

Government of Rajasthan

Labour Department

ScreenShot Tutorial

Application Procedure for Registration under all Labour Acts

(Procedure is illustrated for Registration/Licence for Rajasthan Shops & Commercial Establishment Act, 1958 only. For Registrations/Licences for Contractors & Principal Employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 , Registration of establishment under the Inter State Migrant workmen(RE&CS) Act, 1979 & their Renewals, the procedure is same)

Registration Procedure

1. Register on website - <https://sso.rajasthan.gov.in> (refer Fig. 1)

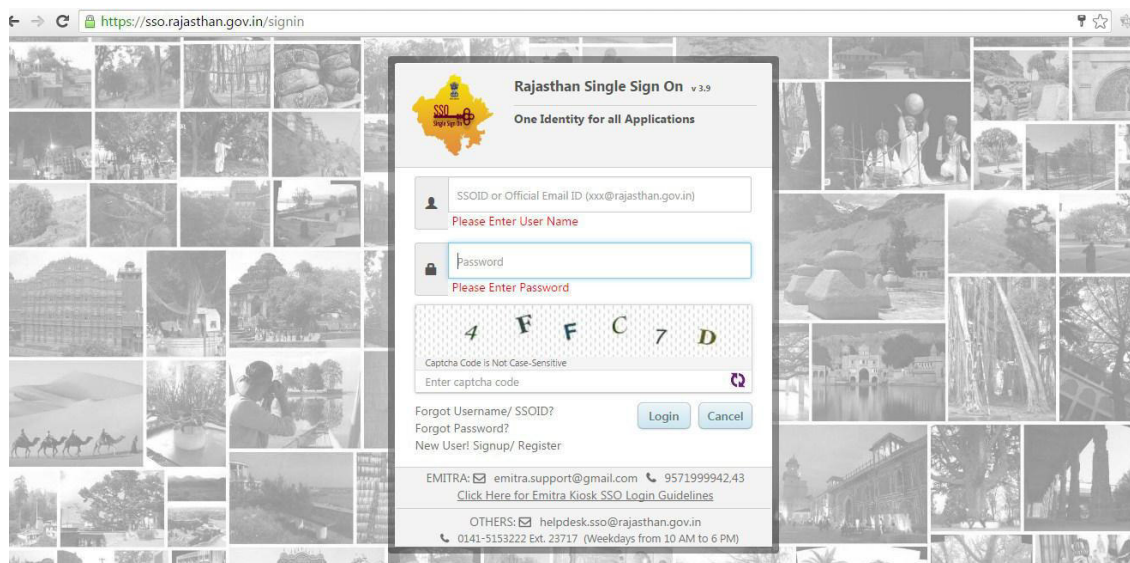


Fig. 1

- After login, click on LDMS icon for landing to Labour Department Management System (LDMS) (refer Fig. 2)



Fig. 2

- After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Rajasthan Shops and Commercial Establishments Act, 1958”. (refer fig. 3)



Fig. 3

4. Form will appear in the right pane, fill the form and attach required documents (refer fig.4)

The screenshot displays the Government of Rajasthan Department of Labour website. The page title is "Government of Rajasthan Department of Labour". The user is logged in as "Welcome, ashch pania (Citizen)". The date and time are "24/06/2016 2:28:10 PM". The page contains a navigation menu on the left with items like "BOW Welfare Board", "BOW Welfare Cells Details", "Cause List", "Establishment Registration", "Establishment Renewal", "Register Complaint", "Return Filing", "Self Certification Form", and "Standing Order Application". The main content area shows "Guidelines to fill the form" and "Form 1 (See Rule 3) Application for registration under The Shops and Commercial Establishments Act, 1958". The form is divided into "Part I" and "Part II". Part I includes fields for "1. Name of Establishment", "Postal Address of Establishment" (with sub-fields for "2. Plot No.", "3. Street", "4. Area", "5. City", "6. District"), and "Establishment Details" (with sub-fields for "7. Name of Owner", "8. Father's Name/Husband's Name", "9. Name of Manager (if any)", "10. Category of Establishment").

Fig. 4

- Submit the Form and LDMS application number will be generated. Keep it safe because it might be required later for retrieving/tracking the application status. (refer fig. 5 & 6)

Return Filing

Self Certification Form

Standing Order Application

Part II

14. Total no. of employees employed in Shop / Establishment

15. Whether any family member working in the establishment

16. Names of persons occupying position of management or employees engaged in confidential capacity

17. Rates of wages

18. Details of employees working in the establishment

19. Name of Place *

20. Please mention the weekly off day *

21. Employee Weekly Holidays

Attach Supporting Documents (Max Size : 450KB)

22. Photo ID (For e.g. PAN Card, Driving License, Aadhar Card, Passport) *

23. Declaration Form*

24. Address Proof of the Establishment *

25. Copy of Rent / Ownership *

26. Attach Form No. 1

27. Name of Applicant *

28. Mobile Number (Only 10 Digits) *

29. Registration Period *

30. Business Registration Number

Labour Office Detail

Labour Office

Submit Reset

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Fig. 5

DEPARTMENT OF LABOUR
GOVERNMENT OF RAJASTHAN

सत्यमेव जयते

Home Edit Profile Change Password yati sharma 9820444468:44 PM 100%

Registration/License

Register Complaint

Claim Filing

Request for Recovery

Standing Order Application

Return Filing

BOCW Welfare Board

BOCW Welfare Cess Details

Payment

Application Status

THANK YOU FOR THE DETAILS

After scrutiny, the office will intimate about the discrepancy, if any or for the deposit of fee amount, as the case may be.
Registration will be completed after payment confirmation.

