

# 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**).

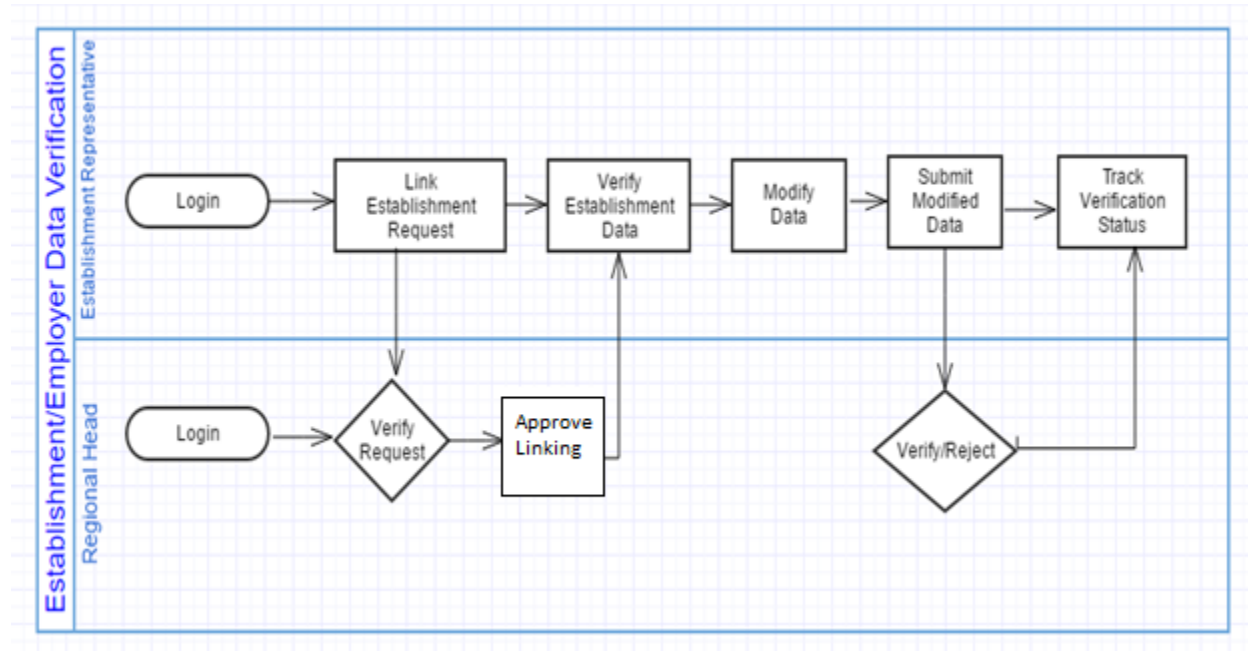
The establishment LIN data has been taken from different agencies so the need is felt to keep the data updated by its verification by establishment itself. The portal facilitates Employer/Establishment to verify/modify data. Post modification the data is submitted to Regional Head of source enforcement 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	<ul style="list-style-type: none"> <li>• Link establishment</li> <li>• Verify/Modify establishment data:               <ol style="list-style-type: none"> <li>1. Basic information</li> <li>2. Identifiers</li> <li>3. Profile information</li> <li>4. eContacts</li> <li>5. Related offices</li> <li>6. Principal employer/ contractor</li> </ol> </li> <li>• View/Submit data for verification</li> <li>• Track verification process</li> </ul>
<b>Regional Head</b>	Enforcement Agency	<ul style="list-style-type: none"> <li>• Verify data to link LIN</li> <li>• View revised data</li> <li>• Reject or verify data with reasons</li> </ul>

## 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://shramsuvudha.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.

S.No	Request No.	Establishment	LIN	Request By	Request Date	Action
1	10067	<a href="#">Shree Enterprises</a> 6-b, Jagruti Chs, Veer Savarkar Marg, Thane West, Thane , Maharashtra - 400606	1504994032	Mahi Ksp 8010089800 mahi@gmail.com	07/10/2015	<a href="#">Verify</a>
2	10059	<a href="#">Siptools</a> W-i 69 Midc Phase 2 Dombivali , Thane , Maharashtra - 421201	1853328958	Mahi Ksp 8010089800 mahi@gmail.com	07/10/2015	<a href="#">Verify</a>

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.

