



Unified Shram Suvidha Portal CLRA Licence Application

0.1 Version

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

Prepared by:



Silver Touch Technologies Ltd.



Revision History:

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
0.1	12-Jul-2018	Syamala Sharma	Dashrath Gadhvi	Draft!



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1 Introduction

The Ministry of Labour & Employment has developed a unified Web Portal 'Shram Suvidha', catering to four major organizations under its aegis: Office of Chief Labour Commissioner (Central); Directorate General of Mines Safety; Employees' Provident Fund Organization; and Employees' State Insurance Corporation. The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

This document is exclusively intended for the users who can submit the Licence Application for CLRA under CLC Acts.

1.1 Abbreviations

Abbreviation	Full Form
CLC	Chief Labour Commissioner Act
ISMW Act	Inter State Migrant Workers Act
CLRA	Contract Labour Regulation Act

1.2 Intended Audience

Front end/Registered Users, who have linked/registered establishment and that establishment is Enforced CLC Act.

2 Login

Enter site URL <https://registration.shramsuvidha.gov.in/> in the address bar of your internet browser and press enter key. Home page will be displayed:



Figure 2-1


Click  Login on top right corner of Home Page; Login screen will be displayed.



Figure 2-2

- 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
- Dashboard will be displayed for the logged in user

3 CLRA Licence Application

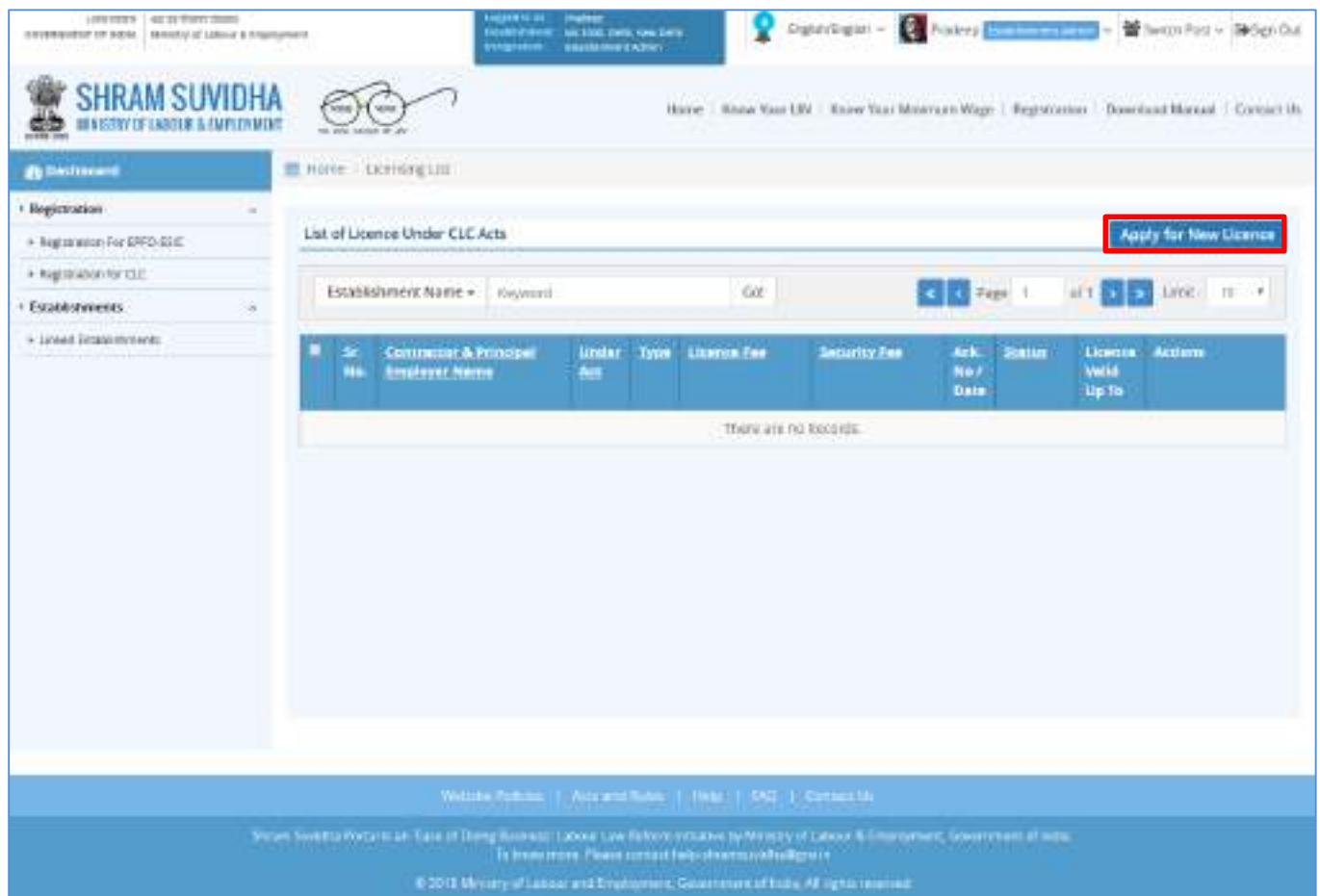


Figure 3-1

Click [Apply for New Licence](#) button on top right corner of the screen:

