Labour Department, Chhattisgarh

User Guide for Interstate Migration Service

CHHATTISGARH GOVERNMENT, LABOUR DEPARTMENT |
Address: Block 3, Second Floor,
Indravati Bhavan, Naya Raipur (Chhattisgarh), India
Phone: 0771-2443513,14,15,16
Email - cglc2012@gmail.com

Table of Contents

1 About the Department 2

1.1 Registration Single Window 2

1.2 Steps to reach the Labour Department e-dashboard 3

1.3 Approval to send workers to another State as per Interstate Migrant Workmen Act 1979 5

1.3.1 General Information 5

1.3.2 Documents required to complete the application 5

1.3.3 Stepwise process and timeline for online registration of Users 5

1.3.4 Online payment through e-Challan 10

1.3.5 Download of the certificates 13

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
8. License for workmen under Interstate Migrant Workmen Act 1979.

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:

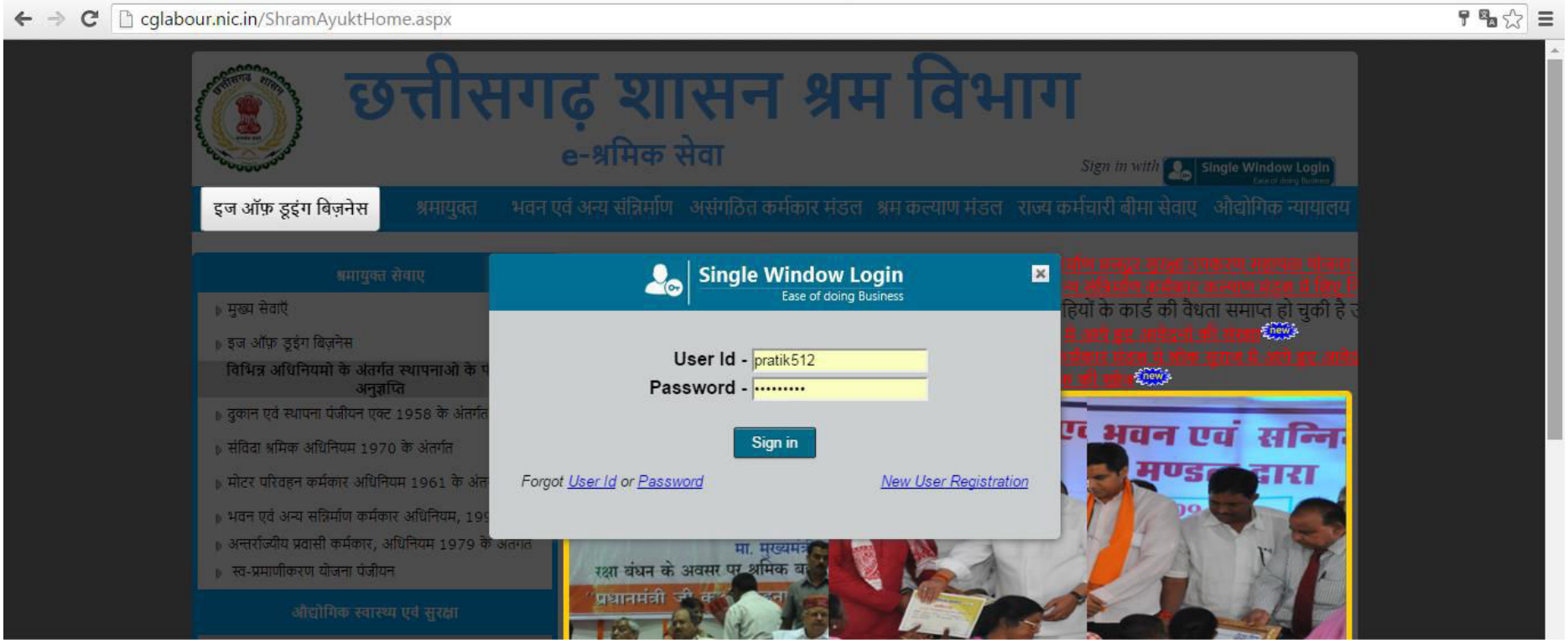
Step 1 User Registration: User registers himself once with Single window (SW) and creates an account.

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.

