Unified Shram Suvidha Portal

User Manual for Principal Employer under Contract Labour Regulation and Abolition Act(s)-Version 1.0

For,

Ministry of Labour & Employment

Government of India

REVISION HISTORY

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION
1.0	26-April-2018	Pradeep Kumar	Sh. Santosh Mahur	Initial Copy

Table of Contents…

1 Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The agencies and establishment can register under Common Registration for Contract Labour (CLC), BOCW (Building and Other Construction Workers) and ISMW (Inter-State Migrant Workmen).

This document illustrates common registration process for CLC, BOCW and ISMW and is intended for the use of Establishment /factory owners.

- Common Registration for Contract Labour (CLC)
- Building and Other Construction Workers (BOCW)
- Inter-State Migrant Workmen (ISMW)

2 Login

Figure 2-1

Enter site URL in the address bar of your internet browser and press enter key.

Login screen will be displayed.

Figure 2-2

- To login with USSP, enter User Id and Password, enter verification code as displayed and click ![Sign In]

- Click ![Reset] to rearrange all the details you have written in login form,

2.1 Sign Up

User can sign up / register in two ways:

Click   Create your Unified Shram Suvidha Portal Account (Sign Up)   link

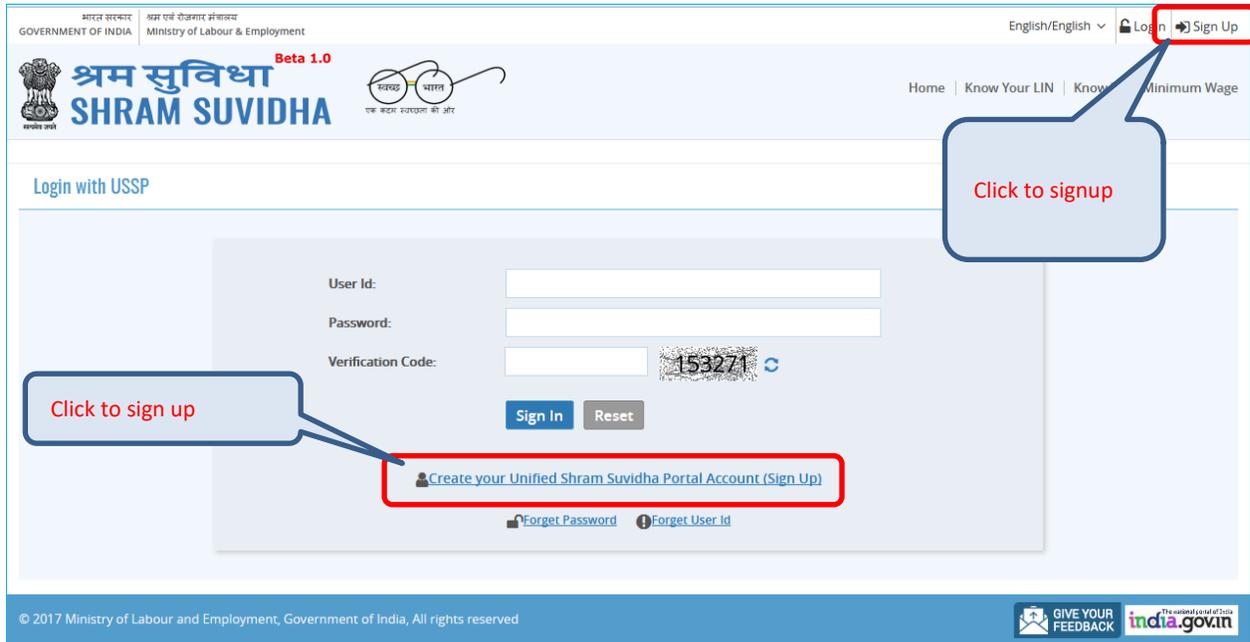Or click   Sign Up   link given on top right corner of login page

