USER MANUAL
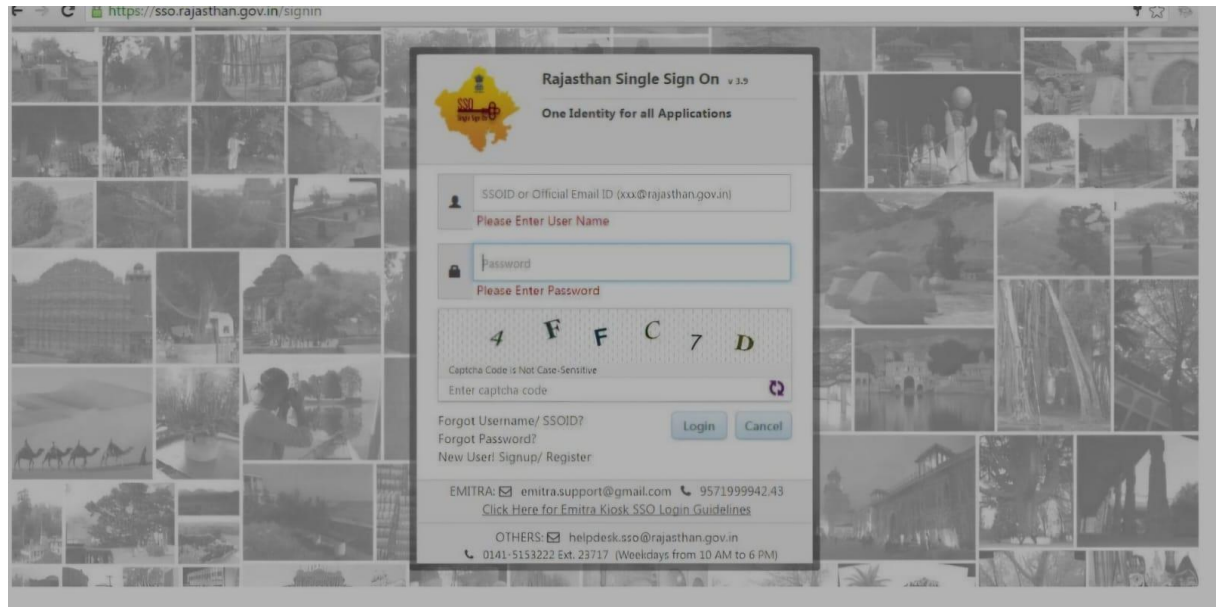
SERVICE–

Registration under The Shops and Establishment Act (including 365 days license)
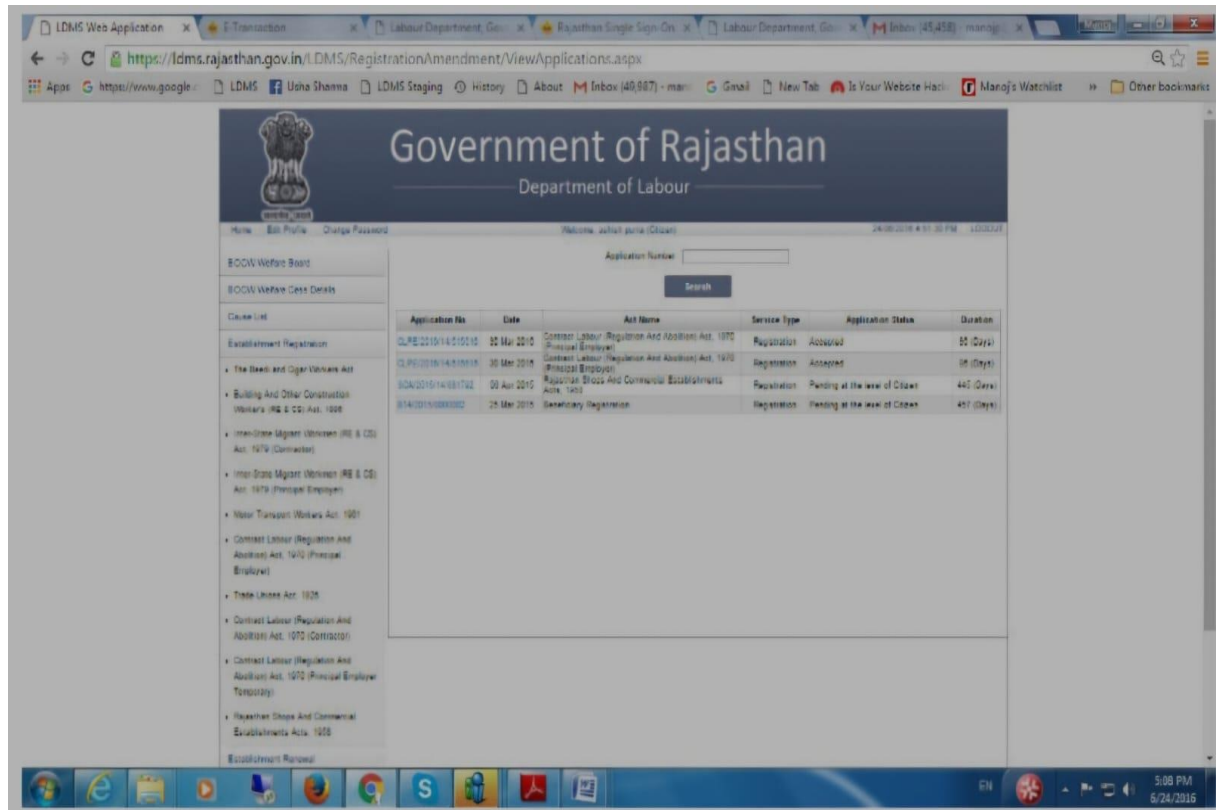
1. Register on website - https://sso.rajasthan.gov.in

