

Unified Shram Suvidha Portal

User Manual for Employer under Building and Other Construction Workers (BOCW) Act-Version 1.0

For,
Ministry of Labour & Employment
Government of India



REVISION HISTORY

VERSION	REVISION DATE	REVISION BY	REVIEWED BY	DESCRIPTION	
1.0	30-April-2018	Pradeep Kumar	Sh. Santosh Mahur	Initial Copy	



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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 BOCW (Building and Other Construction Workers Act, and is intended for the use of Establishment /factory owners.

• Building and Other Construction Workers (BOCW) Act





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
- 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)

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
 - RESET to rearrange all the details you have written in login form



2.2 Forgot Password

Click Forgot Password in case of forgotten password

Enter the following details:

- Enter your User ID
- Verification Code
- Click Submit to submit the details
- Click Cancel to discard action



Figure 2-4

The following message will be displayed:

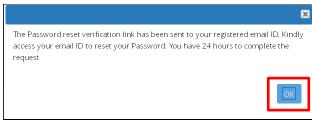


Figure 2-5



3 Dashboard

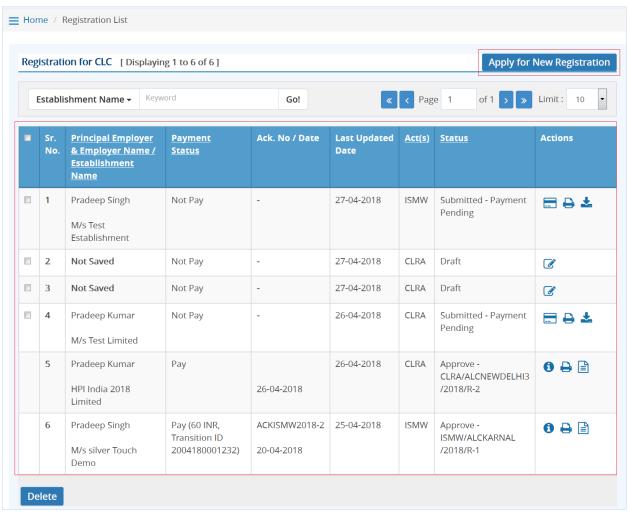
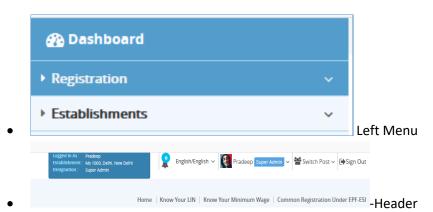


Figure 3-1

Dashboard displays:



• 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
 - (query) this icon will be displayed only if
 - o 🕒 (print) –click to print acknowledgement
 - (download attachments)- click download attachments
 - o (view) click to form
 - You can delete multiple rows by checking the checkbox and selecting button.

NOTE: YOU CANNOT DELETE FORM AFTER SUBMISSION.

3.1 New Registration

Click Apply for New Registration 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 Building and Other Construction Workers (BOCW) Act

Fill in following tabs to complete the Registration for Building and Other Construction Workers (BOCW) Act:

