श्रम सुविधा
SHRAM SUVIDHA
Beta 1.0

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

Silver Touch Technologies Ltd.

REVISION HISTORY

Version	Revision Date	Revision By	Reviewed By	Description
1.0	27-Oct-2017	Syamala Sharma	Bhavesh Mistry	Initial Copy

Table of Contents…

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[1].

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 **Sign In**

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

Figure 2-1

---

[1] 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

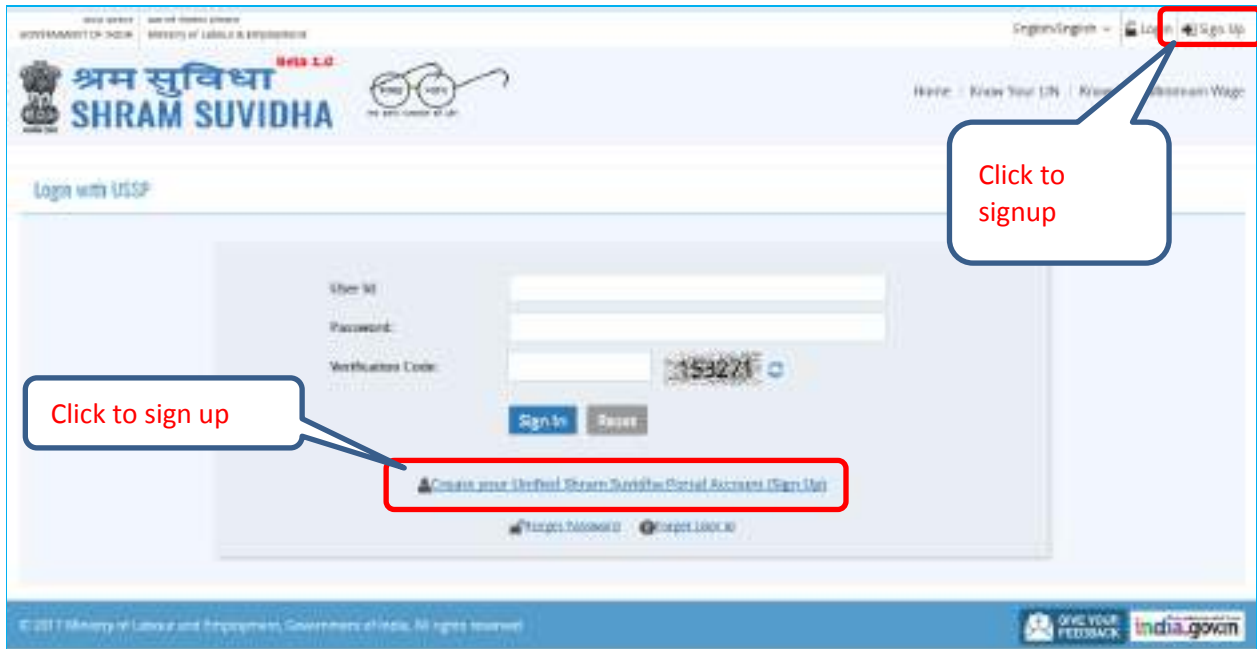Or click   →] Sign Up   link given on top right side corner of the login page

Figure 2-2

To sign up enter the following details:

- *Name*

- *Email*

- *10 Digit Mobile No*

- *Verification Code as displayed*

  - Click   **SIGN UP**   to create your account

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

2.2   Forgot Password

Click Forgot Password in case of forgotten password

Enter the following details:

- *Enter your User ID*

- *Verification Code*

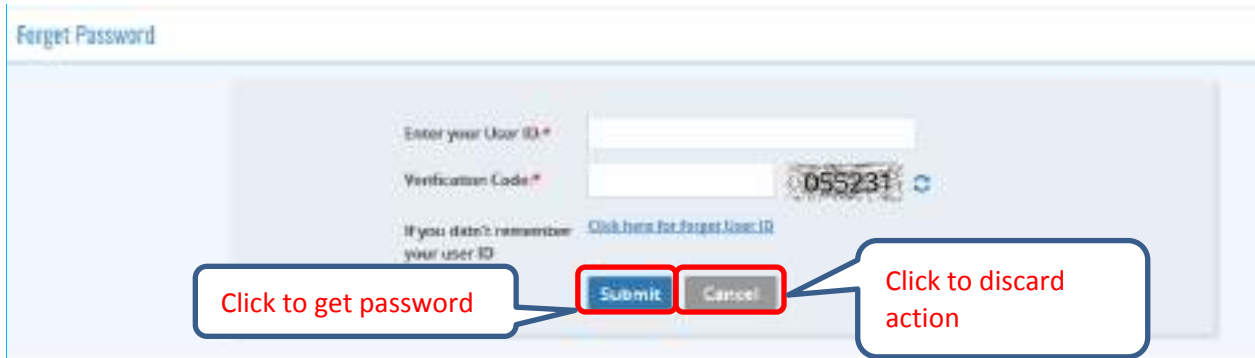- *Click* **Submit** *to submit the details*

- *Click* **Cancel** *to discard action*

Click to get password

Click to discard action

Figure 2-3

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.