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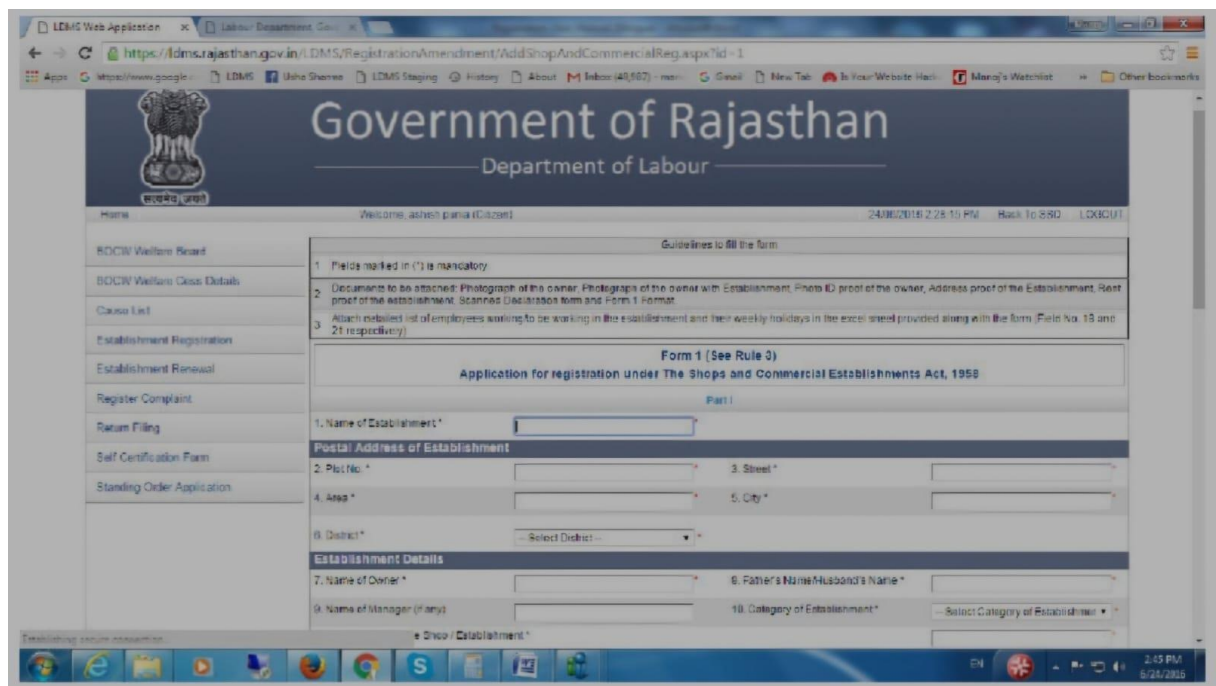
5. Submit the Form and LDMS application number will be generated. Keep it safe because it might be required later for retrieving application status.