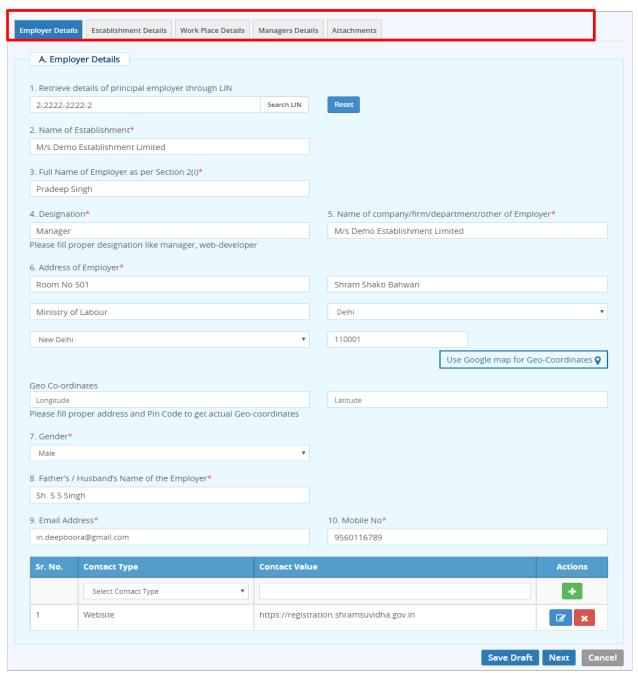


Figure 4-1

- Employer Details
- Establishment Details
- Manager Details
- Attachments



4.1 Employer Details

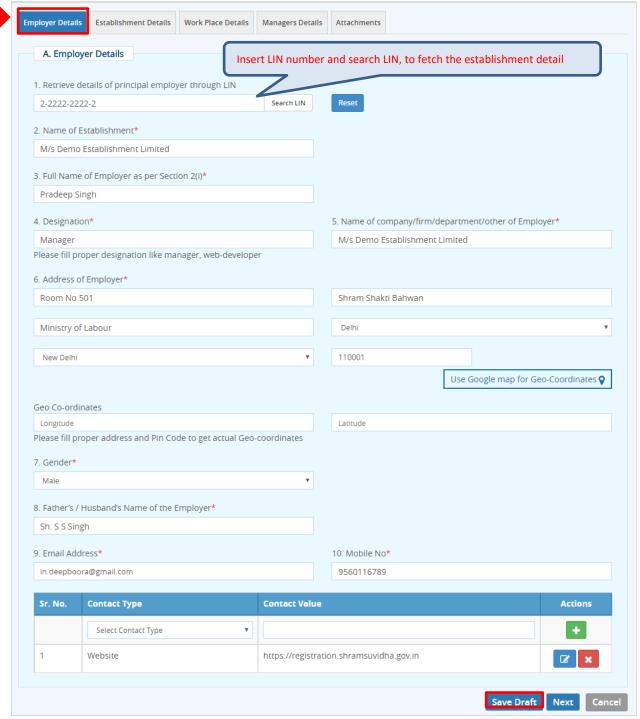


Figure 4-2



Enter following detail for BOWC Registration:

- Retrieve details of employer through LIN: Insert LIN number and click to fetch the establishment detail. Or you can enter the establishment detail manually
- Name of Establishment*: enter name of establishment
- Full Name of Employer as per Section 2(i)*: enter full name of employer
- Designation*: enter designation

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

- Name of company/firm/department/other of Employer*: enter name of the firm or department
- Address of Employer*: enter address of employer
- Geo Co-ordinates:
- ➤ Use Google map for Geo-Coordinates- click

 Use google map for Geo-Coordinates

 to ge latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map
- ➤ Gender*: enter gender
- Father's / Husband's Name of the Employer*: enter father's/husband's name
- 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 Workers to be employed in the Establishment on any day*- Enter maximum number of labour working in the establishment on any day
- Click 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	<u>Payment</u> <u>Status</u>	Ack. No / Date	Last Updated Date	Act(s)	Status	Actions
	1	Pradeep Kumar	Not Pay	-	26-04-2018	CLRA	Unsigned Draft	· 🕜 👁 🖺
		M/s Test Limited						

