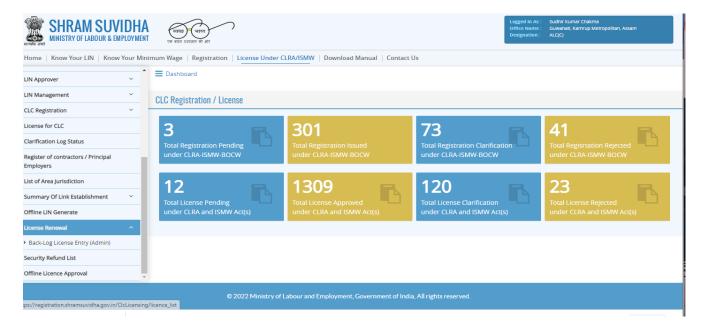
Guidelines for License Officers regarding licenses which were issued online but were renewed/amended offline and issued/renewed/amended offline.



The Licensing Officer before launch of the renewal modules used to only issue licenses online. However, new module for renewal of all type of licenses have been developed and currently running on registration.shramsuvidha.gov.in. Therefore, to acquaint the licensing officers following guideline to help them understand the new development has been provided.

- The new module consists of the following:
 - a. Renewal of online to online license
 - b. Renewal/amendment of online issued, offline renewed
 - c. Renewal/amendment of offline issued licenses
 - d. Refund of Security Deposit

Renewal of online to online license: The licenses which were issued online when applied by the contractor shall be visible under the license renewal tab.

Renewal/amendment of online issued, offline renewed: These are license which were issued online but in between renewed offline/amended offline. The data of such licenses after uploading by the contractor will appear under the back log entry tab in the licensing officer account. The licensing officer needs to verify the data by approving it. After

approval the application will go back into the account of contractor, who will be required to apply for renewal/amendment by paying requisite amount of license fee/security. (after the data is verified the license becomes as was issued online and was also renewed/amended online.)

Renewal/amendment of offline issued offline/ renewed: These are the licenses which were issued/renewed/amended offline before the launch of Shram Suvidha Portal. The data of such licenses after uploading by the contractor will appear under the back log entry tab in the licensing officer account. The licensing officer needs to verify the data by approving it. After approval the application will go back into the account of contractor, who will require to apply for renewal/amendment by paying requisite amount of license fee/security. (After the data is verified the license becomes as was issued online and was also renewed/amended online.)

Refund of Security Deposit: Through this mode the contractor has been enabled to file his application for refund of security deposit online instead of offline. The refund applications will be visible under the tab refund of security deposit. The licensing officer as per guidelines issued needs to crosscheck the attachments and ensure that the security deposit refund application is genuine. The licensing officer will be required to fill certain parameters on portal and generate the sanction order online. Further, process is manual as was previously done.