

Unified Shram Suvidha Portal

User Manual for Principal Employer under ISMW (Inter State Migrant Workmen) Act-Version 1.0

For, Ministry of Labour & Employment Government of India



REVISION HISTORY

| VERSION | REVISION | REVISION BY | REVIEWED BY | DESCRIPTION |
|---------|---------------|---------------|-------------------|--------------|
| | DATE | | | |
| 1.0 | 30-April-2018 | Pradeep Kumar | Sh. Santosh Mahur | Initial Copy |
| | | | | |



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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 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 ISMW (Inter State Migrant Workmen) Act- and is intended for the use of Establishment /factory owners.

• Inter-State Migrant Workmen (ISMW)





Figure 2-1

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

Login screen will be displayed.

| Lagn with 1000 | 2 | Enter User Id, Password and Verification Code as displayed | aran bigalaka tabu terre |
|------------------|----------------------------------|---|--------------------------|
| Click to sign in | that M Passend store Color | | |
| | * | an and a most strand an and a most strange a | |

Figure 2-2

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



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

2.1 Sign Up

User can sign up / register in two ways:



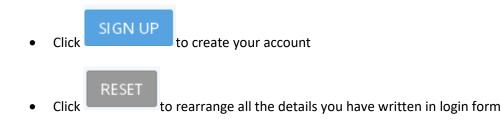
Click Create your Unified Shram Suvidha Portal Account (Sign Up)

Or click \bullet Sign Up link given on top right corner of login page

| and of losses press activities and of losses press activities and the second press activities and activities and activities | | | Sngandingrith = 🔓 Login 🖉 Sign Up |
|--|-----------------------------------|--|---|
| 👹 श्रम सुविधा 🎂 SHRAM SUVIE | A SO AHO | | Harre : Krose Sour 126 Krose Monroam Wage |
| Logn with USSP | | | Click to signup |
| | Oper 30 | | |
| | Pacament: Vertikatore Code | 153271 c | |
| Click to sign up | | gn.to Excer | _ |
| | _ | fini Shan Solita faral Access Gar Inge Solate | ullar) |
| C 2017 Million y of Labour Land Propagation | Soverners elines. Ninges Inserved | [| Reference India.govon |
| | | Figure 2-3 | |

To sign up enter the following details:

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





2.2 Forgot Password

Click Forgot Password in case of forgotten password

Enter the following details:

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

| | Enter your User (D.+ | |
|--------------|---|--|
| | Verification Code* | |
| | If you date's remember Oldshims for forget lise; 10 your user 10 | |
| Click to get | password Submit Cansel Click to discard action | |

Figure 2-4

The following message will be displayed:



Figure 2-5



3 Dashboard

| | Establi | shment Name + | (itt) | Go! | e | Page | e 1 of 1 5 | Linut 10 |
|------|------------|--|---|-----------------------------|----------------------|--------|---|----------|
| • | Sr, No; | Principal Employer & Employer Name / Establishment Name | Eayment Status | Ack. No / Date | Lest Updated Date | Action | Status | Actions |
| - 10 | 8 | Pradeop Singh M/s Test Estatäishenent | Not Pay | · | 27-64-2018 | ISMW | Submitted - Payment Pending | ₩₽≭ |
| 10 | z | Not Saved | Not Pay | ÷. | 27-04-2018 | CLRA | Death | 2 |
| n | 3 | Not Saved | Not Pay | 10 | 27-04-2018 | CLRA | Dvaft | 8 |
| 15 | 4 | Pradeep Komar M/u Tost Limited | Not Pay | 120 1 | 25-04-2018 | CLRA | Submitted - Payment Pending | 881 |
| | 5 | Pradeep Kumar HPI India 2018 Umited | Pay | 25-04-2018 | 26-04-2018 | CLRA | Approve - CLRA/ALCNEWDELHI3 /2018/8-2 | 0 🖶 🖻 |
| | 6. | Pradeep Singh Mrs silver Touch Demo | Pay (60 INR, Transition (D 20041 8000 1232) | ACKISMW2018-2 20-04-2018 | 25-04-2018 | ISMW | Approve+ ISMW/ALEKARNAL /2018/8-1 | 088 |



Dashboard displays:



• 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
 - (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 (query) this icon will be displayed only if
 - e (print) –click to print acknowledgement
 - o (download attachments)- click download attachments
 - (view) click to form
 - 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.