Figure 2-3

To sign up enter the following details:

- *Name*

- *Email*

- *10 Digit Mobile No*

- *Verification Code as displayed*

- Click   SIGN UP   to create your account

- Click   RESET   to rearrange all the details you have written in login form
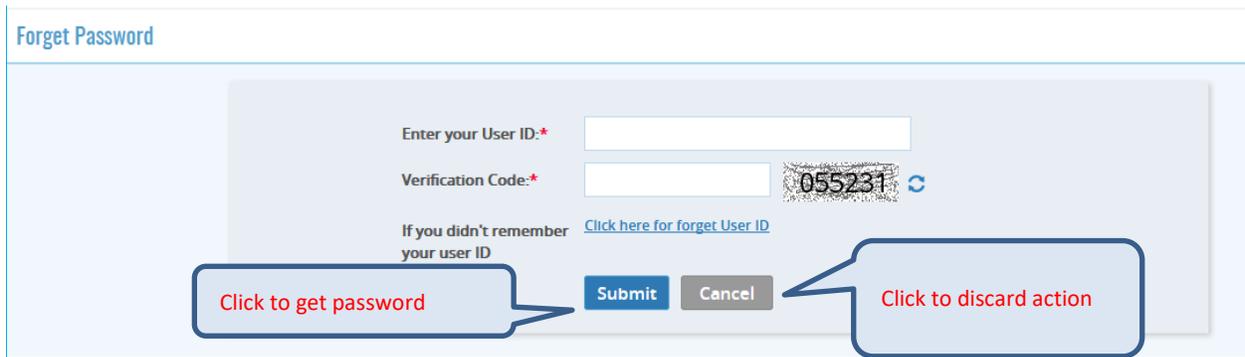
2.2   Forgot Password

Click in case of forgotten password

Enter the following details:

- *Enter your User ID*

- *Verification Code*

- *Click* *to submit the details*

- *Click* *to discard action*

Figure 2-4

The following message will be displayed:
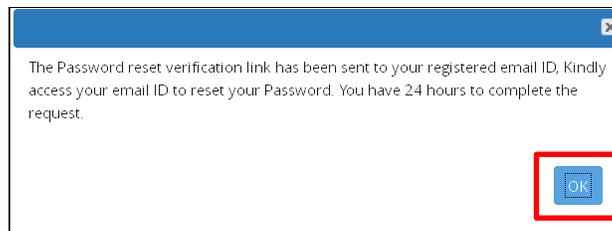
Figure 2-5

3 Dashboard

☰ Home / Registration List								

Registration for CLC [Displaying 1 to 6 of 6]   **Apply for New Registration**

Establishment Name ▾ | Keyword | Go! ||| « ‹ Page 1 of 1 › » Limit : 10 ▾

☐	Sr. No.	**Principal Employer & Employer Name / Establishment Name**	**Payment Status**	**Ack. No / Date**	**Last Updated Date**	**Act(s)**	**Status**	**Actions**
☐	1	Pradeep Singh M/s Test Establishment	Not Pay	-	27-04-2018	ISMW	Submitted - Payment Pending	🖃 🖶 ⬇
☐	2	**Not Saved**	Not Pay	-	27-04-2018	CLRA	Draft	✎
☐	3	**Not Saved**	Not Pay	-	27-04-2018	CLRA	Draft	✎
☐	4	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	🖃 🖶 ⬇
	5	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3 /2018/R-2	ⓘ 🖶 🗎
	6	Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL /2018/R-1	ⓘ 🖶 🗎

Delete

Figure 3-1

Dashboard displays:

• Left Menu

• -Header

• List of Registration forms with various;

