

**DEPARTMENT OF LABOUR AND EMPLOYMENT
GOVERNMENT OF HIMACHAL PRADESH**

Table of Contents

1. Registration of Shops and Commercial Establishment	3
a) Fee Schedule:	3
b) Document Required:	3
c) Service Delivery Process:	3
2. Renewal of Shops and Commercial Establishment	6
a) Fee Schedule:	6
b) Document Required:	6
c) Service Delivery Process:	6
3. Registration of Establishment Employing Contract Labour	9
a) Fee Schedule:	9
b) Document Required:	9
c) Service Delivery Process:	9
4. Application for Contract Labour License	11
a) Fee Schedule:	11
b) Document Required:	11
c) Security fee	11
d) Service Delivery Process:	11
5. Renewal of Contract Labour License	13
a) Fee Schedule:	13
b) Document Required:	13
e) Security fee	13
c) Service Delivery Process:	13
6. Application for Registration of Employing Migrant Workmen	15
a) Fee Schedule:	15
b) Document Required:	15
c) Service Delivery Process:	15
7. Application for Motor Transport Worker Registration	17
a) Fee Schedule:	17
b) Document Required:	17
c) Service Delivery Process:	17
8. Application for Renewal of Motor Transport Worker Registration	19
a) Fee Schedule:	19
b) Document Required:	19
c) Service Delivery Process:	19

Department of Labour and Employment

1. Registration of Shops and Commercial Establishment

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Establishment employing no person	Rs. 50.00
2	Establishment employing upto 5 persons	Rs. 200.00
3	Establishment employing more than 5 but less than 11 persons	Rs. 300.00
4	Establishment employing more than 10 but less than 26 persons	Rs. 500.00
5	Establishment employing more than 25 persons.	Rs. 2000.00

b) Document Required:

1. Documents required for registration of Shop or Commercial Establishment.
 - I. Form-1
 - II. Form-6
 - III. Form-7
2. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - I. Form-1
 - II. Form-6
 - III. Form-7
3. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - I. Form-1
 - II. Form-4
 - III. Form-6
 - IV. Form-7

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Registration of Shops And Commercial Establishment		
1	If applicant want to apply for Registration of Shops And Commercial Establishment online directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	<p>If applicant is registered, login to online application using User ID and Password:</p> <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	<p>Online application registers the service request made by the applicant and generates a Unique service request ID:</p> <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	<p>Applicant can check the status of his/her Registration of Shops And Commercial Establishment based on the Unique application request number:</p> <ul style="list-style-type: none"> ▪ Check the status by directly login in online application 	Online Application
7	Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer

<p>10</p>	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	<p>Online Application</p>
<p>11</p>	<p>Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-Mail ID.</p>	<p>Online Application</p>
<p>12</p>	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	<p>Online Application</p>

Department of Labour and Employment

2. Renewal of Shops and Commercial Establishment

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Establishment employing no person	Rs. 50.00
2	Establishment employing upto 5 persons	Rs. 200.00
3	Establishment employing more than 5 but less than 11 persons	Rs. 300.00
4	Establishment employing more than 10 but less than 26 persons	Rs. 500.00
5	Establishment employing more than 25 persons.	Rs. 2000.00

b) Document Required:

1. Documents required for registration of Shop or Commercial Establishment.
 - IV. Form-1
 - V. Form-6
 - VI. Form-7
2. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - IV. Form-1
 - V. Form-6
 - VI. Form-7
3. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - V. Form-1
 - VI. Form-4
 - VII. Form-6
 - VIII. Form-7

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Renewal of Shops And Commercial Establishment		
1	If applicant want to apply for Renewal of Shops And Commercial Establishment online directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application

3	<p>If applicant is registered, login to online application using User ID and Password:</p> <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	<p>Online application registers the service request made by the applicant and generates a Unique service request ID:</p> <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	<p>Applicant can check the status of his/her Renewal of Shops And Commercial Establishment based on the Unique application request number:</p> <ul style="list-style-type: none"> ▪ Check the status by directly login in online application 	Online Application
7	Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-	Online Application

12	<ol style="list-style-type: none">1. License is uploaded by the competent authority in the application and applicant may download the same2. The same is also sent to applicant's e-mail id, if available3. The license may also be sent through Post if desired by applicant	Online Application
-----------	---	-----------------------