Figure 4-3



4.2 Establishment Details

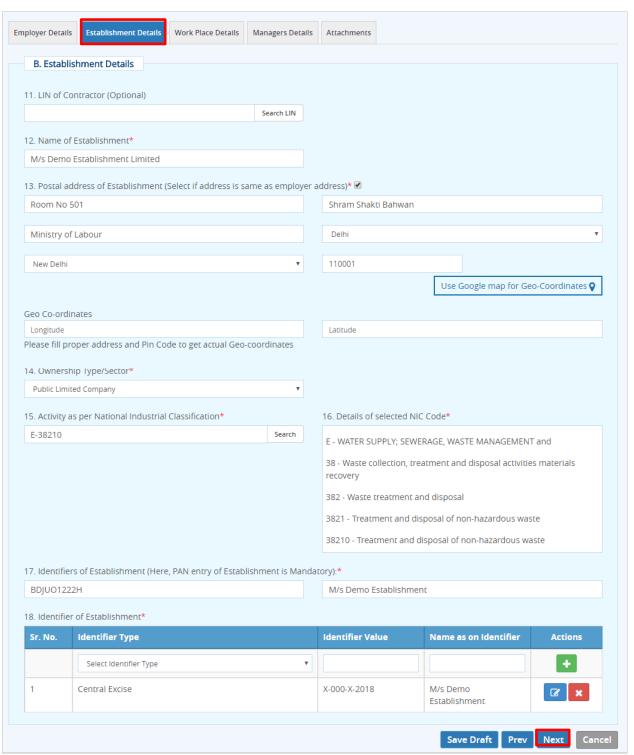


Figure 4-4



Enter following detail for Establishment:

- LIN of Contractor (Optional): 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
- Postal Address of Establishment: Select if address is same as employer address
- 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 fetch NIC code details,
- ➤ Details of selected NIC Code* will be displayed as shown below:



Figure 4-5

➤ Identifiers of Establishment (Here, PAN entry of Establishment is Mandatory):*enter establishment identifiers.

Note: PAN number is mandatory!

- Identifier of Establishment*
 - 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 Workspace Details

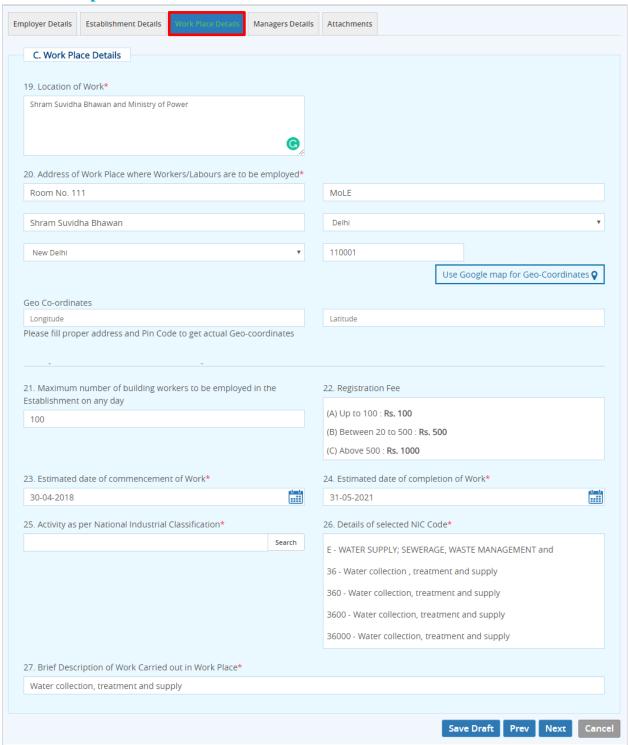


Figure 4-6

Enter following detail:

Location of Work*: enter work location



 Address of Work Place where Workers/Labour are to be employed*: enter address of the work location

Use google map for Geo-Coordinates to get latitude and longitude. Geo Co-ordinates- will be displayed on selecting Google map

- Designation* enter designation
- Please fill proper address and Pin Code to get actual Geo-coordinates
- Activity (Nature of BOC work) carried out by selected contractor: enter nature of the activity carried out
- Maximum number of building workers to be employed in the Establishment on any day: enter number of labour employed on any day of the month
- Registration Fee

o Up to 100: Rs. 100

o Between 20 to 500: Rs. 500

o Above 500: Rs. 1000

- Estimated date of commencement of Work*: select estimated date of commencement
- Estimated date of completion of Work*: select estimated date of completion of work
- Activity as per National Industrial Classification*: Enter activity as per National Industrial Classification
- Details of selected NIC Code*: detail of the NIC code will be fetched
- Brief Description of Work Carried out in Work Place*: enter brief description of the work carried out
- Click
 Save Draft or Next to continue with Manager detail