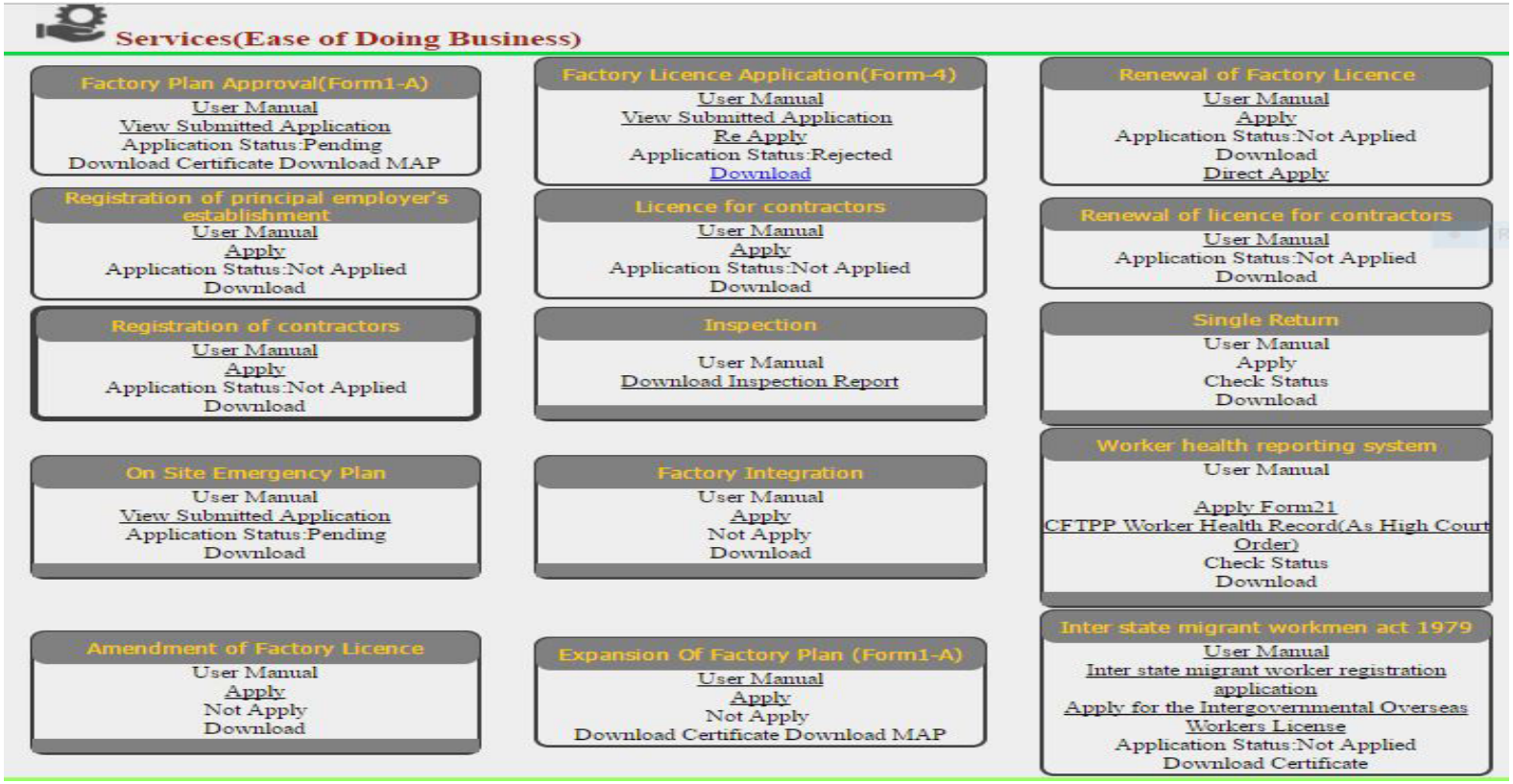
1.2 Steps to reach the Labour Department e-dashboard

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



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.

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



1.3 Approval to send workers to another State as per Interstate Migrant Workmen Act 1979

1.3.1 General Information

Who needs to apply?	Contractor and Principal Employeer
When to apply	-
Where to apply	Department website, http://cglabour.nic.in/
Total time for closing of application from the day of application	-
Validity of the certificate issued	1 year
Reference	Interstate Migrant Workmen Act 1979
Download approval certificates	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. Submit Form 5.