Fig. 5

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.

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 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
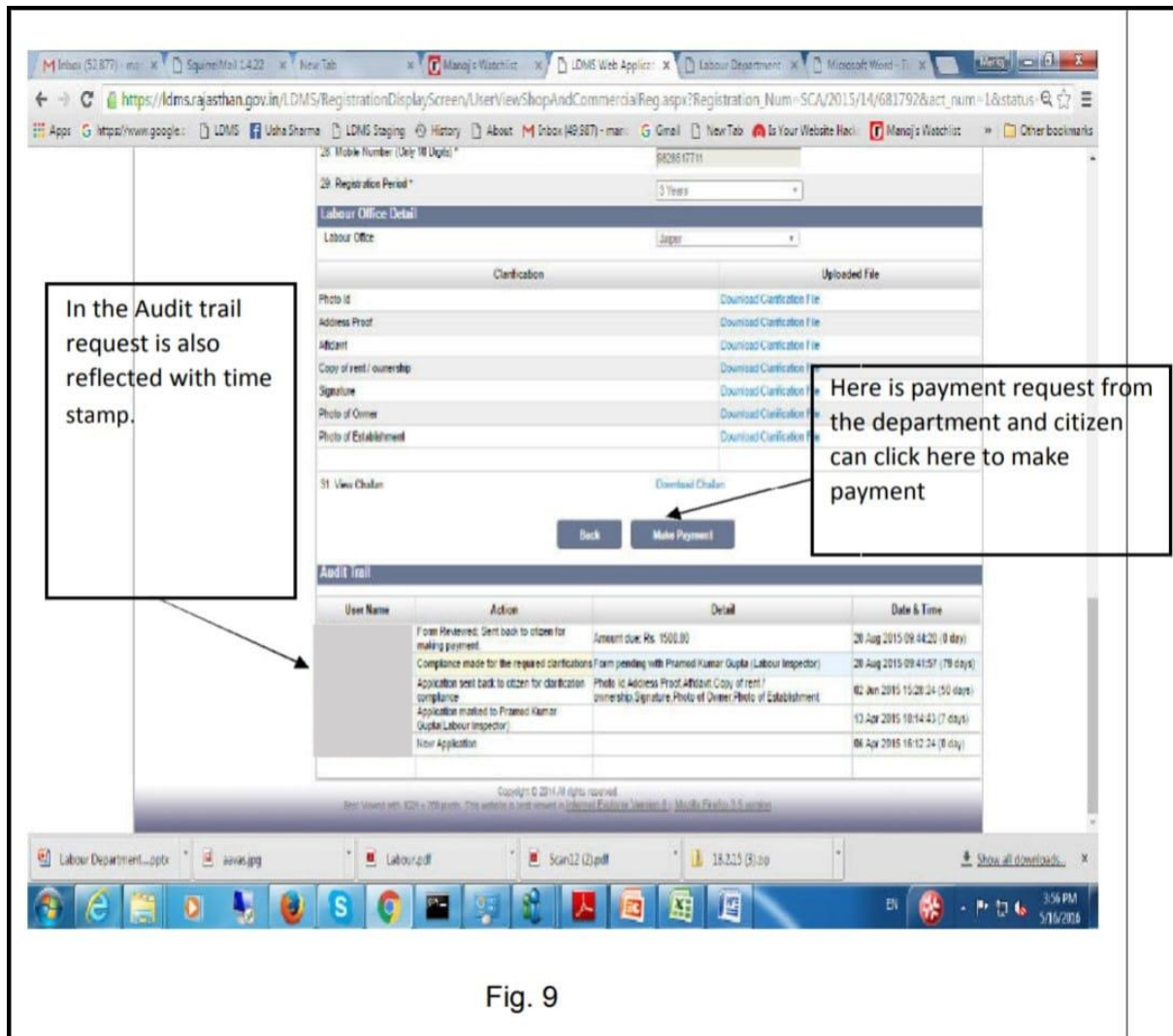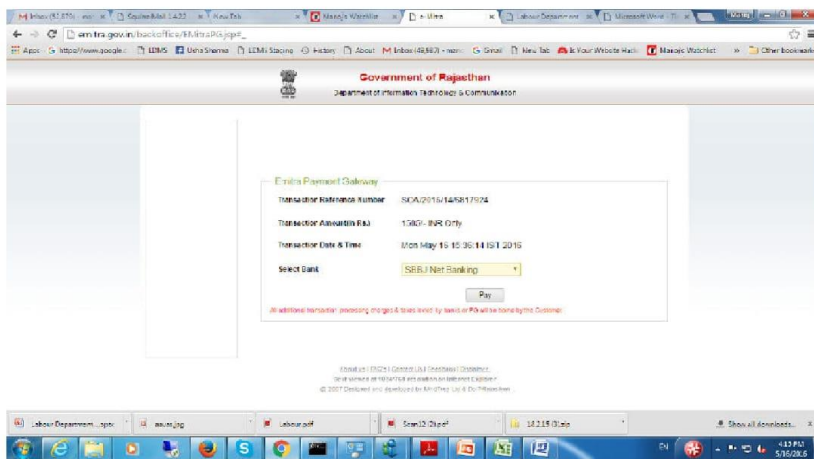

