



श्रम सुविधा **Beta 1.0**
SHRAM SUVIDHA

Unified Shram Suvidha Portal

User Manual for Common Registration for EPFO & ESIC-
Version 1.0

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

Prepared by:



Silver Touch Technologies Ltd.



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 and EPFO. This document illustrates registration process for the user / establishment and registration process for ESIC and EPFO.

This manual is intended for the use of Registered Users who wants to register with ESIC¹and EPFO².


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,

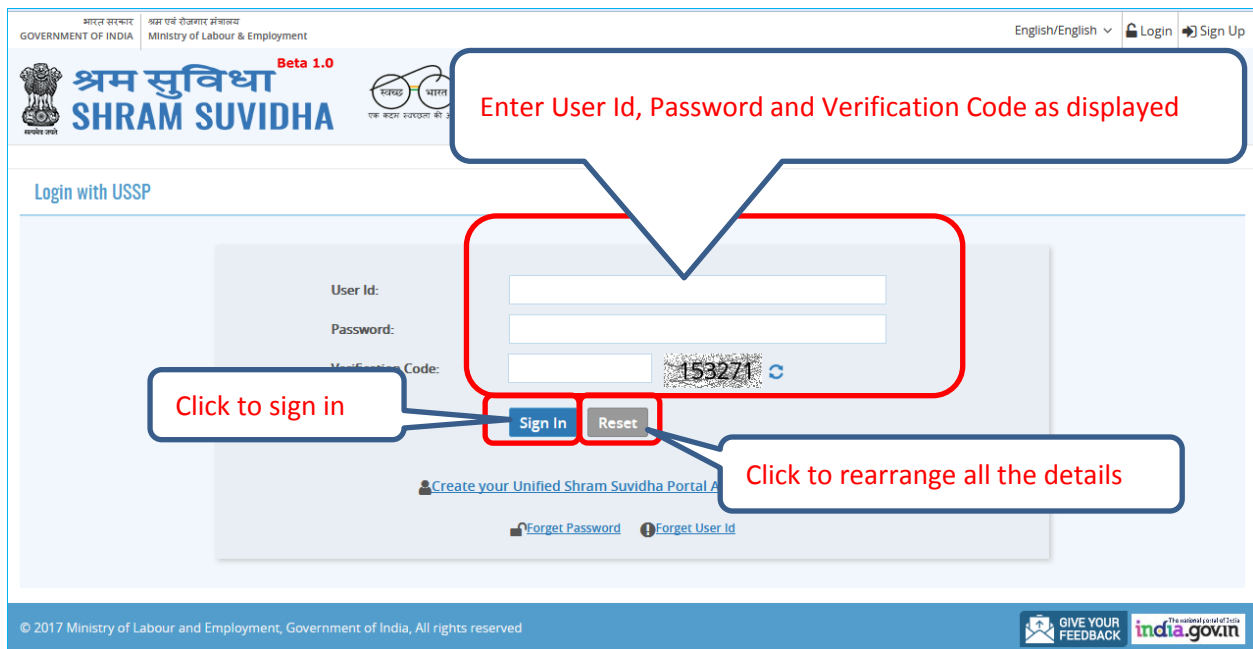


Figure 2-1

¹ Employees' State Insurance Corporation


² Employees' Provident Fund Organization



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

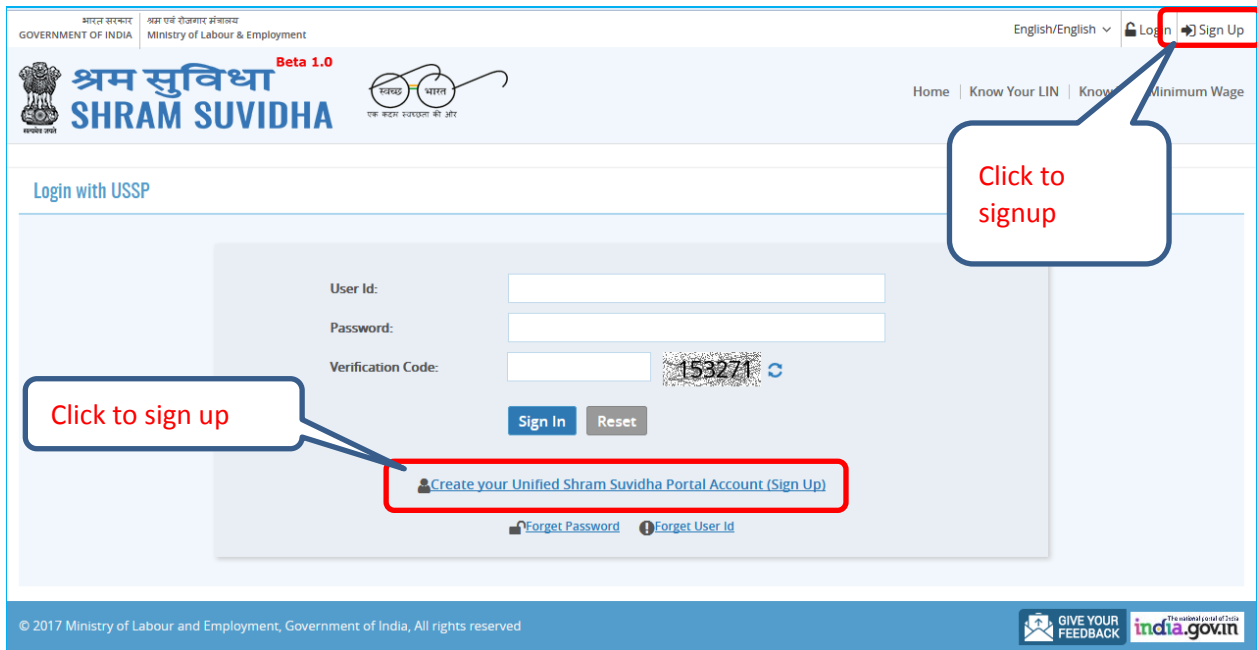



Figure 2-2

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

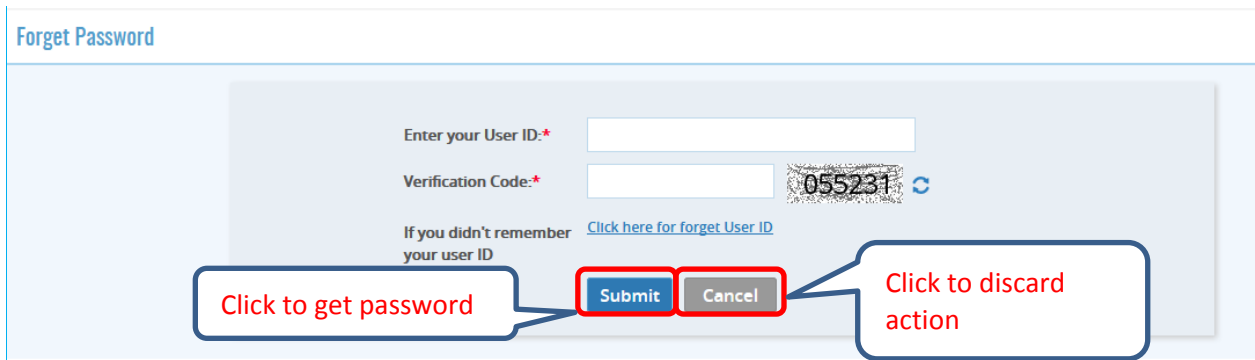


Figure 2-3

The following message will be displayed:

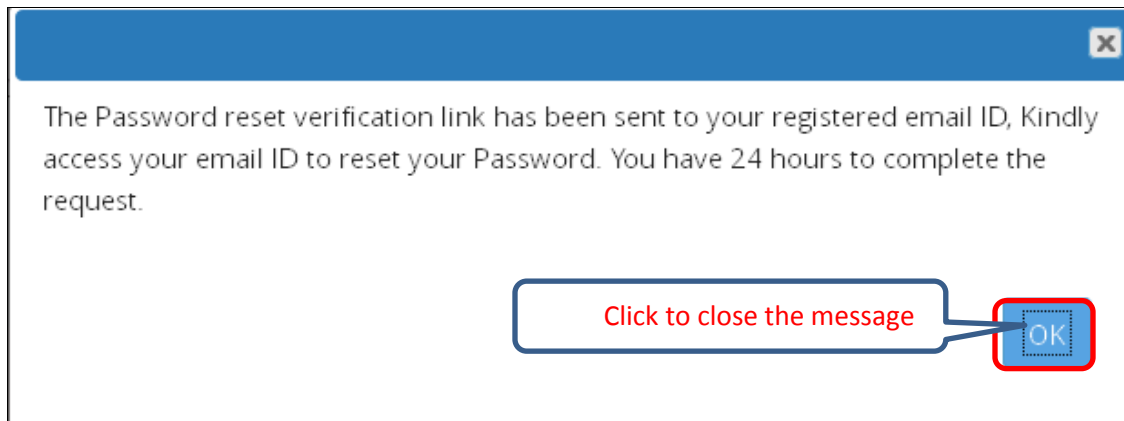


Figure 2-4



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 like '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'. The main dashboard area is divided into several sections: 'LIN Registration Forms' with cards for 'Applications Made', 'Applications Not Submitted', 'Applications Submitted', and 'Applications Authorized'; 'Under Process' with cards for 'Applications Under Verifier', 'Applications Approved', 'Applications On Hold', and 'Applications Rejected'; and 'Linked Establishment' showing '2 Linked Establishment'. A 'Notification' box is on the right. Red circles with numbers 1 through 11 point to specific UI elements: 1 (Dashboard icon), 2 (Language selection), 3 (Switch Role), 4 (Sign Out), 5 (Home link), 6 (Know Your LIN link), 7 (Registration menu), 8 (LIN Registration Forms title), 9 (Under Process title), 10 (Linked Establishment title), and 11 (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

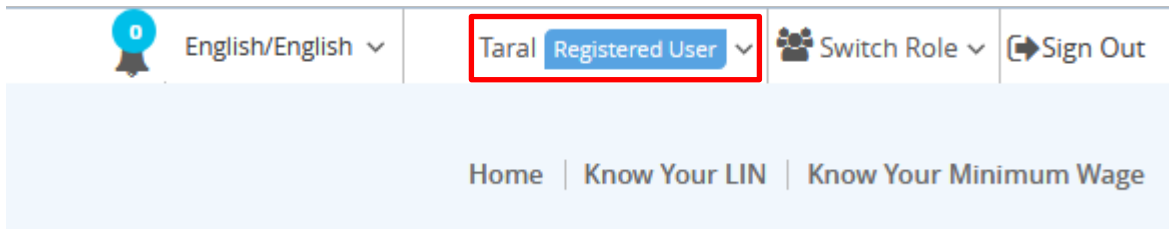


Figure 4-1

4.1 Language Section

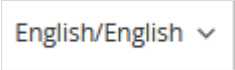
- Click the language dropdown menu  to change the language i.e. in English, Hindi, and Gujarati or any other regional language.