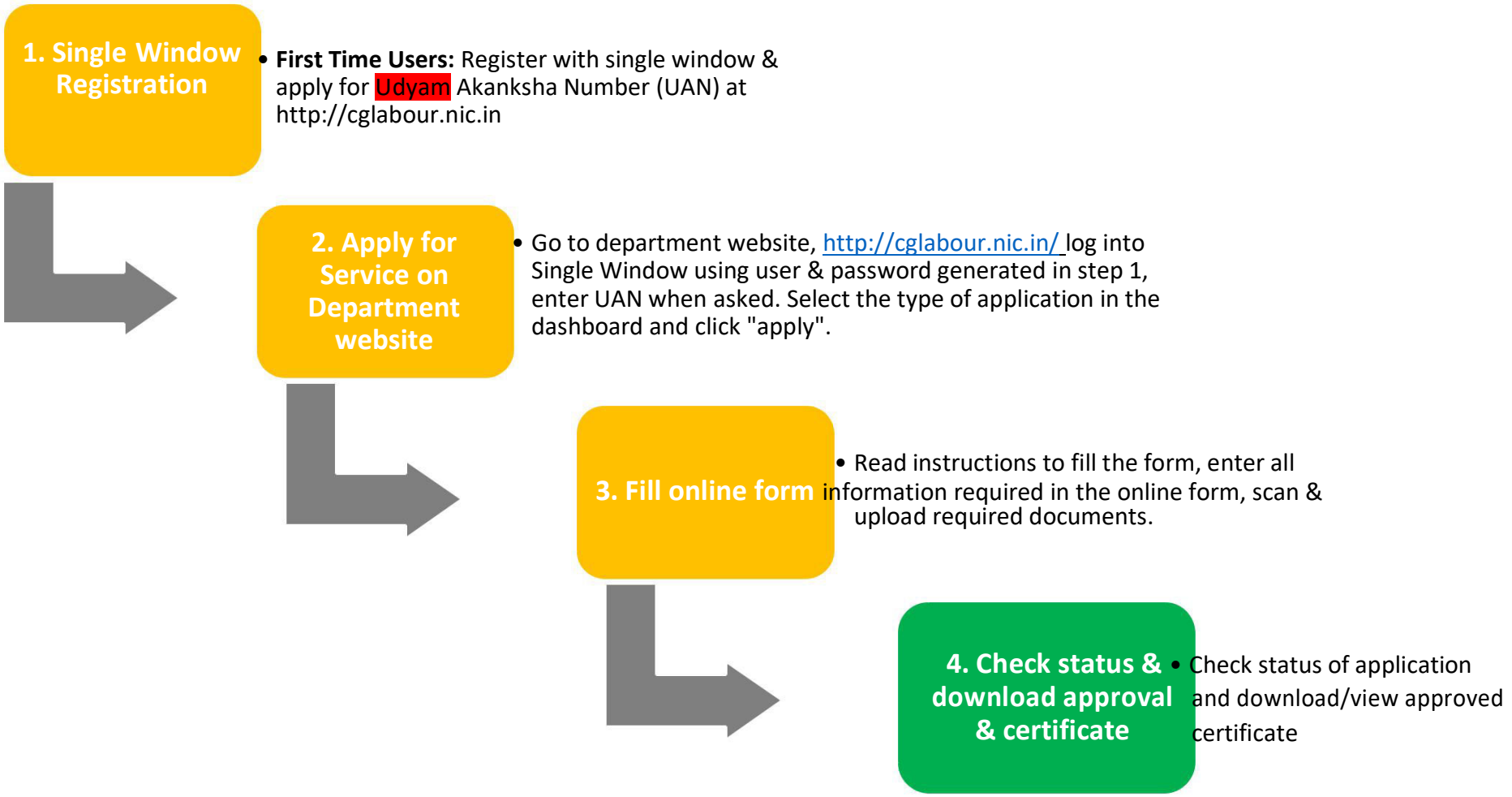
1.3.3 Stepwise process and timeline for online registration of Users