Homo Registration List Register

Act(s) Applying For

List of Acts

Contract Labour (Regulation and Abolition) Act

Contract Labour (Regulation and Abolition) Act

Description Interstate Migrant Workmen Act (ISMW)

Description Building and Other Construction Workers Act (BOCW)

List Cancel

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 to continue:



4 Inter-State Migrant Workmen (ISMW)

Fill in following tabs to complete the Registration for Inter-State Migrant Workmen (ISMW) Act:



| A. PONO | pal Employer Details | | | | | | |
|--------------|------------------------------------|------------------|--------------------|---------------------------|--|------------------|---------------|
| 1. Retrieve | details of principal employer thin | rugh LIN | | | | | |
| | | | Search UN | Heart - | | | |
| z. Name ul | Establishmenr* | | | | | | |
| M/s Test | Establishment | | | | | | |
| 1 full nam | e of Principal Employer as per se | TING 2017 | | | | | |
| Procleep | | cities will | | | | | |
| | | | | | | | |
| | of Principal Employer * Note : 1 | his address shou | id te official | | | | |
| Roome N | 0 501 | | | Shrwm shake b | hawan, Minisory of L | apolit | |
| Rafi Marg | | | | Detti | | | |
| | | | 12 | | | | |
| New Delh | 1 | | | 110001 | - | | |
| | | | | | . Use g | ogle map for Geo | Coordinates Q |
| Geo Co-oro | tinares | | | | | | |
| Longtude | | | | Lemate | | | |
| elease nin t | roper address and pincode to ge | cacinal neo-coo | ranaces | | | | |
| s pesgra | 10n* | | | 6. Gender* | | | |
| Managar | | | | Male | | | 2 |
| Lister and | oroper designation like manager, | web-developer | | | | | |
| | / Husband's Name of the Principa | il Employer* | | | | | |
| 51 55 81 | inter . | | | | | | |
| t tinal Ad | dress* | | | 9. MODIFEND* | | | |
| | ors@gmail.com | | | 9560116789 | | | |
| Sr. No. | Contact Type | 6 | ontect Value | | | | Actions |
| | | | Non-Section of the | | | | AND CORE - |
| | Select Contact Type | • | | | | | |
| 1 | Webcite | n | ttpe/megiens | idion shramouvidha. | gavin | | 2 * |
| to Masaria | um number of litter state migrars | and the other | endersed: | 11. Registration I | Cite - | | |
| | bilistyment on any day* | | | Concernation of the State | | | |
| 250 | | | | (A) 15 20 - Rs. 60 | | 0. D. 100 | |
| | | | | | but does not exceed ! out does not exceed ? | | |
| | | | | | our does not exceed Our does not exceed | | |
| | | | | | but does not exceed | | |
| | | | | (F) Exceeds 400 | | | |
| | | | | | | | |



Figure 4-1

- Principal Employer Details
- Establishment Details
- Manager Details
- <u>Contractors Details</u>
- <u>Contract Work Details</u>
- <u>Attachments</u>



4.1 Principal Employer Details

| A. Princ | ipal Employer Details | Insert LIN numbe | r and search LIN, to fetch the establishm | ent detail |
|---------------|------------------------------------|--------------------------------|---|-----------------------|
| 1. Repleve | details of principal employer thro | ugh LIN | | |
| | | Search UN | Reset | |
| z. Name ul | Establishment* | | | |
| M/s Test | Establishment | | | |
| 1. Full nam | e of Principal Employer as per sec | tion Zigj* | | |
| Prockep | Singh | | | |
| 4 Address | of Principal Employer * Note : 1 | his address should be official | address of principle employer. | |
| Roome N | | | Shrwn shake bhawar, Minisory of Labour | |
| Rafi Mary | | | DeHi | |
| | | | - Could | |
| New Delh | 10 | | 110001 | |
| | | | Use google map | for Geo-Coordinates Q |
| Geo Co-oro | tinares | | | |
| Longstate | | | Lemute | |
| Please hill p | proper address and pincode to ge | ractual Geo-coordinates | | |
| s pesgrai | tion* | | 8. Gender* | |
| Managar | | | Male | 2 |
| Please Hills | oroper designation like manager, v | veb-developer | | |
| 7 Fachers | / Husband's Name of the Principa | i Employer* | | |
| 51 55 81 | imite | | | |
| tiniii Ad | ldress* | | 5. MODILE NO* | |
| In deep to | ors@gmail.com | | 9560116789 | |
| Sr. No. | Contact Type | Contact Valu | | Actions |
| | Select Contact Type | | | |
| | 110 mm - 122 | | | |
| | Webcite | nutrennegen | don shramouridha govin | 2 🗴 |
| 10. Maxim | um number of inter state migranz | workinen to be employed | 11. Registration Fee | |
| | bilstymeric on any day* | | (A) 15 20 : Rs. 60 | |
| 250 | | | (B) Exceeds 20 but does not exceed 50 - Rs. 150 | 6 |
| | | | (C) Exceeds 50 but thes not exceed 100 : Rs. 30 | |
| | | | (D) Exceeds 100 but does not exceed 200 Rs. (| |
| | | | (E) Exceeds 200 but does not exceed 400 . Rs. 1 | |
| | | | (F) traceeds 400 ins, 1500 | 0.92 |
| | | | State and state and a state of the state. | |