Fig. 9

Fig. 10

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

Fig. 11

11. Certificate that will be downloaded from LDMS shall be as shown below.
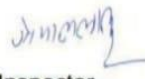
FORM - 3
Government of Rajasthan
Department of Labour
CERTIFICATE
(See rule 4)
Rajasthan Shops And Commercial Establishments Acts, 1958

Registration No. :- ▨▨▨▨▨▨▨▨▨▨▨
Name of Establishment :- ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨
Name of Occupier/Employer :- ▨▨▨▨▨▨▨▨▨▨
Father/Husband Name :- ▨▨▨▨▨▨▨▨▨▨▨▨▨▨
Postal Address of Establishment :- ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨,
▨▨▨▨▨▨▨▨▨▨▨▨

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.

Inspector
Rajasthan Shops And Commercial Establishments Acts, 1958

Seal

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/
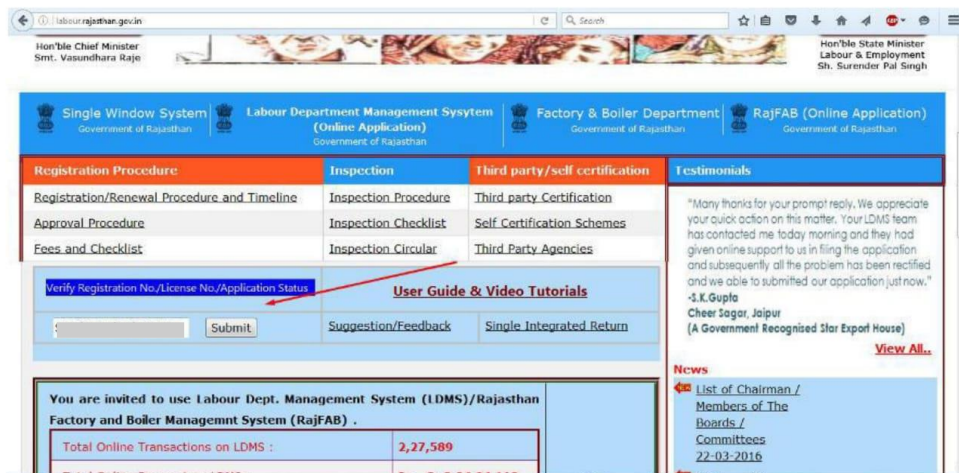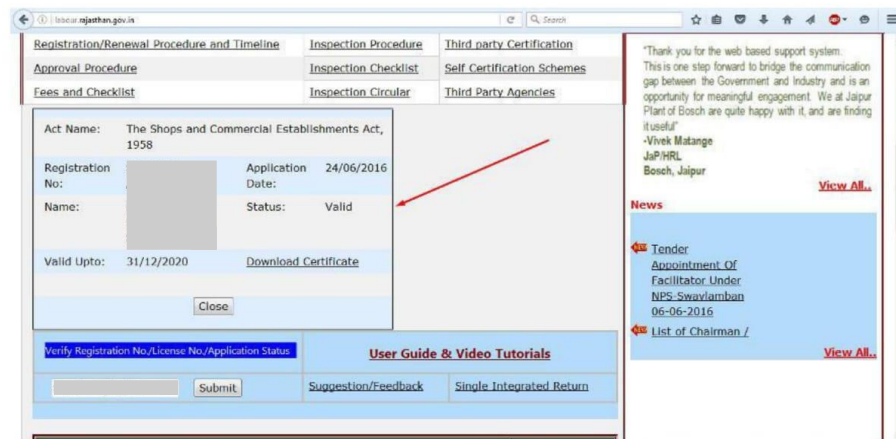

Fig. 13

Fig. 14

Renewal Procedure

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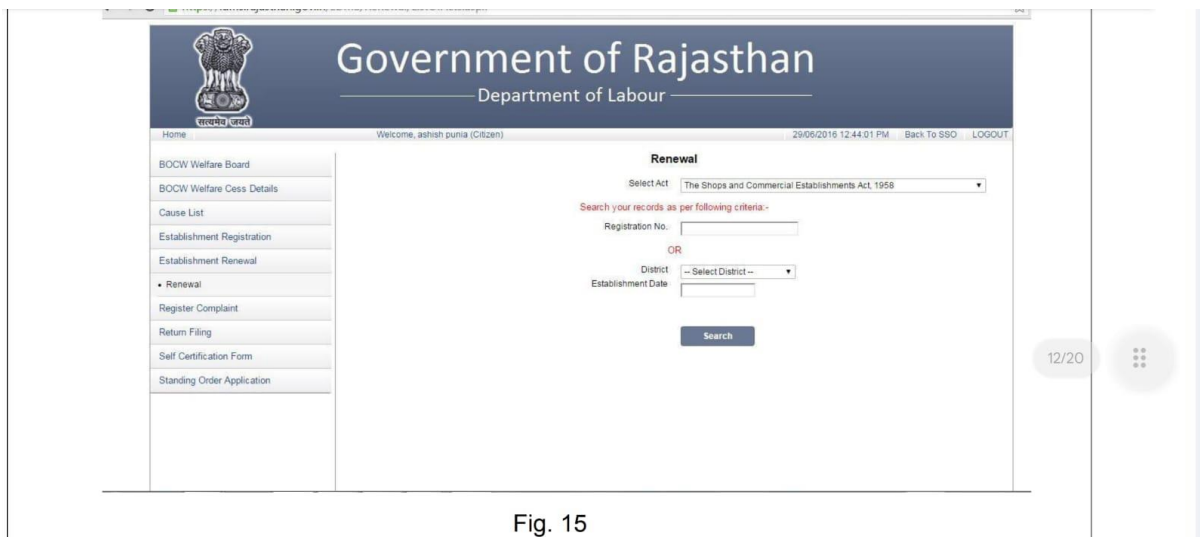

