

### Establishment Registration

This document provides the instructions for registration of establishment at Shram Suvidha Portal (USSP). By registering establishments at USSP they become LIN certified inspectable units. Establishment Owner/Representative can know the applicable Labour laws and file annual return for various Labour acts.

#### Establishment Owner/Representative

The establishment representative need to register himself at USSP through 'Create Shram Suvidha Account' link at Home page.

Once the representative is registered at USSP he shall login the portal to access the establishment represented by him at establishment dashboard.

The user may search LIN through 'know your LIN' option provided at Portal main page.

- If establishments LIN already exist, user needs to link the LIN with establishment through 'LINK Establishment' option at UWP dashboard.
- If no LIN exist user must create owned/represented establishments and request LIN from them through 'Establishment' option at UWP dashboard.

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#### ASSOCIATED ENFORCEMENT AGENCIES:

- 1 Office of the Chief Labour Commissioner (Central)
- 2 Directorate General of Mines and Safety.
- 3 Employees' State Insurance Corporation.
- 4 Employees' Provident Fund Organization.

### General Guidelines

The registration form for establishment can be accessed through 'ADD' option at establishment dashboard. You shall require internet connection for filling and submitting the completed form on Shram Suvidha portal.

As you progress submitting the form, system helps you to check if there are any errors in the data that you have entered. In case of errors, the form will show an error message and a mark will be shown above the respective field. You may correct the data and submit the form once again to clear the error.

All the fields in the form have a help text associated with them to ease out data filling. Please hover the mouse pointer over the fields to reveal the tool tip which will contain information about type of data to be filled-in as well as valid set of data for the field.

Field marked with \* are mandatory and needs to be filled in before a form can be submitted on Shram Suvidha portal. You may not be able to leave some of the field's blank in the e-Form. In case you wish not to enter data in a field, please input "NA" if it is a text/description field or a 0, if it is a numeric field.

#### Instructions to Fill Establishment Form

Please ensure that your Establishment is not already registered with Shram Suvidha Portal. If establishment is already registered, then choose Establishment option to link with your Account.

- I. Enter Establishment Name. This field is mandatory to be filled in.
- II. Enter the establishment address details. Address line1, state, district and pin code are mandatory for address.
- III. Specify establishment contact person details (option is provided to add multiple people):

## Guide to Shram Suvidha Portal

- Enter name of person (first name, middle name and last name), email id, mobile number.
- IV. Enter contact details of establishment giving information about email id, landline number (with STD codes), and mobile number. You can specify multiple contacts by using '+' button to add more fields. Similarly, if you want to remove a contact, you may use '-' button.
  - V. If registered with EPFO and ESIC provide their number.
  - VI. Enter CIN number.
  - VII. Enter Central Sales Tax (CST) Number.
  - VIII. If you are registered with DGMS provide the Mine Code.
  - IX. Specify registered phone number and this is mandatory field.
  - X. Select the NIC Code from drop down list.
  - XI. Enter the establishment set-up date.
  - XII. Enter the coverage date.
  - XIII. Indicate the establishment PAN Number.
  - XIV. Select the radio button "YES" to specify establishment is Factory. Select "No" if not factory.  
If option "YES" is selected, owner details are mandatory in Contact Persons field.
  - XV. Select radio button, "YES" to indicate establishment is involved in Hazardous activity. Select "NO" to specify otherwise.
  - XVI. Select radio button, "YES" to indicate establishment is seasonal. Select "NO" to specify otherwise.
  - XVII. Enter the number of works on contract (male, female) and regular (male, female) both.
  - XVIII. Enter website URL if any.
  - XIX. Briefly describe details about establishment.

Representative submits the complete form. After form submission LIN request will be processed for establishment.

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### ACTIVITIES AT SHRAM SUVIDHA :

- 1 Register into Shram Suvidha.
- 2 Add represented Establishments.
- 3 Apply for LIN.
- 4 Link Establishment with LIN.
- 5 File Annual Return for CLC(c) and DGMS.
- 6 View Inspection Report.
- 7 File Monthly Common Return for EPFO and ESIC.