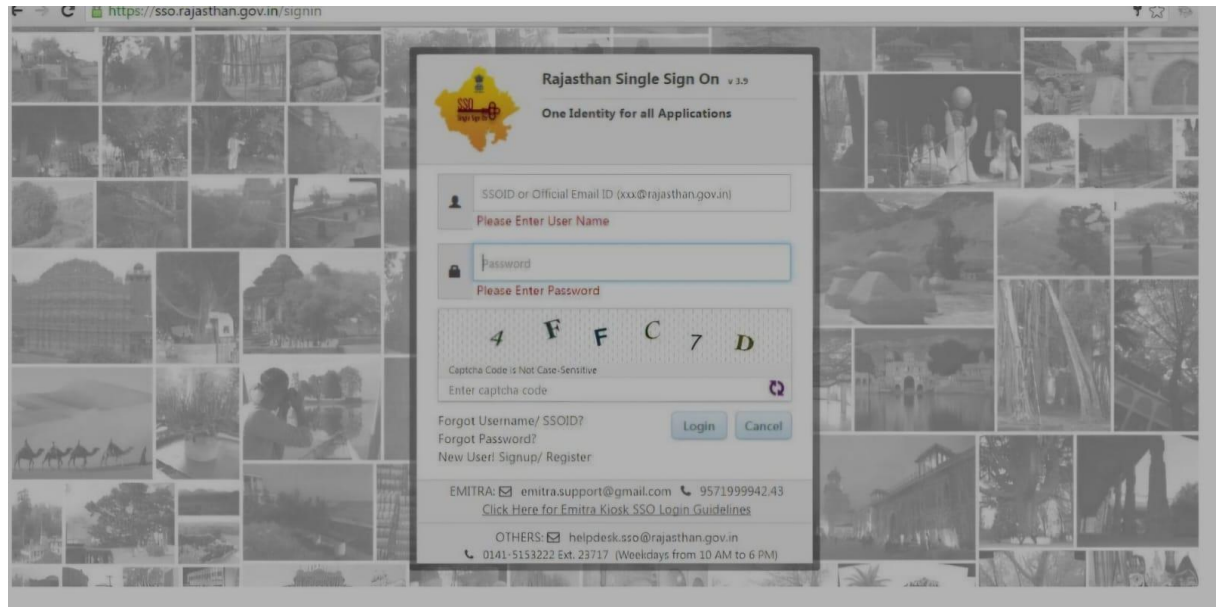


USER MANUAL SERVICE—

Registration under The Shops
and Establishment Act
(including 365 days license)

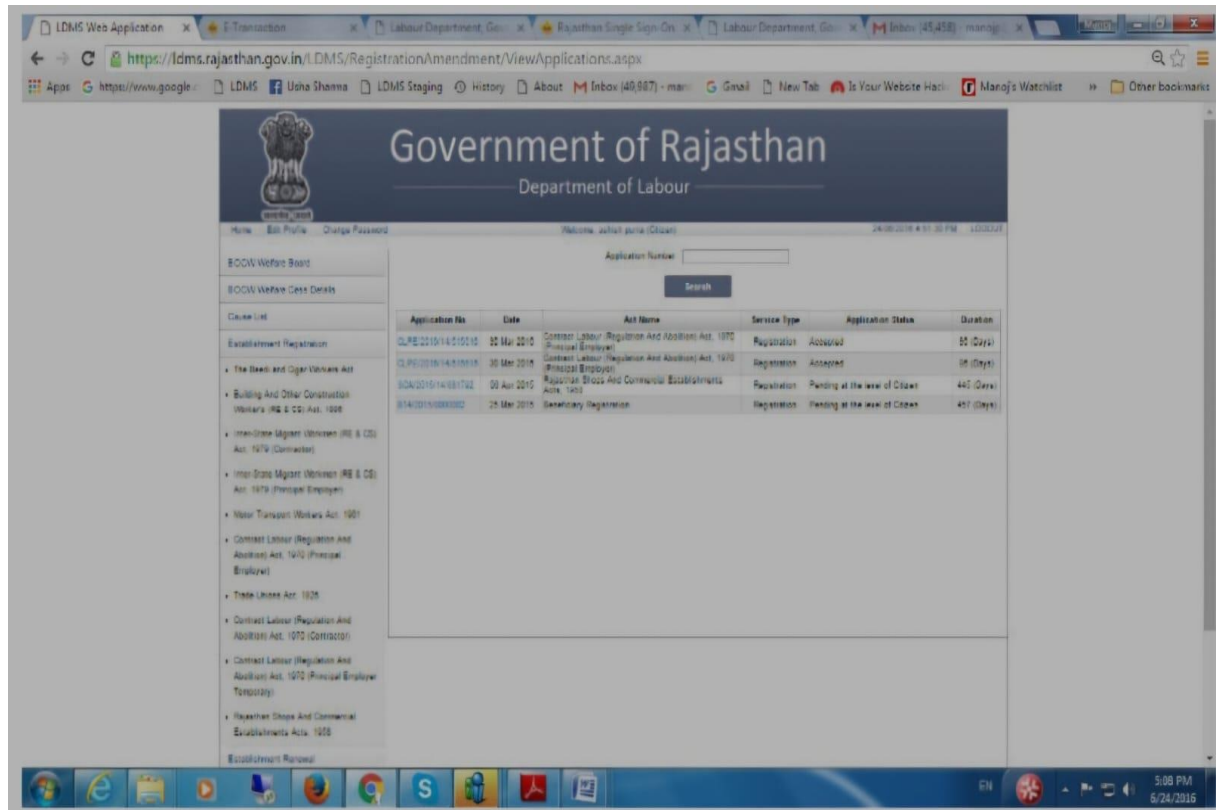
1. Register on website - <https://sso.rajasthan.gov.in>



