श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

How to verify LIN data at USSP?
(Regional Head)

Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (**LIN**).
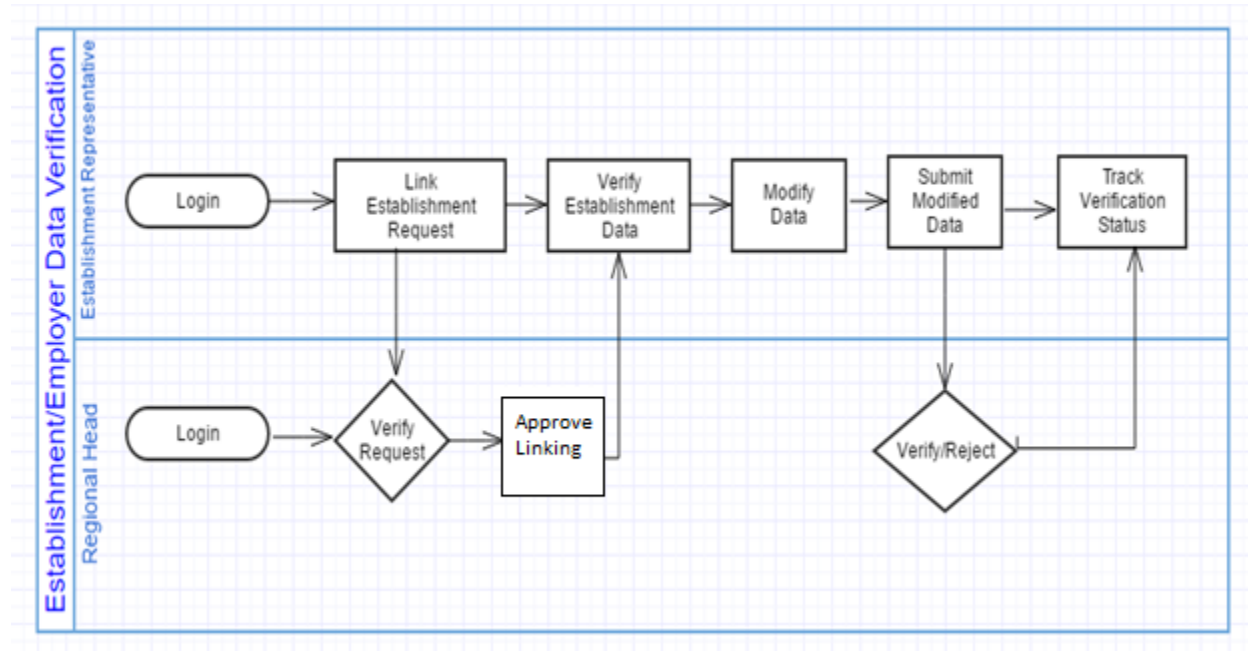
The establishment LIN data has been taken from different agencies so the need is felt to keep the data updated by its verification by establishment itself. The portal facilitates Employer/Establishment to verify/modify data. Post modification the data is submitted to Regional Head of source enforcement agency for confirmation. The **Regional Head** can view the data modifications, provide remarks and approve/reject the changes.

Roles and Activities for Data Verification

User Role	Common Name	Activity
Establishment Representative	Establishment	- Link establishment - Verify/Modify establishment data: - Basic information - Identifiers - Profile information - eContacts - Related offices - Principal employer/ contractor - View/Submit data for verification - Track verification process
Regional Head	Enforcement Agency	- Verify data to link LIN - View revised data - Reject or verify data with reasons

https://shramsuvidha.gov.in

Process Flow for LIN Data Verification

Below figure demonstrates the verification of Establishment/ Employer information process at Unified Shram Suvidha Portal. Process involves two users, Establishment Representative and Regional Head.

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://shramsuvidha.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.

Steps for LIN data verification by Regional Head

The establishment representative requests to link the establishment LIN is visible to regional head in portal logged in menu. The regional head view the requests and verify data to link LIN. The establishment basic information and Identifier data updated by representative is submitted to the regional head for verification. The Regional Head can view the establishment data modifications, provide remarks and approve/reject the changes.

A. Link Establishment LIN

Once you log in at USSP, you will see 'Request List' option on the left hand side menu.

Verify Establishment LIN Link Request

To link LIN, you need to verify establishment data and establishment representative details first.