You will be directed to Acts listing screen:

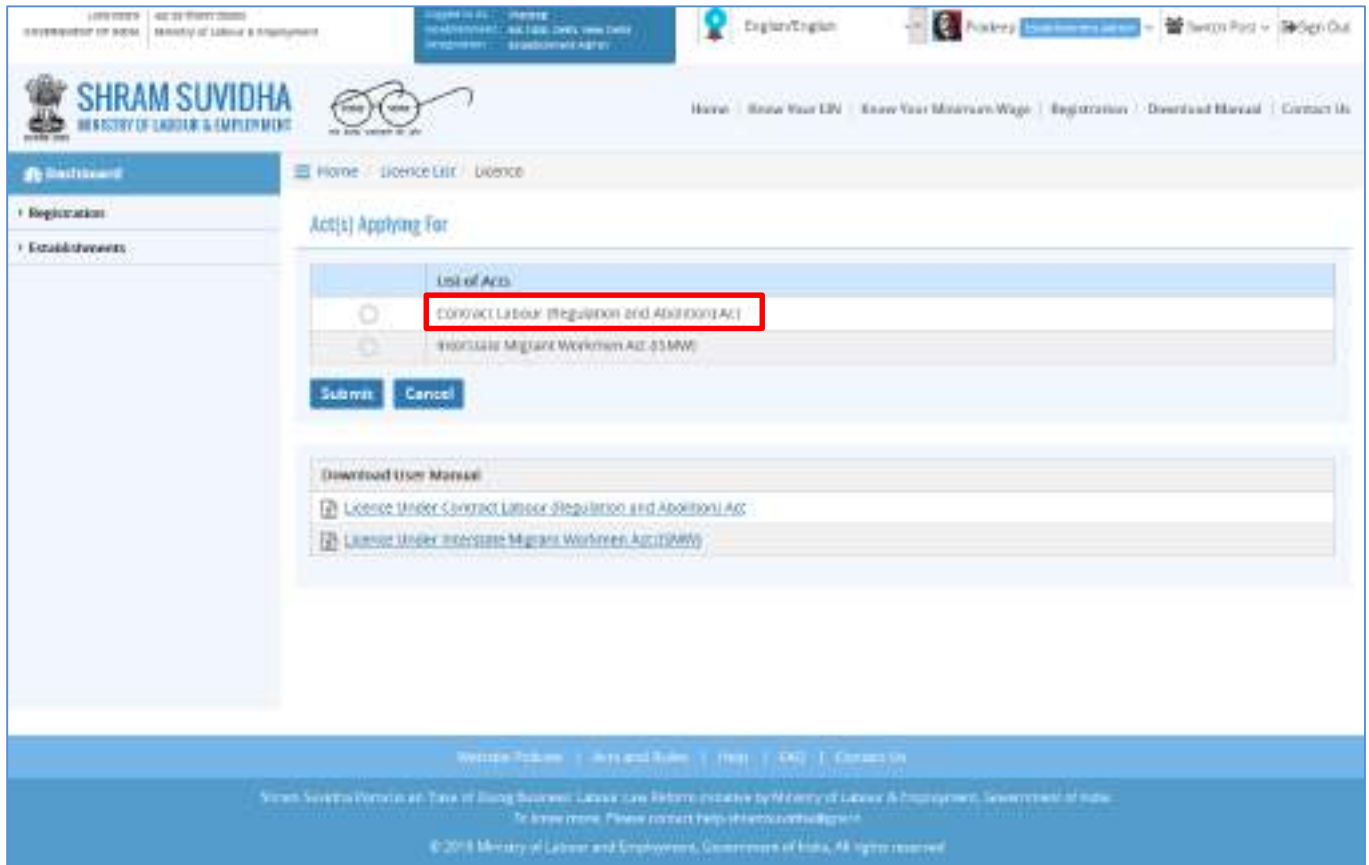
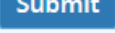