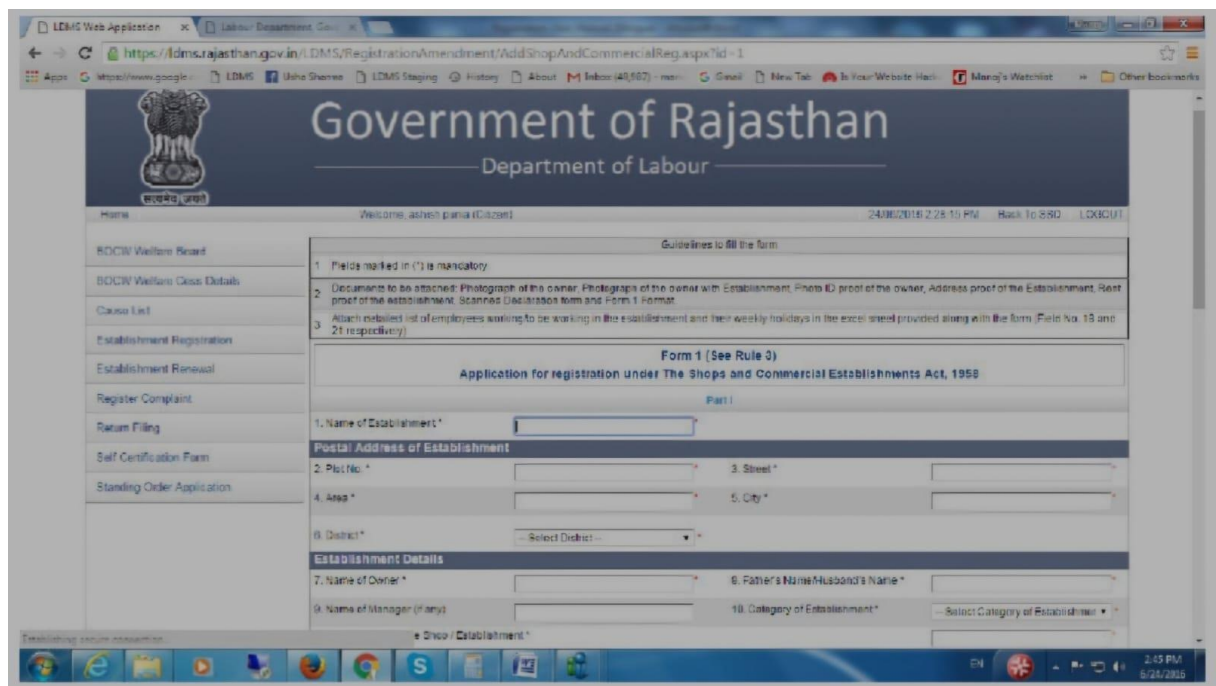
2. After login, click on LDMS icon for landing to Labour Department Management System (LDMS)



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



4. Form will appear in the right pane, fill the form and attach required Documents



5. Submit the Form and LDMS application number will be generated. Keep it safe because it might be required later for retrieving application status.

The screenshot shows a web form titled 'Return Filing' with a sidebar menu containing options like 'Self Certification Form' and 'Standing Order Application'. The main form area is divided into sections: 'Part 6' (Total no. of employees, gender distribution, family members), 'Part 7' (Names of management/employees, rules of wages, employee details), 'Part 15' (Employee Weekly Holidays), and 'Attach Supporting Documents (Max Size : 450KB)'. Documents listed include Photo ID, Declaration Form, Address Proof, Copy of Rent/Ownership, Affidavit Form No. 1, Name of Applicant, Mobile Number, and Registration Permit. At the bottom, there are 'Submit' and 'Reset' buttons.

Fig. 5

The screenshot shows the website of the Department of Labour, Government of Rajasthan. The user is logged in as 'yali sharma'. A green message says 'THANK YOU FOR THE DETAILS'. Below it, a box contains the text: '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.' A table lists the following details: Name of applicant, Application number, Name of establishment, Date of application submission, and Pre-fixed time required for checking discrepancy. A 'Print' button is located below the table. The left sidebar contains a menu with items like 'Registration/License', 'Register Complaint', 'Claim Filing', 'Request for Recovery', 'Standing Order Application', 'Return Filing', 'BOCW Welfare Board', 'BOCW Welfare Cess Details', 'Payment', and 'Application Status'.