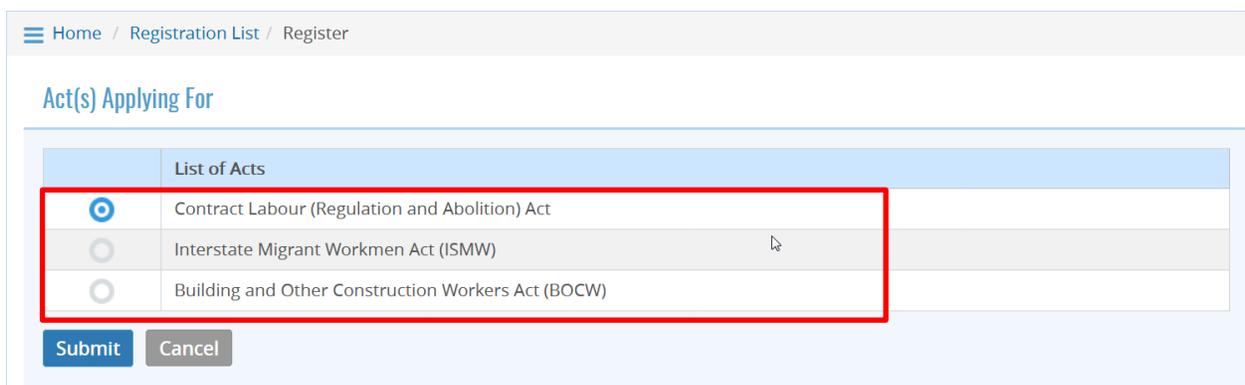Existing registration applications will be displayed with following column headings:

- ➢ Sr. No.
- ➢ Establishment Name
- ➢ Status
- ➢ Payment Status
- ➢ Type
- ➢ Actions

  o (edit) -click to edit specific form. You can edit the form, till you save it as draft, once submitted, you cannot edit the form

  o (view pdf) - click to view submitted for in PDF format

  o (query) - this icon will be displayed only if

  o (print) –click to print acknowledgement

  o (download attachments)- click download attachments

  o (view) – click to form

  o You can delete multiple rows by checking the checkbox and selecting button.

NOTE: YOU CANNOT DELETE FORM AFTER SUBMISSION.

3.1 New Registration

Click to apply for new registration.

You can select the type of registration:

Figure 3-2

Select the Act that you want to register for by selecting the radio button and click button to continue:

4 Contract Labour (Regulation and Abolition) Act

Fill in following tabs to complete the Registration for Contract Labour (Regulation & Abolition) Act:

Figure 4-1

- [Principal Employer Details](#)
- [Establishment Details](#)
- [Manager Details](#)
- [Contractors Details](#)
- [Contract Work Details](#)
- [Attachments](#)

4.1 Principal Employer Details

Figure 4-2

Enter following detail for CLC Registration:

➢ Retrieve details of principal employer through LIN: Insert LIN number and click

Search LIN LIN, to fetch the establishment detail. Or you can enter the establishment detail manually

➢ Name of Establishment*, Full name of Principal Employer as per section 2(g)*, Address of Principal Employer * will be fetched from LIN if you enter LIN number and search

Note: This address should be official address of principle employer.

➢ Use Google map for Geo-Coordinates
➢ Geo Co-ordinates:

➢ Use Google map for Geo-Coordinates- click **Use google map for Geo-Coordinates** 📍 to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
➢ Designation* - enter designation

Note: Please fill proper designation like manager, web-developer

➢ Gender* - select gender from the list
➢ Father's / Husband's Name of the Principal Employer*- enter father's/husband's name
➢ e-Contacts of Principal Employer (Here, Email and Mobile entry of Principal Employer is Mandatory):*- enter e-contacts of principal employer
➢ Email Address*-enter email address
➢ Mobile No*-enter mobile number

➢ Enter contact type and contact value and click ➕ icon; saved contact detail will be displayed with following column headings:
➢ Sr. No.
➢ Contact Type
➢ Contact Value
➢ Actions
➢ Maximum number of contract labour to be employed in the Establishment on any day*- Enter maximum number of labour working in the establishment on any day

