

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.

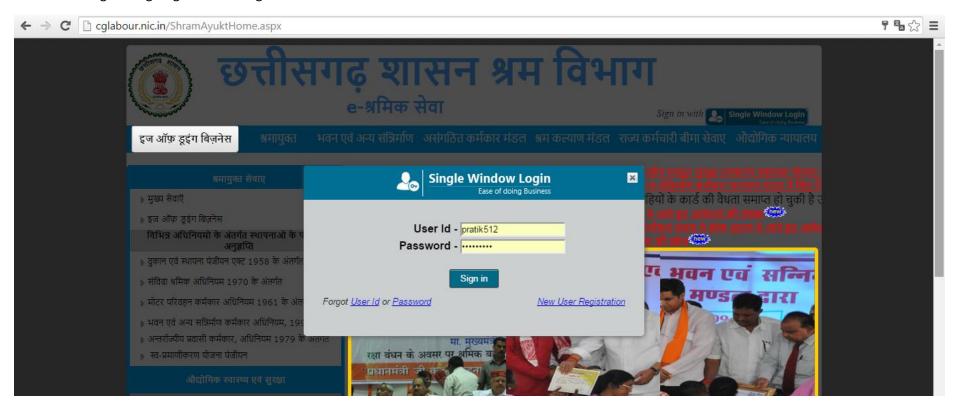
Step 2 Unit Registration: User can register their units after logging into the Single Window.

User manual for License and Renewal for contractors 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



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: 11103126660256	Submit

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

1.3 License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

1.3.1 General Information

Who needs to apply?	Establishment or Contractor who employed 20 or more than 20 worker in a period of 12
	months
When to apply	After establishment or contractor who employees or who employed on any day of the
	preceding 12 months 20 or more workmen
Where to apply	Department website, http://cglabour.nic.in/
Total time for closing of application from the day of	30 days from the day of successful application submission.
application	
Validity of the certificate issued	1 year
Reference	http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=5
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. Chalan Copy (Receipt of amount deposited in bank)
- ii. Form V(Form Certified by Your Employer)

	R		

[See Rule 12(2)]

Form of Certificate by Principal Employer

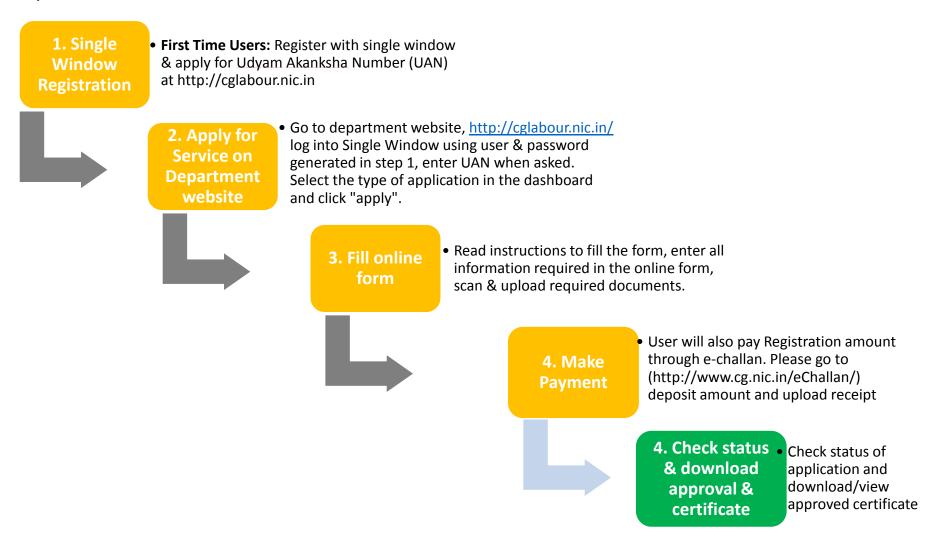
contractor in my	ive engaged the applicant as a establishment. I undertake to be bound by all the provisions of the egulation and Abolition) Act, 1970 and the contract Labour
applicable to me	Abolition) Madhy Pradesh Rules 1973, in so far as theprivisions are respect of the employment of contract labour by the applicant in my
establishment	
establishment Date Place	Signature of the principal employer

