



Unified Shram Suvidha Portal ISMW 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 ISMW under CLC Acts.

1.1 Abbreviations

Abbreviation	Full Form
CLC	Chief Labour Commissioner Act
ISMW Act	Inter State Migrant Workers 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:

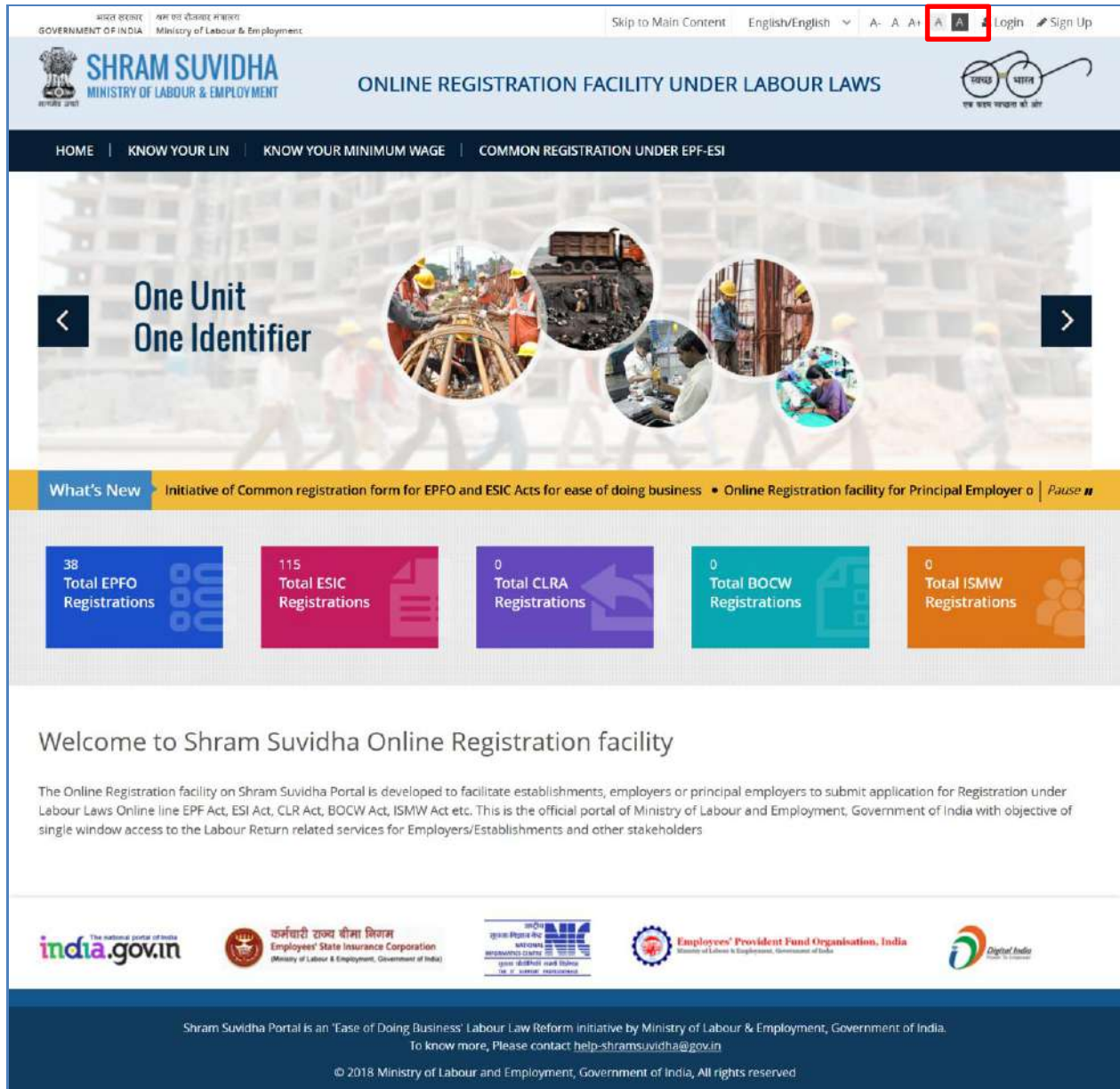

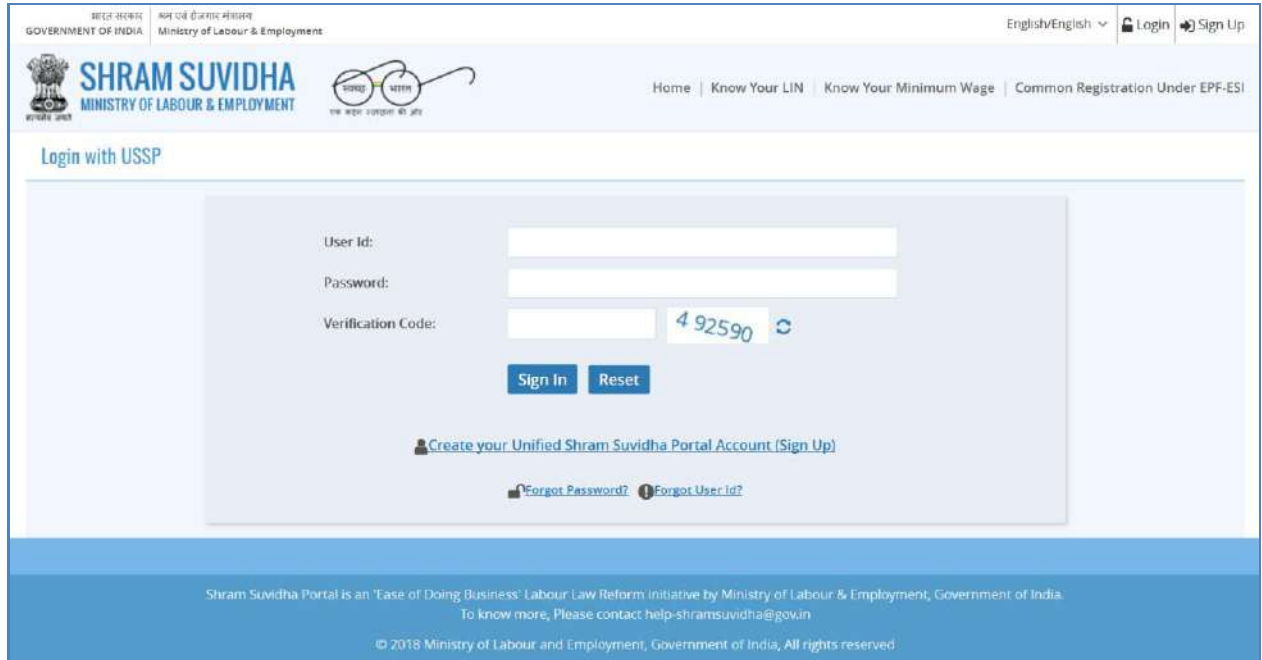


Figure 2-1


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



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Ministry of Labour & Employment