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:



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.

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)" on 29/05/2016 at 2:40:08 PM. The left sidebar contains various menu items such as "BFMS", "BoCW Cess/Project Details", "BOCW Welfare Board", "Claim Under Quasi Judicial", "Complaint Application", "Industrial Dispute", "Inspection Note", "Message", "Offline Establishment Registration", "Registration / Amendment / Renewal", "Reports", "Return Filed Application", "Self Certification Form", and "Standing Order Application".

The main content area is titled "Registration" and shows "Form 1 (See Rule 3) Application for registration under The Shops and Commercial Establishments Act, 1958". The form is divided into several sections:

- Part I:** Includes fields for "1. Name of Establishment", "2. Plot No.", "3. Street", "4. Area", "5. Village / City", and "6. District".
- Postal Address of Establishment:** A section for providing the establishment's address.
- Establishment Details:** Includes fields for "7. Name of Owner", "8. Father's Name / Husband's Name", "9. Name of Manager (if any)", "10. Category of Establishment" (set to "Shop"), "11. Date of starting the Shop/Establishment" (29/05/2016), and "12. Nature of Business" (Beauty Parlour and Saloom).
- 13(A):** A section for affixing the applicant's photograph.
- 13(B):** A section for affixing the establishment photograph along with the employer.
- Part II:** Includes fields for "14. Total no. of employees employed in Shop / Establishment" (with sub-fields for Male, Female, Child, and 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", "17. Rates of wages", and "18. Details of employees working in the establishment".
- Form 7:** Includes fields for "19. Name of Place" (Jaipur) and "20. Please mention the weekly off day" (Sunday).
- Form 15:** Includes a field for "21. Employee Weekly Holidays".
- View Supporting Documents:** A list of documents to be uploaded, including Photo ID, Affidavit, Address Proof, Copy of rent/ownership, Attach Form No. 1, Photo of the owner of Establishment, and Photo of the Establishment.
- Check the box for Clarification:** A section for providing clarifications on the supporting documents.
- Labour Office Detail:** Includes a field for "Labour Office" (Jaipur).

At the bottom of the form, there are four buttons: "Back", "Clarification", "Payment", and "Reject". Below the form is an "Audit Trail" table with columns for "User Name", "Action", "Details", and "Date & Time".

