

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	<ul style="list-style-type: none"> File Annual Return for DGMS 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

1.2. 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://shramsuidha.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.



now on-board of Shram Suvidha Portal. Total 168283 establishments have been allotted LIN (Factory Act-10255, Shop & Establishment Act-158028)

This Portal facilitates ease of reporting at one place for various Labour Laws, consolidated information of Labour Inspection and its enforcement. The Web Portal will enhance convenience of reporting, transparency in Labour Inspection and monitoring of Labour Inspection based on key performances indices and provide an effective.

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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 [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.

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.

Welcome SOPHANAND_Susanta DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 27:04:2016-14:42:40

Home User Profile Change Password Log Out

Establishments

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

Welcome to Shram Suvidha Portal

Sopnanand_susanta Das , Welcome Sopnanand_susanta Das , To Shram Suvidha Portal

You can add establishment to link with your profile. you can link as many as establishment as you represent the linking of establishment will be verified by the respective labour enforcement agency (e.g CLC, EPFO, ESIC, and DGMS).

You can view Inspection report of your Establishment and submit Annual return.

Currently you are linked with 72 establishment ([view](#)).

Annual Statement Under various Central Labour Law

Name : returnTest returnTest returnTest

Email: returnlabour@gmail.com

Mobile No. : XXXXXX317

Annual labour return for the year

If you Email: websupport-mol@nic.i

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:

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 ABACD1234C 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 Orqano Industries	Shade No.16,Midc Chemical Zone, Ambarnath, 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
6	Jabeen Tai Enterprises	No.30,5th Cross,5th E Main Road,Rahmath Nagar, R.T.Nagar Post, Bengaluru, Karnataka	LIN 1160747540 EPFO BGBNG0041909000	Submit Return
7	M/S Meduri Structural	H.No.12-120, Ram Mandir Area,,Wadi Post-, Gulbarga, Karnataka	LIN 1556134494	Submit Return

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:

Annual Return For Mines	
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 the mines Act, 1952 should fill A and B below)
	Saved Date
A	General Information
B	Annual Mines Returns
<input type="checkbox"/> It is to certify that the above information is true and correct and also I certify that I have compiled with the provisions of Laws applicable to my establishment.	
<input type="button" value="Final Submission of Return"/>	

1. General Information Form

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

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

Annual Return For Mines

[Shetes Institute Of Academics Pvt. Ltd.](#)
 Oak Baug., Kalyan West, Thane, Maharashtra
 LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

General Information

[Back](#)

1. Name and address of Establishment

LIN:	1709767934
Date of Opening:	<input type="text" value="dd-MM-yyyy"/>
Name of the Establishment:	SHETES INSTITUTE OF ACADEMICS PVT. LTD.
Address:	OAK BAUG,
Address:	KALYAN WEST
Pin Code:	421301
State:	Maharashtra ▼
District:	Thane ▼

2. Name and address of Owner

Name of the Owner	<input type="text" value="Name of the Employer"/>
Address:	<input type="text" value="Address Line1"/>
Address:	<input type="text" value="Address Line2"/>
Pin Code:	<input type="text" value="Pin Code"/>
State:	--Select State-- ▼
District:	--Select District-- ▼
Email Id:	<input type="text" value="Email Id"/>
LandLine No:	<input type="text" value="Std Code"/> <input type="text" value="LandLine No"/>
Mobile No:	<input type="text" value="Mobile No"/>

3. Name and address of Agent(if any) as defined in session 2(c) of the mine Act.1952

Name of the Agent	<input type="text" value="Name of the Manager"/>
Address:	<input type="text" value="Address Line1"/>

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

Employment

5. Statutory Personnel employed in the mine:

Designation	No. required	No. available	shortage/surplus

6. Number of persons employed (on roll) in the mine:

Classification	Departmental			Contractual		
	male	female	Total	male	female	Total
Select						

7. contractors Details

Number of contractors engaged:

In Working belowground

Specify day:(dd-mm-yyyy)

Specify No. of Persons

In all in the mine

Specify day:(dd-mm-yyyy)

Specify No. of Persons

8. Maximum number of persons employed on any one day during the year ::

9.Details of mandays worked and average employment:

Classification	Departmental						Contractual					
	Total mandays worked			Average daily number of person employed			Total mandays worked			Average daily number of persons employed		
	male	female	Total	male	female	Total	male	female	Total	male	female	Total
Select												

10. Work Details :

Work Details :

No. of days worked: digit only

No. of shift worked: digit only

Save And Next

2. Details under CMR Form

Annual Return For Mines

Shetes Institute Of Academics Pvt. Ltd.
Oak Bang., Kalyan West, Thane, Maharashtra
LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Details of Coal Raised, Material handled, ETC (Under CMR)

saved successfully

11(a). COAL RAISED ETC (for all coal mines):