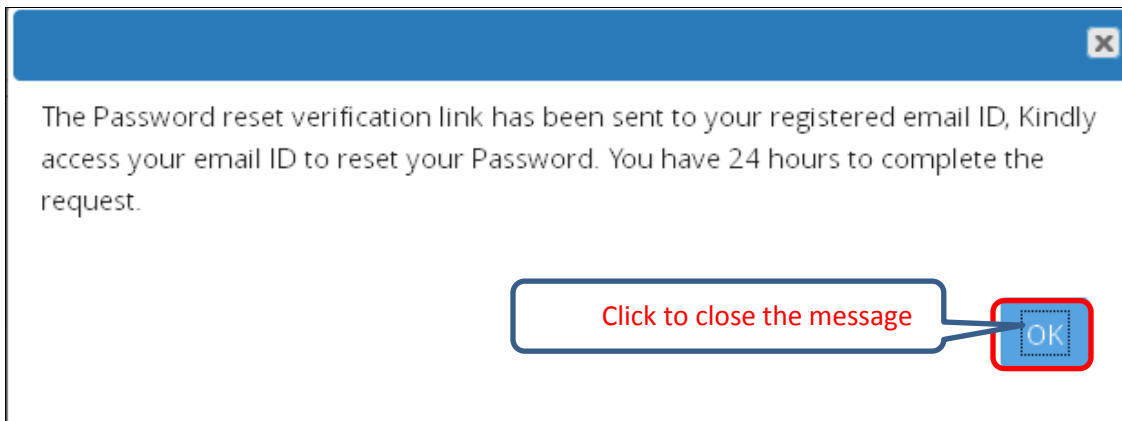Click to close the message   OK

Figure 2-4

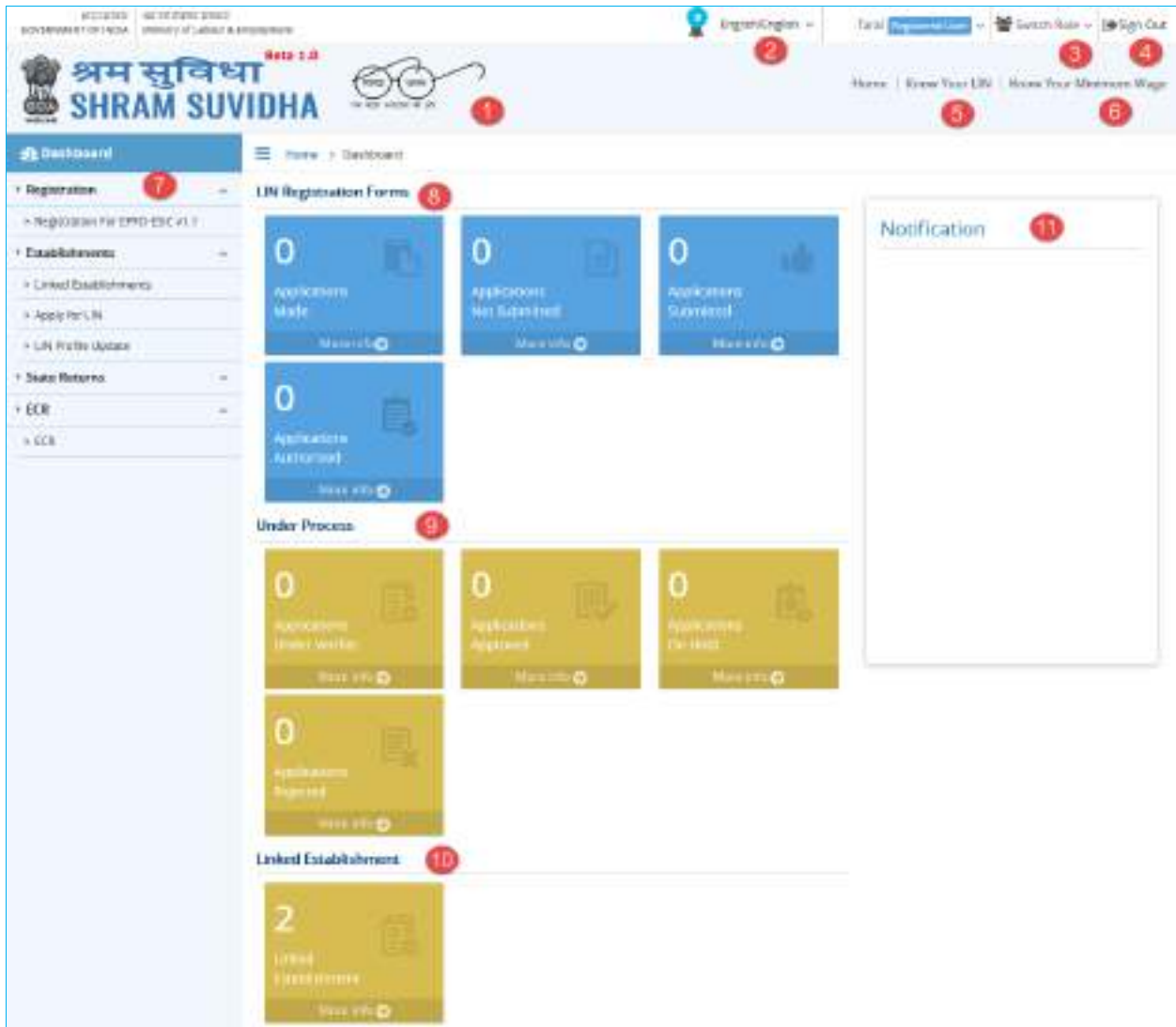# श्रम सुविधा
SHRAM SUVIDHA

3   Home Page/Dashboard

Figure 3-1

Dashboard displays:

 - Dashboard

 - Language selection

 -switch role (you can select role if multiple roles are assigned)

 -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 [English/English ⌄] to change the language i.e. in English, Hindi, and Gujarati or any other regional language.

Click to change 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
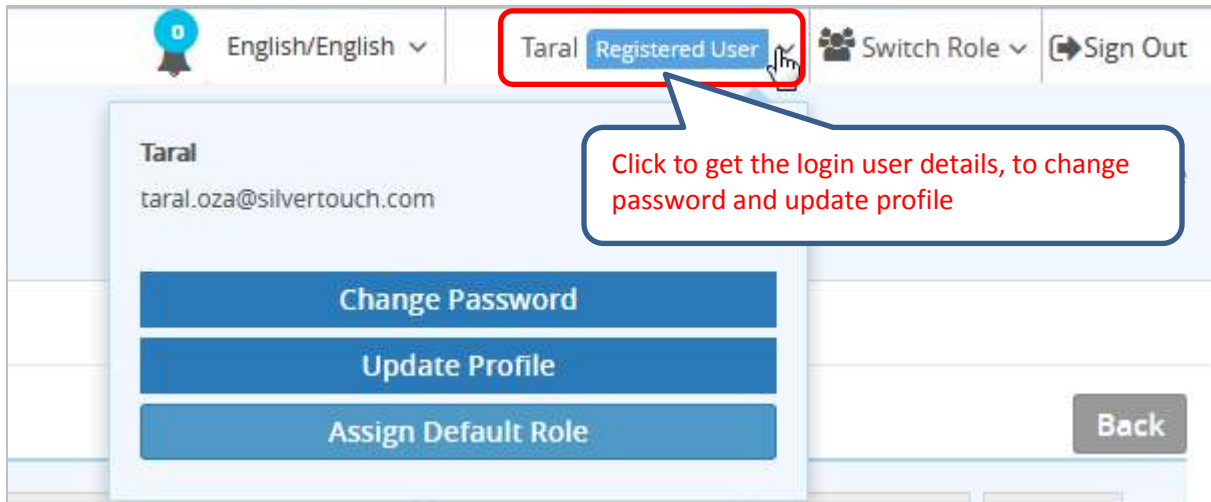

Figure 4-3

4.3 Switch User

- Click ![Switch Role] to switch user role

Figure 4-4

- Select available Roles assigned to you to change Role activities

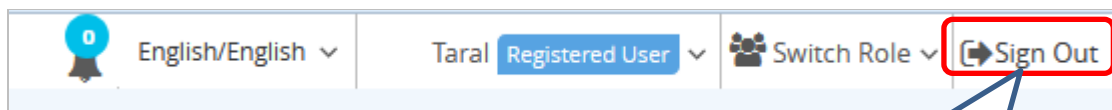## 4.4 Sign Out

Click ![Sign Out] to sign out from the system
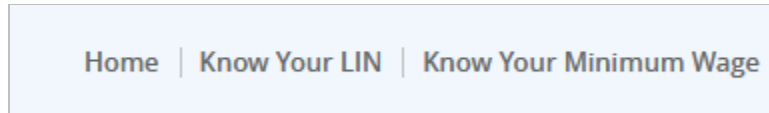

