



Unified Shram Suvidha Portal ISMW Licence Application

0.1 Version

For, Ministry of Labour & Employment Government of India

Prepared by:



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Revision History:

Version	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
0.1	12-Jul-2018	Syamala Sharma	Dashrath Gadhvi	Draft!



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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 ISMW under CLC Acts.

1.1 Abbreviations

Abbreviation	Full Form
CLC	Chief Labour Commissioner Act
ISMW Act	Inter State Migrant Workers Act

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/ in the address bar of your internet browser and press enter key. Home page will be displayed:

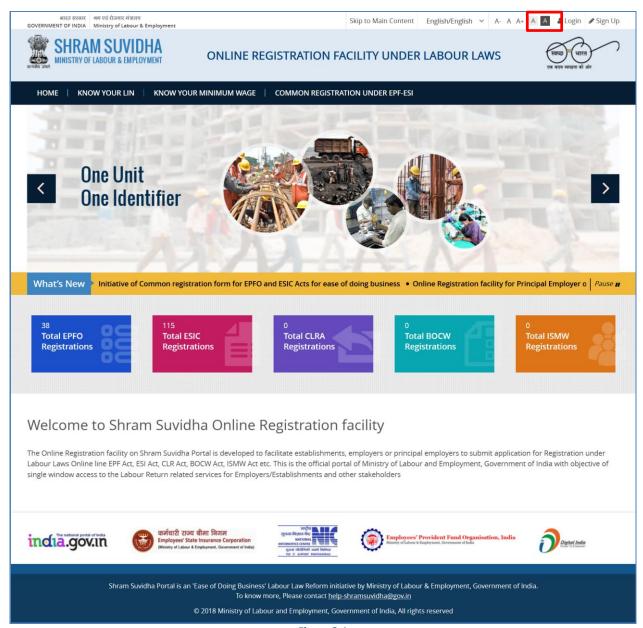


Figure 2-1

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



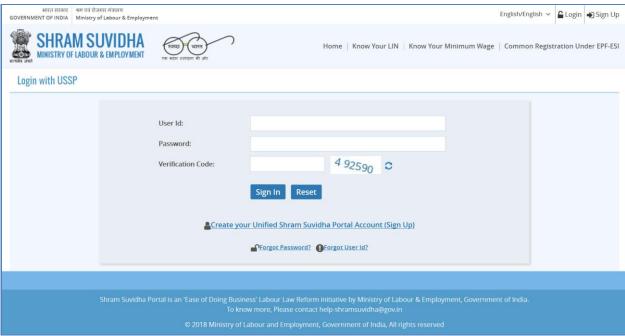


Figure 2-2

• Enter User Id and Password, enter verification code as displayed and click



- Click Reset to rearrange all the details you have written in login form
- Dashboard will be displayed for the logged in user



3 ISMW Licence Application

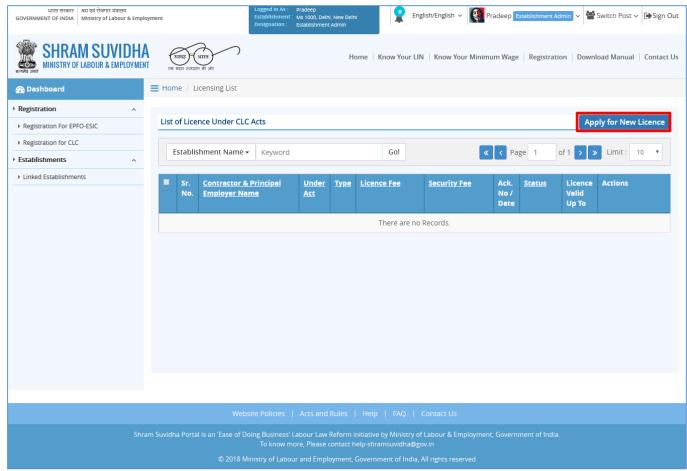


Figure 3-1

Click Apply for New Licence button on top right corner of the screen:

You will be directed to Acts listing screen:



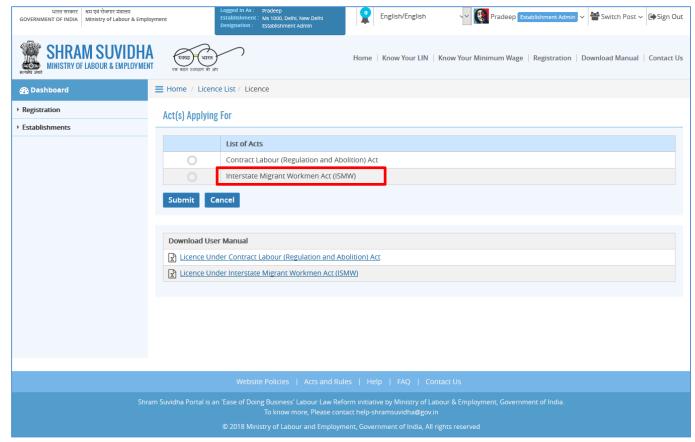


Figure 3-2

Select Interstate Migrant Workmen Act (ISMW) and click



3.1 ISMW Licence Application

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

- Contractor Details
- <u>Establishment Details / P Details</u>
- Contact Work Details
- Attachments



