



Labour Department, Chhattisgarh

User Guide for Online Registration and Availing Department Services

CHHATTISGARH GOVERNMENT, LABOUR DEPARTMENT |
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1 About the Department

The Labour Department of Chhattisgarh aims to provide world class environment to the investors in Chhattisgarh. The department offers following services online for the ease of investors thereby improving ease of doing business in the state:

1. Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948
2. Registration and grant of license under The Factories Act, 1948
3. License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
4. Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
5. Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
6. Renewal of license under The Factories Act, 1948
7. Renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

The above services are available online on the departmental website <http://cglabour.nic.in/>. The other services apart from listed above will be provided as it is by the department.

The user guide contains below information regarding each service:

1. General guidelines for Users: Who needs to fill optional/compulsory
2. Complete list of documents required
3. Stepwise process and timeline for online registration of Users
4. Download of the certificates
5. Sample application forms in annexure
6. Third Party verification

1.1 Registration Single Window

For availing the facility of online services of various department of Chhattisgarh, users will have to register online. An e-dashboard will be generated for the user from which the services of Labour Department can be availed.

Registration is a two steps process:

Step 1 User Registration: User registers himself once with Single window (SW) and creates an account.

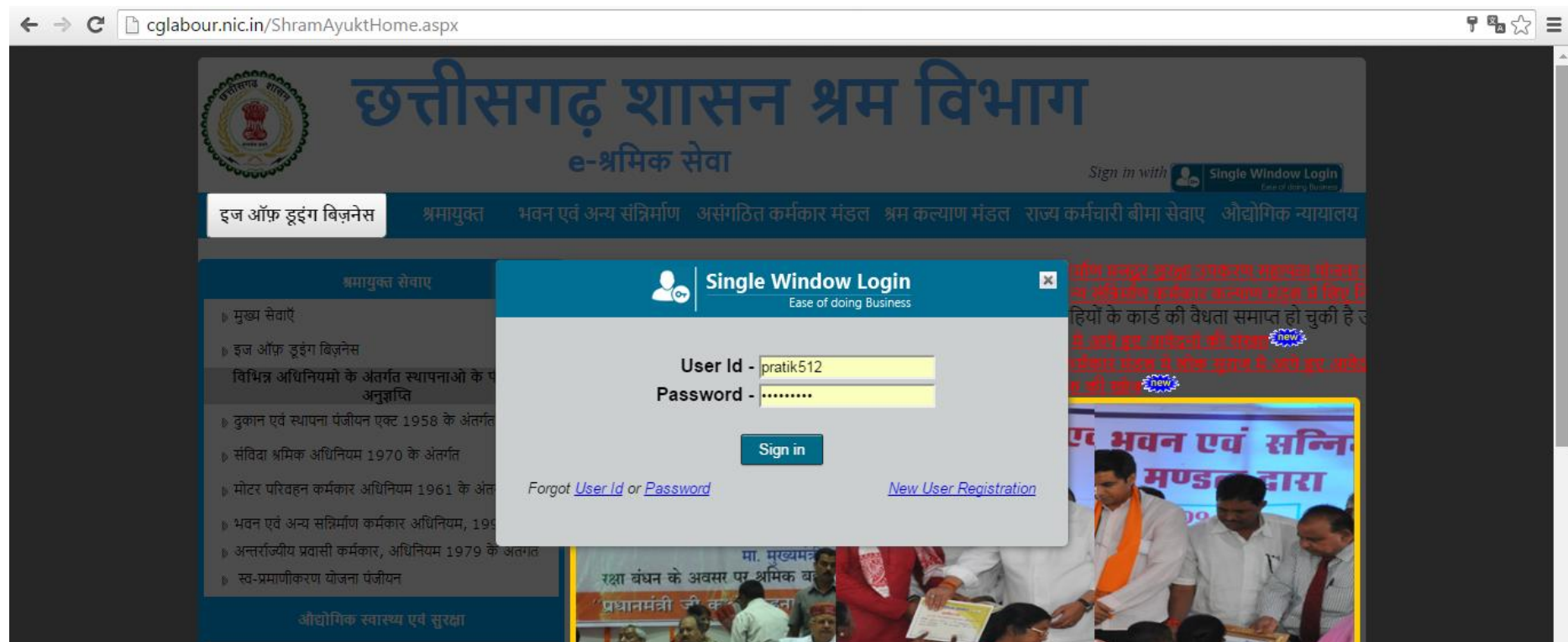
Step 2 Unit Registration: User can register their units after logging into the Single Window.