Figure 4-5

5 Header Options

Figure 5-1

5.1 Home
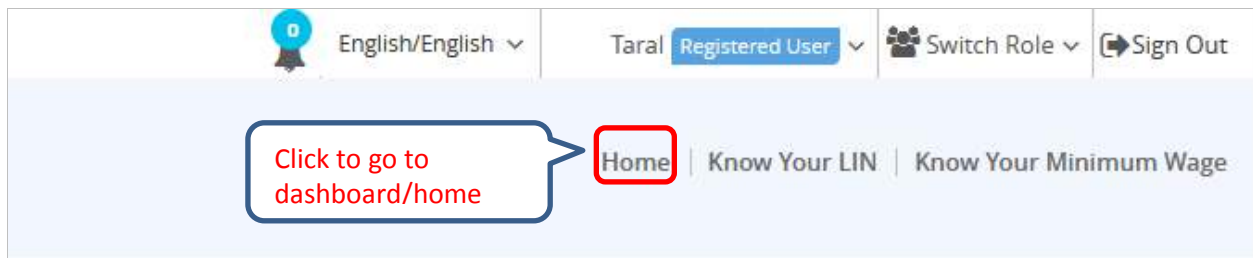
Click **Home** | to go to go to Dashboard/Home

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 ![SUBMIT] to get the LIN
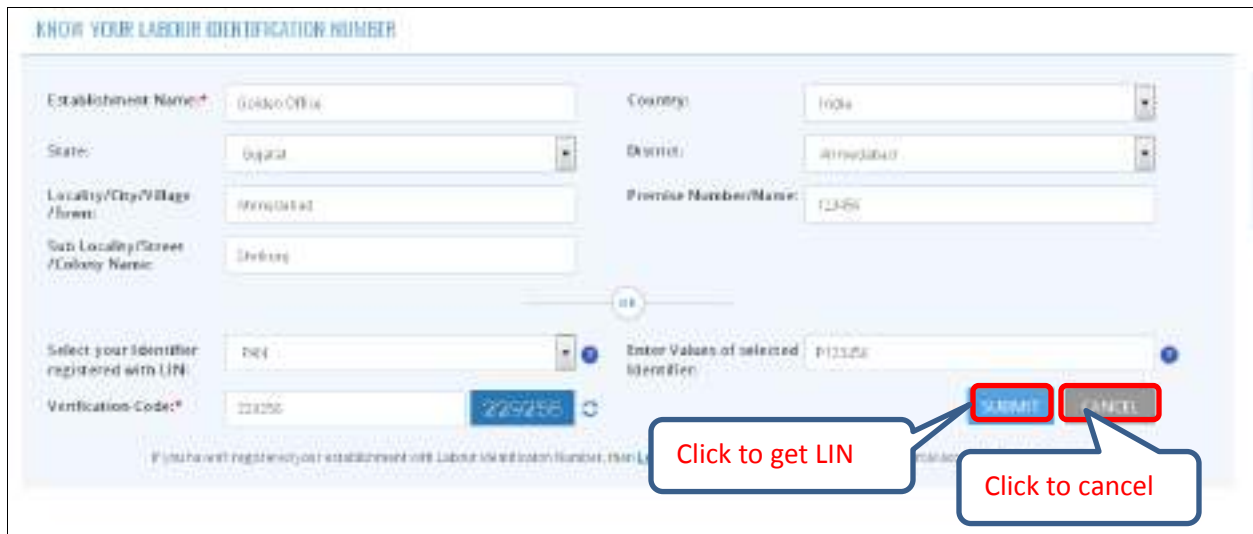
Click ![CANCEL] to cancel all the changes

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*
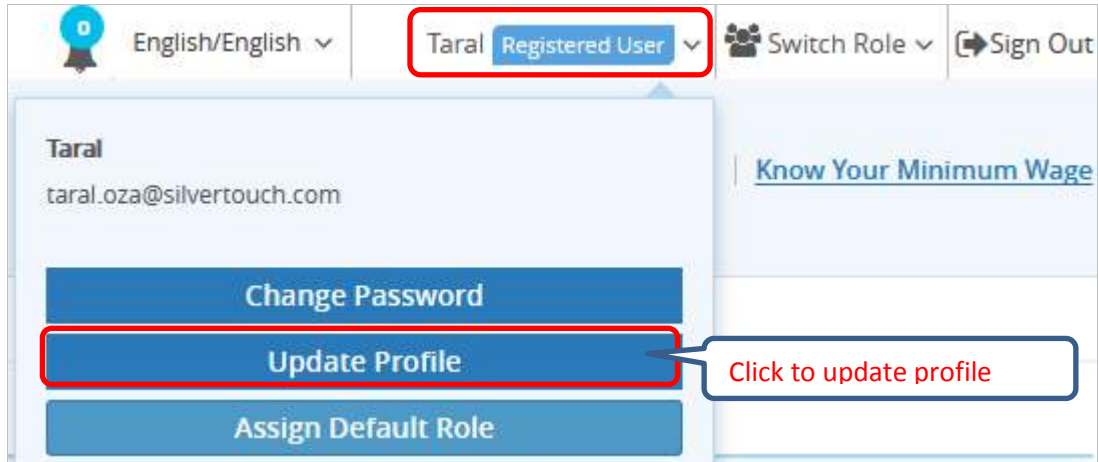
Click ![Registered User ∨]

Figure 6-1

In manage profile there are 4 tabs as follows:

- *Personal Details*

- *Update Address*

- *Update eContacts*

- *Update Identifiers*

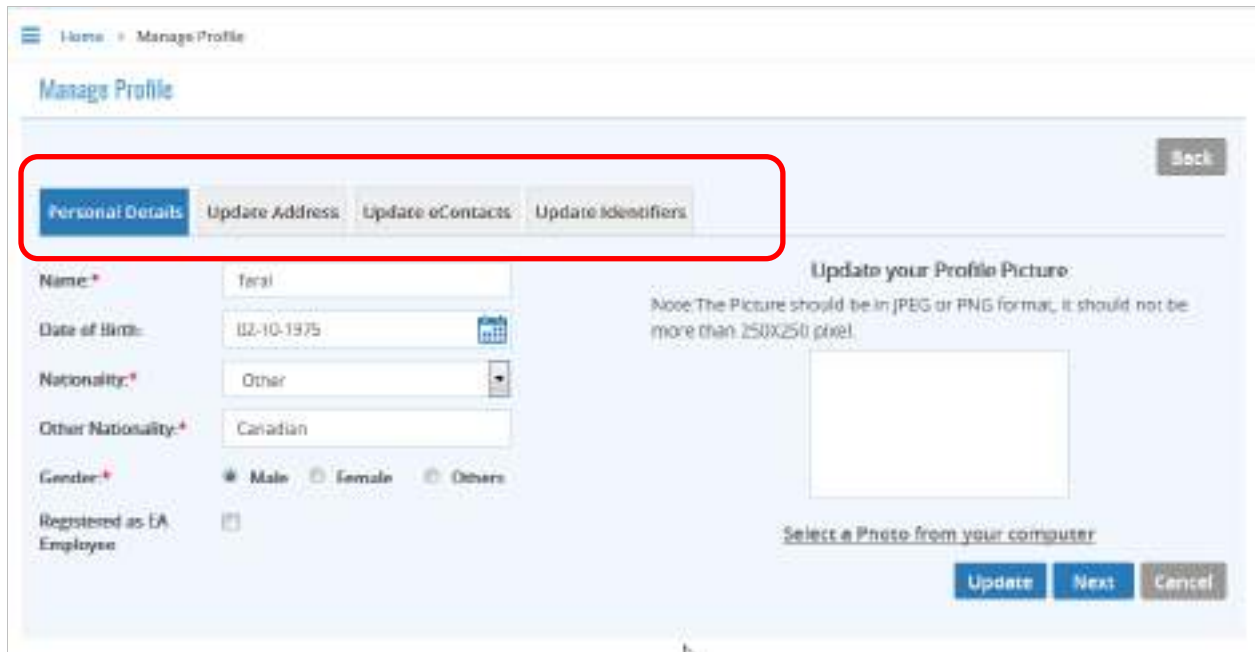

Figure 6-2

6.1 Personal Details

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*
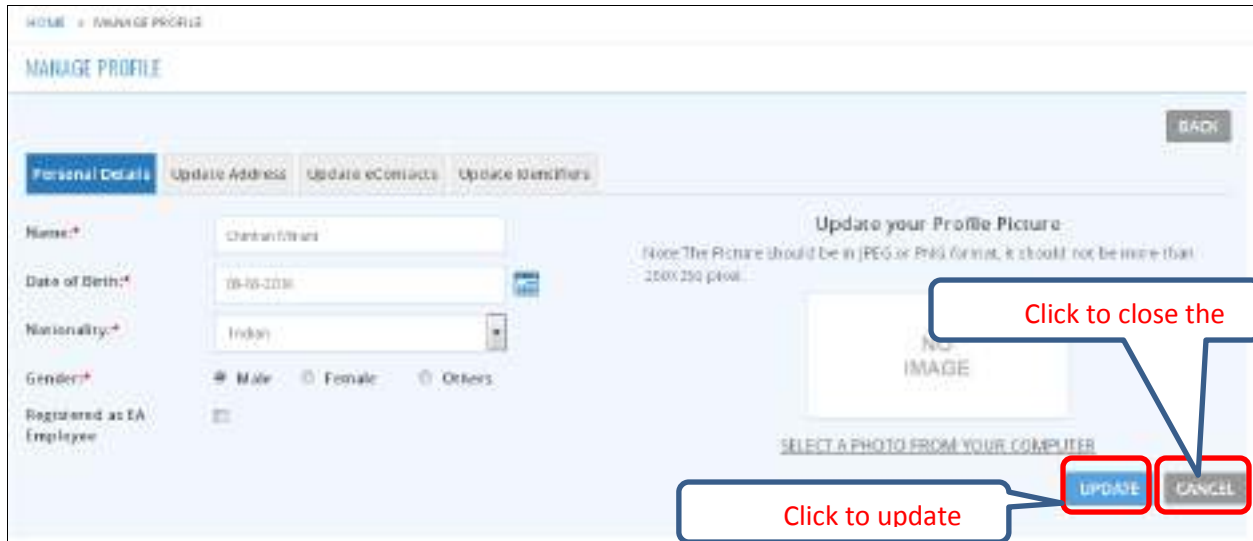
The following message will be displayed:

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.

Figure 6-4

- *Click* *to update address details*

- *Click* *to close manage address detail page*

- *Click* *to move to next tab*

- *Or click* *to move back to previous tab*

The following message will be displayed:

6.3   Update eContacts

Click 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

Click **Update eContacts** to add eContacts

- *Click* **Add** *to add eContact*

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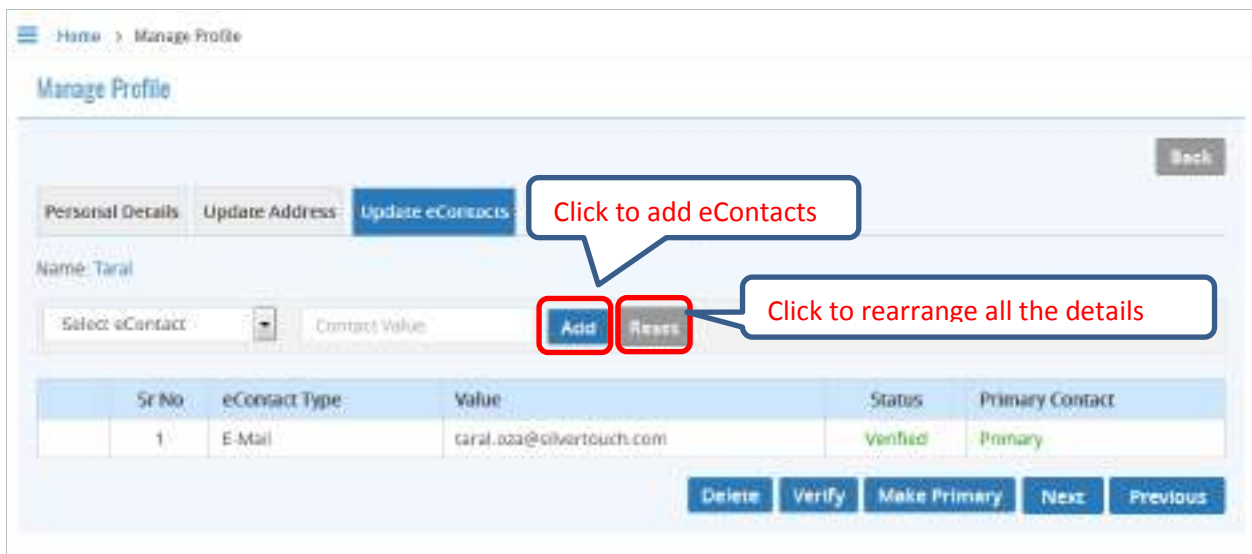