English/English

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MINISTRY OF LABOUR & EMPLOYMENT

श्रम सुविधा पोर्टल

Home | Know Your LIN | Know Your Minimum Wage | Common Registration Under EPF-ESI

Login with USSP

User Id:

Password:

Verification Code:

[Create your Unified Shram Suvidha Portal Account \(Sign Up\)](#)

[Forgot Password?](#) [Forgot User Id?](#)

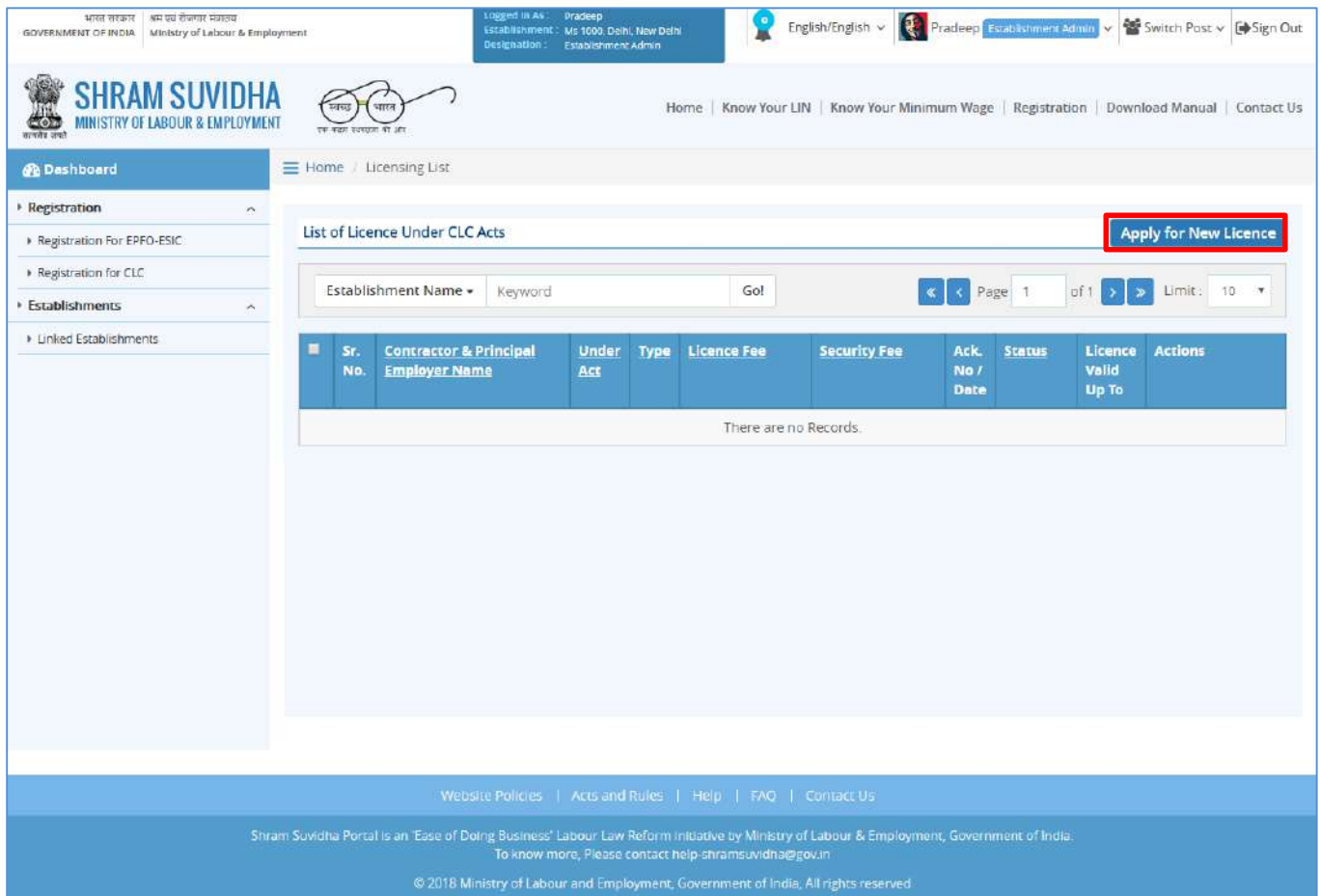
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Figure 2-2

