



USER MANUAL - <https://shramsetu.gujarat.gov.in/>

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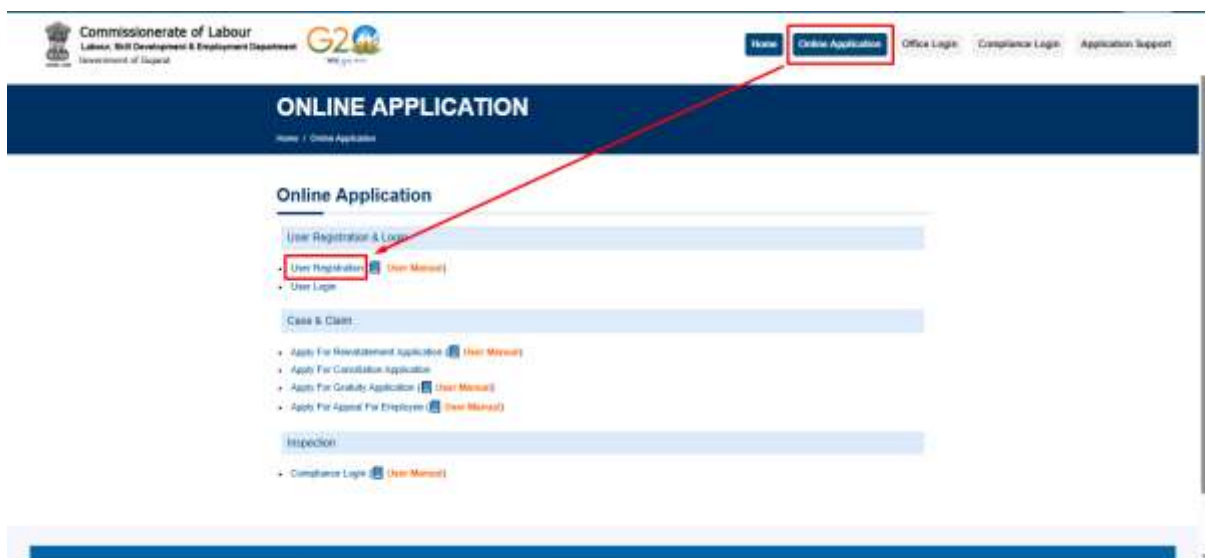


Stage -1 User Registration Process

Step 1: The user can access the portal using this URL: <https://shramsetu.gujarat.gov.in/>

Step 2: If they have already signed up on the Shramsetu portal, they can directly log in using their User ID and password at: <https://shramsetu.gujarat.gov.in/Home/Login>.

If they are visiting the Shramsetu portal for the first time and want to sign up, they should go to **Online Application > User Registration**.



Step 3: For the user registration process, they need to enter the following details:

- First Name
- Middle Name
- Last Name
- Mobile Number
- Email
- Password
- **User Type:**



- Select "**Establishment**" if you are registering as an Establishment or Principal Employer.
- Select "**Establishment as a Contractor**" if you are registering as a Contractor.

The screenshot shows the 'Online Registration' form. It includes fields for First Name, Middle Name, Last Name, Mobile, Email, and Password. A dropdown menu for 'Establishment' is open, showing options: 'Apprentice', 'Establishment as Contractor', 'Unsure', and 'Establishment'. The 'Establishment as Contractor' option is highlighted with a red box. Below the dropdown is a 'Select' button. There are also fields for 'Enter Email Address', 'Enter Confirm Password', and 'Enter Security Code'. At the bottom are 'Register' and 'Cancel' buttons. Links for 'Have already an account? Login' and 'User Registration Manual' are also present.

Note: The user must fill in all the required fields and click "**Register**" to continue. Once submitted, the system will send a verification OTP to the registered email address. Clicking "**Cancel**" will clear all the entered information.

The screenshot shows the 'Verify OTP' form. It includes a field for 'Enter OTP' and 'Verify OTP' and 'Cancel' buttons. The form is titled 'Verify OTP' and has the Commissionerate of Labour logo and name at the top.



Step 4: After entering the OTP received via email, the user will see a successful verification pop-up displaying their Login User ID.

Additionally, an email containing the user's Login User ID will be sent to the registered email address for future reference.







Stage -2 Establishment Master Submission

Note: Establishments who wish to apply for a Registration or License application must first submit their organization's relevant details as **Establishment master**.

Step 1: The user can log in by clicking the "**User Login**" button on the homepage (**Online Application > User Login**) or by directly accessing the following URL:
<https://shramsetu.gujarat.gov.in/Home/Login>

Step 2: After a successful login, the user will be redirected to the "**Establishment Master**" dashboard.



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Step 3: Click "Add New" and fill in all the required details in the **Establishment Master** form.

Establishment Master is divided into the following sections:

Section A: Establishment Details

- **Login User ID** (Auto-generated at the time of user registration)
- **Establishment Name** (Entered exact name of establishment as per proof)
- **Labour Identification Number (LIN)** (Entered exact number of LIN. If you have not known the LIN of your establishment search on "Know your LIN" -
- **Mobile Number** (Entered during user registration – cannot be edited later)
- **Email ID** (Entered during user registration – cannot be edited later)
- **Head Office Full Address** (Present Address of the establishment Including Taluka, District, and State)
- **Corporate Office Full Address** (Including Taluka, District, and State)
- **District**
- **Taluka**
- **Area**
- **PIN Code**
- **Establishment Commencement Date**
- **NIC Code**
- **Type of Establishment** : Selection as per below

- 1 Audio visual cine worker and cinema theatre work
- 2 Building & Other Construction Work
- 3 Contract Work
- 4 Factory
- 5 Godawan
- 6 Motor Transport undertaking
- 7 Newspapers Establishment
- 8 Trading
- 9 Beedi Cigar Work
- 10 Government organisation
- 11 Board
- 12 Municipal Corporation
- 13 Corporation
- 14 Nagarpalika
- 15 Hotel/Restaurant
- 16 Gram Panchayat
- 17 IT



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- 18 Security
- 19 School
- 20 Hospital
- 21 Shop
- 22 Commercial Establishment
- 23 Others

- **Type of Ownership:** Selection as per below

- 1 Sole Proprietorship
- 2 Partnership
- 3 Limited Liability Company (LLC)
- 4 Non-profit organization
- 5 Limited Liability partnership (LLP)
- 6 Joint venture
- 7 Private Limited
- 8 Co-operative
- 9 State owned company
- 10 Public Limited
- 11 MSME
- 12 Start-up
- 13 Public trust
- 14 Charitable Trusts
- 15 Religious Trusts
- 16 Franchise ownership
- 17 Joint Venture
- 18 Others

- **Do You Intend Employee** (Pre-defined based on the applicant type selected during user registration)

- **Risk Category:** Selection as per below (As per GPCB norms)

- 1. High
- 2. Medium
- 3. Low

- **Size of Firm:** Selection as per below (As per MSME Turn Over)

- 1. Small (up to 10 cr. Turn over)
- 2. Medium (up to 100 cr. Turn over)
- 3. Large (up to 500 cr. Turn over)

- **Investor Type**

- **Type of Industry**



A. Establishment Details (સંસ્થાની વિગતો)

Establishment No / સંસ્થાનું નંબર *

Establishment Name / સંસ્થાનું નામ *

LIN (Labour identification no.) *

Head Office Full Address (Including Taluka, District And State Details) / મુખ્ય કચેરીનું સંપૂર્ણ સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *

Corporate Office Full Address (Including Taluka, District And State Details) / કોર્પોરેટ કચેરીનું સંપૂર્ણ સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *

District / જિલ્લો *

A. Establishment Details.

Field	Data	Instruction
Mobile No / મોબાઈલ નંબર *		-
Email Id / ઈ-મેલ આઈ.ડી. *		ઈમેલ આઈડી સંસ્થાનું રાખવું જેથી પાસ વર્ડ રીકવર કરી શકાય
Establishment Name / સંસ્થાનું નામ *		સંસ્થાનું નામ સરકારી દસ્તાવેજ મુજબ જ દાખલ કરવું.
LIN (Labour identification no.) *		LIN નંબર નો ખ્યાલ ન હોય તો, ગુગલમાં જઈ, Know Your LIN સર્ચ કરવાથી અને સંસ્થાની વિગતો નાખવાથી LIN જાણી શકાશે.
Head Office Full Address (Including Taluka , District And State Details) / મુખ્ય કચેરીનું સંપૂર્ણ સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *		જ્યાં સંસ્થા હાલ કાર્યરત હોય તેનું સરનામું દાખલ કરવું અને તેમ કરતી વખતે સંસ્થાનું નામ નાખવું નહિ. તેમજ તાલુકો જિલ્લો અને રાજ્યની વિગત પીન કોડ સાથે દાખલ કરવાની રહેશે.
Corporate Office Full Address (Including Taluka , District And State Details) / કોર્પોરેટ કચેરીનું સંપૂર્ણ સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *		સરનામું દાખલ કરી વખતે સંસ્થાનું નામ નાખવું નહિ. તેમજ તાલુકો જિલ્લો અને રાજ્યની વિગત પીન કોડ સાથે દાખલ કરવાની રહેશે.
District / જિલ્લો *		જ્યાં સંસ્થા હાલ કાર્યરત હોય તે જિલ્લાનું નામ દાખલ કરવાનું રહેશે.



Taluka / તાલુકો *		જ્યાં સંસ્થા હાલ કાર્યરત હોય તે તાલુકાનું નામ દાખલ કરવાનું રહેશે.
Area / વિસ્તાર *		ડ્રોપ ડાઉન મેનુ માંથી જ્યાં સંસ્થા હાલ કાર્યરત હોય તે વિસ્તાર પસંદ કરવાનો રહેશે. અથવા જો વિસ્તારનું નામ ન હોય તો Other પસંદ કરી મેન્યુઅલ વિસ્તાર દાખલ કરવાનો રહેશે.
Pincode / પીન કોડ *		જ્યાં સંસ્થા હાલ કાર્યરત હોય તે વિસ્તારનો પીન કોડ દાખલ કરવાનો રહેશે.
Est. Commencement Date / સંસ્થા શરૂ થયા તારીખ *		સંસ્થા શરૂ થયા તારીખ દાખલ કરવાની રહેશે.
NIC Code / એનઆઈસી કોડ *		ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. અથવા જો NIC Code ન હોય તો Other પસંદ કરી મેન્યુઅલી દાખલ કરવાનો રહેશે.
Risk Category / જોખમ વર્ગ*	1 High 2 Medium 3 Low	ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. (As per GPCB norms)
Size Of Firm / પેઢીનું માપ*	1. Small (Turnover up to 10 cr) 2. Medium (Turnover up to 100 cr) 3. Large (Turnover up to 500 cr)	ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. (As per MSME norms)
Investor Type / રોકાણકારનો પ્રકાર*	1 Foreign 2 Domestic	ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે.
Type Of Industry / ઉદ્યોગનો પ્રકાર*		ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. અથવા જો તેમાં ન હોય તો Other પસંદ કરી મેન્યુઅલી દાખલ કરવાનો રહેશે.



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Type of Establishment / સંસ્થાનો પ્રકાર*	1 Audio visual cine worker and cinema theatre work 2 Building & Other Construction Work 3 Contract Work 4 Factory 5 Godawan 6 Motor Transport undertaking 7 Newspapers Establishment 8 Trading 9 Beedi Cigar Work 10 Government organisation 11 Board 12 Municipal Corporation 13 Corporation 14 Nagarpalika 15 Hotel/Restaurant 16 Gram Panchayat 17 IT 18 Security 19 School 20 Hospital 21 Shop 22 Commercial Establishment 23 Others	ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. અથવા જો તેમાં ન હોય તો Other પસંદ કરી મેન્યુઅલી દાખલ કરવાનો રહેશે.
Type Of Ownership / માલિકીનો પ્રકાર *	1 Sole Proprietorship 2 Partnership 3 Limited Liability Company (LLC) 4 Nonprofit organization 5 Limited Liability partnership (LLP) 6 Joint venture 7 Private Limited 8 Co-operative 9 State owned company 10 Public Limited 11 MSME 12 Startup 13 Public trust 14 Charitable Trusts 15 Religious Trusts 16 Franchise ownership 17 Joint Venture 18 Others	ડ્રોપ ડાઉન મેનુ માંથી પસંદ કરવાનું રહેશે. અથવા જો તેમાં ન હોય તો Other પસંદ કરી મેન્યુઅલી દાખલ કરવાનો રહેશે.



Section B: Details of Manpower

In this section, the user needs to enter the details of different types of manpower along with their respective headcounts.

- If you are registering as an **Establishment or Principal Employer**. (Please enter the manpower details separately for each category.)
 - Number of Manpower of the Establishment (Direct Employee/Worker) (Only those who have Gujarat domicile)
 - Number of Manpower of Contractor
 - Number of Fixed-Term Manpower
 - Number of Inter-State Migrant Manpower (Only those who have not Gujarat domicile)
 - Total Count (Auto calculated)

B. Type of Industry & Details of Man power (Please enter the manpower details separately for each category. (દરેક કેટેગરી માટે માનવબળની વિગતો અલગ અલગ દર્શાવવાની રહેશે.)

Field				Instruction
No. of Man Power Of Establishment / સંસ્થા માનવબળની સંખ્યા*				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	સંસ્થાનાં રોલ ઉપર હોય અને <u>ગુજરાત રોમીસાઈલ ધરાવતા હોય</u> તેવા જ શ્રમયોગીઓની સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.



No. Of Man Power Of Contractor / કોન્ટ્રાક્ટરના માનવબળની સંખ્યા*				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	સંસ્થામાં કાર્યરત કોન્ટ્રાક્ટર શ્રમયોગીઓની જ સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.

No. Of Man Power Of Fix Term / નિયત મુદતના માનવબળની સંખ્યા *				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	સંસ્થામાં કાર્યરત નિયત મુદતનાં શ્રમયોગીઓની જ સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.

No. Of Man Power (Inter State Migrant / આંતર રાજ્ય સ્થળાંતરિત કામદારોની સંખ્યા)*				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	સંસ્થાનાં રોલ ઉપર હોય અને <u>ગુજરાત રોમીસાઈલ ધરાવતા ન હોય</u> તેવા જ શ્રમયોગીઓની સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.

- If you are registering as an **Establishment as a Contractor.** (Please enter the manpower details separately for each category.)
 - Number of Manpower of the Contractor (Only those who have Gujarat domicile)
 - Number of Fixed-Term Manpower
 - Number of Inter-State Migrant Manpower (Only those who have not Gujarat domicile)
 - Total Count (Auto calculated)

B. Details of Man power (માનવશક્તિની વિગતો)
Please enter the manpower details separately for each category. (ફિક્સ ટર્મ માટે માનવબળની વિગતો અલગ અલગ દાખવવાની હશે.)