Note: Registration Fee will be based on the number of contract labour working at your establishment. Registration Fee details are displayed as shown below:

➢ Registration Fee
(A) Is 20: Rs. 60
(B) Exceeds 20 but does not exceed 50: Rs. 150
(C) Exceeds 50 but does not exceed 100: Rs. 300
(D) Exceeds 100 but does not exceed 200: Rs. 600
(E) Exceeds 200 but does not exceed 400: Rs. 1200
(F) Exceeds 400: Rs. 1500

➢ Click **Save Draft** to save the form as draft and you can resume form filling by editing the same. Saved draft will be displayed on dashboard as Draft with provision to edit as shown below:

	Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
☐	1	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Unsigned Draft	✏ 👁 📄

Figure 4-3

4.2 Establishment Details

Principal Employer Details	**Establishment Details**	Work Place Details	Manager Details	Contractors Details	Contract Work Details	Attachments

B. Establishment Details

12. Retrieve details of Establishment through LIN

[ ]   [Search LIN]   [Reset]

13. Name of Establishment*

M/s Test Limited

14. Location of Establishment (Select if Address is Same as Principal Employer Address ☐)*

Room No 101   Test

Test   Delhi

South West Delhi   110066

[Use google map for Geo-Coordinates 📍]

Geo Co-ordinates

Longitude   Latitude

Please fill proper address and pincode to get actual Geo-coordinates

15. Ownership Type/Sector*

Public Limited Company

16. Activity as per National Industrial Classification*

F-43301   [Search]

17. Details of selected NIC Code*

F - CONSTRUCTION

43 - Specialized construction activities

433 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

18. Nature of work carried on in Establishment*

Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

19. Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):*

BDJOI1222H   Test Limited

20. Identifier of Establishment*

Sr. No.	Identifier Type	Identifier Value	Name as on Identifier	Actions
	Select Identifier Type			➕
1	Corporate Identity Number	123456789101	Test Limited	✏️ ❌

[Save Draft] [Prev] [Next] [Cancel]

Figure 4-4

Enter following detail for Establishment:

➢ Retrieve details of Establishment through LIN: enter LIN number and search the establishment detail
➢ Name of Establishment*, Location of Establishment (Select if Address is Same as Principal Employer Address)* will be fetched
➢ Use Google map for Geo-Coordinates
➢ Geo Co-ordinates: click [Use google map for Geo-Coordinates 📍] to fetch the latitude and longitude

Note: Fill proper address and pin code to get actual Geo-coordinates.

➢ Ownership Type/Sector*: select ownership/ sector from dropdown list

➢ Activity as per National Industrial Classification*: Enter NIC code and click [Search] to fetch NIC code details,
➢ Details of selected NIC Code* will be displayed as shown below:

F - CONSTRUCTION

43 - Specialized construction activities

433 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

Figure 4-5

➢ Nature of work carried on in Establishment*: enter nature of work carried out at the establishment
➢ Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):*enter establishment identifiers.

Note: PAN number is mandatory!

➢ Identifier of Establishment*

   o Enter Sr. No., Identifier Type, Identifier Value, Name as on Identifier, and click [+] icon. Entered establishment identifiers will be saved and displayed in grid below;

➢ Click [Save Draft] or [Next] to continue with Manager detail

4.3   Manager Details

Figure 4-6

Enter following information:

➢ Full name of manager or person responsible for supervision and control of the Establishment*: enter name of the manager
➢ Address of Manager*: enter address of the manager

➢ Use Google map for Geo-Coordinates: click ![Use google map for Geo-Coordinates] to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
➢ Geo Co-ordinates: fill proper address and pin code to get actual Geo-coordinates
➢ Email Address*: enter valid email address
➢ Mobile No*: enter ten digit mobile number
➢ Enter:
  o Sr. No.
  o Contact Type
  o Contact Value

  o Actions and click ![+] to add contact detail. Entered contact details will be displayed in the grid below
➢ Click ![Save Draft] or ![Next] to continue with contractor detail

