

How to file CLC(C) Annual Returns at USSP?

(Establishment/Establishment Representative)

1. Introduction

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). The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns.

The Annual Returns module of Shram Suvidha Portal starts with Establishment Representative who submits the Annual Labour returns for a particular year for DGMS and CLC(C) enforcement agencies. The Establishment can file CLC(C) return through an online form from their USSP account. The establishment can also upload the signed annual returns online into the Unified Portal. Regional Head and Inspectors can view and print the submitted return report.

1.1. Acts and Rules for Annual Returns

A common annual return facility has been prepared for the following 8 Acts and 10 Central Rules made thereunder:-

1. Payment of Wages Act, 1936
 - i. Payment of Wages (Mines) Rules, 1956 (Form V- [See Rule 18(1)])
 - ii. Payment of Wages (Railways) Rules, 1938 (Form III- [See Rule 17])
 - iii. Payment of Wages (Air Transport Services) Rules, 1968 (Form VIII- [See Rule 16])
2. Minimum Wages Act, 1948
 - i. Minimum Wages (Central) Rules, 1950 (Form III- [See Rule 21 (4A) (1)])
3. Contract Labour (Regulation and Abolition) Act, 1970
 - i. Contract Labour (Regulation and Abolition) (Central) Rules, 1971 (Form-XXIV) [See rule 82(1) and (2)]
4. Maternity Benefit Act, 1961
 - i. Maternity Benefit (Mines and Circus) Rules 1963 (Rule 16(1))
5. Building and Other Construction Workers (Regulation of Employment and Condition Service) Act, 1996
 - i. Building and Other Construction Workers (Regulation of Employment and Condition Service) Central Rules, 1998
6. Payment of Bonus Act, 1965
 - i. Payment of Bonus Rules, 1975

7. Inter-State Migrant Workmen (Regulation of Employment and Condition Service) Act, 1979
 - i. Inter-State Migrant Workmen (Regulation of Employment and Condition Service) Central Rules, 1980 (Form – XXIII [See rule 56(1) and (2)])
8. Industrial Dispute Act, 1947
 - i. Industrial Dispute (Central) Rules, 1957 (Form G1 [See Rule 56A])

1.2. Roles and Activities for Annual Returns

User Role	Common Name	Activity
Establishment Representative	Establishment	<ul style="list-style-type: none"> • File Annual Return for CLC(C) • Upload signed reports for CLC(C) • View submitted returns
Regional Head	Enforcement Agency	<ul style="list-style-type: none"> • View submitted return report
Inspectors	Officers in Regional Offices	<ul style="list-style-type: none"> • View submitted return report

1.3. Prerequisites for Annual Returns

There are certain required prior conditions need to be fulfilled by the establishment representative before filing annual returns for CLC(C) enforcement agency:

- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at [portal](#).
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through '[know your LIN](#)' option provided at Portal main page.
 - If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.
- If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.
- At USSP the establishment representative can file Annual Returns only for Central Government Acts.

1.4. How to login?

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.

<https://shramsuidha.gov.in>

Below screen will be displayed, here enter login details (user id, password and verification code). Click on the submit button to view the landing page.

2. Annual Returns Submission by Establishment Representative

Here you will learn how to file the annual returns of your represented establishments for CLC(C) enforcement agencies.

After successful login, you see your landing page. You can file the Annual Returns for CLC(C) by selecting '**File Annual Return**' option from main menu of Unified Portal.

2.1. File CLC(C) Annual Returns

This section narrates how to file annual return for CLC(C) enforcement agency through Shram Suvidha portal as establishment representative.

You have to select the CLC organization and year for which you want to submit return. Please refer below screen:

Shram Suvidha
(Registration of Units for LIN, Reporting Inspection & Grievance Redressal System)
Ministry of Labour & Employment

Welcome SOPNANAND_Susanta DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 27:04:2016-14:44:55

Home User Profile Change Password Log Out

Establishments
Verify Data
File Annual Return
Your Inspection
Link Establishment
Monthly EPFO/ ESIC Return (BETA Version)
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Annual Statement Under various Central Labour Law

Name : SOPNANAND_Susanta DAS
Email: kiranconsultancy2008@gmail.com
Mobile No. : 98900000050

Annual labour return for the year

Select Organization
Select Organization
If you Directorate General of Mines Safety
Chief Labour Commissioner (Central)

Select Year

Email: websupport-mol@nic.in

Conceptualized by Ministry of Labour & Employment: Designed & Developed by National Informatics Centre in coordination with Chief Labour Commissioner (Central)