Figure 6-5

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*

  o *Primary: The eContact will be displayed as primary contact if you user makes it primary*
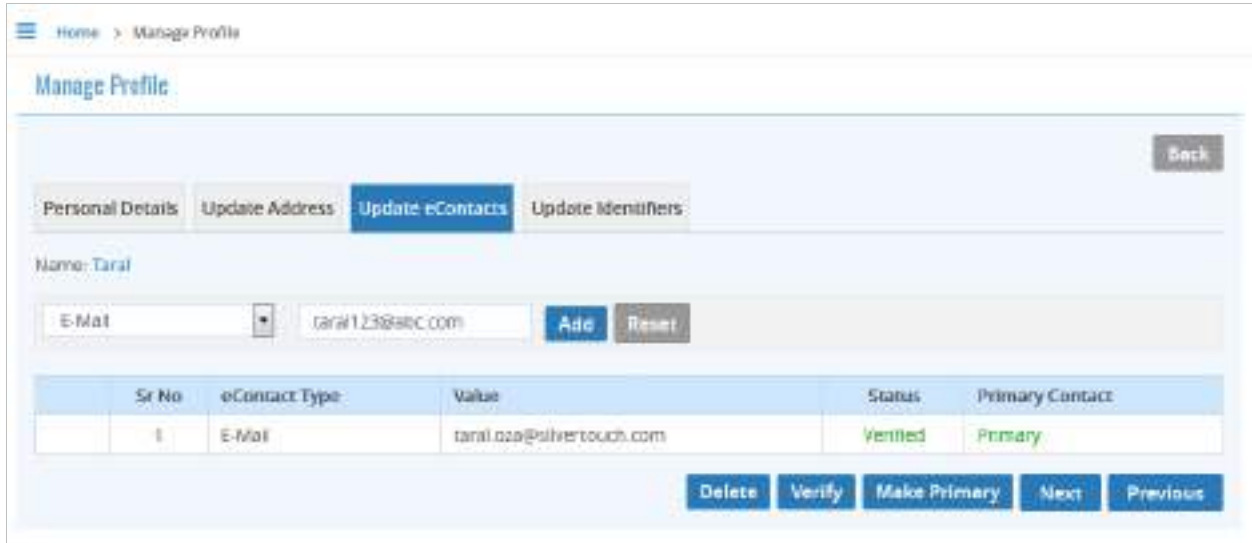
Figure 6-6

6.3.3 Delete e-contact

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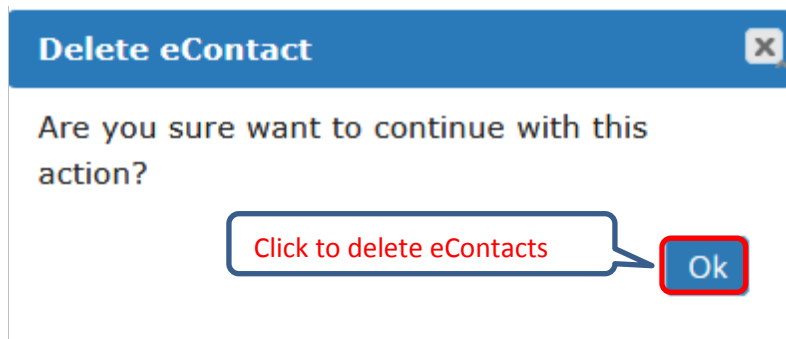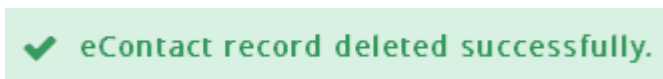
- *The following message will be displayed:*

Figure 6-7

- *Click* **Ok** *to delete the eContact*

- *The following message will be displayed:*

6.3.4 Verify e-Contact
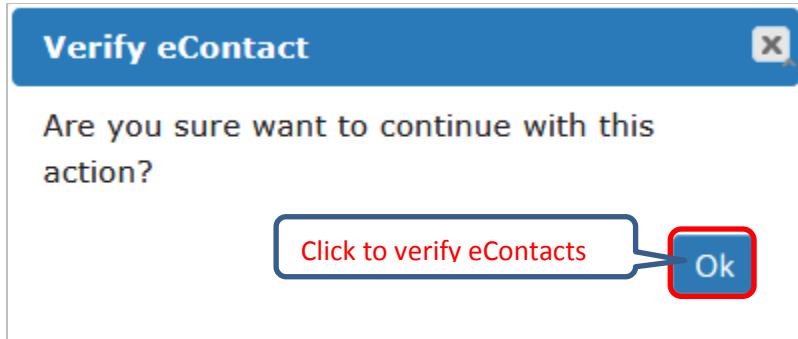
- *Click* **Verify** *to verify eContact*

Figure 6-8

- *Click* **Ok** *to verify eContact*

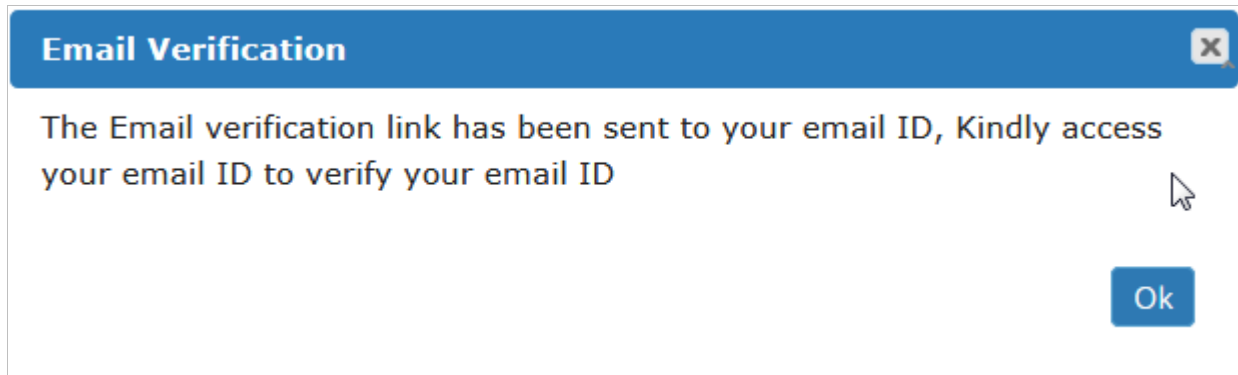- *The following message will be displayed:*

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

Figure 6-10

Click http://14.141.36.212/ussp/user/verifyregister? key=FvBlEVf4ZpwAtOLoKjx91NerRIMzb6&u=MjAx link to verify email ID

System displays message on successful verification as:
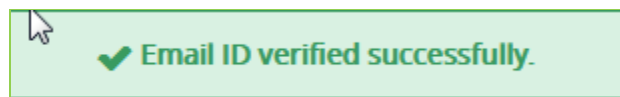
Figure 6-11

