



Unified Shram Suvidha Portal

User Manual - Common Registration for ESIC-Version 1.0

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

Prepared by:



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REVISION HISTORY

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
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1 Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The agencies and establishment will be able to register & apply for ESIC. This document illustrates registration process for the user / establishment and registration process for ESIC.

This manual is intended for the use of Registered Users who wants to register with ESIC¹.

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 

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

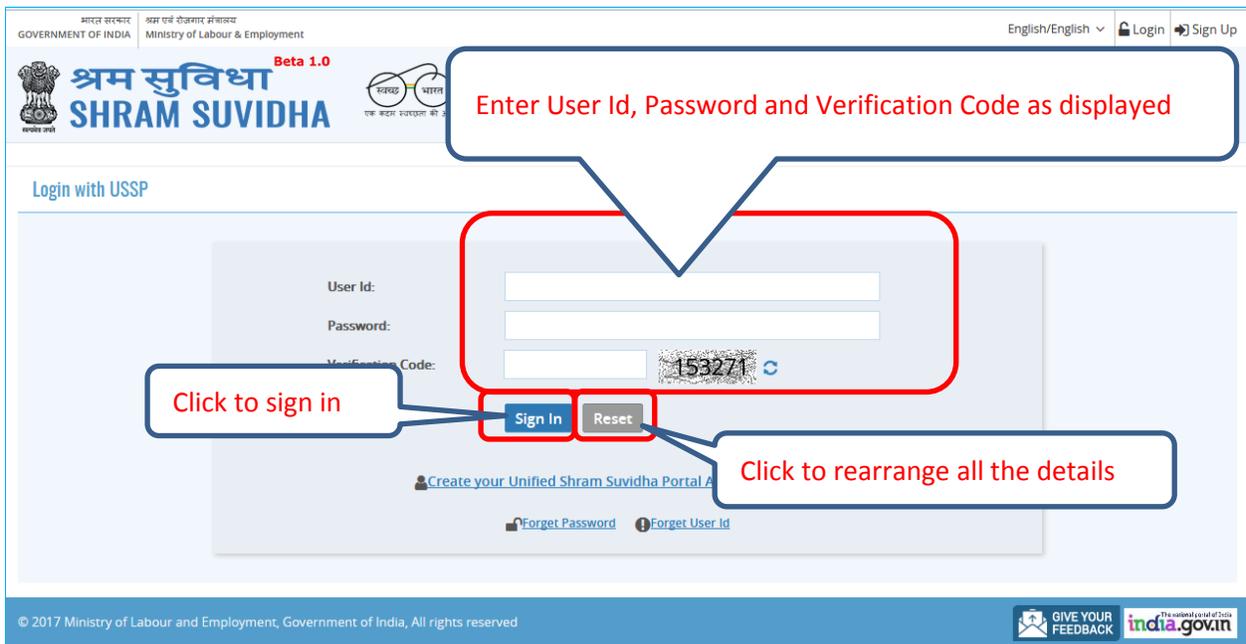


Figure 2-1

¹ Employees’ State Insurance Corporation



2.1 Sign Up

User can sign up / register in two ways:

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

Or click  Sign Up link given on top right side corner of the login page

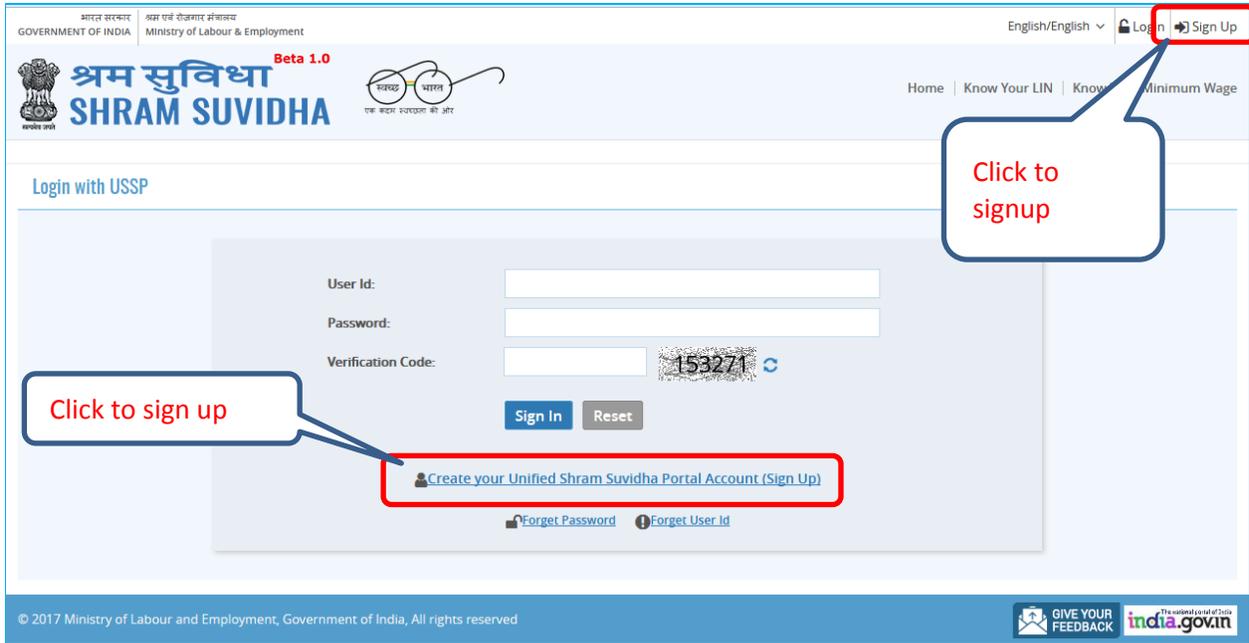


Figure 2-2

To sign up enter the following details:

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

- Click  to create your account

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



2.2 Forgot Password

Click  in case of forgotten password

Enter the following details:

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

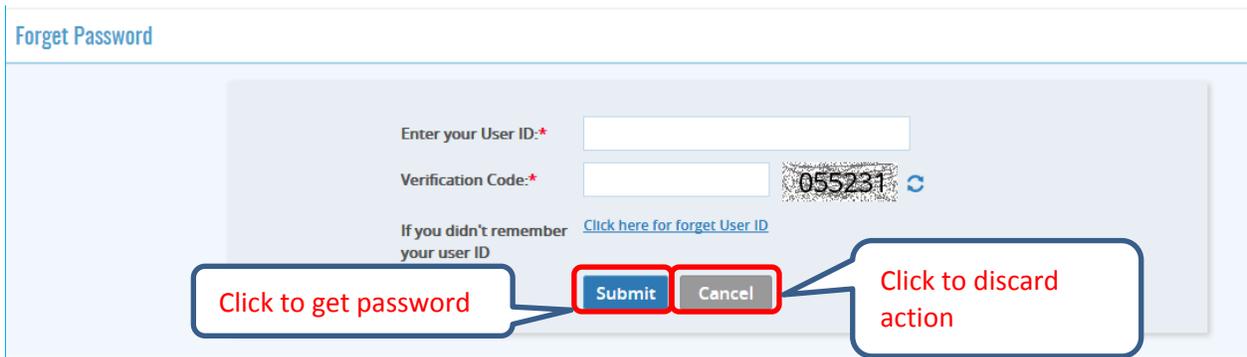


Figure 2-3

The following message will be displayed:

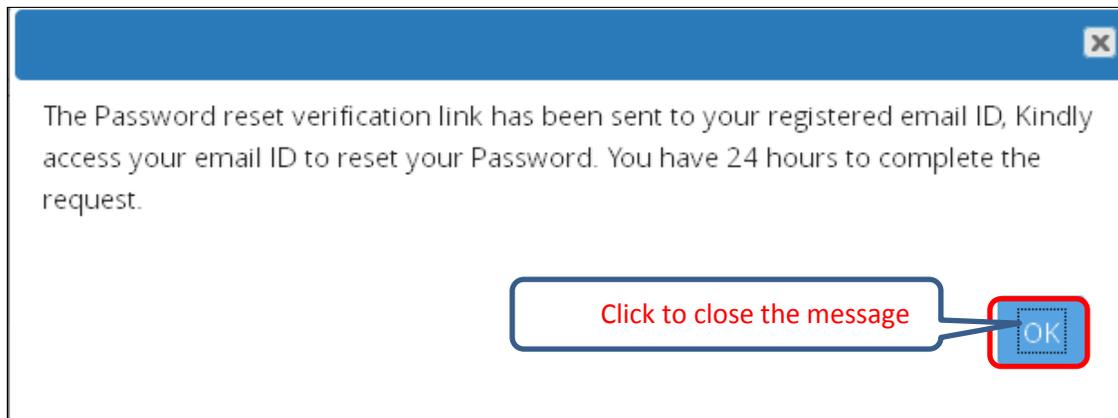


Figure 2-4



3 Home Page/Dashboard

The screenshot shows the SHRAM SUVIDHA dashboard interface. At the top, there is a header with the Government of India logo, the text 'श्रम सुविधा SHRAM SUVIDHA Beta 1.0', and navigation links for 'Home', 'Know Your LIN', and 'Know Your Minimum Wage'. A user profile section shows 'Tara Registered User' with options for 'Switch Role' and 'Sign Out'. A language dropdown is set to 'English/English'. The main dashboard area is divided into several sections: 'LIN Registration Forms' with four cards for 'Applications Made', 'Applications Not Submitted', 'Applications Submitted', and 'Applications Authorized', all showing a count of 0; 'Under Process' with three cards for 'Applications Under Verifier', 'Applications Approved', and 'Applications On Hold', all showing 0, and one card for 'Applications Rejected' showing 0; and 'Linked Establishment' with one card showing a count of 2. A 'Notification' box is visible on the right side. A left sidebar contains a 'Dashboard' menu and a 'Registration' section with sub-items like 'Registration For EPFO-ESIC v1.1', 'Establishments', 'State Returns', and 'ECR'. Red numbered callouts (1-11) are placed over various elements: 1 points to the logo, 2 to the language dropdown, 3 to the 'Switch Role' button, 4 to the 'Sign Out' button, 5 to the 'Home' link, 6 to the 'Know Your LIN' link, 7 to the 'Registration' sidebar menu, 8 to the 'LIN Registration Forms' section header, 9 to the 'Under Process' section header, 10 to the 'Linked Establishment' section header, and 11 to the 'Notification' box.

