



# Unified Shram Suvidha Portal

User Manual for Principal Employer under ISMW  
(Inter State Migrant Workmen) Act-Version 1.0

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



**REVISION HISTORY**

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
1.0	30-April-2018	Pradeep Kumar	Sh. Santosh Mahur	Initial Copy



Table of Contents...

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Login .....</b>	<b>4</b>
2.1	Sign Up .....	4
2.2	Forgot Password .....	6
<b>3</b>	<b>Dashboard.....</b>	<b>7</b>
3.1	New Registration.....	8
<b>4</b>	<b>Inter-State Migrant Workmen (ISMW) .....</b>	<b>9</b>
4.1	Principal Employer Details .....	12
4.2	Establishment Details .....	14
4.3	Manager Details .....	16
4.4	Contractors Details .....	18
4.5	Contract Work Details .....	21
4.6	Attachments .....	24
<b>5</b>	<b>Digital Sign/ e-Sign .....</b>	<b>25</b>
5.1	Payment .....	29
5.2	Print Acknowledgement .....	31
5.3	Download Certificate.....	33



## 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 ISMW (Inter State Migrant Workmen) Act- and is intended for the use of Establishment /factory owners.

- [Inter-State Migrant Workmen \(ISMW\)](#)



Figure 2-1

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

Login screen will be displayed.



Figure 2-2

- 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:



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

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

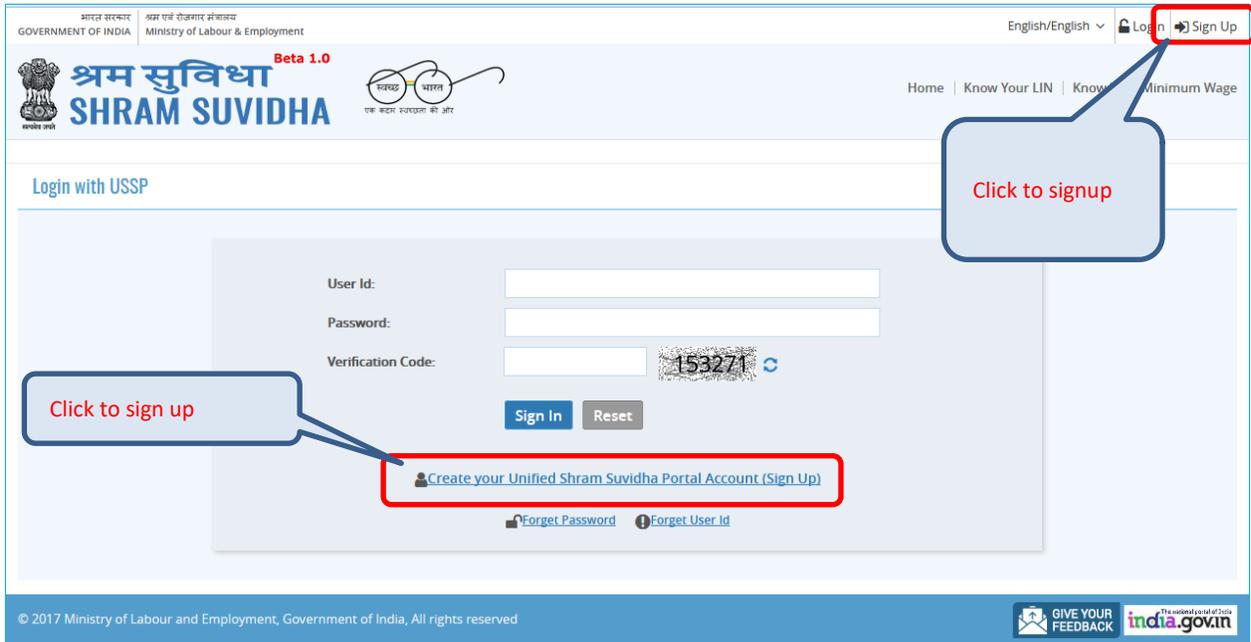


Figure 2-3

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

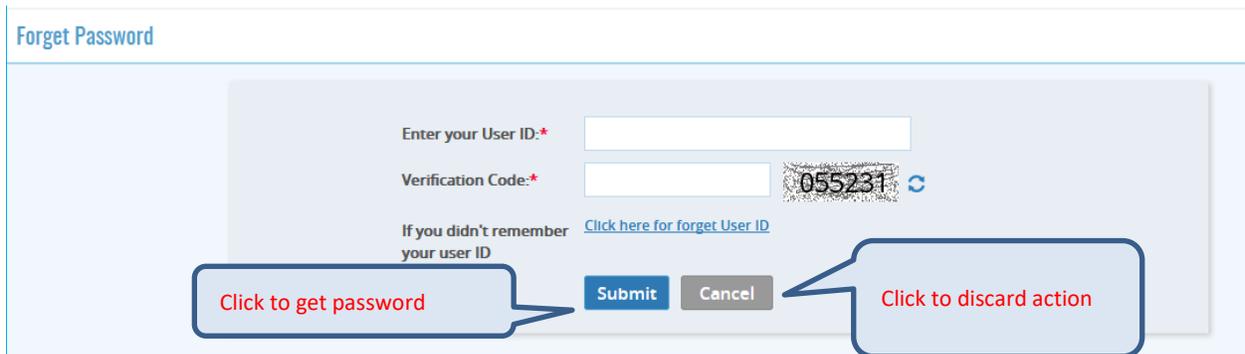


## 2.2 Forgot Password

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



Forgot Password

Enter your User ID: \*

Verification Code: \*  

If you didn't remember your user ID [Click here for forget User ID](#)