Figure 3-2

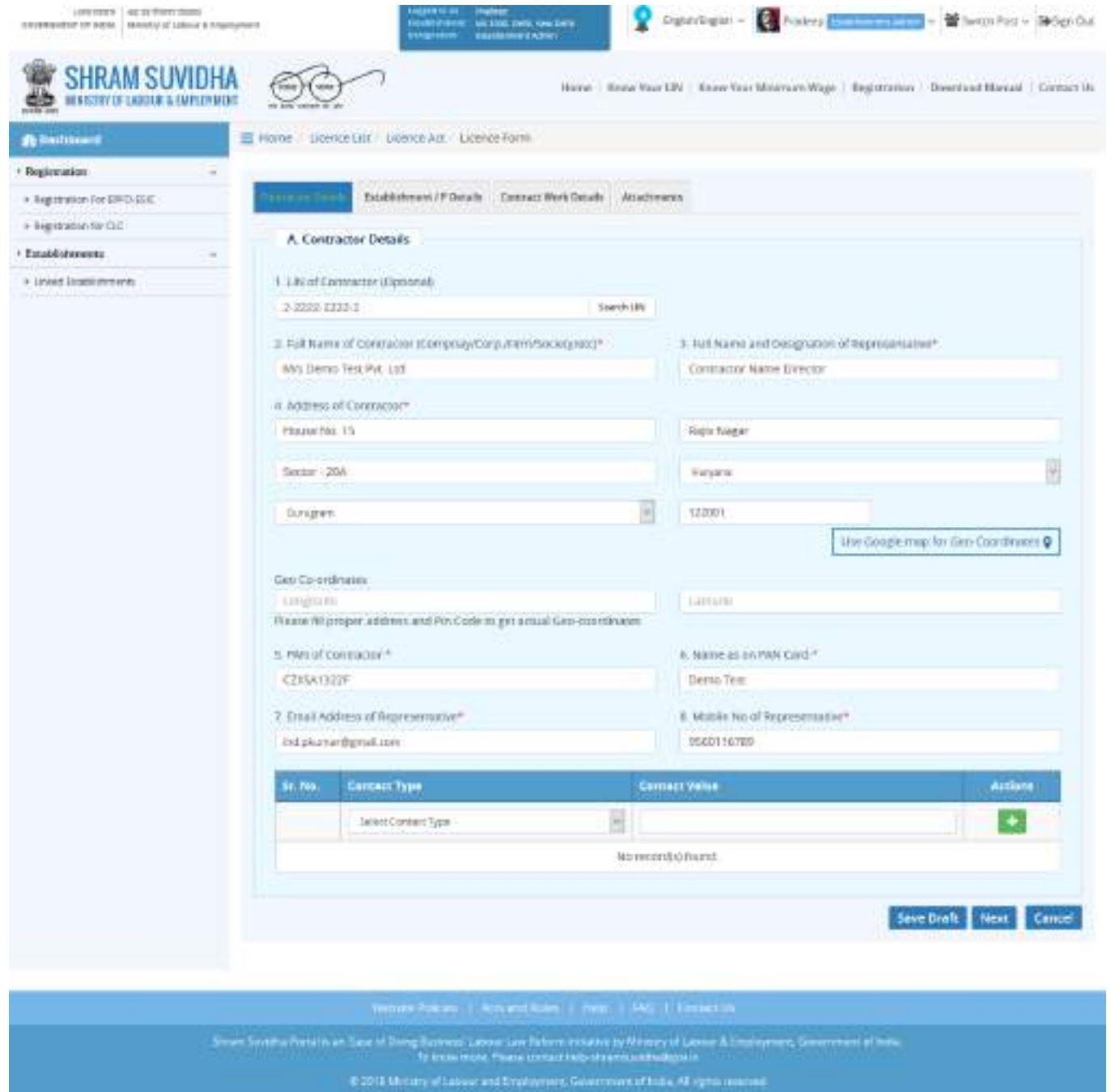
Select Contract Labour Regulation & Abolition Act: and click  button.

3.1 CLRA Licence Application

Licence Application Form will be displayed: CLRA Licence Application has following tabs:

- [Contractor Details](#)
- [Establishment Details / P Details](#)
- [Contact Work Details](#)
- [Attachments](#)

3.1.1 Contractor Details



The screenshot shows the 'Contractor Details' registration page on the SHRAM SUVIDHA portal. The page has a navigation menu on the left with options like 'Registration', 'Establishments', and 'Linked Establishments'. The main content area is titled 'A. Contractor Details' and contains several input fields:


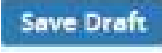

- 1. Lin of Contractor (Optional): A search box with the value '2-2222-2222-2' and a 'Search LIN' button.
- 2. Full Name of Contractor (Company/Corp./Partnership/Sole Proprietorship)*: A text box containing 'M/S Demo Test Pvt. Ltd'.
- 3. Full Name and Designation of Representative*: A text box containing 'Contractor Name Director'.
- 4. Address of Contractor*: A form with fields for 'House No.: 15', 'Sector: 20A', 'Gungrem.', 'Raja Nagar', 'Waryana', and '122001'. There is a 'Use Google map for Geo-Coordinates' button.
- Geo Co-ordinates: Fields for 'Longitude' and 'Latitude'.
- 5. PAN of Contractor*: A text box containing 'CZKSA1322F'.
- 6. Name as on PAN Card*: A text box containing 'Demo Test'.
- 7. Email Address of Representative*: A text box containing 'td.p.kumar@gmail.com'.
- 8. Mobile No of Representative*: A text box containing '0560116700'.

Below the form is a table with columns 'Sr. No.', 'Contact Type', 'Contact Value', and 'Actions'. The table is currently empty, showing 'No records found'. At the bottom right of the form area are buttons for 'Save Draft', 'Next', and 'Cancel'.

