# SHRAM SUVIDHA
**MINISTRY OF LABOUR & EMPLOYMENT**

# Unified Shram Suvidha Portal

User Manual for Principal Employer under Contract Labour
Regulation and Abolition Act(s)-Version 1.0

**For,**

**Ministry of Labour & Employment**

**Government of India**

**REVISION HISTORY**

| Version | Revision Date | Revision By | Reviewed By | Description |
|---------|---------------|-------------|-------------|-------------|
| 1.0 | 26-April-2018 | Pradeep Kumar | Sh. Santosh Mahur | 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 can register under Common Registration for Contract Labour (CLC), BOCW (Building and Other Construction Workers) and ISMW (Inter-State Migrant Workmen).

This document illustrates common registration process for CLC, BOCW and ISMW and is intended for the use of Establishment /factory owners.

- Common Registration for Contract Labour (CLC)
- Building and Other Construction Workers (BOCW)
- Inter-State Migrant Workmen (ISMW)

## 2 Login



Click to login

**Figure 2-1**

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

Login screen will be displayed.



Enter User Id, Password and Verification Code as displayed

Click to sign in

**Figure 2-2**

- 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,

### 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 corner of login page
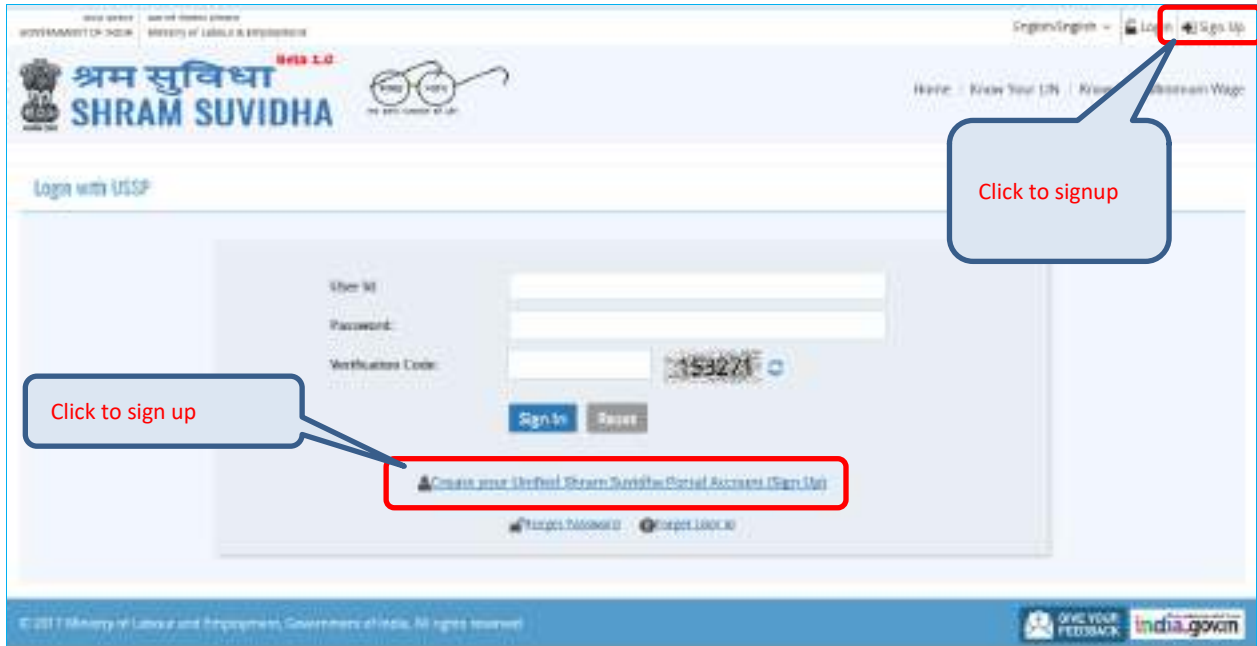


**Figure 2-3**

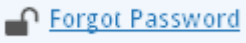To sign up enter the following details:

- *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  in case of forgotten password

Enter the following details:

- *Enter your User ID*

- *Verification Code*

- *Click*  *to submit the details*
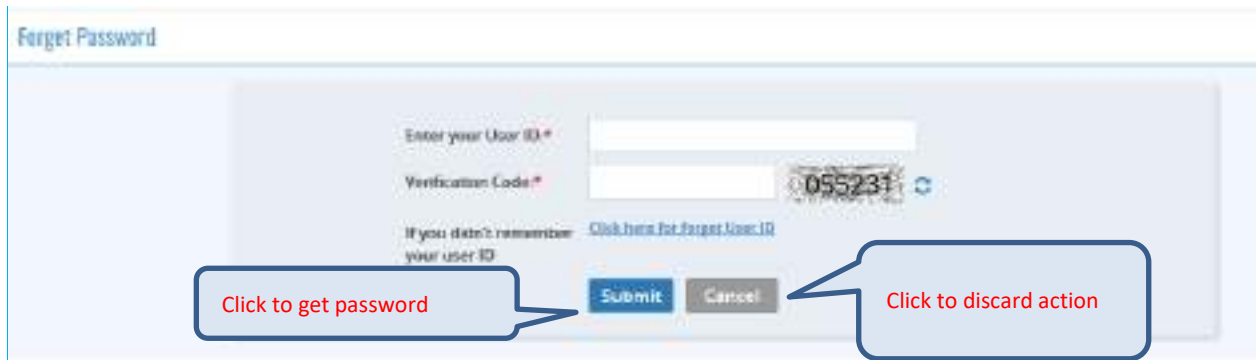
- *Click*  *to discard action*



**Figure 2-4**

The following message will be displayed:



**Figure 2-5**

# 3 Dashboard



**Figure 3-1**

Dashboard displays:



-  Left Menu

-  -Header

- List of Registration forms with various;

Existing registration applications will be displayed with following column headings:
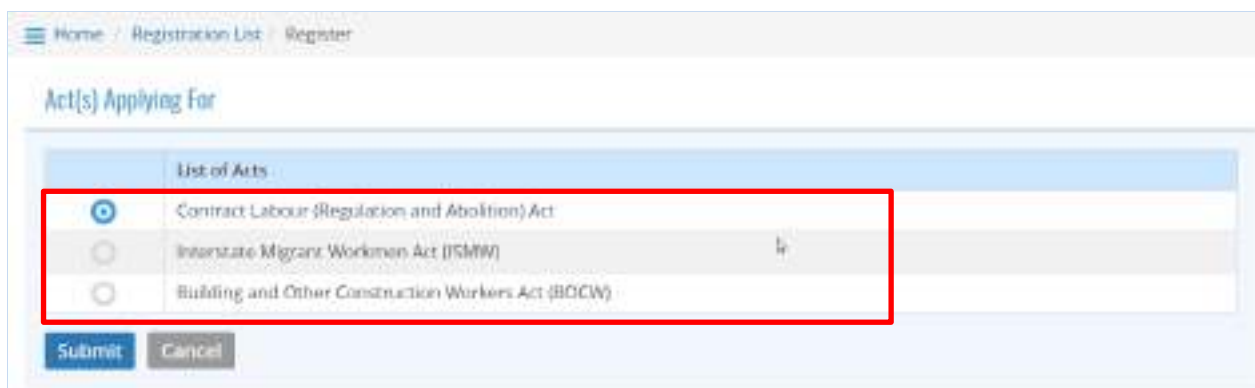
- ➢ Sr. No.
- ➢ Establishment Name
- ➢ Status
- ➢ Payment Status
- ➢ Type
- ➢ Actions

  - o ✏️ (edit) -click to edit specific form. You can edit the form, till you save it as draft, once submitted, you cannot edit the form

  - o 📄 (view pdf) - click to view submitted for in PDF format

  - o ℹ️ (query) - this icon will be displayed only if

  - o 🖨️ (print) –click to print acknowledgement

  - o 📋 (download attachments)- click download attachments

  - o 👁️ (view) – click to form

  - o You can delete multiple rows by checking the checkbox and selecting **Delete** button.

NOTE: YOU CANNOT DELETE FORM AFTER SUBMISSION.

## 3.1 New Registration

Click **Apply for New Registration** to apply for new registration.