The steps to file CLC(C) annual returns are as under-

By selecting CLC(C) organisation from File Annual Return screen, Annual Labour Return status list appears:

Welcome mahi ksp (mah@gmail.com). You have logged in as Establishment Representative. 28:01:2016-15:31:42

Home User Profile Change Password Log Out

Establishments
Verify Data
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Your Inspection
Link Establishment
Monthly EPFO/ ESIC Return (BETA Version)

Annual Labour Return

Annual Return of the year 2015

S.No.	Establishment Name	Address	Identifier	operation
1	Shetes Institute Of Academics Pvt. Ltd.	Oak Baug,,Kalyan West, Thane, Maharashtra	LIN 1709767934 PAN ABACD123-EPFO	Submit Return
2	Shivkrupa Steel & Alloys Pvt.Ltd	Survey No.5, Part 2 - 7,Vasind Road, Taluka-Wada, Thane, Maharashtra	LIN 1382436886 PAN AALCS9095B EPFO THTHA0202847000	Submit Return
3	Shree Designers - Fabrications	B-104, Raj Darshan,,Dada Patil Wadi,, Thane, Maharashtra	LIN 1712567534 PAN AAEP18648M EPFO THTHA0097586000	Submit Return
4	Sontara Organo Industries	Shade No.16,Midc Chemical Zone, Ambernath, Ratnagiri, Maharashtra	LIN 1582453530 PAN AAKFS5792F EPFO THTHA0022353000 ESIC 34000071330000304	Submit Return
5	Pace Power Systems Pvt.Ltd.	Plot No. V-12,Industrial Estate,Kumbalagodu, Bengaluru, Karnataka	LIN 1133358914 PAN AAACP2697K EPFO BGMRD0042826000	Submit Return

2.1.1. Select Annual Labour Returns Form

To submit CLC(C) annual return you need to fill different form corresponding to various labour acts.

Note: Employers who wish to fill up Annual Return under Contract Labour Act 1970, Minimum Wages Act 1948, Payment of Wages (Mines) Rules, 1956, Payment of Wages (Railways) Rules, 1938, Payment of Wages (Air Transport Services) Rules, 1968 should fill up only A to H below:

Welcome mahi ksp (mah@gmail.com). You have logged in as Establishment Representative. 28:01:2016-15:32:06 [Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Labour Return

Annual Return of the year 2015

Back Establishment Name : [Shetes Institute Of Academics Pvt. Ltd.](#) LIN : 1709767934
Address : Oak Baug, , Kalyan West , Thane , Maharashtra - 421301

(Employers who wish to fill up Annual Return under Contract Labour Act 1970, Minimum Wages Act 1948, Payment of Wages (Mines) Rules, 1956, Payment of Wages (Railways) Rules, 1938, Payment of Wages (Air Transport Services) Rules, 1968 should fill up only A to H below)

		Saved Date
A	General Information	
B	Employer Registration	
C	Details of Principal Employer, Contractor and Contractor Labour	
D	Working hours and Weekly rest day	
E	Maximum number of persons employed in any day during the year	
F	Wage Rates/Category Wise	
G	Details of Payments	
H	Details of various welfare Amenities provided under the statutory schemes	
I	Details Pertaining to Maternity Benefit Act and Rules	
J	Details Pertaining to BOCW Act and Rules	
K	Details Pertaining to Bonus Act and Rules	
L	Details Pertaining To Inter-State Migrant Workmen Act And Rules	
M	Details Pertaining To Industrial Disputes Act And Rules	

It is to certify that the above information is true and correct and also I certify that I have compiled with the provisions of Labour Laws applicable to my establishment.

Clicking any of the act displays below important information popup screen. Choose confirm option to fill the act form.

File Annual Return

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Important Information

The Maternity Benefit Act, 1961	Applicable, if your establishment is a mine or circus.
The BOCW Act, 1996	Applicable, if your establishment employs building workers either directly or through a contractor in respect of which the appropriate Government under the Industrial Disputes Act, 1947 is the central Government (excluding factories and mines)
The Payment of Bonus Act, 1965	Applicable, if your establishment in respect of which the appropriate Government under the Industrial Disputes Act, 1947 is the Central Government.
The ISMV Act, 1979	Applicable, if your establishment is a controlled industry specified in this behalf by the Central Government or an establishment of Railway, Cantonment Board, Major Port, Mine, Oil field, Banking Cantonment Board, Major port, Mine, Oil field, Banking or insurance company,
The Industrial Disputes Act, 1947	Applicable, If the appropriate Government for your establishment is Central Government as per Section 2(a)(j) of the Industrial Disputes Act, 1947

Wages Act 1948, Payment of Wages (Air Transport)

Saved Date

2.1.1.1. CLC Labour Acts Forms

A. General Information Form

Select general information link and choose confirm at important information pop up box, you will see below form. Fill the form and choose **save** button. At any time you can choose **back** option available at every act form to view the main annual labour return acts screen.

