श्रम सुविधा **Beta 1.0**
SHRAM SUVIDHA

Unified Shram Suvidha Portal

User Manual for Common Registration for EPFO & ESIC-
Version 1.0

For,
Ministry of Labour & Employment
Government of India

Prepared by:

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TECHNOLOGIES

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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 and EPFO. This document illustrates registration process for the user / establishment and registration process for ESIC and EPFO.

This manual is intended for the use of Registered Users who wants to register with ESIC[1]and EPFO[2].

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,
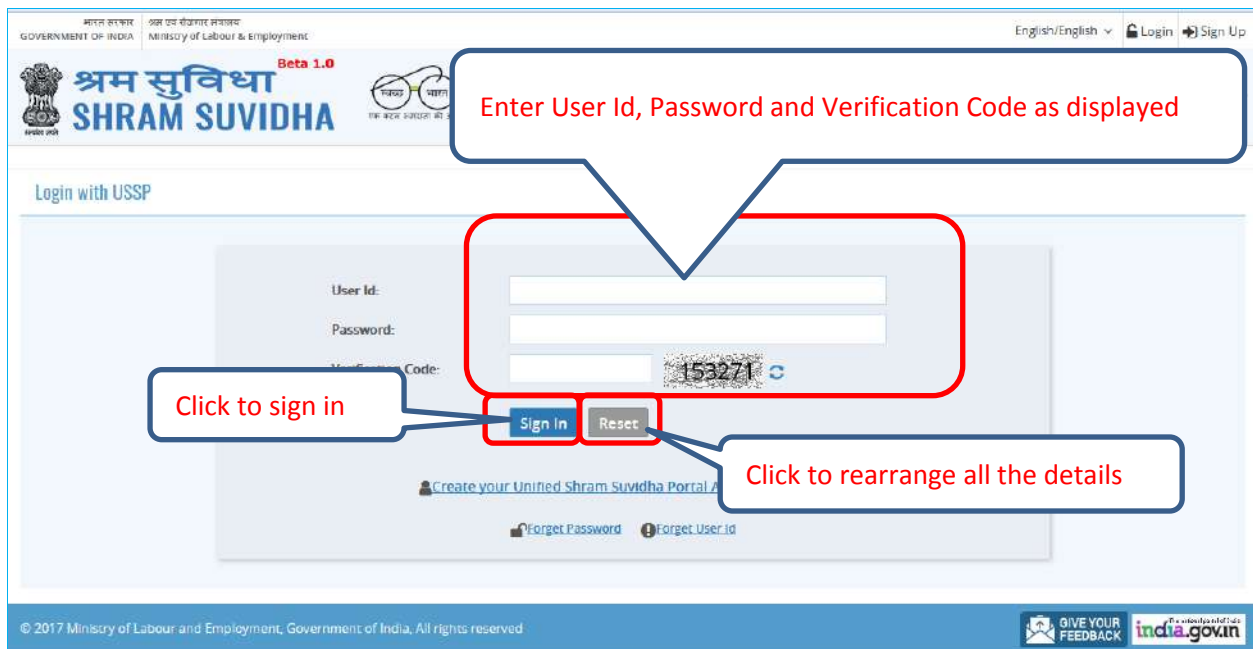

Figure 2-1

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[1] Employees' State Insurance Corporation
[2] Employees' Provident Fund Organization

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
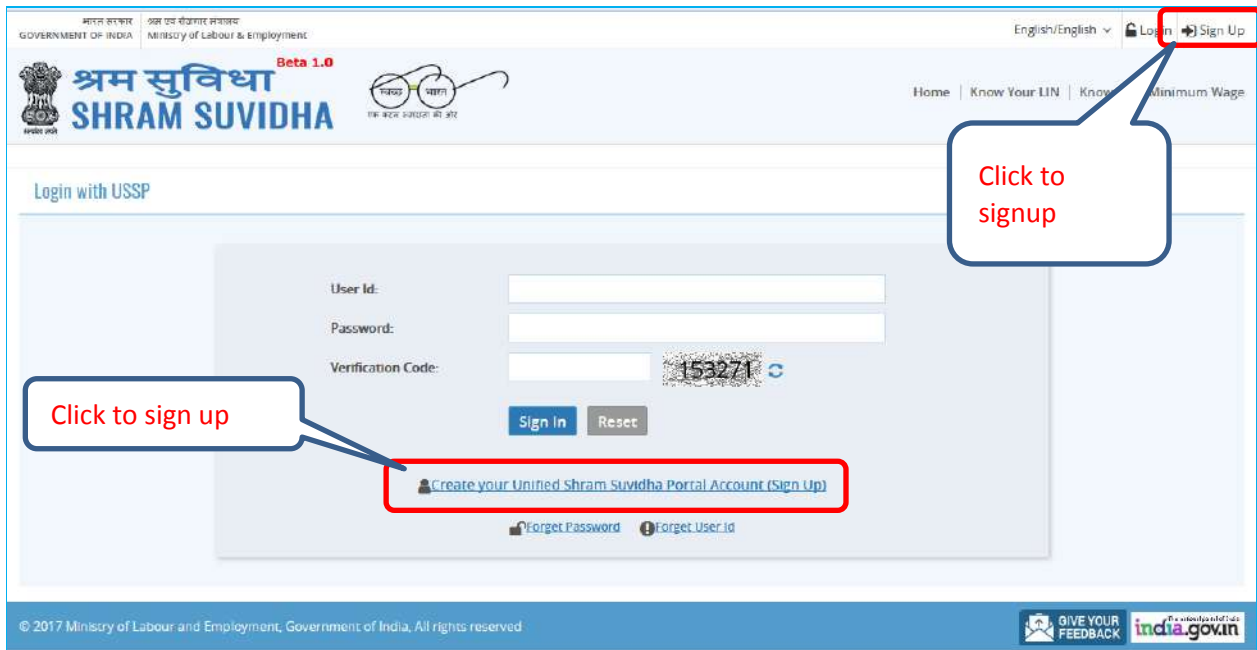
Figure 2-2