No. Of Man Power Of Contractor / કોન્ટ્રાક્ટરના માનવબળની સંખ્યા				
Male / પુરુષ	Female / સ્ત્રી	Transgender / ટ્રાન્સજેન્ડર	Total / કુલ	

No. Of Man Power Of Fixed Term / નિયત મુદતના માનવબળની સંખ્યા				
Male / પુરુષ	Female / સ્ત્રી	Transgender / ટ્રાન્સજેન્ડર	Total / કુલ	

No. Of Man Power Of Inter State Migrant / આંતર રાજ્ય સ્થળાંતરિત કામદારોની સંખ્યા				
Male / પુરુષ	Female / સ્ત્રી	Transgender / ટ્રાન્સજેન્ડર	Total / કુલ	

Total Count			
Total Male Power (કુલ પુરુષ ની સંખ્યા)	Total Female Power (કુલ સ્ત્રી ની સંખ્યા)	Total Transgender Power (કુલ ટ્રાન્સજેન્ડર ની સંખ્યા)	Total Man Power (કુલ કામદારોની સંખ્યા)
0	0	0	0



B. Type of Industry & Details of Man power (Please enter the manpower details separately for each category. (દરેક કેટેગરી માટે માનવબળની વિગતો અલગ અલગ દર્શાવવાની રહેશે.)

Field				Instruction
No. of Man Power Of Establishment / સંસ્થા માનવબળની સંખ્યા*				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	કોન્ટ્રાક્ટરનાં રોલ ઉપર હોય અને <u>ગુજરાત ડોમીસાઈલ ધરાવતા હોય</u> તેવા જ શ્રમયોગીઓની સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.
No. Of Man Power Of Fix Term / નિયત મુદતના માનવબળની સંખ્યા *				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	કોન્ટ્રાક્ટરમાં કાર્યરત નિયત મુદતનાં શ્રમયોગીઓની જ સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.
No. Of Man Power (Inter State Migrant / આંતર રાજ્ય સ્થળાંતરિત કામદારોની સંખ્યા)*				
Male/ પુરુષ*	Female / સ્ત્રી*	Transgender/ ટ્રાન્સજેન્ડર*	Total/ કુલ*	કોન્ટ્રાક્ટરનાં રોલ ઉપર હોય અને <u>ગુજરાત ડોમીસાઈલ ધરાવતા ન હોય</u> તેવા જ શ્રમયોગીઓની સંખ્યા દર્શાવવાની રહેશે. જેમાં અન્ય કોઈ કેટેગરીનો સમાવેશ કરવો નહિ.

Section C: Establishment Documents

In this section, the user needs to enter details related to various documents of their organization, such as TAN/PAN, GST details, EPF details, and more.

- TAN/PAN Registration (Mandatory)
- Other Registration (e.g., GST)
- Shop & Establishment Registration
- EPF Registration
- Factory Registration
- ESI Registration



C. Documents of Establishment (સંસ્થાના દસ્તાવેજો)

Income Tax Registration (પાન અને ટેન કાર્ડ)

Income Tax Registration No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

GST Registration (જી.એસ.ટી. રજીસ્ટ્રેશન)

GST Registration No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

Shop & Establishment Registration (શોપ અને સંસ્થા અધિનિયમ હેઠળનું રજીસ્ટ્રેશન)

Shop & Establishment Registration No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

EPF Registration (ઈ.પી.એફ. નું રજીસ્ટ્રેશન)

EPF Registration No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

Factory Licence (ફેક્ટરી લાઇસન્સ)

Factory Licence No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

ESI Registration (ઈ.એસ.આઈ. રજીસ્ટ્રેશન)

ESI Registration No. :

Issued by :

Issued on :

Issued to :

Issued by Authority :

C. Documents of Establishment (તમામ ઉપલબ્ધ દસ્તાવેજોની સોફ્ટ કોપી એક ફોલ્ડરમાં રાખવી જોઈએ જેથી અરજી કરતી વખતે સમય બચી શકે.)

Document type	Document No.	Date of Issue	Issued by Authority	Instruction
Pan/TAN Card (પાન કાર્ડ)				સંસ્થાનો PAN અથવા TAN ની એન્ટ્રી કરવી ફરજિયાત છે.
GST Registration (જી.એસ.ટી. રજીસ્ટ્રેશન)				સંસ્થાને લાગુ પડતા અથવા હાલમાં ઉપલબ્ધ તમામ દસ્તાવેજોની વિગતો અને તેની સોફ્ટ કોપી એક ફોલ્ડર રાખવી. માસ્ટર ભરતા સમયે તે અપલોડ કરવાની હોય, સમય બચી શકે.
Shop & Establishment Registration (દુકાન અને સંસ્થા અધિનિયમ હેઠળનું રજીસ્ટ્રેશન)				
EPF Registration (ઈ.પી.એફ. નું રજીસ્ટ્રેશન)				
Factory licence (ફેક્ટરી લાઇસન્સ)				
ESI Registration (ઈ.એસ.આઈ. રજીસ્ટ્રેશન)				



Section D: Employer/Manager Details

In this section, the user needs to enter details of all the responsible person/ employer/manager of their establishment.

Note: At least one person must be marked as the "**Authorized Person**" during the **Employer/Manager Details** submission process. This person will be considered the authorized representative while submitting Registration or License applications.

- Name of the Responsible/Authorized Person (Full Name as per proof)
- Email ID (This email ID will be verified through OTP authentication)
- Mobile Number
- Permanent Address (Including Taluka, District, and State)
- Secondary Address (Including Taluka, District, and State)
- Designation
- Identity Number
- Date of Birth
- Designation Proof
- From/To Date (Employment tenure in the organization) if a person is working **no need to add To Date.**

D. Details of Employer/Manager With e-sign (ઈ-સાઇન (e-sign) સાથે એમ્પ્લોયર/મેનેજરની વિગતો)

Name of Responsible/Authorized Person (Full Name) / જવાબદાર/અધિકૃત વ્યક્તિનું નામ *
 PLEASE ENTER FULL NAME

Email ID / ઈ-મેઇલ આઈડી *
 Enter Email

Mobile No / મોબાઇલ નંબર *
 Enter mobile

Permanent Address (Including Taluka, District And State Details) / સ્થાયી સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *
 PLEASE ENTER PERMANENT ADDRESS

Copy Permanent Address

Secondary Address / સેકન્ડરી સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *
 ENTER SECONDARY ADDRESS

Designation / સીડી *
 SELECT

Identity Number / ઓળખ નંબર *
 ENTER IDENTITY NUMBER

Date of Birth / જન્મ તારીખ *
 DD MM YYYY

Designation Proof / સીડીની પ્રુવ *
 Choose file No file chosen

From Date *
 01-01-2000

To Date *
 DD MM YYYY

Add +



D. Details of Employer/Manager With e-sign (કોઈ પણ એક જવાબદાર વ્યક્તિ GST સર્ટીફિકેટ મુજબ હોય તે અનિવાર્ય છે) સંસ્થા એક કરતા વધુ જવાબદાર/અધિકૃત વ્યક્તિનાં નામ દાખલ કરી શકે છે.