Figure 3-1

Dashboard displays:

- 1 - Dashboard
- 2 - Language selection
- 3 -switch role (you can select role if multiple roles are assigned)
- 4 -logout



- 5 -Know your LIN
- 6 -Know your minimum wages
- 7 -Menu
- 8 -Registration Forms
- 9 - Forms under process
- 10 -Linked establishments
- 11 -Notifications

4 Logged – In User Information

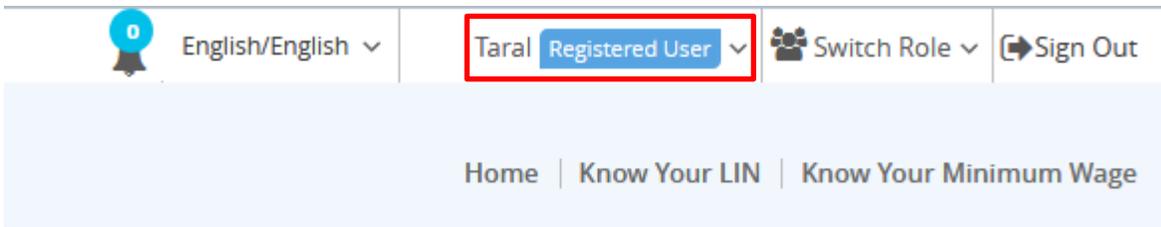


Figure 4-1

4.1 Language Section

- Click the language dropdown menu to change the language i.e. in English, Hindi, and Gujarati or any other regional language.



Figure 4-2



4.2 Logged-In User

- Click **Taral Registered User** to get the login user details, to change password and update profile and assign default role

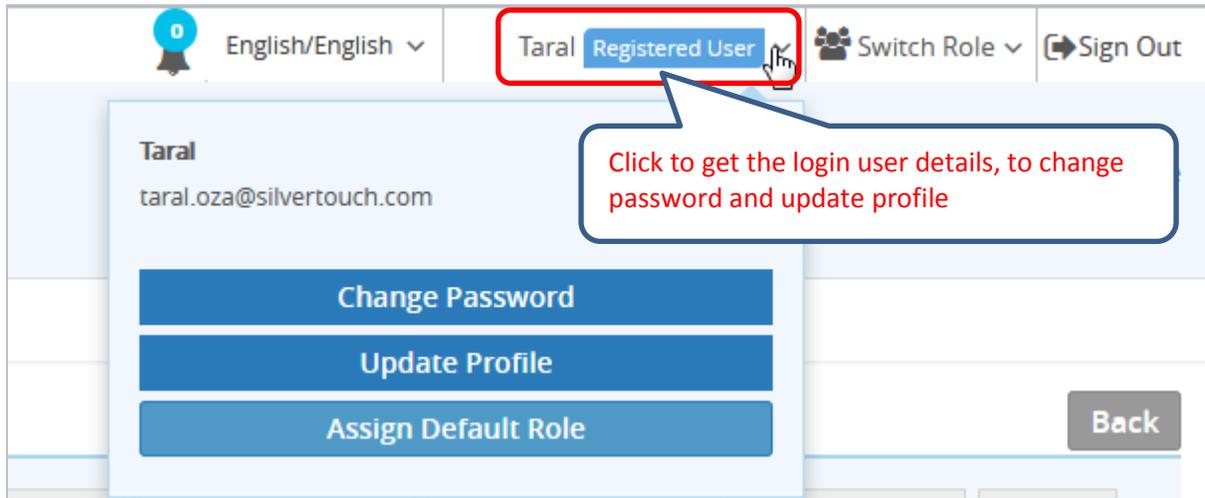


Figure 4-3

4.3 Switch User

- Click **Switch Role** to switch user role

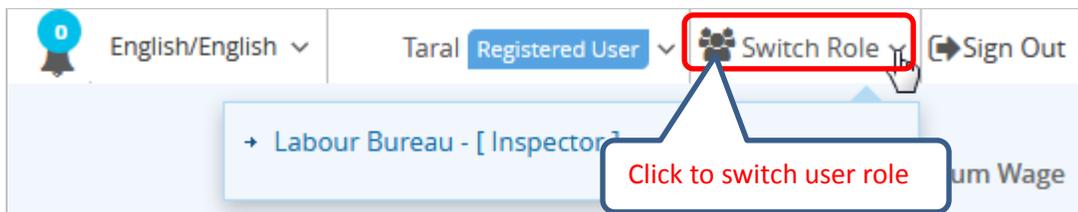


Figure 4-4

- Select available Roles assigned to you to change Role activities

4.4 Sign Out

- Click **Sign Out** to sign out from the system

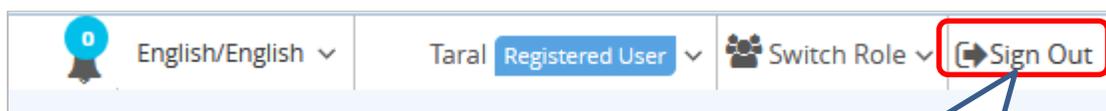


Figure 4-5

Click to sign out



5 Header Options



Figure 5-1

5.1 Home

Click [Home](#) to go to go to Dashboard/Home

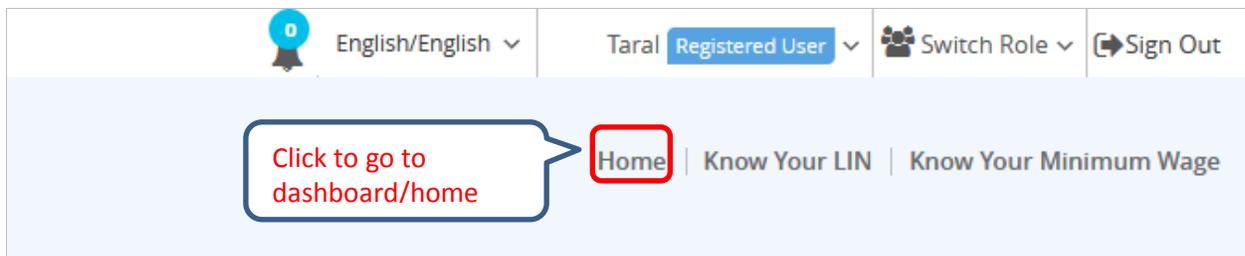


Figure 5-2

5.2 Know Your LIN

Click [Know Your Lin](#) to know your LIN

To get your LIN enter the following details:

- *Establishment Name*
- *Select Country from dropdown menu*
- *Select State from dropdown menu*
- *Select District from dropdown menu*
- *Locality/City/Village/Town*
- *Premise Number/Name*
- *Sub Locality/Street/Colony Name*

You can also get your LIN by entering following details

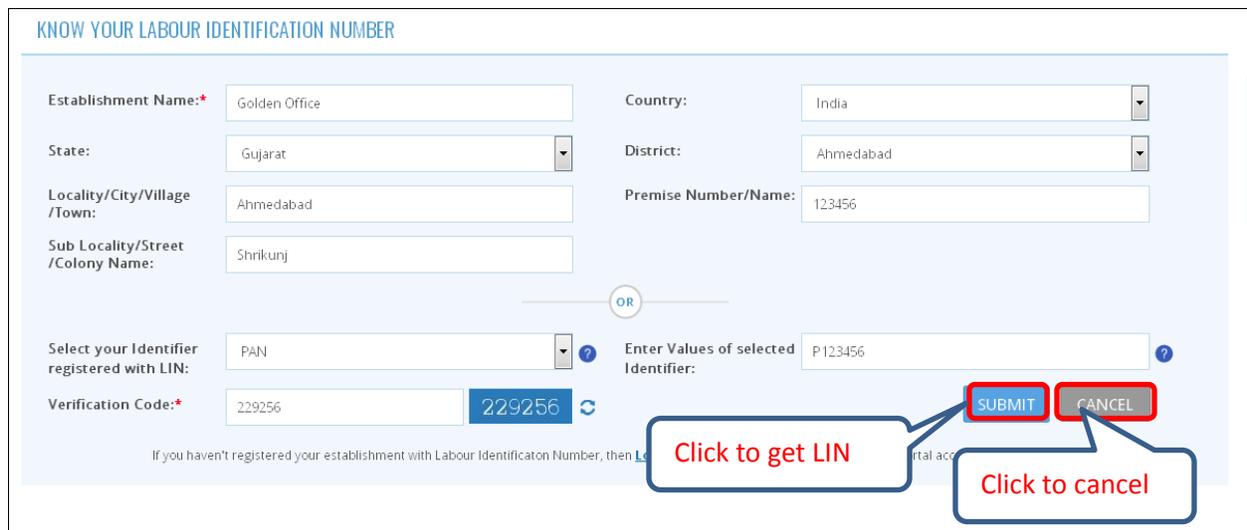
- *Select your Identifier registered with LIN from dropdown menu*
- *Enter Values of selected Identifier*



