Guidelines for License Renewal of those licenses Which were issued online but were renewed/amended offline.

Back-log entry for Renewal license

1. Employer/representative has to login into his account on https://registration.shramsuvidha.gov.in/



2. Employer/representative's establishment must be linked with user ID for applying for renewal of license.

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3. Employer/representative has to click on "Back log entry" tab available in the left side menu bar.

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Back-Log License Entry	

4. By clicking on this tab system seeks either "acknowledgement number" or "license number".

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Back-Log License Entry	

- 5. Key in whichever is available, and then license issued online will be displayed.
- 6. Key in the details like Licensing Officer name, date of issue, validity from the physical copy of the offline renewal/amended license. The employer has to ensure that a new row is added for every new entry by clicking of the + radio button provided.

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- 7. The number contract workers is to be filled as for which the license was renewed/amendment offline.
- 8. After entering these details employer has to submit this.
- 9. The application reached the Licensing Officer who will verify the data filled by employer and in case any mismatch it can be corrected by licensing officer and should be approved.
- 10. The application will reach back with the employer which shall be visible in the "license renewal" tab available in the left side menu bar.
- 11. The application will only be available if it is with in time for renewal. If the time for renewal has lapsed then it will not be visible.
