Unified Shram Suvidha Portal
User Manual for Employer under Building and Other Construction Workers (BOCW) Act-Version 1.0

For,
Ministry of Labour & Employment
Government of India
# REVISION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>REVISION DATE</th>
<th>REVISION BY</th>
<th>REVIEWED BY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>30-April-2018</td>
<td>Pradeep Kumar</td>
<td>Sh. Santosh Mahur</td>
<td>Initial Copy</td>
</tr>
</tbody>
</table>
# Table of Contents

1. Introduction .................................................................................................................. 3

2. Login ............................................................................................................................... 4
   2.1 Sign Up ......................................................................................................................... 4
   2.2 Forgot Password .......................................................................................................... 6

3. Dashboard ........................................................................................................................ 7
   3.1 New Registration ........................................................................................................... 8

4. Building and Other Construction Workers (BOCW) Act ................................................. 9
   4.1 Employer Details .......................................................................................................... 10
   4.2 Establishment Details ................................................................................................ 12
   4.3 Workspace Details ..................................................................................................... 14
   4.4 Manager Details ......................................................................................................... 16
   4.5 Attachments ............................................................................................................... 17

5. Digital Sign/ e-Sign ........................................................................................................ 18
   5.1 Payment ...................................................................................................................... 22
   5.2 Print Acknowledgement ............................................................................................ 23
   5.3 Download Certificate ................................................................................................ 25
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 BOCW (Building and Other Construction Workers Act, and is intended for the use of Establishment /factory owners.

- Building and Other Construction Workers (BOCW) Act
2 Login

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

Login screen will be displayed.

- To login with USSP, enter User Id and Password, enter verification code as displayed and click Sign In.

- Click Reset to rearrange all the details you have written in login form.

2.1 Sign Up

User can sign up / register in two ways:
To sign up enter the following details:

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

- Click **SIGN UP** to create your account
- Click **RESET** to rearrange all the details you have written in login form
2.2 Forgot Password

Click **Forgot Password** in case of forgotten password

Enter the following details:

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

The following message will be displayed:

*Figure 2-4*

![Password reset verification link](image)

The Password reset verification link has been sent to your registered email ID. Kindly access your email ID to reset your Password. You have 24 hours to complete the request.

*Figure 2-5*
3 Dashboard

Dashboard displays:

- Left Menu
- Header
- List of Registration forms with various;
Existing registration applications will be displayed with the 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.
  - (view pdf) - click to view submitted for in PDF format.
  - (query) - this icon will be displayed only if.
  - (print) - click to print acknowledgement.
  - (download attachments) - click download attachments.
  - (view) - click to form.

You can delete multiple rows by checking the checkbox and selecting the 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 the **Save** button to continue:
4 Building and Other Construction Workers (BOCW) Act

Fill in following tabs to complete the Registration for Building and Other Construction Workers (BOCW) Act:

- Employer Details
- Establishment Details
- Work Place Details
- Managers Details
- Attachments

Figure 4-1

- Employer Details
- Establishment Details
- Manager Details
- Attachments
4.1 Employer Details

Insert LIN number and search LIN, to fetch the establishment detail
Enter following detail for BOWC Registration:

- Retrieve details of employer through LIN: Insert LIN number and click LIN, to fetch the establishment detail. Or you can enter the establishment detail manually
- Name of Establishment*: enter name of establishment
- Full Name of Employer as per Section 2(i)*: enter full name of employer
- Designation*: enter designation

Note: Please fill proper designation like manager, web-developer
- Name of company/firm/department/other of Employer*: enter name of the firm or department
- Address of Employer*: enter address
- Geo Co-ordinates:
  - Use Google map for Geo-Coordinates- click to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- Gender*: enter gender
- Father’s / Husband’s Name of the Employer*: enter father’s/husband’s name
- 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 Workers to be employed in the Establishment on any day*- Enter maximum number of labour working in the establishment on any day

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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Principal Employer &amp; Establishment Name</th>
<th>Payment Status</th>
<th>Ack. No / Date</th>
<th>Last Updated Date</th>
<th>Act(s)</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pradeep Kumar</td>
<td>Not Pay</td>
<td>-</td>
<td>26-04-2018</td>
<td>CLRA</td>
<td>Unsigned Draft</td>
<td></td>
</tr>
</tbody>
</table>

Figure 4-3
## 4.2 Establishment Details

![ establishment details screenshot ](image)