- *Verification Code*

Click  to get the LIN

Click  to cancel all the changes



KNOW YOUR LABOUR IDENTIFICATION NUMBER

Establishment Name*: Golden Office Country: India

State: Gujarat District: Ahmedabad

Locality/City/Village/Town: Ahmedabad Premise Number/Name: 123456

Sub Locality/Street/Colony Name: Shrikunj

OR

Select your Identifier registered with LIN: PAN Enter Values of selected Identifier: P123456

Verification Code*: 229256 **229256**

SUBMIT **CANCEL**

Click to get LIN Click to cancel

Figure 5-3

Note: If user hasn't registered your establishment with Labour Identification Number, then [Login](#) or [Sign Up](#) for Unified Shram Suvidha Portal account for LIN Registration.

6 Manage Profile

After successful login registered user can navigate to Manage profile page. This page allows register user to view and modify his/her personal profile.

There are two ways to manage profile

- *You can go to top where the login user information is displayed and click*

Click 

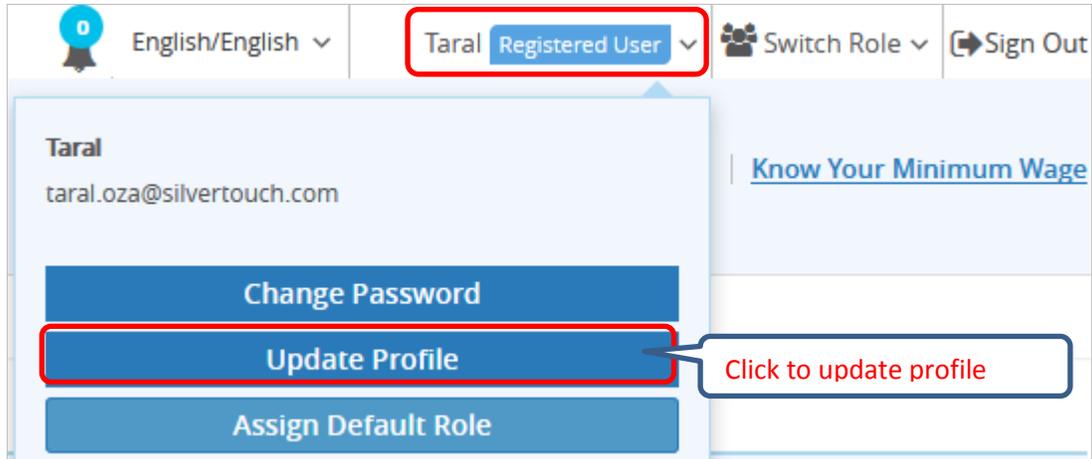


Figure 6-1

In manage profile there are 4 tabs as follows:

- [Personal Details](#)
- [Update Address](#)
- [Update eContacts](#)
- [Update Identifiers](#)

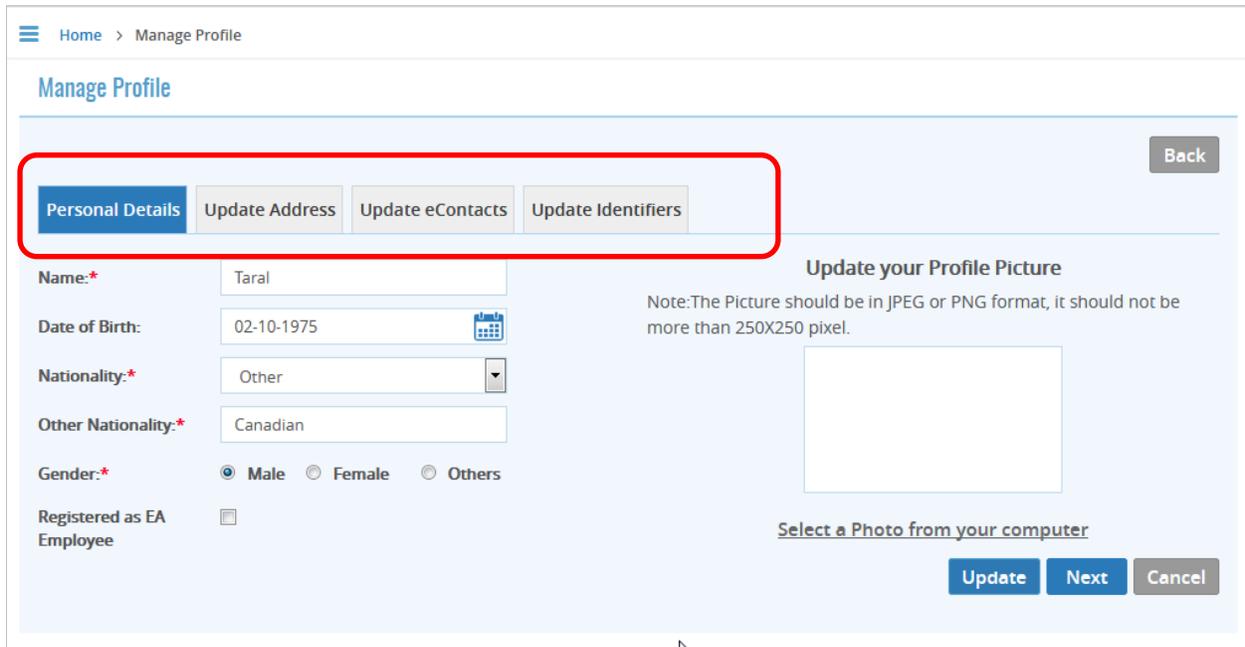


Figure 6-2



6.1 Personal Details

Personal Details

Click **Personal Details** tab to manage the personal details with profile picture

Enter the following information:

- *Name*
- *Select Date of Birth by clicking on  icon*
- *Nationality*
- *Select Gender by clicking on radio button:* Male Female
- *Click Registered as EA Employee checkbox if you want to register as EA Employee*
- *To update profile picture click [SELECT A PHOTO FROM YOUR COMPUTER](#) link*

Note: The picture should be in JPEG or PNG format with maximum of 250X250 pixels.

- Click **Update** to update personal details
- Click **Cancel** to close manage profile page
- Click **Next** to continue with next tab

The following message will be displayed:



Figure 6-3

6.2 Update Address

Click [Update Address](#) to update address

Enter the following information:

Name will be displayed automatically

- *Select Country from dropdown menu*
- *Select State from dropdown menu*
- *Premise Number/Name*
- *Sub Locality/Street/Colony Name*
- *Locality/City/Village/Town*
- *Select District from dropdown menu*
- *Area Code/Pin Code*
- *Geographical co-ordinates*

Click [Use Google Map](#) to get the Geographical co-ordinates for entered address from Google maps. System fetches the Latitude and Longitude automatically.



Home > Manage Profile

Manage Profile

Back

Personal Details **Update Address** Update eContacts Update Identifiers

Name: Taral District:* Ahmedabad

Country:* India Area Code/ Pin Code:* 380001

State:* Gujarat Geographical co-ordinates Use Google Map

Premise Number/ Name:* safron tower Latitude

Sub Locality/ Street/ Colony Name:* Ahmedabad Longitude

Locality/ City/ Village/ Town:* Panchwati

Update Next Previous Cancel

Figure 6-4

- Click **Update** to update address details
- Click **Cancel** to close manage address detail page
- Click **Next** to move to next tab
- Or click **Previous** to move back to previous tab

The following message will be displayed:

✓ Profile updated successfully.