Timeline

Status of application	**Timeline**
Issue of certificate	30 days

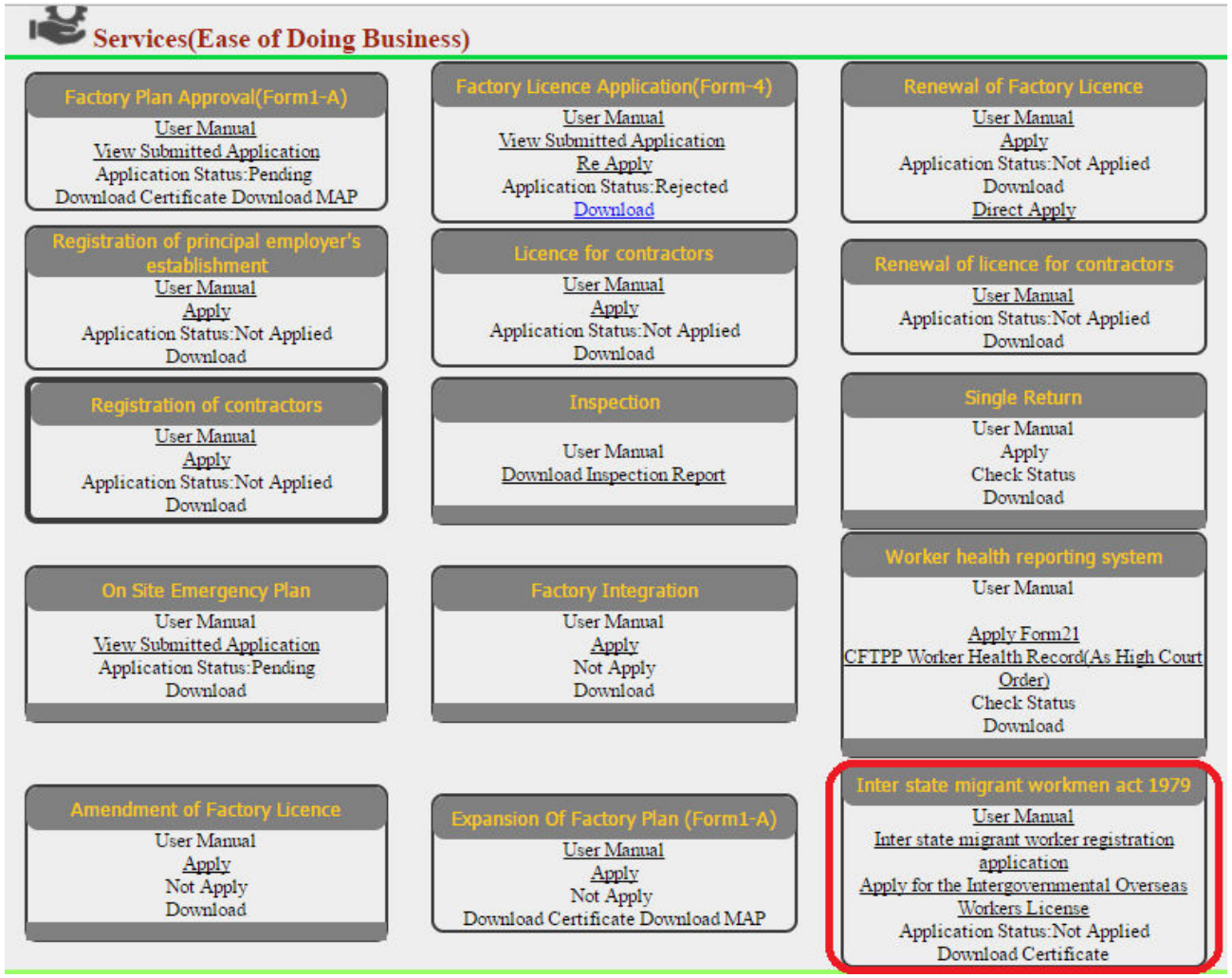
Stepwise Process

Stepwise Process



i. Open the e-Dashboard of Labour department

ii. Click on “Interstate Migrant Worker Registration Application” under Interstate Migrant Workmen Act 1979.



1. Fill the form with accurate information and upload the necessary documents, then click “Save Button” at the bottom of the page

APPLICATION FOR REGISTRATION BY PRINCIPAL EMPLOYER UNDER INTER STATE MIGRANT WORKMEN ACT

FORM-II

[See Rule 4(1)]

Category of Establishment* Factory (See Section 2(1)(g)(ii) & 2(1)(g)(iv))

Information of Establishment

Factory Name*		Land Mark*	
Factory Address*		State*	--चयन करें--
Dist*		Rural/Urban*	--Select--
Block Name*		Pin Code*	
Opeing Date of Factory		E-Mail ID*	
License Number Under Factories ACT*		E.P.F.Number*	
If Registered Under Companies ACT?	YES NO	C.I.N. Number	

Information of Principal Employer

Occupier's Full Name*		Designation *	
Father's Name*		Postal Address*	
Dateof Birth *		Age*	
State *	--चयन करें--	Dist*	
Rural/Urban*	--Select--	Block Name*	
Pin Code*		Adhar Number*	
PAN		Email ID*	
Mobile Number*			

Information of Factory Manager

Full Name*		Designation*	
Father's Name*		Postal Address*	
State	--चयन करें--	Dist*	
Rural/Urban*	--Select--	Block Name*	
Pin Code*		Adhar Number *	
PAN *		E-Mail ID *	
Mobile Number*			

Nature of Work in Factory

Nature of Work* 8612 - Parts n.e.c. of lamps, li ▼

Number of Worker Directly Employed

Particulars of working/proposed contractor

Name*	Address*	Nature of Work*	No. of Workmen*	Date of Commencement of Work *	Estimated Date of End Work *	Work Order No.*	Work Order Date*	
		--Select-- ▼						ADD

Tresury Receipt Description

Fees*

E-Chalan Link

(Head-0230 Labour & Establishment Subhead-106 Receipts Under Inter State Migrant Workmen ACT 1979)

E-Chalan No.* Help for e-challan

Enclosed Document

Firm/Memorandum of Association/Partnership Deed* Choose file No file chosen

Create New User

User Name* Password*

Mobile No.* Telephon No.