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

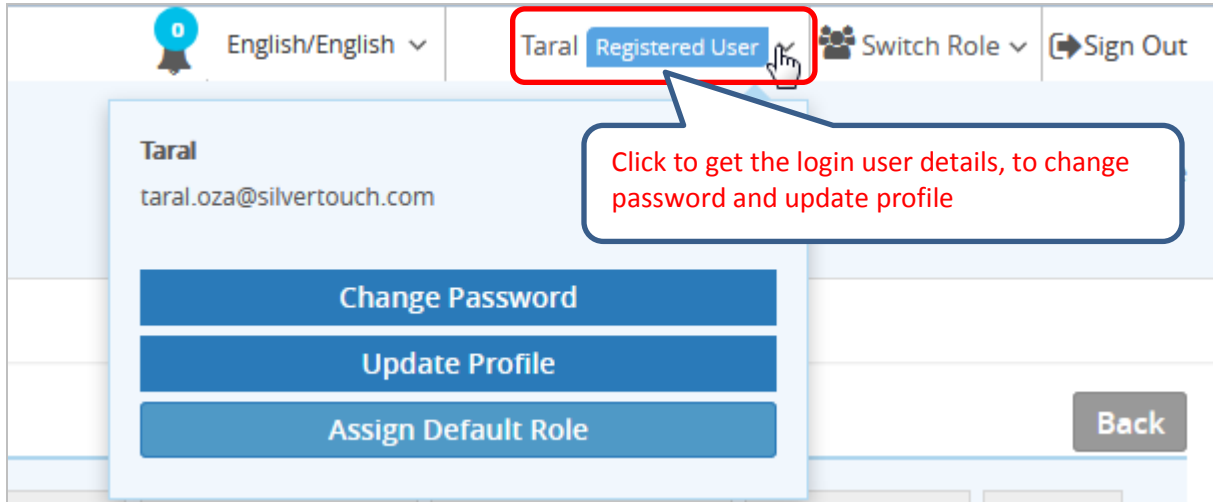


Figure 4-3

4.3 Switch User

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

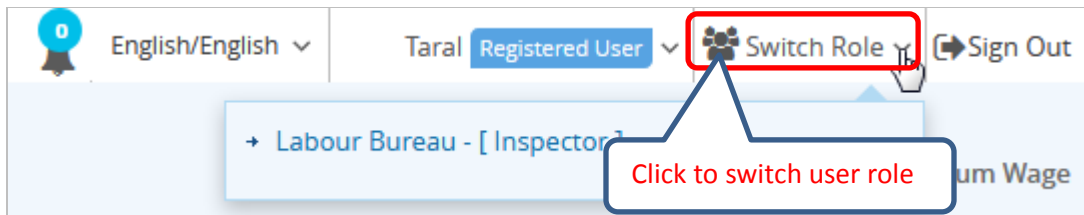


Figure 4-4

- Select available Roles assigned to you to change Role activities

4.4 Sign Out

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

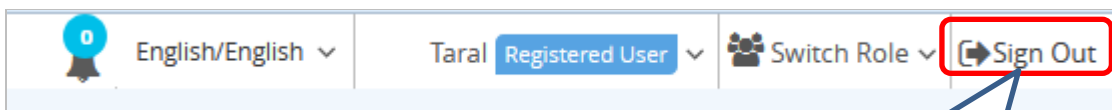


Figure 4-5



5 Header Options

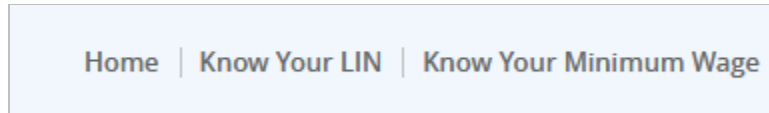


Figure 5-1

5.1 Home

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

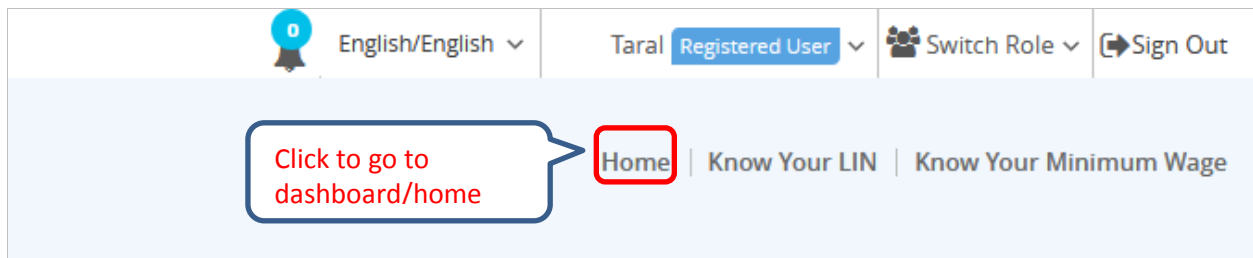


Figure 5-2

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

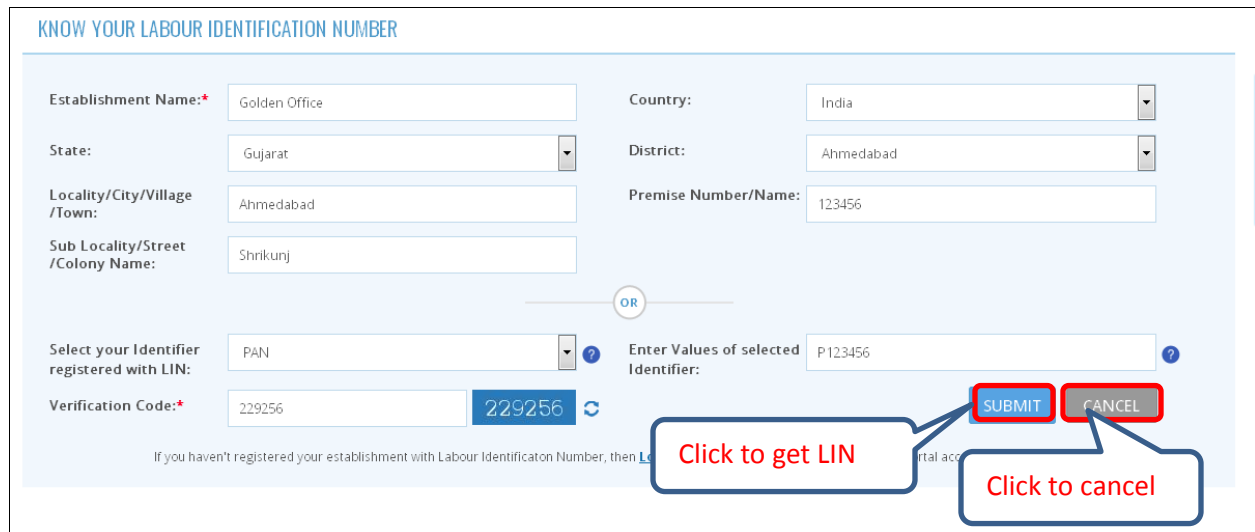
- *Select your Identifier registered with LIN from dropdown menu*
- *Enter Values of selected Identifier*



- *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 

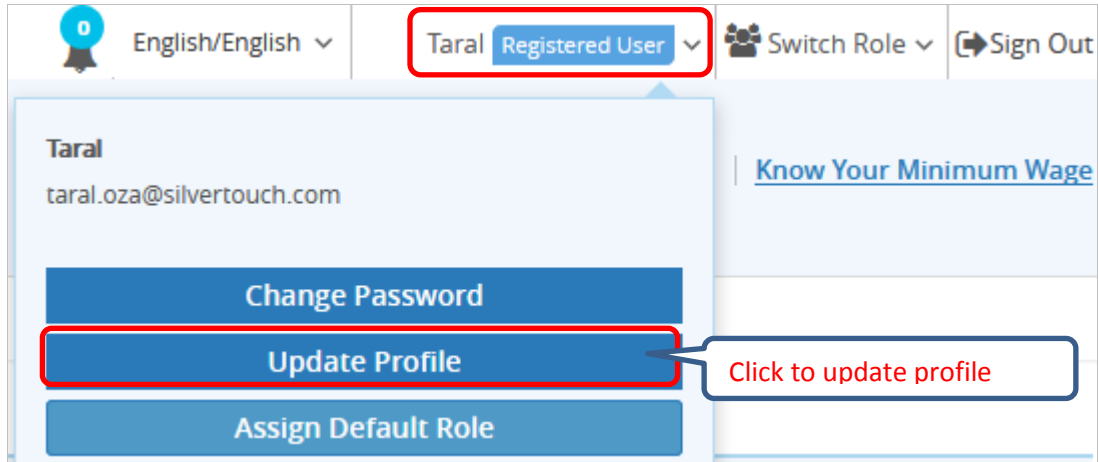


Figure 6-1

In manage profile there are 4 tabs as follows:

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

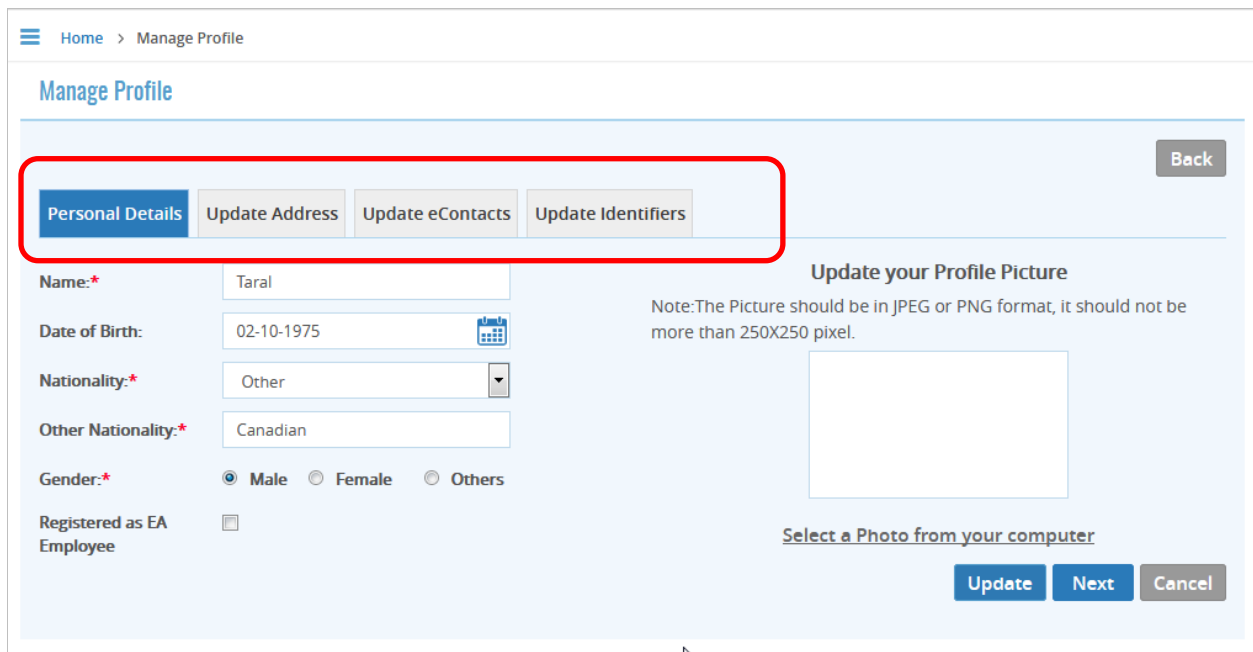


Figure 6-2




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:



HOME > MANAGE PROFILE

MANAGE PROFILE

BACK

Personal Details Update Address Update eContacts Update Identifiers

Name:* Chintan Mirani

Date of Birth:* 08-06-2016

Nationality:* Indian

Gender:* Male Female Others

Registered as EA Employee

Update your Profile Picture

Note: The Picture should be in JPEG or PNG format, it should not be more than 250X250 pixel.

NO IMAGE

SELECT A PHOTO FROM YOUR COMPUTER

UPDATE CANCEL

Click to close the

Click to update

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 **Update eContacts** to add eContacts