Annual Labour Return
Shetes Institute Of Academics Pvt. Ltd.,Oak Baug,,Kalyan West, Thane, Maharashtra (1709767934)

General Information

Back

Name and address of Establishment

Name of the Establishment: SHETES INSTITUTE OF ACADEMICS PVT. LTD.

Address: OAK BAUG.

Address: KALYAN WEST

Pin Code: 421301

State: Maharashtra

District: Thane

Name and address of Employer

Name of the Employer: Name of the Employer

Address: Address Line1

Address: Address Line2

Pin Code: Pin Code

State: --Select State--

District: --Select District--

Email Id: Email Id

LandLine No: Std Code LandLine No

Mobile No: Mobile No

Name and address of Manager or person responsible for supervision and control of Establishment

Name of the Manager: Name of the Manager

Address: Address Line1

Address: Address Line2

Pin Code: Pin Code

State: --Select State--

District: --Select District--

Email Id: Email Id

LandLine No: Std Code LandLine No

Mobile No: Mobile No

Save

B. Employer Registration Form

There are various forms for CLC(C) Labour Acts, click on the form name at **annual Labour return** screen. For example choose form B (**Employer Registration Form**), below form will appear. Fill all the fields and click the save button.

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Annual Labour Return

Shetes Institute Of Academics Pvt. Ltd.,Oak Bag,,Kalyan West, Thane, Maharashtra (1709767934)

Employer's Registration/License Number

Employer's Registration/License number under the acts mentioned in Column(2) of the table below:

S.No	Name	Registration/Licence	Registration No/Licence No(If Yes)
1	The building and other Construction Workers(regulation of Employment and Conditions of Service)Act , 1996.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	The Contract Labour(Regulation and Abolition)Act,1970.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
3	The Inter-State Migrant workmen(regulation of Employment and condition of Service) Act.1979	<input type="radio"/> Yes <input type="radio"/> No	Registration No <input type="text"/> Licence No <input type="text"/>
4	The Employment Provident Funds and Miscellaneous Provision Act,1952	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
5	The Employees' state Insurance Act,1948	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
6	The mines Act,1952-Notice of opening under regulation 3 of Coal Mine Regulation,1957 or Regulation 3 of Metalliferous Mines Regulation, 1961.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
7	The Factories Act,1948.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
8	The Motor Transport Workers Act,1961.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
9	The Shops and Establishments Act(State Act).	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
10	Any other Act.	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

C. Details of Principal Employer, Contractor and Contractor Labour

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	Return Test,Test,Test, Khowai, Tripura (1823311758)	
	Part - C : Details of Principal Employer, Contractor and Contractor Labour	
	Back	
	1. Name of the principal employer :	<input type="text" value="Name of principal employer"/>
	2. Date of Commencement of the establishment:	<input type="text" value="dd-mm-yyyy"/>
	3. Number of Contractors engaged in the establishment during the year (in the case of a principal employer):	<input type="text" value="digit only"/>
	4. Total number of days worked by contract labour during the year:	<input type="text" value="digit only"/>
	5. Total number of man-days worked by contract labour during the year:	<input type="text" value="digit only"/>
	6. Name of Manager Agent(in case of mines):	<input type="text" value="Name of Manager"/>
Address Details		
Present Address Line1:	<input type="text" value="Address Line1"/>	
Present Address Line2:	<input type="text" value="Address Line2"/>	
Pin Code:	<input type="text" value="Pin Code"/>	
E-mail Id:	<input type="text" value="E-mail Id"/>	
Telephone Number:	<input type="text" value="CODE"/> <input type="text" value="Number"/>	
Mobile Number:	<input type="text" value="Mobile Number"/>	
State:	<input type="text" value="Select State"/>	
District:	<input type="text" value="Select district"/>	
<input type="button" value="Save"/>		