6.3 Update eContacts

Click **Update Address** to update contacts

To update contacts enter the following information:

- By default the name of logged-in user name will be displayed automatically
- Select eContact from dropdown menu



- Enter value according to eContact you have selected

6.3.1 Add eContacts

Update eContacts

Click to add eContacts

Add

- Click to add eContact

Reset

- Click to rearrange all the details you have written update eContacts form

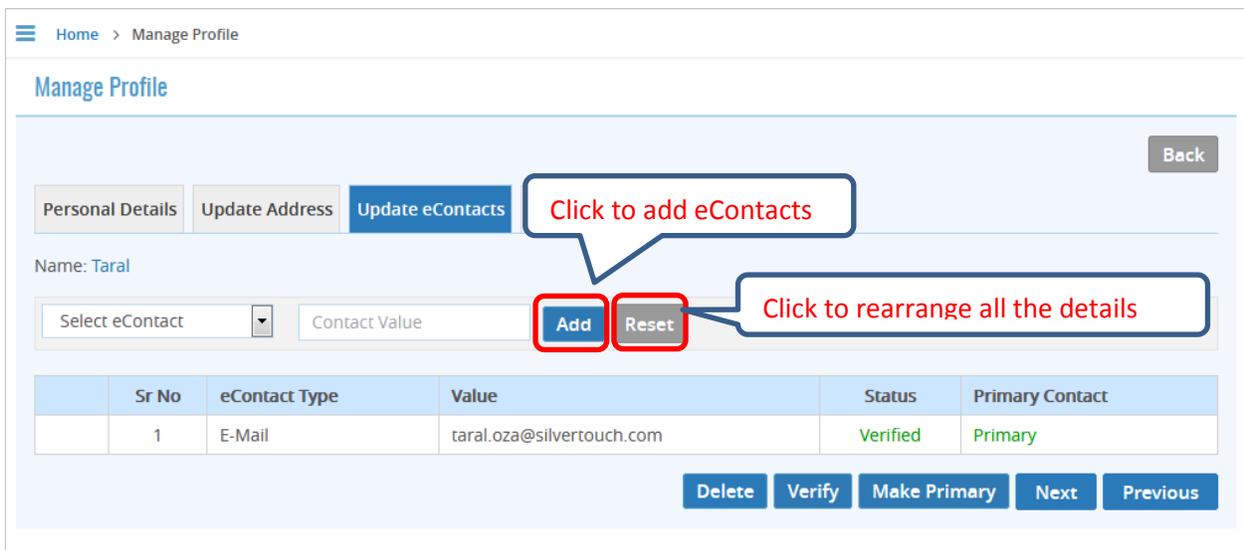


Figure 6-5

6.3.2 List eContact

The details will be displayed with following column headings:

- *Sr. No.*
- *eContact Type*
- *Value*
- *Status:*
 - *Verified: This status will be displayed if eContact verified by you*
 - *Unverified: This status will be displayed if eContact is not verified by you*



- Primary Contact
 - Primary: The eContact will be displayed as primary contact if you user makes it primary

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary

Figure 6-6

6.3.3 Delete e-contact

- Click **Delete** to delete eContact
- The following message will be displayed:

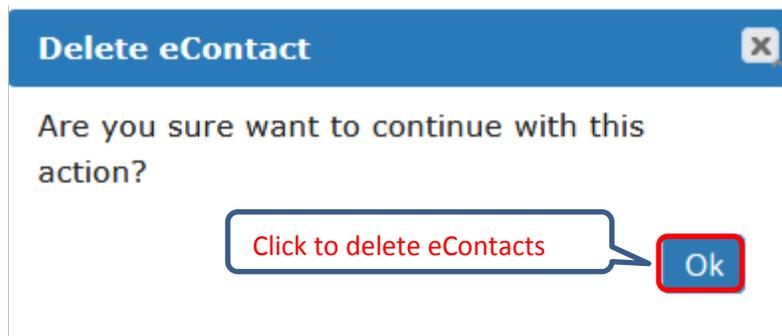


Figure 6-7

- Click **Ok** to delete the eContact
- The following message will be displayed:





6.3.4 Verify e-Contact

- Click **Verify** to verify eContact

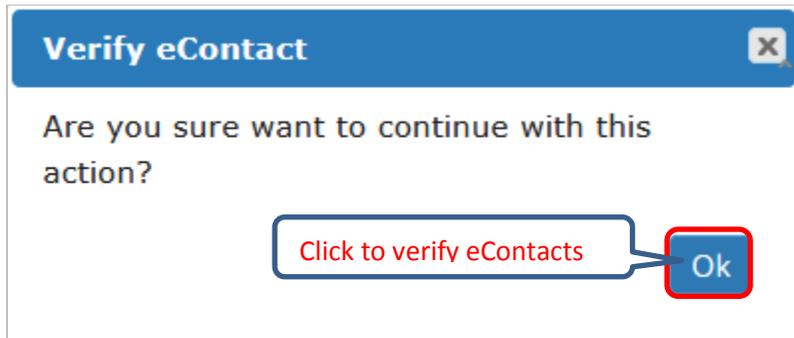


Figure 6-8

- Click **Ok** to verify eContact
- The following message will be displayed:

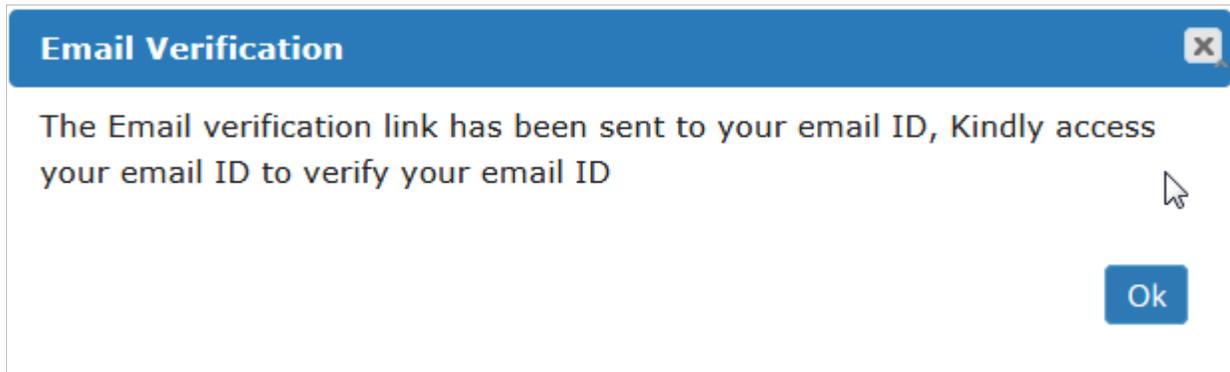


Figure 6-9

The Email verification link has been sent to the registered user's email ID, Access your email id and verifies your email ID

User will get the following email from the system



Dear Pranav Rana,

Welcome to Unified Shram Suvidha Portal!

Thank you for registering for your new Shram Suvidha account

We are very delighted that you are now linked with us, to confirm your registration and to set your new User Id and password please click below link:

<http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx>

Click to verify

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e>Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

Shram Suvidha Portal Team
Ministry of Labour and Employment,
Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

This email message and its attachments may contain confidential, proprietary or legally privileged information and is intended solely for the use of the individual or entity to whom it is addressed. If you have erroneously received this message, please delete it immediately and notify through feedback link [Click Here](#). If you are not the intended recipient of the email message you should not disseminate, distribute or copy this e-mail. If you are getting emails like this continuously and wish to unsubscribe your mobile number on Portal, then please click here [Click Here](#). E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, incomplete or contain viruses and the Ministry of Labour and Employment, Govt. of India accepts no liability for any damage caused by the limitations of the e-mail

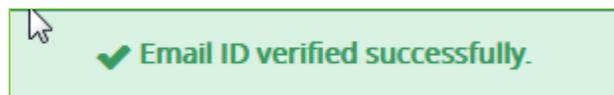
Figure 6-10

<http://14.141.36.212/ussp/user/verifyregister?>

[key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx](http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx)

Click [link to verify email ID](http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx)

System displays message on successful verification as:





Personal Details | Update Address | **Update eContacts** | Update Identifiers

Name: Taral

Select eContact [v] Contact Value [] Add [] Reset []

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary
<input checked="" type="checkbox"/>	E-Mail	syamala_sharma@silvertouch.com	Verified	

Delete [] Verify [] **Make Primary** [] Next [] Previous []

Figure 6-11

6.3.5 Make Primary

Select record and click **Make Primary** to mark specific eContact as "Primary" contact

Personal Details | Update Address | **Update eContacts** | Update Identifiers

Name: Taral

Select eContact [v] Contact Value [] Add [] Re []

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary
<input checked="" type="checkbox"/>	E-Mail	syamala_sharma@silvertouch.com	Verified	

Delete [] Verify [] **Make Primary** [] Next [] Previous []

Figure 6-12

The following message will be displayed:

Make Primary eContact [X]

Are you sure want to continue with this action?

Click to make eContacts primary

Ok []

Figure 6-13

Click **Ok** to verify eContact. System displays message on updating the primary eContact:



✓ Primary Contact updated successfully.

The status will be changed as verified for that particular eContact

Sr No	eContact Type	Value	Status	Primary Contact
1	Mobile	9654176733	Verified	
2	Mobile	918980894112	Verified	Primary
3	Email	pranav.rana@silvertouch.com	Verified	

Figure 6-14

Click to move to the next tab

6.4 Update Identifiers

User can use ID card as identifier like Adhaar No, Driving License, Insured Person No., Pan, Passport No, UAN, and Voter Id No.