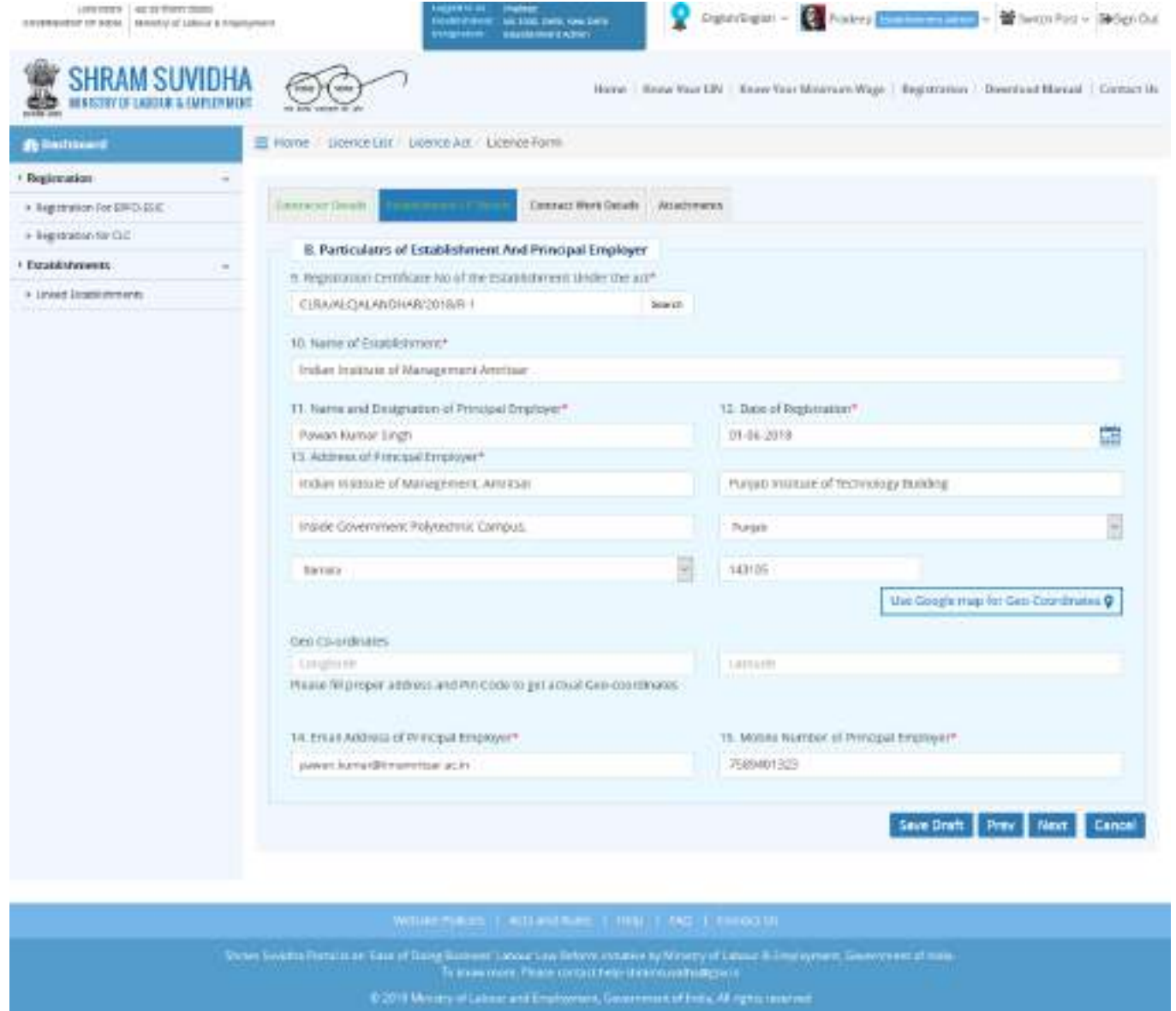
Figure 3-3

Enter following details:

- Retrieve details of Contractor through LIN: Insert LIN number and click LIN, to fetch the establishment detail. Or you can enter the establishment detail manually

- Full name of Contractor: Enter full name of Contractor
- Full name and Designation of Representative: Enter name & Designation of the Representative
- Address of Contractor: Enter address of Contractor
- Geo-Coordinates- 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
- PAN of Contractor: Enter Ten Digit PAN Number
- Name as on PAN Card: Enter name as on PAN Card
- Email Address of Representative: Enter Email Address
- Mobile No. of Representative: Enter Mobile number of Representative
- Contact Type: Enter Contact Type
- Contact Value :Enter Value for Contact Type
- Click  to add contact detail
- Click  to save the form as draft and you can resume form filling by editing the same. Or click  button to continue entering Establishment detail.

3.1.2 Establishment Details / P Details



B. Particulars of Establishment And Principal Employer

9. Registration Certificate No of the establishment Under the act*

CURAWLQJALANDHAR/2018/R-1

10. Name of Establishment*

Indian Institute of Management Amritsar

11. Name and Designation of Principal Employer*

Pawan Kumar Singh

12. Date of Registration*

01-06-2018

13. Address of Principal Employer*

Indian Institute of Management, Amritsar
Inside Government Polytechnic Campus,
Barnala

Punjab Institute of Technology Building
Punjab
143105

Use Google Map for Geo-Coordinates

Geo-coordinates

Longitude: 143105

Please fill proper address and PIN code to get a dual Geo-coordinates.