3.1.1 Contractor Details

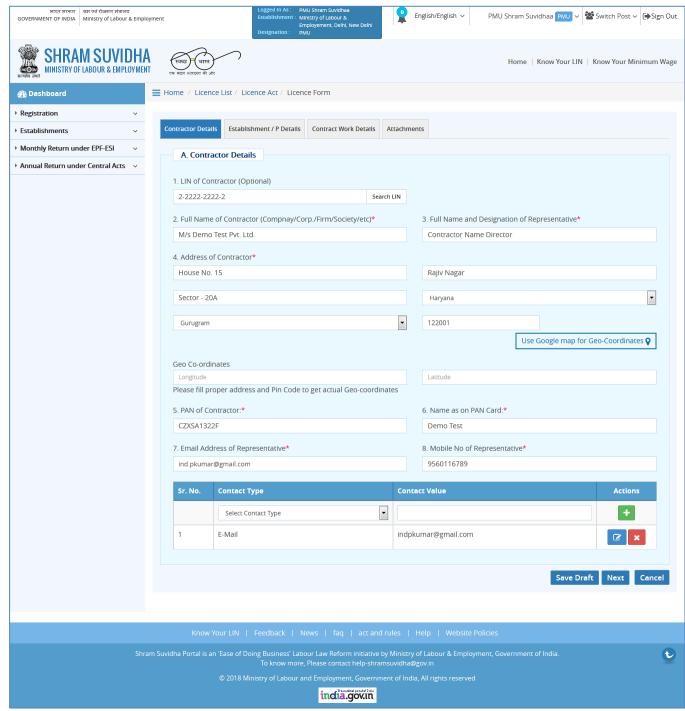


Figure 3-3

Enter following details:



Search LIN

- Retrieve details of Contractor through LIN: Insert LIN number and click 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

 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

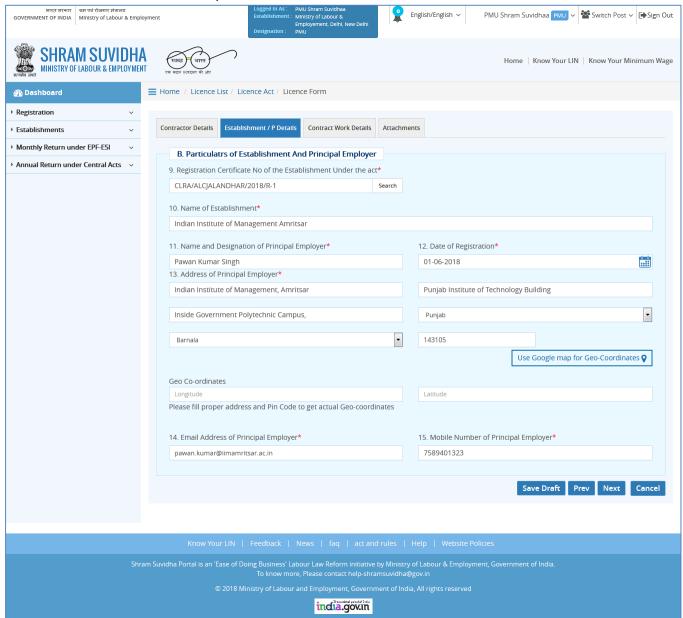


Figure 3-4

Enter following detail for establishment:

- Registration Certificate No of the Establishment Under the act*: Enter Registration Certificate Number of the establishment and click 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
- o 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