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

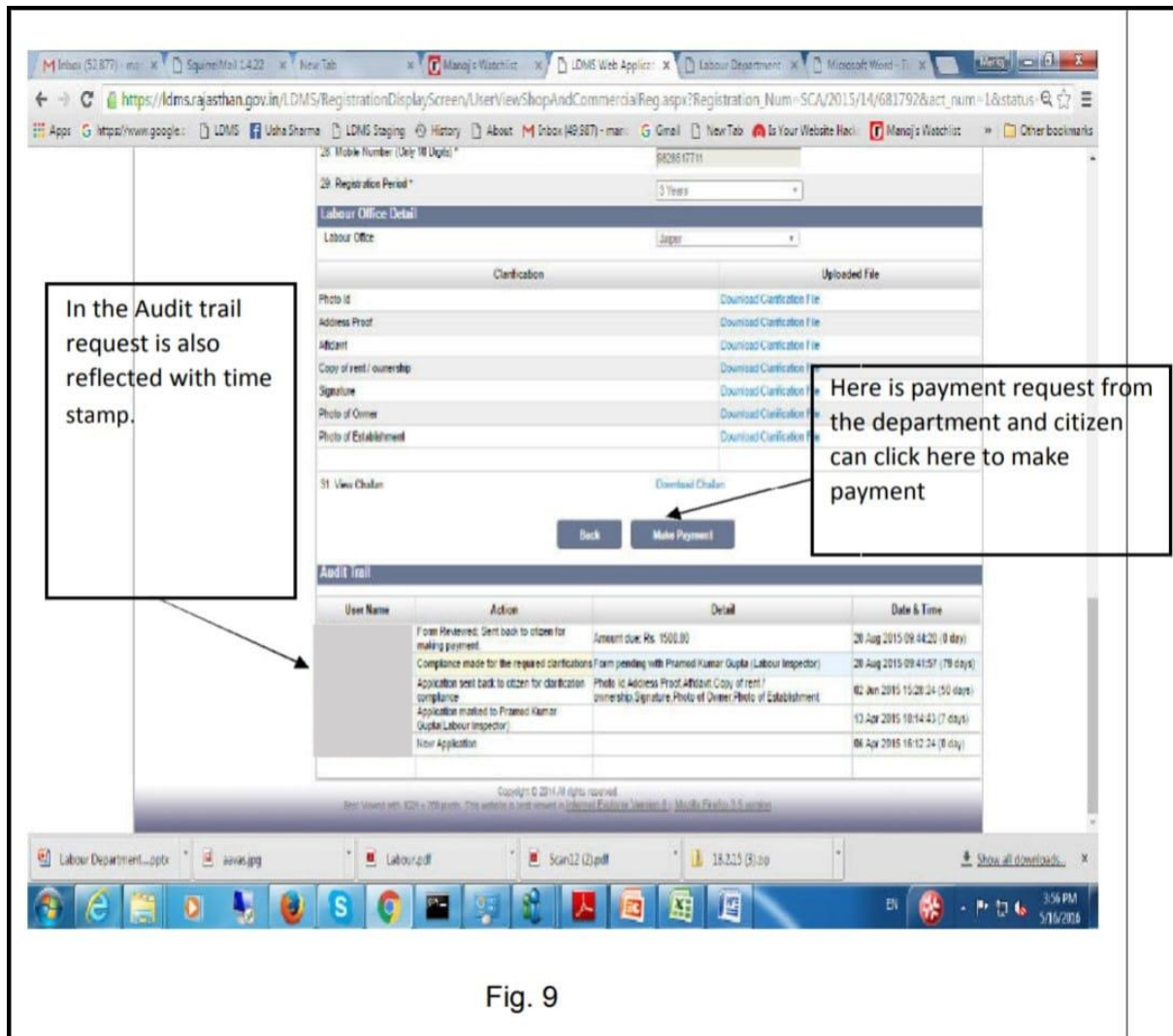


Fig. 9

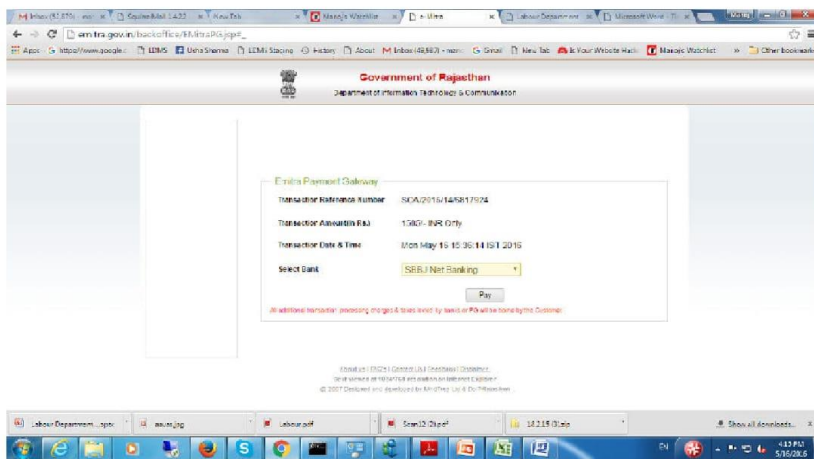


Fig. 10

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.ponia (Citizen) | 25/06/2016 4:58:29 PM | Back To GO | LOGOUT

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

Part I

1. Name of Establishment * [Text Field]

Postal Address of Establishment

2. Plot No. * [Text Field] | 3. Street * [Text Field]

4. Area * [Text Field] | 5. City * [Text Field]

6. District * [Text Field]

Establishment Details

7. Name of Owner * [Text Field] | 8. Father's Name/Husband's Name * [Text Field]

9. Name of Manager (if Any) [Text Field] | 10. Category of Establishment * [Dropdown: Shop]

11. Date of starting the Shop / Establishment * [Text Field: 31/12/2015]

12. Nature of Business * [Text Field]

13(A). Please affix your photograph here (Scanned photograph to be cropped and affixed) * [Image Placeholder]

13(B). Please Affix your Establishment Photograph along with employer here (Scanned Photograph To Be Cropped and Affixed) * [Image Placeholder]

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 * [Dropdown: Jaipur] | 20. Please mention the weekly off day * [Dropdown: Sunday]

Form 15

21. Employee Weekly 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 * [Text Field]

28. Mobile Number (Only 10 Digits) * [Text Field]

29. Registration Period * [Dropdown: 5 Years]

Labour Office Detail

Labour Office [Dropdown: Jaipur] | Download Chabtar

31. View Chabtar

Payment Detail

Mode Of Payment: Online

32. Receipt No. [Text Field] | 33. Amount | 750.00

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

[Back] [Download Certificate] [Amend Data]

Audit trail

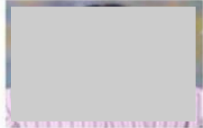
User Name	Action	Detail	Date & Time
	Payment done for Registration and Application Accepted	Payment has been successfully made using Online Service and Application Accepted	24 Jun 2016 18:00:40 (0 day)
	Form Reviewed, Sent back to citizen for making payment	Amount due: Rs. 750	24 Jun 2016 17:56:16 (0 day)
	Application marked to Gopal Lal (Neeral Labour Inspector)		24 Jun 2016 17:49:11 (0 day)
	New Application		24 Jun 2016 17:21:04 (0 day)

