

PROCEDURE AND CHECKLIST FOR SERVICES OF DEPARTMENT OF LABOUR AND EMPLOYMENT

Government of Himachal Pradesh



**New Himrus Building,
Circular Road, Shimla,
Himachal Pradesh - 171001**

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

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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** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
2. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
3. Documents required for amendment of Registration Certificate of Shop or Commercial Establishment
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-4** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - IV. **Form-7** (online generated e-form and submission in online mode only through the web application)

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 at http://labour.hp.gov.in/ | Applicant |
| 2 | <p>If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps:</p> <ul style="list-style-type: none"> • Click “Register New user” on home page. • All necessary information should be entered. • Click Submit. • Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 | 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 | <ul style="list-style-type: none"> • Online Application routes the Application request along with attached documents to the Competent Authority (Labour Inspector) based on the Location based Jurisdiction. | Online Application |

| | | |
|----|---|--------------------|
| 8 | <p>Labour Inspector review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Inspector may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Inspector. 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 Labour Inspector is not satisfied with the application request then Labour Inspector may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Inspector may send back the application to the applicant for providing additional documents or to further update the information online | Labour Inspector |
| 09 | <p>Applicant is updated with the status of the application requested through auto generated SMS and automated e-mail.</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 |
| 10 | <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 |
| 11 | <ul style="list-style-type: none"> • License is uploaded by the competent authority in the application and applicant may download the same • The same is also sent to applicant's e-mail id, if available • The license may also be sent through Post if desired by applicant | Online Application |

Note: Department has mandated timelines (**15 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link:

http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=1497
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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.
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
2. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
3. Documents required for amendment of Registration Certificate of Shop or Commercial Establishment
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-4** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - IV. **Form-7** (online generated e-form and submission in online mode only through the web application)

c) Service Delivery Process:

| Sr. | Process Description | Responsibility Centre |
|--|---|--------------------------------|
| Renewal of Shops And Commercial Establishment | | |
| 1 | If applicant want to apply for Renewal of Registration Shops And Commercial Establishment online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | 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 | 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 Renewal of Shops And Commercial Establishment based on the Unique application request number: <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 (Labour Inspector) based on the Location based Jurisdiction. | Online Application |

| | | |
|----|---|--------------------|
| 8 | <p>Labour Inspector review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Inspector may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Inspector. 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 Labour Inspector is not satisfied with the application request then Labour Inspector may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Inspector may send back the application to the applicant for providing additional documents or to further update the information online | Labour Inspector |
| 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 | <ul style="list-style-type: none"> • License is uploaded by the competent authority in the application and applicant may download the same • The same is also sent to applicant's e-mail id, if available • The license may also be sent through Post if desired by applicant | Online Application |

Note: Department has mandated timelines (**15 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link:

http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975

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:

- Documents required for registration of Establishment Employing Contract Labour.
 - Form-1 (online generated e-form and submission in online mode only through the web application)

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 at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application, then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none">Click "Register New user" on home page.All necessary information should be entered.Click Submit.Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 | <p>This concludes the application submission procedure done online directly by the applicant</p> | 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 Establishment Employing Contract Labour 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 Labour Officer based on the Location based Jurisdiction.</p> | Online Application |
| 8 | <p>Labour Officer review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. 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 Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online. | Labour Officer |
| 9 | <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 |
| 10 | <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 |

| | | |
|----|---|--------------------|
| 11 | <ul style="list-style-type: none">• License is uploaded by the Labour Officer in the application and applicant may download the same• The same is also sent to applicant's e-mail id, if available• The license may also be sent through Post if desired by applicant | Online Application |
|----|---|--------------------|

Note:

1. Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application videnotification No. Shram (A)6-2/10-Part-File-1-L dated 29.06.2016. Notification can be accessed by following the link:
http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975
2. A deemed approval clause has been introduced by the department, which declares auto generation of licenses/ registrations and certificates electronically after 45 days.

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) Security fee

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

c) Document Required:

1. Form –IV (online generated e-form and submission in online mode only through the web application)
2. 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.
3. Form – V (By the principal employer, to be filled and uploaded online (can be downloaded from departments website))

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 at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> • Click “Register New user” on home page. • All necessary information should be entered. • Click Submit. • Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 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 | Online Application routes the Application request along with attached documents to the Labour Officer based on the Location based Jurisdiction. | Online Application |
| 8 | <p>Labour Officer review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. 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 Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online | Labour Officer |
| 9 | <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 |
| 10 | Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-Mail ID. | Online Application |

| | | |
|-----------|---|--------------------|
| 11 | <ul style="list-style-type: none">• License is uploaded by the Labour Officer in the application and applicant may download the same• The same is also sent to applicant's e-mail id, if available• The license may also be sent through Post if desired by applicant | Online Application |
|-----------|---|--------------------|

Note:

1. Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link:
http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975
2. A deemed approval clause has been introduced by the department, which declares auto generation of licenses/ registrations and certificates electronically after 45 days.