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 Q

- Use Google map for Geo-Coordinates- click
 Intitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
 Designation* enter designation
- 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 Inter State Migrant Workmen 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 Inter State Migrant Workmen working at your establishment. Registration Fee details are displayed as 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
 - Save Draft

Click 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:

| • | | Principel Employer & Employer Name / Establishment Name | Payment. Status | Ack. No / Dete | Last Updated Date | Assiri | Status | Actions |
|---|---|---|--------------------|----------------|-------------------------|--------|----------------|---------|
| 9 | 1 | Pradeep Kumar | Not Pay | - | 26-04-2018 | CLIRA | Unsigned Diaft | 600 |
| - | - | M/s Tess Limited | | | | - | | |



4.2 Establishment Details

| and surveys | lishment Details | | | | |
|--|---|----------------|---|-------------------------|------------------|
| 2 Rooties | e detailt of Establichment through LIN | | - | | |
| | | Geanth Life | Beert. | | |
| 3 Name | of Establishment* | | | | |
| NVs Test | Eistablistymerit | | | | |
| | | 100533488 | 11.5000000000 | | |
| Roome 5 | in of Establishment (Select If Address is Same as | Principal Empl | See tarrent to Add | Adventures and the same | |
| HOOMES | 10 507 | | Shram shakti bhawa | , Ministry of Labour | |
| Rafi Mar | | | Dette | | |
| | | | | | |
| New Delf | | 2 | 110001 | | |
| | | | | Use google map for G | eo-Coordinates 🛛 |
| an Ca-cri | this areas | | | | |
| LENGTAD | | | 1201259 | | |
| | proper address and pincode to get actual Geo-co | ordinates | | | |
| | | | 43 - Specialized const 43 - Specialized const 433 - Building comple 4330 - Building comple | son and finithing | |
| | | | fitted Nicchens, of woo | d or other materials | |
| E. Nature | of work carried on in Establishment" | | | | |
| | of work carried on in Establishment" on of doors, windows, door and window frames. | ficed kathens | | | |
| installag | on of doors, windows, door and window harnes, | | | | |
| installag 9. Identif | on of doors, windows, door and window frames, ers of Establishment (Here, PAN entry of Establis | | fatory);* | | |
| installag | on of doors, windows, door and window frames, ers of Establishment (Here, PAN entry of Establis | | | | |
| 01568140 9. Identif 50597411 | on of doors, windows, door and window frames, ers of Establishment (Here, PAN entry of Establis | | fatory);* | | |
| 01568140 9. Identif 50597411 | on of doors, windows, door and window harnes, ers of Establishment (Here, PAN entry of Establis 1G | | fatory);* | Name is on Identifier | Actions |
| installan 9 kilendi 8099411 9 kilendi | on of doors, windows, door and window frames, ers of Establishment (Here, PAN entry of Establis 1G er of Establishment ^e | | fotory) * Test Establishment sdantifier Value | Name is on Identifier | Actions |
| installan 9 kilendi 8099411 9 kilendi | on of doors, windows, door and window frames, ers of Establishment (Here, PAN entry of Establis TG er of Establishment ^e Ideotifier Type | diment is Man | fotory) * Test Establishment sdantifier Value | Nerrie es on Identifier | Actions + |

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 the poole 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 fetch NIC code details.

Search to

Details of selected NIC Code* will be displayed as shown below:



- 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*
 - 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

| C. Mana | Bei. | | | | | | |
|--------------|---------------------------------|-------------------------------|------------------------------|--------------------|-------------------|--|--|
| | | | | | | | |
| | ne of manager or person respon | sible for supervision and con | trol of the Establishemient* | | | | |
| Ram Sha | icha | | | | | | |
| 12 Addres | s of Manager* | | | | | | |
| Ho.No.1 | 5/6 | | Bajiv Nagar | | | | |
| Secor 10 | t. | | Harperte | | | | |
| Gurygram | 1 | 3 | 122001 | | | | |
| | | | | Use google map for | Geo-Coordinates 🛛 | | |
| Geo Co-ore | linatus | | | | | | |
| Longitude | | | 12(00) | | | | |
| Hease fill p | roper address and pincode to ge | t actual Geo-cooldinates | | | | | |
| | 2.2 | | 1202010112 | | | | |
| 13. Email A | | | 24 Mobie No ^s | | | | |
| lakei@ger.a | il com | | 5467972703 | | | | |
| Sr. No. | Сопсес: Туре | 5 | ontecs Velue | | Actions | | |
| | Select Contact Type | S.*.R | | | + | | |
| | | No reco | rdtsi lound. | | | | |