14. Email Address of Principal Employer*

pawan.kumar@iimamritsar.ac.in

15. Mobile Number of Principal Employer*

7588401323

Figure 3-4

Enter following detail for establishment:

- Registration Certificate No of the Establishment Under the act*: Enter Registration Certificate Number of the establishment and click button Based on Registration number, following detail will be fetched by the system
 - Name of Establishment*
 - Name and Designation of Principal Employer*
 - Date of Registration*

- Address of Principal Employer*
 - Use Google map for Geo-Coordinates
 - Geo Co-ordinates
 - Please fill proper address and Pin Code to get actual Geo-coordinates
 - Email Address of Principal Employer*
 - Mobile Number of Principal Employer*
- Click **Save Draft** to save the form as draft and you can resume form filling by editing the same. Or click **Next** button to continue entering Contract work detail



3.1.3 Contract Work Details

The screenshot displays the SHRAM SUVIDHA portal interface. At the top, there is a navigation bar with the logo and name of the Ministry of Labour & Employment. Below this, a sidebar on the left contains a menu with options like 'Registration', 'Establishments', and 'Linked Establishments'. The main content area is titled 'C. Contract Work Details' and contains several numbered fields:

- 16. Name / Nature of work in which workman is employed or is to be employed in the Establishment***: A large text area for describing the work.
- 17. Estimated date of commencement of Contract Work***: A date field with the value '05-07-2018'.
- 18. Estimated date of completion of contract work***: A date field with the value '30-07-2020'.
- 19. Name of Agent Or Manager of Contractor at the work-site***: A text field with the value 'Rajni Kumar'.
- 20. Location of Work ***: A form with fields for 'Road No. 12', 'Ministry of Labour', 'Machans', 'Shree Shree Bhawan', 'Bela', and '110001'. It also includes a 'Use Google map for Geo-Coordinates' button.
- 21. Activity as per National Industrial Classification***: A search field with the value 'F-4300'.
- 22. Details of selected NIC Code***: A list of codes including 'F - CONSTRUCTION', '41 - Construction of buildings', '410 - Construction of buildings', '4100 - Construction of buildings', and '41002 - Activities relating to alteration, addition, repair, maintenance carried out on own-account basis or on a fee or contract basis'.
- 23. Maximum number of contract labour to be employed in the Establishment on any day***: A text field with the value '20'.
- 24. Security Fee #(Number of Contractor Labour * 90 INR)**: A text field with the value '1800'.
- 25. License Fee**: A list of options: (A) IN 20, Rs. 15; (B) Exceeds 20 but does not exceed 50: Rs. 37.50; (C) Exceeds 50 but does not exceed 100: Rs. 75; (D) Exceeds 100 but does not exceed 200: Rs. 150; (E) Exceeds 200 but does not exceed 400: Rs. 300; (F) Exceeds 400: Rs. 375.
- 26. Whether Certificate By Principle Employer, in form is enclosed***: Radio buttons for 'Yes' (selected) and 'No'.



At the bottom right of the form, there are four buttons: 'Save Draft', 'Prev', 'Next', and 'Cancel'.

Figure 3-5






Enter following details:

- Name/Nature of work in which workman is employed or is to be employed in the establishment: Enter the Name/Nature of work in which workman is employed or is to be employed in the establishment
- Estimated date of commencement of contract work: Select Estimated date of commencement of contract work
- Estimated date of completion of contract work: Select Estimated date of completion of contract work
- Name of agent or manager of contractor at work site: Enter name of agent or manager of contractor at work site

Note: You are requested to fill in correct district as per location of work, otherwise your application may not go to concerned licensing officer and your application may result in rejection.

- Location of work: Enter Location of work with proper location detail
- Geo Coordinates: Geo-Coordinates- Use Google map for Geo-Coordinates- click  to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- Activity as per National Industrial Classification: Enter NIC code and click  button. NIC Activity detail will be displayed
- Maximum number of contract labour to be employed in the establishment on any day :Specify maximum number of contract labour to be employed in the establishment on any day
- Licence Fee: will be displayed based on number of workers
- Security Fee: Security fee will be displayed as per specified number of contract labour to be employed in the establishment on any day
- Whether Certificate by Principal Employer, in form III enclosed? (Yes, No): Select value Yes or No

Note:

While filling Licence form you can navigate to other tabs selecting  and  buttons. You save the Form as Draft by selecting . You can resume Form filling by selecting  (edit) icon on dashboard. 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  button to proceed with Attachments tab