Name of applicant yati sharma
Application number 49/2014/562730
Name of establishment Rubal Enterprises
Date of application submission 06/02/2014
Pre-fixed time required for checking discrepancy 15 Days

Print

Fig. 6

6. At the Department level, new registration application will be automatically assigned to concerned officer.
7. Concerned officer logs in to the system and views the application on his home screen as shown highlighted below: (refer fig. 7)

The screenshot displays the Government of Rajasthan Department of Labour web portal. The header includes the state emblem and the text "Government of Rajasthan Department of Labour". The user is logged in as "Gopal Lal Meena (Labour Inspector)". The main content area is titled "Registration" and features a table with the following data:

Application Number	Date of Application	Act Name	Name of Establishment	Application Status	Duration
SGFA/2016/17/5/1903	29-06-2016	Rajasthan Shops And Commercial Establishments Act, 1958	NEERA BEAUTY PARLOR & TRAINING CENTER	Pending at the level of Labour Inspector(G.M)	3 (days)

A left-hand navigation menu lists various system functions such as "BFMS", "BoCW Cess/Project Details", "Claim Under Quasi Judicial", and "Registration / Amendment / Renewal".

Fig 7

8. Upon clicking the application number following screen appears. If the officer finds everything all right, he can click “Payment” button for further processing. (refer fig. 8)

Government of Rajasthan
Department of Labour

Home | Edit Profile | Change Password | Welcome, Gopal Lal Meena (Labour Inspector) | 29/06/2016 2:40:06 PM | LOGOUT

Registration

Form 1 (See Rule 3)
Application for registration under The Shops and Commercial Establishments Act, 1958

Part I

1. Name of Establishment: NEERA BEAUTY PARLOR & TRAINING

Postal Address of Establishment

2. Plot No.: B-14 | 3. Street: SHANTI NAGAR
4. Area: GURJAR KI THADI | 5. Village / City: JAIPUR
6. District: Jaipur

Establishment Details

7. Name of Owner: NIRMLA | 8. Father's Name / Husband's Name: BAGHWAN SAHAI JAGARWAL
9. Name of Manager (if any): | 10. Category of Establishment: Shop
11. Date of starting the Shop/Establishment: 29/06/2016
12. Nature of Business: Beauty Parlour and Saloom

13(A). Please affix your photograph Here (Scanned photograph to be browsed and affixed)

13(B). Please Affix your Establishment Photograph along with employer here (Scanned Photograph To Be Browsed and Affixed)

Part II

14. Total no. of employees employed in Shop / Establishment: Male 0, Female 0, Child 0, Total 0
15. Whether any family member working in the establishment: Yes No
16. Names of persons occupying position of management or employees engaged in confidential capacity: Details of Persons
17. Rates of wages: Details of Rates of wages
18. Details of employees working in the establishment: Details of Employees

Form 7

19. Name of Place: Jaipur | 20. Please mention the weekly off day: Sunday

Form 15

21. Employee Weekly Holidays: Details of Employee weekly Holidays

View Supporting Documents

22. Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport): View Photo ID
23. Affidavit: View Affidavit
24. Address Proof of the Establishment: View Address Proof
25. Copy of rent / ownership: View Copy of Rent
26. Attach Form No. 1: View Form No. 1
27. Photo of the owner of Establishment:
28. Photo of the Establishment:

29. Name of Applicant: NIRMLA
30. Mobile Number (Only 10 Digits): 9772143512
31. Registration Period: 3 Years
33. Business Registration Number:

Labour Office Detail

Labour Office: Jaipur

Buttons: Back, Clarification, Payment, Reject

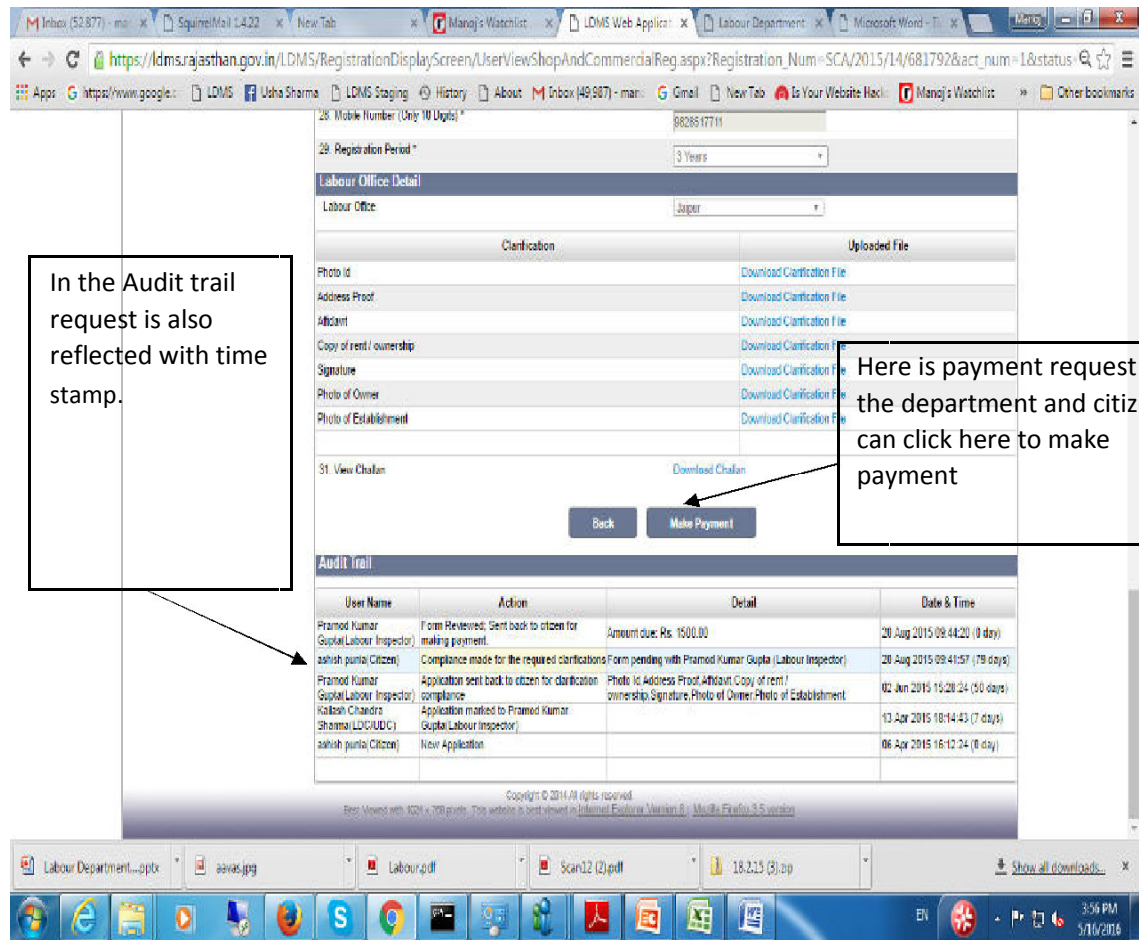
Audit Trail

User Name	Action	Details	Date & Time
Kailash Chandra Sharma(LDC/JDC)	Application marked to Gopal Lal Meena(Labour Inspector)		29 Jun 2016 14:29:42 (0 day)
PANKAJ KHANDELWAL(Citizen)	New Application		29 Jun 2016 10:57:45 (0 day)

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Fig. 8

9. If submitted application and attached documents are correct, you'll immediately receive the SMS/e-mail on your registered mobile number and registered email account for e-payment of prescribed fees. User can also see the fee detail in the audit trail after clicking on the application number on his dashboard. The User can make e-payment by clicking on "Make payment" button as shown on the Fig. Below (refer fig. 9)



In the Audit trail request is also reflected with time stamp.

Here is payment request from the department and citizen can click here to make payment

Fig. 9



Fig. 10

10. After paying the prescribed fees online, the applicant can download his Registration Certificate online, as shown below. (refer fig.11)

Government of Rajasthan
Department of Labour

Home Welcome, ashish.punia (Citizen) 25/06/2016 4:56:29 PM Back To SSO LOGOUT

Form 1 (See Rule 3)
Application for registration under The Shops and Commercial Establishments Act, 1958

Part I

1. Name of Establishment * MIS VOICESH PRINTING AND STATH

Postal Address of Establishment

2. Plot No. * D67, RAJJI KA GHIER 3. Street * NEAR KALE HANUMANJI KA MANDI

4. Area * CHANDI KI TAKSAL 5. City * JAIPUR

6. District * Jaipur

Establishment Details

7. Name of Owner * Mr. VIJAY AGARWAL 8. Father's Name/Husband's Name * LATE SHRI RAM GOPAL AGARWAL

9. Name of Manager (if any) 10. Category of Establishment * Shop

11. Date of starting the Shop / Establishment * 01/12/2015

12. Nature of Business * Stationary Shop

13(A). Please affix your photograph here (Scanned photograph to be browsed and affixed) *

13(B). Please Affix your Establishment Photograph along with employer here (Scanned Photograph To Be Browsed and Affixed) *

Part II

14. Total no. of employees employed in Shop / Establishment Male Female Child Total

15. Whether any family member working in the establishment Yes No

16. Names of persons occupying position of management or employees engaged in confidential capacity [Details Of Persons](#)

17. Rates of wages [Details Of Rates of wages](#)

18. Details of employees working in the establishment [Details Of Employees](#)

Form 7

19. Name of Place * Jaipur 20. Please mention the weekly off day * Sunday

Form 15

21. Employee (Week) Holidays [Details Of Employee weekly Holidays](#)

Attach Supporting Documents (Max Size : 450Kb)

22. Photo ID (For e.g. PAN Card, Driving License, Aadhar Card, Passport) * [New PhotoID](#)

23. Declaration Form * [New Declaration Form](#)

24. Address Proof of the Establishment * [New Address Proof](#)

25. Copy of Rent / Ownership * [New Copy of Rent](#)

26. Attach Form No. 1 [New Form No. 1](#)

27. Name of Applicant * Mr. VIJAY AGARWAL

28. Mobile Number (Only 10 Digits) * 9314449749

29. Registration Period * 5 Years

Labour Office Detail

Labour Office Jaipur

31. View Chaitan [Download Chaitan](#)

Payment Detail

Mode Of Payment Online

32. Receipt No. 1609099911002589 33. Amount 750.00

34. Date 24/06/2016 35. Bank Name SBI

[Download Certificate](#)

[Back](#) [Download Certificate](#) [Amend Data](#)

Audit trail

User Name	Action	Detail	Date & Time
ashish.punia(Citizen)	Payment done for Registration and Application Accepted	Payment has been successfully made using Online Service and Application Accepted	24 Jun 2016 18:00:40 (0 day)
Gopal Lal Meena(Labour Inspector)	Form Reviewed, Sent back to citizen for making payment.	Amount due: Rs. 750	24 Jun 2016 17:58:16 (0 day)
Kalish Chandra Sharma(LDC/SDC)	Application marked to Gopal Lal Meena(Labour Inspector)		24 Jun 2016 17:49:11 (0 day)
ashish.punia(Citizen)	New Application		24 Jun 2016 17:21:04 (0 day)