Click to get password

Click to discard action

Figure 2-4

The following message will be displayed:

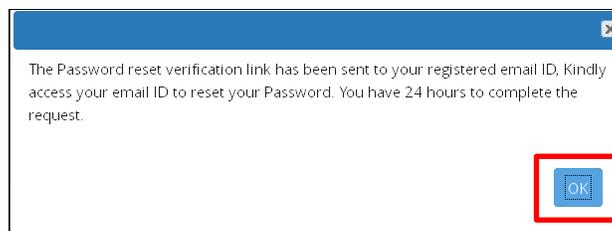


Figure 2-5



## 3 Dashboard

Home / Registration List

Registration for CLC [ Displaying 1 to 6 of 6 ] Apply for New Registration

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

Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
1	Pradeep Singh M/s Test Establishment	Not Pay	-	27-04-2018	ISMW	Submitted - Payment Pending	
2	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
3	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
4	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	
5	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3 /2018/R-2	
6	Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL /2018/R-1	

Delete

Figure 3-1

Dashboard displays:

- Left Menu
- Header
- List of Registration forms with various;



Existing registration applications will be displayed with following column headings:

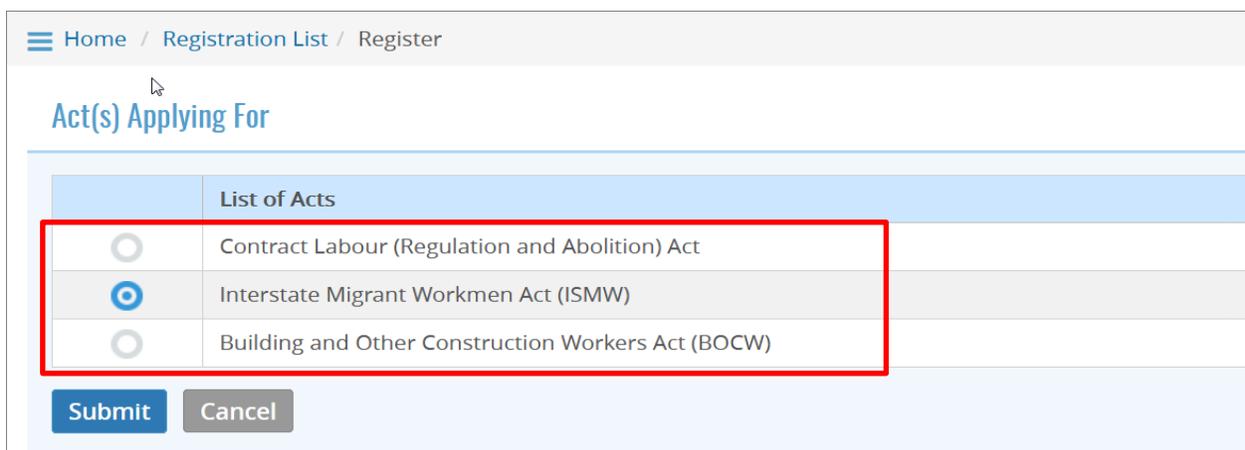
- Sr. No.
- Establishment Name
- Status
- Payment Status
- Type
- Actions
  -  (edit) -click to edit specific form. You can edit the form, till you save it as draft, once submitted, you cannot edit the form
  -  (view pdf) - click to view submitted for in PDF format
  -  (query) - this icon will be displayed 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  button.

**NOTE: YOU CANNOT DELETE FORM AFTER SUBMISSION.**

### 3.1 New Registration

Click  to apply for new registration.

You can select the type of registration:



Home / Registration List / Register

#### Act(s) Applying For

	List of Acts
<input type="radio"/>	Contract Labour (Regulation and Abolition) Act
<input checked="" type="radio"/>	Interstate Migrant Workmen Act (ISMW)
<input type="radio"/>	Building and Other Construction Workers Act (BOCW)

Figure 3-2

Select the Act that you want to register for by selecting the radio button and click  button to continue:



## 4 Inter-State Migrant Workmen (ISMW)

Fill in following tabs to complete the Registration for Inter-State Migrant Workmen (ISMW) Act:



**Principal Employer Details** | Establishment Details | Work Place Details | Manager Details | Contractors Details | Contract Work Details | Attachments