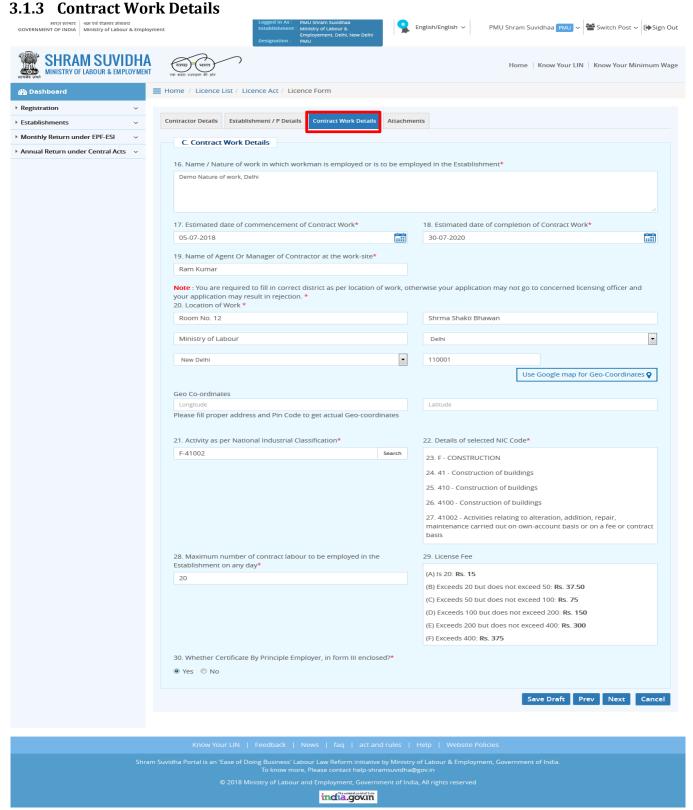


Figure 3-5



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

 Use google map for Geo-Coordinates

 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
 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 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

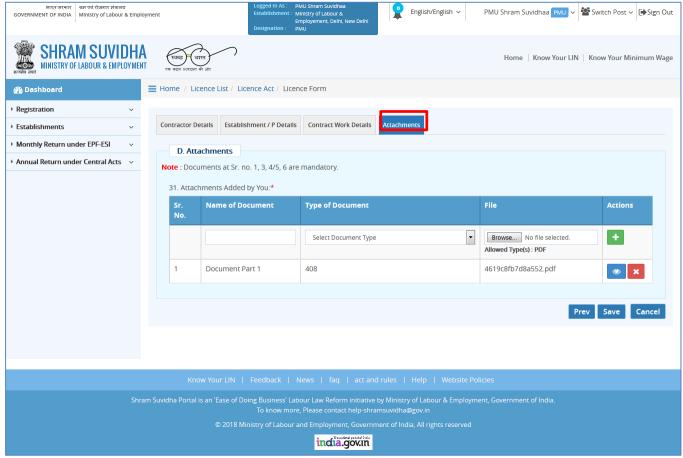


Figure 3-6

Attach required documents to complete the registration process:

Click Choose file to select and upload required documents and click icon.

Note: Allowed Type is PDF.

Uploaded documents will be displayed below with following column headings:

- o 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 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 the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft!

Click Save to submit the Licence Application!

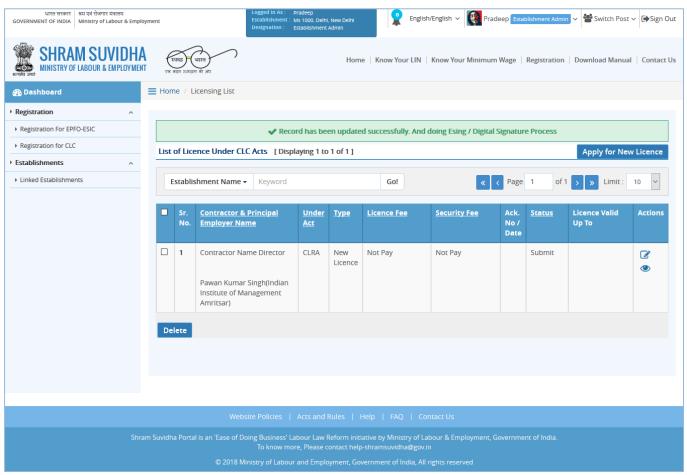


Figure 3-7

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:



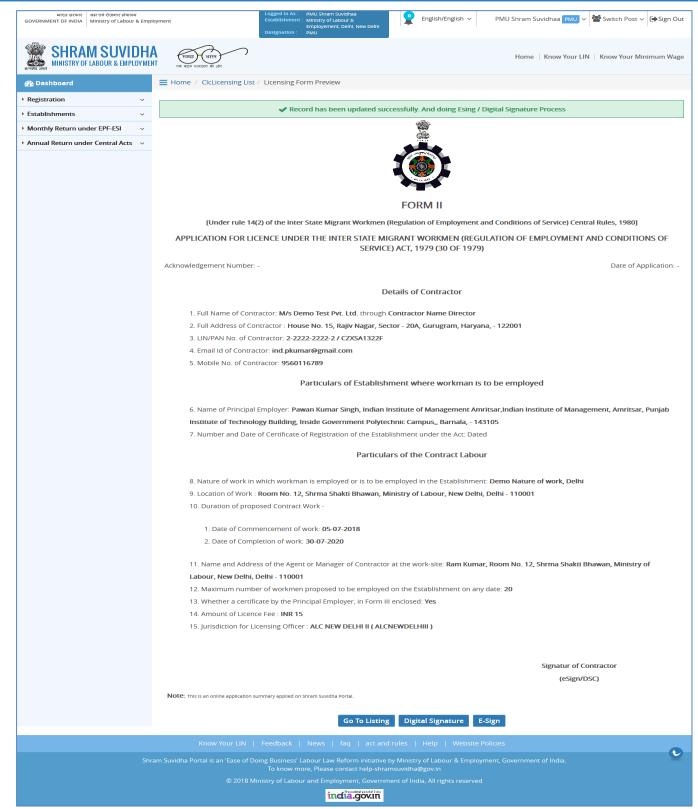


Figure 3-8



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
 Digital Signature to sign the registration form digitally
- Click to e-sign the Licence form
- E-sign form opens. Enter you Aadhar Number;



Figure 3-9

• Click Submit button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.



