How to file DGMS Annual Returns at USSP? (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 enforcement agency. The Establishment can file DGMS and 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. Roles and Activities for Annual Returns

User Role	Common Name	Activity
Establishment Representative	Establishment	File Annual Return for DGMSView submitted returns
Regional Head	Enforcement Agency	View submitted return report
Inspectors	Officers in Regional Offices	View submitted return report

1.2. Getting Started

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://shramsuvidha.gov.in

Below screen will be displayed, here enter login details:

- 1. user id
- 2. password
- 3. verification code

Click on the submit button to view the landing page.



1.3. Prerequisites for Annual Returns

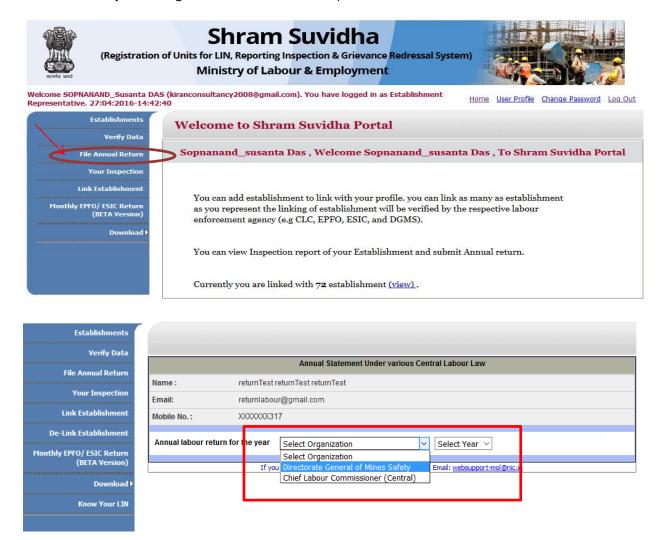
There are certain required prior conditions need to be fulfilled by the establishment representative before filing annual returns for CLC(C) and DGMS enforcement agencies:

- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at <u>portal</u>.
- 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.

2. Annual Returns Submission by Establishment Representative

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

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



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

2.1. File DGMS Annual Return

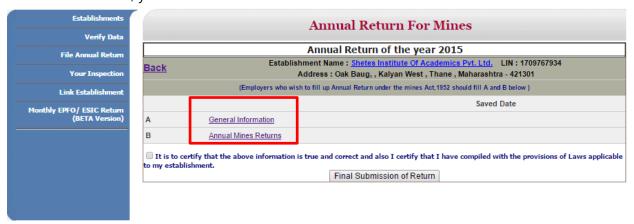
The steps to submit DGMS annual returns are as under-

On selection of DGMS organization, return submission status list of mines appears, choose submit returns:



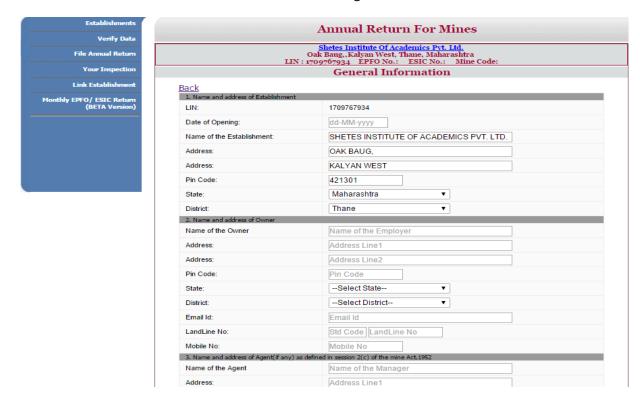
2.1.1. Select Annual Return for Mines Form

On clicking Submit Return option below screen appears with two forms for Annual Return under the mines Act 1952, you need to fill A and B forms below:



1. General Information Form

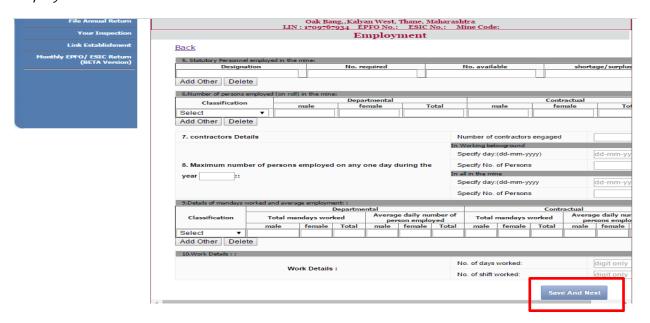
Fill the form details and click save button to save the general information.



2. Annual Mines Returns Form

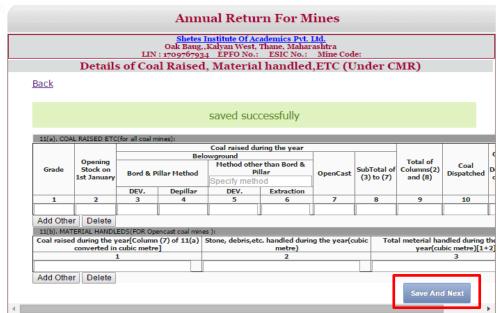
The Annual Mines Returns form is divided in various parts, you need to fill up the form presented below and click 'Save and Next' to fill the complete form.

