Unified Shram Suvidha Portal
CLRA Licence Application
0.1 Version

For,
Ministry of Labour & Employment
Government of India

Prepared by:
Silver Touch Technologies Ltd.
## Revision History:

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1 Introduction

The Ministry of Labour & Employment has developed a unified Web Portal 'Shram Suvidha', catering to four major organizations under its aegis: Office of Chief Labour Commissioner (Central); Directorate General of Mines Safety; Employees' Provident Fund Organization; and Employees' State Insurance Corporation. The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

This document is exclusively intended for the users who can submit the Licence Application for CLRA under CLC Acts.

1.1 Abbreviations

<table>
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<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>CLC</td>
<td>Chief Labour Commissioner Act</td>
</tr>
<tr>
<td>ISMW Act</td>
<td>Inter State Migrant Workers Act</td>
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<tr>
<td>CLRA</td>
<td>Contract Labour Regulation Act</td>
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1.2 Intended Audience

Front end/Registered Users, who have linked/registered establishment and that establishment is Enforced CLC Act.
2. **Login**

Enter site URL [https://registration.shramsuvidha.gov.in/](https://registration.shramsuvidha.gov.in/) in the address bar of your internet browser and press enter key. Home page will be displayed:

![Home Page](image)

Click 🗝️ **Login** on top right corner of Home Page; Login screen will be displayed.
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.

Dashboard will be displayed for the logged in user.
3 CLRA Licence Application

Click button on top right corner of the screen:

You will be directed to Acts listing screen:
Select Contract Labour Regulation & Abolition Act: and click Submit button.

3.1 CLRA Licence Application

Licence Application Form will be displayed: CLRA Licence Application has following tabs:

- Contractor Details
- Establishment Details / P Details
- Contact Work Details
- Attachments
3.1.1 Contractor Details

Figure 3-3

Enter following details:

- Retrieve details of Contractor through LIN: Insert LIN number and click Search LIN, to fetch the establishment detail. Or you can enter the establishment detail manually.
- Full name of Contractor: Enter full name of Contractor
- Full name and Designation of Representative: Enter name & Designation of the Representative
- Address of Contractor: Enter address of Contractor

- Geo-Coordinates- 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
- PAN of Contractor: Enter Ten Digit PAN Number
- Name as on PAN Card: Enter name as on PAN Card
- Email Address of Representative: Enter Email Address
- Mobile No. of Representative: Enter Mobile number of Representative
- Contact Type: Enter Contact Type
- Contact Value: Enter Value for Contact Type

- Click [+] to add contact detail

- Click [Save Draft] to save the form as draft and you can resume form filling by editing the same. Or click [Next] button to continue entering Establishment detail.
### 3.1.2 Establishment Details / P Details

Enter following detail for establishment:

- **Registration Certificate No of the Establishment Under the act***: Enter Registration Certificate Number of the establishment and click **Search** button. Based on Registration number, following detail will be fetched by the system:
  - Name of Establishment*
  - Name and Designation of Principal Employer*
  - Date of Registration*
- Address of Principal Employer*
- Use Google map for Geo-Coordinates
- Geo Co-ordinates
- Please fill proper address and Pin Code to get actual Geo-coordinates
- Email Address of Principal Employer*
- Mobile Number of Principal Employer*

- Click **Save Draft** to save the form as draft and you can resume form filling by editing the same. Or click **Next** button to continue entering Contract work detail
### 3.1.3 Contract Work Details

#### C. Contract Work Details

16. Name / nature of work in which workman is employed or is to be employed in the Establishment*
   
   Demo Nature of work, Delhi

17. Estimated date of commencement of Contract Work*
   
   05-07-2018

18. Estimated date of completion of Contract Work*
   
   30-07-2020

19. Name of Agent Or Manager of Contractor at the work-site*
   
   Ram Kumar

**Note:** You are required to fill in correct district as per location of work, otherwise your application may not go to concerned licensing officer and your application may result in rejection.

20. Location of Work *
   
   Shrama Shakti Bhawan

   Ministry of Labour

   New Delhi

   110001

   Use Google map for Geo-Coordinates

Geo-Coordinates

Longitude

Latitude

21. Activity as per National Industrial Classification*
   
   F-41002

22. Details of selected NIC Code*

   F - CONSTRUCTION
   
   41 - Construction of buildings
   
   4100 - Construction of buildings
   
   41002 - Activities relating to alteration, additions, repair, maintenance carried out on own account basis or on a fee or contract basis

23. Maximum number of contract labour to be employed in the Establishment on any day*
   
   20

24. Security Fee (Number of Contractor Labour * 90 INR)
   
   1800

25. License Fee

   (A) Rs. 15
   
   (B) Exceeds 20 but does not exceed 50: Rs. 37.50
   
   (C) Exceeds 50 but does not exceed 100: Rs. 75
   
   (D) Exceeds 100 but does not exceed 200: Rs. 150
   
   (E) Exceeds 200 but does not exceed 400: Rs. 300
   
   (F) Exceeds 400: Rs. 375

26. Whether Certificate By Principle Employer, in form III enclosed**
   
   ● Yes  ○ No

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**Figure 3-5**
Enter following details:

- Name/Nature of work in which workman is employed or is to be employed in the establishment: Enter the Name/Nature of work in which workman is employed or is to be employed in the establishment.
- Estimated date of commencement of contract work: Select Estimated date of commencement of contract work.
- Estimated date of completion of contract work: Select Estimated date of completion of contract work.
- Name of agent or manager of contractor at work site: Enter name of agent or manager of contractor at work site.