4.4 Contractors Details

Figure 4-7

Enter following information:

- ➢ LIN of Contractor (Optional): enter LIN and fetch contractor details
- ➢ Name of Contractor*- else you can enter contractor details manually
- ➢ Maximum number of contract labour to be employed through this contractor on any day*: enter maximum number of contract labour to be employed through this contractor on any day
- ➢ Address of Contractor*- enter address of the contractor

- ➢ Use Google map for Geo-Coordinates: click [Use google map for Geo-Coordinates] to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- ➢ Geo Co-ordinates: fill proper address and pin code to get actual Geo-coordinates
- ➢ Email Address*: enter valid email address for communication
- ➢ Mobile No*
- ➢ Enter Contract Type and number
    - o Sr. No.
    - o Contact Type
    - o Contact Value
    - o Actions
- ➢ Identifier of Contractor*: enter identifier for contractor
    - o Sr. No.
    - o Identifier Type
    - o Identifier Value
    - o Name as on Identifier
    - o Actions
- ➢ Click [Add] to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):
    - o Sr. No.
    - o Name of Contractor
    - o Address
    - o E-Contacts Identifier
    - o Actions

Figure 4-8

➢ Click **Save Draft** or **Next** to continue with contractor detail

4.5 Contract Work Details

| Principal Employer Details | Establishment Details | Work Place Details | Manager Details | Contractors Details | Contract Work Details | Attachments |

E. Contract Work Details

32. Location of contract work*

Test Location of work, New Delhi

33. Select Contractor*

Select

Activity (nature of contract work) carried out by selected Contractor :

34. Estimated date of commencement of Contract Work*

01-04-2017

35. Estimated date of completion of Contract Work*

31-12-2018

36. Activity as per National Industrial Classification*

G-43301   Search

37. Details of selected NIC Code*

G - WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES

43 - Specialized construction activities

433 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

38. Nature of work in which contract labour to be employed?*

Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

2   Add   Reset

Contract Work details Added by You:

Sr. No.	Title of Contract	Contractor	NIC Code	Contract Start Date	Contract End Date	Action
			No record(s) found.			

Save Draft   Prev   Next   Cancel

Figure 4-9

Enter following details:

- ➢ Location of contract work*- enter work location
- ➢ Select Contractor*: select contractor name from dropdown list (see, how to add contractor detail?)
- ➢ Activity (nature of contract work) carried out by selected Contractor :enter activity or nature of the work carried out
- ➢ Estimated date of commencement of Contract Work*: enter estimated date of commencement
- ➢ Estimated date of completion of Contract Work*: enter estimated completion date
- ➢ Nature of work in which contract labour to be employed?*:

➢ Activity as per National Industrial Classification*: Enter NIC code and click ⬚ **Search** ⬚ to fetch NIC code details,

➢ Details of selected NIC Code* will be displayed as shown below:

F - CONSTRUCTION

43 - Specialized construction activities

433 - Building completion and finishing

4330 - Building completion and finishing

43301 - Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

Figure 4-10

➢ enter contract work details like:
- o Sr. No.
- o Title of Contract
- o Contractor
- o NIC Code
- o Contract Start Date
- o Contract End Date
- o Action

➢ Click **Add** to add contractor information. Contractors details Added by You will be displayed in the grid below (see the image below):

Figure 4-11

4.6 Attachments

Figure 4-12

Attach required documents to complete the registration process:

➢ Click **Choose file** to select and upload required documents and click ➕ icon.

   Note: Allowed Type is PDF.

➢ Uploaded documents will be displayed below with following column headings:

   o Sr. No.

   o Name of Document

   o Type of Document File

   o Actions- You can view or delete uploaded document by selecting 👁 or ✖ icons respectively

While filling Registration form you can navigate to other tabs selecting **Prev** and **Next** buttons. You save the Form as Draft by selecting **Save Draft**. You can resume Form filling by selecting ✎ (edit) icon on dashboard.