Add

- Click **Add** to add eContact

Reset

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

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

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*

Home > Manage Profile

Manage Profile

Back

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

Name: Taral

E-Mail Add Reset

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

Delete Verify Make Primary Next Previous

Figure 6-6

6.3.3 Delete e-contact

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

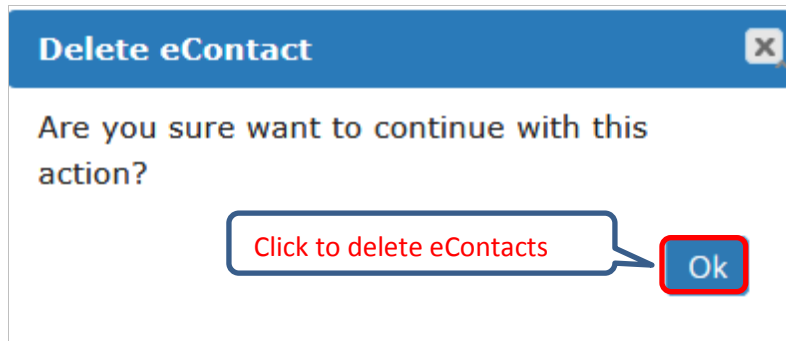


Figure 6-7

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





6.3.4 Verify e-Contact

- Click **Verify** to verify eContact

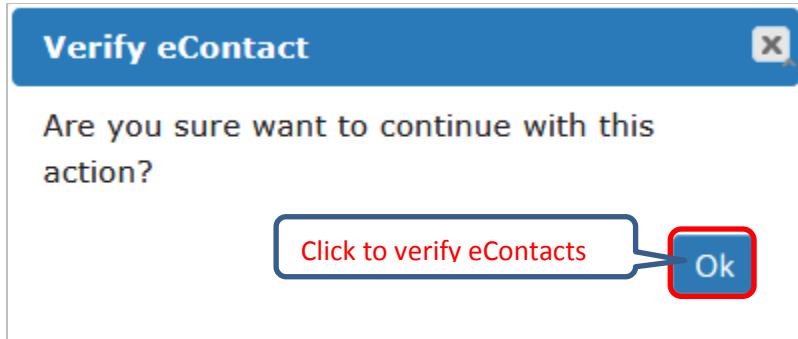


Figure 6-8

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

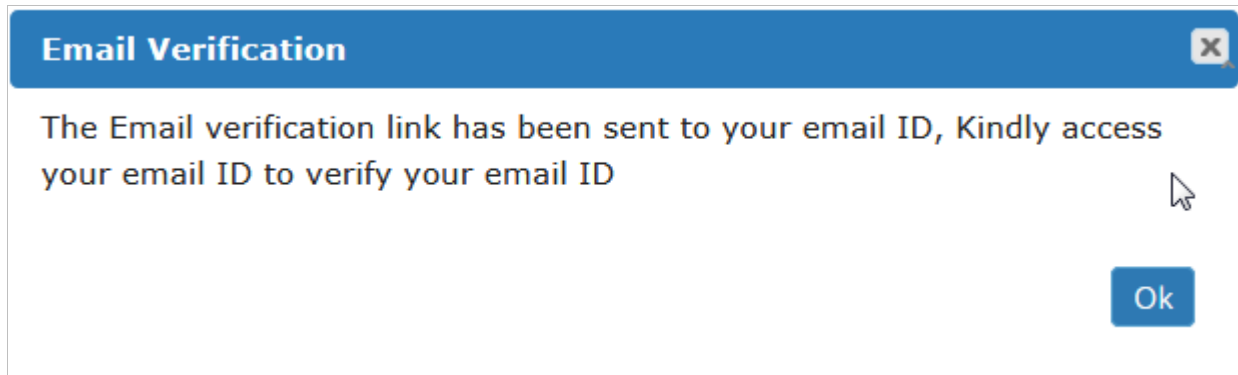


Figure 6-9

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

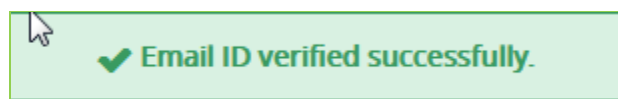
Figure 6-10

<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:





Back

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

Name: Taral

Select eContact 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	

Verified Status

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

Back

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

Name: Taral

Select eContact 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	

Click to make eContacts primary

Delete **Verify** **Make Primary** **Next** **Previous**

Figure 6-12

The following message will be displayed:

Make Primary eContact ✕

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

Identifier Type	Value	Name of Identifier
Adhaar No.	147852369874	Taral


Figure 6-15

Enter the following information to update identifiers

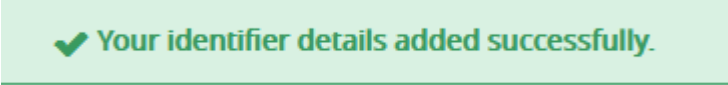
- Name
- Select Identifier



- *Identifier Value*
- *Name as on Identifier*

Click  to update Identifiers

The following message will be displayed:




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

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

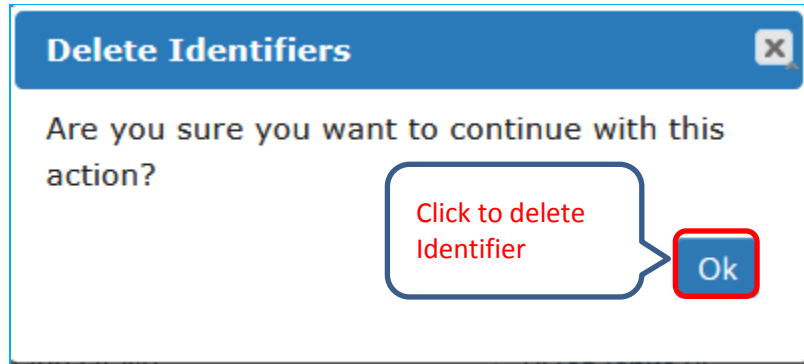

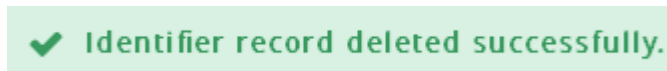


Figure 6-17

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



The status will be displayed as verified

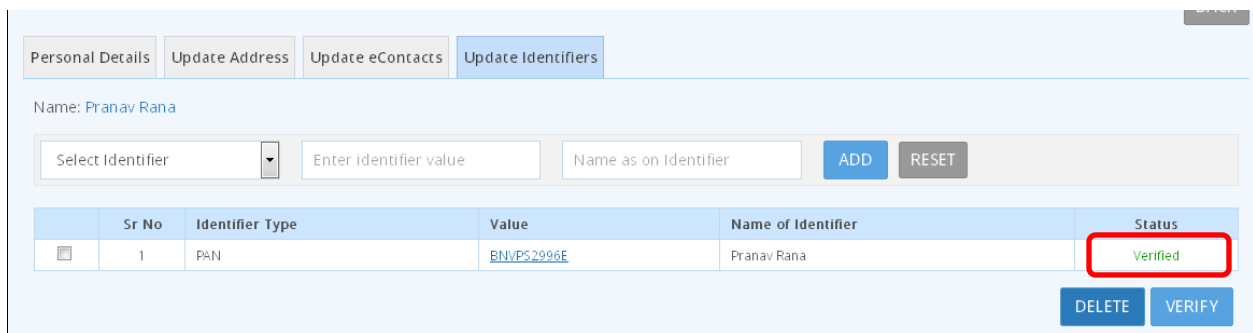



Figure 6-18

6.4.3 Verify Identifier

Click  to verify Identifier

Click  to verify Identifier

The following message will be displayed:

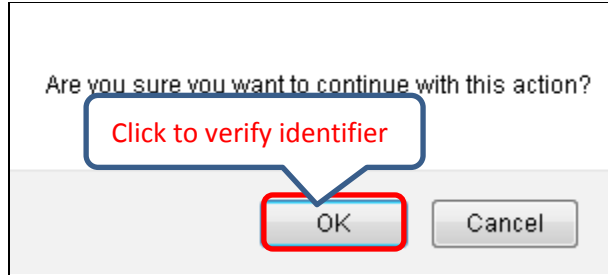
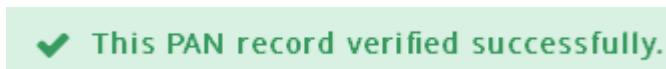


Figure 6-19

Click  to delete Identifier

The following message will be displayed:



7 Registration

7.1 Registration for EPFO /ESIC

Using this option you can register for both EPFO as well as ESIC. This is common form for both. Select the option from left menu:

Select  from left panel.

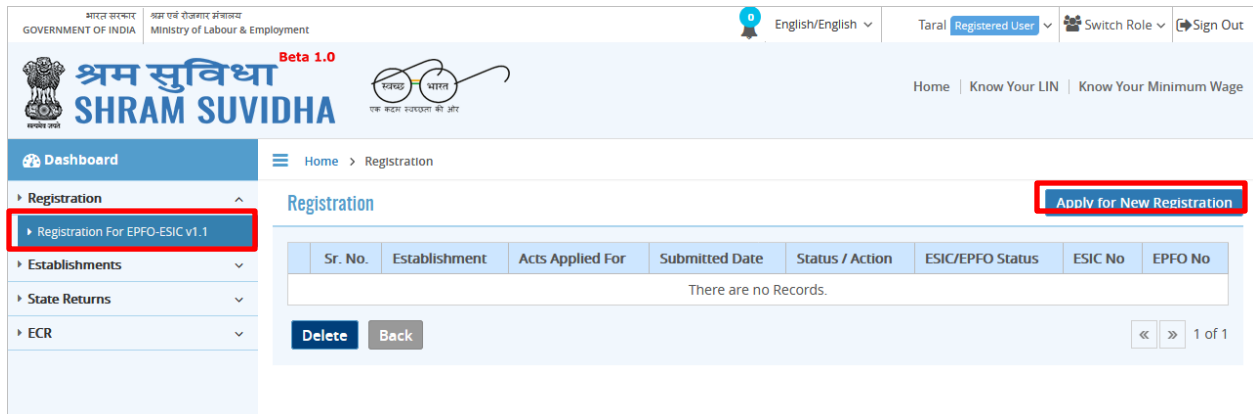


Figure 7-1

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/EPFO)
- Select both incase if you want to apply for both, click **Submit** to continue registration process

7.1.1 Common Registration form for ESIC & EPFO

You need to fill in all mandatory information. Mandatory fields are displayed with a **RED** Asterisk (*).