### A. Principal Employer Details

1. Retrieve details of principal employer through LIN

2. Name of Establishment\*

3. Full name of Principal Employer as per section 2(g)\*

4. Address of Principal Employer \* **Note** : This address should be official address of principle employer.

Geo Co-ordinates  
   
Please fill proper address and pincode to get actual Geo-coordinates

5. Designation\*  
  
Please fill proper designation like manager, web-developer

6. Gender\*

7. Father's / Husband's Name of the Principal Employer\*

8. Email Address\*

9. Mobile No\*

Sr. No.	Contact Type	Contact Value	Actions
	<input type="text" value="Select Contact Type"/>	<input type="text"/>	<input type="button" value="+"/>
1	Website	https://registration.shramsuvidha.gov.in	<input type="button" value="✎"/> <input type="button" value="✕"/>

10. Maximum number of inter state migrant workmen to be employed in the Establishment on any day\*

11. Registration Fee  
(A) Is 20 : **Rs. 60**  
(B) Exceeds 20 but does not exceed 50 : **Rs. 150**  
(C) Exceeds 50 but does not exceed 100 : **Rs. 300**  
(D) Exceeds 100 but does not exceed 200 : **Rs. 600**  
(E) Exceeds 200 but does not exceed 400 : **Rs. 1200**  
(F) Exceeds 400 : **Rs. 1500**



Figure 4-1

- [Principal Employer Details](#)
- [Establishment Details](#)
- [Manager Details](#)
- [Contractors Details](#)
- [Contract Work Details](#)
- [Attachments](#)



## 4.1 Principal Employer Details

**Principal Employer Details** Establishment Details Work Place Details Manager Details Contractors Details Contract Work Details Attachments

**A. Principal Employer Details**

1. Retrieve details of principal employer through LIN  
  
Search LIN

2. Name of Establishment\*

3. Full name of Principal Employer as per section 2(g)\*

4. Address of Principal Employer \* **Note** : This address should be official address of principle employer.

Use google map for Geo-Coordinates

Geo Co-ordinates  
   
Please fill proper address and pincode to get actual Geo-coordinates

5. Designation\*   
Please fill proper designation like manager, web-developer

6. Gender\*

7. Father's / Husband's Name of the Principal Employer\*

8. Email Address\*

9. Mobile No\*

Sr. No.	Contact Type	Contact Value	Actions
	Select Contact Type	<input type="text"/>	<input type="button" value="+"/>
1	Website	https://registration.shramsuvidha.gov.in	<input type="button" value="✎"/> <input type="button" value="✕"/>

10. Maximum number of inter state migrant workmen to be employed in the Establishment on any day\*

11. Registration Fee  
(A) Is 20 : **Rs. 60**  
(B) Exceeds 20 but does not exceed 50 : **Rs. 150**  
(C) Exceeds 50 but does not exceed 100 : **Rs. 300**  
(D) Exceeds 100 but does not exceed 200 : **Rs. 600**  
(E) Exceeds 200 but does not exceed 400 : **Rs. 1200**  
(F) Exceeds 400 : **Rs. 1500**

Figure 4-2



Enter following detail for CLC Registration:

- Retrieve details of principal employer through LIN: Insert LIN number and click

**Search LIN**

LIN, to fetch the establishment detail. Or you can enter the establishment detail manually

- Name of Establishment\*, Full name of Principal Employer as per section 2(g)\*, Address of Principal Employer \* will be fetched from LIN if you enter LIN number and search

Note: This address should be official address of principle employer.

- Use Google map for Geo-Coordinates
- Geo Co-ordinates:

**Use google map for Geo-Coordinates**

- 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

Note: Please fill proper designation like manager, web-developer

- Gender\* - select gender from the list
- Father's / Husband's Name of the Principal Employer\*- enter father's/husband's name
- e-Contacts of Principal Employer (Here, Email and Mobile entry of Principal Employer is Mandatory)\*- enter e-contacts of principal employer
- 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 Inter State Migrant Workmen to be employed in the Establishment on any day\*- Enter maximum number of labour working in the establishment on any day

Note: Registration Fee will be based on the number of Inter State Migrant Workmen working at your establishment.

Registration Fee details are displayed as below:

- Registration Fee
  - (A) Is 20: Rs. 60
  - (B) Exceeds 20 but does not exceed 50: Rs. 150
  - (C) Exceeds 50 but does not exceed 100: Rs. 300
  - (D) Exceeds 100 but does not exceed 200: Rs. 600
  - (E) Exceeds 200 but does not exceed 400: Rs. 1200
  - (F) Exceeds 400: Rs. 1500

**Save Draft**

- 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:

Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
1	Pradeep Kumar M/S Test Limited	Not Pay	-	26-04-2018	CLRA	Unsigned Draft	  

Figure 4-3



## 4.2 Establishment Details

Principal Employer Details **Establishment Details** Work Place Details Manager Details Contractors Details Contract Work Details Attachments