Field	Data	Instruction
Name of Responsible/Authorised Person (Full Name) / જવાબદાર/અધિકૃત વ્યક્તિનું નામ*		GST માં જે અધિકૃત વ્યક્તિ હોય તેનો સમાવેશ કરવો જોઈએ.
Email Id / ઈ-મેલ આઈ.ડી.*		દર્શાવેલ ઈ-મેલ આઈ.ડી. OTP થી વેરીફિકેશન થશે.
Mobile No / મોબાઈલ નંબર*		-
Permanent Address (Including Taluka , District And State Details) / સ્થાયી સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *		તાલુકો જિલ્લો અને રાજ્યની વિગત પીન કોડ સાથે દાખલ કરવાની રહેશે.
Secondary Address / ગૌણ સરનામું (તાલુકો, જિલ્લો અને રાજ્યની વિગતો સહિત) *		તાલુકો જિલ્લો અને રાજ્યની વિગત પીન કોડ સાથે દાખલ કરવાની રહેશે.
Is Authorized Person / અધિકૃત વ્યક્તિ છે		જવાબદાર/અધિકૃત વ્યક્તિ પૈકી કોઈ એકનું નામ Authorized Person તરીકે ટીક કરવાનું રહેશે.
Designation / હોદ્દો*		સંસ્થામાં જે હોદ્દો ધરાવતા હોય તે પસંદ કરવો. જો લીસ્ટમાં ન હોય તો, અધર પસંદ કરી મેન્યુઅલ દાખલ કરવાનો રહેશે.
Identity Number / ઓળખ નંબર *		ઓળખ નંબર તરીકે આઈ કાર્ડ, નિમણુંક પત્ર, કોઈ પણ ઓળખ કાર્ડ પૈકી એકનો નંબર દાખલ કરવાનો રહેશે. અને જો GST સર્ટીફિકેટ માં નામ હો તો As per GST દર્શાવી શકાય.
Date of Birth / જન્મ તારીખ *		-
Designation Proof / હોદ્દાનો પુરાવો *		હોદ્દાનો પુરાવા તરીકે આઈ કાર્ડ, નિમણુંક પત્ર, કોઈ પણ ઓળખ કાર્ડ પૈકી એક બીડવાનું રહેશે. અને જો GST સર્ટીફિકેટ માં નામ હો તો તે બિડી શકાય.



From Date *		સંસ્થામાં દાખલ થયા તારીખ અથવા જ્યારથી હોદ્દો સંભાળતા હોય તે તારીખ દાખલ કરવાની રહેશે.
To Date		સંસ્થામાં નોકરી સમાપ્ત થાય ત્યારે અથવા તે હોદ્દો સંભાળતા બંધ થાય ત્યારે જ તારીખ દાખલ કરવાની રહેશે. જો તે લાગુ પડતું ન હોયતો તારીખ દાખલ કરવાની રહેશે નહિ.

Section E: Others (This section is required only for the “Factory” and “BOCW” categories. It is not required for any other categories.)

1) In this section, if your **establishment type is “Factory”** you have to tick on “for factories” and enter the details below.

- Details of the manufacturing process
- Name of the chemicals to be handled and stored along with quantity
- Total Horsepower

E. Others (અન્ય)

Select Category / શ્રેણી પસંદ કરો *

☒ (a) For factories / ફેક્ટરીમાં માટે

☐ (b) For building and other construction work / નિર્માણ અને અન્ય માંડણ કામ માટે

(a) Factory Details / ફેક્ટરીની વિગતો

Details of the manufacturing process / ઉત્પાદન પ્રક્રિયાની વિગતો *

Name of the chemicals to be handled and stored along with quantity / સંભાળવા અને સંગ્રહિત હોય માટેનાં રસાયણોનું નામ અને જથ્થો *

ACETON

Total Horsepower / કુલ હોર્સપાવર *

150



E. Others (for the “Factory”)		
Field	Data	Instruction
Details of the manufacturing process		સંસ્થાની ઉત્પાદન પ્રક્રિયા દર્શાવવા.
Name of the chemicals to be handled and stored along with quantity		સંસ્થામાં જો કોઈ કેમીકલનો વપરાશ થતો હોય તો તેનું નામ અને તે કેટલી માત્રામાં સ્ટોર કરેલ છે તેની વિગત દર્શાવવા.
Total Horsepower		સંસ્થામાં વપરાશ થતા હોર્સ પવાર દર્શાવવા.

2) In this section, if your **establishment type is “Building and other construction work”** you have to tick on “for building and other construction work” and enter the details below.

- Type of Construction work
- Details of Approval of the Local Authority / Details of Contract given by the Government Department

E. Others (અન્ય)

Select Category / સેલેક્ટ કરો :-

☐ (a) For factories / ફેક્ટરીઓ માટે

☒ (b) For building and other construction work / મિલકતો અને અન્ય બાંધકામ કામ માટે.

(b) Building & Construction Work Details / મિલકતો અને બાંધકામ કામ વિગતો

Type of Construction work / બાંધકામ કામનો પ્રકાર :-

ROAD CONSTRUCTION

Details of Approval of the Local Authority / Details of Contract given by the Government Department / સરકારી સંસ્થાઓની મંજૂરીની વિગતો / સરકારી વિભાગ દ્વારા આપવામાં આવેલ કરારની વિગતો :-

AHMEDABAD MUNICIPAL CORPORATION
 APPROVAL NO: 1230526

E. Others (For building and other construction work :)		
Field	Data	Instruction
Type of Construction work		કન્સ્ટ્રક્શન પ્રવૃત્તિનો પ્રકાર દર્શાવવો
Details of Approval of the Local Authority/ Details of Contract given by the Government Department		કન્સ્ટ્રક્શન પ્રવૃત્તિ માટે લોકલ ઓથોરીટીએ એપ્રુવ કરેલ વિગત / કન્સ્ટ્રક્શન પ્રવૃત્તિ માટે મળેલ કોન્ટ્રાક્ટની વિગત દર્શાવવી.



Once all the required details are filled in and the Applicant Master is submitted, a unique **EIN (Establishment identification number)** is generated for the organization.

The screenshot displays a web form titled 'Applicant Master' with a green 'Save' button in the top right corner. The form contains a table with the following columns: 'Sl No.', 'Registration/Authorized Person', 'Email Id', 'Mobile No.', 'Permanent Address (Including Taluka, District And State Details)', and 'Secondary Address (Including Taluka, District And State Details)'. Two rows are visible: Row 1 for 'DIPAKESH' and Row 2 for 'AUTHORIZED PERSON SECOND'. A white modal box is centered over the form, displaying the message: 'Your Establishment Master has been Submitted Successfully' and 'Your Application Number is ER4899018'. A blue 'OK' button is located at the bottom right of the modal.

Sl No.	Registration/Authorized Person	Email Id	Mobile No.	Permanent Address (Including Taluka, District And State Details)	Secondary Address (Including Taluka, District And State Details)
1	DIPAKESH	anayesh.haldia@gmail.com	878887338	AUTHORIZED PERSON PERMANENT ADDRESS TEST STREET TEST CITY TEST STATE	AUTHORIZED PERSON PERMANENT ADDRESS TEST STREET TEST CITY TEST STATE
2	AUTHORIZED PERSON SECOND	anayesh.haldia@gmail.com		TEST ADDRESS 1	TEST ADDRESS 2



Stage-3 Application for Registration of Establishment under OSH&WC Code

Note: Registration is compulsory for all the establishment & establishment as contractor.

Step 1: Go to the "**Application List**" menu from the left panel and click on the "**Add New**" button. Once the user clicks on the "**Add New**" button, a pop-up window will appear displaying the list of applications that the user can apply for.

The screenshot shows the 'Application List' interface. A modal titled 'Add New Application' is displayed in the center. It has a dropdown for 'Application Type' with two options: 'Registration for establishments under OSH&WC Code' (which is highlighted with a red box) and 'Application for License for establishment under OSH&WC Code'. In the top right corner of the interface, there is a green button labeled 'Add New' which is also highlighted with a red box. Below the modal, there are 'Search' and 'Reset' buttons. At the bottom, there are two counts: 'Total Count: 0' and 'Expiring Application Count: 0'. A table with various columns is visible at the bottom of the screen.

Step 2: Select "**Application for Registration of Establishment under OSHWC Code**" for the registration purpose.

The "**Application for Registration of Establishment under OSHWC Code**" form is divided into the following 7 sections:

Section1: Application Details

- **Application Date** (Auto-fetched date – present day)
- **Office Location & Area** (The user will select the relevant office based on their organization's area)
- **Office Address** (Auto-fetched based on the office selected in the previous menu)



- **Is Establishment already registered under any central labour laws?** (If yes, user have to upload copy of previous registration certificate.)