Copyright © 2014 All rights reserved.
Viewed with: 1204 x 760 pixels. This website is best viewed in Microsoft Edge/Version 11. Mozilla Firefox 3.5 version

Fig. 11


11. Certificate that will be downloaded from LDMS shall be as shown below.

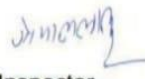
FORM - 3
Government of Rajasthan
Department of Labour
CERTIFICATE
(See rule 4)
Rajasthan Shops And Commercial Establishments Acts, 1958



Registration No. :- SCA/2016/11/001000
Name of Establishment :- [REDACTED]
Name of Occupier/Employer :- [REDACTED]
Father/Husband Name :- [REDACTED]
Postal Address of Establishment :- [REDACTED],
[REDACTED]
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
(No renewal details is available.)

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.

This is a computer generated certificate. You can verify this certificate on www.labour.rajasthan.gov.in

Fig. 12

12. Validity of this Certificate can be verified from

<http://labour.rajasthan.gov.in/>

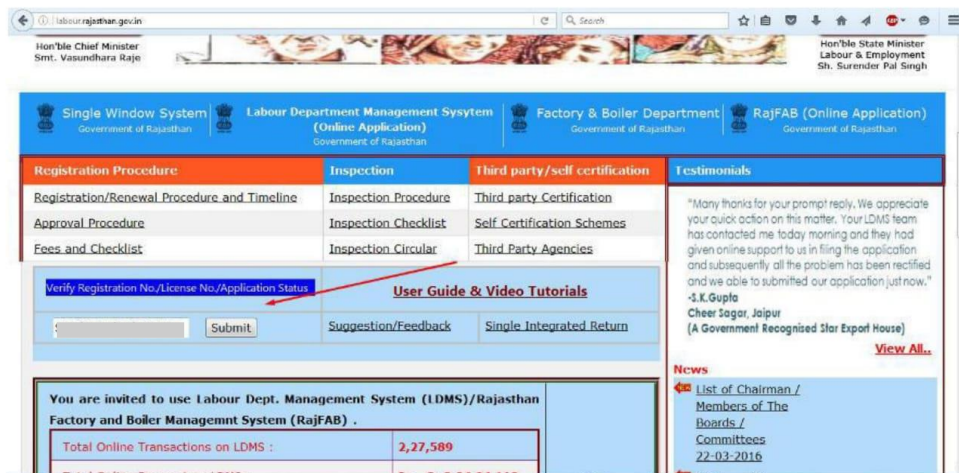


Fig. 13

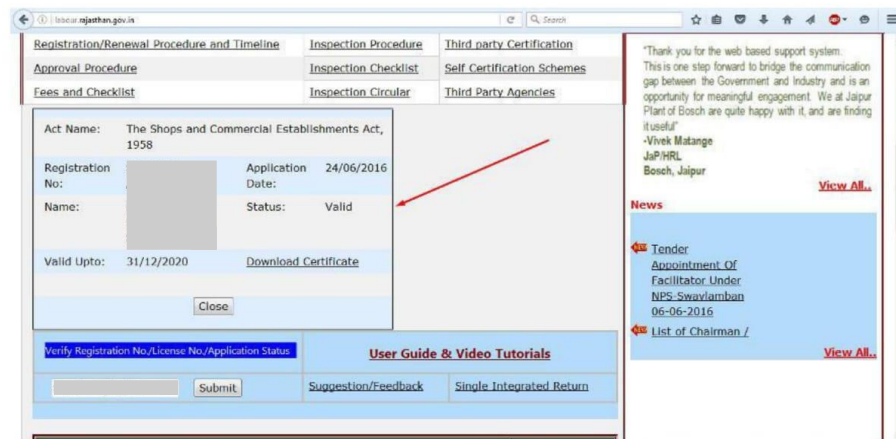


Fig. 14

Renewal Procedure

1. After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”.

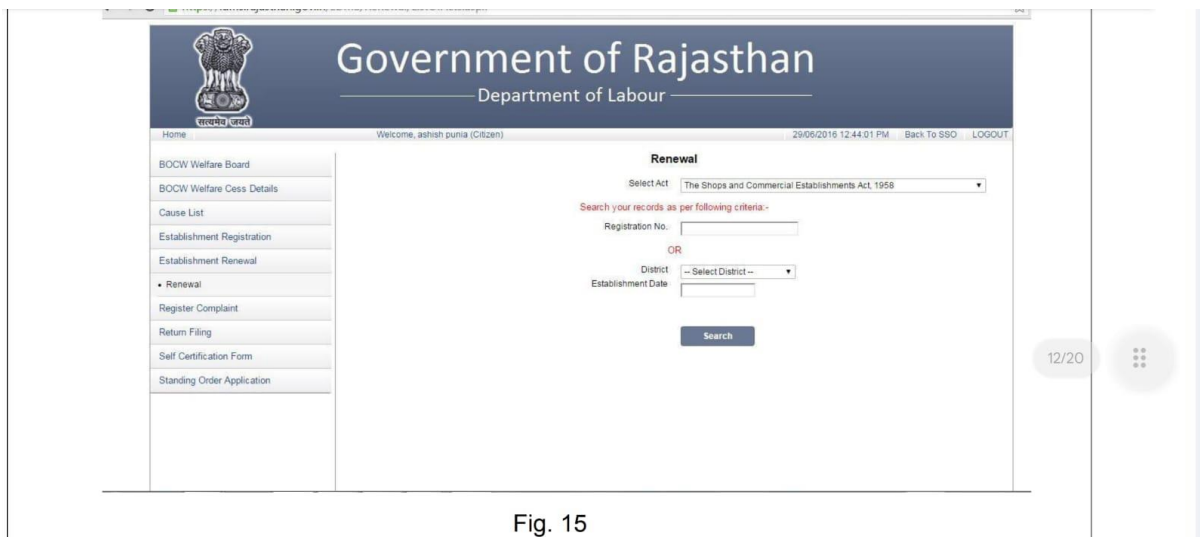


Fig. 15

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.



Fig. 16

3. Select the number of year for renewal and fill other data and submit the form.

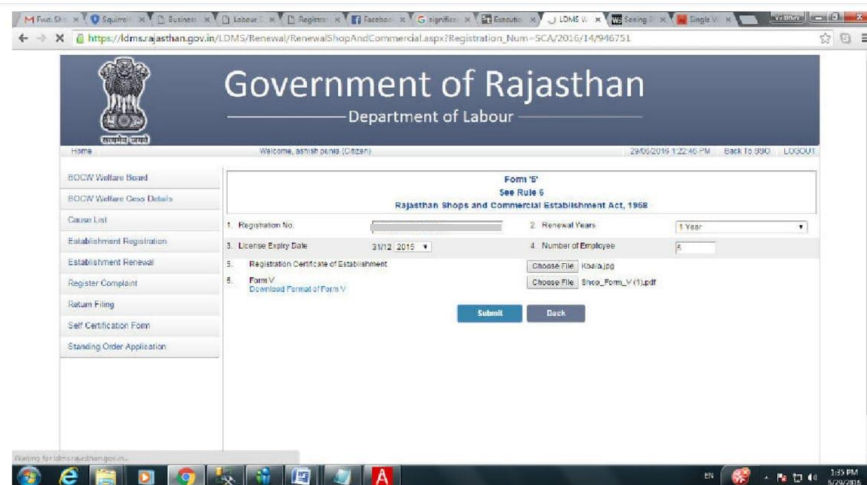


Fig. 17

4. Acknowledgement message appears as below.

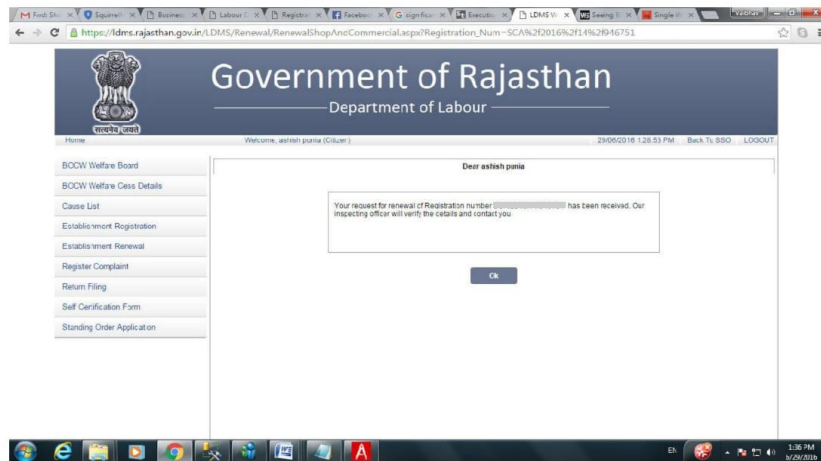


Fig. 18

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.

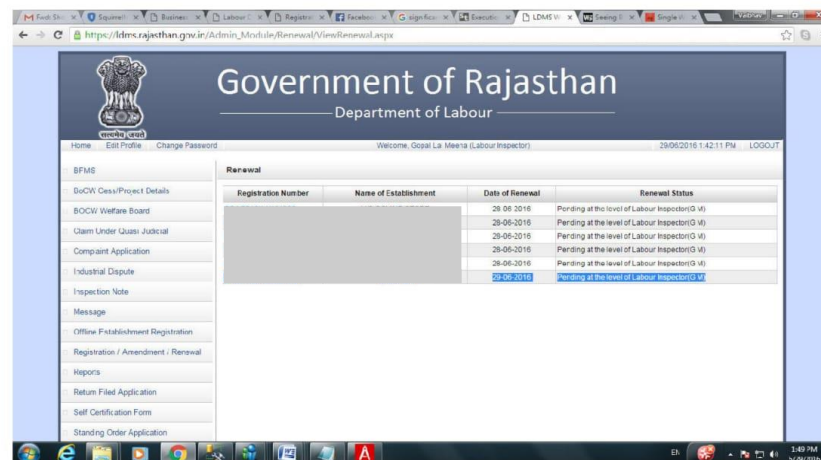


Fig. 19

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.