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 License for Contractors



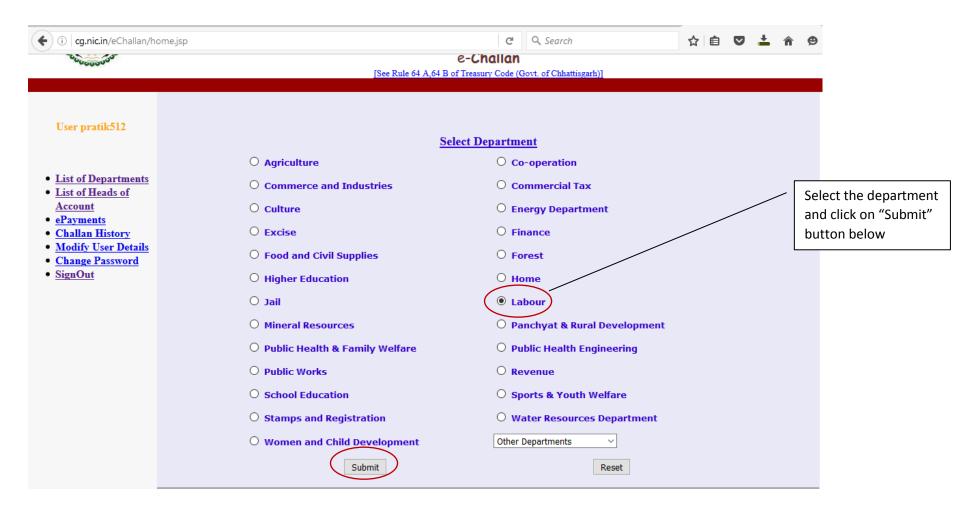
ii. A form opens, fill the details and attach the scanned documents and click submit.

	Download Copy of FORM of	Certificate by Principal Employ	per Establishment	Login
	Admir Login			
	DESCRIPTION OF THE PERSON OF T	PTPD DATE OF THE PTPD DA	-	
		4 4	<u>→</u> → →	
- Application For Licence o be Filled By Contractor		in the		
				1
Personal Infromation Name		Father Name	_	
7111303407757				
Date of Birth		Age		
Postal Address		Dist	-Select Dist-	
Block Name	*	Pin Code		
Perticulars of Establishment where Contain List	bour Employed	7.0000000		
Establishment Name		Address		
Type of Business Select	*	Number		
Date of Certificate		Pin Code		
Employer Name		Address	9	
Particulars of Contract Labour				
Nature of Work		Duration		
Name of Manager		No of Labour		
Postal Address		Dist	-Select Dist-	*
Block	*	Pin Code		
Whether the contractor was convicted of any o	diesce within the processing	live year		
If So Given Details				
Whether there was any order agains the contra	actor revoking or suspending	Scence/Indebating securit	ty deposit in respect of	an earlier contract
Date of Sudy Order	DESCRIPTION OF THE PARTY OF THE	The second secon	A. Arrest Annual Market Street, Street	Name and Address of the Owner, where the Owner, which is th

	te of Certificate			Pin Code			
4-1-4	nployer Name			Address			
Separate Control of the Control of t	Contract Labour				16	100	
100	dure of Work			Duration			
77	me of Manager			No of Labour			
27	istal Address			Dist	-Select Dist-		
	ock		•	Pin Code			
Whether the	ontractor was on	reicted of any offence	within the proce	using the year			
1f	So Given Details						
Whether then	e was any order a	pains the contractor r	evoking or susper	uding ficence/forfeicting securit	y deposit in respect of a	s earlier conteact	
Da	ite of Such Order						
When the co	afractor has work	of in any other establ	istonest within H	or las five year			
1f:	So Given Details		-	Nature of Work			
Whether the	Certificate by the p	rrincipal empkryer for	m V is enclosed				
Ug	oload Form V	Choose File No f	ile chosen				
Amount of Lic	ornor fee Paid						
ch	ialan No			Date			
a a	alan Upload	Choose File No f	We chosen				
Amount of Se	curity Deposit						
No	me of Treasury	-Select Dist-	*	Amount			
De	te			Upload Recept	Choose File No file cho	sen	
Login Accoun						0.77	
Login Name				Password			
Mobile No				Telephone No			
			Submit	Reset			
				colled by Turning Linear Company			