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) Security fee

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

c) Document Required:

- Form –IV (online generated e-form and submission in online mode only through the web application)
- 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 – V (By the principal employer, to be filled and uploaded online (can be downloaded from departments website))

d) Service Delivery Process:

| Sr. | Process Description | Responsibility Centre |
|--|--|--------------------------------|
| Renewal for Contract Labour License | | |
| 1 | If applicant want to apply for Renewal of Application for Contract Labour License online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> Click “Register New user” on home page. All necessary information should be entered. Click Submit. Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 | 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> | Online Application |
| 7 | <p>Online Application routes the Application request along with attached documents to the Labour Officer based on the</p> | Online Application |
| 8 | <p>Labour Officer review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. 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 Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online | Labour Officer |
| 9 | <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 |
| 10 | <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 |

| | | |
|-----------|---|--------------------|
| 11 | <ul style="list-style-type: none">• License is uploaded by the Labour Officer in the application and applicant may download the same• The same is also sent to applicant's e-mail id, if available• The license may also be sent through Post if desired by applicant | Online Application |
|-----------|---|--------------------|

Note:

1. Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application videnotification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link:
http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975
2. A deemed approval clause has been introduced by the department, which declares auto generation of licenses/ registrations and certificates electronically after 45 days.

Department of Labour and Employment

6. Application for Registration of Establishment Employing Migrant Workmen

The act applies to every establishment in which 5 or more interstate 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 (online generated e-form and submission in online mode only through the web application).
- 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 Establishment Employing Migrant Workmen | | |
| 1 | If applicant want to apply for Application for Registration of Establishments Employing Migrant Workmen online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> Click "Register New user" on home page. All necessary information should be entered. Click Submit. Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 | 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 Establishments Employing Migrant Workmen 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 Labour Officer based on the | Online Application |
| 8 | <p>Labour Officer review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. 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 Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online | Labour Officer |
| 9 | <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 |
| 10 | Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e- Mail ID. | Online Application |

| | | |
|----|---|--------------------|
| 11 | <ul style="list-style-type: none">• License is uploaded by the Labour Officer in the application and applicant may download the same• The same is also sent to applicant's e-mail id, if available• The license may also be sent through Post if desired by applicant | Online Application |
|----|---|--------------------|

Note:

1. Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link: http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975
2. A deemed approval clause has been introduced by the department, which declares auto generation of licenses/ registrations and certificates electronically after 45 days.

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 5 | Rs. 100.00 |
| 2 | Exceeds 6 but does not exceed 25 | Rs. 300.00 |
| 3 | Exceeds 26 but does not exceed 100 | Rs. 1000.00 |
| 4 | Exceeds 101 but does not exceed 250 | Rs. 2500.00 |
| 5 | Exceeds 251 but does not exceed 500 | Rs. 5000.00 |
| 6 | Exceeds 501 but does not exceed 1000 | Rs. 10000.00 |
| 7 | Exceeds 1001 but does not exceed 1500 | Rs. 15000.00 |

b) Document Required:

- Form-I Application for Application for Motor Transport Worker Registration (online generated e-form and submission in online mode only through the web application)

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 online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> Click "Register New user" on home page. All necessary information should be entered. Click Submit. Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 | 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 Application for Motor Transport Worker Registration 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 Deputy Labour Commissioner.</p> | Online Application |
| 8 | <p>Deputy Labour Commissioner review the application request along with the attached documents:</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Deputy Labour Commissioner may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Deputy Labour Commissioner. 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 Deputy Labour Commissioner is not satisfied with the application request then Deputy Labour Commissioner may reject the service request for License with rejection comments. <p>Reverting back:</p> <ul style="list-style-type: none"> • For any additional info required to process the application, Deputy Labour Commissioner may send back the application to the applicant for providing additional documents or to further update the information online | Deputy Labour Commissioner |
| 9 | <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 |
| 10 | <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 |
| 11 | <ul style="list-style-type: none"> • License is uploaded by the Deputy Labour Commissioner in the application and applicant may download the same • The same is also sent to applicant's e-mail id, if available • The license may also be sent through Post if desired by applicant | Online Application |