**B. Establishment Details**

12. Retrieve details of Establishment through LIN

13. Name of Establishment\*

14. Location of Establishment ( Select if Address is Same as Principal Employer Address  )\*

Geo Co-ordinates  
   
Please fill proper address and pincode to get actual Geo-coordinates

15. Ownership Type/Sector\*

16. Activity as per National Industrial Classification\*

17. Details of selected NIC Code\*  
G - WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES  
43 - Specialized construction activities  
433 - Building completion and finishing  
4330 - Building completion and finishing  
43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

18. Nature of work carried on in Establishment\*

19. Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):\*

20. Identifier of Establishment\*

Sr. No.	Identifier Type	Identifier Value	Name as on Identifier	Actions
	Select Identifier Type			<input type="button" value="+"/>
1	Central Excise	123ABCD2018	Test Establishment	<input type="button" value="✎"/> <input type="button" value="✖"/>

Figure 4-4



Enter following detail for Establishment:

- 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
- Use Google map for Geo-Coordinates
- Geo Co-ordinates: click [Use google map for Geo-Coordinates](#) to fetch the latitude and longitude
- Ownership Type/Sector\*: select ownership/ sector from dropdown list

Note: Fill proper address and pin code to get actual Geo-coordinates.

- Activity as per National Industrial Classification\*: Enter NIC code and click [Search](#) to fetch NIC code details,
- Details of selected NIC Code\* will be displayed as shown below:

F - CONSTRUCTION  
43 - Specialized construction activities  
433 - Building completion and finishing  
4330 - Building completion and finishing  
43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

Figure 4-5

- Nature of work carried on in Establishment\*: enter nature of work carried out at the establishment
- Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):\* enter establishment identifiers.

Note: PAN number is mandatory!

- Identifier of Establishment\*
  - 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 [Save Draft](#) or [Next](#) to continue with Manager detail



### 4.3 Manager Details

Principal Employer Details | Establishment Details | Work Place Details | **Manager Details** | Contractors Details | Contract Work Details | Attachments

**C. Manager**

21. Full name of manager or person responsible for supervision and control of the Establishment\*

22. Address of Manager\*  
Ho. No. 15/6   
Sector 10   
Gurugram   
[Use google map for Geo-Coordinates](#)

Geo Co-ordinates  
Longitude  Latitude   
Please fill proper address and pincode to get actual Geo-coordinates

23. Email Address\*  24. Mobile No\*

Sr. No.	Contact Type	Contact Value	Actions
	Select Contact Type	<input type="text"/>	<input type="button" value="+"/>
No record(s) found.			

Figure 4-6

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 [Use google map for Geo-Coordinates](#) 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



सत्यमेव जयते

○ Contact Value

○ Actions and click  to add contact detail. Entered contact details will be displayed in the grid below

➤ Click  or  to continue with contractor detail



## 4.4 Contractors Details

Principal Employer Details | Establishment Details | Work Place Details | Manager Details | **Contractors Details** | Contract Work Details | Attachments

### D. Contractors

25. LIN of Contractor (Optional)

26. Name of Contractor\*

27. Maximum number of inter state migrant workmen to be employed through this contractor on any day\*

28. Address of Contractor\*  
House No. 102/15 | Sub-Locality / Colony / Street Name  
Sector 15-B | Rajasthan  
Ajmer | 350101

Geo Co-ordinates  
Longitude | Latitude  
Please fill proper address and pincode to get actual Geo-coordinates

29. Email Address\* | 30. Mobile No\*  
 |

Sr. No.	Contact Type	Contact Value	Actions
	Select Contact Type	<input type="text"/>	<input type="button" value="+"/>
No record(s) found.			

31. Identifier of Contractor\*

Sr. No.	Identifier Type	Identifier Value	Name as on Identifier	Actions
	Select Identifier Type	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
1	LIN	2-2222-2222-2	Contractor 1	<input type="button" value="✎"/> <input type="button" value="✕"/>

**1**

Contractors details Added by You:

Sr. No.	Name of Contractor	Address	E-Contacts	Identifier	Actions
No record(s) found.					

Figure 4-7



Enter following information:

- LIN of Contractor (Optional): enter LIN and fetch contractor details
- Name of Contractor\*- else you can enter contractor details manually
- Maximum number of Inter State Migrant Workmen to be employed through this contractor on any day\*: enter maximum number of Inter State Migrant Workmen to be employed through this contractor on any day
- Address of Contractor\*- enter address of the contractor
- Use Google map for Geo-Coordinates: click [Use google map for Geo-Coordinates](#) 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 for communication
- Mobile No\*
- Enter Contract Type and number
  - Sr. No.
  - Contact Type
  - Contact Value
  - Actions
- Identifier of Contractor\*: enter identifier for contractor
  - Sr. No.
  - Identifier Type
  - Identifier Value
  - Name as on Identifier
  - Actions
- Click [Add](#) to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):
  - Sr. No.
  - Name of Contractor
  - Address
  - E-Contacts Identifier
  - Actions



Principal Employer Details
Establishment Details
Work Place Details
Manager Details
Contractors Details
Contract Work Details
Attachments

D. Contractors

25. LIN of Contractor (Optional)

26. Name of Contractor\*

27. Maximum number of inter state migrant workmen to be employed through this contractor on any day\*

28. Address of Contractor\*

GEO CO-ORDINATES

Please fill proper address and pincode to get actual Geo-coordinates

29. Email Address\*

30. Mobile No\*

Sr. No.	Contact Type	Contact Value	Actions
	Select Contact Type	<input type="text"/>	<input type="button" value="+"/>
No record(s) found.			