1.3.4 Online payment through e-Challan

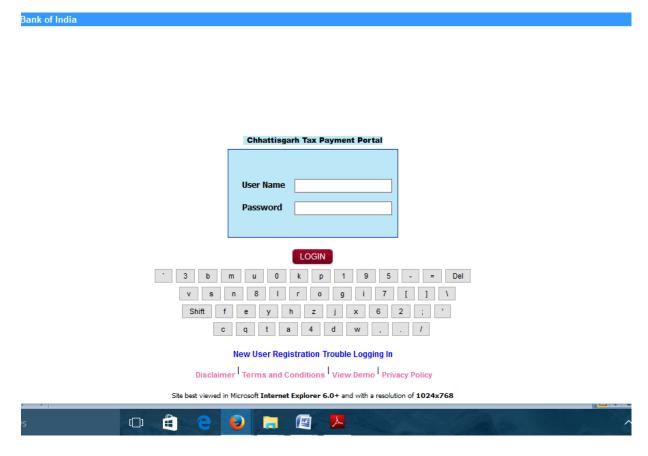
i) To pay applicable fees online by e-Challan, click on "e-Challan" link. Upon clicking, a page will appear as below:



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/entryfo	orm.jsp	C Q Search ☆ 自 ♥ ≛
• <u>Home</u>	REG NO./ID NO. DISTRICT	452211 10-Durg ×
	OFFICE ADDRESS	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 v
	PHONE No./MOBILE:	Select Bank ALLAHABAD BANK
	E MAIL: If you are facing any problem	CENTRAL BANK OF INDIA DENA BANK HDFC BANK ICICI Bank IDBI BANK Punjab National Bank State Bank Of India Back Clear Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.
car manual for Licance and		Union Bank of India All Heigs marked with * are mandatory.
ser manual for License and	ndows []	

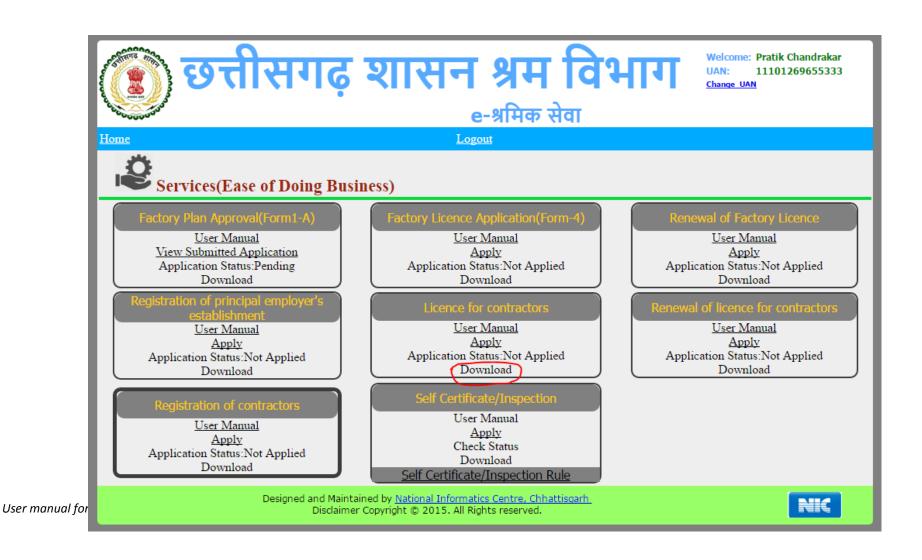
iii) Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.



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.



1.4 Renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

1.4.1 General Information

Who needs to apply?	Establishment or Contractor who employed 20 or more than 20 worker in a period of 12 months and has an approved Contractors License
When to apply	Before the expiry of the License for Contractors
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	1 year
Reference	http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=6
Download old certificates, applied earlier offline	Go to http://cglabour.nic.in/ Login to Single Window, enter UAN, select a service, click download

1.4.2 Documents required to complete the application

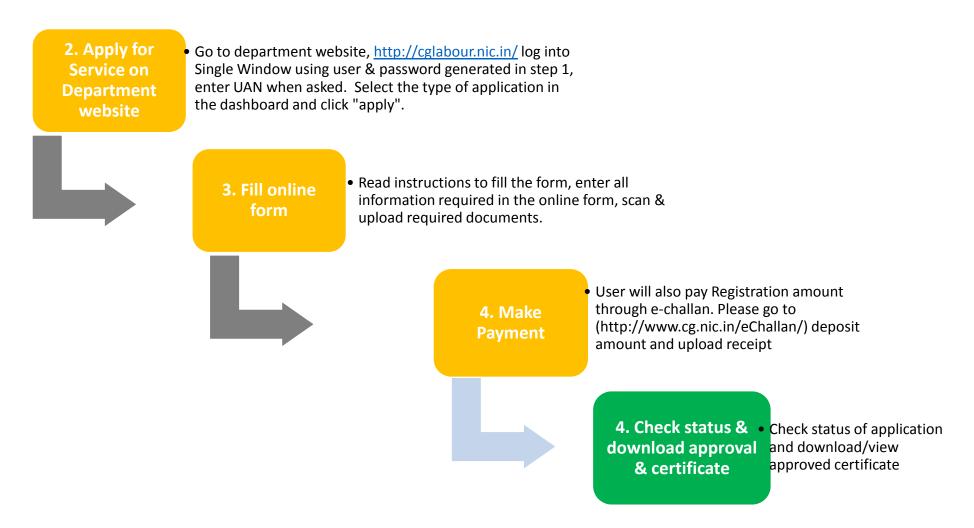
i. eChallan number (Payment of Renewal fee for the mentioned period)