6.4.1 Add Identifier

Click to update Identifiers :

Home > Manage Profile

Manage Profile

Name: Taral

Select Identifier Name As On Identifier

Identifier Type	Value	Name of Identifier
Adhaar No.	147852369874	Taral

Figure 6-15

Enter the following information to update identifiers

- Name
- Select Identifier



- Identifier Value
- Name as on Identifier

Click **Add** to update Identifiers

The following message will be displayed:



Click **Reset** to rearrange all the details you have written in forgot update identifier form

Sr No	Identifier Type	Value	Name of Identifier
1	Aadhaar No.	147852369874	

Figure 6-16

- Sr.No
- Identifier Type
- Value
- Name of Identifier
- Status:
 - Verified: This status will be displayed if Identifiers verified by you
 - Unverified: This status will be displayed if eContact is not verified by you

6.4.2 Delete Identifier

- Click **Delete** to delete Identifier
- The following message will be displayed:

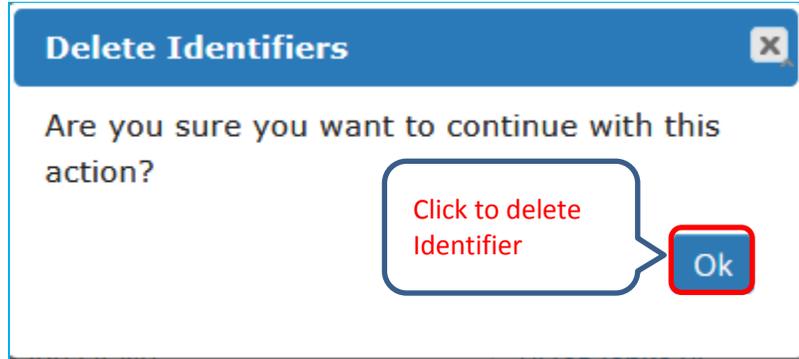


Figure 6-17

- Click  to delete Identifier
- The following message will be displayed:



The status will be displayed as verified

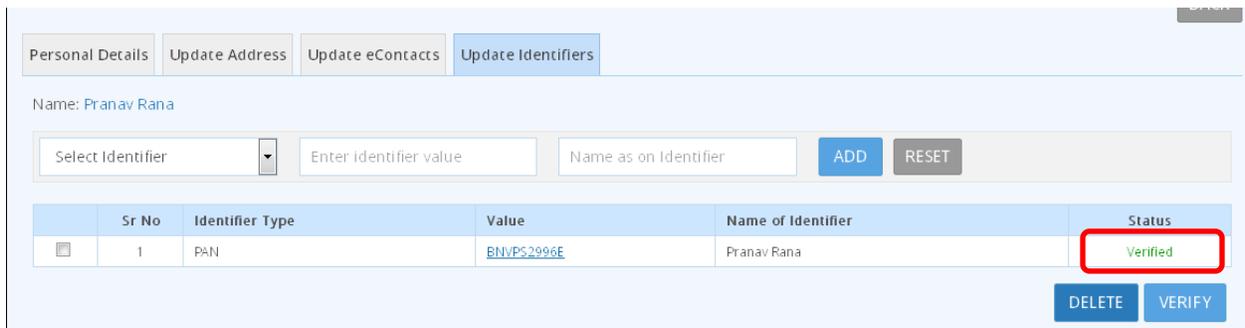


Figure 6-18

6.4.3 Verify Identifier

Click  to verify Identifier

Click  to verify Identifier

The following message will be displayed:

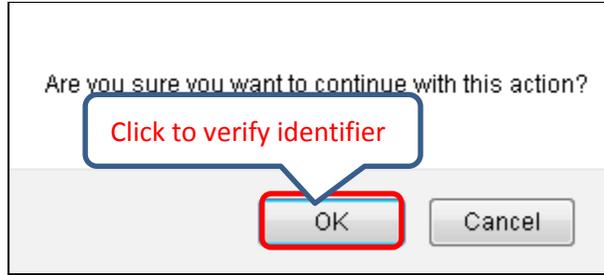


Figure 6-19

Click  to delete Identifier

The following message will be displayed:



7 Registration

7.1 Registration for ESIC

Select  from left panel.

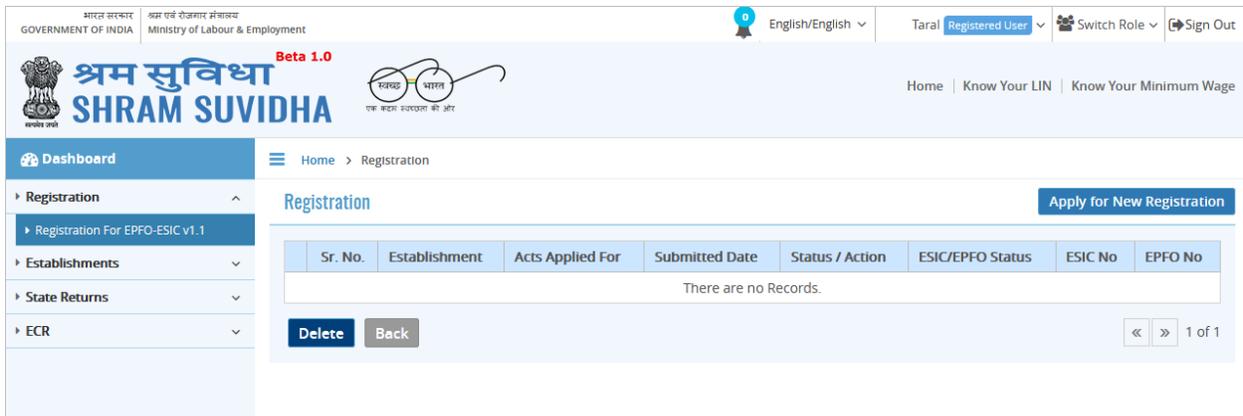


Figure 7-1

Registration forms, if any will be displayed with following column headings:

- Sr. No.
- Establishment
- Acts Applied For
- Submitted Date



- Status / Action
- ESIC/EPFO Status
- ESIC No.
- EPFO No.

Click **Apply for New Registration** to apply for new registration.

Home > Registration > Acts Applied For

Acts Applied For

	Act(s)
<input checked="" type="checkbox"/>	Employees' State Insurance Act, 1948
<input checked="" type="checkbox"/>	Employees' Provident Fund and Miscellaneous Provision Act, 1952

Submit **Cancel**

Figure 7-2

- Acts list will be displayed. Select Act (ESIC)
- Select both incase if you want to apply for both, click **Submit** to continue registration process



7.1.1 Employees' State Insurance Act, 1948 – ESIC

Home > Registration > Registration form

Common Registration form for ESIC

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Particulars of workers | Branch/Division | Activities | Attachments

Note Required fields are indicated by an (*):

Name of the Factory/Establishment:*

Work Place Address (Address proof required in attachment)

Address:*
Premise Number/Name
Sub Locality / Street / Colony Name
Locality / City / Village / Town Name
State:*

District:*

Area Code/Pin Code:*

Nearest Police Station:*

Setup Date:*

PAN:*

Establishment Category:*

Sector (Ownership Type):*

If Factory, Specify Factory License Details

Factory Licensed Under Section:

Date of License Registration:

Factory License Number:

Date of Trial Production, if Factory:

Issued By Authority, Place:

If Start-up, Specify Start-up Registration Number

Start Up Number

Start up Registration date:

If Establishment is MSME, Specify MSME Registration Number

MSME Number:

MSME Registration date:

Ownership Details

Date Of Registration:

Registration/ Deed No:

No Of Owners:

Issued By:

Issued At:

CIN

Next Cancel

Figure 7-3

ESIC Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for ESIC registration will be disabled. So, you can ignore disabled fields in case if you are applying/registering for only ESIC;

Following tabs will be displayed:

- [Establishment Details](#)
- [eContacts](#)
- [Contact Persons](#)



- [Identifiers](#)
- [Employment Details](#)
- [Particulars of workers](#)
- [Branch/Division](#)
- [Activities](#)
- [Attachments](#)

7.1.1.1 Establishment Details

Required fields are indicated by an asterisk (*):

Enter following detail:

- Name of the Factory/Establishment:* - enter name of the factory or establishment
- Work Place Address (Address proof required in attachment)
- Address:* - enter address (including locality, sub-locality and town/village name)
- State:* - select state
- District:* - select district
- Area Code/Pin Code:* - select area PIN
- Nearest Police Station:* - enter nearest Police Station
- Setup Date:* select setup date from calendar () in DD-MM-YYYY format
- Establishment Category:* - Select establishment category from dropdown as shown below

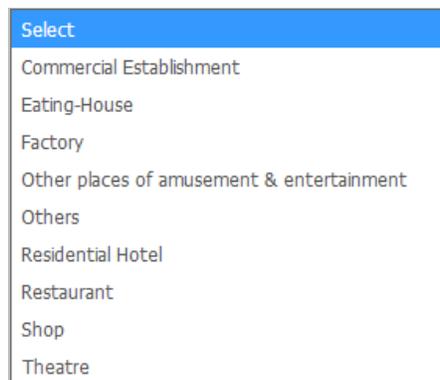


Figure 7-4



If establishment type is “Factory” then fill following detail:

If Factory, Specify Factory License Details

Factory Licensed Under Section:*	2m(i)	Date of License Registration:*	05-06-2001
Factory License Number:*	123456789	Date of Trial Production, if Factory:*	06-06-2001
Issued By Authority, Place:*	Narol		

Figure 7-5

- Factory Licensed Under Section:* - factory licensed section
- Factory License Number:* -factory license number
- Issued By Authority, Place:* - license issued authority and place
- Date of License Registration:* - select license registration date

Date of Trial Production, if Factory:*

- PAN:* - enter 10 digit PAN number
- Sector (Ownership Type):* - select sector ownership as shown below:

Select
Autonomous / Statutory Organisations
Central Govt. Controlled
Central Govt. Department
Co-Op Society
Defence Factories
Firms Run by Trust
Joint Stock Companies
Limited Liability Partnership
Local Bodies / Municipal Corporations
Ngo (Non-govt. Organisations)
Partnership Firms
Private Factory
Proprietary Firms
Registered Society
State Govt Controlled
State Govt Department
State PSU

Figure 7-6

If Start-up, Specify Start-up Registration Number:

- Start Up Number – enter startup registration number in case if it is startup

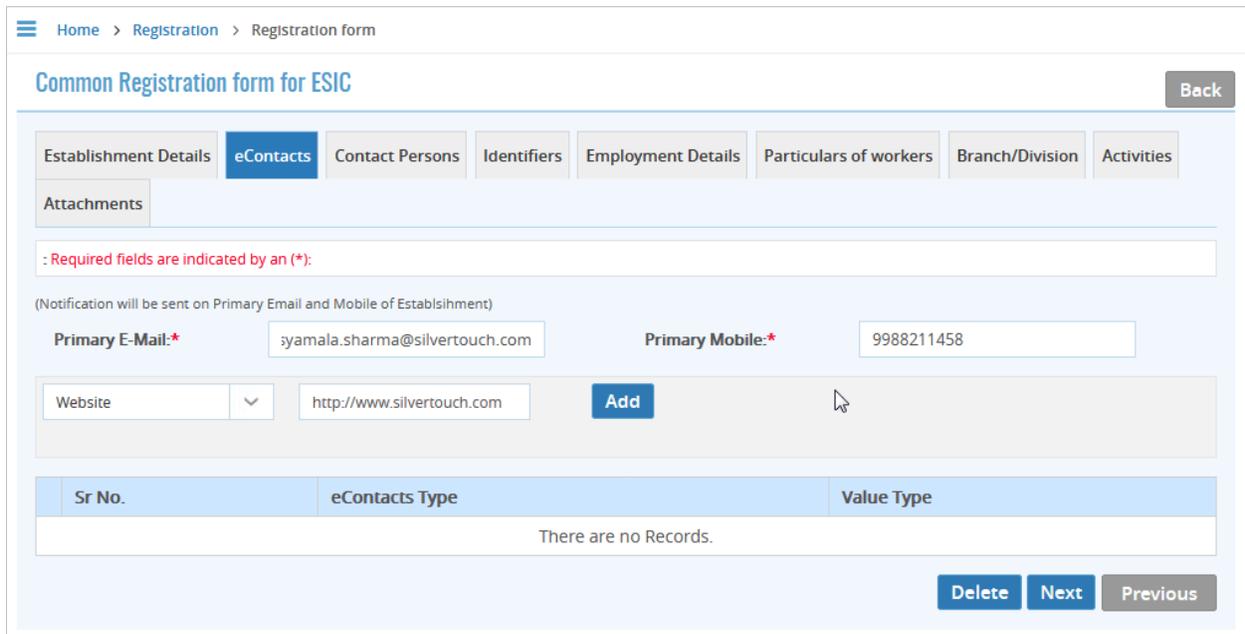


- Startup Registration date:- select startup registration date from calendar() in DD-MM-YYYY format

If Establishment is MSME, Specify MSME Registration Number:

- MSME Number: enter MSME number
- MSME Registration date: select MSME registration date from calendar() in DD-MM-YYYY format
- Click  to proceed further to enter [eContacts](#)

7.1.1.2 eContacts



Home > Registration > Registration form

Common Registration form for ESIC Back

Establishment Details **eContacts** Contact Persons Identifiers Employment Details Particulars of workers Branch/Division Activities

Attachments

: Required fields are indicated by an (*):

(Notification will be sent on Primary Email and Mobile of Establishment)

Primary E-Mail:* **Primary Mobile:***

Website **Add**

Sr No.	eContacts Type	Value Type
There are no Records.		

Delete **Next** **Previous**

Figure 7-7

- Enter Primary Email and Primary Mobile number
- Select contact type from dropdown list



Select eContact Type

- E-Mail
- Landline with Exnt
- Linked-In
- Mobile
- Skype Id
- Website

Figure 7-8

- Enter description / value for selection and click **Add** button

	Sr No.	eContacts Type	Value Type
<input type="checkbox"/>	1	Website	http://www.silvertouch.com

Delete
Next
Previous

Figure 7-9

- Added contact detail will be displayed in grid below
- Click **Delete** to delete specific eContact
- You can add as many eContact details as you wish
- Click **Next** to continue to fill ESIC form, [Contact Persons](#)

7.1.1.3 Contact Persons

Home > Registration > Registration form

Common Registration form for ESIC **Back**

Establishment Details
eContacts
Contact Persons
Identifiers
Employment Details
Particulars of workers
Branch/Division
Activities

Note: Required fields are indicated by an (*):

Contact Person

Primary Manager

Add/Edit Address of Primary Manager
Add/Edit Econtact of Primary Manager

Note: In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and Econtact are Required(*) :

Figure 7-10



Enter following detail:

PRIMARY MANAGER:

- Select representation from dropdown list
- Enter name
- Select Gender

The screenshot shows the 'Common Registration form for ESIC' with a 'Back' button in the top right. The 'Contact Persons' tab is selected. Below the tabs, there is a note: 'Note: Required fields are indicated by an (*):'. The 'Contact Person' section is titled 'Primary Manager' and includes a red instruction: 'Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Manager'. The form contains several input fields: a dropdown menu for 'Manager' (selected as 'Manager'), a text field for 'Shah', a dropdown for 'Male', a date field for '01-01-2002' with a calendar icon, a text field for 'Rs Shah', a date field for '01-01-2002' with a calendar icon, a text field for 'Dy Manager', and a text field for 'ZYZXE1111E'. At the bottom, there are two buttons: 'Add/Edit Address of Primary Manager' and 'Add/Edit Econtact of Primary Manager'.

Figure 7-11

- Select Date of Birth in DD-MM-YYYY format from calendar
- Enter father's name
- Enter date of joining
- Enter designation
- Enter PAN number for the Contact

Note: In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and EContact are Required(*) !

- Click **Add/Edit Address of Primary Manager** to add/edit address of Primary manager



Add/Edit Address of Primary Manager ✕

Premise Number/Name:*	Sub Locality / Street / Colony Name:*
<input type="text" value="Premise Number/Name"/>	<input type="text" value="Sub Locality / Street / Colony Name"/>
State:*	District:*
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Locality / City / Village / Town:*	Area Code/Pin Code:*
<input type="text" value="Locality / City / Village / Town"/>	<input type="text"/>

Figure 7-12

- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click button to add address of primary manager



Contact Person

Primary Manager

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Manager

Manager Male

Rs Shah Manager

Note: In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and Econtact are Required(*) :

E Contact Type	E Contact Value	Action
E-Mail	syamala.sharma@silvertouch.com	Edit / Delete
E-Mail	syamala.sharma@silvertouch.com	Edit / Delete

Figure 7-13

- Click to add/edit [eContact](#) of Primary Manager

Add/Edit Econtact of Primary Manager

E-Mail

Figure 7-14

- Select EContact type and enter value click button to add primary manager's eContact
- Click button to add eContact of primary Manager

PRIMARY OWNER



Add/Edit Address of Primary Owner
✕

Premise Number/Name:*

Sub Locality / Street / Colony Name:*

State:*

District:*

Locality / City / Village / Town:*

Area Code/Pin Code:*

Figure 7-15

- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click button to add address of primary owner

Primary Owner

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Owner

E Contact Type	E Contact Value	Action
E-Mail	syamala_sharma@silvertouch.com	Edit / Delete

Figure 7-16

OTHER CONTACTS



E Contact Type	E Contact Value	Action		
Other Contact Person				
Select Representation <input type="text"/>	Enter name <input type="text"/>	Select Gender <input type="text"/>		
		DD-MM-YYYY <input type="text"/>		
Father's name <input type="text"/>	DD-MM-YYYY <input type="text"/>	Enter Designation <input type="text"/>		
		Enter PAN <input type="text"/>		
<input type="button" value="Add"/>	<input type="button" value="Reset"/>			
Contact Persons				
Sr No	Contact Person Name	Representing as	Address	eContacts
1	Patel	Consultant	Add/Edit Address	Add/Edit E-Contacts
			<input type="button" value="Delete"/>	<input type="button" value="Next"/>
			<input type="button" value="Previous"/>	