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*

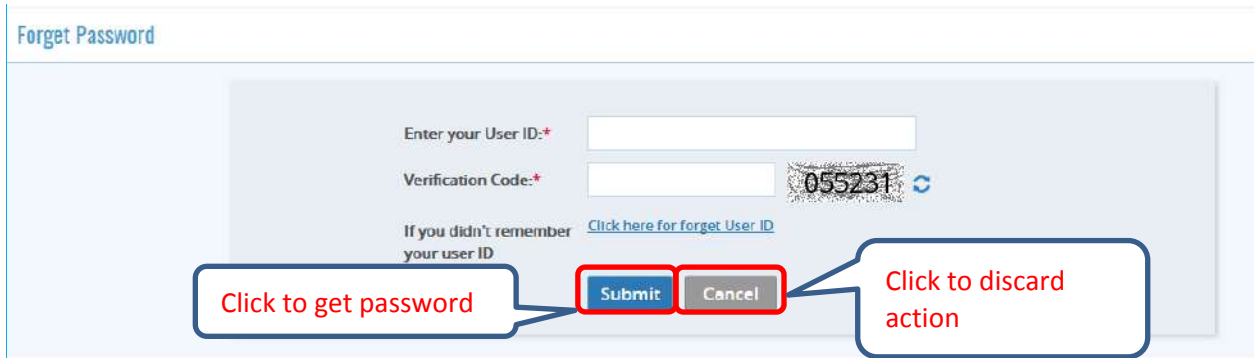- *Click* **Submit** *to submit the details*

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

Forget Password

Enter your User ID:*

Verification Code:* 055231 ↻

If you didn't remember your user ID   Click here for forget User ID

Click to get password   Submit   Cancel   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
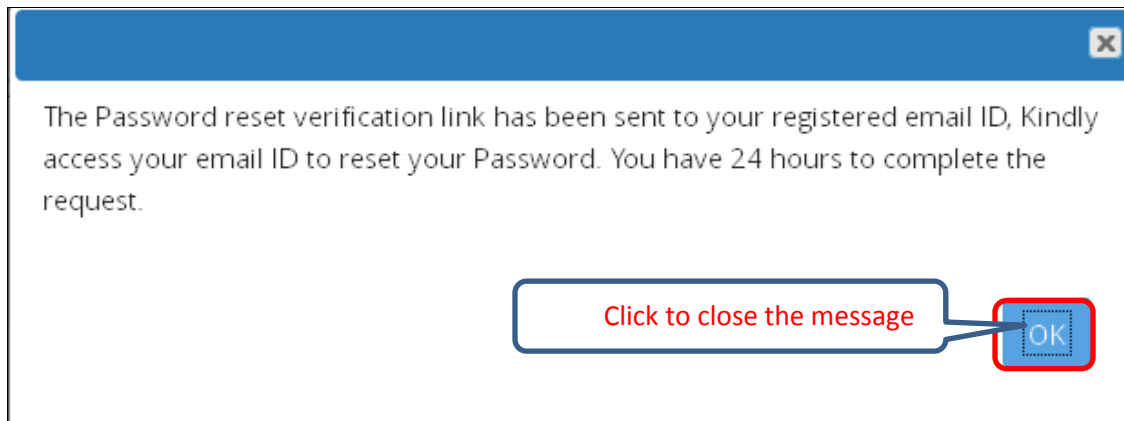
Figure 2-4

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

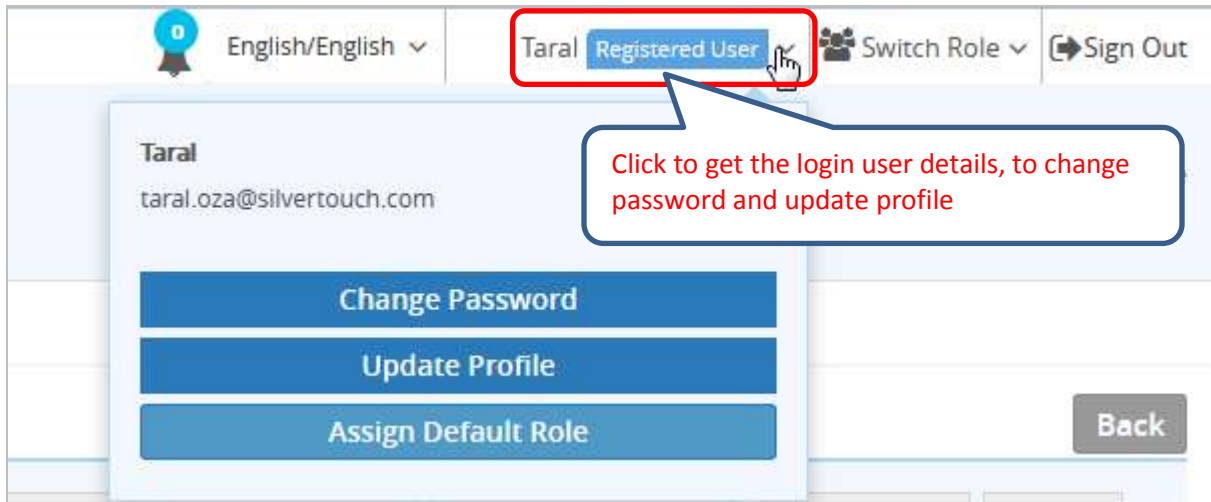- Click to get the login user details, to change password and update profile and assign default role

Figure 4-3
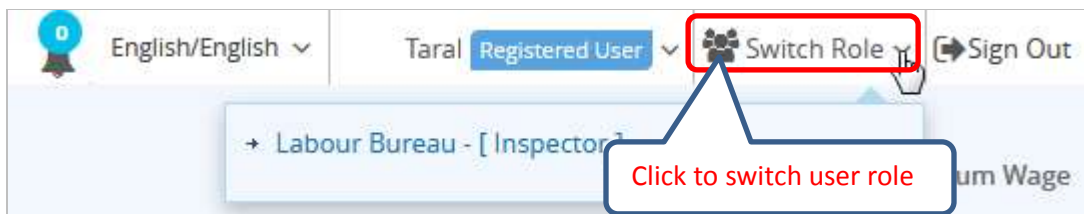
4.3 Switch User

- Click to switch user role

Figure 4-4

- Select available Roles assigned to you to change Role activities

4.4 Sign Out

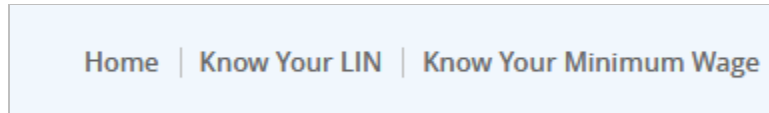Click to sign out from the system

Figure 4-5

5   Header Options

Figure 5-1

5.1   Home

Click [Home] to go to go to Dashboard/Home
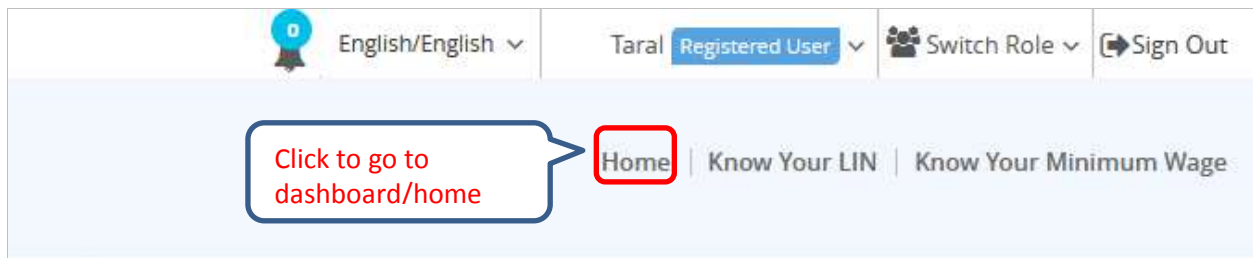