D. Working Hours and Weekly Rest Day

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	Testbyuwdeveloper,Testbyuwdeveloper,Testbyuwdeveloper, East Jaintia Hills, Meghalaya	
	Part - D : Working hours and Weekly rest day	
	Back	
	1. Number of working days during the year:	<input type="text"/>
	2. Number of man-days during the year:	<input type="text"/>
	3. Daily hours of work:	<input type="text"/>
	4. Day of weekly holiday:	<input type="text" value="Select Weekly holiday"/>
	<input type="button" value="Save"/>	

E. Maximum number of persons employed in any day during the year

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Part - E : Maximum number of persons employed in any day during the year

[Back](#)

Sl No.	Males	Females	Adolescents (between the age of 14 to 18 years.)	Children (below 14 years of age.)	Total
1					

F. Wage Rates (Category Wise)

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Part - F : Wage rates (Category Wise)

[Back](#)

Category	Rate of Wages	Number of workers							
		Regular				Contract			
		Male	Female	Children	Adolescent	Male	Female	Children	Adolescent
Highly Skilled									
Skilled									
Semi Skilled									
Un Skilled									
Others									

G. Details of Payments

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Part - G : Details of Payments

Back

1. Details of Payments

Gross wages Paid		Deductions			Net wages Paid	
In cash	In Kind	Fines	Deduction for damage of loss	Others	In cash	In Kind
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Number of workers who were granted leave with wages

During the year	<input type="text"/>
Total number of workers	<input type="text"/>
Number of workers granted leave with wages	<input type="text"/>

H. Details of various welfare provided under the statutory schemes

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Part - H : Details of various welfare Amenities provided under the statutory schemes

Back

1. Nature of various welfare Amenities provided	<input type="text"/>		
2. Statutory(specify the statute)	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
Nature of various welfare Amenities provided	Statutory(specify the statute)		

I. Details Pertaining to Maternity Benefit Act and Rules

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Part - I : Details Pertaining to Maternity Benefit Act and Rules

[Back](#)

a.) Maternity benefit Act, 1961 Maternity Benefit (Mines and Circus) Rules 1963:

S.No	Description	Remark
1	Date of opening of establishment.	<input type="text"/>
2	Date of closing ,if closed.	<input type="text"/>
3	Name of Medical Officer.	<input type="text"/>
4	Qualification of Medical Officer.	<input type="text"/>
5	Is medical Officer at resident the mines or circus ?	<input type="radio"/> Yes <input type="radio"/> No
6	If a part time,how often does he/she pay visit to establishment ?.	<input type="text"/>
7	Is there any Hospital ?.	<input type="radio"/> Yes <input type="radio"/> No
8	If so,how many beds are provided ?.	<input type="text"/>
9	Is there a Lady Doctor ?.	<input type="radio"/> Yes <input type="radio"/> No
10	Is so, what is her qualification ?.	<input type="text"/>
11	Is there a qualified mid-wife ?.	<input type="radio"/> Yes <input type="radio"/> No
12	Has any creche been provided ?.	<input type="radio"/> Yes <input type="radio"/> No
b.) Leave Granted under Maternity Benefit Act, 1961 Maternity Benefit(Mines and Circus)Rules 1963/ESI ACT, 1948:		
13	Total no. of female employees in the establishment.	<input type="text"/>
14	Total no. of days of leave granted.	<input type="text"/>
15	No. of employes granted maternity leave/benefited by ESI .	<input type="text"/>

J. Details Pertaining to BOCW Act and Rules

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Part - J : Details Pertaining To BOCW Act And Rules

[Back](#)

Building and Other Construction Workers (REgulation of Employment and Condition of Service) Act,1996 Building and Other Construction Workers (Regulation of Employment and Condition of Service.) Central Rules, 1998:

S.No	Act Name	Counts
1	Maximum number of building workers employed on any day during the year.	<input type="text"/>
2	The number of accidents that took place during the year.	<input type="text"/>
3	The number of accidents resulting in disablement of building workers for less than 48 hours.	<input type="text"/>
4	The number of building workers involved.	<input type="text"/>
5	The number of man-days lost.	<input type="text"/>
6	The number of accidents resulting in disablement of building workers beyond 48 hours but not resulting in any permanent partial or permanent total disablement.	<input type="text"/>
7	The number of building workers involved.	<input type="text"/>
8	The number of man-days lost on account of such accidents.	<input type="text"/>
9	The number of accidents resulting in permanent partial or total disablement.	<input type="text"/>
10	The number of building workers involved.	<input type="text"/>
11	The number of man-days lost on account of such accidents.	<input type="text"/>
12	The number of accidents resulting in deaths of building workers and the number of resultant deaths.	<input type="text"/>
13	Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer in the application for Registration indication also the dates.	<input type="text"/>

K. Payment of Bonus Rules, 1975

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Part - K : Payment Of Bonus Act,1965 Payment of Bonus Rules ,1975

[Back](#)

Instruction : Lastdate of submission of return will be 1st Feb of every year or the time limit specified under Sec 19 of the Payment of Bonus Act, 1975.