Figure 7-17

- Select Contact person's representation from dropdown list
- Enter name of the contact person
- Select gender
- Select date of birth of contact person
- Enter contact person's father's name
- Select effective Date and enter designation
- Enter PAN number
- Click **Add** to save contact person detail. Add contacts detail will be displayed with following column headings:
 - Sr. No.
 - Contact Person Name
 - Representing as
 - Address
 - eContacts



Contact Persons

Sr No	Contact Person Name	Representing as	Address	eContacts									
1	Patel	Consultant	Add/Edit Address ✓	Add/Edit E-Contacts <table border="1"><thead><tr><th>E Contact Type</th><th>E Contact Value</th><th>Action</th></tr></thead><tbody><tr><td>Mobile</td><td>8774877895</td><td>Edit / Delete</td></tr><tr><td>E-Mail</td><td>syamala.sharma@silvertouch.com</td><td>Edit / Delete</td></tr></tbody></table>	E Contact Type	E Contact Value	Action	Mobile	8774877895	Edit / Delete	E-Mail	syamala.sharma@silvertouch.com	Edit / Delete
E Contact Type	E Contact Value	Action											
Mobile	8774877895	Edit / Delete											
E-Mail	syamala.sharma@silvertouch.com	Edit / Delete											

[Delete](#) [Next](#) [Previous](#)

Figure 7-18

- You can add/edit address by selecting [Add/Edit Address](#) link
- You can add/edit eContacts by selecting [Add/Edit E-Contacts](#) link
- Click [Delete](#) to delete entered record. Or Click [Next](#) to proceed with [Identifiers](#)

7.1.1.4 Identifiers

Home > Registration > Registration form

Common Registration form for ESIC

[Back](#)

Establishment Details | eContacts | Contact Persons | **Identifiers** | Employment Details | Particulars of workers | Branch/Division | Activities

Attachments

Note: Required fields are indicated by an (*):

Contract Labour Act Cira Reg

Gov Mark it as Address Proof

[Add](#) [Reset](#)

Establishment Identifiers

Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by {Authority}	Issued At {Place}
-------	-----------------	-------	--------------------	---------------	-----------------------	-------------------

[Delete](#) [Next](#) [Previous](#)

Figure 7-19

- Select identifier type
- Enter identifier value



- Enter name as on identifier
- Select date
- Enter issued by and location
- Check the checkbox to mark the same as address proof
- Click **Add** to add identifier record. Added records will be displayed as shown below

Establishment Identifiers							
	Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by {Authority}	Issued At {Place}
<input type="checkbox"/>	1	Contract Labour Act	123456	Clra Reg	06-11-2001	Gov	Ahmedabad

Delete **Next** **Previous**

Figure 7-20

- Click **Next** to proceed with [Employment Details](#)

7.1.1.5 Employment Details

Enter employment details as shown below:

Employee Details Covered under EPF Act: this will be enabled if the registration is for EPFO.

Note: Required fields are indicated by an (*):

Employee Details Covered under EPF Act:

Do EPF and MP Act applies to Establishment:

Number of Employees (Including Excluded Employees) As On Date Of Application :

Number of Excluded Employees :

Date On Which the Employment Strength Exceed 19 :

Date Of Agreement between Employer and Employees Majority:

Any Subsequent Date Mentioned in The Agreement :

Date from Which Act Will Be Applied :

Is there any Hazardous activity in your establishment-*****
Please select the Hazardous activity is required

Figure 7-21



Total number of employees employed for wages directly and through immediate employers on the date of application:

Number of Workers as on date:*

	Regular	Contract Labour	Total
Male	50	15	65
Female	20	5	25
Others	1	2	3
Total	71	22	93

No of Employees drawing wages Rs. 21,000 or less*:*

	Regular	Contract Labour	Total
Male	25	10	35
Female	10	2	12
Others	1	2	3
Total	36	14	50

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages :*

01-11-2015

Figure 7-22

- Enter number of workers as on date; male, female, contract workers and other
- Enter No. of Employees drawing wages Rs. 21,000 or less*
- Select date since when 10/20 or more coverable employees under ESI Act, were employed for wages *

Total wages paid in the preceding month:*

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS
To employees employed directly by the principal employer	2500000	100000
To employees employed through immediate contractor	10000	10000

Figure 7-23

Enter total wages paid in the preceding month to:

- To employees employed directly by the principal employer
- To employees employed through immediate contractor



Other Details:

Whether the building/premises of factory/Estt is owned or hired	<input type="text" value="Owned"/>	Name of Income Tax Ward/Circle/Area :	<input type="text" value="Ambawadi"/>
If hired or there is a change in the name of Unit/ownership	<input type="text" value="Select"/> <small>This field is required.</small>	Maximum No. of persons that can be employed on any one day, as per License :	<input type="text" value="500"/>
Leased from:	<input type="text" value="DD-MM-YYYY"/>	Whether Any work/Business is being carried out through contractor/immediate employer	<input type="text" value="Select"/>
Leased Till:	<input type="text" value="DD-MM-YYYY"/>	Describe work Carried Out:	<input type="text" value="Construction"/>
Is Establishment Multinational	<input type="text" value="Select"/>	Whether Establishment Is Working With Aid Of Power?:	<input type="text" value="Yes"/>
ESI Code number if Covered earlier:	<input type="text"/>		

Figure 7-24

Enter other detail:

- Whether the building/premises of factory/Establishment is owned or hired
- If hired or there is a change in the name of Unit/ownership
- Specify if Leased from and to
- Is Establishment Multinational (select value)
- ESI Code number if Covered earlier:
- Enter Name of Income Tax Ward/Circle/Area
- Enter Maximum No. of persons that can be employed on any one day, as per License :
- Specify Whether Any work/Business is being carried out through contractor/immediate employer
- Describe work Carried Out
- Whether Establishment Is Working With Aid Of Power?
- Click to continue with [particulars of workers](#)



7.1.1.6 Particulars of workers

Figure 7-25

- You can download specific format to upload workers detail.
- Click **Download Sample File of Employees With IP** to download sample file of employees with IP
- Click **Download Sample File of Employees Without IP** to download sample file of employees without IP

Once you download the format, fill it with employee/workers detail and upload the same.

- Click **Browse...** to select filled in workers data file
- Click **Upload Excel File** to upload the file
- Uploaded file will be displayed with file name, type and action

File	Type	Action
PeticulerOfWorker4d7e34b93c76ad5.xlsx	Employees Without IP	Download

Next **Previous**

Figure 7-26



- You can download uploaded file by selecting **Download** button. Click **Next** to continue with [Branch /Division details](#)

7.1.1.7 Branch/Division

The screenshot shows the 'Common Registration form for ESIC' with the 'Branch/Division' tab selected. The form includes fields for 'Abcd', 'Branch' (dropdown), '1', and 'Shah'. Below these are fields for '5-5555-5555-5', 'Add', and 'Reset' buttons. A 'Back' button is also visible in the top right corner.

Figure 7-27

The screenshot shows a table titled 'Related Offices' with the following data:

Sr No	Name of unit	Relationship type	No. Of members in Branch	Entity LIN number	Name of Responsible for Office	Address
1	Abcd	Branch	1	5-5555-5555-5	Shah	Add/Edit Address

Buttons for 'Delete', 'Next', and 'Previous' are located below the table.

Figure 7-28

Click [Add/Edit Address](#) to add address of the branch.

The screenshot shows a form titled 'Add/Update Address of Contact Person Of Branch Devison' with the following fields:

- Premise Number/Name:* (Text input: Premise)
- Sub Locality / Street / Colony Name* (Text input: Locality)
- State:* (Dropdown menu: Gujarat)
- District:* (Dropdown menu: Ahmedabad)
- Locality / City / Village / Town* (Text input: Village)
- Area Code/Pin Code* (Text input: 380015)

An 'Add' button is located at the bottom of the form.

Figure 7-29

Enter Branch details like:

- Premise Number/Name:*



- State:*
- Locality / City / Village / Town*
- Sub Locality / Street / Colony Name*
- District:*
- Area Code/Pin Code*
- Click **Add** to add branch address. Added detail will be displayed as shown below:

Related Offices

Sr No	Name of unit	Relationship type	No. Of members in Branch	Entity LIN number	Name of Responsible for Office	Address	
<input type="checkbox"/>	1	Abcd	Branch	1	5-5555-5555-5	Shah	Add/Edit Address ✓

Delete

Next **Previous**

Figure 7-30

- Click **Next** to continue with [Activities](#)



7.1.1.8 Activities

Home > Registration > Registration form

Common Registration form for ESIC

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Particulars of workers | Branch/Division | **Activities**

Attachments

Economic Activity as per National Industrial Classification

NIC Code :

A - AGRICULTURE, FORESTY AND FISHING
01 - Crop and animal production, hunting and related service activities
011 - Growing of non-perennial crops
0111 - Growing of cereals (except rice), leguminous crops and oil seeds
01111 - Growing of wheat

Primary Business Activity:

Nature of Work*:

Subcategory of Nature of Work*:

Brief Description:

Figure 7-31

Search National Industrial Classification Code

Section : * A - AGRICULTURE, FORESTY AND FISHING
Division : * 01 - Crop and animal production, hunting and related service activities
Group : * 011 - Growing of non-perennial crops
Class : * 0111 - Growing of cereals (except rice), leguminous crops and oil seeds
Sub-class : * 01111 - Growing of wheat