Click to go to dashboard/home

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*

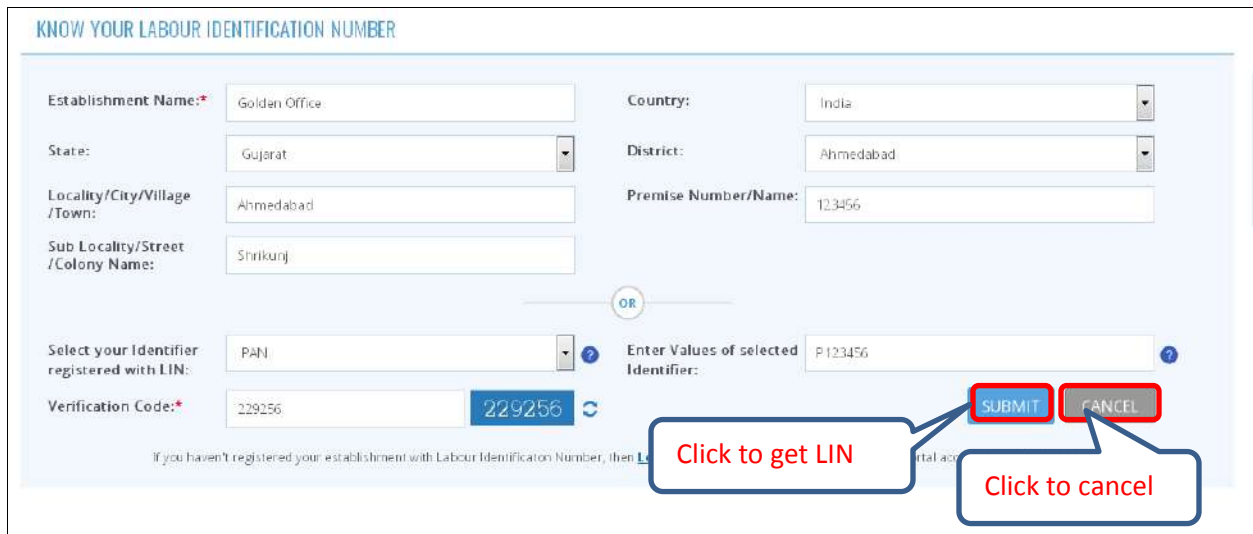You can also get your LIN by entering following details

- *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 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 **Registered User** ⌄

Figure 6-1

In manage profile there are 4 tabs as follows:

- *Personal Details*
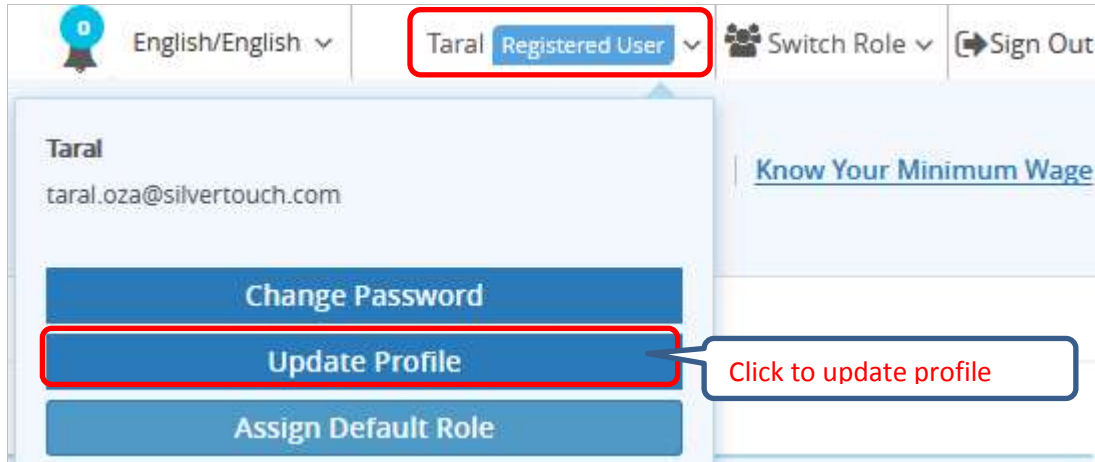
- *Update Address*

- *Update eContacts*

- *Update Identifiers*
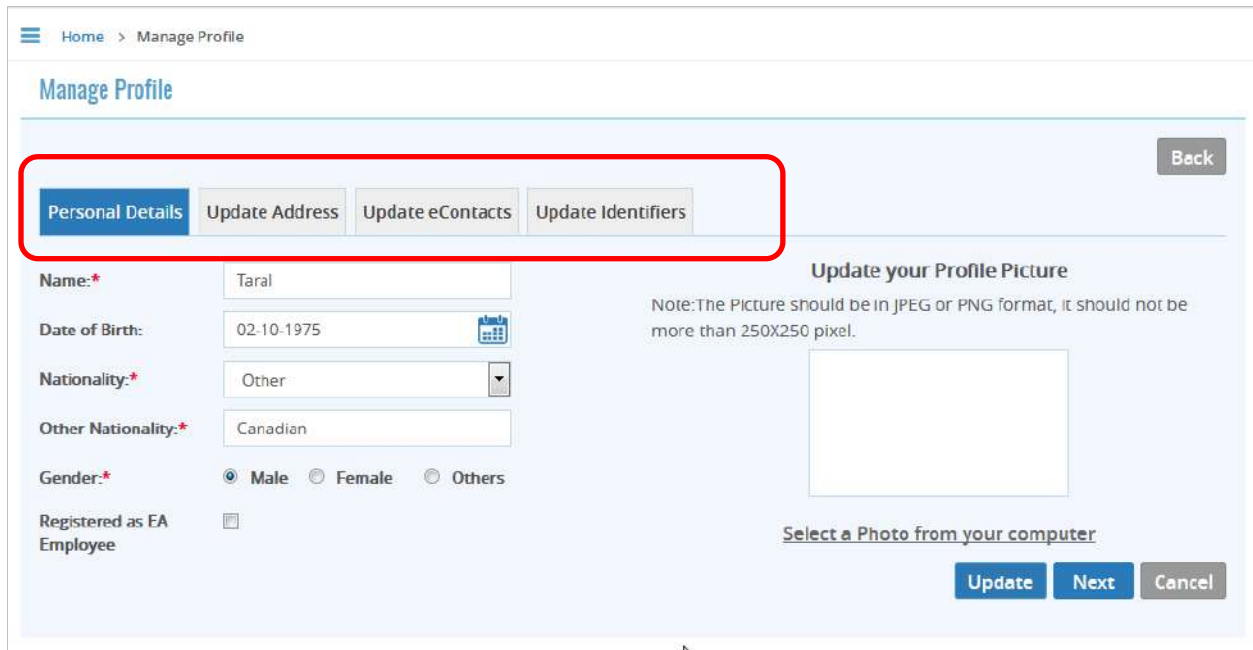

Figure 6-2

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*

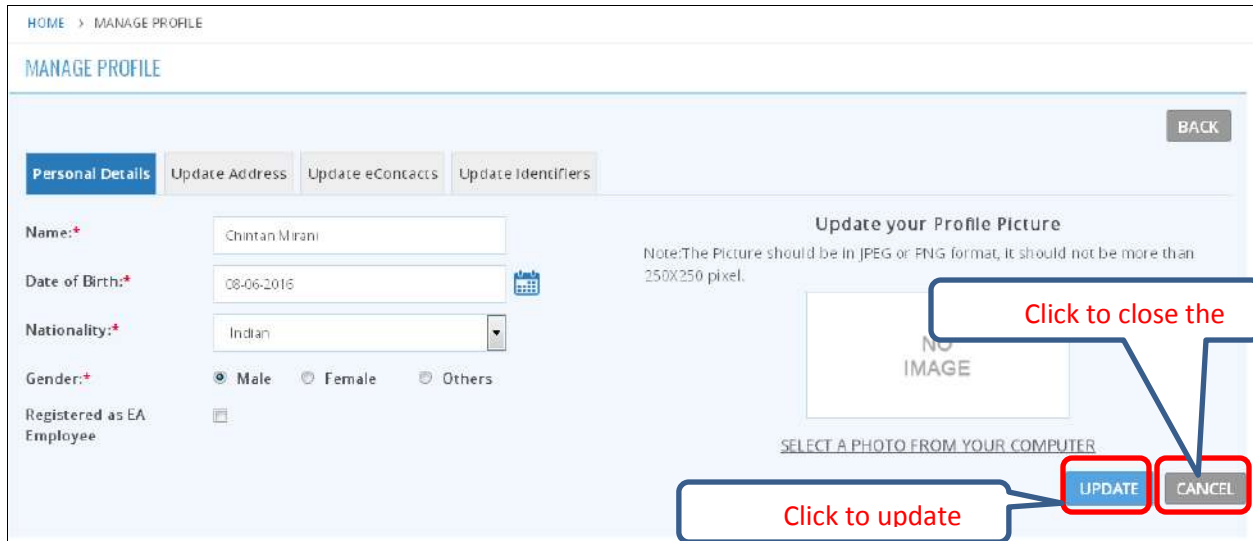- *Click* **Next** *to continue with next tab*

The following message will be displayed:

Figure 6-3

6.2 Update Address

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

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

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:*

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

  o *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*
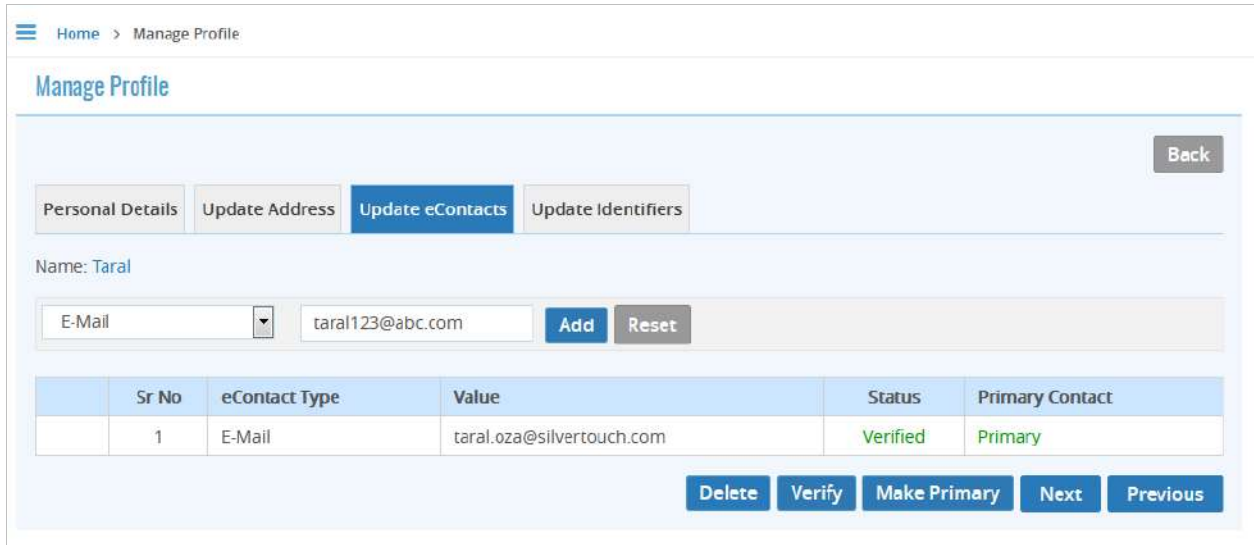