31. Identifier of Contractor\*

Sr. No.	Identifier Type	Identifier Value	Name as on Identifier	Actions
	Select Identifier Type	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
No record(s) found.				

1

Contractor details

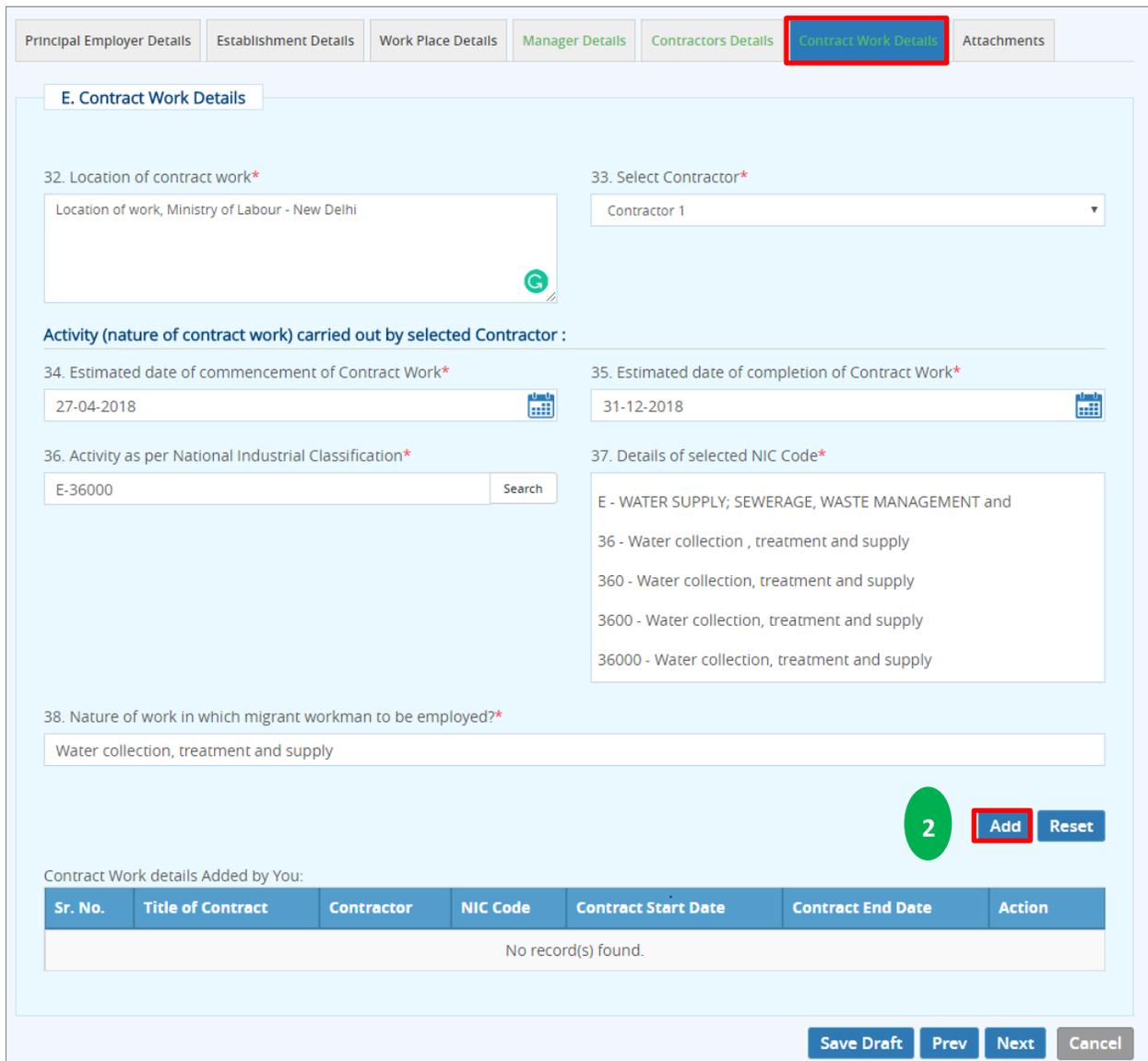
Contractors details Added by You:

Sr. No.	Name of Contractor	Address	E-Contacts	Identifier	Actions
1	Contractor 1	House No. 102/15, Sector 15-B, Ajmer, Rajasthan, 350101	Email :contractor1@gmail.com Mobile :9874456214	Identifier Type : LIN Identifier Value : 2-2222-2222-2 Name As On Identifier : Contractor 1	<input type="button" value="✕"/> <input type="button" value="✎"/>