User Manual for Registration of principal employer's establishment under provision of The Contracts Labour Act

Each unit after registration will have a unique ID called “UdyamAkanksha Number” (UAN). All the incentives applicable to the specific unit and online application for various approvals can be availed through this UAN.

1.2 Steps to reach the Labour Department e-dashboard

1. Registration & Generation of Login Credentials for Single Window & Generate UdyamAkanksha Number
 - i. Go to <http://cglabour.nic.in/>
 - ii. Login using single window login credentials



The screenshot displays the homepage of the Central Government Labour Department's e-portal. The header features the text "छत्तीसगढ़ शासन श्रम विभाग" (Chhattisgarh State Labour Department) and "e-श्रमिक सेवा" (e-Labourer Service). A navigation menu includes links for "इज ऑफ़ डूइंग बिज़नेस" (Ease of Doing Business), "श्रमायुक्त" (Labourer), "भवन एवं अन्य संनिर्माण" (Housing and other construction), "असंगठित कर्मकार मंडल" (Unorganized workers union), "श्रम कल्याण मंडल" (Labour welfare union), "राज्य कर्मचारी बीमा सेवाएँ" (State government employees insurance services), and "औद्योगिक न्यायालय" (Industrial court).

The main content area is dominated by a "Single Window Login" modal window. It contains the following fields and options:

- User Id**: pratik512
- Password**: [masked]
- Sign in** button
- Links for [Forgot User Id or Password](#) and [New User Registration](#)

The background of the page shows a sidebar with "श्रमायुक्त सेवाएँ" (Labourer services) and a list of various labour laws and regulations, such as "मुख्य सेवाएँ" (Main services), "इज ऑफ़ डूइंग बिज़नेस" (Ease of Doing Business), and "विभिन्न अधिनियमों के अंतर्गत स्थापनाओं के पंजीयन" (Registration of establishments under various acts).

- iii. After successful login, the system will ask for UdyamAkanksha Number (Unit Number) as follows, enter UAN of the establishment for which you are applying online services, click on Submit.

Welcome To Labour Department
Thank you to using single window login

User_Id: pratik512

UdyamAakanksha/Unit number:

- iv. After submitting UAN, the dashboard of Labour department opens up, showing services available through SW

1.3 Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

1.3.1 General Information

Who needs to apply?	Owner of Factory/Occupier
When to apply	Only if the factory owner has to engage contractors after his/her Factory License registration has been approved
Where to apply	Department website, http://cglabour.nic.in/
Total time for closing of application from the day of application	30 days from the day of successful application submission.
Validity of the certificate issued	Lifetime
Reference	http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=4
Download old certificates, applied earlier offline	Go to http://cglabour.nic.in/ Login to Single Window, enter UAN, select a service , click download