6.3.5 Make Primary

Select record and click [Make Primary] to mark specific eContact as "Primary" contact
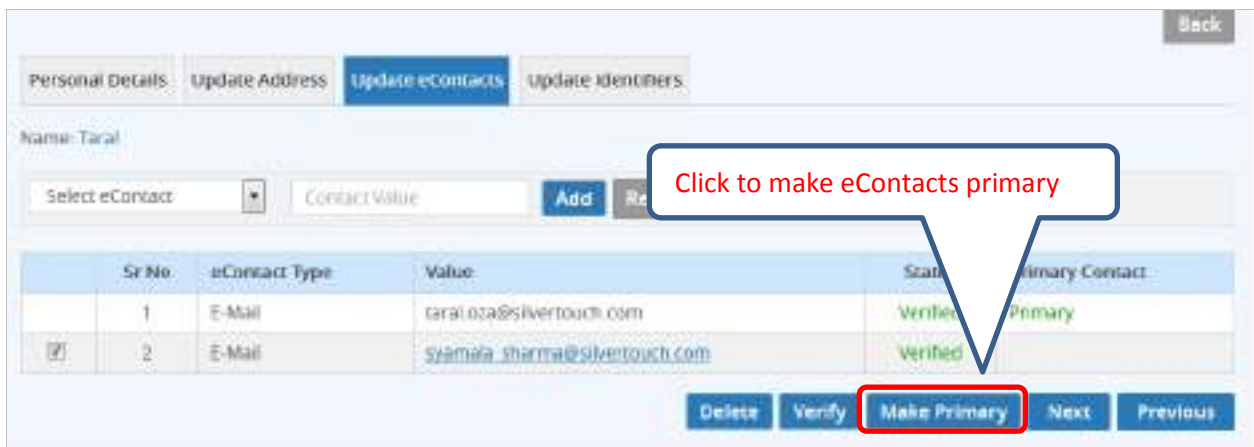
Figure 6-12

The following message will be displayed:
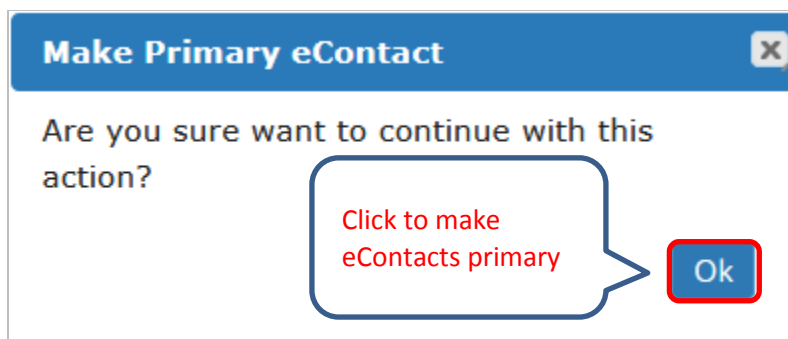
Figure 6-13

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

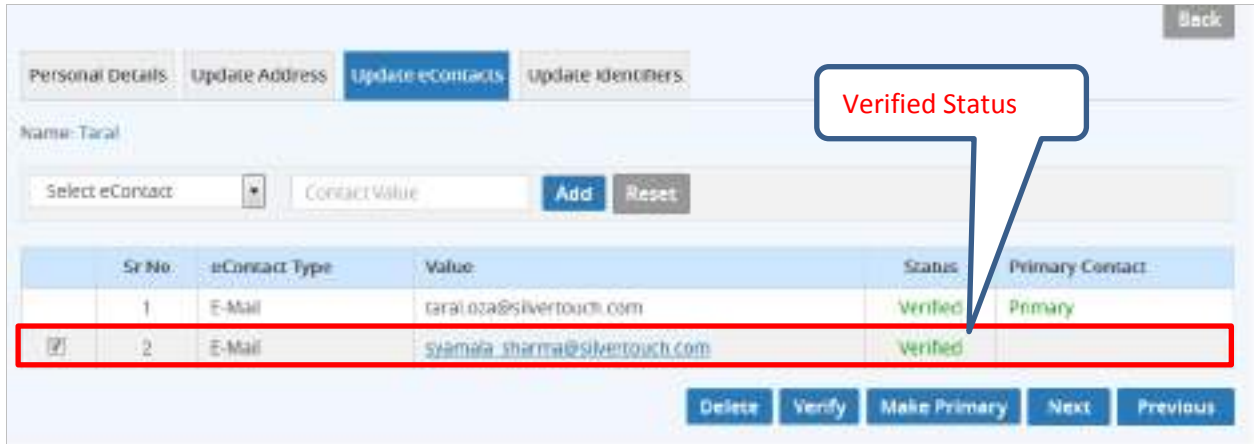The status will be changed as verified for that particular eContact

Figure 6-14

Click 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

Click to update Identifiers :

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

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

Name: Tarai

| Voter Id No. | ▼ | ABC1234567 | Voter Id | **Add** | **Reset** |

Click to rearrange all the details

	Sr No	Identifier Type	Value	ame of Identifier
☐	1	Aadhaar No.	1478523698/4	ai

Click to make eContacts primary

Figure 6-16

- *Sr.No*

- *Identifier Type*

- *Value*

- *Name of Identifier*

- *Status:*

    o *Verified: This status will be displayed if Identifiers verified by you*

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

6.4.2   Delete Identifier

- *Click* **Delete** *to delete Identifier*

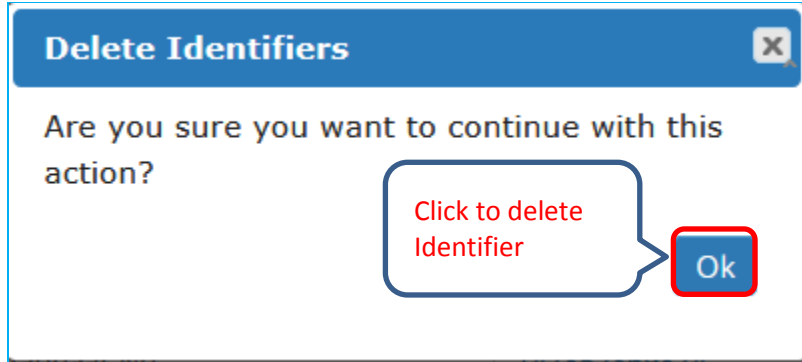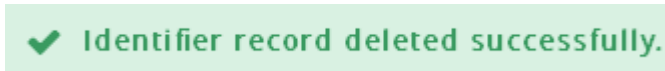- *The following message will be displayed:*

Figure 6-17

- *Click* *to delete Identifier*

- *The following message will be displayed:*

✔ Identifier record deleted successfully.

The status will be displayed as verified

Figure 6-18

6.4.3   Verify Identifier

Click to verify Identifier

Click to verify Identifier

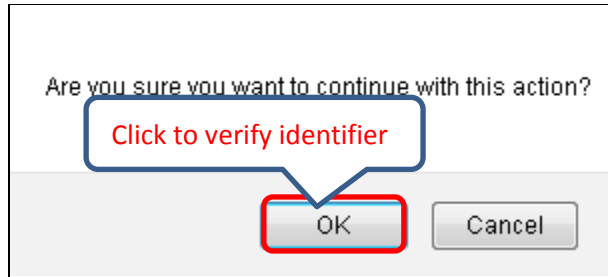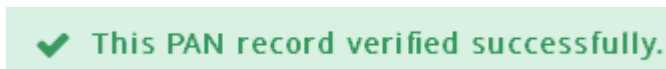The following message will be displayed:

Are you sure you want to continue with this action?