Fig. 15

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.
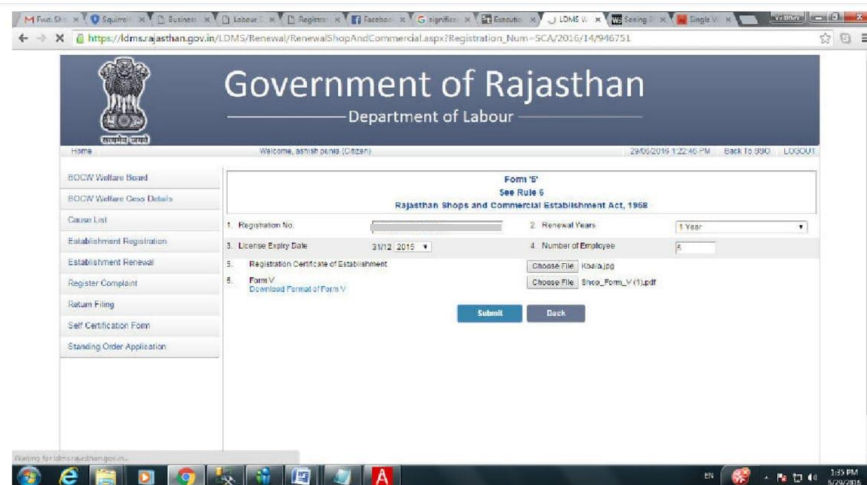

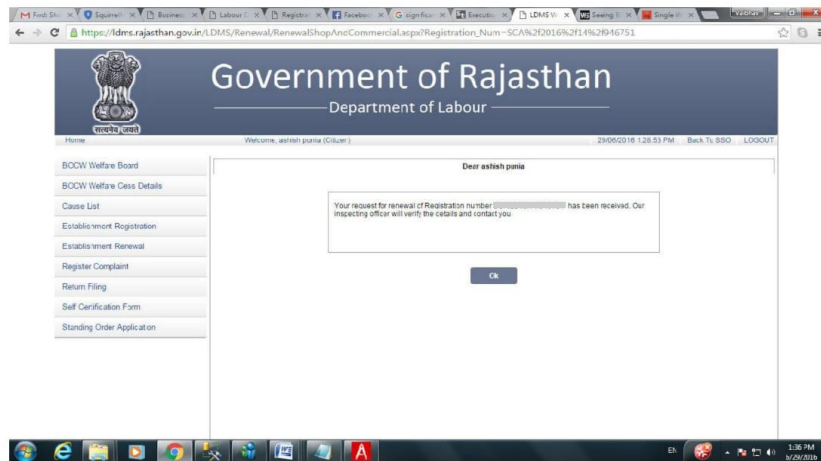Fig. 17

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.
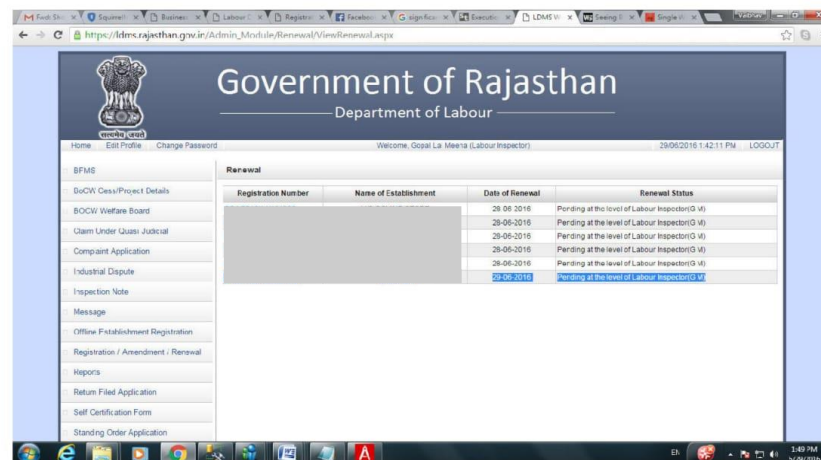