You can select the type of registration:



**Figure 3-2**

Select the Act that you want to register for by selecting the radio button and click **Save** button to continue:

# 4 Contract Labour (Regulation and Abolition) Act

Fill in following tabs to complete the Registration for Contract Labour (Regulation & Abolition) Act:



**Figure 4-1**

- Principal Employer Details
- Establishment Details
- Manager Details
- Contractors Details
- Contract Work Details
- Attachments

### 4.1 Principal Employer Details



**Figure 4-2**

Enter following detail for CLC Registration:

- Retrieve details of principal employer through LIN: Insert LIN number and click

  **Search LIN**   LIN, to fetch the establishment detail. Or you can enter the establishment detail manually

- Name of Establishment*, Full name of Principal Employer as per section 2(g)*, Address of Principal Employer *  will be fetched from LIN if you enter LIN number and search

Note: This address should be official address of principle employer.

- Use Google map for Geo-Coordinates
- Geo Co-ordinates:

- Use Google map for Geo-Coordinates- click **Use google map for Geo-Coordinates** to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- Designation* - enter designation

Note: Please fill proper designation like manager, web-developer

- Gender* - select gender from the list
- Father's / Husband's Name of the Principal Employer*- enter father's/husband's name
- e-Contacts of Principal Employer (Here, Email and Mobile entry of Principal Employer is Mandatory):*- enter e-contacts of principal employer
- Email Address*-enter email address
- Mobile No*-enter mobile number

- Enter contact type and contact value and click **+** icon; saved contact detail will be displayed with following column headings:
- Sr. No.
- Contact Type
- Contact Value
- Actions
- Maximum number of contract labour to be employed in the Establishment on any day*- Enter maximum number of labour working in the establishment on any day

Note: Registration Fee will be based on the number of contract labour working at your establishment. Registration Fee details are displayed as shown below:

- Registration Fee

  (A) Is 20: Rs. 60
  (B) Exceeds 20 but does not exceed 50: Rs. 150
  (C) Exceeds 50 but does not exceed 100: Rs. 300
  (D) Exceeds 100 but does not exceed 200: Rs. 600
  (E) Exceeds 200 but does not exceed 400: Rs. 1200
  (F) Exceeds 400: Rs. 1500

- Click **Save Draft** to save the form as draft and you can resume form filling by editing the same. Saved draft will be displayed on dashboard as Draft with provision to edit as shown below:

| | Sr. No. | Principal Employer & Employer Name / Establishment Name | Payment Status | Ack. No / Date | Last Updated Date | Act(s) | Status | Actions |
|---|---|---|---|---|---|---|---|---|
| | 1 | Pradeep Kumar<br>M/S Test Limited | Not Pay | - | 26-04-2018 | CLRA | Unsigned Draft | ☑ 👁 📄 |

**Figure 4-3**

## 4.2 Establishment Details

| Principal Employer Details | Establishment Details | Work Place Details | Manager Details | Contractors Details | Contract Work Details | Attachments |
|---|---|---|---|---|---|---|

**B. Establishment Details**

12. Retrieve details of Establishment through LIN.

[                    ] [ Search LIN ]  [ Reset ]

13. Name of Establishment*

[ M/s Test Limited ]

14. Location of Establishment ( Select if Address is Same as Principal Employer Address ☐ )*

[ Room No 101 ]                          [ Test ]

[ Test ]                                 [ Delhi ▾ ]

[ South West Delhi ▾ ]                   [ 110006 ]

[ Use google map for Geo-Coordinates ⚲ ]

Geo Co-ordinates

[ Longitude ]                            [ Latitude ]

Please fill proper address and pincode to get actual Geo-coordinates

15. Ownership Type/Sector*
[ Public Limited Company ▾ ]

16. Activity as per National Industrial Classification*

[ F-43301 ] [ Search ]

17. Details of selected NIC Code*

F - CONSTRUCTION

43 - Specialized construction activities

433 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

18. Nature of work carried on in Establishment*

[ Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials ]

19. Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory).*

[ BDJOI1222H ]                           [ Test Limited ]

20. Identifier of Establishment*

| Sr. No. | Identifier Type | Identifier Value | Name as on Identifier | Actions |
|---|---|---|---|---|
|  | Select Identifier Type ▾ | [     ] | [     ] | ➕ |
| 1 | Corporate Identity Number | 123456789101 | Test Limited | ✏️ ❌ |