Figure 6-6

6.3.3   Delete e-contact

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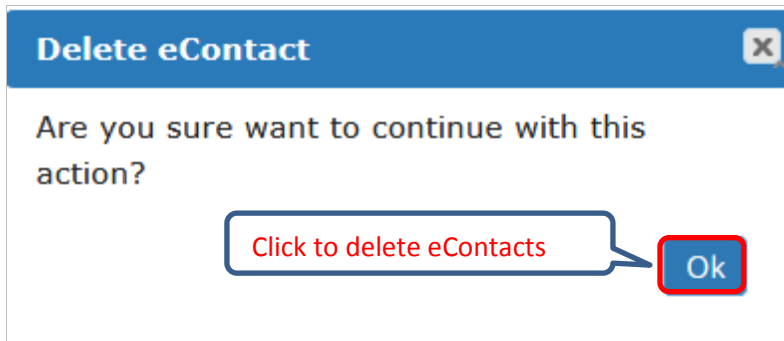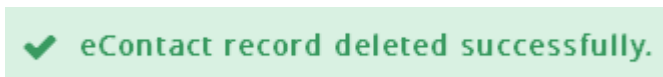
- *The following message will be displayed:*

Figure 6-7

- *Click* *to delete the eContact*

- *The following message will be displayed:*

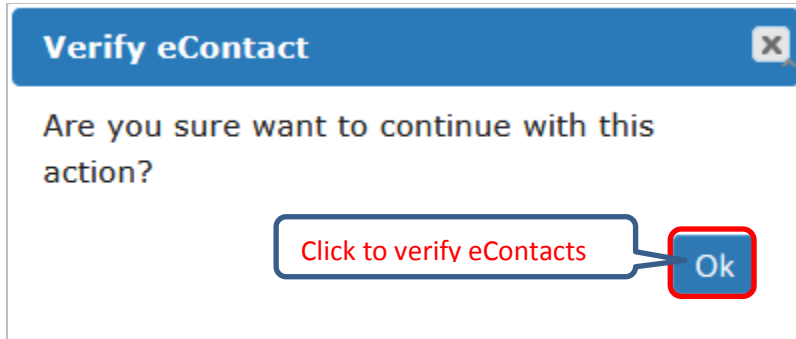### 6.3.4 Verify e-Contact

- *Click* **Verify** *to verify eContact*

Verify eContact

Are you sure want to continue with this action?

Click to verify eContacts → Ok

Figure 6-8

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

- *The following message will be displayed:*

Email Verification

The Email verification link has been sent to your email ID, Kindly access your email ID to verify your email ID
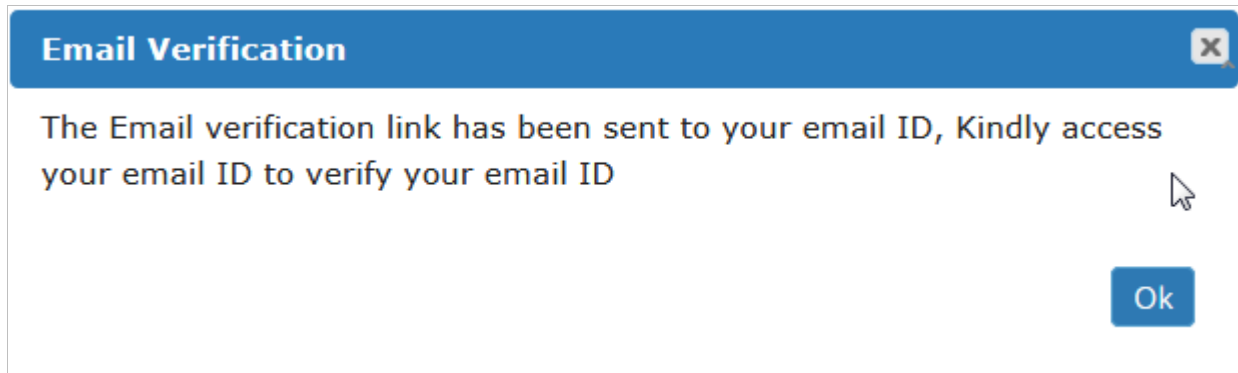
Ok

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=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 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
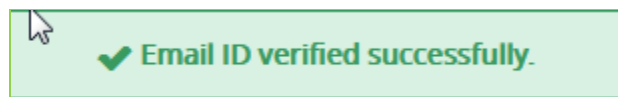
Figure 6-10

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:
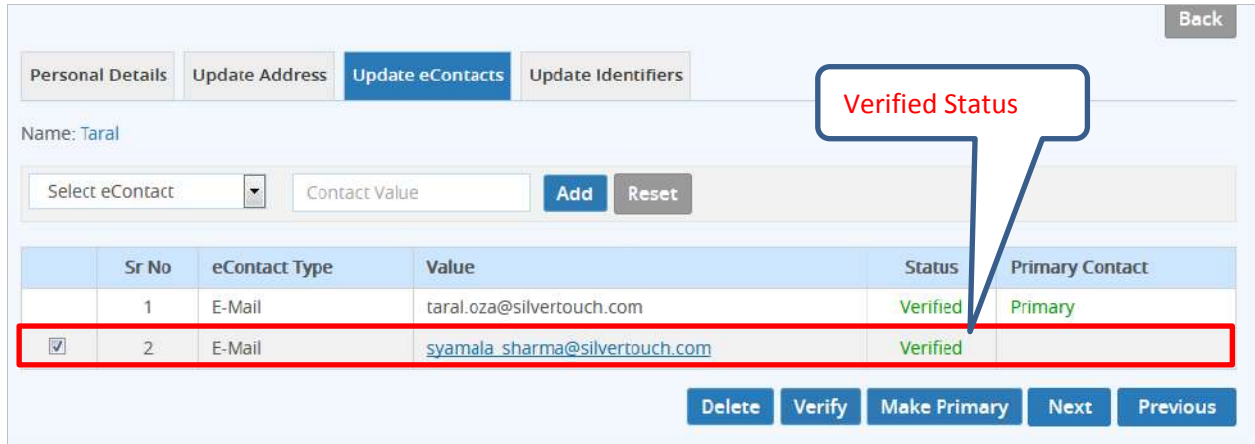
Figure 6-11