FORM-1
(See Rule-3, 4(1) and 6)
Application for Registration for establishments Under OSHWC Code

Application Details

Application Date / અરજીની તારીખ*
24-08-2024

Office Address / મોકલિશનું સ્થાન*
[Redacted]

Office Location / મોકલિશનું સ્થાન*
Select an Option

Is Establishment already registered under any central labour laws?
જો સંસ્થા કોઈપણ કેન્દ્રીય કાનૂન અંતર્ગત પહેલેથી જ નોંધાયેલ છે?

☒ Not Registered

If Yes, Please attach copy of registration.

Section A: Establishment Details:

It will contain the following fields which are auto-fetched from the Establishment Master submitted by applicant in previous steps.

- EIN
- LIN
- Establishment Name
- Mobile No
- Email
- Do You Intend Employee
- Risk Category Name
- Address
- District Name
- Taluka Name
- Pincode
- Type of Industry
- Type of Establishment
- Max Workmen Count
- Type of Ownership
- Activity as per National Industrial Classification
- Details of Selected NIC Code



Commissionerate of Labour

Labour, Skill Development & Employment Department

Government of Gujarat

A. Establishment Details

EN 874588888	LN / લિન નંબર S.1885-ABSR.8	Establishment Name / સંસ્થાનું નામ DRIVESH CONTRACTOR
Mobile No. / મોબાઇલ નં 9754518222	Email / ઇમેઇલ આઇડી driveshcontractor33@gmail.com	Do You intend Employee / શું તમે સમયાસીની ઇચ્છો પડાયો છો YES AS A CONTRACTOR
Hub Category Name / જિલ્લા ક્ષેત્રોનું નામ RGN		
Address / સંબંધિત P&L HEAD OFFICE ADDRESS TEST STREET NO. - 4 TEST AREA, TEST CITY TEST	District Name / જિલ્લાનું નામ AHMEDABAD	Taluka Name / તાલુકાનું નામ BHVLA
Pincode / પિન કોડ 863330	Type Of Industry / ઉદ્યોગનું પ્રકાર BAKERIES	Type of Establishment / સંસ્થાનો પ્રકાર AUDIO VISUAL, SNE WORKER AND CINEMA THEATRE WORK
Max Workmen Count / મહત્તમ સમયાસીઓની સંખ્યા 1000	Activity as per National Industrial Classification / નેશનલ ઇન્ડસ્ટ્રીયલ ક્લાસિફિકેશન મુજબનું પ્રવૃત્તિ 01111	
Type Of Ownership / માલિકીનો પ્રકાર Sole Proprietorship	Details of Selected NIC Code / પસંદ કરેલા NIC કોડની વિગતો 01111 - Drawing of animal	

Identification of the establishment e-sign / digital sign of employer / representative / સહાયકના બિરુદ નોંધણી / ડિજિટલ સહાયક / ડિજિટલ સહાયક

Section B and C. Details of Employer / Manager

These details will be auto-fetched from the Establishment Master form.

B and C. Details of Employer / Manager

Sr. No. / ક્રમ નંબર	Name Of Representative/Authorized Person (Hub Name) / પ્રતિનિધિ/સહાયકનું નામ	Contact / સંપર્ક નંબર	Mobile / મોબાઇલ	Permanent Address / સ્થાયી સરનામું	Designation / સહાયક	Authorized / સહાયક
1	AJAYSHYAMJI PATEL	9878901234	9878901234	PLANT HOUSE 100/1 BAPKESHWAR BH. BHADRAVAT B.P. ROAD, THALTO SHILAJI ROAD, WHITE, AHMEDABAD	MANAGING DIRECTOR	Yes
2	RAJESH PATEL	9878901234	9878901234	BH. BHADRAVAT B.P. ROAD, THALTO SHILAJI ROAD, WHITE, AHMEDABAD	OCCUPYER	No

Man power details of Establishment

a. No. Of Man Power Of Establishment / સંસ્થાના માણસોની સંખ્યા	b. No. Of Man Power Of Contractor / સંસ્થાના માણસોની સંખ્યા	c. No. of Man Power of Fixed Team / સંસ્થાના માણસોની સંખ્યા
100	100	100
d. No. Of Man Power (inter State Migrant / આંતર રાજ્ય મજૂરોની સંખ્યા)	e. No. Of Man Power (Motor Transport) / મોટર ટ્રાન્સપોર્ટ માણસોની સંખ્યા	f. Total Man Power Count / કુલ માણસોની સંખ્યા
10	10	100
g. No. Of Apprentice / મહાવિદ્યાર્થીની સંખ્યા	0	

Section For building and other construction work

If your establishment type is “Building and other construction work” than enter the details below and other details will be auto-fetched from the Establishment Master form.

- Probable Date of Commencement of work: Manually enter the date of commencement of work



- Expected Date for Completion of work: Manually enter the date of completion of work

For building and other construction work / મકાન અને અન્ય બાંધકામના કામ માટે	
Type of Construction work પ્રકારના કામનો સ્થાન	Roof Construction
Probable Date of Commencement of work અંદાજિત શરૂઆતના તારીખ	dd/mm/yyyy
Expected Date for Completion of work અંતરિક્ષિત પૂર્ણાંકના તારીખ	dd/mm/yyyy
Details of Approval of the Local Authority/ Details of Contract given by the Government Department સ્થાનિક સત્તાધિકારી/ગવર્નમેન્ટના કોન્ટ્રાક્ટના વિગતો	Amended/Municipal corporation Approval No. 323/2008

Section For factories

If your establishment type is “Factory” details will be auto-fetched from the Establishment Master form.

For factories / ફેક્ટરીઓ માટે	
Details of the manufacturing process ઉત્પાદન પ્રકાર	Manufacturing of textile
Maximum number of workers to be employed on any day કોઈપણ દિવસે સરેરાશ મજૂરોની સંખ્યા	888
Name of the chemicals to be handled and stored along with quantity સંભાળવામાં આવનારા રાસાયણિકોના નામ અને માત્રા	Acetic anhydride

Section D. Contract Details

- **For Establishment:** In this section, User needs to enter details of the contractor deployed in their organization (if applicable)
- **For Establishment as Contractor:** "In this section, User needs to enter details of the organization where their labour is deployed."
 - Select EIN
 - Registration No (Auto-fetched based on the EIN selected)
 - Name (Auto-fetched)
 - Address (Auto-fetched)
 - District (Auto-fetched)



- Taluka (Auto-fetched)
- Mobile No. (Auto-fetched)
- Pincode (Auto-fetched)
- Nature of Work (Manually enter)
- Commencement Date (Manually enter)
- Completion Date (Manually enter)
- Total No. of Contract Labour (Manually enter)

Note: Multiple Establishment/Contractor can be added in this section.

Section: List of Documents

This section will contain the documents uploaded by the user in the **Establishment Master**.

Section: Details of Fee

This section will contain details of the registration fee based on the "**Total Manpower Count**".



The 'Details of Fee' form contains three input fields: 'Total Max Power Count / સરોત વેતન સરોત સરોત', 'Registration Fee / નોંધણી ફી', and 'Payment Type / ચૂકવણીનો પ્રકાર'. The first field has a value of '0.00', the second has '0.00', and the third has 'E-Payment'.

Step 3: Once the user fills in all the required fields, they need to provide their consent at the bottom of the application before submitting it. An OTP will be sent to the authorized person's registered email address.

This form section includes fields for 'Name / નામ' (filled with 'KUNZU SHAWA'), 'Email ID / ઇમેઇલ સરોત' (filled with 'k_s2022@shawa.com'), and 'OTP' (with a 'Send OTP' button). Below these is a declaration checkbox: 'I Herby Declares That The Particulars Given Above Are True To The Best Of My Knowledge And Beliefs'. At the bottom right are 'Confirm and Pay' and 'Cancel' buttons.