Click to verify identifier

OK   Cancel

Figure 6-19

Click [OK] to delete Identifier

The following message will be displayed:

✔ This PAN record verified successfully.

7   Registration

7.1   Registration for ESIC

Select ▸ Registration For EPFO-ESIC v1.1 *from left panel.*
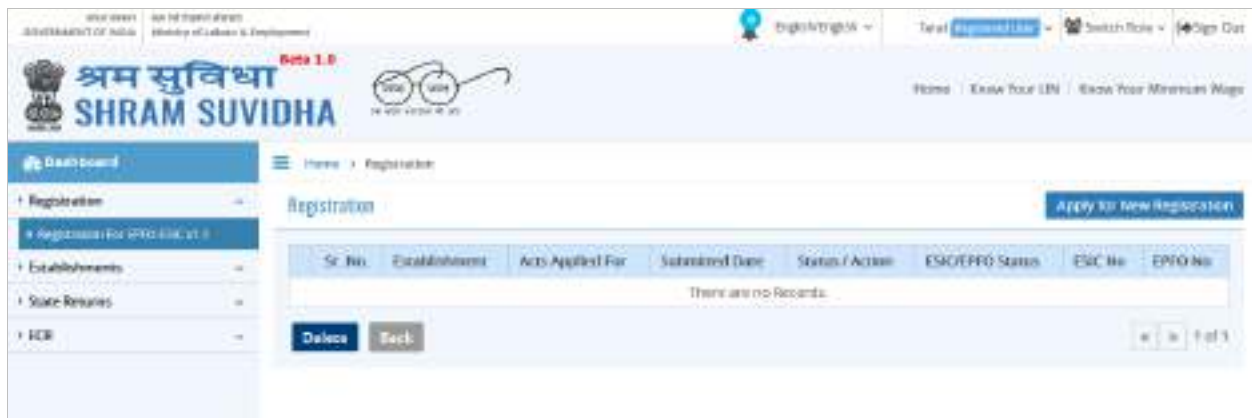

Figure 7-1

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.

Home ▸ Registration ▸ Acts Applied For

Acts Applied For

	Act(s)
☑	Employees' State Insurance Act, 1948
☑	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:

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:

Figure 7-6

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

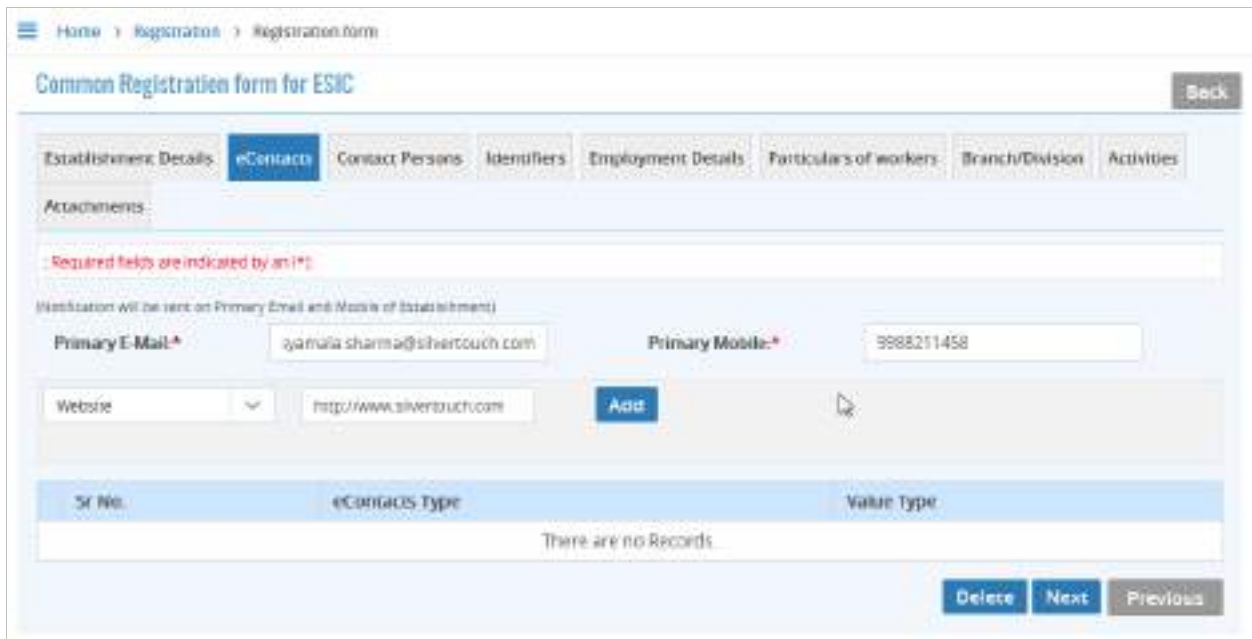- Start Up Number – enter startup registration number in case if it is startup

- **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 **Next** to proceed further to enter eContacts

7.1.1.2 eContacts

Figure 7-7

- Enter Primary Email and Primary Mobile number

- Select contact type from dropdown list
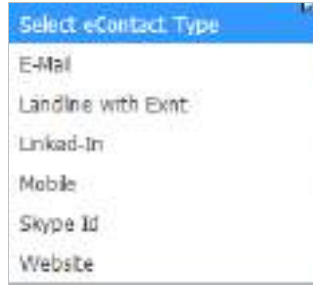
Figure 7-8

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

	Sr No.	eContacts Type	Value Type
☐	1	Website	http://www.silvertouch.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, Contact Persons

7.1.1.3 Contact Persons

Figure 7-10

Enter following detail:

PRIMARY MANAGER:

- Select representation from dropdown list

- Enter name

- Select Gender

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

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

Figure 7-13

- Click to add/edit eContact of Primary Manager

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

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

Figure 7-16

OTHER CONTACTS

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

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

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)
☐	1	Contract Labour Act	123456	CRA 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:	Select ▾
Number of Employees (Including Excluded Employees) As On Date Of Application :	
Number of Excluded Employees :	
Date On Which the Employment Strength Exceed 19 :	DD-MM-YYYY
Date Of Aggreement between Employer and Employees Majority:	DD-MM-YYYY
Any Subsequent Date Mentioned in The Agreement :	DD-MM-YYYY
Date from Which Act Will Be Applied :	DD-MM-YYYY
Is there any Hazardous activity in your establishment:*	Select ▾
	Please select the Hazardous activity is required

Figure 7-21

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 *

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

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 **Next** to continue with particulars of workers

7.1.1.6 Particulars of workers

- 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

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

7.1.1.7 Branch/Division

Figure 7-27

Figure 7-28

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

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:

	Sr No	Name of unit	Relationship type	No. Of members in Branch	Entity LIN number	Name of Responsible for Office	Address
☐	1	Abcd	Branch	1	5-5555-5555-5	Shah	Add/Edit Address ✓

Related Offices

Delete

Next   Previous

- Click **Next** to continue with Activities

7.1.1.8   Activities

Figure 7-31

Figure 7-32

- Click **Next** to continue with Attachments

7.1.1.9 Attachments

Figure 7-33

Scanned Copy of PAN:*Click [Browse...] to select the scanned copy of PAN and click [Upload] to upload the PAN

- Attachment as Proof of Address:*

- Select document from dropdown

Figure 7-34

- 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

- Scanned copy of Cheque Attachment:*   :* Click [Browse...] to select scanned copy of Cheque and click [Upload] to upload scanned copy of the cheque

- 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:

श्रम सुविधा
SHRAM SUVIDHA

≡ Home > Registration > SUMMARY & SUBMISSION

Summary & Submission

Establishment Details

Establishment Name:	Kb Test 11012017		
Address:	2 Saffron Tower, Opp Central Mall, Ambavadi, Ahmedabad, Gujarat, 380015		
Nearest Police Station:	Parimal 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 Trial 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:	222222222222222222222	Issued By:	GoI
Issued At:	Ahmedabad	CIN:	

eContact Information

Sr No	eContact Type	eContact Value	Primary
1	email	kolpesh.bajaj@silvertouch.com	Yes
2	mobile	6666666666	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	08-10-2004	Dev	10-10-2017

Figure 7-35

Identifiers

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

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 Aggreement 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 2cb)		

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	3	4	7
Others	5	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 Estt 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 Aid Of Power?	1

Particulars of workers

ExcelFileDownloadLink	FileName	NumberOfRecords
http://14.142.138.72/ussp_latest/CommonRegistrationView/download_perticuler_file /?files=ParticularOfWorkerbb3623159c3013d.xlsx	PerticulerOfWorkerbb3623159c3013d.xlsx	10

Figure 7-36

Figure 7-37

- Click ![Submit] button to submit the registration

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.
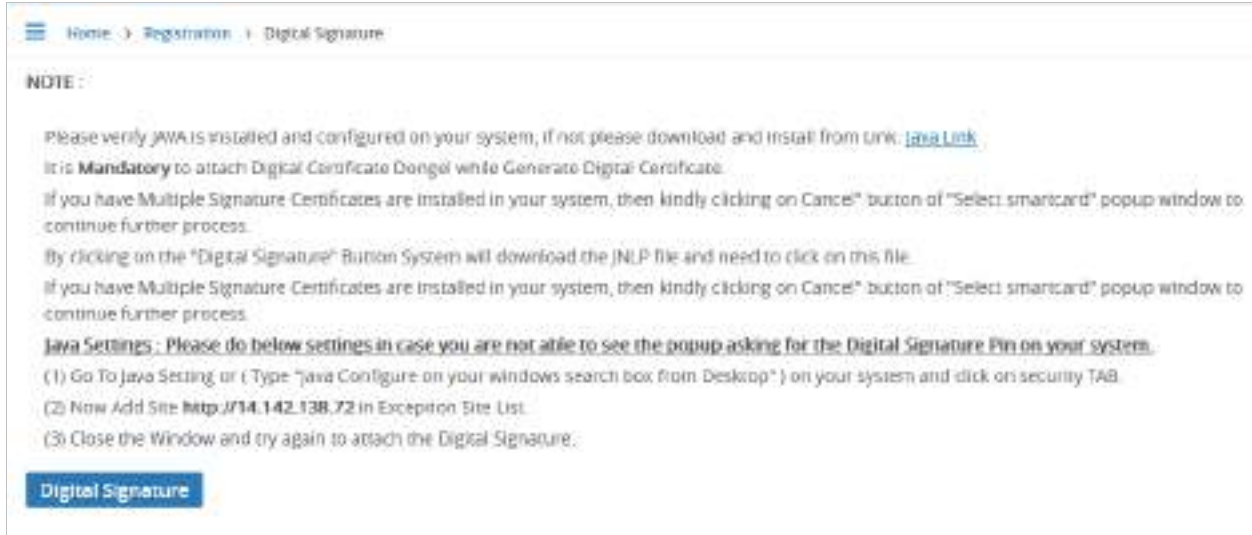
Following screen will be displayed:

Figure 7-39

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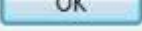
- System displays message

Figure 7-40

- Click ![Run] to continue. System displays message to enter PIN

Figure 7-41

- Enter PIN and click ![OK] button

- System displays message on successfully submitting the Registration form
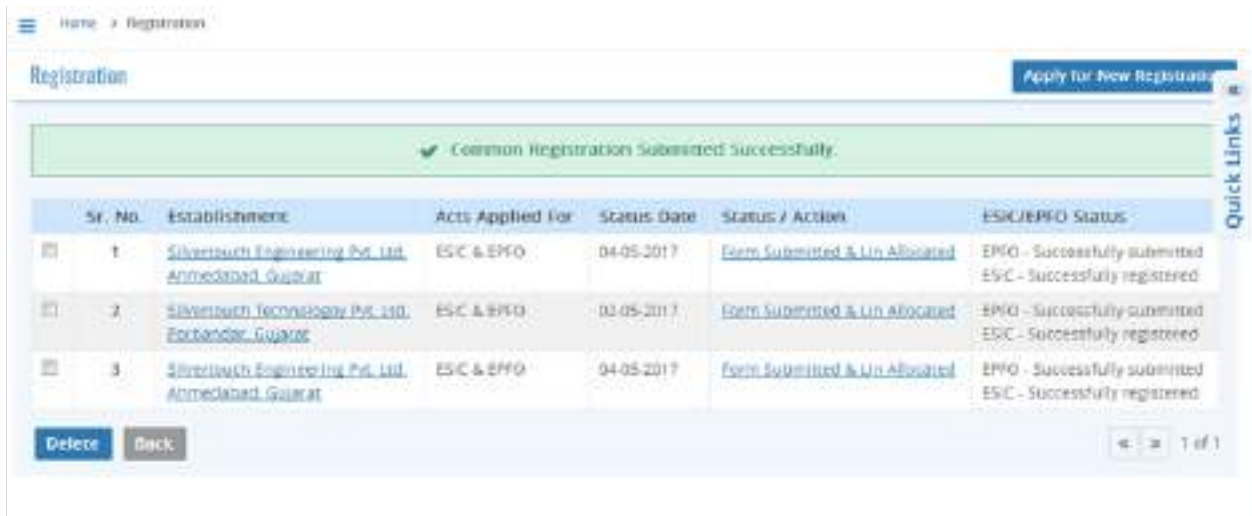
Figure 7-42

You will receive an email from Shram Suvidha:

Figure 7-43