Note: Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link:

http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975

Department of Labour and Employment

3. Application for Renewal of Motor Transport Worker Registration

a) Fee Schedule:

| Sr. | Category of Establishment | Fee for Registration/Renewal |
|-----|---------------------------------------|------------------------------|
| 1 | Is less than 5 | Rs. 100.00 |
| 2 | Exceeds 6 but does not exceed 25 | Rs. 300.00 |
| 3 | Exceeds 26 but does not exceed 100 | Rs. 1000.00 |
| 4 | Exceeds 101 but does not exceed 250 | Rs. 2500.00 |
| 5 | Exceeds 251 but does not exceed 500 | Rs. 5000.00 |
| 6 | Exceeds 501 but does not exceed 1000 | Rs. 10000.00 |
| 7 | Exceeds 1001 but does not exceed 1500 | Rs. 15000.00 |

b) Document Required:

- Form-I Application for Renewal of Motor Transport Worker Registration (online generated e-form and submission in online mode only through the web application)

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 online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> Click "Register New user" on home page. All necessary information should be entered. Click Submit. Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 Unique application request number: <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 Labour Officer based on the Location based Jurisdiction. | Online Application |
| 8 | Labour Officer review the application request along with the attached documents: Approval Component: <ul style="list-style-type: none"> If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. The record is updated in the database with reference of Unique Certificate ID Rejection Component: <ul style="list-style-type: none"> If the Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. Reverting back: <ul style="list-style-type: none"> For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online | Labour Officer |
| 9 | Applicant is updated with the status of the application requested through auto generated SMS. <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 |
| 10 | Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e- Mail ID. | Online Application |
| 11 | <ul style="list-style-type: none"> License is uploaded by the Labour Officer in the application and applicant may download the same The same is also sent to applicant's e-mail id, if available The license may also be sent through Post if desired by applicant | Online Application |

Note: Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.02.2016. Notification can be accessed by following the link

http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975

Department of Labour and Employment

4. Registration under Building and Other Construction Workers

a) Fee schedule:

| Sr. No. | Category of establishment | Fee for registration |
|---------|-------------------------------------|----------------------|
| 1 | Is between 10 to 20 | Rs. 100.00 |
| 2 | exceeds 50 up to 100 | Rs. 500.00 |
| 3 | exceeds 100 but does not exceed 250 | Rs. 1000.00 |
| 4 | exceeds 250 but does not exceed 500 | Rs. 2500.00 |
| 5 | exceeds 500 | Rs. 5000.00 |

b) Document required:

- Form-I Application for Registration of Establishments Employing Building and Other Construction Workers (online generated e-form and submission in online mode only through the web application).

c) Service Delivery Process:

| Sr. | Process Description | Responsibility Centre |
|-----|---|--------------------------------|
| 1 | If applicant want to apply for Registration under Building and Other Construction Workers online directly, then applicant has to access the online application at http://labour.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps: <ul style="list-style-type: none"> Click "Register New user" on home page. All necessary information should be entered. Click Submit. Once the account is activated, applicant can use the user ID & Password to login and apply for the online application. | 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 Registration under Building and Other Construction Workers Act based on the Unique application request number: <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 Labour Officer based on the Location based Jurisdiction. | Online Application |
| 8 | Labour Officer review the application request along with the attached documents: Approval Component: <ul style="list-style-type: none"> If Applicants details are satisfactory, Labour Officer may process the request online. This component involves creation of Electronic copy of License with signature/digital signature of the Labour Officer. The record is updated in the database with reference of Unique Certificate ID Rejection Component: <ul style="list-style-type: none"> If the Labour Officer is not satisfied with the application request then Labour Officer may reject the service request for License with rejection comments. Reverting back: <ul style="list-style-type: none"> For any additional info required to process the application, Labour Officer may send back the application to the applicant for providing additional documents or to further update the information online | Labour Officer |
| 9 | Applicant is updated with the status of the application requested through auto generated SMS. <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 |
| 10 | Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e- Mail ID. | Online Application |
| 11 | <ul style="list-style-type: none"> License is uploaded by the Labour Officer in the application and applicant may download the same The same is also sent to applicant's e-mail id, if available The license may also be sent through Post if desired by applicant | Online Application |

Note:

1. Department has mandated timelines (**20 days after completion of all codal formalities**) through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. Shram (A)6-2/10-Part-File-1-L dated 27.06.2016. Notification can be accessed by following the link:
http://himachal.nic.in/showfile.php?lang=1&dpt_id=14&level=1&lid=15338&sublinkid=14975
2. A deemed approval clause has been introduced by the department, which declares auto generation of licenses/ registrations and certificates electronically after 45 days.