- Enter User Id and Password, enter verification code as displayed and click
- Click to rearrange all the details you have written in login form
- Dashboard will be displayed for the logged in user

3 ISMW Licence Application



The screenshot shows the SHRAM SUVIDHA web portal interface. At the top, there is a header with the Government of India logo, the Ministry of Labour & Employment name, and user login information for Pradeep, Establishment Admin. A navigation menu includes Home, Know Your LIN, Know Your Minimum Wage, Registration, Download Manual, and Contact Us. The main content area is titled 'List of Licence Under CLC Acts' and features a search bar with 'Establishment Name' and 'Keyword' fields, a 'Go!' button, and pagination controls showing 'Page 1 of 1' and a 'Limit: 10' dropdown. Below the search bar is a table with columns: Sr. No., Contractor & Principal Employer Name, Under Act, Type, Licence Fee, Security Fee, Ack. No / Date, Status, Licence valid Up To, and Actions. The table currently displays 'There are no Records.' A red box highlights the 'Apply for New Licence' button in the top right corner of the table area.

Figure 3-1

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

You will be directed to Acts listing screen:

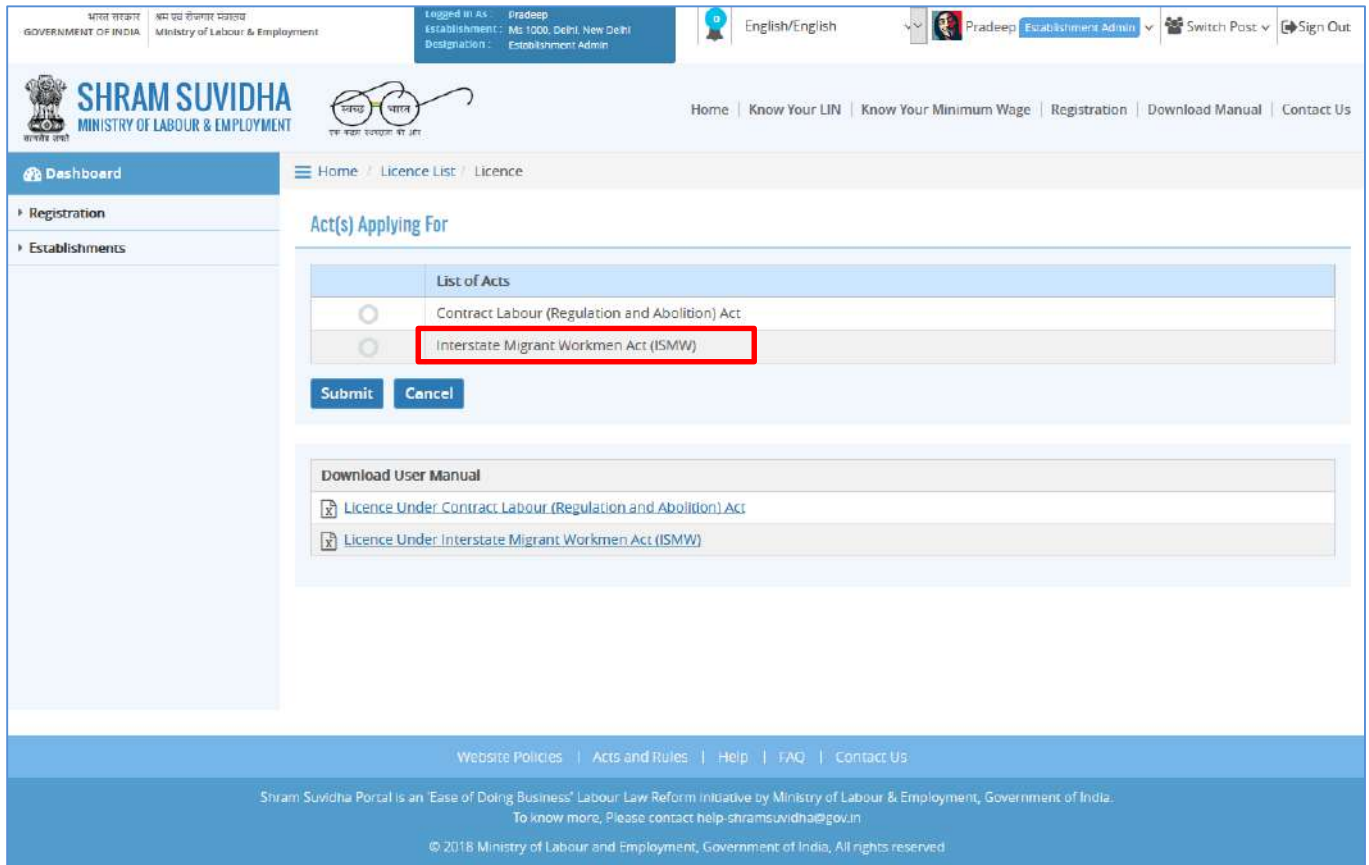


Figure 3-2

Select Interstate Migrant Workmen Act (ISMW) and click  button.

3.1 ISMW Licence Application

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

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

3.1.1 Contractor Details

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GOVERNMENT OF INDIA

श्रम एवं रोजगार विभाग
MINISTRY of Labour & Employment


Logged in As: PMU Shram Suvidha
 Establishment: Ministry of Labour & Employment, Delhi, New Delhi
 Designation: PMU

English/English

PMU Shram Suvidha

Switch Post

Sign Out



एक पदम हासिल हो जाये

Home | Know Your LIN | Know Your Minimum Wage

Dashboard

- Registration
- Establishments
- Monthly Return under EPF-ESI
- Annual Return under Central Acts

Home / Licence List / Licence Act / Licence Form

Contractor Details
Establishment / P Details
Contract Work Details
Attachments

A. Contractor Details

1. LIN of Contractor (Optional)

2. Full Name of Contractor (Company/Corp./Firm/Society/etc)*

3. Full Name and Designation of Representative*

4. Address of Contractor*

Use Google map for Geo-Coordinates

Geo Co-ordinates

 Please fill proper address and Pin Code to get actual Geo-coordinates

5. PAN of Contractor*

6. Name as on PAN Card*

7. Email Address of Representative*

8. Mobile No of Representative*

Sr. No.	Contact Type	Contact Value	Actions
	<input type="text" value="Select Contact Type"/>	<input type="text"/>	<input type="button" value="+"/>
1	E-Mail	indpkumar@gmail.com	<input type="button" value="✉"/> <input type="button" value="✖"/>

[Know Your LIN](#) | [Feedback](#) | [News](#) | [faq](#) | [act and rules](#) | [Help](#) | [Website Policies](#)

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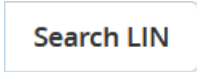