Step 4: After entering the correct OTP, the user will be able to click on the "Confirm and Pay" button, which will redirect them to the payment page for further processing.

Once the payment is successfully completed, the user will be redirected to the application form. At the end of the process, a unique application number will be generated and provided to the user, for example: **REG/OSHCW/GJ/AHM/2026/000010**.

The 'Application List' page features a 'Search Menu' with filters for Application Type, Application Status, Application No., PAN Card No., COW No., and Contractor Name. Below the filters, it shows 'Total Count: 1' and 'Expiring Application Count: 0'. A table lists the application details:

Sr. No.	Applicant Name	Application Date	Application Number	Master of Establishment's to which contractor's labour is engaged	No. of Employees	PAN/TAN	Status	Decision Date	Action	Geography	Download Application	Certificate / License
1	SHAWA SHAWA CONTRACTOR	28-07-2025	REG/OSHCW/GJ/AHM/2026/000010	N/A	No	AMHCHSHW	Pending	N/A	View Application	N/A	Download Application	N/A

The applicant will be able to view the status of their application from the listing page, as shown below:

The applicant will also be able to download the complete application form that they have filled in, as mentioned in the above steps.



Commissionerate of Labour
Labour, Skill Development & Employment Department
Government of Gujarat

Form-1
(See Rule-3, 4(1) and 6)

Application for Registration for existing establishments/New establishments/Amendment to certificate of Registration

Application No. REG/OSHWC/GUJAHM/2025/000010

Date:- 25/07/2025

A. Establishment Details:

1	UN	S-1959-5959-5
2	Name of Establishment	DRIVYESH CONTRACTOR
2a	Type of establishment	Audio visual cine worker and cinema theatre work
3	Location and Address of the Establishment	FULL HEAD OFFICE ADDRESS TEST STREET NO - A TEST AREA, TEST CITY TEST STATE
3a	PAN/TAN	AMPHCE546V
4	Details of the Establishment:	
a	Total Number of employees engaged directly in the Establishment:	200
b	Total Number of employees engaged through contractor	200
c	Number of inter-state migrant workers engaged	200
5	Ownership Type/Sector	Sole Proprietorship
6	Activity as per National Industrial Classification	01111
7	Details of Selected NIC Code	01111-Growing of wheat
8	Identification of the establishment e-sign/ digital sign of employer/ representative	

B & C. Details of Employer/Manager:-

Name & Address of Employer / Occupier / Owner / Chief Executive/ etc Manager or person responsible for supervision and control of the Establishment	Email	Mobile	Permanent Address	Designation	Authorized Person
DRIVYESH	drivyesh.hartia@drivesh.com	8104497200	AUTHORIZED PERSON PERMANENT ADDRESS TEST STREET TEST CITY TEST STATE	Manager	Yes
AUTHORIZED PERSON SECOND	drivyeshcontractor2018@yahoo.com	9890992009	TEST ADDRESS 2	Partner	No

D. Contract Details

Registration No	Name and Address of establishment	Email address & contact details	Name/Nature of Work	Maximum No. of Contract labour engaged	Date of Commencement / Probable date of Completion of work
Record No. Found					

E. Others Details

Date : 25-Jul-2025

Place : Ahmedabad

Verified by DRIVYESH

Signature/ E-sign/digital sign of employer

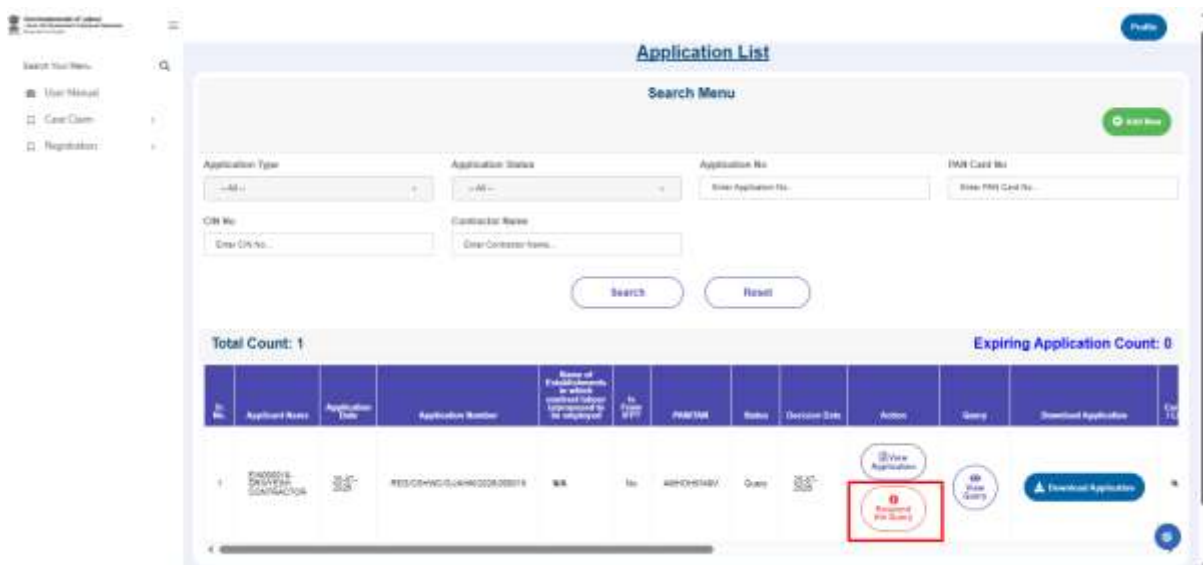


Stage-4 Query raised on Application

In case any query is raised by the approving authority on the application, an email will be sent to the applicant with the details of the query.



To respond to the query, the user needs to log in to their account and click on "**Respond to Query**" to submit their response.



Once the user clicks on the "**Respond to Query**" button, they will be redirected to a registration application page. Where user shall correct the data/documents as per the query & under the Applicant Remark section, they need to add their response and submit the application again.

Search New Query

User Manual

Case Class

Regulation

Others / 104

Choose File No Payment

Payment Details

Transaction ID*

ENR

Amount / 104*

Payment Status / 944-2024*

Payment Date / 944-2024*

Applicant Remarks / 944-2024 *

I hereby declare that the particulars given above are true to the best of my knowledge and beliefs.

Cancel Submit

Once the application is approved or rejected by the Approving Authority, an email will be sent to the applicant along with the application status.

If the application is approved, the applicant can download their registration certificate from the **"Application List"** window, as shown below:

GIN No:

Contractor Name:

Profile

Search

Reset

Total Count: 3

Expiring Application Count: 0

Search

AppId To Be	In From RPT	PNM/AN	Status	Decision Date	Action	Query	Download Application	Certificate / License	Payment Status	Payment History
0000000	Nic	AMHCH3140V	Approved	01-07-2028	View Application	View Query	Download Application	Download	SUCCESS	View Payment History
0000000	Nic	AMHCH3140V	Approved	01-07-2028	View Application	View Query	Download Application	Download	SUCCESS	View Payment History
	Nic	AMHCH3140V	Approved	01-07-2028	View Application	View Query	Download Application	Download	SUCCESS	View Payment History

[Previous](#)

1

[Next](#)



Stage-5 Application for License Under OSHWC Code

Note: Before applying for a license, the applicant must complete the Establishment master and obtain the **Registration Certificate**. The detailed steps for completing the Establishment master and obtaining the Registration Certificate are provided in the previous section of this user manual.