1.4.3 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



Go to e-dashboard, Click "Apply" under Renewal of Licence for contractors

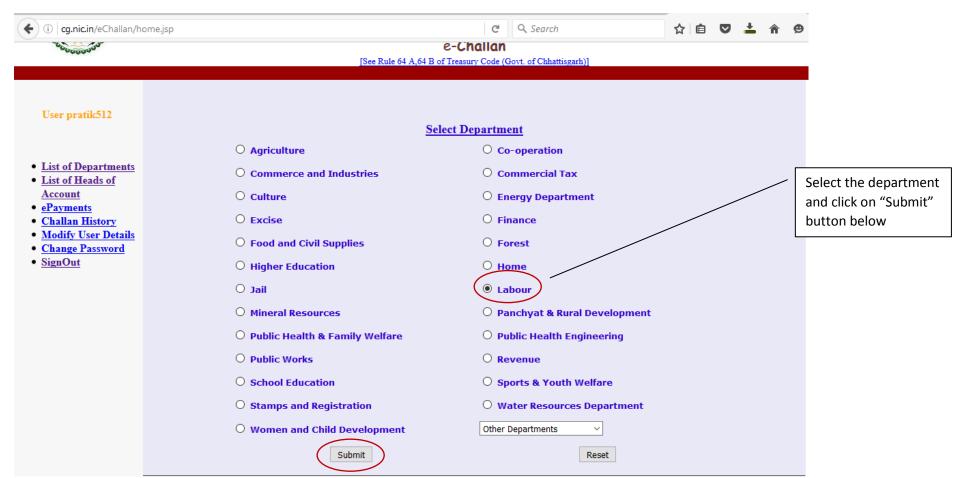


iii. A form opens, fill the details and pay applicable fees online, using e-challan (step wise process for e payment given on the next page). Enter challan number in the place provided. Click on "Submit" button.

Name	राजेश शर्मा	Address	जयस्तंभ चौक रायप्र
Number	10	Date of Licence	10/03/2011
Date Of Expiry Licence	31/12/2011	Wether the licence of the contractor was suspended or revoked	
Chalan No		Chalan Date	
Amount	60	Chalan Copy	Browse No file selected.
Renewal Year For	2012		

1.4.4 Online payment through e-Challan

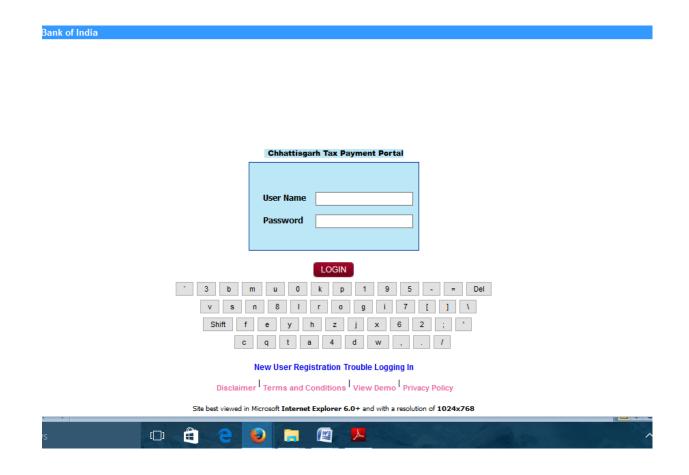
i) To pay applicable fees online by e-Challan, click on "e-Challan" link. Upon clicking, a page will appear as below:



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/en	tryform.jsp	G	Q. Search	
	REG NO./ID NO.	452211		
• Home	DISTRICT	10-Durg V		
	OFFICE ADDRESS	1016001-DIVISIONAL EMPLOYMENT OFFICER DUR	RG ~	
		DIVISIONAL EMPLOYMENT OFFICER DURG		
	NAME OF PAYER*	Pratik chandrakar		***
	FLAT/BLOCK NO./HOUSE	55		
	NO. NAME OF	33		
	PREMISES/BUILDING	null		
	/VILLAGE			
	ROAD/STREET/LANE	null		
	CITY/DISTRICT:	null		
	STATE/UT:	null		
	PINCODE:	null		
	ASSESMENT YEAR	2016-2017 ~		
	HEAD OF ACCOUNT*	0230_00_103_0000	~	
	DESCRIPTION	-	.ii	
	PURPOSE	-		
	PERIOD (FROM)	July > 2016 >		
	PERIOD (TO)	June ~ 2017 ~		
	BANK GATEWAY *	Select Bank		
	PHONE No./MOBILE:	Select Bank ALLAHABAD BANK		
	E MAIL:	CENTRAL BANK OF INDIA DENA BANK HDFC BANK ICICI Bank Back	Clear	
	If you are facing any problem	IDBI BANK Punjab National Bank State Bank Of India Please mail us to e your corporation.	eChallan.cg@nic.in for necessary rati	fication. Thanks f
manual for License and	Re	Union Bank of India All rields marked with * are m	nandator:	

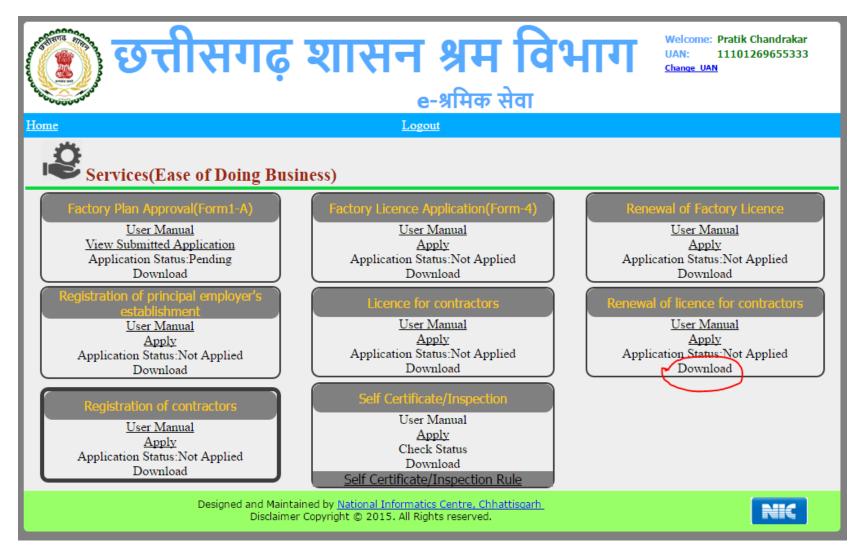
iii) Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.



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

1.4.5 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 1B.



1.5 Third Party Verification

- 1. Visit the URL for verification http://cglabour.nic.in/factory/SearchFormAll.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. License for contractors

FORM VI

[See Rule 25(1)]

GOVERNMENT OF CHHATTISGARH

Office of Licensing Officer

Date: Fee Paid Rs.: Licence No.: 440003000043/RPR/2016 17/05/2016

Licence

400.00

Licence is hereby generated to शर्मा कोन्ड under section 12(1) of the Contract Labour (Regulation and Abolition) Act. 1970, subject to the condition specified by annexure.

The Licence shall remain in force till 31/12/2016.

Date: Signature and seal of the Licesing Officer Place:

Annexure

The licence is subject to the following conditions:-

- 1. The licence shall be non-transferable.
- 2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed.
- 3. Except as provided in the rules the fees paid for the grant, or as the case may be, for renewal of the licence shall be non refundable.
- 4. The rates or wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, Where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.
- 5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage-rates, holidays hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the

B. Renewal License for contractors

FORM VI

[See Rule 25(1)]

GOVERNMENT OF CHHATTISGARH

Office of Licensing Officer

Licence No.: 440003000043/RPR/2016

Date : 17/05/2016

Fee Paid Rs. : 400.00

Licence

Licence is hereby generated to **ং**র্মো কীল্ড under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the condition specified by annexure.

The Licence shall remain in force till 31/12/2016.

Date : Place :

Signature and seal of the Licesing Officer

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- 5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage-rates, holidays hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the