**Figure 4-4**
Enter following detail for Establishment:

- LIN of Contractor (Optional): 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
- Postal Address of Establishment: Select if address is same as employer address
- Use Google map for Geo-Coordinates
- Geo Co-ordinates: click 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 to fetch NIC code details,
- Details of selected NIC Code* will be displayed as shown below:

- 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 or to continue with Manager detail.
### 4.3 Workspace Details

**Figure 4-6**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Location of Work*</td>
<td>Shram Suvidha Bhawan and Ministry of Power</td>
</tr>
<tr>
<td>20. Address of Work Place where Workers/Labours are to be employed*</td>
<td>Room No. 111 MoLE Delhi 110001</td>
</tr>
<tr>
<td>Geo Co-ordinates</td>
<td>Longitude Latitude</td>
</tr>
<tr>
<td>21. Maximum number of building workers to be employed in the Establishment on any day</td>
<td>100</td>
</tr>
<tr>
<td>22. Registration Fee</td>
<td>(A) Up to 100: Rs. 100 (B) Between 20 to 500: Rs. 500 (C) Above 500: Rs. 1000</td>
</tr>
<tr>
<td>23. Estimated date of commencement of Work*</td>
<td>30-04-2018</td>
</tr>
<tr>
<td>24. Estimated date of completion of Work*</td>
<td>31-05-2021</td>
</tr>
<tr>
<td>25. Activity as per National Industrial Classification*</td>
<td>Search</td>
</tr>
<tr>
<td>26. Details of selected NIC Code*</td>
<td>E - WATER SUPPLY, SEWERAGE, WASTE MANAGEMENT and 36 - Water collection, treatment and supply 360 - Water collection, treatment and supply 3600 - Water collection, treatment and supply 36000 - Water collection, treatment and supply</td>
</tr>
<tr>
<td>27. Brief Description of Work Carried out in Work Place*</td>
<td>Water collection, treatment and supply</td>
</tr>
</tbody>
</table>

Enter following detail:

- Location of Work*: enter work location
- Address of Work Place where Workers/Labour are to be employed*: enter address of the work location

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

- Designation* - enter designation

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

- Activity (Nature of BOC work) carried out by selected contractor: enter nature of the activity carried out

- Maximum number of building workers to be employed in the Establishment on any day: enter number of labour employed on any day of the month

- Registration Fee
  - Up to 100: Rs. 100
  - Between 20 to 500: Rs. 500
  - Above 500: Rs. 1000

- Estimated date of commencement of Work*: select estimated date of commencement

- Estimated date of completion of Work*: select estimated date of completion of work

- Activity as per National Industrial Classification*: Enter activity as per National Industrial Classification

- Details of selected NIC Code*: detail of the NIC code will be fetched

- Brief Description of Work Carried out in Work Place*: enter brief description of the work carried out

- Click to continue with Manager detail
### 4.4 Manager Details

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 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**:
  - **Sr. No.**
  - **Contact Type**
4.5 Attachments

Attach required documents to complete the registration process:

- Click 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.

While filling Registration 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 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.

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:
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 your Aadhar Number;
Click submit button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.

Enter OTP

System displays message on submitting the OTP successfully!

Thank you for Esign service.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Principal Employer &amp; Establishment Name</th>
<th>Payment Status</th>
<th>Ack. No. / Date</th>
<th>Last Updated Date</th>
<th>Act(s)</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pradeep Singh M/s Demo Establishment Limited</td>
<td>Not Pay</td>
<td>-</td>
<td>30-04-2018</td>
<td>BOCW</td>
<td>Submitted - Payment Pending</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pradeep Singh M/s Test Establishment</td>
<td>Not Pay</td>
<td>-</td>
<td>27-04-2018</td>
<td>ISMW</td>
<td>Submitted - Payment Pending</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pradeep Kumar M/s Test Limited</td>
<td>Not Pay</td>
<td>-</td>
<td>26-04-2018</td>
<td>CLRA</td>
<td>Submitted - Payment Pending</td>
<td></td>
</tr>
</tbody>
</table>
5.1 Payment

- After e-Sign, you make applicable payment. Click (payment) to make payment.
- System takes you to online payment screen:
- Registration information for BOCW will be displayed based on total number of labour, you employ on any day at the establishment.
- Click to confirm the detail. You will be directed online payment. Complete the payment.
### 5.2 Print Acknowledgement