[ Save Draft ] [ Prev ] [ Next ] [ Cancel ]

**Figure 4-4**

Enter following detail for Establishment:

- Retrieve details of Establishment through LIN: enter LIN number and search the establishment detail
- Name of Establishment*, Location of Establishment ( Select if Address is Same as Principal Employer Address )* will be fetched
- Use Google map for Geo-Coordinates
- Geo Co-ordinates: click [Use google map for Geo-Coordinates 📍] to fetch the latitude and longitude

Note: Fill proper address and pin code to get actual Geo-coordinates.

- Ownership Type/Sector*: select ownership/ sector from dropdown list

- Activity as per National Industrial Classification*: Enter NIC code and click [Search] to fetch NIC code details,
- Details of selected NIC Code* will be displayed as shown below:



F - CONSTRUCTION

43 - Specialized construction activities

435 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials
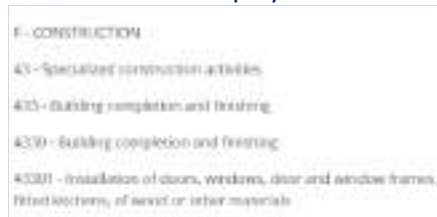
**Figure 4-5**

- Nature of work carried on in Establishment*: enter nature of work carried out at the establishment
- Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):*enter establishment identifiers.

Note: PAN number is mandatory!

- Identifier of Establishment*

  o Enter Sr. No., Identifier Type, Identifier Value, Name as on Identifier, and click [+] icon. Entered establishment identifiers will be saved and displayed in grid below;

- Click [Save Draft] or [Next] to continue with Manager detail
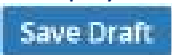
## 4.3 Manager Details
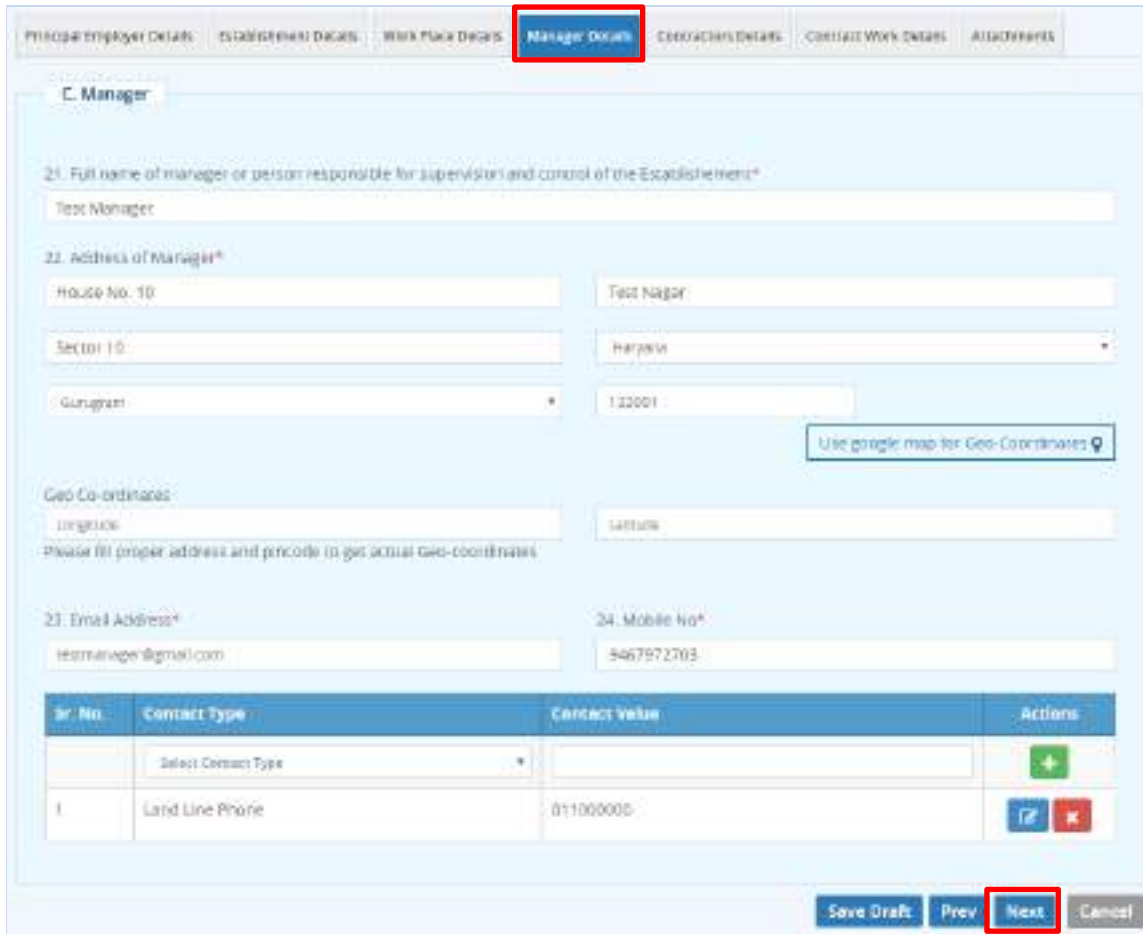