Home > Registration > Registration form

Common Registration form for ESIC & EPFO 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:* <input type="text" value="1234"/> <input type="text" value="Naroda"/> <input type="text" value="Naroda"/>	District:* <input type="text" value="Ahmedabad"/>
State:* <input type="text" value="Gujarat"/>	Area Code/Pin Code:* <input type="text" value="380054"/>
	Nearest Police Station:* <input type="text" value="Naroda"/>

Setup Date:*

Establishment Category:*

PAN:*

Sector (Ownership Type):*

If Factory, Specify Factory License Details

Factory Licensed Under Section:* <input type="text" value="2m(i)"/>	Date of License Registration:* <input type="text" value="01-11-2001"/>
Factory License Number:* <input type="text" value="123456789"/>	Date of Trial Production, if Factory:* <input type="text" value="01-11-2002"/>
Issued By Authority, Place:* <input type="text" value="Gov"/>	

Figure 7-3

If Start-up, Specify Start-up Registration Number

Start Up Number <input type="text" value="3333333"/>	Start up Registration date: <input type="text" value="01-11-2001"/>
---	--

If Establishment is MSME, Specify MSME Registration Number

MSME Number: <input type="text" value="9999999999999999999"/>	MSME Registration date: <input type="text" value="01-11-2002"/>
--	--

Ownership Details

Date Of Registration:* <input type="text" value="01-11-2000"/>	Registration/ Deed No:* <input type="text" value="55555"/>
No Of Owners:* <input type="text" value="1"/>	Issued By:* <input type="text" value="Gov"/>
Issued At:* <input type="text" value="Abc, 123"/>	CIN <input type="text" value="66666666666666666666"/>

Enter only Alphanumeric, Comma(,), Dot(.) and Space are allowed.

Figure 7-4



ESIC / EPFO Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for ESIC / EPFO 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



Select

- Commercial Establishment
- Eating-House
- Factory
- Other places of amusement & entertainment
- Others
- Residential Hotel
- Restaurant
- Shop
- Theatre

Figure 7-5

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 7-6

- 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:




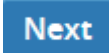
Select
Autonomous / Statutory Organisations
Central Govt. Controlled
Central Govt. Department
Co-Op Society
Defence Factories
Firms Run by Trust
Joint Stock Companies
Limited Liability Partnership
Local Bodies / Municipal Corporations
Ngo (Non-govt. Organisations)
Partnership Firms
Private Factory
Proprietary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

Figure 7-7

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 & EPFO 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:*

Select eContact Type **Add**

Sr No.	eContacts Type	Value Type
<input type="checkbox"/> 1	E-Mail	hhh@gggg.com

Delete **Next** **Previous**

Figure 7-8

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

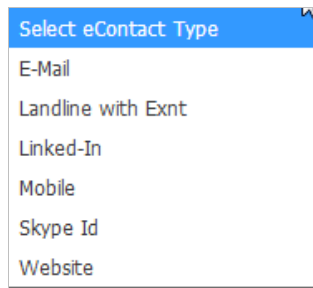


Figure 7-9

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

Sr No.	eContacts Type	Value Type
<input type="checkbox"/> 1	E-Mail	hhh@gggg.com

Delete **Next** **Previous**

Figure 7-10

- 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



Next

- Click [Next](#) to continue to fill ESIC / EPFO form, [Contact Persons](#)

7.1.1.3 Contact Persons

Figure 7-11

Enter following detail:

PRIMARY MANAGER:

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



Home > Registration > Registration form

Common Registration form for ESIC & EPFO

Back

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

Attachments

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

Contact Person

Primary Manager*

Manager (dropdown) | Manager (text) | Male (dropdown) | 01-01-1998 (calendar) |
Father (text) | 02-02-1999 (calendar) | Engineer (text) | ABCDE2222E (text)

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

Figure 7-12

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

Add

Figure 7-13

- 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 **Add** 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

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 7-14

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

Add/Edit Econtact of Primary Manager

E-Mail

Figure 7-15

- 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 7-16

- 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 7-17

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"/>	<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	
<input type="checkbox"/>	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 7-18

- 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 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 7-19

- 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 & EPFO

[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	Cira Kk	06-11-2003
Gov	Ahmedabad	<input checked="" type="checkbox"/> Mark it as Address Proof	

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

Figure 7-20

- 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 7-21

- 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 or Both.

Home > Registration > Registration form

Common Registration form for ESIC & EPFO

Back

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

Attachments

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 : *

Is there any Hazardous activity in your establishment: *

Please select the Hazardous activity is required

Figure 7-22



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	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="30"/>
Female	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="25"/>
Others	<input type="text" value="15"/>	<input type="text" value="5"/>	<input type="text" value="20"/>
Total	<input type="text" value="50"/>	<input type="text" value="25"/>	<input type="text" value="75"/>

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

	Regular	Contract Labour	Total
Male	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="10"/>
Female	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="10"/>
Others	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="8"/>
Total	<input type="text" value="15"/>	<input type="text" value="13"/>	<input type="text" value="28"/>

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

Figure 7-23

- 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	<input type="text" value="10000"/>	<input type="text" value="85000"/>
To employees employed through immediate contractor	<input type="text" value="25"/>	<input type="text" value="15"/>

Figure 7-24

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:

<p>Whether the building/premises of factory/Estt is owned or hired: <input type="text" value="Leased"/></p> <p>If hired or there is a change in the name of Unit/ownership: <input type="text" value="Yes"/></p> <p>Leased from: <input type="text" value="01-11-2002"/></p> <p>Leased Till: <input type="text" value="04-11-2020"/></p> <p>Is Establishment Multinational: <input type="text" value="Yes"/></p> <p>ESI Code number if Covered earlier: <input type="text" value="666666666666666666"/></p> <p>Date from which Estt is closed down: <input type="text" value="DD-MM-YY"/></p>	<p>Name of Income Tax Ward/Circle/Area: <input type="text" value="Ambawadi"/></p> <p>Maximum No. of persons that can be employed on any one day, as per License: <input type="text" value="250"/></p> <p>Whether Any work/Business is being carried out through contractor/immediate employer: <input type="text" value="Yes"/></p> <p>Describe work Carried Out: <input type="text" value="Construction"/></p> <p>Whether Establishment Is Working With Aid Of Power?: <input type="text" value="Yes"/></p>
---	--

Figure 7-25

Lessee Details

Please add Atleast one Row of Lessee Detail.