Department of Labour and Employment

3. Registration of Establishment Employing Contract Labour

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is 20	Rs. 200.00
2	Exceeds 20 but does not exceed 50	Rs. 500.00
3	Exceeds 50 but does not exceed 100	Rs. 1000.00
4	Exceeds 100 but does not exceed 200	Rs. 2000.00
5	Exceeds 200 but does not exceed 400	Rs. 4000.00
6	Exceeds 400	Rs. 5000.00

b) Document Required:

4. Documents required for registration of Establishment Employing Contract Labour.

I. Form-1

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Registration of Establishment Employing Contract Labour		
1	If applicant want to apply for Registration of Establishment Employing Contract Labour online directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
	Applicant can check the status of his/her Registration of Establishment Employing Contract Labour based on the Unique	Online

7	Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-Mail ID.	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

Department of Labour and Employment

4. Application for Contract Labour License

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is 20	Rs. 50.00
2	Exceeds 20 but does not exceed 50	Rs. 125.00
3	Exceeds 50 but does not exceed 100	Rs. 250.00
4	Exceeds 100 but does not exceed 200	Rs. 500.00
5	Exceeds 200 but does not exceed 400	Rs. 1000.00
6	Exceeds 400	Rs. 1250.00

b) Document Required:

- Form-I Application for Registration of Establishments employing contract Labour.
- In case it is partnership concern a resolution to be passed authenticated copy is to be attached to the effect one of the partner will make application for registration of establishment under Contract Labour Act.
- Form - 5

c) Security fee

- Security fee will be charged of Rs.100/ contract labour proposed to be employed in the establishment on any date

d) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Application for Contract Labour License		
1	If applicant want to apply for Application for Contract Labour License online directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant

5	<p>Online application registers the service request made by the applicant and generates a Unique service request ID:</p> <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	<p>Applicant can check the status of his/her Application for Contract Labour License based on the Unique application request number:</p> <ul style="list-style-type: none"> ▪ Check the status by directly login in online application 	Online Application
7	<p>Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.</p>	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	<p>Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-Mail ID.</p>	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

Department of Labour and Employment

5. Renewal of Contract Labour License

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is 20	Rs. 50.00
2	Exceeds 20 but does not exceed 50	Rs. 125.00
3	Exceeds 50 but does not exceed 100	Rs. 250.00
4	Exceeds 100 but does not exceed 200	Rs. 500.00
5	Exceeds 200 but does not exceed 400	Rs. 1000.00
6	Exceeds 400	Rs. 1250.00

b) Document Required:

- Form-I Application for Registration of Establishments employing contract Labour.
- In case it is partnership concern a resolution to be passed authenticated copy is to be attached to the effect one of the partner will make application for registration of establishment under Contract Labour Act.
- Form - 5

e) Security fee

- Security fee will be charged of Rs.100/ contract labour proposed to be employed in the establishment on any date

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Renewal of Contract Labour License		
1	If applicant want to apply for Renewal of Contract Labour License directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID:	Online Application

6	<p>Applicant can check the status of his/her Renewal of Contract Labour License based on the Unique application request number:</p> <ul style="list-style-type: none"> ▪ Check the status by directly login in online application 	Online Application
7	<p>Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.</p>	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	<p>Online application activates the predefined delivery component Through which the service delivery happens to the applicant to his e- Mail ID.</p>	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

Department of Labour and Employment

6. Application for Registration of Employing Migrant Workmen

The act applies to every establishment in which 5 or more inter state migrant workmen are employed or were employed during any day in the preceding 12 month.

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is 20	Rs. 200.00
2	Exceeds 20 but does not exceed 50	Rs. 500.00
3	Exceeds 50 but does not exceed 100	Rs. 1000.00
4	Exceeds 100 but does not exceed 200	Rs. 2000.00
5	Exceeds 200 but does not exceed 400	Rs. 4000.00
6	Exceeds 400	Rs. 5000.00

b) Document Required:

- Form-I Application for Registration of Establishments Employing Migrant Workmen.
- In case it is partnership concern a resolution to be passed authenticated copy is to be attached to the effect one of the partner will make application for registration of establishment under Inter State Migrant Workmen Act.
- In case of company resolution to the effect is to be passed and authenticated copy is to be attached to the effect that one of the Directors will make application for registration of establishment as the case may be.
- In case of society or Government undertaking the head of the establishment/department will make application.
- For the purpose of registration of establishment of principal employer Labour Officer is appointed as Registering Officer.