3.1.4 Attachments

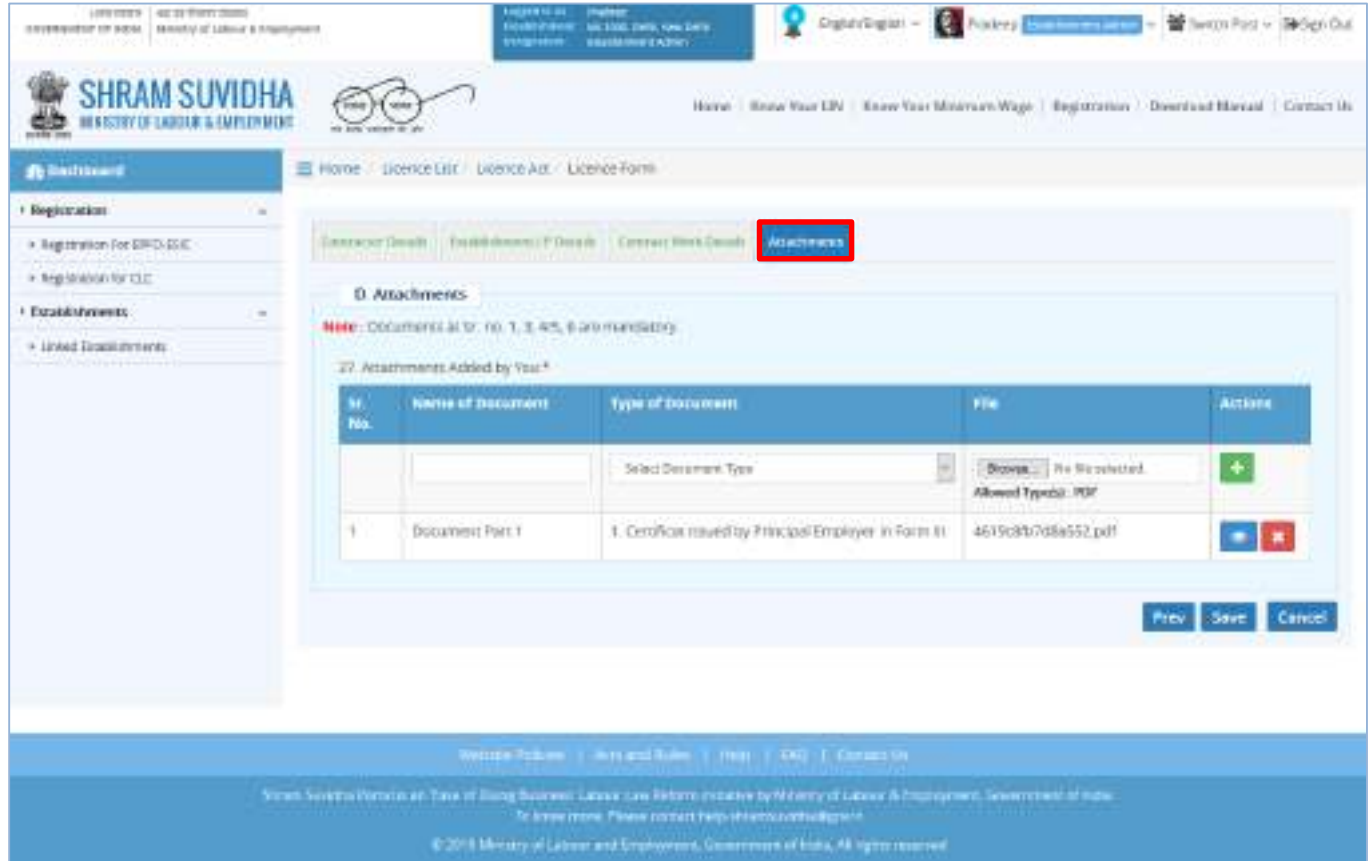


Figure 3-6

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:

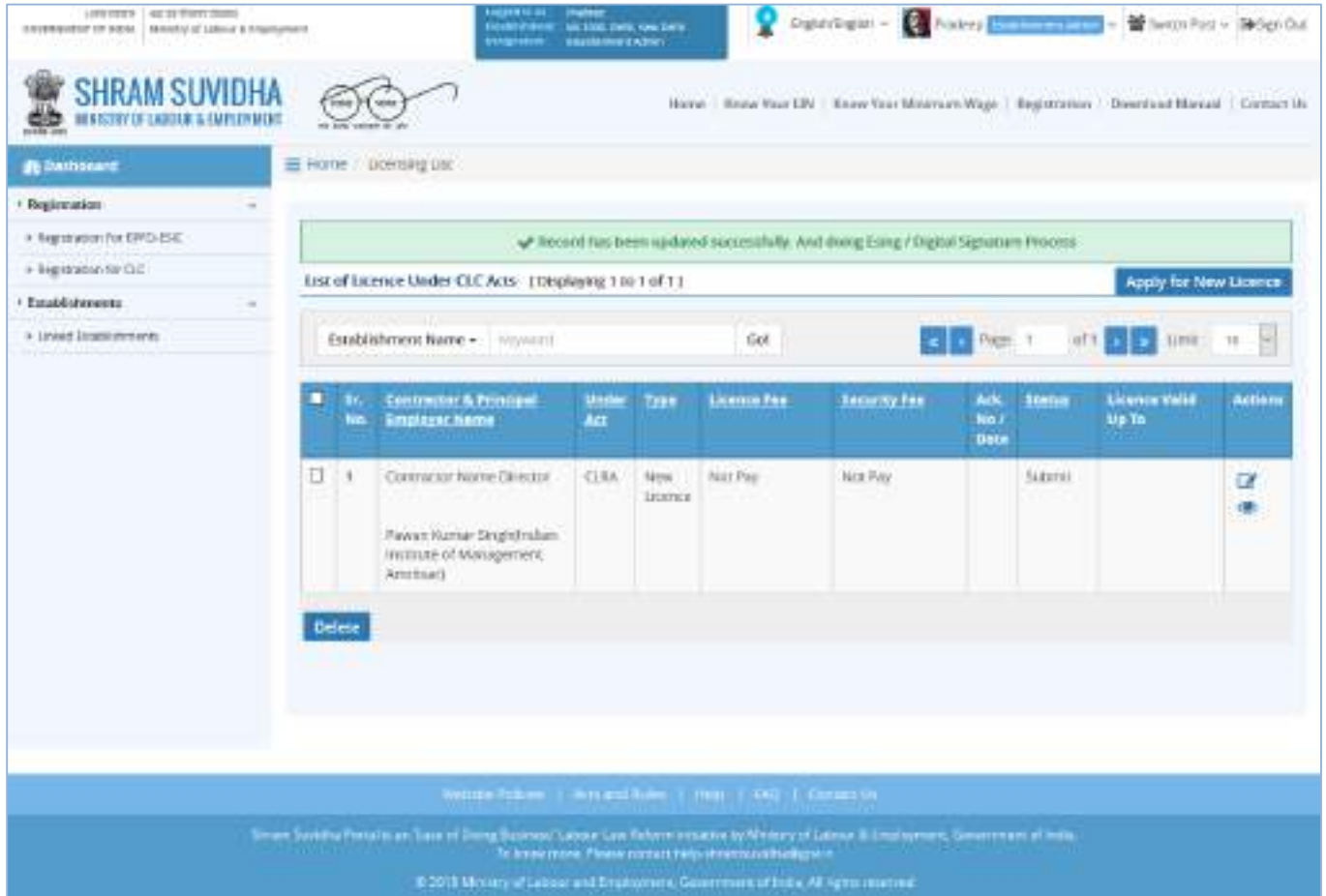
- **Sr. No.**
- **Name of Document**
- **Type of Document** **File**
- **Actions- You can view or delete uploaded document by selecting **⊕** or **⊖** icons respectively**

Note:

While filling Licence 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 [Save](#) to submit the Licence Application!



The screenshot shows the SHRAM SUVIDHA dashboard with a notification: "Record has been updated successfully. And being going / Digital Signature Process". Below this is a table titled "List of Licence Under CLE Acts: (Displaying 1 to 1 of 1)".

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor/home Director Pawan Kumar Singh(Inlan INSTITUTE of Management Ambalaa)	CUSA	New Licence	Not Pay	Not Pay		Submitted		Edit


At the bottom of the table, there is a "Delete" button.

Figure 3-7

Submitted Licence application will be displayed on dashboard with following column headings:

- Sr. No.
- Contractor & Principal Employer Name
- Under Act
- Type
- Licence Fee
- Security Fee
- Ack. No / Date
- Status
- Licence Valid Up To
- Actions



- Click  to view application summary. Application summary will be displayed:



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FORM II

(Under rule 24(1) and rule 29 (2) of the Contract Labour (Regulation and Abolition) Central Rules, 1971)

APPLICATION FOR LICENCE UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 (37 OF 1970)

Acknowledgement number: _____ Date of Application: _____

Details of Contractor

1. Full Name of Contractor: **M/s. Demu Res Pvt. Ltd. through Contractor Manoj Director**
2. Full Address of Contractor: **House No. 15, Raju Nagar, Sector - 26A, Gurgaon, Haryana - 122001**
3. USTAN No. of Contractor: **2-2222-2222-2/1725A11322F**
4. Email Id of Contractor: **ind.pharma@rediffmail.com**
5. Mobile No. of Contractor: **9560116799**

Particulars of Establishment where workman is to be employed

6. Name of Principal Employer: **Pawan Kumar Singh, Indian Institute of Management Amritsar Indian Institute of Management, Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus, Barnala - 143105**
7. Number and Date of Certificate of Registration of the establishment under the Act: **CLRA/REG/AMR/2018/01 Dated 05-06-2018**

Particulars of the Contract Labour

8. Nature of work in which workman is employed or is to be employed in the Establishment: **Deans Nature of work, Delhi**
9. Location of Work: **Room No. 12, Shriya Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
10. Duration of proposed contract work:
 1. Date of Commencement of work: **05-07-2018**
 2. Date of Completion of work: **30-07-2020**
11. Name and Address of the Agent or Manager of Contractor at the work site: **Ram Kumar, Room No. 12, Shriya Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
12. Maximum number of workmen proposed to be employed on the Establishment on any date: **20**
13. Whether a certificate by the Principal Employer, in Form II enclosed: **Yes**
14. Amount of License Fee: **INR 15**
15. Amount of Security Deposit: **INR 1000**
16. Jurisdiction for Licensing Officer: **ACC NEW DELHI (B) (ALCHN/DEL/15)**

Signature of Contractor
(e-sign/DSC)

NOTE: This is an online application form to be filled in every language format.