6.3.5   Make Primary

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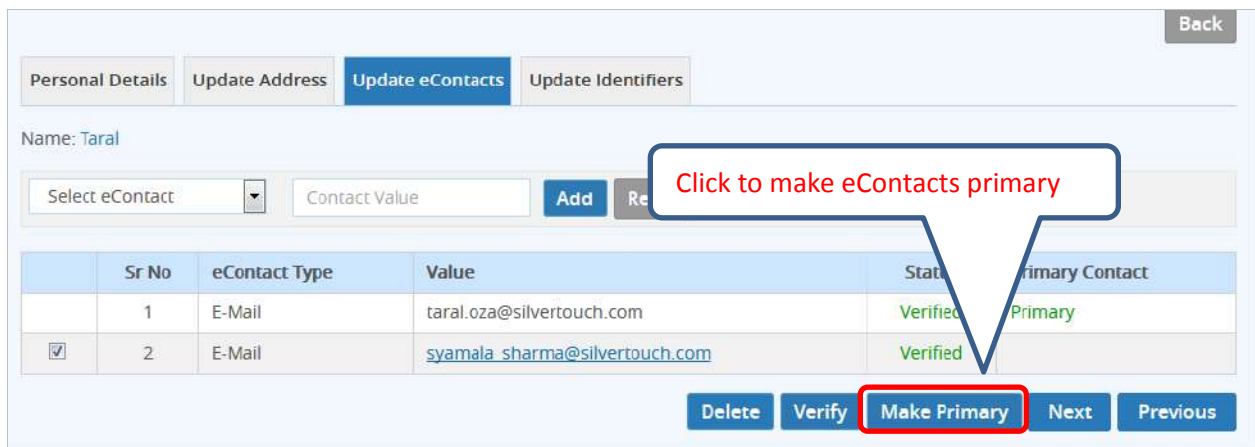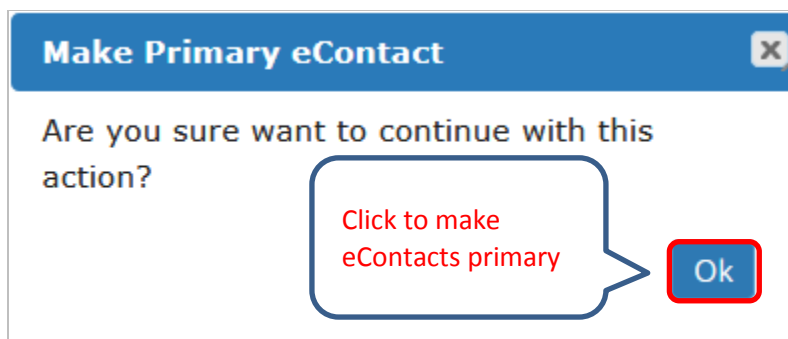

Figure 6-12

The following message will be displayed:

Figure 6-13

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

Primary Contact updated successfully.

The status will be changed as verified for that particular eContact

<p align="center">**Figure 6-14**</p>

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 :

<p align="center">**Figure 6-15**</p>

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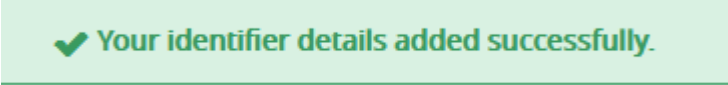
Click **Reset** to rearrange all the details you have written in forgot update identifier form

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:*
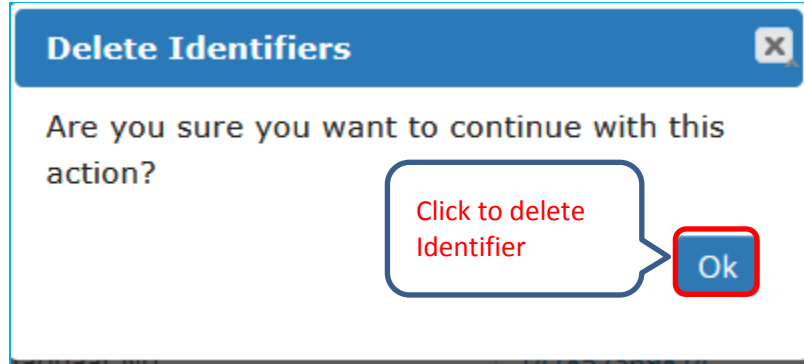
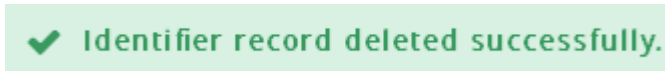Figure 6-17

- *Click* *to delete Identifier*

- *The following message will be displayed:*

The status will be displayed as verified

Figure 6-18

6.4.3 Verify Identifier

Click to verify Identifier

Click to verify Identifier

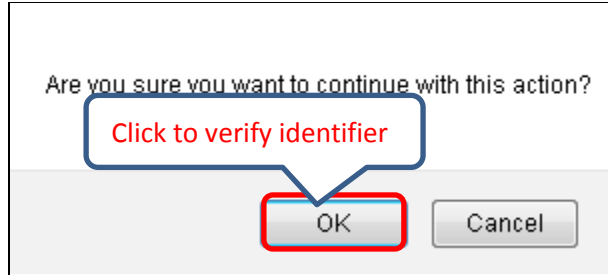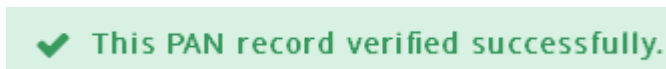The following message will be displayed:

Beta 1.0

Click to verify identifier

Figure 6-19

Click to delete Identifier

The following message will be displayed:

This PAN record verified successfully.

7 Registration

7.1 Registration for EPFO /ESIC

Using this option you can register for both EPFO as well as ESIC. This is common form for both.
Select the option from left menu:
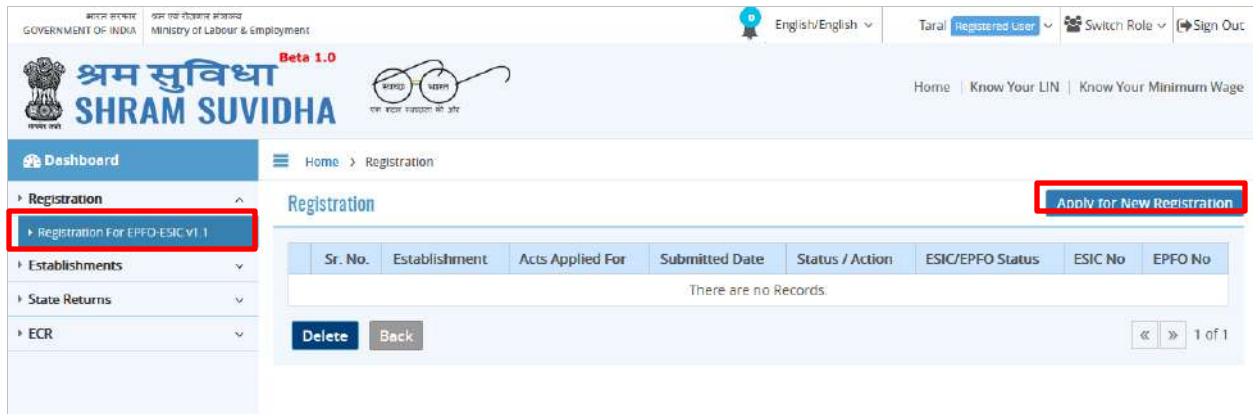
Select *from left panel.*

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.