Figure 4-8

➤ Click **Save Draft** or **Next** to continue with contractor detail

## 4.5 Contract Work Details



**E. Contract Work Details**

32. Location of contract work\*  
Location of work, Ministry of Labour - New Delhi

33. Select Contractor\*  
Contractor 1

Activity (nature of contract work) carried out by selected Contractor :

34. Estimated date of commencement of Contract Work\*  
27-04-2018

35. Estimated date of completion of Contract Work\*  
31-12-2018

36. Activity as per National Industrial Classification\*  
E-36000

37. Details of selected NIC Code\*  
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

38. Nature of work in which migrant workman to be employed?\*

Water collection, treatment and supply

2 Add Reset

Contract Work details Added by You:

Sr. No.	Title of Contract	Contractor	NIC Code	Contract Start Date	Contract End Date	Action
No record(s) found.						

Save Draft Prev Next Cancel

Figure 4-9

Enter following details:

- Location of contract work\* - enter work location
- Select Contractor\*: select contractor name from dropdown list (see, [how to add contractor detail?](#))
- Activity (nature of contract work) carried out by selected Contractor :enter activity or nature of the work carried out
- Estimated date of commencement of Contract Work\*: enter estimated date of commencement



- Estimated date of completion of Contract Work\*: enter estimated completion date
- Nature of work in which Inter State Migrant Workmen to be employed?\*
- 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:

F - CONSTRUCTION  
43 - Specialized construction activities  
433 - Building completion and finishing  
4330 - Building completion and finishing  
43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

**Figure 4-10**

- enter contract work details like:
  - Sr. No.
  - Title of Contract
  - Contractor
  - NIC Code
  - Contract Start Date
  - Contract End Date
  - Action
- Click  to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):



Principal Employer Details | Establishment Details | Work Place Details | Manager Details | Contractors Details | **Contract Work Details** | Attachments

### E. Contract Work Details

32. Location of contract work\*

33. Select Contractor\*

Activity (nature of contract work) carried out by selected Contractor :

34. Estimated date of commencement of Contract Work\*

35. Estimated date of completion of Contract Work\*

36. Activity as per National Industrial Classification\*  Search

37. Details of selected NIC Code\*

38. Nature of work in which migrant workman to be employed?\*

**Contractor details** 2

Contract Work details Added by You:

Sr. No.	Title of Contract	Contractor	NIC Code	Contract Start Date	Contract End Date	Action
1	Location of work, Ministry of Labour - New Delhi	Contractor 1	E-36000	27-04-2018	31-12-2018	<input type="button" value="✕"/> <input type="button" value="✎"/>

Figure 4-11



## 4.6 Attachments

Principal Employer Details Establishment Details Work Place Details Manager Details Contractors Details Contract Work Details Attachments

F. Attachments

39. Attachments Added by You:

Sr. No.	Name of Document	Type of Document	File	Actions
	<input type="text"/>	Select Document Type	<input type="button" value="Choose file"/> No file chosen Allowd Type(s) : PDF	<input type="button" value="+"/>
1	Attachment	Authority issued by HOD for declaration of Principal Employer	a2b343f064b4492.pdf	<input type="button" value="eye"/> <input type="button" value="x"/>

Figure 4-12

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.

✔ Record has been updated successfully.

Registration for CLC [ Displaying 1 to 6 of 6 ] Apply for New Registration

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

Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
<input type="checkbox"/>	1 Pradeep Singh M/s Test Establishment	Not Pay	-	27-04-2018	ISMW	Unsigned Draft	
<input type="checkbox"/>	2 Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
<input type="checkbox"/>	3 Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
<input type="checkbox"/>	4 Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	
	5 Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3/2018/R-2	
	6 Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL/2018/R-1	

Figure 5-1

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:



**FORM XIII**

[Under rule 3(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

**APPLICATION FOR REGISTRATION OF ESTABLISHMENT EMPLOYING MIGRANT WORKMEN**

Acknowledgement Number: -

Date of Application: -

**Details of the Establishment**

1. Name and location of the establishment: **M/s Test Establishment, Room No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, Delhi, New Delhi, 110001**
2. Postal Address of the establishment: **Room No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, New Delhi, Delhi - 110001**
3. Permanent Account Number (PAN)/ Goods and Services Tax Identification Number (GSTIN)/ Labour Identification Number (LIN): **BDJJP4111G**
4. Full name and address of the Principal Employer: **Pradeep Singh, Manager, Room No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, New Delhi, 110001**
5. Full name and address of the Manager or person responsible for supervision and control of the establishment: **Ram Sharma , Ho. No. 15/6, Rajiv Nagar, Sector 10, Gurugram, Haryana - 122001**
6. Nature of work carried on in the establishment: **Installation of doors, windows, door and window frames, fitted kitchens**
7. Maximum number of workmen to be employed in the establishment on any day: **250**