Name * <input type="text" value="Name Of Lessee"/>	Gender * <input type="text" value="Male"/>	Designation * <input type="text" value="Owner"/>
Date Of Birth * <input type="text" value="02-02-1990"/>	Father's Name * <input type="text" value="Lessee Father"/>	Mobile * <input type="text" value="7889898989"/>
Email <input type="text" value="lessee@gmalle.com"/>	Date From Which In Position * <input type="text" value="02-02-1995"/>	Residential Address * <input type="text" value="GIDC Naroda"/>

Add

Figure 7-26

Sr No	Name	Gender	Designation	Date of Birth	Father's Name	Residential Address	Mobile	Email	Date From Which In Position
☐ 1	Name Of Lessee	Male	Owner	02-02-1990	Lessee Father	GIDC Naroda	7889898989	lessee@gmalle.com	02-02-1995

Delete Next Previous

Figure 7-27



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 **Next** to continue with [particulars of workers](#)

7.1.1.6 Particulars of workers

Figure 7-28



File	Type	Action
PerticulerOfWorker4d7e34b93c76ad5.xlsx	Employees Without IP	Download

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

Figure 7-29

- 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
PerticulerOfWorker4d7e34b93c76ad5.xlsx	Employees Without IP	Download

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

Figure 7-30

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



7.1.1.7 Branch/Division

Home > Registration > Registration form

Common Registration form for ESIC & EPFO

Back

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

Attachments

Unit: Branch: 20 Shah

5-6565-6565-6

Figure 7-31

Related Offices

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

Figure 7-32

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

Add/Update Address of Contact Person Of Branch Devison

Premise Number/Name:* Sub Locality / Street / Colony Name*

State:* District:*

Locality / City / Village / Town* Area Code/Pin Code*

Figure 7-33

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	Unit	Branch	20	5-6565-6565-6	Shah	Add/Edit Address

Delete

Next **Previous**

Figure 7-34

- 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 : **Search 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:

Next Previous

Figure 7-35

Search National Industrial Classification Code

Section : * A - AGRICULTURE, FORESTY AND FISHING

Division : * 02 - Forestry and logging

Group : * 022 - Logging

Class : * 0220 - Logging

Sub-class : * 02201 - Gathering and preparation of fire wood

Generated NIC Code is : A-02201

Select Code

Figure 7-36



Home > Registration > Registration form

Common Registration form for ESIC & EPFO

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
02 - Forestry and logging
022 - Logging
0220 - Logging
02201 - Gathering and preparation of fire wood

Primary Business Activity:*
Please select primary business activity

Nature of Work:*

Subcategory of Nature of Work:*

Brief Description:

Figure 7-37

- Select Primary Business Type, Nature of work and sub category of nature of work from dropdown
- Click to continue with [Attachments](#)



7.1.1.9 Attachments

Home > Registration > Registration form

Common Registration form for ESIC & EPFO Back

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

Attachments

Scanned Copy of PAN:*

Please Upload file from Upload button.

No file selected. eec872793fca311.pdf

Attachement as Proof of Address:*

Please Upload file from Upload button.

PDF.pdf fff024ae1f05093.pdf

Address Verified By Survr
This field is required

Date of Setup Proof Attachment:*

Please Upload file from Upload button.

No file selected. d4d939ca1741061.pdf

Copy of the first Sales Inv.

Licence Proof Attachment:*

Please Upload file from Upload button.

No file selected. 0f1892144a92bd1.pdf

licnese
This field is required

Specimen Signature Attachment:*

Please Upload file from Upload button.

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

Scanned copy of Cheque Attachment:*

Please Upload file from Upload button.

No file selected. ab5e5468b1204d7.pdf

Hired/Rented/Leased Attachment:*

Please Upload file from Upload button.

No file selected. 13a2b2d2ab6113d.pdf

lease
This field is required

Figure 7-38



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

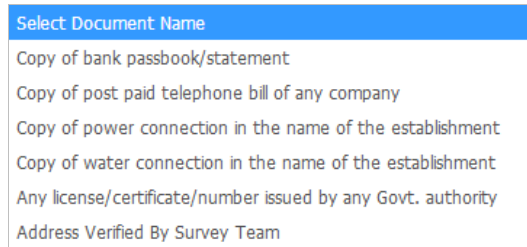


Figure 7-39

- 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 Added/Updated Successfully.

Establishment Details

Establishment Name:	Kk Industries		
Address:	Premise 1, Locality, Village, Ahmedabad, Gujarat, 380054		
Nearest Police Station:	Naroda	Setup Date:	01-11-2000
Establishment Category:	Factory	PAN:	PPPPP2222P
Sector (Ownership Type) :	Private Factory	Factory Licensed Under Section:	250
Factory License Number:	123456789	Issued By Authority, Place:	Ahmedabad
Date:	01-11-2001	Date of Trial Production, if Factory:	01-11-2002
Start Up Number:	55555	Start up Registration date:	01-11-2002
MSME Number:	56565656	MSME Registration date:	01-11-2002

Ownership Details

Date Of Registration No. :	02-11-2002	No Of Owners:	1
Registration/ Deed No:	5555555	Issued By:	Gov
Issued At:	Ahmedabad	CIN:	999999999999999999999999

eContact Information

Sr No	eContact Type	eContact Value	Primary
1	email	abc@xyz.com	Yes
2	mobile	8774588958	Yes
3	E-Mail	hhhh@gggg.com	

Figure 7-40

Contact Persons

Sr No	Person Name	Representing as	Gender	Date of Birth	Father Name	Date from which in position
1	Manager	Manager	Male	01-01-1998	Fahter	02-02-1999
2	Aaaaa	Owner	Male	02-02-1998	Owner Father	02-02-1999
3	Hr	HR Representative	Male	01-01-1999	Contact Father	05-11-2017

Identifiers

Sr No	Identifier Number/Value	Identifier Type	Name as on Identifier	Date of Issue	Issued by Authority	Issued at Place
1	Cira	Contract Labour Act	Cira Kk	06-11-2003	Gov	Ahmedabad