Number of employees benefited by bonus payments:

1. Total Amount Payable As Bonus :	<input type="text"/>
2. Settlement, If Any Reached :	<input type="radio"/> Yes <input type="radio"/> No
3. Settlement Descriptions :	<input type="text"/>
4. Percentage Of Bonus Declared :	<input type="text"/>
5. Total Amount Of Bonus Actually Paid :	<input type="text"/>
6. Date on Which Payment Made :	<input type="text"/>
7. Whether Bonus has been paid To all the Employees, if not, reasons for non payment :	<input type="radio"/> Yes <input type="radio"/> No
8. Reasons:	<input type="text"/>
9. Remark :	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

L. Details Pertaining To Inter-State Migrant Workmen Act and Rules

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Part - L : Details Pertaining To Inter-State Migrant Workmen Act And Rules

[Back](#)

Inter-State Migrant Workmen (Regulation of Employment and conditions of Service) Act, 1979 Inter-State Migrant Workmen (Regulation of Employment and conditions of Service) Central Rules, 1980:

1. Number of Contractors worked in the Establishment during the year :	<input type="text"/>
2. Nature of work/operation in which inter-state migrant workmen were employed :	<input type="text"/>
3. Maximum number of inter-state migrant workmen employed :	<input type="text"/>
4. Total number of days during the year on which migrant workmen were employed :	<input type="text"/>
5. Total number of man-days of inter-state migrant workmen worked :	<input type="text"/>

M. Details Pertaining to Industrial Disputes Act and Rules

The Annual Return

Your Inspection

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Part - M : Details Pertaining to Industrial Disputes Act and Rules				
Back				
a.) Industrial Disputes Act, 1947 Industrial Disputes (Central) Rules, 1957:				
1	If the works committee ha been functioning.	<input type="radio"/> Yes <input type="radio"/> No		
2	Date of its constitution.	<input type="text"/>		
3	Number of workmen's representatives(elected members).	<input type="text"/>		
4	Number of employers representatives (nominated members).	<input type="text"/>		
5	Number of meeting held during the year with dates.	<input type="text"/>		
6	If the works committee had not been functioning ,the difficulties encountered in the constitution/functioning.	<input type="text"/>		
7	Number of Unions in the establishments.	<input type="text"/>		
b.) Number of workers discharged ,dismissed,retrenched or whose services were terminated during the year :				
	Discharged	Dismissed	Retrenched	Terminated/Removed
NO. of Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.) Man-days lost during the year on account of:				
S.No	Reasons	No. of man-day lost	Loss in term of money	
1	Strike	<input type="text"/>	<input type="text"/>	
2	Lockout	<input type="text"/>	<input type="text"/>	
3	Fatal accidents	<input type="text"/>	<input type="text"/>	
4	Non-fatal accidents/serious accidents in Mines	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/>				

2.1.2. Submit Annual Labour Returns

After you fill the forms for various required acts, click the Final Submission button. After final submission details can't be altered and annual return is submitted to CLC(C).

	Saved Date
A General Information	28-01-2016 03:33:19
B Employer Registration	
C Details of Principal Employer, Contractor and Contractor Labour	
D Working hours and Weekly rest day	
E Maximum number of persons employed in any day during the year	28-01-2016 03:35:14
F Wage Rates(Category Wise)	28-01-2016 03:34:53
G Details of Payments	28-01-2016 03:35:00
H Details of various welfare Amenities provided under the statutory schemes	
I Details Pertaining to Maternity Benefit Act and Rules	
J Details Pertaining to BOCW Act and Rules	
K Details Pertaining to Bonus Act and Rules	
L Details Pertaining To Inter-State Migrant Workmen Act And Rules	
M Details Pertaining To Industrial Disputes Act And Rules	

It is to certify that the above information is true and correct and also to certify that I have compiled with the provisions of Labour Laws applicable to my establishment.