Click **Cancel** to cancel the registration at any given point of time. Once cancelled, you cannot edit the same unless you have saved the draft!

➢ Click **Submit** to submit the Registration!

Note:

An Email and a SMS will be forwarded to your registered email id and registered mobile no. as:

"Your application No. 2018-01 has been submitted successfully to Registering Authority. Keep checking Application status at Shram Suvidha Portal using your User Id."

5 Digital Sign/ e-Sign

In case if there is any query from department, you will receive an email and a SMS stating:

"Clarification is needed by registering authority on your application No. 2018-01. *Kindly login and update your feedback as soon as possible*"

You can find the submitted application on dashboard for e-sign or digital signature.

✔ Record has been updated successfully.							
Registration for CLC [Displaying 1 to 4 of 4]							Apply for New Registration
	Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
☐	1	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Unsigned Draft	✏ 👁 📄
☐	2	Rk Infotech xyz	Not Pay	-	26-04-2018	CLRA	Draft	✏
	3	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3/2018/R-2	ℹ 🖨 📄
	4	Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL/2018/R-1	ℹ 🖨 📄

Delete

Figure 5-1

Click 📄 to e-sign or digitally sign the application that you have submitted. This action will open the application in PDF format as shown below:

FORM XIII

[Under rule 17(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

APPLICATION FOR REGISTERATION OF ESTABLISHMENT EMPLOYING CONTRACT LABOUR

Acknowledgement Number: -   Date of Application: -

Details of the Establishment

1. Name and location of the establishment: M/s Test Limited, Room No 101, Test, Test, Delhi, South West Delhi, 110066

2. Postal Address of the establishment: Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001

3. Permanent Account Number (PAN)/ Goods and Services Tax Identification Number (GSTIN)/ Labour Identification Number (LIN): BDJOI1222H

4. Full name and address of the Principal Employer: Pradeep Kumar, Manager, Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001

Nagar, Sector 10, Gurugram, Haryana - 122001

6. Nature of work carried on in the establishment: Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials

7. Maximum Number of contract labour to be employed in the establishment on any day: 20

Details of Contractors

Serial Number	Name and Address	PAN/GSTIN/LIN Number	Mobile Number	e-mail ID	Nature of work	Maximum Number of contract labour to be employed in the establishment on any day:	Estimated date of commencement of work	Estimated date of completion of work
1	Contractro 101 Address : Test 198/30, Sector -5, Ajmer, Rajasthan - 305001	2-2222-2222-2	9266201000	contractor.test@gmail.com	Test Location, New Delhi, Assembly and erection of prefabricated constructions on the site	5	27-04-2017	26-11-2018

8. Amount of Registration Fee : INR 60 (Transaction Id :)

Signature of the Principal Employer

(e-Sign/DSC)

Note: This is an online application summary applied on Shram Suvidha Portal.

[Go To Listing] [Digital Signature] [E-Sign]

Figure 5-2

Your Registration form will display the information you have entered including principal employer and contractor details.

- ➢ Click **Go To Listing** to get back to listing screen
- ➢ Click **Digital Signature** to sign the registration form digitally
- ➢ Click **E-Sign** to e-sign the registration form
- ➢ E-sign form opens. Enter you Aadhar Number;

eSign

Note: We will not store/save this Aadhar Number, Aadhar Number will be used for eSign process only.

Enter Aadhar Number: 804072547131

Submit

Figure 5-3

- ➢ Click **Submit** button to submit Aadhar number. System sends an OTP to your Aadhar linked mobile.
- ➢ Enter OTP

Enter OTP

Note: Please input the One Time Password which was sent to your Mobile Number

Enter OTP:

Submit   Resend OTP

Figure 5-4

- ➢ System displays message on submitting the OTP successfully!

Enter OTP

Thank you for Esign service.