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 Q 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

• 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



| D.Comerce | | | | | | |
|------------------|--|----------------------|---------------------|-------------------------|---|-------------|
| D. Contract | ors | | | | | |
| | | | | | | |
| 25. LIN:of/Con | tractor (Optional) | 1. | | | | |
| | | 344 | shuh | | | |
| 26. have of C | | | | | | |
| Epiteraccor 1 | | | | | | |
| | number of inter stats migrans shtractor on any day* | workmen to be emp | loyed | | | |
| 100 | | | | | | |
| 28. Address of | Contracior* | | | | | |
| House No. 1 | | | Sut | (ciirty / Colary) Sole | cName. | |
| | | | - | | | |
| Sector 15-8 | | | Raja | sitan | | |
| - ajmir | | | * 250 | ψ'n | | |
| | | | | | Use google map h | a dec-coord |
| Gen Co-ordina | tes | | | | have a set of the set | |
| Longoude | | | -1413 | AB4 | | |
| mease on prop | ver address and pincode to ge | cacipal Geo-pooritin | nes. | | | |
| 29, Emeti Addr | | | | obře No" | | |
| -sonoractor 10 | gmail.com | | -987 | 456214 | | |
| Sr. No. | Contact Type | | Contect Vel | uu e | | Ac |
| | Select Contact Type | | | | | |
| | | | 2.945. | | | |
| | | | hio recordis) (ouri | | | |
| 31. identifier o | Contractor* | | | | | |
| ir.No. | dentifier Type | Identifi | er Value: | Name a | t on Mentifier | (Act |
| | зенсізентлег тури | • | | | | |
| 4 | 19 | 3-2223- | 2222-2 | Contract | tor 1 | 8 |
| | | | | | | |
| | | | | | 1 | Add |
| Constantions de | erails Added by You | | | | | |
| Sr. No. | Name of Contractor | Ad | idress. | E-Contecta | Identifier | Actions |
| | | | No recordes) feam | d. | | |
| | | | | | | |



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 Inter State Migrant Workmen to be employed through this contractor on any day*: enter maximum number of Inter State Migrant Workmen 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 Q

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
 - o **Sr. No.**
 - o Contact Type
 - o Contact Value
 - o Actions
- > Identifier of Contractor*: enter identifier for contractor
 - o Sr. No.
 - o Identifier Type
 - o Identifier Value
 - o Name as on Identifier
 - o Actions

Add

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



| D. Contract 5 LIN of Con 6 Name of C 7 Maximum requipt the o | tractor (Opp | cital) | l'anna an | | |
|---|------------------|--------------------------------------|--|--|---|
| 5 Name of C | | cnd() | 1 | | |
| 6. Name of C | | onal) | Lauren | | |
| 7 Maximum | ontractor* | | | | |
| 7 Maximum | ontractor* | | Silenth Li | (A) | |
| | | | | | |
| | | | | | |
| | | | arkmen to be employe | d | |
| 8. Address of | Contractor | | | | |
| Premise No. 1 | Name* | | | Sub-Locality / Celony 3 | Street Name |
| Locality / Villar | pe i Tavm Norm | et. | | Seec. State | |
| | | | | | |
| Select Dismit | | | | Pincode* | |
| | 327 | | | | Use google map for Geo-Coordinates |
| ea co-prainz Longhuthi | 1153 | | | Cartoles. | |
| | ser address a | and pincode to get ad | tual Geo coordinates | | |
| 9. Email Addi | | 1101010000000000000 | | 20 Manual Mak | |
| a entañ vidu | what" | | | 30. Mobile No* | |
| | | | | ale du | |
| St. Nn. | Contact Typ | 6 | | Contact Value | Actions |
| | Select Consi | us Type | • | | • |
| | | | Net | record(s) found | |
| | 19239-1-152-1804 | | | | |
| and the second se | d Contractor | 201-11-1 | identifier V | - | me as on Identifier Actions |
| | aunamer ty | | In the second se | | |
| | Select Identi | iter Type | | | |
| | | | No | record(s) found. | |
| | | | Carteritori | | Add Rese |
| | | 1 | Contractor | | NGU KCS |
| oncractors di | 1000 | T DEPENDENCE H | | la contra c | |
| | te of cractor | Address | | E-Contacts | Identifier Action |
| 1 Cont | ractor 1 | House No. 102/15 Ragesthan, 35010 | i, Serlor 15-8, Amer. I | Email contractor1@gnall.com Mobile (9574456214 | Identifier Type : UN Identifier Value : 2-2222- 2222-2 Name As On identifier : Constactor 1 |