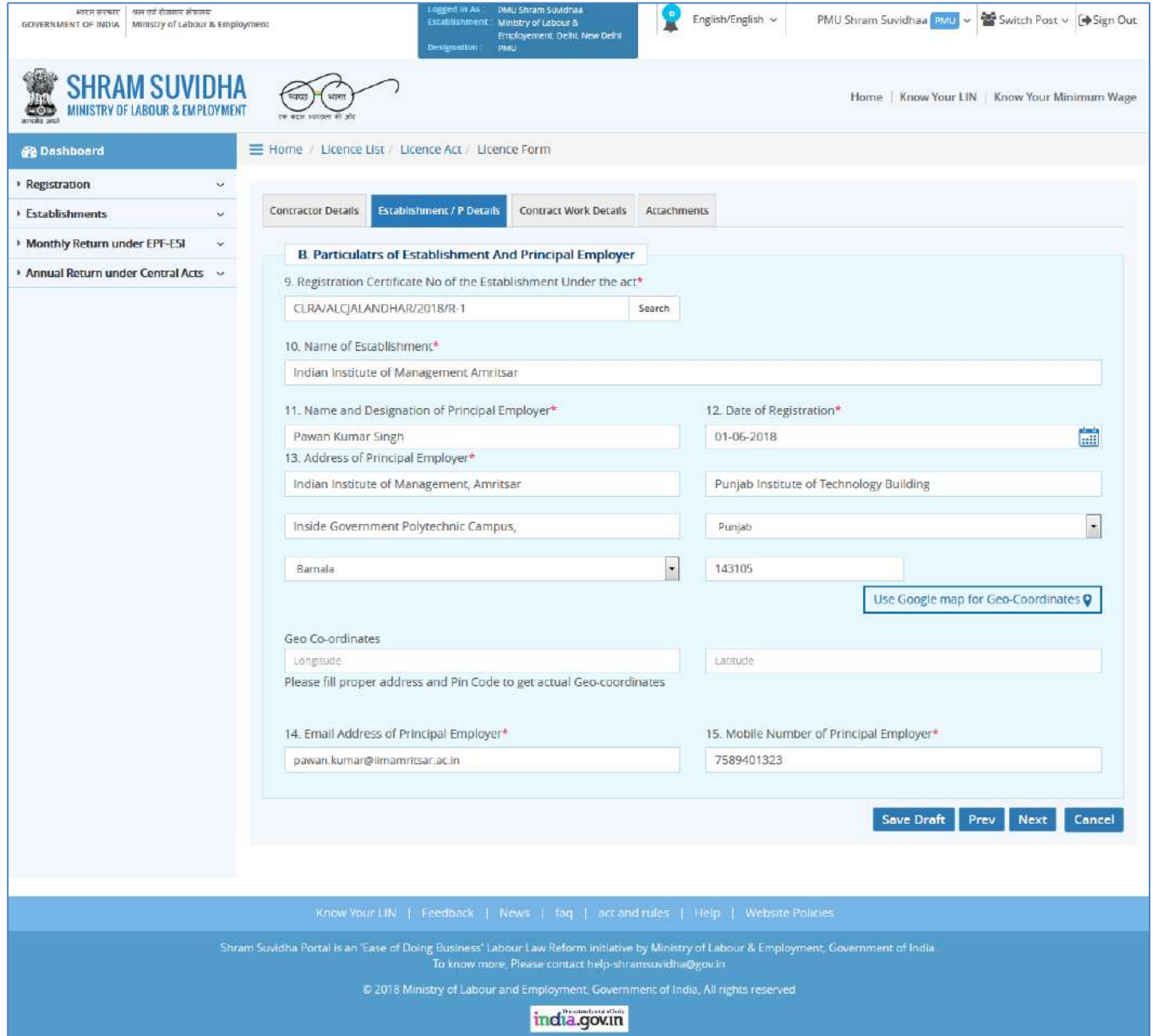


Figure 3-3

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  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



The screenshot shows the 'B. Particulars of Establishment And Principal Employer' form on the SHRAM SUVIDHA portal. The form is divided into several sections:

- 9. Registration Certificate No of the Establishment Under the act*:** A search box containing 'CLRAVALCJALANDHAR/2018/R-1' and a 'Search' button.
- 10. Name of Establishment*:** A text box containing 'Indian Institute of Management Amritsar'.
- 11. Name and Designation of Principal Employer*:** A text box containing 'Pawan Kumar Singh'.
- 12. Date of Registration*:** A date picker box showing '01-06-2018'.
- 13. Address of Principal Employer*:** A multi-line text box containing 'Indian Institute of Management, Amritsar', 'Inside Government Polytechnic Campus,', and 'Barnala'.
- 14. Email Address of Principal Employer*:** A text box containing 'pawan.kumar@iimamritsar.ac.in'.
- 15. Mobile Number of Principal Employer*:** A text box containing '7589401323'.
- Geo Co-ordinates:** Fields for 'Longitude' and 'Latitude' with a note: 'Please fill proper address and Pin Code to get actual Geo-coordinates'. A button 'Use Google map for Geo-Coordinates' is also present.

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

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

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Ministry of Labour & Employment

Logged In As: Establishment
Designation: PMU

PMU Shram Suvidha
Ministry of Labour &
Employment, Delhi, New Delhi
PMU

English/English

PMU Shram Suvidha

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Sign Out