1.3.2 Documents required to complete the application

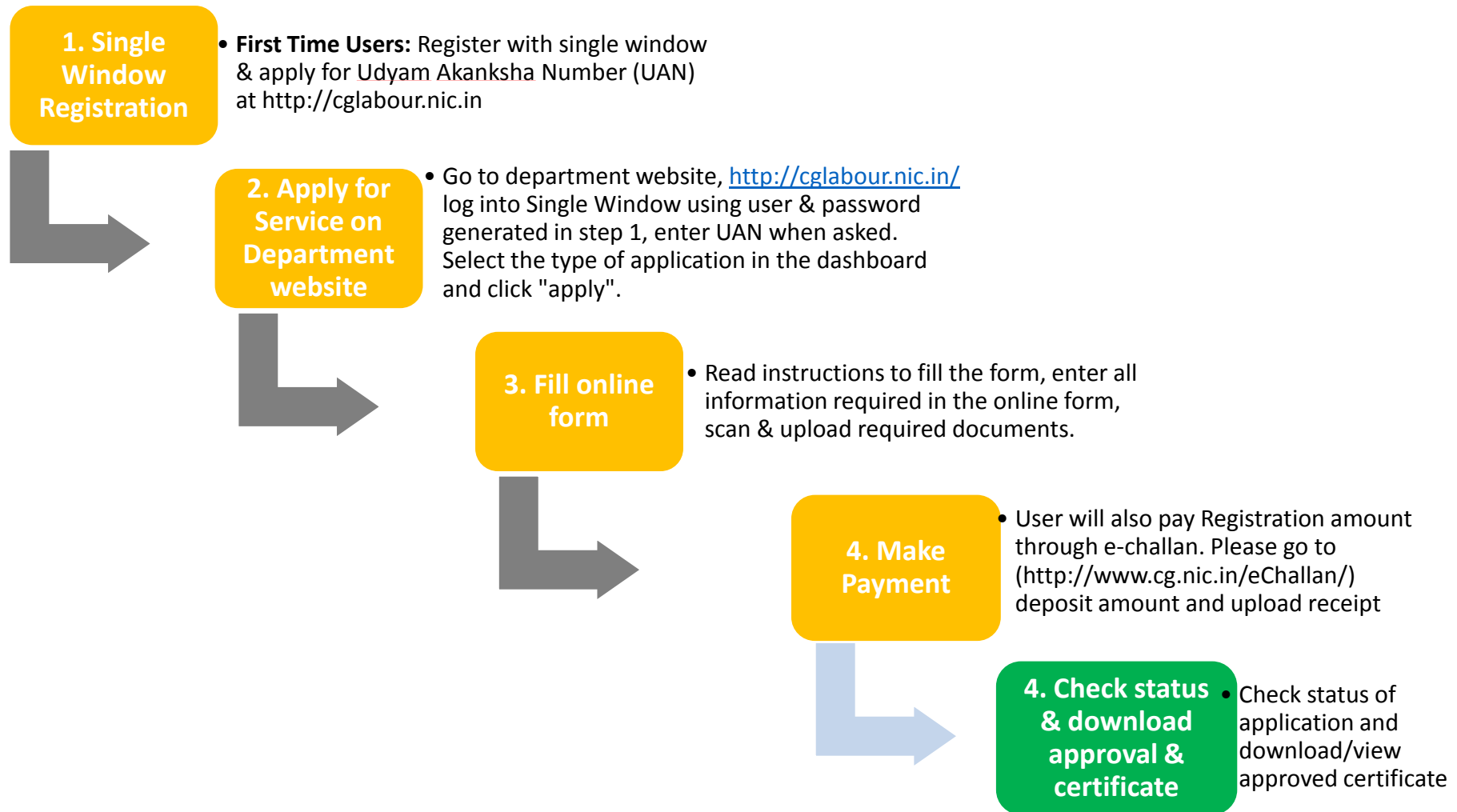
- i. Firm/Establishment Memorandum/Partnership Deed(In case of Firm)
- ii. Chalan Copy (Receipt of amount deposited in bank)
- iii. Contractor List

1.3.3 Stepwise process and timeline for online registration of Users

Timeline

Status of application	Timeline
Issue of certificate	Within 30 days of successful submission of application

Stepwise Process



- i. Go to e-dashboard, Click "Apply" under Registration of Principal employer



छत्तीसगढ़ शासन श्रम विभाग

Welcome: Pratik Chandrakar
UAN: 11103126660251
[Change UAN](#)

e-श्रमिक सेवा

[Home](#)

[Logout](#)



Services(Ease of Doing Business)

Factory Plan Approval(Form1-A)

[User Manual](#)

[Apply](#)

Application Status:Approved

[Download](#) PP5

Registration of principal employer's establishment

[User Manual](#)

[Apply](#)

Application Status:Not Applied

[Download](#)

Registration of contractors

[User Manual](#)

[Apply](#)

Application Status:Pending

[Download](#)

Factory Licence Application(Form-4)

[User Manual](#)

[Apply](#)

Application Status:Pending

[Download](#)

Licence for contractors

[User Manual](#)

[Apply](#)

Application Status:Approved

[Download](#)

Self Certificate/Inspection

[User Manual](#)

[Apply](#)

[Check Status](#)

[Download](#)

[Self Certificate/Inspection Rule](#)

Renewal of Factory Licence

[User Manual](#)

[Apply](#)

Application Status:Pending

[Download](#)

Renewal of licence for contractors

[User Manual](#)

[Apply](#)

Application Status:Pending

[Download](#)

- ii. A form opens, fill the details and attach the scanned documents and click submit.

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ठेका श्रमिक में प्रमुख नियोजक पंजीयन आवेदन

FORM-I
[See Rule 17(1)]

स्थापना की जानकारी

स्थापना का नाम*	Test Enterprise	प्रमुख स्थान*	
डाक पता*	loc1	जिला*	--Select Dist--
ग्रामीण/शहरीय*	--Select--	ब्लॉक का नाम*	
		पिन कोड*	4100002

प्रमुख नियोजक सूचना

पूरा नाम*	Pratik Chandrakar	पिता का नाम*	
डाक पता*	loc1	जिला*	--Select Dist--
ग्रामीण/शहरीय*	--Select--	ब्लॉक का नाम*	
		पिन कोड*	4100002


प्रबंधक / जिम्मेदार व्यक्ति सूचना

पूरा नाम*		पिता का नाम*	
डाक पता*		जिला*	--Select Dist--
ग्रामीण/शहरीय*	--Select--	ब्लॉक का नाम*	
		पिन कोड*	4100002