Figure 4-8

Click Save Draft or Next to continue with contractor detail

4.5 Contract Work Details

| 32. Location | of contract work* | | | 33. Select Contracto | ê. | |
|----------------|---|---------------------|--|--------------------------|--|-----------|
| Jocation of | work, Minnery of Labour - | New Datts | | Contractor 3 | | |
| | | | | | | |
| Activity (na | ture of contract work) | carried out by s | elected Contracto | ri | | |
| 34. Estimate | ed date of commencem | ent of Contract W | lork ^a | 35. Estimated date of | f completion of Contract Work! | |
| 27-04-201 | B | | Li.i | 31-12-2018 | | 100 |
| SE. ACTIVITY / | es per National Industr | al Classification/* | | 37. Details of selecte | d NC Code! | |
| E-36000 Search | | | E - WATER SUPPLY. | SEWERAGE, WASTE WANAGEME | NT and | |
| | | | | 36 - Water collection | n , treatment and supply | |
| | | | | 360 - Water Lollecti | on, meanment and supply | |
| | | | | 3600 - Water collect | ion, treatment and supply | |
| | | | | 36000 - Water colle | ction, treatment and supply | |
| 18. Neture r | if work in which migrae | t workman to be | employed?* | | | |
| | ecoon, treatment and s | | 2010-1010-1010-1010-1010-1010-1010-1010 | | | |
| | | | | | | |
| | | | | | 2 | Add Reset |
| | | | | | | |
| Sr. No. | rk details Added by Yo Title of Contract | Contractor | NIC Code | Contract Start Date | Contract End Date | Action |
| | | The second second | Constant States (States (State | ord(s) found | The second s | Instantin |

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</u> <u>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 Inter State Migrant Workmen to be employed?*:
- Activity as per National Industrial Classification*: Enter NIC code and click fetch NIC code details,

Search to

> Details of selected NIC Code* will be displayed as shown below:



Figure 4-10

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

Add

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



| E. LO | ntract Work Details | | | | | |
|----------|--|-----------------|-----------|------------------------|-----------------------|-----------|
| NZ. Loca | ation of contract work* | | 33. Selec | t Contractor* | | |
| | | | SENCE | | | 3 |
| | | œ | | | | |
| Activity | (nature of contract work) carried out by select | ed Contractor : | | | | |
| 64, Esti | mated date of commencement of Contract Work* | ALC: NO | 35. Ecom | ared date of complete | ion of Contract Work* | 100 |
| | | <u> </u> | | | | 120 |
| | | | | | | |
| is. Acti | vity as per reacional industrial Classification* | | 37: Detai | It of telecosts MC Cod | LI* | |
| 16, Acti | inty as per roadional industrial classification* | Septish | 37: Deta | It of Weekd MC Cod | M.+ | |
| | vity as per footional industrial classification* | | 37: Deta | II of Weached NIC Cod | 10° | |
| | ure of work in which migrant workman to be empl | nyed)+ | | Is of selected NIC Cod | 4 ² | |
| | ure of work in which migrant workman to be empl | | | Is of selected NIC Cod | 2 | Add Reset |
| IS Nati | ure of work in which migrant workman to be empl | nyed)+ | | Is of selected NIC Cod | | Add Reset |
| IS Nati | ure of work in which migrant workman to be empl | nyed)+ | | Contract Stars Date | | Add Reset |

Figure 4-11



4.6 Attachments

| E. MIL | achments | | | | | | | |
|-----------------------------|-----------------------|----------------------|----------------------|----------------------|------|--------------------------|--------------------------|-----|
| 9 Atta | chments Added by You: | | | | | | | |
| Sr. Name of Document No. | | Type of I | Type of Document | | | | TIN | |
| | | Select 1 | lacument Type | | • | Cheese II AllowshType | No No Crasan (No FPDF | + |
| 1 | Attachmont | Authority Employe | rissund by HOD for : | declaration of Print | ipal | a26343f0 | 64b4492.pdf | • * |

Figure 4-12

Attach required documents to complete the registration process:

- Click Choose the 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
 - Actions- You can view or delete uploaded document by selecting or is icons respectively

While filling Registration form you can navigate to other tabs selecting and Mexibuttons. You save the Form as Draft

by selecting Save Draft. You can resume Form filling by selecting (edit) icon on <u>dashboard</u>.

Click **Click** 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.