**Details of Contractors**

Serial Number	Name and Address	PAN/GSTIN/LIN Number	Mobile Number	e-mail ID	Nature of work	Maximum number of workmen to be employed on any day.	Estimated date of commencement of work	Estimated date of completion of work
1	<b>Contractor 1 Address : House No. 102/15, Sector 15-B, Ajmer, Rajasthan - 350101</b>	2-2222-2222-2	9874456214	contractor1@gmail.com	Location of work, Ministry of Labour - New Delhi, Water collection, treatment and supply	100	27-04-2018	31-12-2018

8. Amount of Registration Fee : **INR 1200 ( Transaction Id : )**

Signature of the Principal Employer  
(e-Sign/DSC)

**Note:** This is an online application summary applied on Shram Suvidha Portal.

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

**Figure 5-2**



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;

The screenshot shows a web browser window titled 'eSign'. It contains a note: 'Note: We will not store/save this Aadhar Number, Aadhar Number will be used for eSign process only.' Below the note is a text input field labeled 'Enter Aadhar Number:' with the value '804072547131' entered. A red box highlights the 'Submit' button below the input field.

Figure 5-3

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

The screenshot shows a web browser window titled 'eSign' with a sub-window titled 'Enter OTP'. The sub-window contains a note: 'Note: Please input the One Time Password which was sent to your Mobile Number'. Below the note is a text input field labeled 'Enter OTP:'. A red box highlights the 'Submit' button and the 'Resend OTP' button below the input field.

Figure 5-4

- System displays message on submitting the OTP successfully!

The screenshot shows a web browser window titled 'Enter OTP' with a message: 'Thank you for Esign service.'

Figure 5-5



**FORM XIII**

[Under rule 3(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

**APPLICATION FOR REGISTRATION OF ESTABLISHMENT EMPLOYING MIGRANT WORKMEN**

Acknowledgement Number: -

Date of Application: -

**Details of the Establishment**

1. Name and location of the establishment: **M/s Test Establishment, Roome No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, Delhi, New Delhi, 110001**
2. Postal Address of the establishment: **Roome No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, New Delhi, Delhi - 110001**
3. Permanent Account Number (PAN)/ Goods and Services Tax Identification Number (GSTIN)/ Labour Identification Number (LIN): **BDJIP4111G**
4. Full name and address of the Principal Employer: **Pradeep Singh, Manager, Roome No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, New Delhi, Delhi - 110001**
5. Full name and address of the Manager or person responsible for supervision and control of the establishment: **Ram Sharma , Ho. No. 15/6, Rajiv Nagar, Sector 10, Gurugram, Haryana - 122001**
6. Nature of work carried on in the establishment: **Installation of doors, windows, door and window frames, fitted kitchens**
7. Maximum number of workmen to be employed in the establishment on any day: **250**

**Details of Contractors**

Serial Number	Name and Address	PAN/GSTIN/LIN Number	Mobile Number	e-mail ID	Nature of work	Maximum number of workmen to be employed on any day.	Estimated date of commencement of work	Estimated date of completion of work
1	Contractor 1 Address : House No. 102/15, Sector 15-B, Ajmer, Rajasthan - 350101	2-2222-2222-2	9874456214	contractor1@gmail.com	Location of work, Ministry of Labour - New Delhi, Water collection, treatment and supply	100	27-04-2018	31-12-2018

8. Amount of Registration Fee : **INR 1200 ( Transaction Id : )**

**Signature of the Principal Employer (e-Sign/DSC)**

**Note:** This is an online application summary applied on Shram Suvidha Portal.

**Signature Not Verified**

Digitally signed by Pradeep  
Date: 2018.04.27 16:53:27 IST



Figure 5-6



## 5.1 Payment

✔ Record has been updated successfully.

Registration for CLC [ Displaying 1 to 3 of 3 ] Apply for New Registration

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

Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
1	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	
2	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3/2018/R-2	
3	Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL/2018/R-1	

[Delete](#)

Figure 5-7

After e-Sign, you make applicable payment. Click (payment) to make payment.

System takes you to online payment screen:



1

Confirm Info

2

Pay

**Payment Mode Online**

**Depositor Details**

Name :	Pradeep Kumar		
Address 1 :	Room No. 501	Address 2 :	Shram Shakti Bhawan
City :	New Delhi	District :	
State :	DELHI	Country :	INDIA
Pincode/ZipCode :	110001	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 Delhi[030050]	CHIEF LABOUR COMMISSIONER (SECTION OFFICER),,SHRAM SHAKTI BHAWAN,RAFI MARG,NEW DELHI-1[230051]	Registration Fees. I or (ISMW)	One Time	60.00
				INR sixty only		Total : 60.00

Cancel

Confirm

Figure 5-8

Registration information for Inter State Migrant Workmen 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 select  (acknowledgement) icon. Acknowledgement will be displayed