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

#### (A) Employer Details

<table>
<thead>
<tr>
<th>Employer Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Pradeep Singh</td>
<td>M/s Demo Establishment Limited</td>
</tr>
<tr>
<td>Address: Room no 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001</td>
<td></td>
</tr>
<tr>
<td>Gender: Male</td>
<td>Manager</td>
</tr>
<tr>
<td>Email: <a href="mailto:m.deepkiran@gmail.com">m.deepkiran@gmail.com</a></td>
<td>Mobile: 9990197760</td>
</tr>
<tr>
<td>Father's Name of Employer: Sh. S S Singh</td>
<td>Company of Employer: M/s Demo Establishment Limited</td>
</tr>
</tbody>
</table>

#### (B) Establishment Details

<table>
<thead>
<tr>
<th>Establishment Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Establishment: M/s Demo Establishment Limited</td>
<td></td>
</tr>
<tr>
<td>Address: Room No 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001</td>
<td></td>
</tr>
<tr>
<td>Ownership Type/Sector: Public Limited Company</td>
<td>National Industrial Classification: E-3210</td>
</tr>
<tr>
<td>PAN No: DDUGD1223H</td>
<td>Name as on PAN: M/s Demo Establishment</td>
</tr>
<tr>
<td>Latitude:</td>
<td>Longitude:</td>
</tr>
</tbody>
</table>

#### (C) Work Place Details

<table>
<thead>
<tr>
<th>Work Place Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Shram Shakti Bhawan and Ministry of Power</td>
<td></td>
</tr>
<tr>
<td>Address: Room No. 115, MoE, Shram Shakti Bhawan, New Delhi, Delhi - 110001</td>
<td></td>
</tr>
<tr>
<td>Max. number of building workers to be employed in the establishment on any day: 100</td>
<td></td>
</tr>
<tr>
<td>National Industrial Classification code:</td>
<td></td>
</tr>
<tr>
<td>Commencement Date: 30-04-2018</td>
<td>Completion Date: 31-05-2021</td>
</tr>
<tr>
<td>Latitude:</td>
<td>Longitude:</td>
</tr>
<tr>
<td>Brief Description: Water collection, treatment and supply</td>
<td></td>
</tr>
</tbody>
</table>

#### (D) Manager Details

<table>
<thead>
<tr>
<th>Manager Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Pradeep Singh</td>
<td></td>
</tr>
<tr>
<td>Address: House No. 15, Sector 15-A, Gurugram, Haryana - 122001</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:tm@gmail.com">tm@gmail.com</a></td>
<td>Mobile: 9867872703</td>
</tr>
</tbody>
</table>

#### (E) Contact Details

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Details</th>
</tr>
</thead>
</table>

#### (F) Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Name</th>
<th>Attachment Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Head of Establishment</td>
<td>Attachment Demo</td>
<td>108.97 KB</td>
</tr>
<tr>
<td>Certificate of Head of Establishment</td>
<td>Attachment Demo</td>
<td>108.97 KB</td>
</tr>
<tr>
<td>Certificate of Head of Establishment</td>
<td>Attachment Demo</td>
<td>108.97 KB</td>
</tr>
</tbody>
</table>

#### (G) Controlling Authority

<table>
<thead>
<tr>
<th>Jurisdiction Submitted Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALC NEW DELHI</td>
<td>ALCNEWDELHI</td>
</tr>
</tbody>
</table>

**Figure 5-8**

- You can download un-signed PDF by [Download Unsigned PDF] or signed PDF by selecting [Download Signed PDF] buttons
Form I
(Under Rule 24(1) of the Building and Other Construction Workers’ (Regulation of Employment and Conditions of Service) Central Rules, 1998)

CERTIFICATE OF REGISTRATION FOR EMPLOYER

Registration Number: BOCW/ALCNEWDELHI3/2018/R-2
Date: 30-Apr-2018

Government of India
Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under Sub-section (3) of section 7 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996) to M/s Demo Establishment Limited, through Pradeep Singh (Manager), Room No 501, Shram Shakti Bahwan, Ministry of Labour, New Delhi, Delhi - 110001

1. UIN/PAN No. of Employer: BDJU01222H
2. Email Id of Employer: in.deepboora@gmail.com
3. Mobile No. of Employer: 9560116789
4. Nature of building or the other construction work carried on in the establishment: Water collection, treatment and supply
5. Maximum number of building and other construction work to be employed by employer under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996) on any day: 100
6. Amount of Registration Fee: INR 100 (Transaction Id: )

Remarks of Registering Officer: -

eSign of Registering Officer
(Office name and Office Address of Registering officer)

Note: This is an online Registration Certificate granted by CLC(I) office through Shram Suvidha Portal.

Signature Not Verified

Digitally signed by Ank Kumar Bharti
Date: 2018.04.30T13:04:29 IST

Print Acknowledgement by selecting Print button
5.3 Download Certificate

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

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

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

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