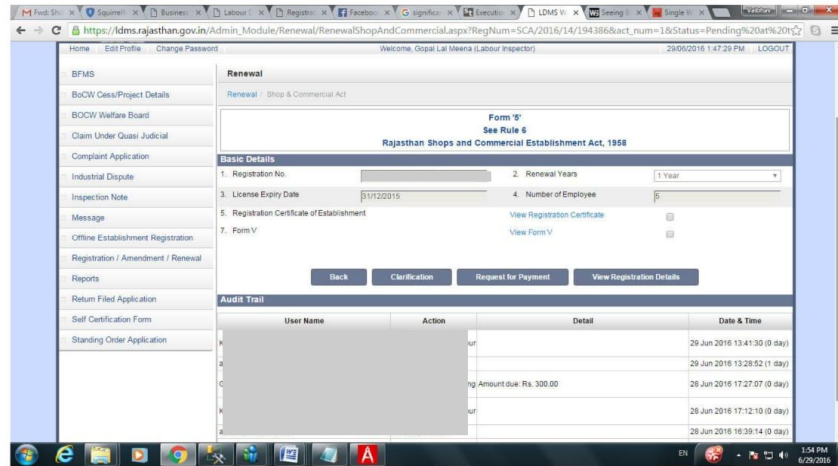


Fig. 20

8. Upon processing “Request Payment” option, following screen appears

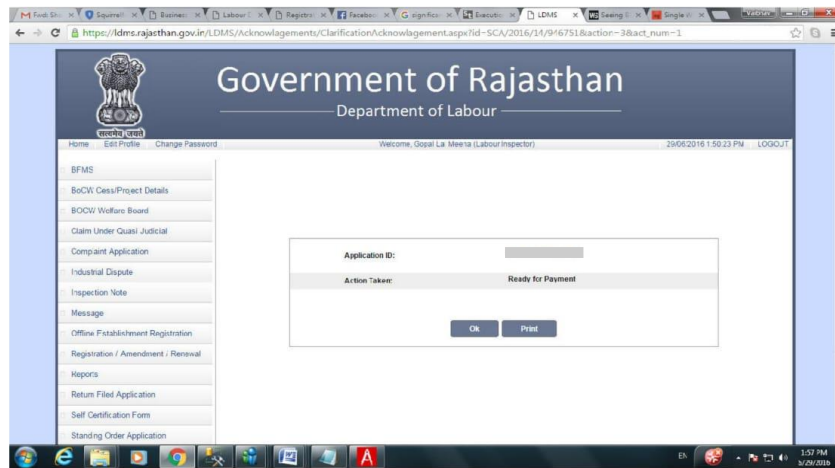


Fig. 21

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. the figure below.

The screenshot shows the 'Government of Rajasthan Department of Labour' website. A search bar is present at the top right. Below it is a table listing various applications. The application with ID '19 Jun 2016' is highlighted in blue. The table columns are: Application No., Date, Act Name, Service Type, Application Status, and Duration.

Application No.	Date	Act Name	Service Type	Application Status	Duration
29 Jun 2016	29 Jun 2016	Contract Labour (Regulation And Abolition) ACT, 1970 (Contractor)	Registration	Accepted	0 (Days)
29 Jun 2016	29 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Renewal	Payment Received, Pending at the level of Inspecto	0 (Days)
19 Jun 2016	19 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Renewal	Payment Received, Pending at the level of Inspecto	0 (Days)
28 Jun 2016	28 Jun 2016	Contract Labour (Regulation And Abolition) ACT, 1970 (Contractor)	Registration	Rejected	1 (Days)
28 Jun 2016	28 Jun 2016	Contract Labour (Regulation And Abolition) ACT, 1970 (Contractor)	Registration	Rejected	1 (Days)
28 Jun 2016	28 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Registration	Pending at the level of Labour Inspector(A, J)	1 (Days)
28 Jun 2016	28 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Registration	Pending at the level of Labour Inspector(A, J)	1 (Days)
28 Jun 2016	28 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Registration	Accepted	1 (Days)
27 Jun 2016	27 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Registration	Accepted	2 (Days)
24 Jun 2016	24 Jun 2016	Rajasthan Shoes And Commercial Establishments Act, 1958	Registration	Accepted	5 (Days)
30 Mar 2016	30 Mar 2016	Contract Labour (Regulation And Abolition) ACT, 1970 (Principal Employer)	Registration	Accepted	91 (Days)
30 Mar 2016	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.