[Final Submission of Return](#)

2.1.3. View Acknowledgement

After you do final submission of return, system displays the acknowledgement and sends the same to your registered mail id. Click close to go back to operation screen.

Thanks for submit of Annual Return for **Shetes Institute Of Academics Pvt. Ltd.** for the year **2015** . Your Return is submitted with Return Id **151000001302**. You can download the Return report and upload it with authentication signature.

[Close](#)

2.1.4. Upload Signed Annual Returns

To complete return submission you need to download the Return report from Annual Labour Return Status List and upload it with authentication signature. Click on the submission date in below screen:

Welcome mahi ksp (mah@gmail.com). You have logged in as Establishment Representative. 28:01:2016-15:49:57 [Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Labour Return

Annual Return of the year 2015				
S.No.	Establishment Name	Address	Identifier	operation
1	Shetes Institute Of Academics Pvt. Ltd.	Oak Baug,,Kalyan West, Thane, Maharashtra	LIN 1709767934 PAN ABACD1240Q EPFO	28-01-2016
2	Shivkrupa Steel & Alloys Pvt.Ltd	Survey No.5, Part 2 - 7,Vasind Road, Taluka-Wada, Thane, Maharashtra	LIN 1382436886 PAN AALCS9095B EPFO THTHA0202847000	Submit Return
3	Shree Designers - Fabrications	B-104, Raj Darshan,,Dada Patil Wadi,, Thane, Maharashtra	LIN 1712567534 PAN AAEP18648M EPFO THTHA0097586000	Submit Return
4	Sontara Organo Industries	Shade No.16,Midc Chemical Zone, Ambernath, Ratnagiri, Maharashtra	LIN 1582453530 PAN AAKFS5792F EPFO THTHA0022353000 ESIC 34000071330000304	Submit Return
5	Pace Power Systems Pvt.Ltd.	Plot No. V-12,Industrial Estate,Kumbalagodu, Bengaluru, Karnataka	LIN 1133358914 PAN AAACP2697K EPFO BGMRD0042826000	Submit Return

2.1.4.1. Download Annual Return

You can download the report by clicking the act name as highlighted below in the screen:

Welcome mahi ksp (mah@gmail.com). You have logged in as Establishment Representative. 28:01:2016-15:55:07 [Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

Establishments

Verify Data

File Annual Return

Your Inspection


Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Labour Return

Annual Return of the year 2015		
Back	SHETES INSTITUTE OF ACADEMICS PVT. LTD. OAK BAUG, KALYAN WEST Thane , Maharashtra	
View Report of Individual Form	saved Date	
I	Details Pertaining to Maternity Benefit Act and Rules	
J	Details Pertaining to BOCW Act and Rules	
K	Details Pertaining to Bonus Act and Rules	
L	Details Pertaining To Inter-State Migrant Workmen Act And Rules	
M	Details Pertaining To Industrial Disputes Act And Rules	
N	Contract Labour Rules, 1970	28-01-2016 03:47:12 upload
O	Minimum Waqes Rules, 1948	28-01-2016 03:47:12 upload
P	Payment of Wages(Mines)Rules.1956	28-01-2016 03:47:12 upload
Q	Payment of Wages(Railways)Rules.1938	28-01-2016 03:47:12 upload
R	Payment of Wages(Air Transport Services)Rules.1968	28-01-2016 03:47:12 upload
S	Annual Labour Return	28-01-2016 03:47:12

Download return report by choosing print icon as highlighted in below screen:

Return Report			
Form XXV [See Rules 82(2)] Contract Labour Rules, 1970			
Primary Details			
1	Name and address of Establishment	SHETES INSTITUTE OF ACADEMICS PVT. LTD. OAK BAUG, KALYAN WEST Thane Maharashtra 421301	
2	Name and address of Employer		
3	Name and address of Manager or Person responsible for supervision and control of Establishment		
Employer's Registration/License number under the acts mentioned in Column(2) of the table below			
S.No	Name	Registration/Licence	Registration No/Licence No(If Yes)
4	The building and other Construction Workers(regulation of Employment and Conditions of Service)Act , 1996.		
5	The Contract Labour(Regulation and Abolition)Act, 1970.		
6	The Inter-State Migrant workmen(regulation of Employment and condition of Service) Act, 1979		
7	The Employment Provident Funds and Miscellaneous Provision Act, 1952		
8	The Employees' state Insurance Act, 1948		
9	The mines Act, 1952-Notice of opening under regulation 3 of Coal Mine Regulation, 1957 or Regulation 3 of Metalliferous Mines Regulation, 1961.		
10	The Factories Act, 1948.		
11	The Motor Transport Workers Act, 1961.		
12	The Shops and Establishments Act(State Act).		
13	Any other Act.		
Details of Principal Employer, Contractor and Contract Labour			
14	Name of the principal employer:		
15	Date of Commencement of the establishment:		
16	Number of Contractors engaged in the establishment during the year:		
17	Total number of days worked by contract labour during the year:		
18	Total number of man-days worked by contract labour during the year:		
19	Name of Manager Agent(in case of mines):		
Address Details			
20	Present Address Line1:		
21	Present Address Line2:		
22	Pin Code:		
23	E-mail Id:		