Step 1: The user/applicant can access the portal using this URL:
<https://shramsetu.gujarat.gov.in/>

Step 2: The user can log in by clicking the "**User Login**" button on the homepage (**Online Application > User Login**) or by directly accessing the following URL:
<https://shramsetu.gujarat.gov.in/Home/Login>

Step 3: Access the License Application

Go to the "**Application List**" menu from the left panel and click on the "**Add New**" button. Once the user clicks on the "**Add New**" button, a pop-up window will appear displaying the list of applications that the user can apply for.

Step 4: Select "**Application for License for Establishment under the OSHWC Code**" for the registration purpose.



Step 5: Complete the License Application Form

Upon selecting **Application for License for Establishment under the OSHWC Code**, the system will open **FORM-25 (See Rule 47)** in a new window.

The license application is divided into the following sections:

Section: Application Details

Enter or verify the following information:

- **Application Type** – Select **Workwise** or **Common**.
- If you select Common, you will need to select more than one district where the work is to be carried out.
- **Application Date** – Auto-populated with the current date.
- **Office Location** - The user will select the relevant office from where they wants to obtain the license.
- **Area** - The user will select the relevant area where their work is to be carried out.
- **Office Address** – Auto-populated based on the selected Office Location.
- **Zone** - Auto-populated based on the selected Area.
- **Is Establishment already having a licence under the CLRA Act, 1970?** (If yes, user have to upload copy of previous licence.)

If you select workwise, window as shown below:



FORM-25
(see rule – 47)
Application for License for establishments Under OSHWC Code

Application Details

Application Type: Workwise Common

Application Date / અરજીની તારીખ: 28-07-2020

Office Address / નોંધણી સ્થળ: Top 8, 2nd Floor, Shree Bhawan, PM Gun House, Bhavnagar, Ahmedabad - 380002

Office Location / નોંધણી ક્ષેત્ર: Deputy Labour Commissioner Office - Ahmedabad

Area / ક્ષેત્ર: General Zone

Zone / ઝોન: Zone II

Is Establishment already having license under CURA Act, 1970? / કે કુરિયા અક્ટ, 1970 હેઠળ લાઇસન્સ હોવાનું છે? Registered

If Yes, Please attach copy of license

If you select Common, window as shown below:



FORM-25
(see rule – 47)
Application for License for establishments Under OSHWC Code

Application Details

Application Type: Workwise Common

Application Date / અરજીની તારીખ: 28-07-2020

Office Address / નોંધણી સ્થળ: Office of the Commissioner of Labour, Block No. 5, First Floor, C-22, P-7 Wing, Vardamanji Bhawan Sector (D), Gandhinagar - 380010

Office Location / નોંધણી ક્ષેત્ર: Additional Labour Commissioner Office - Gandhinagar

District / જિલ્લો: Ahmedabad

Is Establishment already having license under CURA Act, 1970? / કે કુરિયા અક્ટ, 1970 હેઠળ લાઇસન્સ હોવાનું છે? Registered

If Yes, Please attach copy of license

Section: Details of Establishment as a Contractor

The information in this section is automatically populated from the **Establishment Master**. Verify the details before proceeding.

The following information is displayed:



- ## Details Of Establishment as a Contractor

[Update Establishment Details](#)

Contractor Identification Number (CIN) *	Registration No. / ဝန်ဆောင်ခံအမှတ်	Contractor Name / ကုမ္ပဏီအမည်	Head Office Address / အချဉ်းရပ်လိပ်စာ
(9800037)	REGDCHWCDMAHAGBZG000003	SHANT BUILDING LIMITED	SHANT HOUSE OPP. SUBBEDENGY BH- SHAWONTUNGLOVY
Corporate Office Address / အချဉ်းရပ်လိပ်စာ	Email ID / ဗီဒီယို အီးမေးလ်	Mobile No. / မိုဘိုင်းဖုန်းနံပါတ်	Commencement Date / စတင်ရက်
SHANT HOUSE OPP. SUBBEDENGY BH- SHAWONTUNGLOVY	shantmr@ymail.com	709862375	11/07/2020
District / ဇွဲကွေ့	Taluka / တယ်လူကာ	Pincode / ပိုစ်ကုဒ်	Type Of Ownership / ပိုင်ဆိုင်မှုအမျိုးအမည်
AHHADJAMAO	AHHADJAMAO CITY	80006	LIMITED LIABILITY COMPANY LLC
Risk Category / ရန်ပုံငြိမ်းခြောက်မှုအမျိုးအမည်			
HIGH			

a. No. Of Man Power Of Establishment / အချဉ်းရပ် လုပ်သားအရေအတွက် 100	b. No. Of Man Power Of Contractor / ကုမ္ပဏီအမည် လုပ်သားအရေအတွက် 100	c. No. Of Man Power Of Fixed Team / ပိုင်ဆိုင်မှုအမျိုးအမည် လုပ်သားအရေအတွက် 100
d. No. Of Man Power (Inter State Migration) / မြို့ပြ အခြားပြည်နယ်များသို့ လှည့်လည်မှု လုပ်သားအရေအတွက် 10	e. No. Of Man Power (Motor Transport) / မော်တော်ယာဉ် သယ်ယူပို့ဆောင်ရေး လုပ်သားအရေအတွက် 10	f. Total Man Power Cause / စုစုပေါင်း လုပ်သားအရေအတွက် 100
g. No. Of Apprentices / အထူးသင်တန်းသူအရေအတွက် 0	HIC Code / အမှတ်အသားကုဒ် E111 - GROWING OF WHEAT	



Section: Details of Responsible/Authorized Person

The details of the **Responsible/Authorized Person** are automatically populated from the **Establishment Master**. Review the displayed information and ensure it is accurate before proceeding to the next section.

Details of Responsible/Authorized Person								
Sr. No. / ક્ર. નંબર	Name of Responsible/Authorized Person / જવાબદાર વ્યક્તિનું નામ	Email ID / ઇમેઇલ આઇડી	Mobile / મોબાઇલ	Permanent Address / ધર્મજી સરોવર	Secondary Address / બીજો સરોવર	Designation / ડિઝાઇનેશન	Active / સક્રિય	Is Authorized / છે કે નહીં
1.	RAJESH PATEL	ra.1234@outlook.com	7890002375	RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR)	RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR)	MANAGING DIRECTOR		
2.	RAJESH PATEL	ra.1234@outlook.com	9876543210	RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR)	RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR) RAJESH PATEL (DR)	OWNER		

Section: Establishment Details & Details of Responsible/Authorized Person (Principal Employer)

Select the **Establishment Identification Number (EIN)** of the Establishment or Principal Employer. Upon selecting the EIN, the system automatically populates the remaining details.