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.

| eg | stratic | on for CLC [Displaying 1 | to 6 of 6 } | | | | Apply for | New Registratio |
|-----|------------|---|---|---------------------------------|-------------------------|----------|--|----------------------|
| 1 | scable | shment Name + 🗍 myus | • | Gol | | | C Page 1 of 1 | Dime: 10 • |
| • | Sr. No. | Principal Emuloyer & Employer Name / Establishment Name | Peyment. Statum | Ack, No / Dece | Lest Updated Date | (453(9)) | Sietus | Actions |
| 10 | 1 | Prädeep Singh M/s Test Establishment | NOEPay | - | 27-06-2018 | 10MW | Unsigned Draft | 6.00 |
| 60. | 2 | Not Saved | Not Pay | 1 | 27-04-2018 | CURA | Dreft | 12 |
| 0 | 3 | Not Saved | NOE Pay | ÷ | 27-04-2018 | CLRA | Draft | (K) |
| 8 | 4 | Pradeep Komar NVS Test Limited | NOC Pay | st | 25-04-2018 | CLRA | Submitted - Payment Pending | ⊟ ⊕ ± |
| | s | Prodeep Kumar HRI India 2018 Limited | Par | 26-04-2018 | 25 04 2018 | CURA | Approve CLRAVALCNEWDELHIB/2016/R 2 | 0 8 8 |
| | 6 | Pradeep Singh Mrs silver Touch Demo | Fay (60 INR, Transition ID 2004180001232) | ACIO5MW2D18- 1 20-04-2018 | 25-04-2018 | (SM9) | Approve - ISMWALCKARNAL/2018/8-1 | 0 8 2 |

Figure 5-1

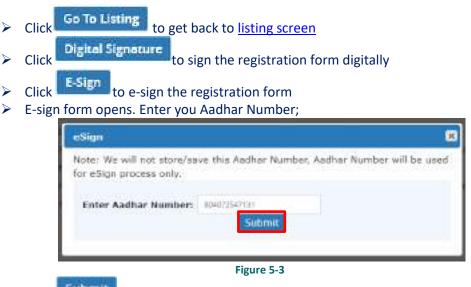
Click to e-sign or digitally sign the application that you have submitted. This action will open the application in PDF format as shown below:



| | (Under rule 3(1) c | f the Inter-State N | | FORM XIII | | | | |
|--|---|--|--|---|---|---|---|---|
| | | ETTE HIGH-STATE N | a constant for the second | | | | and the law a party | |
| | | | ā | IN OF ESTABLISHMENT | | | | |
| knowled | tgement Number - | | | | | | Crister o | Application |
| | | | D | etails of the Establishin | nent | | | |
| Z P0 3 Pe & FU 5 FU N0 5 N1 | rmanent Account Num I name and address of I name and address of gar, Sector 16, Gungra | cer (PANI/ Goods the Principal Emp the Manager or p m. Haryana - 122 in the establishm | and Services T Royer: Pradeep erson respons 001 rent: Installanc | m shakti bhawan. Ministr as identification Number Singh, Manager, Roome ible for supervision and o m of doors, Windows, doo | (GSTIN) Labour Ide No 301, Shram shak ontrol of the estable | nchiceoon Num 3) bhaiwan, Min shiment: Ram Si | ber (LIN): BDJP41 stry of Labour, Ra harma , Ho. No. 15 | i Marg, Nev |
| 1. 100 | waraum number of wa | kmen to be empi | oyed in the est | abitstriment on any day: 2 | | | | |
| Senai | Name and Address | emen to be empe PAN/GSTIN/LIN Number | Mobile Number | | | Maximum number of workmen to be employed on any day | Estimated date of commencement of work | Estimated date of completion of work |
| Sertal Number | | PANIGSTIN/LIN | Mobile | Details of Contractor | s | number of workmen to | of commencement | clace of completion |



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



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

| iter OTP | 8 |
|--|---|
| der Please must the One Time Password which was sent your Mobile Rumber | r will be used |
| Enter OTP: 50bmc Resend OTP | |
| | te: Please input the Grie Time Pleasword which was sent your Mobile Rumber Enter OTP: |

Figure 5-4

System displays message on submitting the OTP successfully!





| (Under rule 3(1) of th | | FORM XIII | | | | |
|---|------------------|---|---|--|---|---|
| | | e Migrant Workmen of Service) Central R | | C | loyment and | |
| APPLICATION FOR R | EGISTERAT | TION OF ESTABLIS WORKMEN | HMENT | EMPLOYI | NG MIGRANT | |
| Acknowledgement Number: - | | | | 3 | Date of Application | - |
| | Detail | s of the Establish | ment | | | |
| 1. Name and location of the a | | | | No 501, 5 | hram shakti | |
| bhawan, Ministry of Lab 2. Postal Address of the estal | | 7 T. S. | | an Ministr | v of Labour. Tel | í. |
| Marg, New Delhi, Delhi | | and no set. Stends b | and the second for | ant ministr | A OL PRODUCT NUM | |
| 3. Perminent Account Namo Montification Number (LIN | 전에 위에서 영상 | | fication Ma | mber (11577 | O'Labour | |
| 4. Full name and address of t | 14032000000 | | h, Manag | er, Roome | No 501, Shram | |
| shakti bhawan, Ministry | | | | | 2.493 | |
| Full name and address of t milablishment: Ram Share | | | | | | |
| 6. Nature of work carried on | | 그 안영에 비싼 상태를 많이 한다. | | 20702765 | | |
| frames, fitted kitchens 7. Haximum number of work | nien to he ore | instit in the extabilities | | ar 256 | | |
| | | | 2.007.0 | out, whe | | |
| | De | tails of Contra | ctors | | | |
| enial arti Address Number | Heblie Number | e-me#ID | Nature of work | Mantream number of workmen to be employed on any day. | Entlineted date of convents conset of work | Estimated data of completion of work |
| | | | Location of work, | | | |
| Contractor | | | Ministry | | | |
| 1 Addreson (Pilouces Mr. | | | of Labour | | | |
| 1 Addresses | 9874458214 | tonhattel@gmail.com | of Labour - New Delh. Water collection. treatment and supply | 100 | 17-04-2318 | 91-12-1918 |