1. Employment Details

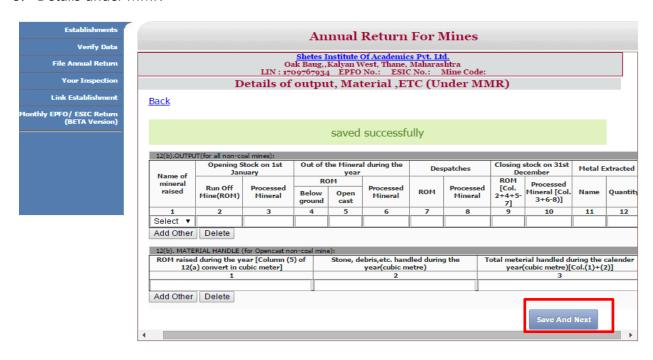


2. Details under CMR Form

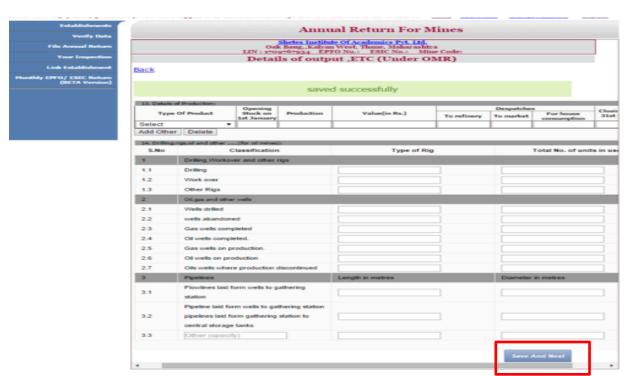




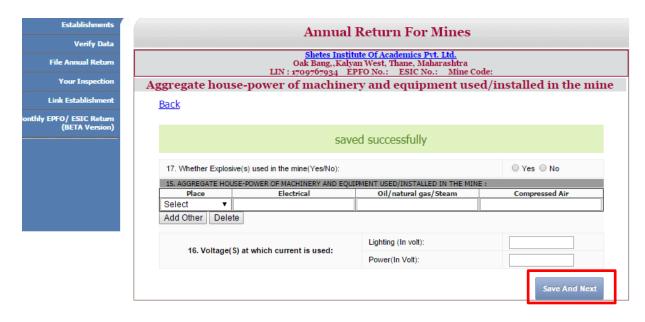
3. Details under MMR



4. Details under OMR



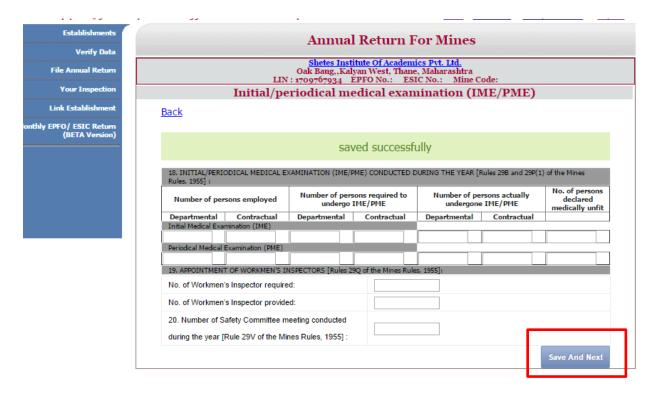
5. Power Details



6. Accident Statistics

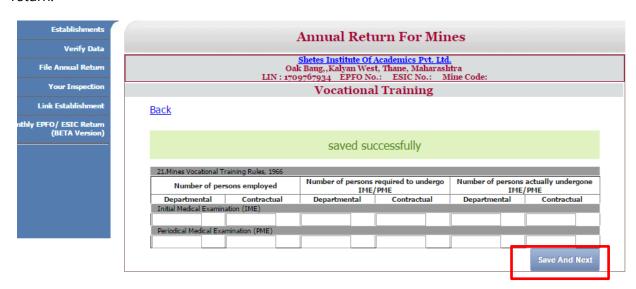


7. Medical Examination Details



8. Vocational Training Details

This is the last form, fill all the details and click back link for final submission of DGMS annual return.



1.1.2. Submit Annual Return for Mines

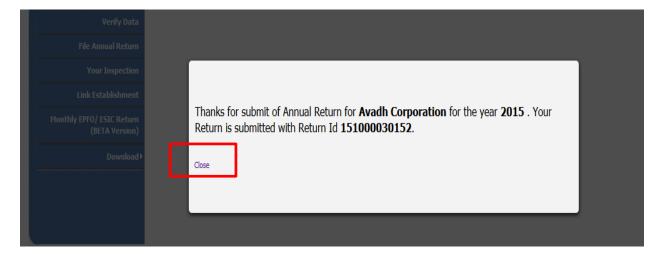
After you fill both the forms A & B, below screen appears for final submission.