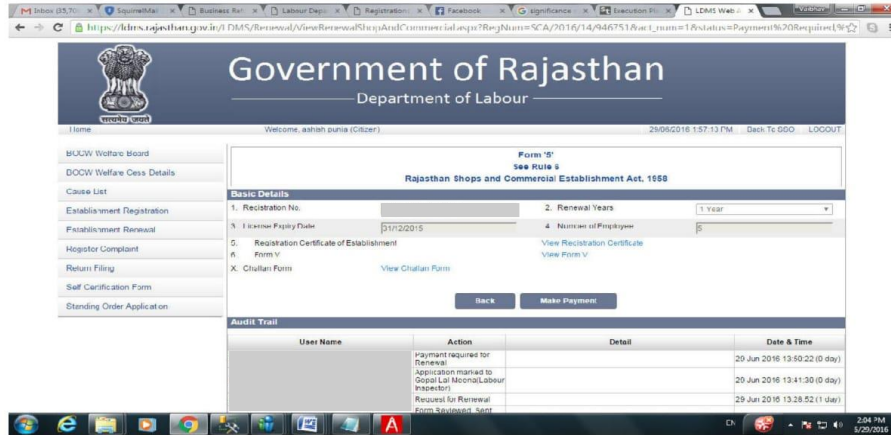


Fig. 23

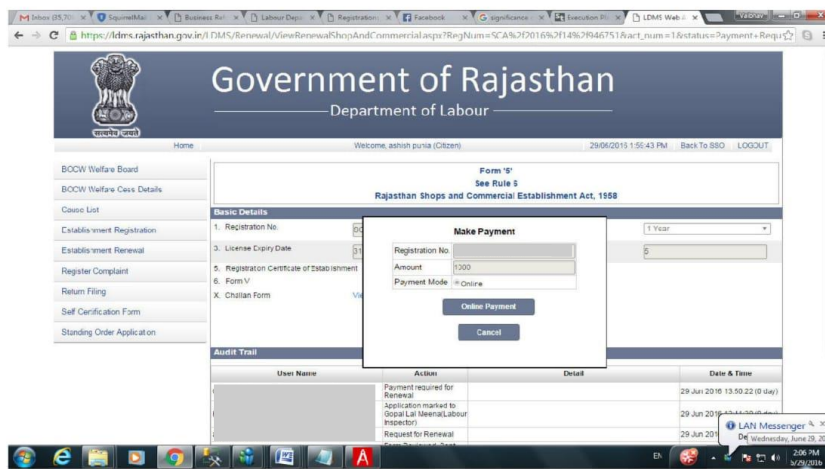


Fig. 24

11. Citizen is taken to the payment gateway, where he could make the payment as shown in figure below11.

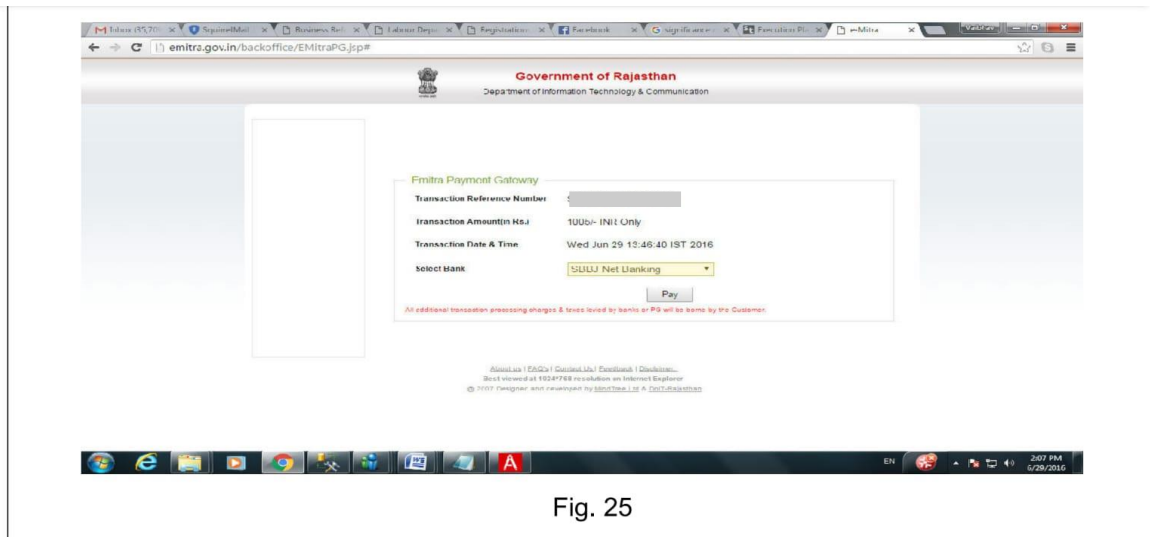


Fig. 25

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.