Grade	Opening Stock on 1st January	Coal raised during the year						OpenCast	SubTotal of (3) to (7)	Total of Columns(2) and (8)	Coal Dispatched
		Bord & Pillar Method		Method other than Bord & Pillar		DEV.	Extraction				
		DEV.	Depillar	DEV.	Extraction						
1	2	3	4	5	6	7	8	9	10		

11(b). MATERIAL HANDLED (FOR Opencast coal mines):

Coal raised during the year [Column (7) of 11(a) converted in cubic metre]	Stone, debris, etc. handled during the year (cubic metre)	Total material handled during the year (cubic metre) [(1+2)]
1	2	3

Save And Next

3. Details under MMR

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines
 Shetes Institute Of Academics Pvt. Ltd.
 Oak Bang., Kalyan West, Thane, Maharashtra
 LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Details of output, Material ,ETC (Under MMR)

Back

saved successfully

12(b).OUTPUT(for all non-coal mines):

Name of mineral raised	Opening Stock on 1st January		Out of the Mineral during the year			Despatches		Closing stock on 31st December		Metal Extracted	
	Run Off Mine(ROM)	Processed Mineral	ROM		Processed Mineral	ROM	Processed Mineral	ROM [Col. 2+4+5-7]	Processed Mineral [Col. 3+6-8]	Name	Quantity
			Below ground	Open cast							
1	2	3	4	5	6	7	8	9	10	11	12
Select ▼											
Add Other		Delete									

12(b). MATERIAL HANDLE (for Opencast non-coal mine):

ROM raised during the year [Column (5) of 12(a) convert in cubic meter]	Stone, debris,etc. handled during the year(cubic metre)	Total material handled during the calendar year(cubic metre)[Col.(1)+(2)]
1	2	3
Add Other		Delete

Save And Next

4. Details under OMR

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines
 Shetes Institute Of Academics Pvt. Ltd.
 Oak Bang., Kalyan West, Thane, Maharashtra
 LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Details of output ,ETC (Under OMR)

Back

saved successfully

13. Details of Production:

Type Of Product	Opening Stock on 1st January	Production	Value(in Rs.)	Despatches			Closing 31st
				To refinery	To market	For house consumption	
Select ▼							
Add Other		Delete					

14. Drilling rigs and other (for oil mines):

S.No	Classification	Type of Rig	Total No. of units in use
1 Drilling, Workover and other rigs			
1.1	Drilling	<input type="text"/>	<input type="text"/>
1.2	Work over	<input type="text"/>	<input type="text"/>
1.3	Other Rigs	<input type="text"/>	<input type="text"/>
2 Oil gas and other wells			
2.1	Wells drilled	<input type="text"/>	<input type="text"/>
2.2	wells abandoned	<input type="text"/>	<input type="text"/>
2.3	Gas wells completed	<input type="text"/>	<input type="text"/>
2.4	Oil wells completed.	<input type="text"/>	<input type="text"/>
2.5	Gas wells on production.	<input type="text"/>	<input type="text"/>
2.6	Oil wells on production	<input type="text"/>	<input type="text"/>
2.7	Oil wells where production discontinued	<input type="text"/>	<input type="text"/>
3 Pipelines			
		Length in metres	Diameter in metres
3.1	Flowlines laid form wells to gathering station	<input type="text"/>	<input type="text"/>
3.2	Pipeline laid form wells to gathering station pipelines laid form gathering station to central storage tanks	<input type="text"/>	<input type="text"/>
3.3	Other (specify)	<input type="text"/>	<input type="text"/>

Save And Next

5. Power Details

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines

Shetes Institute Of Academics Pvt. Ltd.
Oak Bang., Kalyan West, Thane, Maharashtra
LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Aggregate house-power of machinery and equipment used/installed in the mine

[Back](#)

saved successfully

17. Whether Explosive(s) used in the mine(Yes/No): Yes No

15. AGGREGATE HOUSE-POWER OF MACHINERY AND EQUIPMENT USED/INSTALLED IN THE MINE :

Place	Electrical	Oil/natural gas/Steam	Compressed Air
Select			

16. Voltage(S) at which current is used:

Lighting (In volt):	<input type="text"/>
Power(In Volt):	<input type="text"/>

6. Accident Statistics

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines

Shetes Institute Of Academics Pvt. Ltd.
Oak Bang., Kalyan West, Thane, Maharashtra
LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Accident statistics(during last three year)

[Back](#)

saved successfully

17.ACCIDENT STATISTICS(during last three year):