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Fig. 11

11. Certificate that will be downloaded from LDMS shall be as shown below. (refer fig. 12)


FORM - 3 Government of Rajasthan Department of Labour CERTIFICATE (See rule 4) Rajasthan Shops And Commercial Establishments Acts, 1958		
Registration No. :- SCA/2016/14/201836		
Name of Establishment :- M/S YOGESH PRINTING AND STATIONERY		
Name of Occupier/Employer :- Mr. VIJAY AGARWAL		
Father/Husband Name :- LATE SHRI RAM GOPAL AGARWAL		
Postal Address of Establishment :- 367, RAI JI KA GHER, NEAR KALE HANUMAN JI KA MANDIR, CHANDI KI TAKSAL, JAIPUR, Jaipur, Rajasthan		
Total Number of employees employed :- 0		
Weekly off Day :- Sunday		
Date of commencement of Business :- 11/12/2015		
Validity of Registration :- 31/12/2020		
It is hereby certified that the establishment Shop is registered under Rajasthan Shops And Commercial Establishments Acts, 1958 on 24 June 2016.		
 Seal	 Inspector	Rajasthan Shops And Commercial Establishments Acts, 1958
Printed on Date :- 25/06/2016		
Renewal Details <u>(No renewal details is available.)</u>		
This is merely a Registration Certificate and not License and it does not by itself bestow any legality on the structure or confer any right on the employer so far the date and time of existence of the structure in which this Shop/Establishment is located.		
<u>This is a computer generated certificate. You can verify this certificate on www.labour.rajasthan.gov.in</u>		