Generated NIC Code is : A-01111

Figure 7-32

- Click to continue with [Attachments](#)



7.1.1.9 Attachments

Scanned Copy of PAN:*

No file selected. (Only jpeg, png, pdf file type allowed)

Attachement as Proof of Address:*

Select Document Name No file selected. (Only jpeg, png, pdf file type allowed)

Date of Setup Proof Attachment:*

Select Document Name No file selected. (Only jpeg, png, pdf file type allowed)

DD-MM-YYYY Issued By Place

Licence Proof Attachment:*

Specify Document Name No file selected. (Only jpeg, png, pdf file type allowed)

Specimen Signature Attachment:*

No file selected. (Only jpeg, png, pdf file type allowed)

Scanned copy of Cheque Attachment:*

No file selected. (Only jpeg, png, pdf file type allowed)

Figure 7-33

Scanned Copy of PAN: *Click to select the scanned copy of PAN and click to upload the PAN

- Attachment as Proof of Address:*
- Select document from dropdown

Select Document Name

- Copy of bank passbook/statement
- Copy of post paid telephone bill of any company
- Copy of power connection in the name of the establishment
- Copy of water connection in the name of the establishment
- Any license/certificate/number issued by any Govt. authority
- Address Verified By Survey Team

Figure 7-34



- Click to select address proof and click to upload the address proof
- Date of Setup Proof Attachment:* Click to select Date of setup of proof and click to upload the Date of setup of proof
- Licence Proof Attachment:* Click to select License proof and click to upload the license proof
- Specimen Signature Attachment:* Click to select specimen signature and click to upload specimen signature
- Scanned copy of Cheque Attachment:* :* Click to select scanned copy of Cheque and click to upload scanned copy of the cheque
- Click button to save the detail

Note: Only jpeg, png, pdf file type allowed.

You can view the summary of the registration form from dashboard:



Summary & Submission

Establishment Details

Establishment Name:	Kb Test 11012017		
Address:	2 Saffron Tower, Opp Central Mall, Ambavadi, Ahmedabad, Gujarat, 380008		
Nearest Police Station:	Parimal Garden	Setup Date:	05-09-2017
Establishment Category:	Commercial Establishment	PAN:	AAAAA1111A
Sector (Ownership Type) :	Joint Stock Companies	Factory Licensed Under Section:	
Factory License Number:		Issued By Authority, Place:	
Date:		Date of Trial Production, if Factory:	
Start Up Number:		Start up Registration date:	
MSME Number:		MSME Registration date:	

Ownership Details

Date Of Registration No. :	02-10-2017	No Of Owners:	1
Registration/ Deed No:	22222222222222222222	Issued By:	Goi
Issued At:	Ahmedabad	CIN:	

eContact Information

Sr No	eContact Type	eContact Value	Primary
1	email	kalpesh.bajaj@silvertouch.com	Yes
2	mobile	6666666666	Yes

Contact Persons

Sr No	Person Name	Representing as	Gender	Date of Birth	Father Name	Date from which in position
1		Manager				
2	Kb	Owner	Male	06-10-2004	Dev	10-10-2017

Figure 7-35

**Identifiers**

Sr No	Identifier Number/Value	Identifier Type	Name as on Identifier	Date of Issue	Issued by Authority	Issued at Place
1	Test	Others Remarks: Asdasd Test	Asd	04-10-2017	Asd	Asd
2	Asd	Any License by Health Authorities	Asd	09-10-2017	Zxc	Zczxc

Employment Details

Number of Employees (Including Excluded Employees) As On Date Of Application :	100	Number of Excluded Employees :	200
Date On Which the Employment Strength Exceed 19 :	01-10-2017	Date Of Agreement between Employer and Employees Majority :	
Any Subsequent Date Mentioned in The Agreement :		Date from Which Act Will Be Applied :	
Is there any Hazardous activity in your establishment :	Yes (Sec 2cb)		

Number of Workers as on date:

	Employed Directly by Principle employer	Employed through Immediate Contractor	Total
Male	0	0	0
Female	0	0	0
Others	0	0	0
Total	0	0	0

No of Employees drawing wages Rs. 21,000 or less:

	Regular	Contract Labour	Total
Male	1	2	3
Female	3	4	7
Others	5	6	11
Total	9	12	21

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages : 04-10-2017

Total wages paid in the preceding month:

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS
To employees employed directly by the principal employer	100	200
To employees employed through immediate contractor	300	400
Whether the building/premises of factory/Estt is owned or hired	Owned	Unit/ownership:
Leased from:		Leased Till :
Is Establishment Multinational		ESI Code number if Covered earlier:
Date from which Estt is closed down :		Name of Income Tax Ward/Circle/Area : Parimal Garden
Maximum No. of persons that can be employed on any one day, as per License :	50	Whether Any work/Business is being carried out through contractor/immediate employer
Describe work Carried Out:		Whether Establishment Is Working With Aid Of Power? 1

Particulars of workers

ExcelFileDownloadLink	FileName	NumberOfRecords
http://14.142.138.72/ussp_latest/CommonRegistrationNew/download_perticular_file/?files=PerticularOfWorkerbb3623159c3013d.xlsx	PerticularOfWorkerbb3623159c3013d.xlsx	10

Figure 7-36



Branch / Division

Sr No	Relationship Type	Name of unit	Number Of Members Employees	LIN	Name Of Person Responsible
No record					

Activities

NIC Code:		Primary Business Activity :	COMPANIES OFFERING LIFE INSURANCE
Nature of Work:	Educational Institutions	Subcategory of Nature of Work:	Secondary Educational Institution
Brief Description:			

Attachments

Sr No	Type	Specify Document Name	File
1	scannedCopyPanAttachment		7b24b1d490592f2.pdf
2	addressProofAttachment	Copy of post paid telephone bill of any company	f65159f40f4bcd1.pdf
3	dateOfSetupProofAttachment	Proof regarding date of trial production	763e2e278847a37.pdf
4	licenseProofAttachment	asd	f87dc70c7c651e2.pdf
5	specimenSignatureAttachment		190e43f38195ab1.pdf
6	scannedCopyOfChequeAttachment		64ffdf18187fa93.pdf

Figure 7-37

- Click  button to submit the registration

Home > Registration > ESIC Offices

Select office & Submission

Select ESIC branch office where you want to submit this Common registration form:*

BO - Ahmedabad,City

Select ESIC Inspection Division office where you want to submit this Common registration form:*

ID-ASARWA

Figure 7-38

If you have selected ESIC option above screen will be displayed.

Select ESIC Branch Office and ESIC Inspection division and click  to finally submit the form.

Following screen will be displayed:



Home > Registration > Digital Signature

NOTE :

Please verify JAVA is installed and configured on your system, if not please download and install from Link: [Java Link](#)

It is **Mandatory** to attach Digital Certificate Dongel while Generate Digital Certificate.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

By clicking on the "Digital Signature" Button System will download the JNLP file and need to click on this file.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

Java Settings : Please do below settings in case you are not able to see the popup asking for the Digital Signature Pin on your system.

(1) Go To Java Setting or (Type "Java Configure on your windows search box from Desktop") on your system and click on security TAB.

(2) Now Add Site <http://14.142.138.72> in Exception Site List.

(3) Close the Window and try again to attach the Digital Signature.

Digital Signature

Figure 7-39

- Click **Digital Signature** to Sign the Registration Form Digitally!
- System displays message

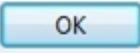


Figure 7-40

- Click **Run** to continue. System displays message to enter PIN



Figure 7-41

- Enter PIN and click  button
- System displays message on successfully submitting the Registration form

Home > Registration

Registration

Apply for New Registration

✓ Common Registration Submitted Successfully.

Sr. No.	Establishment	Acts Applied For	Status Date	Status / Action	ESIC/EPFO Status
<input type="checkbox"/>	1 Silvertouch Engineering Pvt. Ltd. Ahmedabad, Gujarat	ESIC & EPFO	04-05-2017	Form Submitted & Lin Allocated	EPFO - Successfully submitted ESIC - Successfully registered
<input type="checkbox"/>	2 Silvertouch Technologoy Pvt. Ltd. Porbandar, Gujarat	ESIC & EPFO	02-05-2017	Form Submitted & Lin Allocated	EPFO - Successfully submitted ESIC - Successfully registered
<input type="checkbox"/>	3 Silvertouch Engineering Pvt. Ltd. Ahmedabad, Gujarat	ESIC & EPFO	04-05-2017	Form Submitted & Lin Allocated	EPFO - Successfully submitted ESIC - Successfully registered

Delete Back 1 of 1

Figure 7-42

You will receive an email from Shram Suvidha:



SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Dear Admin Demo,

Welcome to Unified Shram Suvidha Platform!

Thank you for using Common Registration for New Employer Code under ESIC

The LIN as unique Identity for your Establishment is 1-8500-4029-6

The Acknowledgement Number for form submitted is 3124665381

Please check status of form using your User Id and Password on shramsuidha.gov.in

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e>Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

Shram Suvidha Portal Team

Ministry of Labour and Employment,
Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

Figure 7-43