4.4 Manager Details

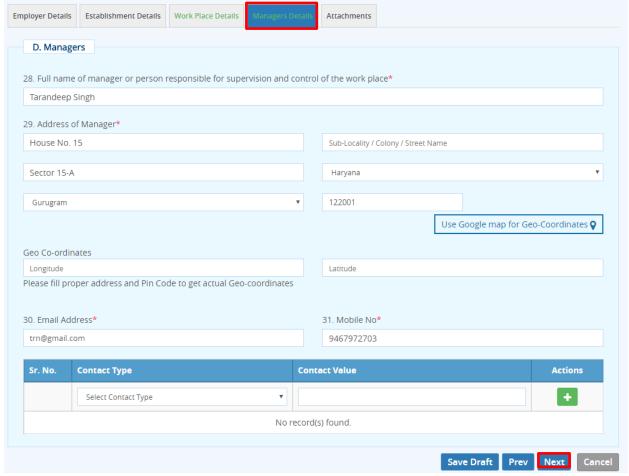


Figure 4-7

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.
 - Contact Type



- Contact Value
- 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

4.5 Attachments

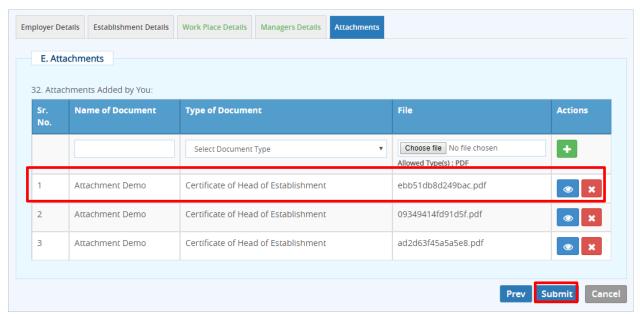


Figure 4-8

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.
 - Name of Document
 - Type of Document File
 - Actions- You can view or delete uploaded document by selecting or icons respectively

While filling Registration form you can navigate to other tabs selecting 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."



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.

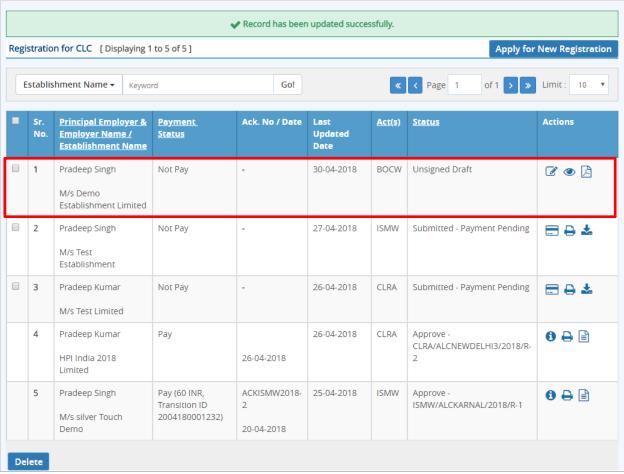


Figure 5-1

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:





Figure 5-2

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

- Click

 Cl
- > E-sign form opens. Enter you Aadhar Number;





Figure 5-3

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



Figure 5-4

> System displays message on submitting the OTP successfully!

