



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.

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-dashboard. 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 website 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 UdyamAakanksha 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 under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

1.3.1 General Information

Who needs to apply?	Contractor Who is Involved With Building and Other Construction
When to apply	Before the commencement of building and other construction by contractor
Where to apply	Department website, http://cglabour.nic.in/
Total time for closing of application from the day of application	15 days from the day of successful application submission.
Validity of the certificate issued	Lifetime
Reference	http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=7
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

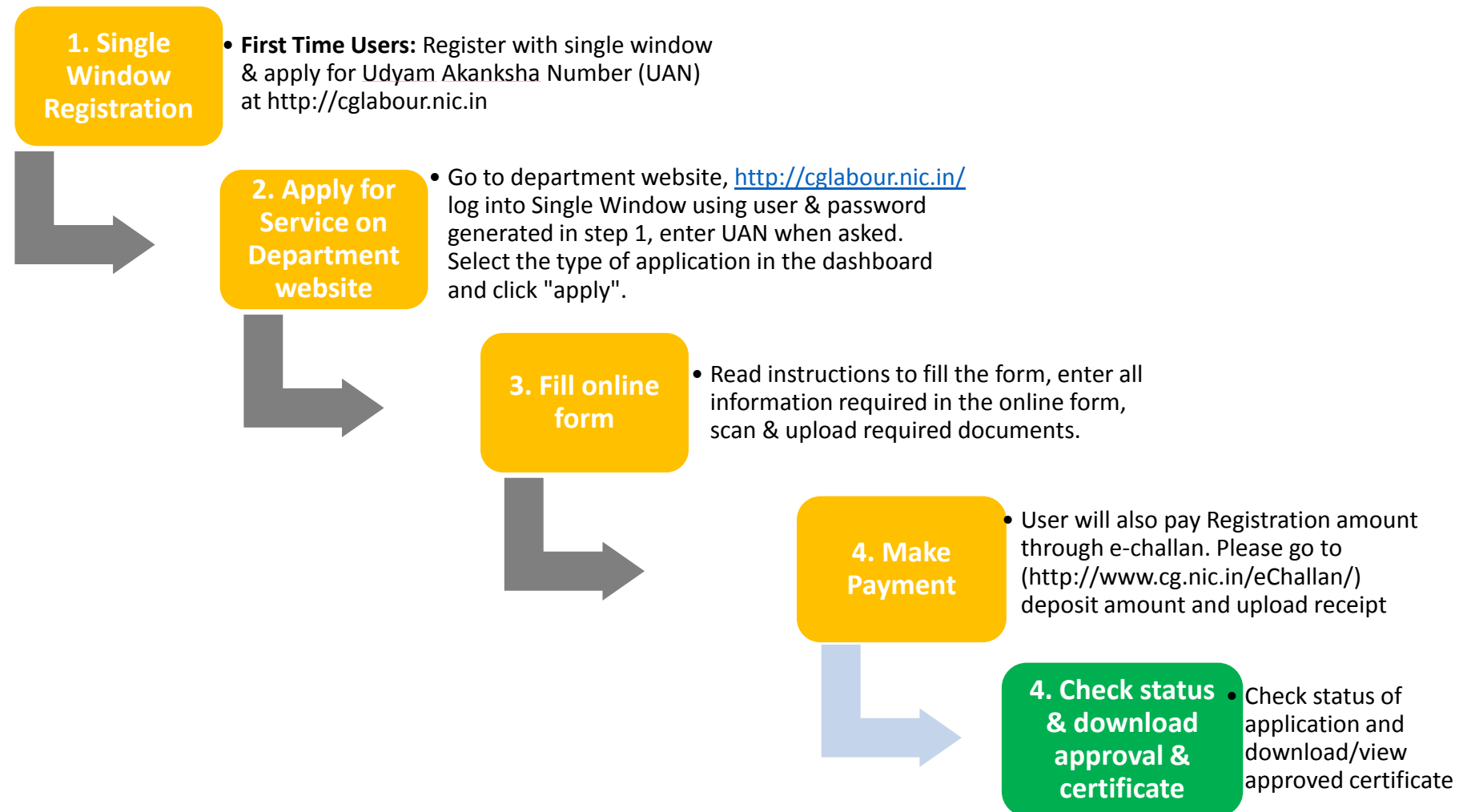
- i. Building drawing
- ii. Demand Letter
- iii. Estimated time of Architecture

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 Contractors

Welcome: Pratik Chandrakar
UAN: 11101269655333
[Change UAN](#)

Home Logout

Services(Ease of Doing Business)

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

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

BOC Act's पंजीयन आवेदन

प्रारूप - 1

(नियम 23(1) देखें)

भवन निर्माण कर्मकारों का नियोजन करने वाली स्थापना का रजिस्ट्रेशन के लिए आवेदन पत्र

जहाँ निर्माण कार्य होना हो

स्थापना का नाम*	Test Enterprise	निर्माण स्थान*	
पता*	loc1	जिला*	--जिला चयन करें--
ग्रामीण/शहरीय		ब्लाक*	
स्थाई पता*	loc1	पिन कोड	4100002