Figure 7-2

- Acts list will be displayed. Select Act (ESIC/EPFO)

- Select both incase if you want to apply for both, click **Submit** to continue registration process

7.1.1 Common Registration form for ESIC & EPFO

You need to fill in all mandatory information. Mandatory fields are displayed with a RED Asterisk (*).

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Figure 7-3

Figure 7-4

ESIC / EPFO Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for ESIC / EPFO 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 7-5

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

Figure 7-6

- 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

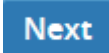- Sector (Ownership Type):* - select sector ownership as shown below:

Figure 7-7

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

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7.1.1.2   eContacts

Figure 7-8

- Enter Primary Email and Primary Mobile number

- Select contact type from dropdown list
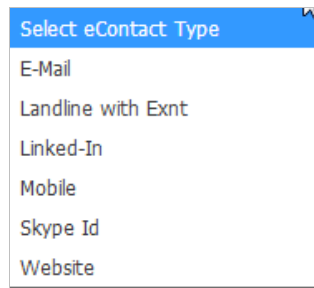
Figure 7-9

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

Figure 7-10

- 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 / EPFO form, Contact Persons

7.1.1.3   Contact Persons

Figure 7-11

Enter following detail:

PRIMARY MANAGER:

- Select representation from dropdown list

- Enter name

- Select Gender

Figure 7-12

- 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 7-13

- 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 7-14

- Click to add/edit eContact of Primary Manager

Figure 7-15

- 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 7-16

- 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 7-17

OTHER CONTACTS

Figure 7-18

- 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 7-19

- 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 7-20

- Select identifier type

- Enter identifier value

- Enter name as on identifier

- Select date

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- 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	Clra Reg	06-11-2001	Gov	Ahmedabad

Delete | Next | Previous

Figure 7-21

- Click **Next** to proceed with <u>Employment Details</u>

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 or Both.

Home > Registration > Registration form

Common Registration form for ESIC & EPFO   Back

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

Attachments

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

Employee Details Covered under EPF Act:

Do EPF and MP Act applies to Establishment:*	Yes ∨
Number of Employees (Including Excluded Employees) As On Date Of Application :*	100
Number of Excluded Employees :*	20
Date On Which the Employment Strength Exceed 19 :*	01-11-2000 📅

Is there any Hazardous activity in your establishment:*	Select ∨

Please select the Hazardous activity is required

Figure 7-22

Figure 7-23

- 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 7-24

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 7-25

Figure 7-26

Figure 7-27

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*

Figure 7-28

Figure 7-29

- 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

Figure 7-30

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

7.1.1.7 Branch/Division

Figure 7-31

Figure 7-32

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

Figure 7-33

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	Entity LIN number	Name of Responsible for Office	Address
☐	1	Unit	Branch	20	5-6565-6565-6	Shah	Add/Edit Address ✅

Delete

Next   Previous

<p align="center">**Figure 7-34**</p>

- Click **Next** to continue with <u>Activities</u>

7.1.1.8 Activities

Figure 7-35

Figure 7-36

Figure 7-37

- Select Primary Business Type, Nature of work and sub category of nature of work from dropdown

- Click Next to continue with Attachments

7.1.1.9 Attachments

Figure 7-38

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

Select Document 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 license/certificate/number issued by any Govt. authority
Address Verified By Survey Team
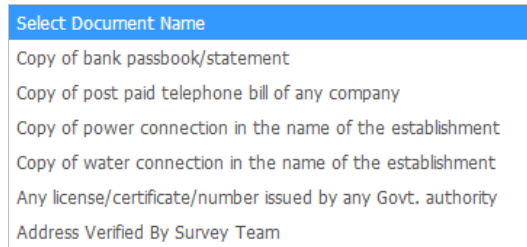
Figure 7-39

- 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:

Summary & Submission

✔ Establishment details Added/Updated Successfully.

Establishment Details

Establishment Name:	Kk Industries		
Address:	Premise 1, Locality, Village, Ahmedabad, Gujarat, 380054		
Nearest Police Station:	Naroda	Setup Date:	01-11-2000
Establishment Category:	Factory	PAN:	PPPPP2222P
Sector (Ownership Type) :	Private Factory	Factory Licensed Under Section:	250
Factory License Number:	123456789	Issued By Authority, Place:	Ahmedabad
Date:	01-11-2001	Date of Trial Production, if Factory:	01-11-2002
Start Up Number:	55555	Start up Registration date:	01-11-2002
MSME Number:	56565656	MSME Registration date:	01-11-2002

Ownership Details

Date Of Registration No. :	02-11-2002	No Of Owners:	1
Registration/ Deed No:	5555555	Issued By:	Gov
Issued At:	Ahmedabad	CIN:	999999999999999999999

eContact Information

Sr No	eContact Type	eContact Value	Primary
1	email	abc@xyz.com	Yes
2	mobile	8774588958	Yes
3	E-Mail	hhhh@gggg.com	

Figure 7-40

Contact Persons

Sr No	Person Name	Representing as	Gender	Date of Birth	Father Name	Date from which in position
1	Manager	Manager	Male	01-01-1998	Fahter	02-02-1999
2	Aaaaa	Owner	Male	02-02-1998	Owner Father	02-02-1999
3	Hr	HR Representative	Male	01-01-1999	Contact Father	05-11-2017

Identitiers

Sr No	Identifier Number/Value	Identifier Type	Name as on Identifier	Date of Issue	Issued by Authority	Issued at Place
1	Cira	Contract Labour Act	Cira Kk	06-11-2003	Gov	Ahmedababad

Employment Details

Number of Employees (Including Excluded Employees) As On Date Of Application :	100	Number of Excluded Employees :	20
Date On Which the Employment Strength Exceed 19 :	01-11-2000	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 :	No		

Figure 7-41

Number of Workers as on date:

	Employed Directly by Principle employer	Employed through Immmediate Contractor	Total
Male	20	10	30
Female	15	10	25
Others	15	5	20
Total	50	25	75

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

	Regular	Contract Labour	Total
Male	5	5	10
Female	5	5	10
Others	5	3	8
Total	15	13	28

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages : 06-11-2003

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	10000	85000
To employees employed through immediate contractor	25	15