Fig. 12

12. Validity of this Certificate can be verified from
<http://labour.rajasthan.gov.in/> (refer fig. 13 & 14)

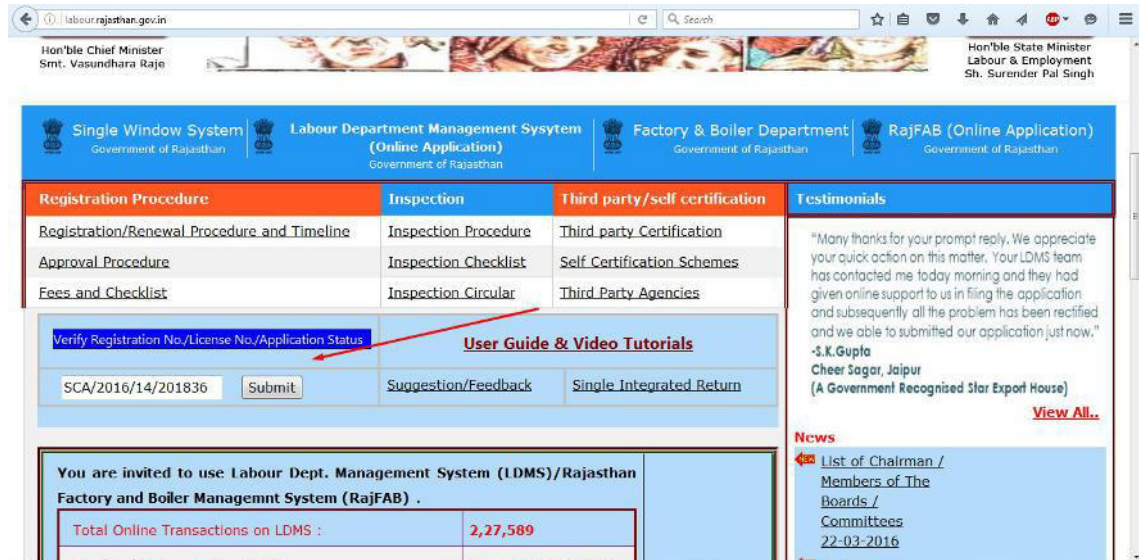


Fig. 13

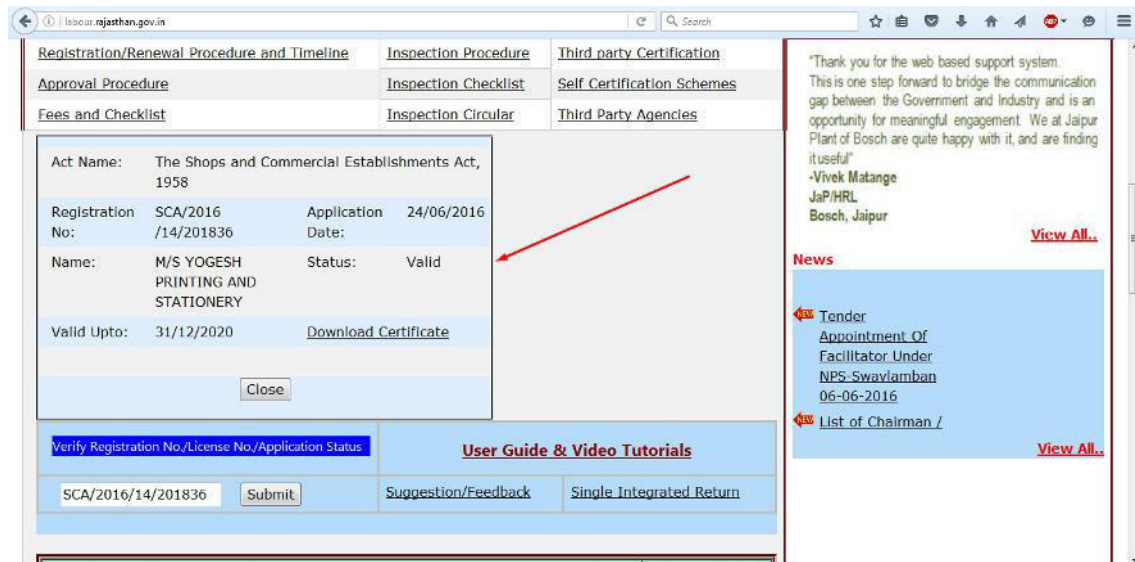


Fig. 14

Renewal Procedure

1. After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”. (refer fig. 15)



The screenshot shows a web browser window with the URL <https://ldms.rajasthan.gov.in/LDMS/Renewal/ListOfActs.aspx>. The page header features the Government of Rajasthan logo and the text "Government of Rajasthan Department of Labour". Below the header, there is a navigation menu with options like "Home", "Welcome, ashish punia (Citizen)", "29/06/2016 12:44:01 PM", "Back To SSO", and "LOGOUT". The main content area is titled "Renewal" and includes a dropdown menu for "Select Act" currently set to "The Shops and Commercial Establishments Act, 1958". Below this, there is a search instruction: "Search your records as per following criteria:-". There are two search criteria: "Registration No." with an input field, and "OR" followed by "District" with a dropdown menu set to "-- Select District --" and "Establishment Date" with an input field. A "Search" button is located at the bottom of the search criteria.

Fig. 15

2. After selecting the Act, provide the Registration Number and click the “Search” button. Search result appears, select it and proceed by clicking “Submit” button. (refer fig. 16)

OR

In case you don't have the Registration Number, registration details could be searched by selecting appropriate district and the establishment date. It might result in multiple records, user may select appropriate result and click “Submit” button. (refer fig. 16)