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MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage

Home / Licence List / Licence Act / Licence Form

Contractor Details

Establishment / P Details

Contract Work Details

Attachments

C. Contract Work Details

16. Name / Nature of work in which workman is employed or is to be employed in the Establishment*

Demo Nature of work, Delhi

17. Estimated date of commencement of Contract Work*
05-07-2018

18. Estimated date of completion of Contract Work*
30-07-2020

19. Name of Agent Or Manager of Contractor at the work-site*
Ram Kumar

Note : You are required 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. *

20. Location of Work *

Room No. 12 Shrima Shakti Bhawan

Ministry of Labour Delhi

New Delhi 110001

Use Google map for Geo-Coordinates

Geo Co-ordinates

Longitude Latitude

Please fill proper address and Pin Code to get actual Geo-coordinates

21. Activity as per National Industrial Classification*
F-41002 Search

22. Details of selected NIC Code*

23. F - CONSTRUCTION

24. 41 - Construction of buildings

25. 410 - Construction of buildings

26. 4100 - Construction of buildings

27. 41002 - Activities relating to alteration, addition, repair, maintenance carried out on own-account basis or on a fee or contract basis

28. Maximum number of contract labour to be employed in the Establishment on any day*
20

29. License Fee

(A) Is 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

30. Whether Certificate By Principle Employer, in form III enclosed?*

Yes No

Save Draft Prev Next Cancel

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
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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