निर्माण कार्य कराने वाले स्थापना का विवरण

स्थापना का पूरा नाम*	Test Enterprise		
पता*		जिला*	--जिला चयन करें--
ग्रामीण/शहरीय		ब्लाक*	
पिन कोड		नियोजक/प्रबंधक/ उत्तरदायी का नाम*	

कार्य का विवरण

कार्य की प्रकृति*			
निर्माण कर्मकारों की अधिकतम संख्या*		कार्य प्रारम्भ करने का दिनांक*	
अनुमानित अंतिम दिनांक*		जिला कोषालय का नाम*	--जिला कोषालय--
रकम*			
ई चालान लिंक		Help for e-challan	
ई-स्थापना नंबर			

प्रमुख नियोजक द्वारा जारी कार्य आदेश

छाया प्रति	Choose file	No file chosen
------------	-------------	----------------

युजर नाम* पासवर्ड* मोबाइल न.* 9893283891 टेलीफोन न.*

नियोजक द्वारा घोषणा पत्र
मैं घोषणा करता हूँ की ऊपर दी गयी विशिष्टियाँ मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है। मैं भवन निर्माण और अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवा शर्तें विनियम) अधिनियम, १९९६ और उसके अधीन बनाये गए नियमों के उपबंधों का पालन करने का वचन देता हूँ *

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:

cg.nic.in/eChallan/home.jsp

e-Challan
[See Rule 64 A,64 B of Treasury Code (Govt. of Chhattisgarh)]

User pratik512

- List of Departments
- List of Heads of Account
- ePayments
- Challan History
- Modify User Details
- Change Password
- SignOut

Select Department

- Agriculture
- Commerce and Industries
- Culture
- Excise
- Food and Civil Supplies
- Higher Education
- Jail
- Mineral Resources
- Public Health & Family Welfare
- Public Works
- School Education
- Stamps and Registration
- Women and Child Development
- Co-operation
- Commercial Tax
- Energy Department
- Finance
- Forest
- Home
- Labour**
- Panchyat & Rural Development
- Public Health Engineering
- Revenue
- Sports & Youth Welfare
- Water Resources Department

Other Departments

Submit Reset

Select the department and click on “Submit” button below

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 fields 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.

Bank of India

Chhattisgarh Tax Payment Portal

User Name

Password

LOGIN

[New User Registration](#) [Trouble Logging In](#)

[Disclaimer](#) | [Terms and Conditions](#) | [View Demo](#) | [Privacy Policy](#)

Site best viewed in Microsoft Internet Explorer 6.0+ and with a resolution of 1024x768

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 and approval from the department, 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.

Welcome: **Pratik Chandrakar**
UAN: **11101269655333**
[Change UAN](#)

[Home](#) [Logout](#)

Services(Ease of Doing Business)

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

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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. BOC Contractor Certificate

31/01/2016

प्रारूप - 2	
(नियम 24(1) देखें)	
कार्यालय सहायक श्रमायुक्त/श्रम पदाधिकारी जिला-रायपुर(छत्तीसगढ़)	
सं. क्र. : 440002000046/RPR/2016 तारीख : 20/01/2016	
भवन निर्माण और अन्य निर्माण कर्मकार (नियोजन का विनियमन और सेवा की शर्तें) अधिनियम,1996 की धारा 7 की उपधारा(3) के और अधिनियम के अधीन बनाये गए नियमों के अधीन, उपाबंध में अधिकथित शर्तों के अधीन रहते हुए मेसर्स test को निम्नलिखित विशिष्टियों से युक्त रजिस्ट्रीकरण प्रमाण पत्र प्रदान किया जाता है।	
स्थापना का नाम	test bhilai
निर्माण स्थान	test
नियोजक का नाम	ss
पता	ss
स्थाई पता	test
कार्य की प्रकृति	ss
निर्माण कर्मकारों की अधिकतम संख्या	123
प्रारंभिक दिनांक	29/12/2015
अंतिम दिनांक	31/12/2015
दिनांक 20/01/2016	रजिस्ट्रीकरण अधिकारी के हस्ताक्षर व पद मुद्रा
स्थान रायपुर	
उपाबंध	
यहाँ ऊपर प्रदान किया गया रजिस्ट्रीकरण निम्नलिखित शर्तों के अधीन है, अर्थात :-	
(क) रजिस्ट्रीकरण प्रमाण-पत्र अहस्थान्तरणीय होगा	
(ख) किसी भी दिन नियोजित कर्मकारों या स्थापन में भवन निर्माण की संख्या रजिस्ट्रीकरण प्रमाण-पत्र में विनिर्दिष्ट अधिकतम संख्या से अधिक नहीं होगी	
(ग) इन नियमों में यथा उपबंधित के सिवाय, रजिस्ट्रीकरण प्रमाण-पत्र के प्रदान के लिए संदत्त की गई फीस अप्रतिदेय होगी	

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