24	Telephone Number:										
25	Mobile Number:										
26	State:										
27	District:										
Working hours and Weekly rest day											
28	Number of working days during the year:										
29	Number of man-days during the year:										
30	Daily hours of work:										
31	Day of weekly holiday:										
Maximum number of persons employed in any day during the year											
	Males	Females	Adolescents(between the age of 14 to 18 years.)	Children (below 14 years of age.)	Total						
Wage rates (Category Wise)											
Category	Rate of Wages	Number of workers									
		Regular				Contract					
		male	female	children	Adolescent	male	female	children	Adolescent		
Highly Skilled											
Skilled											
Semi Skilled											
Un Skilled											
Others											
Details of Payments											
Gross wages Paid		Deductions				Net wages Paid					
In cash	In Kind	finer	deduction for damage of loss		others	In cash	In Kind				
(b)Number of workers who were granted leave with wages during the year											
During the year		Number of workers			Number of workers granted leave with wages						
Details of various welfare amenities provided under the statutory schemes											
Nature of various welfare amenities provided			Statuary(specify the statute								

It is to certify that the above information is true and correct and also I certify that I have compiled with the provisions of Labour Laws applicable to my establishment.

Date:

Signature:

2.1.4.2. Upload Annual Return

You can upload the signed annual return in pdf format, click upload option corresponding to filled labour act form.

Welcome mahi ksp (mah@gmail.com). You have logged in as Establishment Representative. 28:01:2016-15:55:07 [Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

Establishments

Verify Data

File Annual Return

Your Inspection

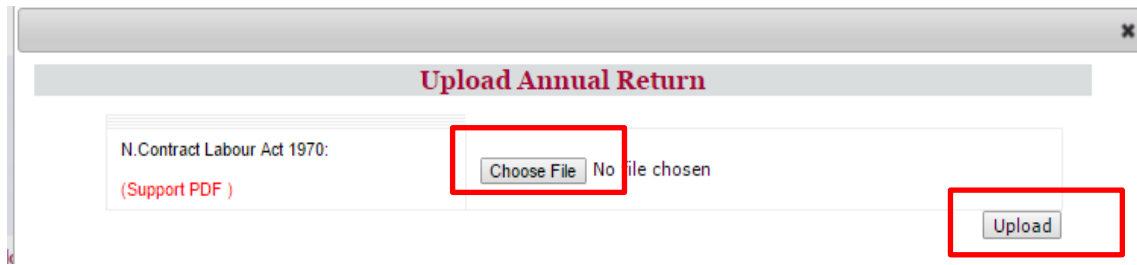
Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Labour Return

Annual Return of the year 2015		
Back	SHETES INSTITUTE OF ACADEMICS PVT. LTD. OAK BAUG, KALYAN WEST Thane , Maharashtra	
View Report of Individual Form	saved Date	
I	Details Pertaining to Maternity Benefit Act and Rules	
J	Details Pertaining to BOCW Act and Rules	
K	Details Pertaining to Bonus Act and Rules	
L	Details Pertaining To Inter-State Migrant Workmen Act And Rules	
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N	Contract Labour Rules, 1970	28-01-2016 03:47:12 upload
O	Minimum Wages Rules, 1948	28-01-2016 03:47:12 upload
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R	Payment of Wages(Air Transport Services)Rules,1968	28-01-2016 03:47:12 upload
S	Annual Labour Return	28-01-2016 03:47:12

Click choose file option to browse the scanned pdf report from your system and click the upload option for final submission:



2.1.5. View Report

After report is uploaded, you can view the same by choosing option 'view report' as highlighted in the below screen-

- Establishments
- Verify Data
- File Annual Return
- Your Inspection
- Link Establishment
- Monthly EPFO/ ESIC Return (BETA Version)
- Download ▶