Fig. 16

3. Select the number of years for renewal and fill other data and submit the form. (refer fig. 17)

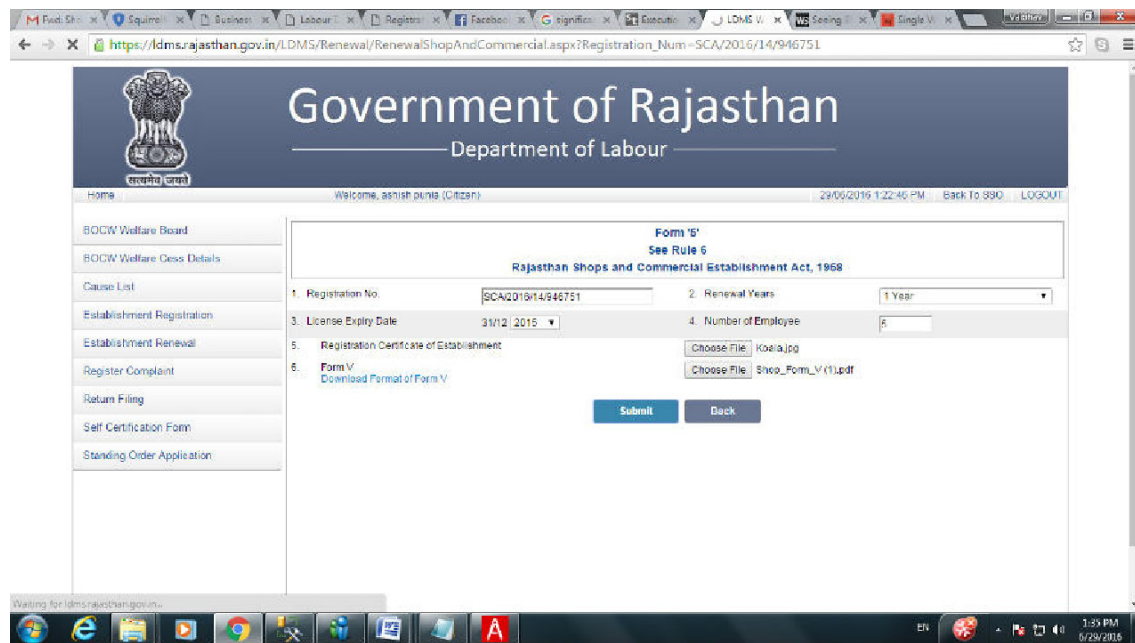


Fig. 17

4. Acknowledgement message appears as below (refer fig. 18)

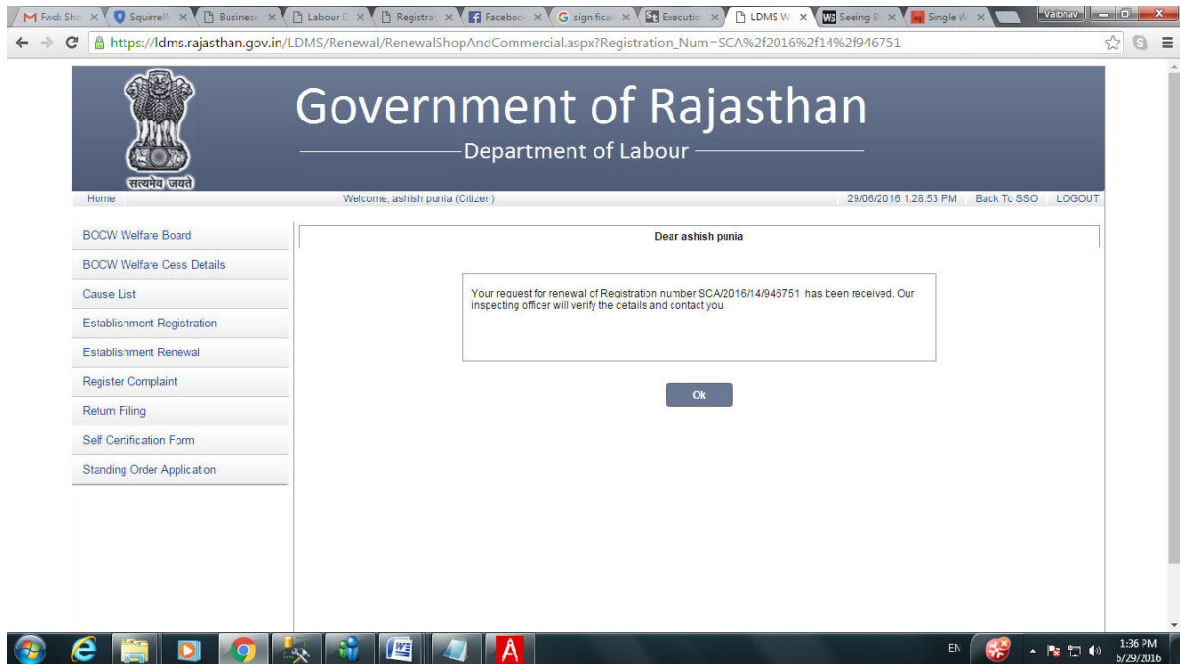


Fig. 18

5. At the Department level, new renewal application will be automatically assigned to concerned officer.

6. Concerned Officer when views the “Renewal” section in his login, the pending application is viewable as shown in fig below. (refer fig.19)

The screenshot displays the web interface of the Government of Rajasthan Department of Labour. The header includes the state emblem and the text "Government of Rajasthan Department of Labour". The user is logged in as "Gopal La Meena (Labour Inspector)" on "29/06/2016 1:42:11 PM". A left-hand navigation menu lists various services such as "BFMS", "DoCW Cess/Project Details", and "Renewal". The "Renewal" section is active, showing a table of pending applications.

Registration Number	Name of Establishment	Date of Renewal	Renewal Status
SCA201614104386	MIS GOVIND STORE	28-06-2016	Pending at the level of Labour Inspector(G M)
SCA20161410863421	MIS KAJAL STORE	28-06-2016	Pending at the level of Labour Inspector(G M)
SCA2016141251098	MIS A.A. ENTERPRISES	28-06-2016	Pending at the level of Labour Inspector(G M)
SCA2016141375904	MIS A.S. ENTERPRISES	28-06-2016	Pending at the level of Labour Inspector(G M)
SCA2016141287196	MIS G.S. ENTERPRISES	28-06-2016	Pending at the level of Labour Inspector(G M)
SCA2016141046751	MAHESH	29-06-2016	Pending at the level of Labour Inspector(G M)

Fig. 19

7. Upon clicking particular registration number following screen appears. If the officer finds everything all right, he can click “Request Payment” button for further proceeding. (refer fig. 20)

The screenshot displays the 'Renewal' page for a Shop & Commercial Act. The page title is 'Form 5' and 'See Rule 6' under the 'Rajasthan Shops and Commercial Establishment Act, 1958'. The 'Basic Details' section contains the following information:

1. Registration No.	SCA/2016/14/946751	2. Renewal Years	1 Year
3. License Expiry Date	31/12/2015	4. Number of Employee	5
5. Registration Certificate of Establishment	View Registration Certificate		
7. Form V	View Form V		

Below the details are buttons for 'Back', 'Clarification', 'Request for Payment', and 'View Registration Details'. The 'Audit Trail' table below shows the following records:

User Name	Action	Detail	Date & Time
Kailash Chandra Sharma(LDCIUDC)	Application marked to Gopal Lal Meena(Labour Inspector)		29 Jun 2016 13:41:30 (0 day)
ashish punia(Citizen)	Request for Renewal		29 Jun 2016 13:28:52 (1 day)
Gopal Lal Meena(Labour Inspector)	Form Reviewed, Sent back to citizen for making payment	Amount due: Rs. 300.00	28 Jun 2016 17:27:07 (0 day)
Kailash Chandra Sharma(LDCIUDC)	Application marked to Gopal Lal Meena(Labour Inspector)		28 Jun 2016 17:12:10 (0 day)
ashish punia(Citizen)	New Application		28 Jun 2016 16:39:14 (0 day)