Note: You are requested to fill in correct district as per location of work, otherwise your application may not go to concerned licensing officer and your application may result in rejection.

- Location of work: Enter Location of work with proper location detail.
- Geo Coordinates: Geo-Coordinates- Use Google map for Geo-Coordinates- click to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map.
- Activity as per National Industrial Classification: Enter NIC code and click button. NIC Activity detail will be displayed.
- Maximum number of contract labour to be employed in the establishment on any day: Specify maximum number of contract labour to be employed in the establishment on any day.
- Licence Fee: will be displayed based on number of workers.
- Security Fee: Security fee will be displayed as per specified number of contract labour to be employed in the establishment on any day.
- Whether Certificate by Principal Employer, in form III enclosed? (Yes, No): Select value Yes or No.

Note:
While filling Licence form you can navigate to other tabs selecting Prev and Next buttons. You save the Form as Draft by selecting Save Draft. You can resume Form filling by selecting (edit) icon on dashboard. Click Cancel to cancel the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft.

- Click Next button to proceed with Attachments tab.
3.1.4 Attachments

Attach required documents to complete the registration process:

Click to select and upload required documents and click icon.

Note: Allowed Type is PDF.

Uploaded documents will be displayed below with following column headings:

- Sr. No.
- Name of Document
- Type of Document
- File
- Actions - You can view or delete uploaded document by selecting or icons respectively

Note:
While filling Licence 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 Licence Application!

Submitted Licence application will be displayed on dashboard with following column headings:

- Sr. No.
- Contractor & Principal Employer Name
- Under Act
- Type
- Licence Fee
- Security Fee
- Ack. No / Date
- Status
- Licence Valid Up To
- Actions
• Click to view application summary. Application summary will be displayed:
FORM II

[Under rule 2(1) and rule 29(2) of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

APPLICATION FOR LICENCE UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 (37 OF 1970)

Acknowledgement Number: - Date of Application: -

Details of Contractor

1. Full Name of Contractor: M/s Demo Test Pvt. Ltd., through Contractor Name Director
2. Full Address of Contractor: House No. 15, Rajpur Nagar, Sector - 20A, Gurgaon, Haryana, - 122001
3. UN/PRN No. of Contractor: 2-2222-2222-2 FCDS132F
4. Email id of Contractor: ind.pkmari@gmail.com
5. Mobile No. of Contractor: 95601 16789

Particulars of Establishment where workman is to be employed

7. Number and Date of Certificate of Registration of the Establishment under the Act: CLRAALCIJALANDHAB/3918/R-1 Dated 01-06-2018

Particulars of the Contract Labour

8. Nature of work in which workman is employed or is to be employed in the Establishment: Demo Nature of work, Delhi
9. Location of Work: Room No. 12, Shrinath Bhawan, Ministry of Labour, new Delhi, Delhi - 110001
10. Duration of proposed Contract Work:
   1. Date of Commencement of work: 05-07-2018
   2. Date of Completion of work: 30-07-2020
11. Name and Address of the Agent or Manager of Contractor at the work-site: Ram Kumar, Room No. 12, Shrinath Bhawan, Ministry of Labour, New Delhi, Delhi - 110001
12. Maximum number of workmen proposed to be employed on the Establishment on any date: 20
13. Whether a certificate by the Principal Employer, in Form III enclosed: Yes
14. Amount of Licence Fee: INR 15
15. Amount of Security Deposit: INR 1800
16. Jurisdiction for Licensing Officer: ALC NEW DELHI III (ALCNEWDELHI3)

Signature of Contractor

[Signature]

Note: This is an online application form submitted on Shram Suvidha Portal.

Go To Listing | Digital Signature | E-Sign

Website Policies | Acts and Rules | Help | FAQ | Contact Us

Shram Suvidha Portal is an 'Ease of Doing Business' Labour Law Reform initiative by Ministry of Labour & Employment, Government of India. To know more, please contact help.shramsuvidha@gov.in

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Figure 3-8
Your Licence 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 Licence form
- E-sign form opens. Enter your Aadhar Number;

![Shram Suvidha Portal - e-Sign Service](image)

Figure 3-9

- Click **Submit** button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.
Enter OTP sent to your registered mobile number and click **Submit** button. E-Sign link will be enabled on dashboard as shown below:
- Click 📦 (Payment) button
Payment information will be displayed; click button to confirm the information

After Payment User download the View Acknowledgement slip, as shown below
Figure 3-13

- Click 📨 to view acknowledgement
You can download signed PDF by selecting the "Download Signed PDF" button.

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**Figure 3-14**

- You can download signed PDF by selecting the "Download Signed PDF" button.