Figure 5-5

5.1 Payment

	Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
☐	1	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	
	2	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3/2018/R-2	
	3	Pradeep Singh M/s silver Touch Demo	Pay (60 INR, Transition ID 2004180001232)	ACKISMW2018-2 20-04-2018	25-04-2018	ISMW	Approve - ISMW/ALCKARNAL/2018/R-1	

Figure 5-6

After e-Sign, you make applicable payment. Click ▭ (payment) to make payment.

System takes you to online payment screen:

Figure 5-7

Registration information for Contract Labour will be displayed based on total number of labour, you employ on any day at the establishment.

➢ Click **Confirm** to confirm the detail. You will be directed online payment. Complete the payment

5.2 Print Acknowledgement

➢ You can view the Acknowledgement by select [printer icon] (acknowledgement)icon. Acknowledgement will be displayed

☰ Home ＞ Registration List ＞ Acknowledgement print

	भारत सरकार / Government Of India श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment पावती पर्ची / Acknowledgement Slip	

पावती संख्या: / Acknowledgment No: ACKISMW2018-2		आवेदन तिथि: / Application Submission Date : 25-Apr-2018
नाम और पता: / Establishment Name and Address	Registration Type	Interstate Migrant Workmen Act
M/s silver Touch Demo Somdutt Chamber II, Bikaji Cama Place, South West Delhi, Delhi, 110066	Registration Fee	60 INR
	Digital Signature PDF	
	E-Sign PDF	Download Unsigned PDF Download Signed PDF
	NIC Code	J-62020
	Payment Status	Completed
	Payment Date	20-Apr-2018
	Transaction Id	2004180001232
प्रिंट दिनांक समय : / Print Date & Time 27-Apr-2018 16:15 PM		

Print   Back

Figure 5-8

➢ You can download un-signed PDF by **Download Unsigned PDF** or signed PDF by selecting **Download Signed PDF** buttons

FORM XIII

[Under rule 17(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

APPLICATION FOR REGISTERATION OF ESTABLISHMENT EMPLOYING CONTRACT LABOUR

Acknowledgement Number: -   Date of Application: -

Details of the Establishment

1. Name and location of the establishment: **M/s Test Limited, Room No 101, Test, Test, Delhi, South West Delhi, 110066**
2. Postal Address of the establishment: **Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
3. Permanent Account Number (PAN)/ Goods and Services Tax Identification Number (GSTIN)/ Labour Identification Number (LIN): **BDJOI1222H**
4. Full name and address of the Principal Employer: **Pradeep Kumar, Manager, Room No. 501, Shram Shakti Bhawan, Ministry of Labour, New Delhi, Delhi - 110001**
5. Full name and address of the Manager or person responsible for supervision and control of the establishment: **Test Manager , House No. 10, Test Nagar, Sector 10, Gurugram, Haryana - 122001**
6. Nature of work carried on in the establishment: **Installation of doors, windows, door and window frames, fitted kitchens, of wood or other materials**
7. Maximum Number of contract labour to be employed in the establishment on any day: **20**

Details of Contractors

Serial Number	Name and Address	PAN/GSTIN/LIN Number	Mobile Number	e-mail ID	Nature of work	Maximum Number of contract labour to be employed in the establishment on any day:	Estimated date of commencement of work	Estimated date of completion of work
1	Contractro 101 Address : Test 198/30, Sector -5, Ajmer, Rajasthan - 305001	2-2222-2222-2	9266201000	contractor.test@gmail.com	Test Location, New Delhi, Assembly and erection of prefabricated constructions on the site	5	27-04-2017	26-11-2018

8. Amount of Registration Fee : **INR 60 (Transaction Id :)**

Signature of the Principal Employer (e-Sign/DSC)

Note: This is an online application summary applied on Shram Suvidha Portal.