**Figure 4-6**

Enter following information:

- ➢ Full name of manager or person responsible for supervision and control of the Establishment*: enter name of the manager
- ➢ Address of Manager*: enter address of the manager

- ➢ Use Google map for Geo-Coordinates: click [Use google map for Geo-Coordinates] to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- ➢ Geo Co-ordinates: fill proper address and pin code to get actual Geo-coordinates
- ➢ Email Address*: enter valid email address
- ➢ Mobile No*: enter ten digit mobile number
- ➢ Enter:
  - o Sr. No.
  - o Contact Type
  - o Contact Value

  - o Actions and click [+] to add contact detail. Entered contact details will be displayed in the grid below
- ➢ Click [Save Draft] or [Next] to continue with contractor detail

## 4.4 Contractors Details



**Figure 4-7**

Enter following information:

- LIN of Contractor (Optional): enter LIN and fetch contractor details
- Name of Contractor*- else you can enter contractor details manually
- Maximum number of contract labour to be employed through this contractor on any day*: enter maximum number of contract labour to be employed through this contractor on any day
- Address of Contractor*- enter address of the contractor

- Use Google map for Geo-Coordinates: click **Use google map for Geo-Coordinates** to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- Geo Co-ordinates: fill proper address and pin code to get actual Geo-coordinates
- Email Address*: enter valid email address for communication
- Mobile No*
- Enter Contract Type and number
    - Sr. No.
    - Contact Type
    - Contact Value
    - Actions
- Identifier of Contractor*: enter identifier for contractor
    - Sr. No.
    - Identifier Type
    - Identifier Value
    - Name as on Identifier
    - Actions

- Click **Add** to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):
    - Sr. No.
    - Name of Contractor
    - Address
    - E-Contacts Identifier
    - Actions

**Figure 4-8**

➢ Click or to continue with contractor detail

## 4.5 Contract Work Details



**Figure 4-9**

Enter following details:

> Location of contract work*- enter work location

> Select Contractor*: select contractor name from dropdown list (see, <u>how to add contractor detail?</u>)

> Activity (nature of contract work) carried out by selected Contractor :enter activity or nature of the work carried out

> Estimated date of commencement of Contract Work*: enter estimated date of commencement

> Estimated date of completion of Contract Work*: enter estimated completion date

> Nature of work in which contract labour to be employed?*:

- Activity as per National Industrial Classification*: Enter NIC code and click **Search** to fetch NIC code details,
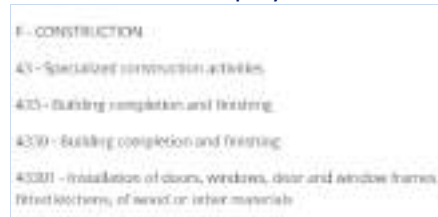- Details of selected NIC Code* will be displayed as shown below:



**Figure 4-10**

- enter contract work details like:
  - Sr. No.
  - Title of Contract
  - Contractor
  - NIC Code
  - Contract Start Date
  - Contract End Date
  - Action

- Click **Add** to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):

**Figure 4-11**

## 4.6 Attachments



**Figure 4-12**

Attach required documents to complete the registration process:

➢ Click [Choose file] to select and upload required documents and click [+] icon.
  Note: Allowed Type is PDF.
➢ Uploaded documents will be displayed below with following column headings:
  o Sr. No.
  o Name of Document
  o Type of Document File
  o Actions- You can view or delete uploaded document by selecting [ ] or [ ] icons respectively

While filling Registration form you can navigate to other tabs selecting [Prev] and [Next] buttons. You save the Form as Draft by selecting [Save Draft] . You can resume Form filling by selecting [ ] (edit) icon on dashboard.