### Establishment Link

#### Link Establishment Form

Establishment Details	
Establishment Name	Shree Enterprises
Address	6-b, Jagruti Chs, Veer Savarkar Marg, Thane West , Thane , Maharashtra - 400606
LIN	1504994032
Existing Representative	
Name	Pradeep Virkud
Email	reliable@sawantpfoconsultant.com
Mobile	9930170565
New Representative	
Name	Mahi Ksp
Email	mahi@gmail.com
Mobile	8010089800

I have verified all the details and satisfied for genuineness of the Representative.

[Verify](#)

## 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.

Establishment Verification					
Verification Summary					
S.No	Task/Activity	Pending	Verified	Reject	Total
1	Basic Information	2	3	1	6
2	Identifier	2	3	1	6

### II. View Pending List

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

Establishment Basic Information Verification List					
S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">B.m.labour Contractors, (EPFO)</a>	Ramchandra Nagar, e.s.i.hospital Rd. Eastern Express Highway., Thane, Maharashtra - 400604	LIN 1181708101 EPFO THTHA0095722000 ESIC 34000092570001001	<a href="#">25-04-2018</a>	<a href="#">Pending</a>

### 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.

Establishment	Existing Data	Revised Data
Establishment Name	B.M.LABOUR CONTRACTORS,	B.m.labour Contractors,
Establishment Name as per PAN		
Premise No./Name	RAMCHANDRA NAGAR,E.S.I.HOSPITAL RD.	Ramchandra Nagar,e.s.i.hospital Rd.
Locality Name/Colony	EASTERN EXPRESS HIGHWAY,	Eastern Express Highway,
State	Maharashtra	Maharashtra
District	Thane	Thane
PIN Code	400604	400604
Set-Up Date		01-06-1989
Hazardous	No	Yes
Dangerous	No	No

Submitted by : Sopnand D... Submitted Date : 25-04-2016

Buttons: Back To List, Reject, Verify

### 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.

S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">Ram Refrigeration (EPFO)</a>	A-201, Atharva Park Chs Ltd Pokhran Road No-01, Shivai Nagar, Thane, Maharashtra - 400606	LIN 1533703434 EPFO THTHA0206163004 ESIC 34000292680001099	<a href="#">08-04-2016</a>	Verified
2	<a href="#">B K Constructions (EPFO)</a>	101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar, Thane, Maharashtra - 400607	LIN 1620688234 EPFO THTHA0204482000 ESIC 11001165630000401	<a href="#">07-04-2016</a>	Verified
3	<a href="#">Avadh Corporation (EPFO)</a>	Vandan Collage,near Masjid J.k.gram,carvallo Nagar, North East Delhi, Delhi - 400606	LIN 1795114745 EPFO THTHA0205041000	<a href="#">05-04-2016</a>	Verified

3 items found, displaying all items.

### 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.

S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">Vighnaharta Security Services (EPFO)</a>	13, Citylight Co-op Hsg. Soc. Ltd., Indira Nagar, Kanjurmarg (East), Mumbai Suburban, Maharashtra - 400042	LIN 1431619000 EPFO THTHA0099519000	08-04-2016	Rejected

One item found.  
1

## 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.

Welcome KANTILAL CHAMPAKLAL OZA (kcozaepfo2014@gmail.com). You have logged in as Regional Head. Home User Profile Change Password Log Out  
Enforcement Agency: EPFO. Jurisdiction: Thane. 26:04:2016-16:24:12

Verification Summary						
S.No	Task/Activity	Pending	Verified	Reject	Total	
1	Basic Information	2	3	1	6	
2	Identifier	2	3	1	6	

### II. View Pending List

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

S.No	Establishment Name	Address	Identifier	Status
1	<a href="#">Omni Engineers - Fabricators (EPFO)</a>	Shop No. 489, Kolshet Road, Azad Nagar,, Thane, Maharashtra - 400607	LIN 1-9287-8928-1 ESIC NO 34000007200001001 EPFO NO THTHA0097983000	<a href="#">PAN Pending</a> EPFO NO Reject
2	<a href="#">Vighnaharta Security &amp; Allied Services (ESIC)</a>	Citilight Co Op Hsg. So. Ltd. Indira Nagar G-245, Mumbai, Maharashtra - 400042	LIN 1-5525-2292-2 PAN FTYPSP9165N	<a href="#">EPFO NO Pending</a>

2 items found, displaying all items.  
1

### 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.

**Identifier Verification Form**

Omni Engineers - Fabricators (1-9287-8928-1)  
Shop No. 489, Kolshet Road, Azad Nagar, Thane, Maharashtra - 400607

