educational Institution
Brief Description:			

**Attachments**

Sr No	Type	Specify Document Name	File
1	scannedCopyPanAttachment		7b24b1d4905020.pdf
2	addressProofAttachment	Copy of post paid telephone bill of any company	951194094c3f1.pdf
3	stateOfSetupProofAttachment	Proof regarding date of oral production	763e2a278847a37.pdf
4	licenseProofAttachment	wd	972c70c7cd51e2.pdf
5	specimenSignatureAttachment		10643f38115ah1.pdf
6	scannedCopyOfDhsquaAttachment		448e918137a82.pdf

Figure 7-37

- Click  button to submit the registration

Home > Registration > ESIC Offices

Select office & Submission

Select ESIC branch office where you want to submit this Common registration form.\*

BO - Ahmedabad, City

Select ESIC Inspection Division office where you want to submit this Common registration form.\*

ID-ASARWA

Figure 7-38

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

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

Following screen will be displayed:



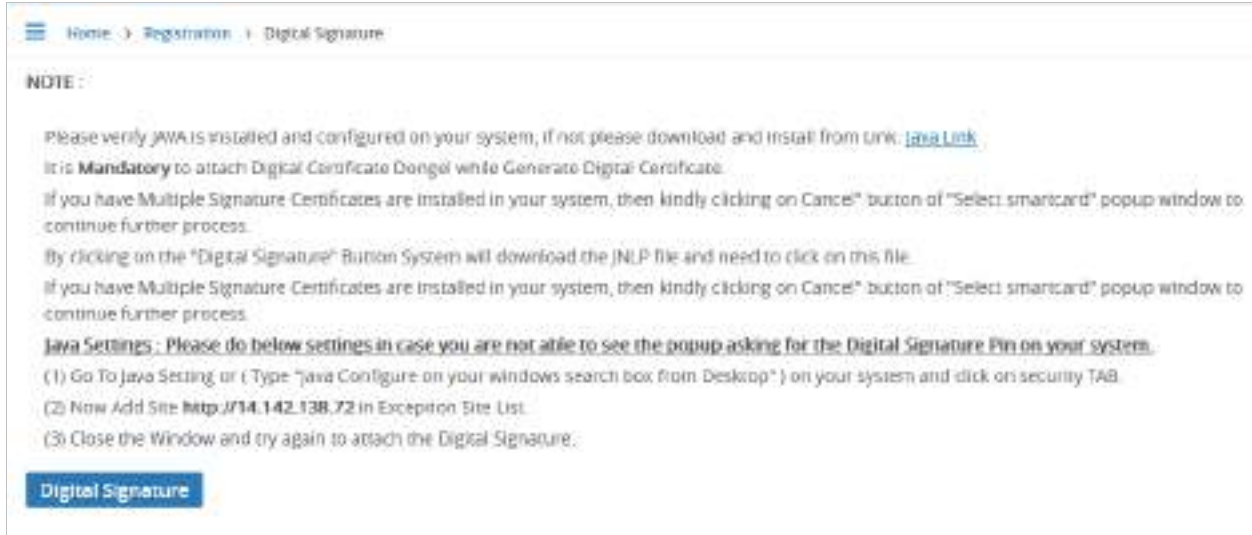


Figure 7-39

- Click **Digital Signature** to Sign the Registration Form Digitally!
- System displays message

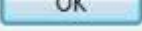


Figure 7-40

- Click **Run** to continue. System displays message to enter PIN



Figure 7-41

- Enter PIN and click  button
- System displays message on successfully submitting the Registration form

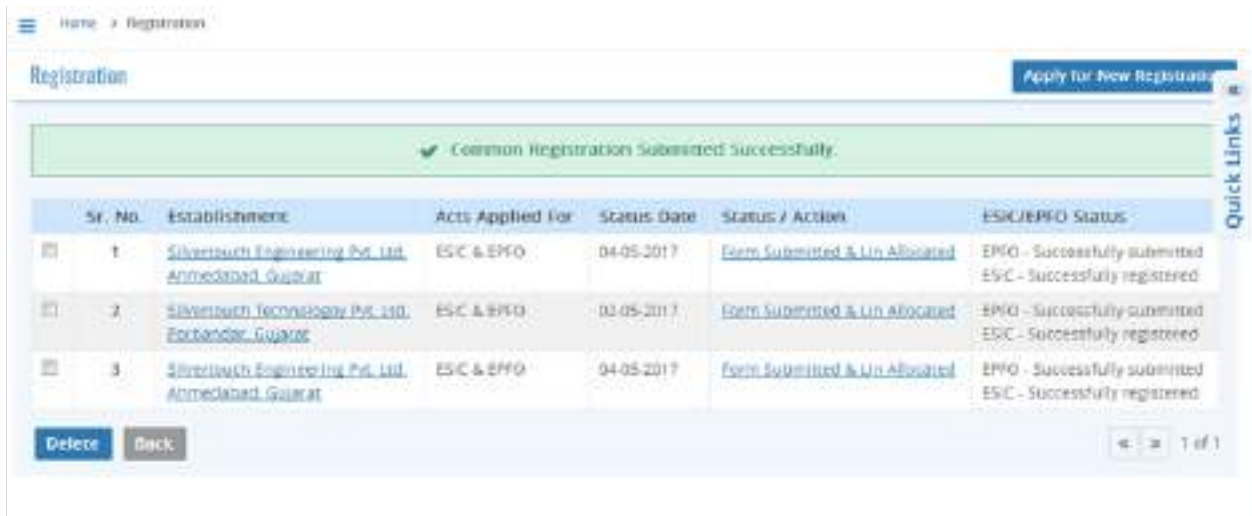


Figure 7-42

You will receive an email from Shram Suvidha:



# श्रम सुविधा SHRAM SUVIDHA

Beta 1.0



**SHRAM SUVIDHA**  
MINISTRY OF LABOUR & EMPLOYMENT

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 [shramsuidha.gov.in](http://shramsuidha.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