Click [Cancel] to cancel the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft!

➢ Click [Submit] to submit the Registration!

Note:
An Email and a SMS will be forwarded to your registered email id and registered mobile no. as:
"Your application No. 2018-01 has been submitted successfully to Registering Authority. Keep checking Application status at Shram Suvidha Portal using your User Id."

## 5 Digital Sign/ e-Sign

In case if there is any query from department, you will receive an email and a SMS stating:

"Clarification is needed by registering authority on your application No. 2018-01. *Kindly login and update your feedback as soon as possible*"

You can find the submitted application on dashboard for e-sign or digital signature.



Figure 5-1

Click [icon] to e-sign or digitally sign the application that you have submitted. This action will open the application in PDF format as shown below:

## FORM XIII

[Under rule 17(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

### APPLICATION FOR REGISTERATION OF ESTABLISHMENT EMPLOYING CONTRACT LABOUR

Acknowledgement Number : -                                                Date of Application : -

### Details of the Establishment

1. Name and location of the establishment: M/s. Test Limited, Room No 101, Test, Test, Delhi, South West Delhi, 110066

2. Postal Address of the establishment: Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001

3. Permanent Account Number (PAN)/ Goods and Services Tax Identification Number (GSTIN)/ Labour Identification Number (LIN): BDJOI1222H

4. Full name and address of the Principal Employer: Pradeep Kumar, Manager, Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001

   Nagar, Sector 10, Gurugram, Haryana - 122001

6. Nature of work carried on in the establishment: Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

7. Maximum Number of contract labour to be employed in the establishment on any day: 20

### Details of Contractors

| Serial Number | Name and Address | PAN/GSTIN/LIN Number | Mobile Number | e-mail ID | Nature of work | Maximum Number of contract labour to be employed in the establishment on any day | Estimated date of commencement of work | Estimated date of completion of work |
|---|---|---|---|---|---|---|---|---|
| 1 | Contractro 101 Address : Test 198/30, Sector -5, Ajmer, Rajasthan - 305001 | 1-2222-2222-2 | 9266201000 | contractor.test@gmail.com | Test Location, New Delhi, Assembly and erection of prefabricated constructions on the site | 5 | 27-04-2017 | 26-11-2018 |

8. Amount of Registration Fee : INR 60 ( Transaction Id : )

Signature of the Principal Employer

(e-Sign/DSC)

Note: This is an online application summary, appears on shram suvidha portal

Go To Listing | Digital Signature | E-Sign

**Figure 5-2**

Your Registration form will display the information you have entered including principal employer and contractor details.

- ➤ Click **Go To Listing** to get back to listing screen
- ➤ Click **Digital Signature** to sign the registration form digitally
- ➤ Click **E-Sign** to e-sign the registration form
- ➤ E-sign form opens. Enter you Aadhar Number;



**eSign**

Note: We will not store/save this Aadhar Number, Aadhar Number will be used for eSign process only.

Enter Aadhar Number:     804072547131

Submit

**Figure 5-3**

- ➤ Click **Submit** button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.
- ➤ Enter OTP



**Enter OTP**

Note: Please input the One Time Password which was sent to your Mobile Number

Enter OTP:

Submit    Resend OTP

**Figure 5-4**

- ➤ System displays message on submitting the OTP successfully!

**Enter OTP**

Thank you for Esign service.

**Figure 5-5**

## 5.1  Payment



**Figure 5-6**

After e-Sign, you make applicable payment. Click  (payment) to make payment.

System takes you to online payment screen:

**Figure 5-7**

Registration information for Contract Labour will be displayed based on total number of labour, you employ on any day at the establishment.