Fig. 19

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.
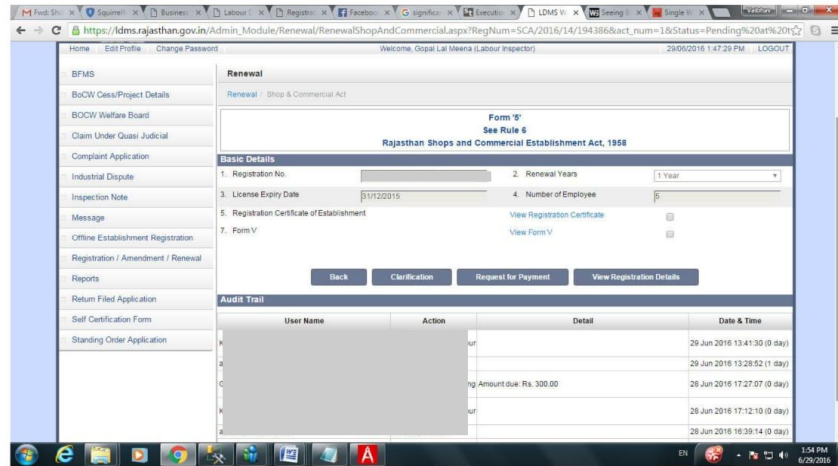

Fig. 20

8. Upon processing "Request Payment" option,following Upon processing "Request Payment" option,following screen appears
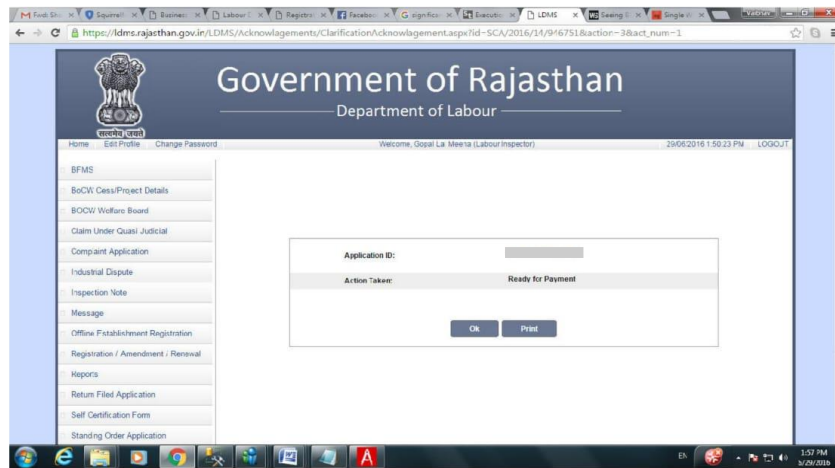

Fig. 21

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 inthe figure below. the figure below.

