Unified Shram Suvidha Portal
ISMW 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 ISMW under CLC Acts.

1.1 Abbreviations

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

![Shram Suvidha Home Page](image)

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 **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 ISMW Licence Application

![Image of SHRAM SUVIDHA website](image)

Figure 3-1

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

You will be directed to Acts listing screen:
Select Interstate Migrant Workmen Act (ISMW) and click Submit button.

3.1 ISMW Licence Application

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

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

Enter following details:

Figure 3-3
• 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 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 to save the form as draft and you can resume form filling by editing the same. Or click 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 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

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 Coordinates - 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

Note:

- You can view or delete uploaded document by selecting or icons respectively.

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 **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 **Save** 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

![Dashboard Image](image.png)
- Licence Valid Up To
- Actions
- Click 📹 to view application summary. Application summary will be displayed:
FORM II

(Under rule 14/2 of the Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980)

APPLICATION FOR LICENCE UNDER THE INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 (30 OF 1979)

Acknowledgement Number: -  
Date of Application: -

Details of Contractor

1. Full Name of Contractor: Mr. Demo Test Pvt. Ltd. through Contractor Name Director
2. Full Address of Contractor: House No. 15, Rahul Nagar, Sector - 20A, Gurugram, Haryana, - 122001
3. UIN/PL No. of Contractor: 2.222.2222.2 / C20GA12226
4. Email Id of Contractor: ind_pluser@gmail.com
5. Mobile No. of Contractor: 9560116789

Particulars of Establishment where workman is to be employed

7. Number and Date of Certificate of Registration of the Establishment under the Act: Dated -

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, Shrima Shakti 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, Shrima Shakti 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. Jurisdiction for Licensing Officer: ALC NEW DELHI II (ALCNEWDELHIII)

Signature of Contractor
(eSign/DSC)

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

![E-Sign Service](image)

- 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:
Figure 3-11

- Click 📦 (Payment) button
Payment information will be displayed; click **Confirm** button to confirm the information.

After Payment User download the View Acknowledgement slip, as shown below.
Click 📂 to view acknowledgement
You can download signed PDF by selecting the 'Download Signed PDF' button.