➢ Click [ Confirm ] to confirm the detail. You will be directed online payment. Complete the payment

## 5.2 Print Acknowledgement

➢ You can view the Acknowledgement by select 🖶 (acknowledgement)icon. Acknowledgement will be displayed



**Figure 5-8**

➢ You can download un-signed PDF by **Download Unsigned PDF** or signed PDF by selecting **Download Signed PDF** buttons

**Figure 5-9**

- ➢ Print Acknowledgement by selecting [Print] button

## 5.3   Download Certificate

After Approval from the authorities, you can download CLRA Registration Certificate:

| | Sr. No. | Principal Employer & Employer Name / Establishment Name | Payment Status | Ack. No / Date | Last Updated Date | Act(s) | Status | Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | Not Saved | Not Pay | -- | 27-04-2018 | CLRA | Draft | ✏️ |
| ☐ | 2 | Not Saved | Not Pay | -- | 27-04-2018 | CLRA | Draft | ✏️ |
| ☐ | 3 | Pradeep Kumar  M/s Test Limited | Not Pay | -- | 26-04-2018 | CLRA | Submitted – Payment Pending | 💳 🖨 ⬇ |
| | 4 | Pradeep Kumar  HPI India 2018 Limited | Pay | 26-04-2018 | 26-04-2018 | CLRA | Approve - CLRA/ALCNEWDELHI1 /2018/R-2 | ❶ 🖨 📄 |

**Figure 5-10**

➢ Select 📄 (download Registration Certificate) on dashboard
➢ File download dialog box opens;



**Figure 5-11**

➢ You can save the certificate to specific location. Saved Registration Certificate looks like:

Form I

(Under Rule 18(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971)

CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER

Registration Number: **CLRA/ALCNEWDELHI3/2018/R-2**            Date: **26-Apr-2018**

Government of India

Office of the Registering Officer

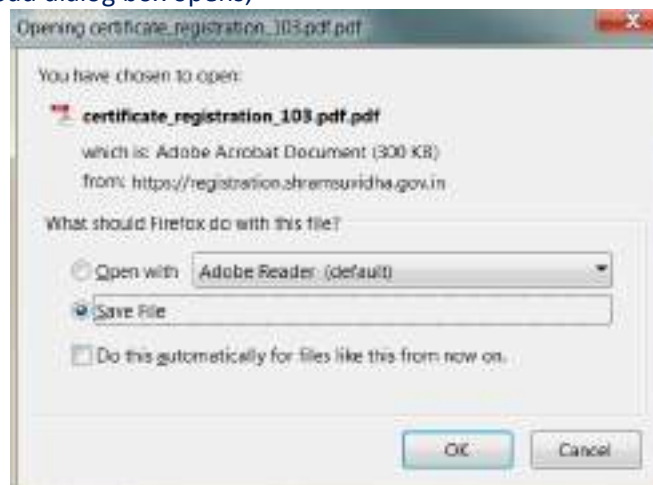A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) **HPI India 2018 Limited, 321, Samdutt Chamber II, Bhaji Cama Place, Delhi, South West Delhi, 110066,** through **Pradeep Kumar,( Manager)**

1. Nature of Work Carried on in the Establishment of Principal Employer: **Wholesale and retail sale of new vehicles passenger motor vehicles**

2. Details of Contractor:

| Sr. No | Names of Contractors | PAN/GSTIN/LIN Number | Mobile No. of Contractor | Email Id of Contractor | Nature of Work of the Contractor in which workman is employed or is to be employed |
|---|---|---|---|---|---|
| 1 | Contractor 101 | 0-0000-0000-0 | 9888888888 | contrator101@gmail.com | Software Development |

3. Maximum number of workmen to be employed through each contractor under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) on any day: **21**

4. Amount of Registration Fee:   **INR 150 ( Transaction Id : )**

Remarks of Registering Officer: -

esign of Registering Officer

(Office name and Office Address of Registering officer)

# Validity unknown

Digitally signed by Alok Kumar Bharti on Certificate granted by CLCIO office through Shram Suvidha Portal.
Date: 2018.04.26 12:23:43 IST

**Figure 5-12**

Note: Information mentioned in above Certificate is for sample purpose. It does not contain any true information of any establishment.