Employment Details

Number of Employees (Including Excluded Employees) As On Date Of Application :	100	Number of Excluded Employees :	20
Date On Which the Employment Strength Exceed 19 :	01-11-2000	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 :	No		

Figure 7-41



Number of Workers as on date:				No of Employees drawing wages Rs. 21,000 or less:			
	Employed Directly by Principle employer	Employed through Immediate Contractor	Total		Regular	Contract Labour	Total
Male	20	10	30	Male	5	5	10
Female	15	10	25	Female	5	5	10
Others	15	5	20	Others	5	3	8
Total	50	25	75	Total	15	13	28

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages : 06-11-2003

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	10000	85000	
To employees employed through immediate contractor	25	15	

Whether the building/premises of factory/Estt is owned or hired	Leased	Unit/ownership:	Yes
Leased from:	01-11-2002	Leased Till :	04-11-2020
Is Establishment Multinational	Yes	ESI Code number if Covered earlier:	66666666666666666666
Date from which Estt is closed down :	02-02-2001	Name of Income Tax Ward/Circle/Area :	Ambawadi
Maximum No. of persons that can be employed on any one day, as per License :	250	Whether Any work/Business is being carried out through contractor/immediate employer	Yes
Describe work Carried Out:	Construction	Whether Establishment Is Working With Aid Of Power?	YES

Figure 7-42



Particulars of workers

ExcelFileDownloadLink	FileName	NumberOfRecords
http://14.142.138.72/ussp_latest/CommonRegistrationNew/download_perticuler_file/?files=PerticulerOfWorkersf54db36ecdea696.xlsx	PerticulerOfWorkersf54db36ecdea696.xlsx	18

Branch / Division

Sr No	Relationship Type	Name of unit	Number Of Members Employees	LIN	Name Of Person Responsible
1	Branch	Unit	20	5-6565-6565-6	Shah

Activities

NIC Code:	A-02201	Primary Business Activity :	COMPANIES OFFERING LIFE INSURANCE
Nature of Work:	Food Beverages And Tobacco	Subcategory of Nature of Work:	Rice Mills
Brief Description:	Industrial classification.		

Attachments

Sr No	Type	Specify Document Name	File
1	scannedCopyPanAttachment		eec872793fca311.pdf
2	dateOfSetupProofAttachment	Copy of the first Sales Invoice	d4d939ca1741061.pdf
3	licenseProofAttachment	licnese	0f1892144a92bd1.pdf
4	specimenSignatureAttachment		8766013f444e29a.pdf
5	scannedCopyOfChequeAttachment		ab5e5468b1204d7.pdf
6	hireleasedAttachment	lease	13a2b2d2ab6113d.pdf

- 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 7-43

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



Submit

Select ESIC / EPFO Branch Office and ESIC / EPFO 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 7-44

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

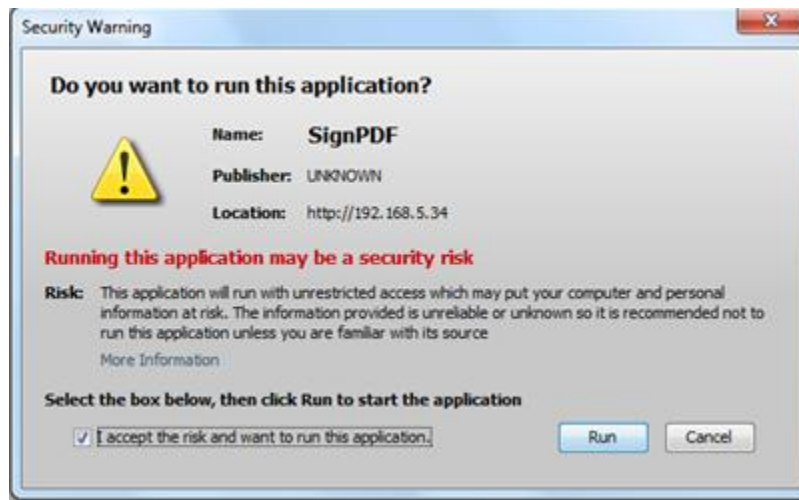
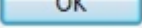


Figure 7-45

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



Figure 7-46

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

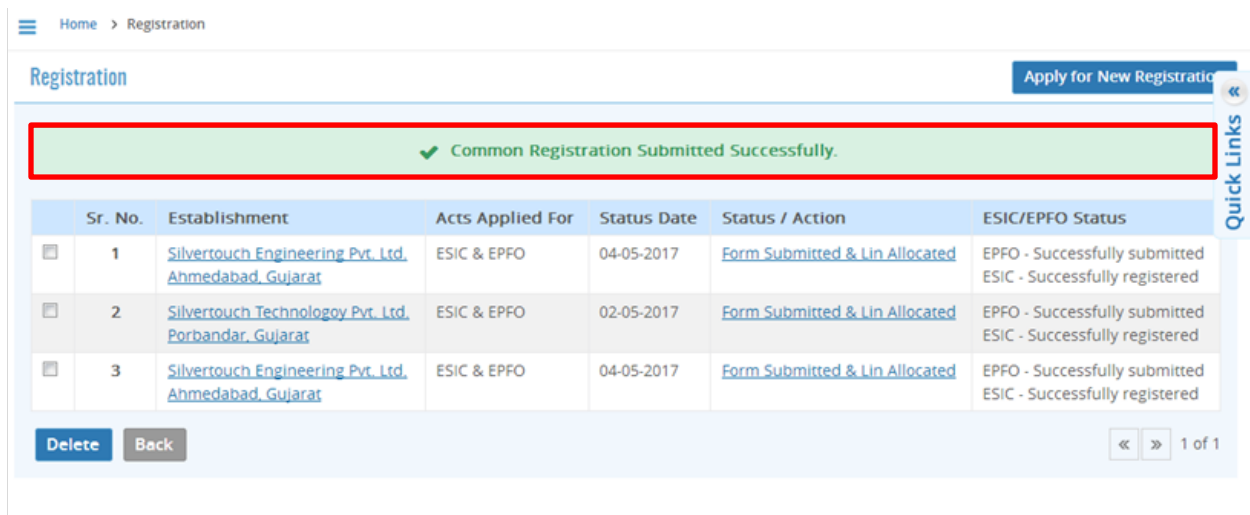


Figure 7-47

You will receive an email from Shram Suvidha:



SHRAM SUVIDHA
MINISTRY OF LABOUR & EMPLOYMENT

Dear Admin Demo,

Welcome to Unified Shram Suidha Platform!

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

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 Suidha 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 Suidha 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 7-48