[Go To Listing](#) [Digital Signature](#) [E-Sign](#)

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We Sincerely Thank you for "Task of Doing Right and Labour Law Reform Initiative" by Ministry of Labour & Employment, Government of India.
 To know more, Please contact help@shramsuvidha.gov.in

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Figure 3-8

Your Licence 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 Licence form
- E-sign form opens. Enter you Aadhar Number;




The screenshot shows the 'e-Sign Service' form on the Shram Suvidha Portal. The form is titled 'e-Sign Service' and contains a single input field for 'Enter Aadhar Number:' with a 'Submit' button below it.

Figure 3-9

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



Figure 3-10

- Enter OTP sent to your registered mobile number and click  button. E-Sign link will be enabled on dashboard as shown below:



SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Home / Licensing Lic

Record has been updated successfully.

List of Licence Under CLC Acts: (Displaying 1 to 1 of 1) [Apply for New Licence](#)

Establishment Name - Page: 1 of 1 Limit: 10


Sr. No.	Contractor & Principal Employer Name	Under ACT	Type	License Fee	Security Fee	Act. No / Date	Status	License Valid Up To	Actions
1	Contractor name Director Rajwan Kumar Singh(Ruban Institute of Management, Amritsar)	CLRA	New Licence	Not Pay	Not Pay		esign		<input type="button" value="Pay"/> <input type="button" value="Delete"/>

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Shram Suvidha Portal is an Ease of Doing Business Licence Issuance by Ministry of Labour & Employment, Government of India. To know more, Please contact help@shramsuvdha.gov.in

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Figure 3-11

- Click  (Payment) button



1 Confirm Info ————— **2** Pay

Payment Mode Online

Depositor Details

Name :	Contractor Name Director		
Address 1 :	House No. 15	Address 2 :	Rajiv Nagar
City :	Gurgaon	District :	
State :	HARYANA	Country :	INDIA
Pincode/ZipCode :	122001	Email :	
Mobile No (91) :	1234567895		
Aadhar Number		Pan Number	
Tan Number		Tin Number	

Purpose Details

Sr. No.	Ministry	PAO Name	DOO Name	Purpose & Payment Type	Payment Period/Frequency	Amount (In INR)
1	LABOUR AND EMPLOYMENT	PAO(Chief Labour Commissioner),New Delh[030590]	CHIEF LABOUR COMMISSIONER (SECTION OFFICER),SHRAM SHAKTI BHAWAN,RAFI MARG,NEW DELHI-1[230051]	License fees,For Contract Labour	One Time	15.00
				INR fifteen only		Total : 15.00

Cancel

Confirm

Figure 3-12

- Payment information will be displayed; click **Confirm** button to confirm the information
- After Payment User download the View Acknowledgement slip, as shown below



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[Home](#) > [Licensing List](#)

Record has been updated successfully.

[Apply for New Licence](#)

List of Licence Under CLC Act. [Displaying 1 to 1 of 1]

Establishment Name = Got Page: 1 of 1


Sr. No.	Contractor & Principal Employee Name	Under Act	Type	License Fee	Security Fee	Act. No / Date	Status	License Valid Up to	Actions
1	Contractor Name: Director Pan Number: Singhania Institute of Management (AHEC&I)	CLCA	New Licence	Rs.15 (Transaction Id: 0407180002234)	Rs.1800 (Transaction Id: 0407180002100)	CLCA 2018-17 05/07/2018	Submitted - Pending for Approval		Print Delete

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Figure 3-13


- Click  to view acknowledgement



Home / Licensing List / Acknowledgement Slip



भारत सरकार / Government Of India
श्रम एवं रोजगार विभाग / Ministry of Labour & Employment
प्राप्ती पर्ची / Acknowledgement Slip



प्राप्ती संख्या: / Acknowledgment No: CLRA-2018-1 प्रयोग तिथि: / Application Submission Date: / 04-07-2018

नाम और पता: / Establishment Name and Address:	Registration Type	Contract Labour (Regulation and Abolition) Act
Pawan Kumar Singh Indian Institute of Management, Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus, Barnala, Punjab, 143105	eSign/DSC Licence Certificate	Download Licence Certificate PDF
	eSign/DSC PDF	Download Signed PDF
	NIC Code	F-43213
	Licence Payment Status	Pay (57.5 INR, Transition ID 0407180002294)
	Security Payment Status	Pay (3150 INR, Transition ID 0407180002246)

प्रिंट तिथि: / Print Date & Time 12-Jul-2018 19:10 PM

[Print](#) [Back](#)

Figure 3-14

- You can download signed PDF by selecting [Download Signed PDF](#) button