स्थापना पर किये गए कार्य की प्रकृति

कार्य की प्रकृति*	
-------------------	--

ठेकेदार की विशेष और ठेका मजदूर

नाम*	पता*	कार्य की प्रकृति*	श्रमिकों की सं.*	अनुमानित तिथि*	लाइसेंस क्र.*	

ट्रेसरी रसीद का विवरण संलग्न

देय शुल्क*	
ई-चालान लिंक	
ई-चालान नंबर	

[Help for e-challan](#)

संलग्न दस्तावेज

फर्म/स्थापना मेमोरेण्डम/साझेदारी डीडी*	Choose file	No file chosen
ठेकेदार की सूची*	Choose file	No file chosen

नया यूजर का चयन करें

यूजर नाम*		पासवर्ड*	
मोबाइल न.*	9893283891	दूरभाष न.	
ई-मेल आई डी	pratik.chandrakar@nic.in		

सुरक्षित करें

कैसल

1.3.4 Online payment through e-Challan

i) To pay applicable fees online by e-Challan, click on “e-Challan” link. Upon clicking, a page will appear as below:

The screenshot displays the e-Challan web application interface. The browser address bar shows the URL `cg.nic.in/eChallan/home.jsp`. The page title is **e-Challan**, with a subtitle *[See Rule 64 A,64 B of Treasury Code (Govt. of Chhattisgarh)]*. On the left sidebar, the user is identified as **User pratik512**. Below the user name, there is a list of navigation links: [List of Departments](#), [List of Heads of Account](#), [ePayments](#), [Challan History](#), [Modify User Details](#), [Change Password](#), and [SignOut](#). The main content area is titled **Select Department** and contains two columns of radio button options. The **Labour** option in the second column is selected and circled in red. A callout box with an arrow points to this option, containing the text "Select the department and click on “Submit” button below". At the bottom of the form, the **Submit** button is also circled in red, and there is a **Reset** button to its right. Below the radio buttons, there is a dropdown menu labeled "Other Departments".

ii) Provide details and select applicable heads of account. Select bank from the drop down list and click on "Submit" button.

cg.nic.in/eChallan/entryform.jsp

• [Home](#)

REG NO./ID NO. 452211

DISTRICT 10-Durg

OFFICE ADDRESS 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG
DIVISIONAL EMPLOYMENT OFFICER DURG

NAME OF PAYER* Pratik chandrakar

FLAT/BLOCK NO./HOUSE NO. 55

NAME OF PREMISES/BUILDING /VILLAGE null

ROAD/STREET/LANE null

CITY/DISTRICT: null

STATE/UT: null

PINCODE: null

ASSESMENT YEAR 2016-2017

HEAD OF ACCOUNT* 0230_00_103_0000_-

DESCRIPTION -

PURPOSE -

PERIOD (FROM) July 2016

PERIOD (TO) June 2017

BANK GATEWAY * Select ----- Bank

PHONE No./MOBILE:

E MAIL:

Back Clear

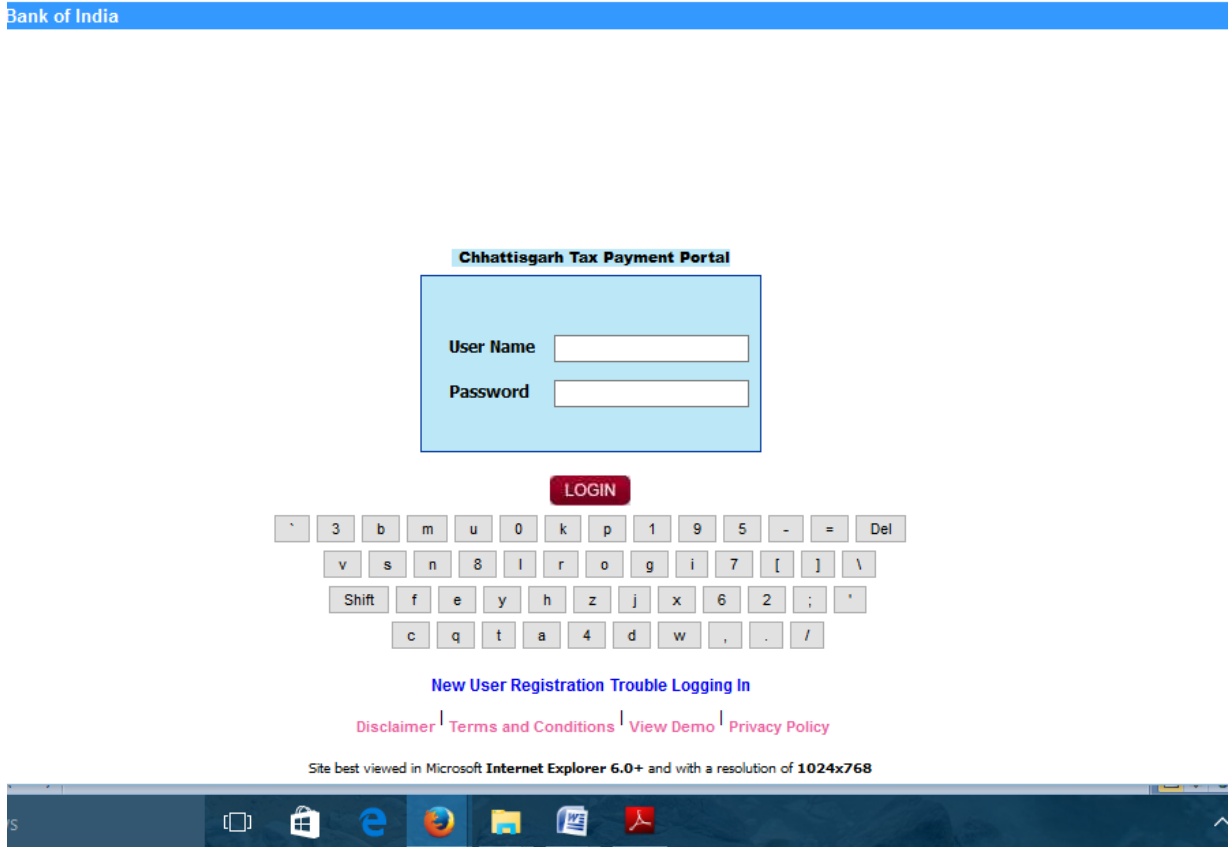
If you are facing any problem

Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.

All news marked with * are mandatory.

Windows

- iii) Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.



- iv) Enter the treasury reference number in the field provided and your application will be submitted to the department.

1.3.5 Download of the certificates

On submission of complete application, certificate can be downloaded from Single Window Login by clicking download in the dashboard under the service. A sample certificate is available in Annexure 1A.

The screenshot shows the Chhattisgarh Government Labour Department e-Service portal. The header includes the state emblem and the text 'छत्तीसगढ़ शासन श्रम विभाग' (Chhattisgarh Government Labour Department) and 'e-श्रमिक सेवा' (e-Labourer Service). A user is logged in as Pratik Chandrakar with UAN 11101269655333. The main content area is titled 'Services(Ease of Doing Business)' and lists several services with their respective application statuses and download links. The 'Download' link for 'Registration of principal employer's establishment' is circled in red.

Service	User Manual	Apply	Application Status	Download
Factory Plan Approval(Form1-A)	User Manual	View Submitted Application	Pending	Download
Registration of principal employer's establishment	User Manual	Apply	Not Applied	Download
Registration of contractors	User Manual	Apply	Not Applied	Download
Factory Licence Application(Form-4)	User Manual	Apply	Not Applied	Download
Licence for contractors	User Manual	Apply	Not Applied	Download
Self Certificate/Inspection	User Manual	Apply		Check Status Download
Renewal of Factory Licence	User Manual	Apply	Not Applied	Download
Renewal of licence for contractors	User Manual	Apply	Not Applied	Download

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1.4 Third Party Verification

1. Visit the URL for verification http://cglabour.nic.in/factory/SearchFormA_1.aspx
2. Provide the detail (like Permission number/ certificate number/ Licence Number) and click on submit
3. System would authenticate the details.

2 Annexure 1

A. Principal Employer Certificate

FORM II [See Rule 18(1)]	
<u>Certificate of Registration</u>	
No. 440001000069/RPR/2016	Date : 17/05/2016
GOVERNMENT OF CHHATTISGARH Office of the Registration Officer	
<p>A certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract labour (Regulation and Abolition) Act,1970,and the rules made thereunder, to:-</p>	
1. Nature of work carried on in the establishment.	निर्माण
2. Name and address of contractors	कमल देवांगन / भिलाई
3. Nature of work in which contract labour is employed or is to be employed	निर्माण
4. Maximum No of contract labour to be employed on any day through each contractor	50
5. Other Particulars relevant to the employment of contract labour	
Date :	Signature of Registering Officer with seal.
Place :	
<p>नोट: यह प्रमाण पत्र विभाग की वेबसाइट www.cglabour.nic.in में कंप्यूटर के माध्यम से दिया गया है, और इस कार्यालय की वेबसाइट से या विभाग से ही इस बात की पुष्टि कर सकते हैं।</p>	