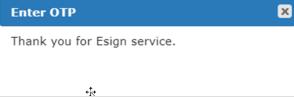


Figure 5-5



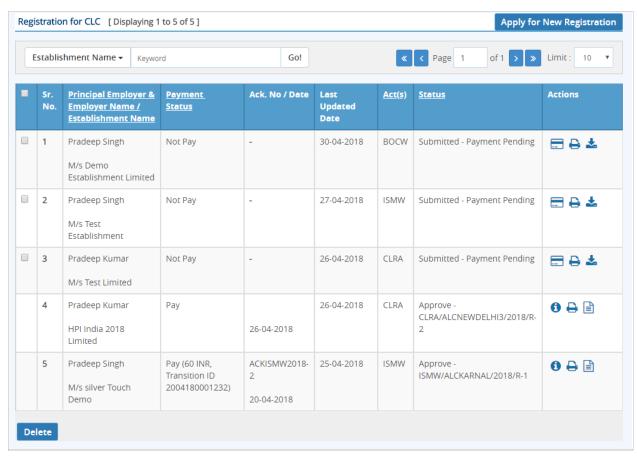




Figure 5-6

5.1 Payment



Figure 5-7

- > After e-Sign, you make applicable payment. Click (payment) to make payment.
- > System takes you to online payment screen:
- Registration information for BOCW 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 (acknowledgement) icon. Acknowledgement will be displayed

SHRAM SUVIDHA / श्रम सुविधा Ministry of Labour & Employment / श्रम पूर्व रोजगार मंत्रालय Government of India / भारत सरकार Application for Registration Under - Building and Other Construction Workers Act (BOCW)									
Acknowledgment No:- Application Submission Date: 30-04-2018									
(A) Employer Details									
Pradeep Singh - (M/s Demo Establishment Limited)									
Address: Room No 501 , Shram Shakti Bahwan, Ministry of Labour , New Delhi , Delhi - 110001									
Gender:	Male		Designation		on:	Manager		ENGENE ALK	
Longitude:			Lattitude:					Data Source: Online	
Email: in.dee		epboora@gmail.com		Mobile :		9560116789		Offiline	
Father's Name of Employer :	Sh. S	S S Singh		Company of Employer:		M/s Demo Establishment Limited			
E- Contact Type					Contact Value				
Website					https://registration.shramsuvidha.g	gov.in			
(B) Establishment Details									
M/s Demo Establishment Limited									
Address		Room No 501 , S	Shram Shakti Bahwan, I	Ministry of La	abour , New Delhi , Delhi - 110001				
Ownership Type/Sector :		Public Limited Company			National Industrial Classification	n:	E-38210		
PAN No:		BDJU01222H			Name as on PAN :		M/s Demo Establishment		
Longitude :					Lattitude:				
Identifier Type			Identifier Value		Name as on Ide		ntifier		
Central Excise			X-000-X-2018			M/s Demo Establishment			
(C) Work Place Details									
Shram Suvidha Bhawan and Ministry of Po	wer								
Address:		Room No. 111 , I	MoLE, Shram Suvidha I	Bhawan , Ne	w Delhi , Delhi - 110001				
Max. number of building workers to be employed in the Establishment on any day :		100			National Industrial Classification code :				
Commencement Date:		30-04-2018			Completion Date :		31-05-2021		
Longitude:					Lattitude :				
Brief Description:		Water collection, treatment and supply							
(D) Manager Details									
Tarandeep Singh									
Address:		House No. 15 , , Sector 15-A , Gurugram , Haryana -			- 122001				
Longitude :		1			Lattitude:				
		trn@gmail.com			Mobile :		9467972703		
E- Contact Type			Contact Value						
(E) Attachments									
Document Type			Document Name		Attachment Size		e		
Certificate of Head of Establishment			Attachment Demo			109.07 KB			
Certificate of Head of Establishment			Attachment Demo		109.07 KB		CB		
Certificate of Head of Establishment			Attachment Demo		109.07 KB				
(F) Controlling Authority									
Jurisdiction Submitted Area				ALC NEW DELHI II (ALCNEWDELHIII)					

Figure 5-8

You can download un-signed PDF by Download Signed PDF by buttons
Download Signed PDF by buttons