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.
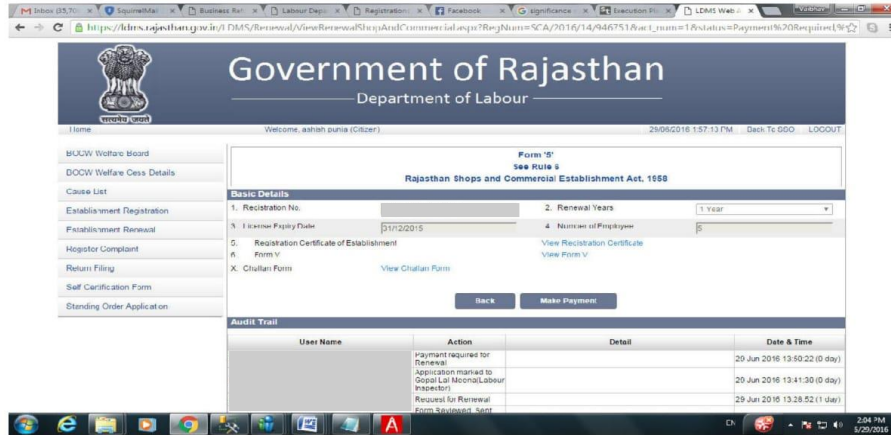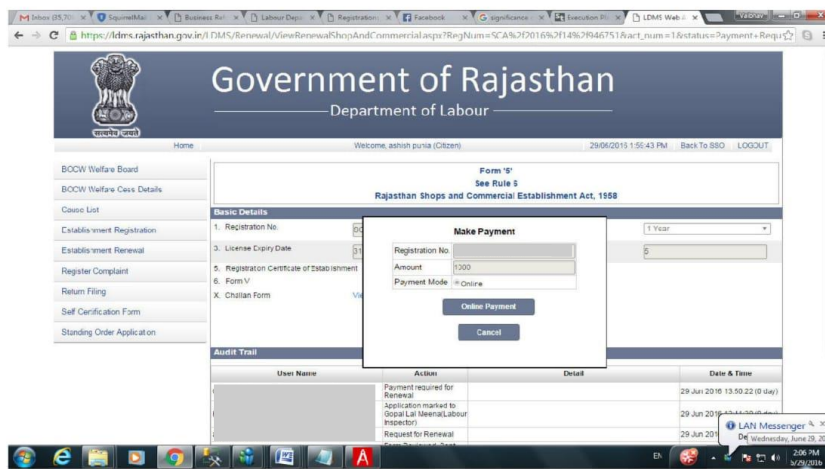

Fig. 23

Fig. 24

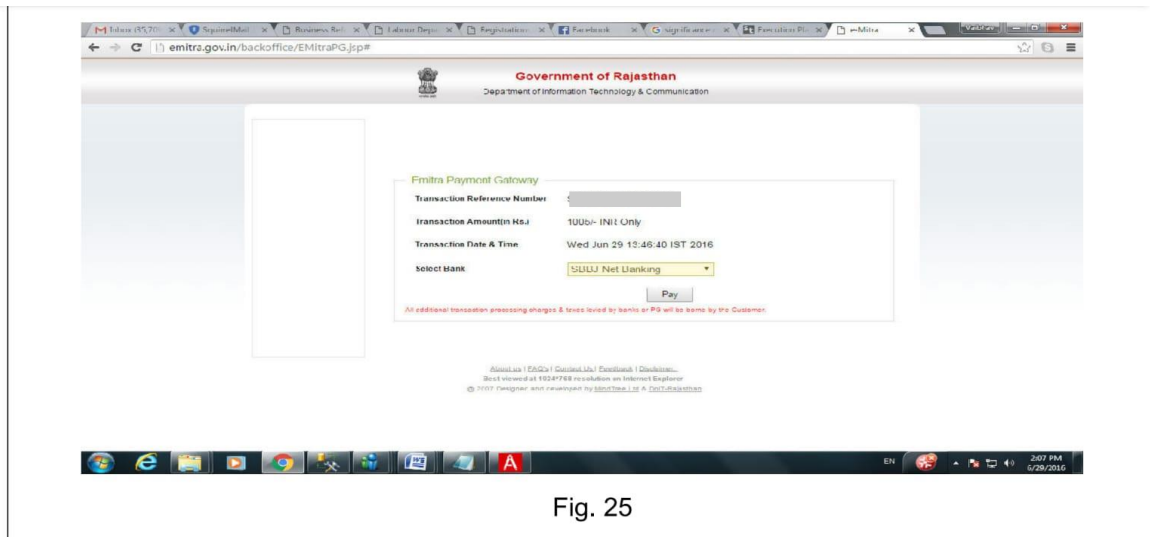11. Citizen is taken to the payment gateway, where he could make the payment as shown in figure below11.

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.