Fig. 20

8. Upon processing “Request Payment” option, following screen appears(refer fig. 21)

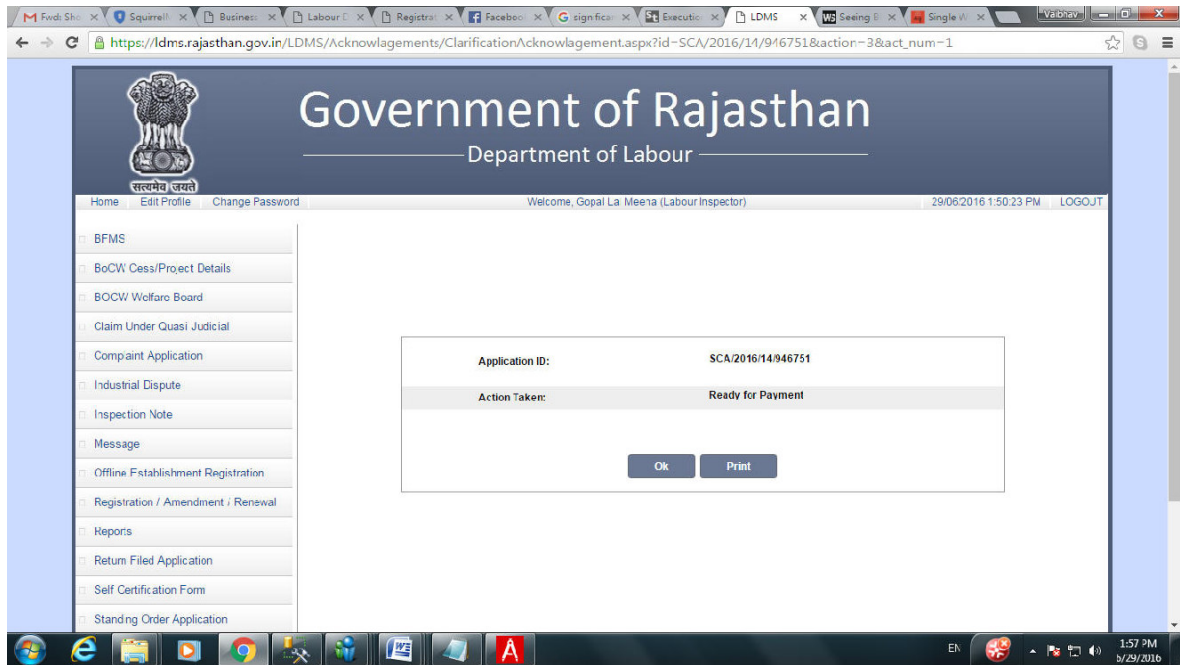


Fig. 21

9. Citizen logs into the system and views the status of his applications. The above approved and payment pending application becomes visible as shown highlighted in the figure below. (refer fig. 22)

The screenshot shows the Government of Rajasthan Department of Labour website. The page title is "Government of Rajasthan Department of Labour". The URL is "https://ldms.rajasthan.gov.in/LDMS/Registration/Amendment/ViewApplications.aspx". The page displays a list of applications with the following columns: Application No., Date, Act Name, Service Type, Application Status, and Duration. The application with ID SCA/2016/14/946751 is highlighted in blue, indicating it is "Payment Required Pending at the level of citizen".

Application No.	Date	Act Name	Service Type	Application Status	Duration
CLC/2016/14/15739	29 Jun 2016	Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)	Registration	Accepted	0 (Days)
SCA/2016/14/201836	29 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Renewal	Payment Required, Pending at the level of citizen	0 (Days)
SCA/2016/14/946751	29 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Renewal	Payment Required Pending at the level of citizen	0 (Days)
CLC/2016/14/913208	28 Jun 2016	Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)	Registration	Rejected	1 (Days)
CLC/2016/14/051968	28 Jun 2016	Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)	Registration	Rejected	1 (Days)
SCA/2016/14/29470	28 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Registration	Pending at the level of Labour Inspector(A J)	1 (Days)
SCA/2016/14/746209	28 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Registration	Pending at the level of Labour Inspector(A J)	1 (Days)
SCA/2016/14/946751	28 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Registration	Accepted	1 (Days)
SCA/2016/14/614089	27 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Registration	Accepted	2 (Days)
SCA/2016/14/201836	24 Jun 2016	Rajasthan Shoos And Commercial Establishments Acts, 1958	Registration	Accepted	5 (Days)
CLPE/2016/14/51551E	30 Mar 2016	Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer)	Registration	Accepted	91 (Days)
CLPE/2016/14/51551E	30 Mar 2016	Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer)	Registration	Accepted	91 (Days)

Fig. 22

10. Citizen clicks on the specific registration number and initiates the payment process by clicking the “Make Payment” as shown below. Fees shall be calculated according to the number of years for which registration renewal is desired. Make the payment and the establishment’s registration shall be renewed for the period desired. (refer fig. 23 & 24)