1. Click request list option, you will see Establishment LIN Link Request List.
2. At the list click verify option.

3. At the Link Establishment from, you view the view the establishment and new representative details. Check the declaration checkbox.
4. Click the verify button, system links the LIN with new representative establishment.

श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

B. Verify Establishment Basic Information

USSP allows you to verify modifications done by establishment representative for establishment basic information.

I. View Verification Summary

1. You can view the verification summary by choosing 'Establishment Verification' option from menu at left hand side.
2. Click pending number to view the list of establishments whose data verification is pending.

II. View Pending List

Click on the Pending Status option to view the submitted data and approve or reject the same.

श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

III.   Submit Verification Form

View the revised data, provide the remarks and choose the reject or verify button. If you choose reject option, remark field is mandatory.

IV.   View Basic Information Verified List

Click on the verified number at the verification summary screen to view the verification list. Click on the submitted date to view the establishment revised data details.

V.   View Rejected List

Click on the rejected number at the verification summary screen to view the rejection list. Click on the submitted date to view the rejected establishment revised data details.

श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

C. Verify Establishment Identifiers

Here you can verify/reject modifications made to establishment identifiers by employer/ establishment representative.

I. View Verification Summary

1. You can view the verification summary by choosing 'Establishment Verification' option from menu at left hand side.
2. Click pending number to view the list of establishments whose data verification is pending.

II. View Pending List

Click on the Pending Status option to view the submitted data and approve or reject the same.

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श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

III.   Submit Verification Form

View the revised data, provide the remarks and choose the reject or verify button. If you choose reject option, remark field is mandatory.

IV.   View Identifier Verification List

Click on the verified number at the verification summary screen to view the verification list. View the verification status under status column.

This ends the process of LIN data verification by Regional Head.

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Annexure

A. Glossary

Terms	Definitions
CLC (C)	Chief Labour Commissioner (Central)
DGMS	Directorate General of Mines Safety
Employer/Establishment	A person or an organization that employees people over a place and pays them in exchange of their work
Enforcement Agency (EA)	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.
EPFO	Employees Provident Fund Organisation
ESIC	Employees State Insurance Corporation
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. Validations

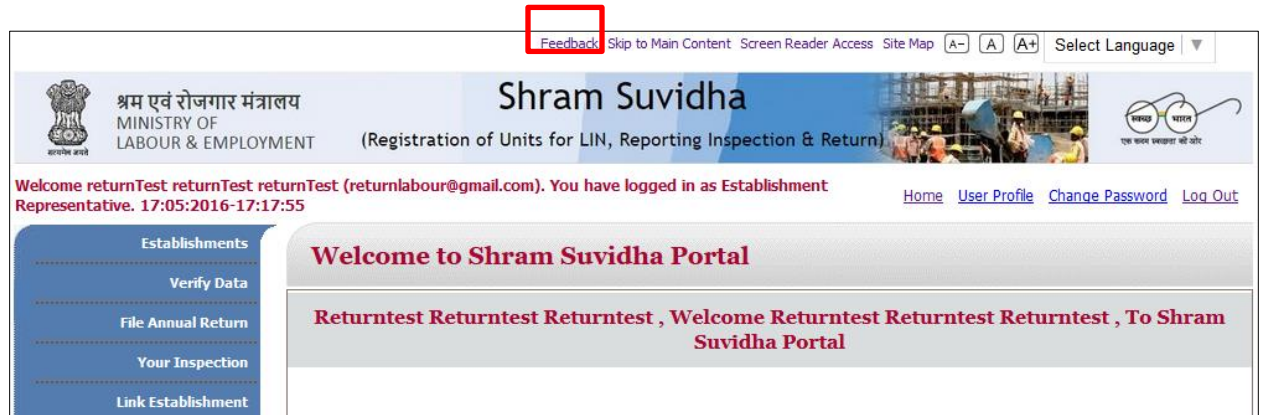You need to consider below points while filling the **forms** at portal to validate the accuracy.

- Form fields marked * are mandatory.

- Special Characters not allowed except "." (Dot) and space.

- Valid alphanumeric character includes special characters- Dot [.], Slash [/], At [@], Comma [,], Hyphen [-], Brackets [(and)] and Space.

- Date Validation Criteria
  a. Should accept in Day, Month and Year format.
  b. Day, Month and Year should be numeric.

- Email- Alphanumeric, DOT, @, hyphen, underscores.

श्रम एवं रोजगार मंत्रालय
MINISTRY OF LABOUR & EMPLOYMENT

C. Send 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.

D. Contact us

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