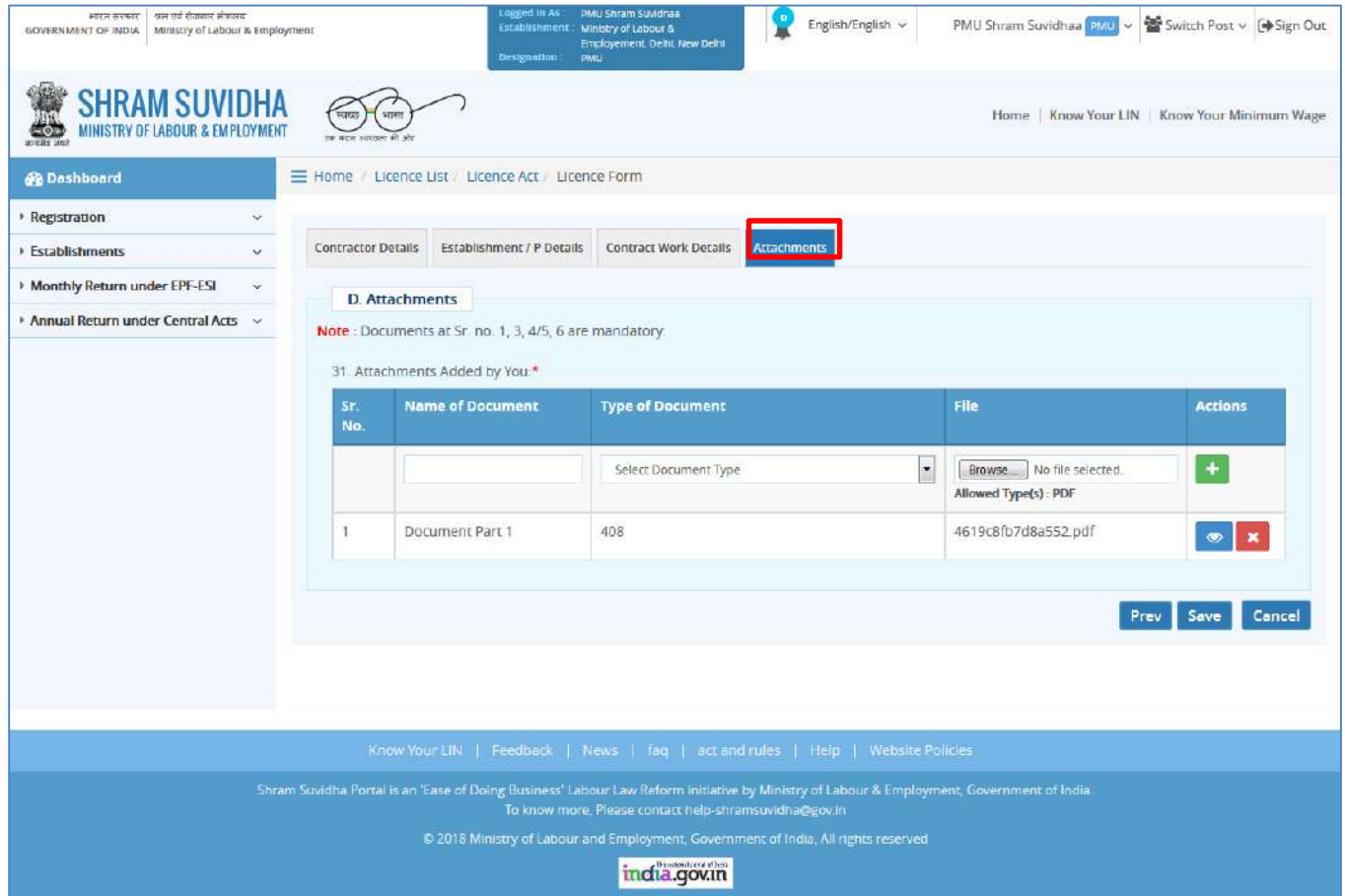




Figure 3-6

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:

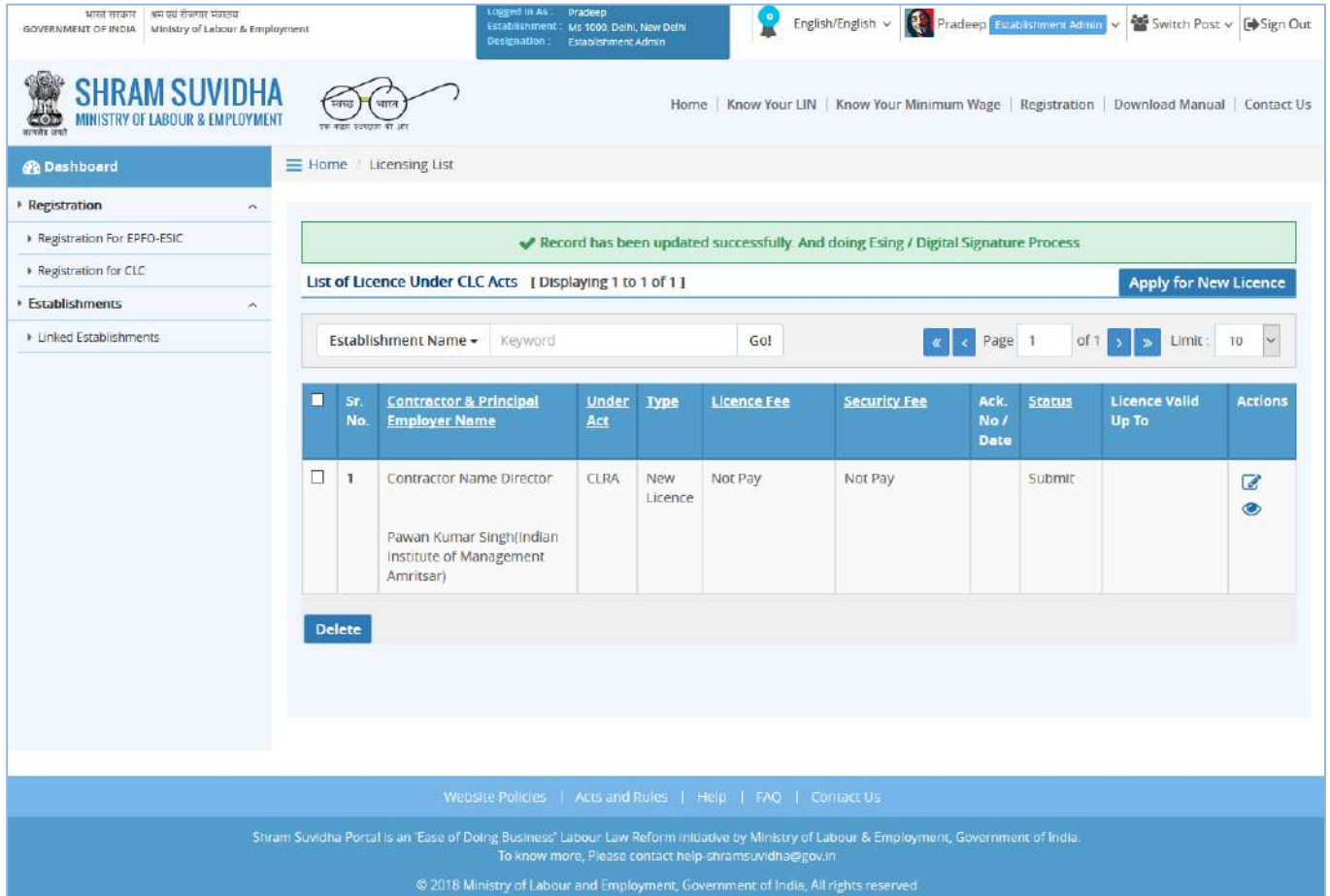
- **Sr. No.**
- **Name of Document**
- **Type of Document** **File**
- **Actions-** You can view or delete uploaded document by selecting  or  icons respectively

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

Click  to submit the Licence Application!





Record has been updated successfully. And doing E-sing / Digital Signature Process

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

Establishment Name: Keyword Go!

Page 1 of 1 | Limit: 10

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor Name Director Pawan Kumar Singh (Indian Institute of Management Amritsar)	CLRA	New Licence	Not Pay	Not Pay		Submit		 

[Delete](#)

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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:



- Dashboard
- Registration
- Establishments
- Monthly Return under EPF-ESI
- Annual Return under Central Acts

Home / LicLicensing List / Licensing Form Preview

Record has been updated successfully. And doing Esing / Digital Signature Process



FORM II

[Under rule 14(2) of the Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]
APPLICATION FOR LICENCE UNDER THE INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 (30 OF 1979)

Acknowledgement Number: -

Date of Application: -

Details of Contractor

1. Full Name of Contractor: **M/s Demo Test Pvt. Ltd. through Contractor Name Director**
2. Full Address of Contractor: **House No. 15, Rajiv Nagar, Sector - 20A, Gurugram, Haryana, - 122001**
3. LIN/PAN No. of Contractor: **2-2222-2222-2 / CZXSA1322F**
4. Email Id of Contractor: **ind.pkumar@gmail.com**
5. Mobile No. of Contractor: **9560116789**

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: Dated

Particulars of the Contract Labour

8. Nature of work in which workman is employed or is to be employed in the Establishment: **Demo Nature of work, Delhi**
9. Location of Work: **Room No. 12, Shirma 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, Shirma 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 III enclosed: **Yes**
14. Amount of Licence Fee: **INR 15**
15. Jurisdiction for Licensing Officer: **ALC NEW DELHI II (ALCNEWDELHIIII)**

Signatur of Contractor
(eSign/DSC)

Note: This is an online applicaøen summary applied on shram suvidha Portal.