Annual Labour Return		
Annual Return of the year 2015		
Back	SHIVSHAKTI CONSTRUCTION A/3, APARNARAJ HOUSING SOCIETY GOLAI NAGAR, PARSIK NAGAR, KALWA Thane , Maharashtra	
View Report of Individual Form	saved Date	
I	Details Pertaining to Maternity Benefit Act and Rules	
J	Details Pertaining to BOCW Act and Rules	
K	Details Pertaining to Bonus Act and Rules	
L	Details Pertaining To Inter-State Migrant Workmen Act And Rules	
M	Details Pertaining To Industrial Disputes Act And Rules	
N	Contract Labour Rules, 1970	15-02-2016 12:31:51 view report
O	Minimum Wages Rules, 1948	15-02-2016 12:31:51 upload
P	Payment of Wages(Mines)Rules.1956	15-02-2016 12:31:51 upload
Q	Payment of Wages(Railways)Rules.1938	15-02-2016 12:31:51 upload
R	Payment of Wages(Air Transport Services)Rules.1968	15-02-2016 12:31:51 upload
S	Annual Labour Return	15-02-2016 12:31:51

This completes the activities related to annual return process with establishment representative perspective.

Annexure

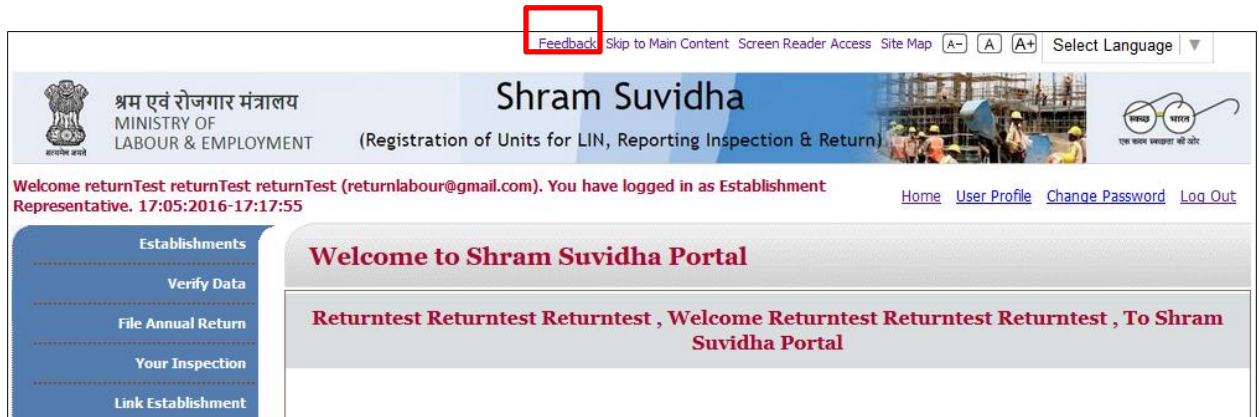
A. Glossary

Terms	Definitions
CLC (C)	Chief Labour Commissioner (Central)
Employer/Establishment	A person or an organization that employes people over a place and pay them in exchange of their work. At USSP they can register for LIN, file returns online.
Enforcement Agency	An agency identified for enforcement of Labour laws.
Enforcement Agency User	Any registered user who is an employee of the Enforcement Agency has been authorised to perform various actions on the portal.
Establishment Representative	Any registered user who has been authorised by Employer/Establishment to use the portal for various activities on its behalf.
LIN	Labour Identification Number
NIC	National Informatics Centre
Regional Head	The EA user authorised to verify the Registration Form filled by Authorised User.
USSP	Unified Shram Suvidha Portal

B. Send feedback

Here you can give us your feedback and suggestions which can be used as basis of improvement and help.

- Once you are logged into your USSP account, at the top most bar you will see the 'Feedback' option.



- Click the feedback option; you will see Feedback & Suggestion form. Fill and submit the form.

The screenshot shows the 'Feedback & Suggestion' form. It includes the following fields:

- Feedback Topic***: A dropdown menu with the text '--Select Feedback Topic--' and a downward arrow.
- Name***: A text input field containing 'name'.
- Email Id***: A text input field containing 'name@gmail.com'.
- Mobile**: A text input field containing '8245671891'.
- Landline Number**: A text input field containing '011-12345678'.
- Comment***: A large text area with the placeholder text 'Your Comment'.

 At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Reset'.

You can also send your feedback to Shram Suvidha Portal Team at websupport-mol@nic.in .