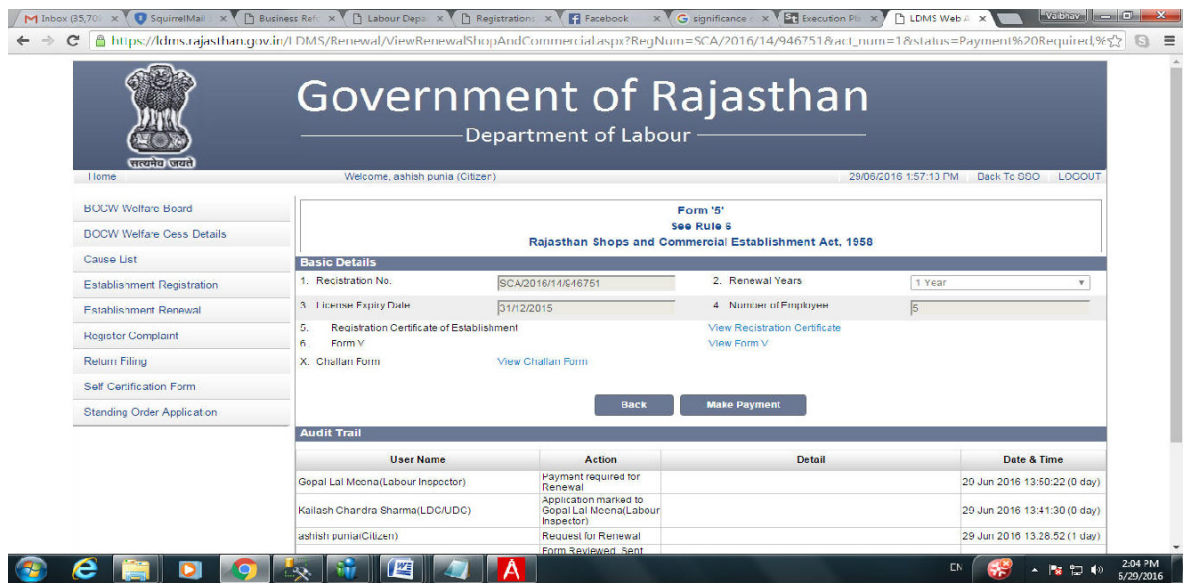


Fig. 23

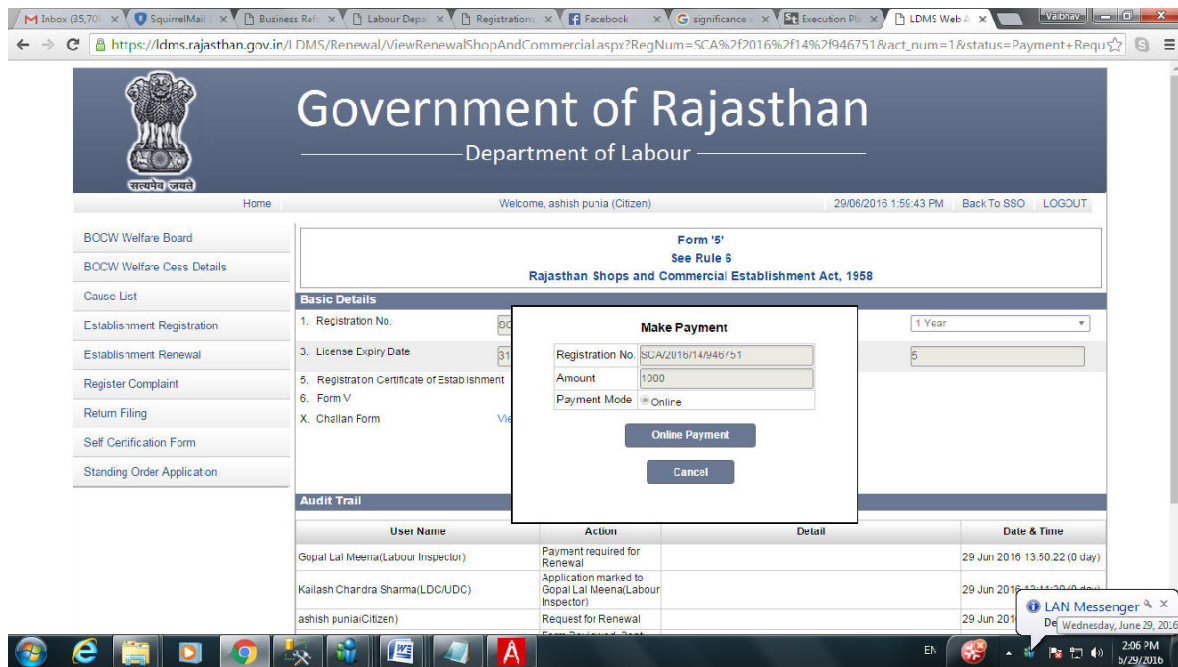


Fig. 24

11. Citizen is taken to the payment gateway, where he could make the payment as shown in figure below (refer fig.30)

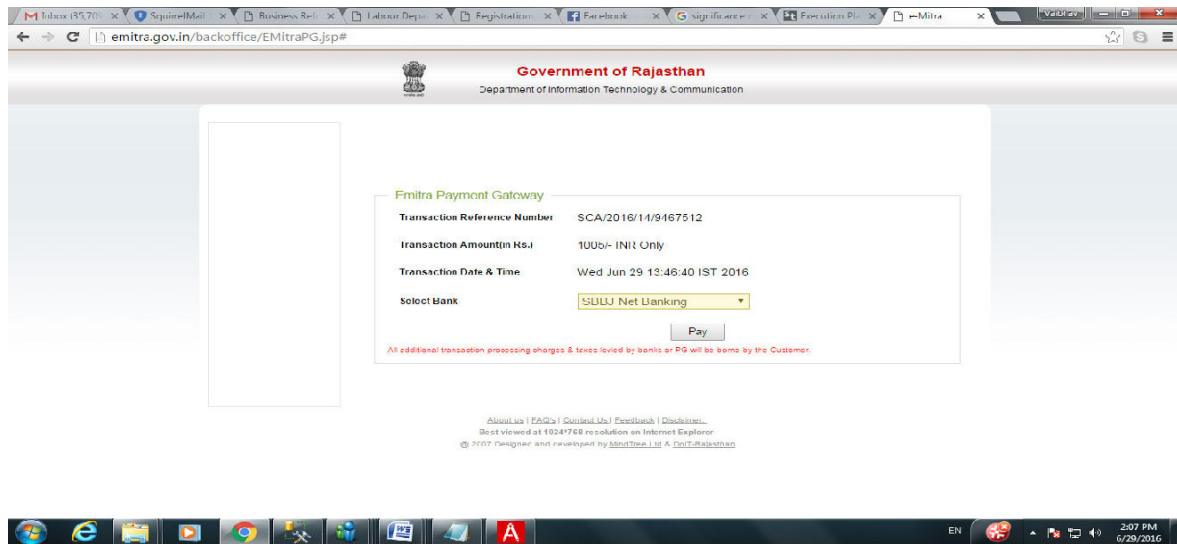


Fig. 25

13. After the payment of fees, the registration shall be renewed for the desired period. The certificate could be downloaded in the same manner as in the case of Registration.