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

Figure 3-8

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

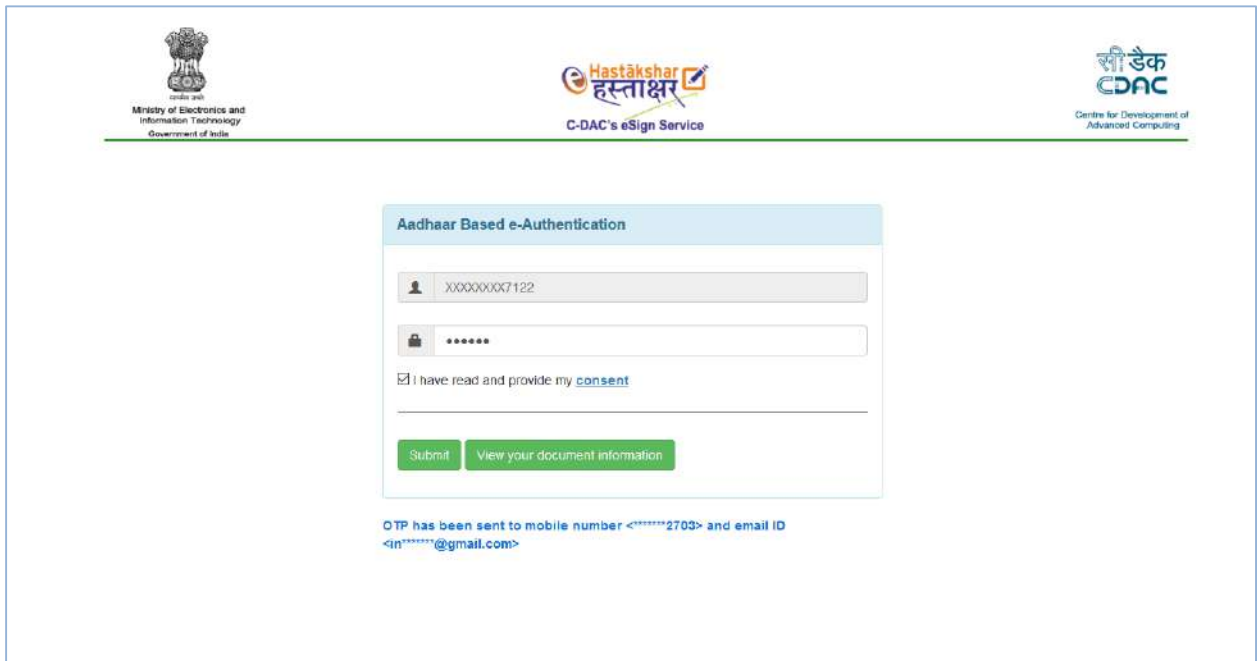
- Click **Go To Listing** to get back to listing screen
- Click **Digital Signature** to sign the registration form digitally
- Click **E-Sign** to e-sign the Licence form
- E-sign form opens. Enter you Aadhar Number;



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

Figure 3-9

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



Aadhaar Based e-Authentication

XXXXXXXX7122

I have read and provide my [consent](#)

OTP has been sent to mobile number <*****2703> and email ID <in*****@gmail.com>

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:



भारत सरकार | Ministry of Labour & Employment
GOVERNMENT OF INDIA

Logged in As: Pradeep
Establishment: Ms 1000, Delhi, New Delhi
Designation: Establishment Admin

English/English | Pradeep Establishment Admin | Switch Post | Sign Out

SHRAM SUVIDHA

MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage | Registration | Download Manual | Contact Us


Dashboard | Home / Licensing List

Record has been updated successfully.

List of Licence Under CLC Acts

Displaying 1 to 1 of 1 | [Apply for New Licence](#)

Establishment Name: Keyword | Go! | Page 1 of 1 | Limit: 10

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor Name Director Pawan Kumar Singh(Indian Institute of Management Amritsar)	CLRA	New Licence	Not Pay	Not Pay		eSign		


Delete

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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 :	Gurugram	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	DDO Name	Purpose & Payment Type	Payment Period/Frequency	Amount (In INR)
1	LABOUR AND EMPLOYMENT	PAO(Chief Labour Commissioner),New Delh[030050]	CHIEF LABOUR COMMISSIONER (SECTION OFFICER)..SHRAM SHATKI BHAWAN,RAFI MARG,NEW DELHI-1[230051]	License fees,For ISMW	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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GOVERNMENT OF INDIA | Ministry of Labour & Employment

Logged in AS Pradeep
Establishment: Ms 1000, Delhi, New Delhi
Designation: Establishment Admin

English/English Pradeep Establishment Admin Switch Post Sign Out

SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage | Registration | Download Manual | Contact Us

Dashboard Home / Licensing List

Registration

- Registration For EPFO-ESIC
- Registration for CLC

Establishments

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

Establishment Name Keyword Go! Page 1 of 1 Limit: 10

Sr. No.	Contractor & Principal Employer Name	Under Act	Type	Licence Fee	Security Fee	Ack. No / Date	Status	Licence Valid Up To	Actions
1	Contractor Name Director Pawan Kumar Singh(Indian Institute of Management Amritsar)	ISMW	New Licence	Not Pay	Not Pay		eSign		

[Delete](#)

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Figure 3-13

- Click to view acknowledgement



	<p>भारत सरकार / Government Of India श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment पावती पर्ची / Acknowledgement Slip</p>	
पावती संख्या: / Acknowledgment No: ISMW-2018-5		आवेदन तिथि: / Application Submission Date : / 04-07-2018
नाम और पता: / Establishment Name and Address Pawan Kumar Singh Indian Institute of Management, Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus,, Barnala, Punjab, 143105	Registration Type	Interstate Migrant Workmen Act (ISMW)
	eSign/DSC Licence Certificate	Download Licence Certificate PDF
	eSign/DSC PDF	Download Signed PDF
	NIC Code	F-43213
	Licence Payment Status	Pay (100 INR, Transition ID 0407180005566)
	Security Payment Status	Pay (5000 INR, Transition ID 0407180056984)
प्रिंट दिनांक समय : / Print Date & Time 12-Jul-2018 19:16 PM		

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

Figure 3-14

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