Figure 5-6



5.1 Payment

| egi | stratio | in for CLC [Displaying 1 | to 3 of 3 (| | | _ | Apply for | New Registration |
|-----|-----------|---|--|---------------------------------|-------------------------|-------------|--|------------------|
| 4 | subit | shment Name + neywo | ŧ | Gal | | • | 🖬 Page 1 of 1 💽 💽 | umit: 10 + |
| 1 | Sr. Na | Principal Employer & Employer Name / Establishment Name | Peymont. Sterus | Ack. No / Dece | Les: Updated Data | Accel | Status | Actions |
| F | 1 | Pradeep Kumar M/s Test Limited | Not Pay | 1 | 26-08-2018 | CLRA | Submitted - Payment Pending | ⊟₽≰ |
| | 2 | Pradeep Kuthar HPI India 2018 Umited | 9 ay | 26-04-2018 | 26-06-2011 | <u>CLRA</u> | Approve - CLPAVALCNEWDELHI3/2016/9 2 | 088 |
| | 3 | Pradeep Singh M/s silver Touch Demo | Pay(60.0NR, Transition.0D 2004180001232) | ACK/SNW2018- 2 20:04:3018 | 25-04-2018 | ISMW | Approve ISMMI/ALCKARNAL/2018/R-1 | 082 |

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

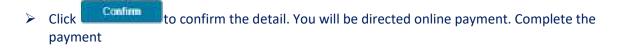
System takes you to online payment screen:



| Govern | K Receipt Po | | | Poto 1.0 | | |
|--------------|--|--|-------------------|--|---|--|
| ment M | lode Online | e | | | | |
| sitor Det | alls | | | | | |
| | | Gradaen Kilmar | | | | |
| 5 161133 | | Room No. 101 | Address 3 : | Sham Shak | 5 Shawen. | |
| 1.17067 1 | | Mew Delhi | District (| 287722203 | | |
| | | DECHT | Country (| THOSA | | |
| e//lipCode : | | 110001 | Email : | 1000000 | | |
| No (91) : | | 1234567895 | | | | |
| Number | | | Pan Number | | | |
| inber | | | Tin Number | | | |
| ose Deta | ils | | | | | |
| Minstry | PAO Name | 00 | O Name | Purpose & Payment Type | Payment Period/ Frequency | Amount (In INR) |
| BOUR AND | PAD(Chief Labour Commissioner),New Celb/(2000901 | OFFICERS SHRAM SHATK | I BHAWAN, SECTION | Registration Pees 1 or (SMW) | Qae Time | 60.0 |
| | and a standard | Sec. 11200001 | | INR sixty only | | Total : 60.0 |
| | ment M sitor Det s 1 : s/JipCods : No (91) : Number mber mber mber mber mber | sitor Details s 1 : s/20pCode : No (91) : Number mber mber mber mber mber mber pA0 Name gA0(Chief Labrer | | Participant Participant error (2) Pay Percent Mode Online Stor: Details Percent Mode Online Percent Mode Online Stor: Details Percent Mode Online Percent Mode Online Percent Mode Online Percent Mode Online Percent Mode Online Percent Mode Online Percent Mode Online Percent Mode | Beta 1.0 SHRAM SUVIDHA SHRAM SUVIDHA (* Confirm Info Confirm Info Confirm Info Pay Pay Pay Pay Pay Pay Pay Pay | Precessor Setter 1.0 SUCCESSION Confirm Info (2) Pay Ment Mode Online Stor Details (2) Pay ************************************ |

Figure 5-8

Registration information for Inter State Migrant Workmen will be displayed based on total number of labour, you employ on any day at the establishment.