(Under Rule 24(1) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Central Rules, 1998)

CERTIFICATE OF REGISTRATION FOR EMPLOYER

Registration Number: BOCW/ALCNEWDELHI3/2018/R-2 Date: 30-Apr-2018

Government of India

Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under Sub-section (3) of section 7 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act,1996 (27 of 1996) to M/s Demo Establishment Limited, through Pradeep Singh (Manager), Room No 501, Shram Shakti Bahwan, Ministry of Labour, New Delhi, Delhi - 110001

1. LIN/PAN No. of Employer: BDJU01222H

2. Email Id of Employer: in.deepboora@gmail.com

3. Mobile No. of Employer: 9560116789

- Nature of building or the other construction work carried on in the establishment: Water collection, treatment and supply
- Maximum number of building and other construction (BOC) workers to be employed by employer under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996) on any day: 100
- Amount of Registration Fee: INR 100 (Transaction Id:)

Remarks of Registering Officer: -

eSign of Registering Officer

(Office name and Office Address of Registering officer)

Note: This is an online Registration Certificate granted by CLC(C) office through Shram Suvidha Portal.

Signature Not Verified

Digitally signed by Aldk Kumar Bharti Date: 2018.04.30 3:04:29 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:

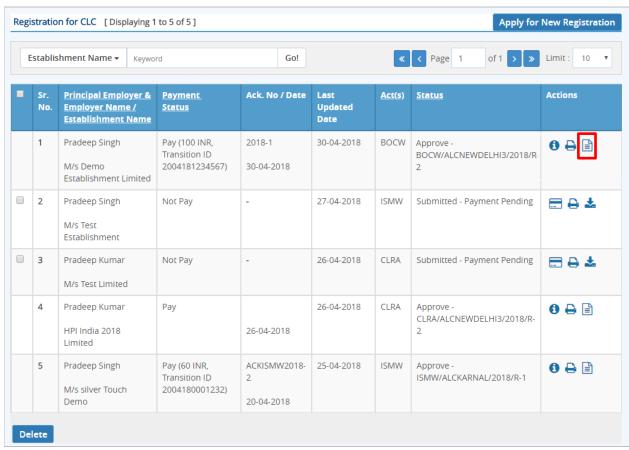


Figure 5-10

- > Select (download Registration Certificate) on dashboard
- File download dialog box opens;

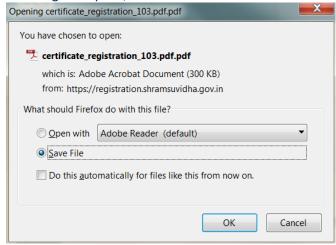


Figure 5-11

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



(Under Rule 24(1) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Central Rules, 1998)

CERTIFICATE OF REGISTRATION FOR EMPLOYER

Registration Number: BOCW/ALCNEWDELHI3/2018/R-2 Date: 30-Apr-2018

Government of India

Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under Sub-section (3) of section 7 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act,1996 (27 of 1996) to M/s Demo Establishment Limited, through Pradeep Singh (Manager), Room No 501, Shram Shakti Bahwan, Ministry of Labour, New Delhi, Delhi - 110001

1. LIN/PAN No. of Employer: BDJU01222H

2. Email Id of Employer: in.deepboora@gmail.com

3. Mobile No. of Employer: 9560116789

- Nature of building or the other construction work carried on in the establishment: Water collection, treatment and supply
- Maximum number of building and other construction (BOC) workers to be employed by employer under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996) on any day: 100
- Amount of Registration Fee: INR 100 (Transaction Id:)

Remarks of Registering Officer: -

eSign of Registering Officer

(Office name and Office Address of Registering officer)

Note: This is an online Registration Certificate granted by CLC(C) office through Shram Suvidha Portal.

Signature Not Verified

Digitally signed by Alok Kumar Bharti Date: 2018.04.30

Figure 5-12

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