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Application for Registration of Employing Migrant Workmen		
1	If applicant want to apply for Application for Registration of Employing Migrant Workmen directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant

5	<p>Online application registers the service request made by the applicant and generates a Unique service request ID:</p> <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	<p>Applicant can check the status of his/her Application for Registration of Employing Migrant Workmen based on the Unique application request number:</p>	Online Application
7	<p>Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.</p>	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	<p>Online application activates the predefined delivery component Through which the service delivery happens to the applicant to his e- Mail ID.</p>	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

Department of Labour and Employment

7. Application for Motor Transport Worker Registration

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is less than 10	Rs. 10.00
2	Exceeds 10 but does not exceed 25	Rs. 25.00
3	Exceeds 25 but does not exceed 50	Rs. 50.00
4	Exceeds 50 but does not exceed 100	Rs. 100.00
5	Exceeds 100 but does not exceed 250	Rs. 250.00
6	Exceeds 250 but does not exceed 500	Rs. 500.00
7	Exceeds 500 but does not exceed 750	Rs. 750.00
8	Exceeds 750 but does not exceed 1000	Rs. 1000.00
9	Exceeds 1000	Rs. 1500.00

b) Document Required:

- Form-I Application for Application for Motor Transport Worker Registration.

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Application for Motor Transport Worker Registration		
1	If applicant want to apply for Application for Motor Transport Worker Registration directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status of his/her Application for Motor Transport Worker Registration based on the Unique application	Online

7	Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	Online application activates the predefined delivery component Through which the service delivery happens to the applicant to his e- Mail ID.	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

Department of Labour and Employment

8. Application for Renewal of Motor Transport Worker Registration

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is less than 10	Rs. 10.00
2	Exceeds 10 but does not exceed 25	Rs. 25.00
3	Exceeds 25 but does not exceed 50	Rs. 50.00
4	Exceeds 50 but does not exceed 100	Rs. 100.00
5	Exceeds 100 but does not exceed 250	Rs. 250.00
6	Exceeds 250 but does not exceed 500	Rs. 500.00
7	Exceeds 500 but does not exceed 750	Rs. 750.00
8	Exceeds 750 but does not exceed 1000	Rs. 1000.00
9	Exceeds 1000	Rs. 1500.00

b) Document Required:

- Form-I Application for Renewal of Motor Transport Worker Registration.

c) Service Delivery Process:

Sr.	Process Description	Responsibility Centre
Application for Renewal of Motor Transport Worker Registration		
1	If applicant want to apply for Application for Renewal of Motor Transport Worker Registration directly, then applicant has to access the online application	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords	Applicant / Online Application
3	If applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> ▪ Applicant can select the service out of the total list of services in application ▪ Applicant selects the desired service and fills the necessary details ▪ Application request is submitted as e-form through the web portal Attached the necessary set of supporting documents (as required) ▪ Select the payment mode and make the payment online through the Payment Gateway using Net-banking, credit/debit card etc 	Applicant
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> ▪ Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status of his/her Application for Renewal of Motor Transport Worker Registration based on the	Online

7	Online Application routes the Application request along with attached documents to the Competent Authority based on the Location based Jurisdiction.	Online Application
8	<p>Competent Authority review the application request along with the attached documents:</p> <ul style="list-style-type: none"> ▪ If Applicants details are satisfactory, Competent Authority may process the request online ▪ For any additional info required to process the application, competent authority may send back the application to the applicant for providing additional documents or to further update the information online ▪ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection 	Registering Officer
9	<p>Approval Component:</p> <ul style="list-style-type: none"> ▪ This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database with reference of Unique Certificate ID <p>Rejection Component:</p> <ul style="list-style-type: none"> ▪ If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer
10	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> ▪ If application is rejected, then applicant is updated with reason of rejection ▪ If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
11	Online application activates the predefined delivery component Through which the service delivery happens to the applicant to his e- Mail ID.	Online Application
12	<ol style="list-style-type: none"> 1. License is uploaded by the competent authority in the application and applicant may download the same 2. The same is also sent to applicant's e-mail id, if available 3. The license may also be sent through Post if desired by applicant 	Online Application