		भारत सरकार / Government Of India श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment पावती पर्ची / Acknowledgement Slip			
पावती संख्या: / Acknowledgment No:			आवेदन तिथि: / Application Submission Date : 27-Apr-2018		
नाम और पता: / Establishment Name and Address		Registration Type	Interstate Migrant Workmen Act		
M/s Test Establishment Room No 501, Shram shakti bhawan, Ministry of Labour, Rafi Marg, New Delhi, Delhi, 110001		Registration Fee	1200 INR		
		Digital Signature PDF			
		E-Sign PDF	<a href="#">Download Unsigned PDF</a> <a href="#">Download Signed PDF</a>		
		NIC Code	G-43301		
		Payment Status	Not-Completed		
		Payment Date	-		
		Transaction Id			
प्रिंट दिनांक समय : / Print Date & Time 27-Apr-2018 16:55 PM					

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



Figure 5-9

- You can download un-signed PDF by [Download Unsigned PDF](#) or signed PDF by selecting [Download Signed PDF](#) buttons



Form I

(Under Rule 4(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980)

**CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER**

Registration Number: **ISMW/ALCKARNAL/2018/R-1**

Date: **25-Apr-2018**

Government of India

Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Migrant Workman (Regulation and Abolition) Act, 1970 (37 of 1970) **M/s silver Touch Demo, Somdutt Chamber II, Bikaji Cama Place, Delhi, South West Delhi, 110066**, through **Pradeep Singh, ( manager)**

1. Nature of Work Carried on in the Establishment of Principal Employer: **Computer consultancy and computer facilities management activities**
2. Details of Contractors

Sr. No	Names of Contractors	PAN/GSTIN/LIN Number	Mobile No. of Contractor	Email Id of Contractor	Nature of Work of the Contractor in which workman is employed or is to be employed
1	M/s HP-DEMO	2-2222-2222-2	9560116789	hp@g.com	Providing general time-share mainframe facilities to clients.

3. Maximum number of workmen to be employed through each contractor under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) on any day: **20**

4. Amount of Registration Fee: **INR 60 ( Transaction Id : 2004180001232 )**

Remarks of Registering Officer: ise uyifrues yriesuyr iseu yriuesyr iuesyr ieusr y

eSign of Registering Officer

(Office name and Office Address of Registering officer)

Signature Not Verified

Digitally signed by M. Razi  
Alam Khan  
Date: 2018.04.25 17:56:55 IST

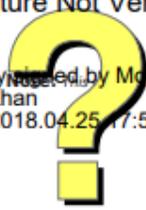


Figure 5-10

➤ Print Acknowledgement by selecting  button



### 5.3 Download Certificate

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

Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
1	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
2	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	
3	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	
4	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELH13 /2018/R-2	

Figure 5-11

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

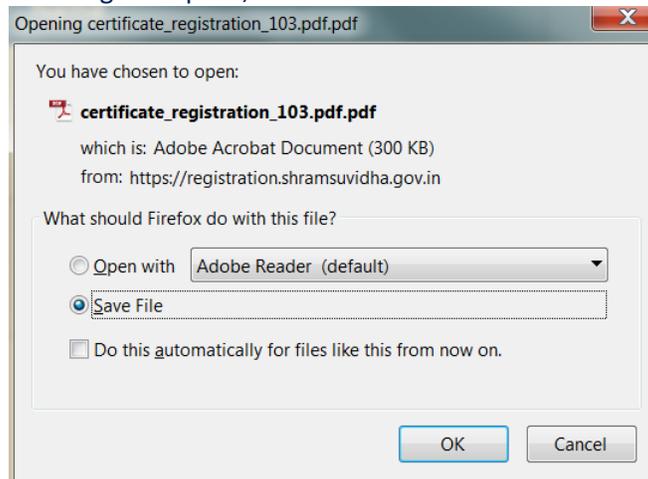


Figure 5-12

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



**Form I**

**(Under Rule 18(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971)**  
**CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER**

Registration Number: **CLRA/ALCNEWDELHI3/2018/R-2**

Date: **26-Apr-2018**

**Government of India**  
**Office of the Registering Officer**

A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) **HPI India 2018 Limited, 321, Somdutt Chamber II, Bikaji Cama Place, Delhi, South West Delhi, 110066**, through **Pradeep Kumar, ( Manager)**

1. Nature of Work Carried on in the Establishment of Principal Employer: **Wholesale and retail sale of new vehicles passenger motor vehicles**
2. Details of Contractors

Sr. No	Names of Contractors	PAN/GSTIN/LIN Number	Mobile No. of Contractor	Email Id of Contractor	Nature of Work of the Contractor in which workman is employed or is to be employed
1	Contractor 101	0-0000-0000-0	9888888888	contrator101@gmail.com	Softwar Development

3. Maximum number of workmen to be employed through each contractor under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) on any day: **21**

4. Amount of Registration Fee: **INR 150 ( Transaction Id : )**

Remarks of Registering Officer: -

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

**Validity unknown**

Digitally signed by Alok Kumar Bharti  
Date: 2018.04.26 12:23:43 IST  
Information on Certificate granted by CLC(C) office through Shram Suvidha Portal.

**Figure 5-13**

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