Signature Not Verified

Digitally signed by Pradeep
Date: 2018.04.26 21:06:16 IST

Figure 5-9

➢ Print Acknowledgement by selecting **Print** button

5.3 Download Certificate

After Approval from the authorities, you can download CLRA Registration Certificate:

	Sr. No.	Principal Employer & Employer Name / Establishment Name	Payment Status	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
☐	1	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	✏️
☐	2	Not Saved	Not Pay	-	27-04-2018	CLRA	Draft	✏️
☐	3	Pradeep Kumar M/s Test Limited	Not Pay	-	26-04-2018	CLRA	Submitted - Payment Pending	💳 🖨️ ⬇️
	4	Pradeep Kumar HPI India 2018 Limited	Pay	26-04-2018	26-04-2018	CLRA	Approve - CLRA/ALCNEWDELHI3 /2018/R-2	ℹ️ 🖨️ 📄

Figure 5-10

➢ Select 📄 (download Registration Certificate) on dashboard
➢ File download dialog box opens;

Opening certificate_registration_103.pdf.pdf

You have chosen to open:

📄 **certificate_registration_103.pdf.pdf**

which is: Adobe Acrobat Document (300 KB)
from: https://registration.shramsuvidha.gov.in

What should Firefox do with this file?

○ Open with Adobe Reader (default) ▼
● Save File
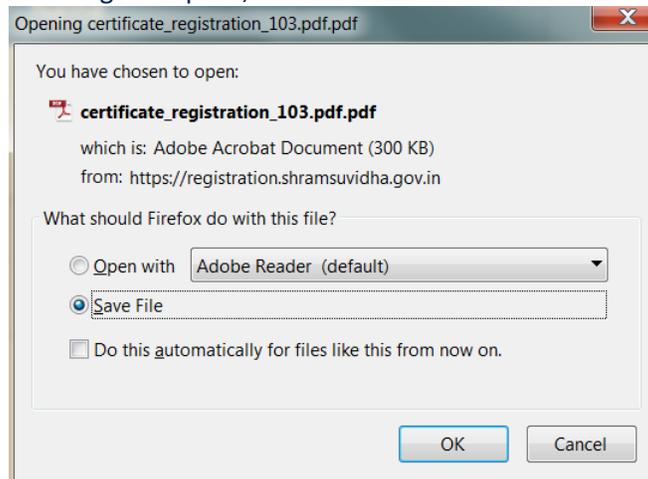☐ Do this automatically for files like this from now on.

OK   Cancel

Figure 5-11

➢ You can save the certificate to specific location. Saved Registration Certificate looks like:

Form I

(Under Rule 18(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971)

CERTIFICATE OF REGISTRATION FOR PRINCIPAL EMPLOYER

Registration Number: **CLRA/ALCNEWDELHI3/2018/R-2**   Date: **26-Apr-2018**

Government of India

Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) **HPI India 2018 Limited, 321, Somdutt Chamber II, Bikaji Cama Place, Delhi, South West Delhi, 110066**, through **Pradeep Kumar,(Manager)**

1. Nature of Work Carried on in the Establishment of Principal Employer: **Wholesale and retail sale of new vehicles passenger motor vehicles**

2. Details of Contractors

Sr. No	Names of Contractors	PAN/GSTIN/LIN Number	Mobile No. of Contractor	Email Id of Contractor	Nature of Work of the Contractor in which workman is employed or is to be employed
1	Contractor 101	0-0000-0000-0	9888888888	contrator101@gmail.com	Softwar Development

3. Maximum number of workmen to be employed through each contractor under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) on any day: **21**

4. Amount of Registration Fee: **INR 150 (Transaction Id :)**

Remarks of Registering Officer: -

eSign of Registering Officer

(Office name and Office Address of Registering officer)

Validity unknown

Digitally signed by Alok Kumar Bharti
Date: 2018.04.26 12:23:43 IST

... Registration Certificate granted by CLC(C) office through Shram Suvidha Portal.

Figure 5-12

Note: Information mentioned in above Certificate is for sample purpose. It does not contain any true information of any establishment.