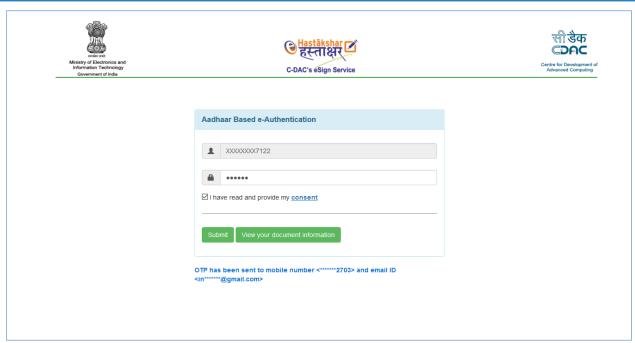


Figure 3-10

• Enter OTP sent to your registered mobile number and click button. E-Sign link will be enabled on dashboard as shown below:



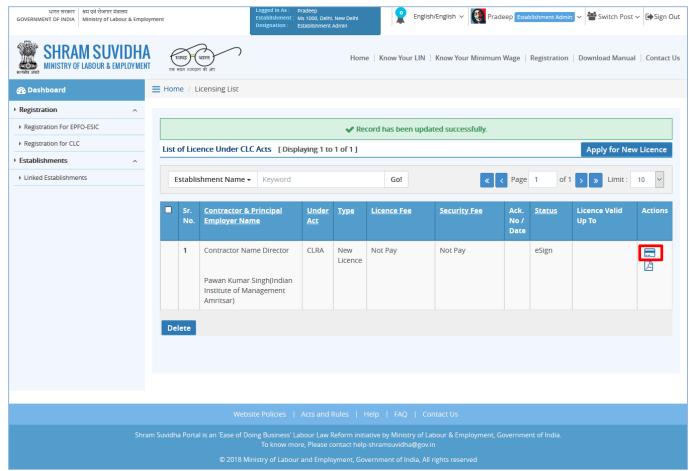


Figure 3-11

• Click (Payment) button





Figure 3-12

- Payment information will be displayed; click
 Confirm button to confirm the information
- After Payment User download the View Acknowledgement slip, as shown below



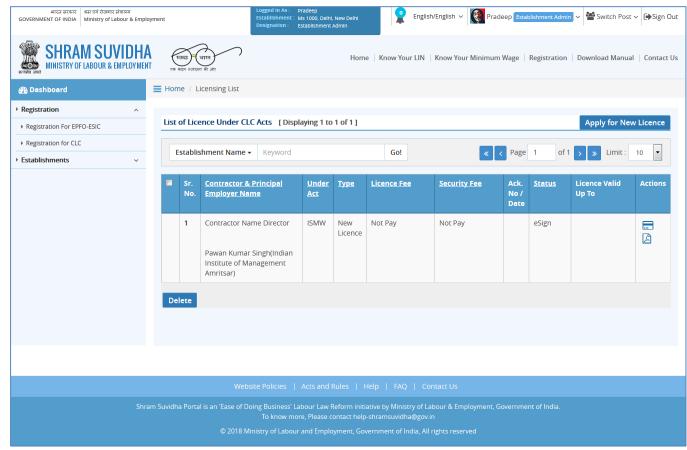


Figure 3-13

• Click 🖨 to view acknowledgement



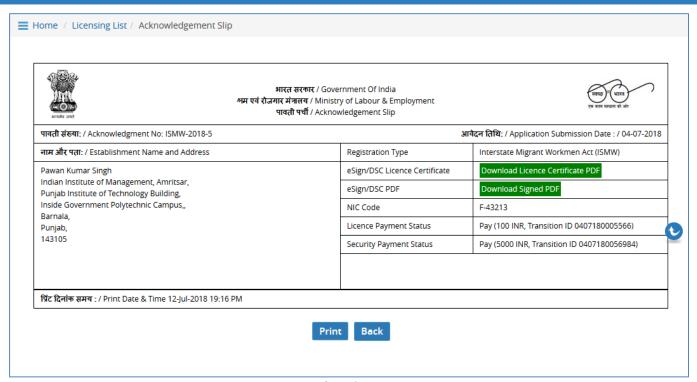


Figure 3-14