5.2 Print Acknowledgement

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

| | भारत सरकार / Government Of India भार पूर्व तीनवार प्रायका / Minizey of Labour & Employment - प्रायती पन्दी / Acknowledgement Stp | <u>66</u> ~ |
|--|--|--|
| पापती रांधमः / Acknowledgment No | | वाचेहन तिथि: / Application Submarian Date: 27-Apr-2010 |
| भाग-और मशा: / Establishment Name and Address | Registration Type | Insentiate Wignant Workman Acc |
| Mit Test Establishment | Regulation Res | 1206.INR |
| Roome No 501. Stram shako bhawan. Niniosiy of Labour. | DigitalSignature PDF | 1 |
| Rafi Mar <u>a</u> New Distri | E-Sign FDF | Download Unsigned FDF Download Signed FDF |
| Delte, | WIC Code | 6-43301 |
| 110001 | Payment Status | Not-Completed |
| | Poymere Date | 1 |
| | Transaction Id | |



Figure 5-9

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

O





Form I

(Under Rule 4(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980)

CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER

Registration Number: ISMW/ALCKARNAL/2018/R-1

Date: 25-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 Migrant Workman (Regulation and Abolition) Act, 1970 (37 of 1970) M/s silver Touch Demo, Somdutt Chamber II, Bikaji Cama Place, Delhi, South West Delhi, 110066, through Pradeep Singh, (manager)

1. Nature of Work Carried on in the Establishment of Principal Employer: Computer consultancy and computer facilities management activities

2. Details of Contractors

| 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 | M/s HP-DEMO | 2-2222-2222-2 | 9560116789 | hp@g.com | Providing general time- share mainframe facilities to clients. |

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: 20

4. Amount of Registration Fee: INR 60 (Transaction Id : 2004180001232)

Remarks of Registering Officer: ise uyifrues yriesuyr iseu yriuesyr iuesyr ieusr y

eSign of Registering Officer

(Office name and Office Address of Registering officer)

Signature Not Verified Digitally Note ed. by Mon Razitration Certificate granted by CLC(C) office through Shram Suvidha Portal. Alam Khan Date: 2018.04.25 11:56:55 IST

Figure 5-10

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 8. Employer Name / Establishment Name | Payment Status | Ack. No / Date | Last Updated Data | (AK\$(0)) | Status | Actions |
|----|-----------|---|-------------------|----------------|----------------------|-----------|---|---------|
| 8 | 1 | Not Saved | Not Pay | - | 27-04-2018 | CLRA | Draft. | 8 |
| 0 | 2 | Not Saved | Not Pay | 3 | 27-04-2018 | CLRA. | Dealt | 8 |
| 81 | 3 | Pradeep Kumar M/s Test Limited | Not Pay | - | 20-04-2018 | CURA | Submitted - Payment Penalicy | 88± |
| | d | Pradeep Kumar HPI India 2018 Limited | Pay | 26-04-2018 | 26-04-2018 | CLRA | Approve - CLRA/ALENEWDELHI3 /2018/R-2 | 0 🖶 🖻 |

Figure 5-11

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

| ou have chosen to | a open: |
|-------------------|---|
| 🧏 certificate_re | gistration_103.pdf.pdf |
| which is: Add | ibe Arrobat Document (300 KB) |
| from: https:// | registration.shramsuridha.gov.in |
| What should Firef | ax do with this file? |
| O gpen with | Adobe Reader (default) |
| Save Rie | |
| Do this gut | ometically for files like this from now on. |

- Figure 5-12
- > You can save the certificate to specific location. Saved Registration Certificate looks like:





(Under Rule 18(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971) CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER

Registration Number: CLRA/ALCNEW/DELHI3/2018/8-2

Dete: 26-Apr-2018

Government of India

Office of the Registering Officer

A Dettilizate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Registrion and Abolition) Act, 1970 (37 of 1970) HPI India 2018 Limited, 321, Samdutt Chamber 5, Billagi Cerre Piece, Dulini, South West Dulini, 110066, through Prodecep Kumar,(Manager)

 Nature of Work Central on in the Enterthility of Principal Employer: Wholesale and retail sale of new vehicles passenger motor vehicles

3. Details of Custractors

| Sr. No | Names of Contractors | PAN/GSTIN/LIN Number | Mobile No. of Centractor | Email Id of Contractor | Nature of Work of the Contractor in which workman is employed or is to be employed | |
|-----------|------------------------------|-------------------------|--------------------------------|-------------------------|---|--|
| 1 | Contractor 101 9-0000-0000-0 | | 988888888 | contrator101@gmail.com | Saftwar Development | |

 Maximum number of workmen to be employed through each contractor under the Contract Labour (Regulation and Abottion) Act, 1979 (a) of 1970) on any day; 21

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

Remarks of Registering Officers -

enition of Registering Officer

(Office matrix and Office Address of Registering officer)

Validity unknown

Digitally**ragend** by Alok Kuthator consumption to consist of the through swaring order in Bharti Date: 2018.04.25 12:23:43 IST

Figure 5-13

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