Whether the building/premises of factory/Estt is owned or hired	Leased	Unit/ownership:	Yes
Leased from:	01-11-2002	Leased Till :	04-11-2020
Is Establishment Multinational	Yes	ESI Code number if Covered earlier:	66666666666666666666
Date from which Estt is closed down :	02-02-2001	Name of Income Tax Ward/Cirde/Area :	Ambawadi
Maximum No. of persons that can be employed on any one day, as per License :	250	Whether Any work/Business is being carried out through contractor/immediate employer	Yes
Describe work Carried Out:	Construction	Whether Establishment Is Working With Aid Of Power?	YES

Figure 7-42

Particulars of workers

ExcelFileDownloadLink	FileName	NumberOfRecords
http://14.142.138.72/ussp_latest/CommonRegistrationNew/download_perticuler_file/?files=PerticulerOfWorkerf54db36ecdea696.xlsx	PerticulerOfWorkerf54db36ecdea696.xlsx	18

Branch / Division

Sr No	Relationship Type	Name of unit	Number Of Members Employees	LIN	Name Of Person Responsible
1	Branch	Unit	20	5-6565-6565-6	Shah

Activities

NIC Code:	A-02201	Primary Business Activity :	COMPANIES OFFERING LIFE INSURANCE
Nature of Work:	Food Beverages And Tobacco	Subcategory of Nature of Work:	Rice Mills
Brief Description:	Industrial classification.		

Attachments

Sr No	Type	Specify Document Name	File
1	scannedCopyPanAttachment		eec872793fca311.pdf
2	dateOfSetupProofAttachment	Copy of the first Sales Invoice	d4d939ca1741061.pdf
3	licenseProofAttachment	licnese	0f1892144a92bd1.pdf
4	specimenSignatureAttachment		8766013f444e29a.pdf
5	scannedCopyOfChequeAttachment		ab5e5468b1204d7.pdf
6	hiredleasedAttachment	lease	13a2b2d2ab6113d.pdf

Submit   Cancel

- Click **Submit** 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

Submit

Figure 7-43

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

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

Following screen will be displayed:
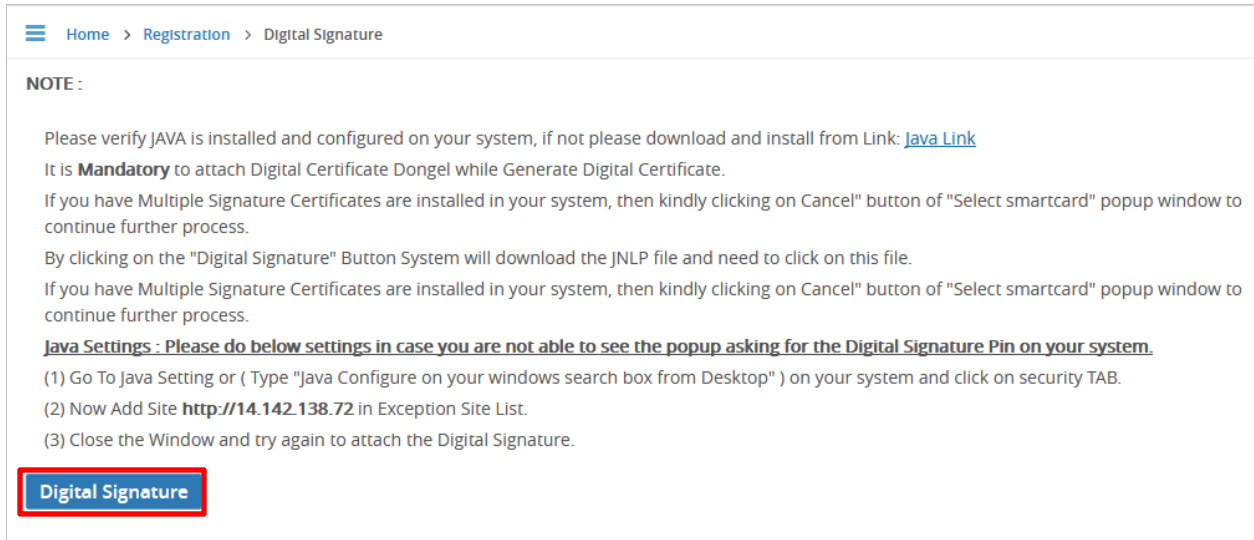
- Click **Digital Signature** to Sign the Registration form Digitally!
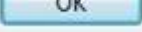
- System displays message

Figure 7-45

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

Figure 7-46

- Enter PIN and click ![OK] button

- System displays message on successfully submitting the Registration form
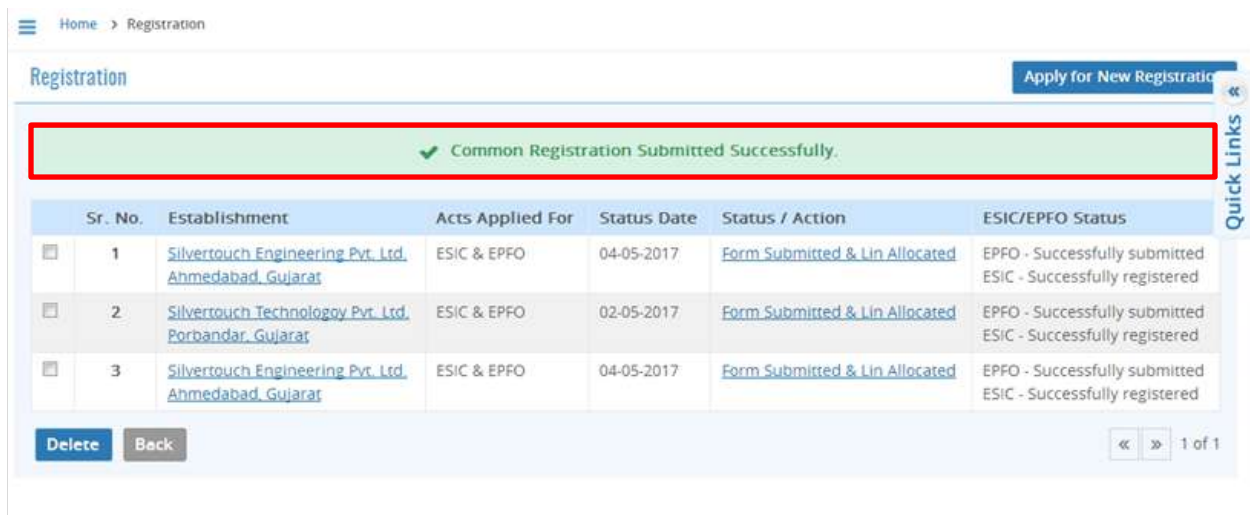

Figure 7-47

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,EPFO

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 7-48