Once you click final submission button form details can't be altered and annual return is submitted to DGMS.



1.1.3. View Acknowledgement

After final submission, system displays the acknowledgement and sends an email to the user:



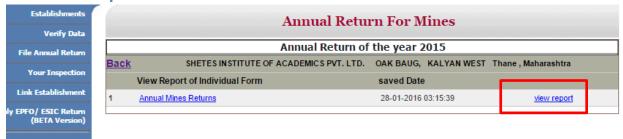
1.1.4. Track Status

To view the submitted annual report for DGMS click the submission date from below Annual Return for Mines Status List:

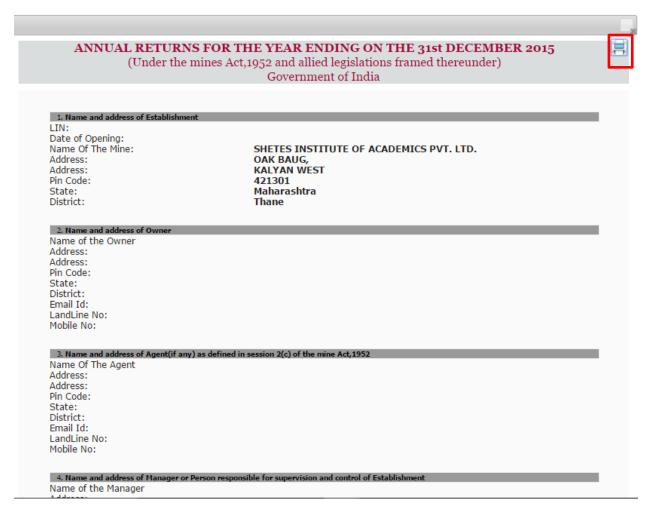


Annual Return For Mines						
Annual Return of the year 2015						
S.No.	Establishment Name	Address	Identifier	operation		
1	Shetes Institute Of Academics Pvt. Ltd.	Oak Baug,,Kalyan West, Thane, Maharashtra	LIN 1709767934 PAN ABACD1234 D EPFO	28-01-2016		
2	Shivkrupa Steel & Alloys Pvt.Ltd	Survey No.5, 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 AAEPL8648M 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, Bengluru, Karnataka	LIN 1133358914 PAN AAECP2697K EPFO BGMRD0042826000	Submit Return		
6	Jabeen Taj Enterprises	No.30,5th Cross,5th E Main Road,Rahmath Nagar, R.T.Nagar Post, Bengluru, Karnataka	LIN 1160747540 EPFO BGBNG0041909000	Submit Return		
7	M/S Meduri Structurals	H.No.12-120, Ram Mandir Area,,Wadi Post-, Gulbarga, Karnataka	LIN 1556134494	Submit Return		
8	M/S Seven Hills Intelligence & Security,	No. A2, 3rd Floor, Mallayya Apartment,,Gayatri Nagar, Havambavi, Siruguppa Road,, Bellary, Karnataka	LIN 1156689554	Submit Return		
9	M/S P.L. Raju Constructions	Plot No.437, Road No.20,,Jublee Hills,,	LIN 1516072069	Submit Return		

1.1.5. View Report



Complete Report will appear as below; you can print this by clicking print icon-



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

Annexure

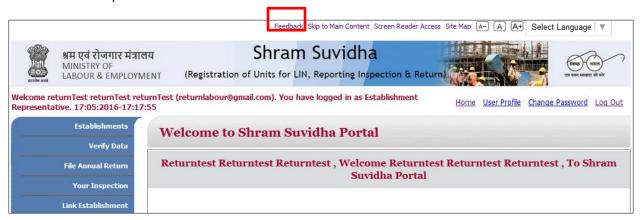
A. Glossary

Terms	Definitions	
DGMS	Directorate General of Mines Safety	
Employer/Establishment	A person or an organization that employees 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	

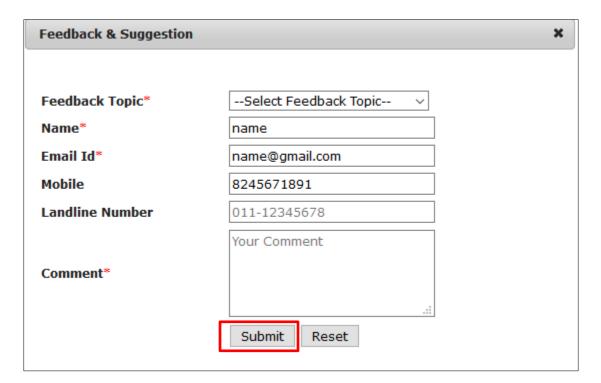
B. Send us feedback

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

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



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



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