	Existing Value	Revised Value
Identifier	PAN	PAN ( <a href="#">*Click here for verify PAN</a> )
Identity/Registration Number		FTYPS9305N
Establishment Name as on		Omni Engineers - Fabricators
Identifier		
Action		New
Supporting Documents	<a href="#">View</a>	<a href="#">View</a>
Remark	<input type="text"/>	

Submitted by : Sopnannd Das Submitted Date : 08-04-2018

[Back To List](#)

### 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.

**Establishment Identifier Verification List**

S.No	Establishment Name	Address	Identifier	Status
1	<a href="#">B K Constructions (EPFO)</a>	101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar, Thane, Maharashtra - 400607	LIN 1-6208-8623-4 ESIC NO 3400028632000100 EPFO NO THTHA0204482111	EPFO NO Verified
2	<a href="#">Atesting Pvt Ltd (Manual)</a>	I-282 Tilak Nagar, Jayanagar, Lohardaga, Jharkhand - 560041	LIN 1-7374-1049-1 ESIC NO 33000113800001101 EPFO NO THTHA0098198000 MINE CODE 9876543210 BIP ID 45345345	EPFO NO Verified
3	<a href="#">Avadh Corporation (EPFO)</a>	Vandan Collage,near Masjid J.k.gram,carvallo Nagar, North East Delhi, Delhi - 400606	LIN 1-7951-1474-5 PAN AQQPP8373D EPFO NO THTHA0205041000	EPFO NO Verified

3 items found, displaying all items.

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

## 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.

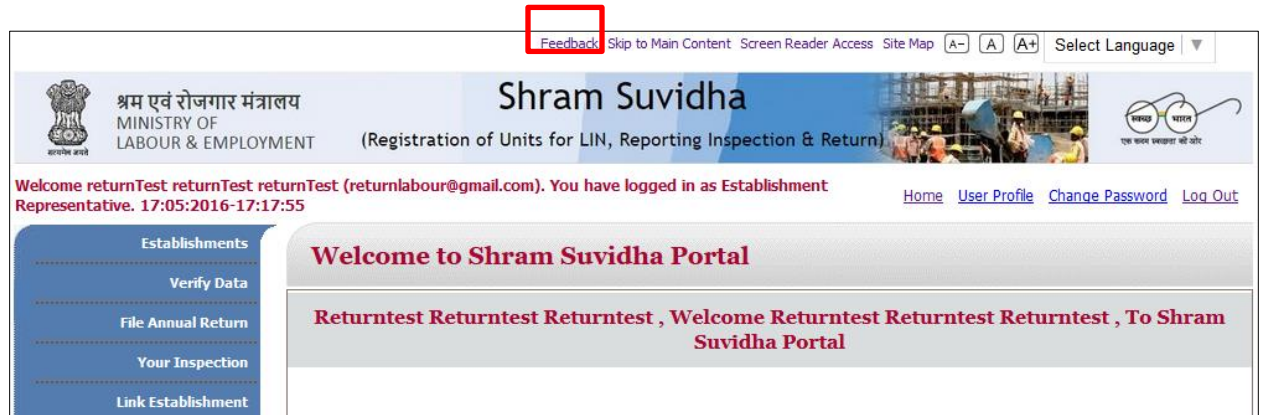
- Form fields marked \* are mandatory.
- Special Characters not allowed except "." (Dot) and space.
- Valid alphanumeric character includes special characters- Dot [.] , Slash [/], At [@], Comma [,], Hyphen [-], Brackets [(and)] and Space.
- Date Validation Criteria
  - a. Should accept in Day, Month and Year format.
  - b. Day, Month and Year should be numeric.
- Email- Alphanumeric, DOT, @, hyphen, underscores.



### 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.

**Feedback & Suggestion** ✕

<b>Feedback Topic*</b>	<input type="text" value="--Select Feedback Topic--"/>
<b>Name*</b>	<input type="text" value="name"/>
<b>Email Id*</b>	<input type="text" value="name@gmail.com"/>
<b>Mobile</b>	<input type="text" value="8245671891"/>
<b>Landline Number</b>	<input type="text" value="011-12345678"/>
<b>Comment*</b>	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">Your Comment</div>

### D. Contact us

You can also send your feedback to Shram Suvidha Portal Team at [websupport-mol@nic.in](mailto:websupport-mol@nic.in).