The following information is displayed:

- Establishment Identification Number (EIN)
- Registration Number
- Registration Date
- Approval Date
- Establishment Name
- Mobile Number
- Email Address
- Risk Category
- Address
- District
- Taluka
- Pincode
- Type of Industry
- Type of Establishment
- Maximum Workmen Count



- Type of Ownership
- Other Ownership Type (if applicable)
- NIC Code
- Details of the Responsible/Authorized Person

Establishment Details			
Select Establishment Identification Number (EIN) / કલેક્ટર નંબર ચૂંટો.		Registration No. / રજીસ્ટ્રેશન નંબર	
XXXXXXXXXXXX		XXXXXXXXXXXX	
Establishment Name / સંસ્થાનું નામ		Registration Date / રજીસ્ટ્રેશન તારીખ	
XXXXXXXXXXXX		XXXXXXXXXXXX	
State Category Name / રાજ્ય શ્રેણી નામ		Establishment No. / સંસ્થાનું નંબર	
XXXXXXXXXXXX		XXXXXXXXXXXX	
District Name / જિલ્લાનું નામ		Type of Industry / ઉદ્યોગનું પ્રકાર	
XXXXXXXXXXXX		XXXXXXXXXXXX	
Type of Ownership / માલિકીનું પ્રકાર		Type of Establishment / સંસ્થાનું પ્રકાર	
XXXXXXXXXXXX		XXXXXXXXXXXX	
Other Ownership Type / અન્ય માલિકીનું પ્રકાર		NIC Code / માલિકીનું કોડ	
XXXXXXXXXXXX		XXXXXXXXXXXX	

Details Of Responsible/Authorized Person					
Sr. No. / ક્રમ નંબર	Name Of Responsible/Authorized Person / સંસ્થાનું માલિક/અનુમતિ પામેલ વ્યક્તિનું નામ	Mobile No. / મોબાઇલ નંબર	Address / સરનામું	Responsible/Authorized / માલિક/અનુમતિ પામેલ વ્યક્તિ	Signature / હસ્તાક્ષર
1	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX
2	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX XXXXX XXXXX

Section: Particulars of Contract Labour

Enter the following information related to the contract labour engagement:

- Commencement Date
- Completion Date
- Nature of Work
- Total Number of Contract Labour

Section: List of Documents

This section automatically displays the documents uploaded by the contractor while completing the **Establishment Master**. Review the listed documents and upload any additional documents, if required.

List of Documents			
Master's Documents / માલિકના દસ્તાવેજો			
EIN Code Certificate / રજીસ્ટ્રેશન નંબર પ્રમાણપત્ર	EIN Code Certificate / રજીસ્ટ્રેશન નંબર પ્રમાણપત્ર	Pin Card Of Establishment / સંસ્થાનું પિન કાર્ડ	Others / અન્ય
Download	Download	Download	Download
Applicant's Documents / અરજદારના દસ્તાવેજો			
Work Order / કાર્યનું આદેશ	Others / અન્ય		
Choose File / કોઈ ફાઇલ ચૂંટો	Choose File / કોઈ ફાઇલ ચૂંટો		



Section: Details of Fee

The fee details are calculated automatically based on the information provided in the application.

The following information is displayed:

- **Total Number of Contract Labour** – Auto-populated from the **Particulars of Contract Labour** section.
- **License Fee** – Automatically calculated based on the total number of contract labour.

Submission

After completing all the required sections, the contractor's **Authorized Person** must confirm that the information provided in the application is true and correct to the best of their knowledge by selecting the consent declaration.

Upon confirmation, the system sends a **One-Time Password (OTP)** to the Authorized Person's registered email address for verification.

After successful OTP verification, click **Confirm and Pay** to proceed to the online payment process and complete the license application submission.



Stage-6 Bank Guarantee

Step 1: Generate the Bank Guarantee

Upon successful completion of the license application, the applicant is redirected to the **Application List** page. To initiate the Bank Guarantee process, locate the submitted application and click **Generate Bank Guarantee**.

Refer to the screenshot below for the location of the **Generate Bank Guarantee** button.

The screenshot displays the 'Application List' interface. At the top, there are search filters for Application Type, Application Status, Application No., PAN Card No., and Contractor Name. Below these filters, a table lists applications. The table has columns: Download Receipt, Amendment History, Is Rejected, Bank Guarantee, Download Bank Guarantee Application, Upload Bank Guarantee, and Download Bank Guarantee Copy. In the 'Bank Guarantee' column of the second row, a green button labeled 'Generate Bank Guarantee' is highlighted with a red rectangle. The third row shows a yellow warning message: 'Bank Guarantee already uploaded. Generation is disabled.' The top right corner of the interface shows a 'Profile' button and a 'Total Count: 3' indicator.

Step 2: On the **Generate Bank Guarantee** page, all information related to the license application is automatically populated based on the contractor's profile and the submitted application. The applicant is only required to complete the **Details of Bank** section by providing the necessary bank-related information. After entering the required details, proceed to generate the Bank Guarantee.



The **Generate Bank Guarantee** page is divided into the following sections:

Section 1: Details of Application

The following information is automatically populated by the system:

- **Bank Guarantee Format Number** – System-generated reference number.
- **Date**
- **Name of Authority**
- **Area**
- **Zone**
- **District**
- **State**

Section 2: Details of the Bank

The applicant must provide the following bank details: The page also provides a **Get Your Bank Details** option, which allows the applicant to retrieve the bank's address and IFSC Code.

- **Name of Bank**
- **Address of Bank**
- **IFSC Code of the Bank**



The following fields are automatically calculated by the system:

- **Total Amount of Bank Guarantee** – Calculated based on the total number of contract labour specified in the license application.
- **Validity Period of Bank Guarantee** – Calculated based on the contract details provided in the application.

Section 3: Details of Contract

The following information is automatically populated from the submitted license application:

- License Application Number
- Contractor Registration Number
- Name and Address of Contractor
- Total Number of Contract Labour
- Security Deposit per Contract Labour
- Registration Number of Principal Employer
- Name and Address of Principal Employer

Step 3: Generate the Bank Guarantee

After verifying all the information and entering the required bank details, click **Generate and Save**.

The system will generate and download the **Bank Guarantee Form**, which can be used for further processing.



After successfully generating and saving the **Bank Guarantee Form**, the applicant is redirected to the **Application List** page.

The generated **Bank Guarantee Form** can be downloaded at any time by locating the corresponding application and clicking the **Download Bank Guarantee** option.

Refer to the screenshot below for the location of the **Download Bank Guarantee** button.

Step 4: Obtain and Submit the Bank Guarantee

After downloading the generated **Bank Guarantee Form**, the applicant must submit it to the selected bank to obtain the duly signed and stamped **Bank Guarantee**.



Once the bank has issued the signed and stamped Bank Guarantee, the applicant must log in to the **Shramsetu Portal** and upload the finalized Bank Guarantee document against the respective license application for further processing.

Application List

Search Menu

Application Type: --All-- Application Status: --All-- Application No: Enter Application No. PAN Card No: Enter PAN Card No.

CIN No: Enter CIN No. Contractor Name: Enter Contractor Name.

Search Reset

Total Count: 2 Expiring Application Count: 0

Payment Status	Payment History	Download Receipt	Administrative History	Is Reported	Bank Guarantee	Download Bank Guarantee Application	Upload Bank Guarantee	Download Bank Guarantee Copy
SUCCESS	View Payment History	N/A	N/A	N/A	Bank Guarantee already uploaded. Renewed by Employer.	Download Bank Guarantee Application	Upload Bank Guarantee	Download Bank Guarantee Copy
SUCCESS	View Payment History	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Once the application is approved or rejected by the Approving Authority, an email will be sent to the applicant along with the application status.

If the application is approved, the applicant can download their license certificate from the **"Application List"** window, as shown below:



Profile

Application Type

Application Status

Application No.

FWN Card No.

CIN No.

Contributor Name

Search

Reset

Total Count: 3

Expiring Application Count: 0

Application Number	Name of Establishments in which applicant labor is employed to be	Is From FTD	FWN/IDN	Status	Decision Date	Action	Query	Download Application	Certificate / License	Fee
LC03SHWC/GJAHM/0028000101	REGD SHWC/GJAHM/0028000089 DELTA ESTABLISHMENT	No	AMH03H348V	Approved	03-07-2028	View Application	View Query	Download Application	Download	500
LC03SHWC/GJAHM/0028000108	REGD SHWC/GJAHM/0028000089 DELTA ESTABLISHMENT	No	AMH03H348V	Approved	03-07-2028	View Application	View Query	Download Application	Download	500
REGD SHWC/GJAHM/0028000089	NA	No	AMH03H348V	Approved	03-07-2028	View Application	View Query	Download Application	Download	500

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End of the Document