Year	Fatal accident			Serious accident		Reportable accident		Minor accident	
	Number	Number of person(s) killed	Number of person(s) seriously injured	Number	Number of person(s) seriously injured	Number	Number of person(s) seriously injured	Number	Number of person(s) seriously injured

7. Medical Examination Details

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines

Shetes Institute Of Academics Pvt. Ltd.
Oak Bang., Kalyan West, Thane, Maharashtra
LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Initial/periodical medical examination (IME/PME)

Back

saved successfully

18. INITIAL/PERIODICAL MEDICAL EXAMINATION (IME/PME) CONDUCTED DURING THE YEAR [Rules 29B and 29P(1) of the Mines Rules, 1955] :

Number of persons employed		Number of persons required to undergo IME/PME		Number of persons actually undergone IME/PME		No. of persons declared medically unfit
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual	
Initial Medical Examination (IME)						
Periodical Medical Examination (PME)						

19. APPOINTMENT OF WORKMEN'S INSPECTORS [Rules 29Q of the Mines Rules, 1955]:

No. of Workmen's Inspector required:

No. of Workmen's Inspector provided:

20. Number of Safety Committee meeting conducted during the year [Rule 29V of the Mines Rules, 1955] :

Save And Next

8. Vocational Training Details

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

Establishments

Verify Data

File Annual Return

Your Inspection

Link Establishment

Monthly EPFO/ ESIC Return (BETA Version)

Annual Return For Mines

Shetes Institute Of Academics Pvt. Ltd.
Oak Bang., Kalyan West, Thane, Maharashtra
LIN : 1709767934 EPFO No.: ESIC No.: Mine Code:

Vocational Training

Back

saved successfully

21. Mines Vocational Training Rules, 1966

Number of persons employed		Number of persons required to undergo IME/PME		Number of persons actually undergone IME/PME	
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual
Initial Medical Examination (IME)					
Periodical Medical Examination (PME)					

Save And Next

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.

Annual Return For Mines		
Annual Return of the year 2015		
saved successfully		
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 the mines Act,1952 should fill A and B below)	
Saved Date		
A	General Information	28-01-2016 03:11:56
B	Annual Mines Returns	28-01-2016 02:36:00
<input checked="" type="checkbox"/> It is to certify that the above information is true and correct and also I certify that I have complied with the provisions of Laws applicable to my establishment.		
<input type="button" value="Final Submission of Return"/>		

1.1.3. View Acknowledgement

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

Thanks for submit of Annual Return for **Avadh Corporation** for the year **2015** . Your Return is submitted with Return Id **151000030152**.

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 ABACD1234Q 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
6	Jabeen Taj Enterprises	No.30,5th Cross,5th E Main Road,Rahmath Nagar, R.T.Nagar Post, Bengaluru, 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

Annual Return For Mines			
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	
1	Annual Mines Returns	28-01-2016 03:15:39	view report

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

ANNUAL RETURNS FOR THE YEAR ENDING ON THE 31st DECEMBER 2015 (Under the mines Act,1952 and allied legislations framed thereunder) Government of India	
1. Name and address of Establishment	
LIN:	
Date of Opening:	
Name Of The Mine:	SHETES INSTITUTE OF ACADEMICS PVT. LTD.
Address:	OAK BAUG,
Address:	KALYAN WEST
Pin Code:	421301
State:	Maharashtra
District:	Thane
2. Name and address of Owner	
Name of the Owner	
Address:	
Address:	
Pin Code:	
State:	
District:	
Email Id:	
LandLine No:	
Mobile No:	
3. Name and address of Agent(if any) as defined in session 2(c) of the mine Act,1952	
Name Of The Agent	
Address:	
Address:	
Pin Code:	
State:	
District:	
Email Id:	
LandLine No:	
Mobile No:	
4. Name and address of Manager or Person responsible for supervision and control of Establishment	
Name of the Manager	
Address:	

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.

The screenshot shows the top navigation bar of the Shram Suvidha portal. The 'Feedback' link is highlighted with a red box. Below the navigation bar, the page header includes the Ministry of Labour & Employment logo, the Shram Suvidha title, and a welcome message for a user logged in as an Establishment Representative. The main content area displays a 'Welcome to Shram Suvidha Portal' message and a 'Returntest Returntest Returntest , Welcome Returntest Returntest Returntest , To Shram Suvidha Portal' message. A sidebar menu on the left contains links for 'Establishments', 'Verify Data', 'File Annual Return', 'Your Inspection', and 'Link Establishment'.

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

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

- Feedback Topic***: A dropdown menu with the text "--Select Feedback Topic--".
- 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 text area with the placeholder text "Your Comment".
- Submit**: A button highlighted with a red box.
- Reset**: A button next to the Submit button.

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