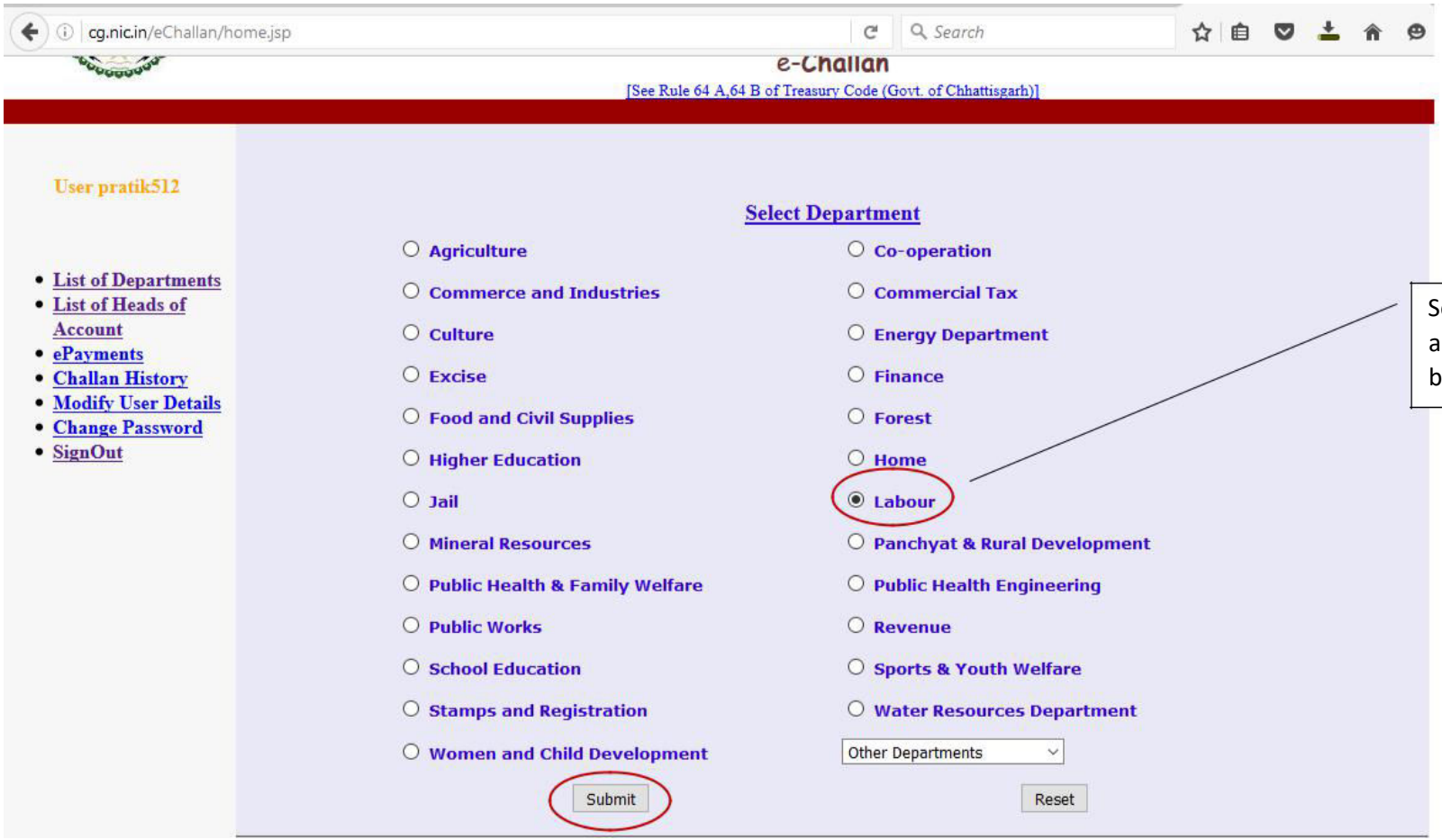
E-Mail ID*

☐ I hereby declare that the particulars given and document uploaded here in above are true to the best of my knowledge and belief

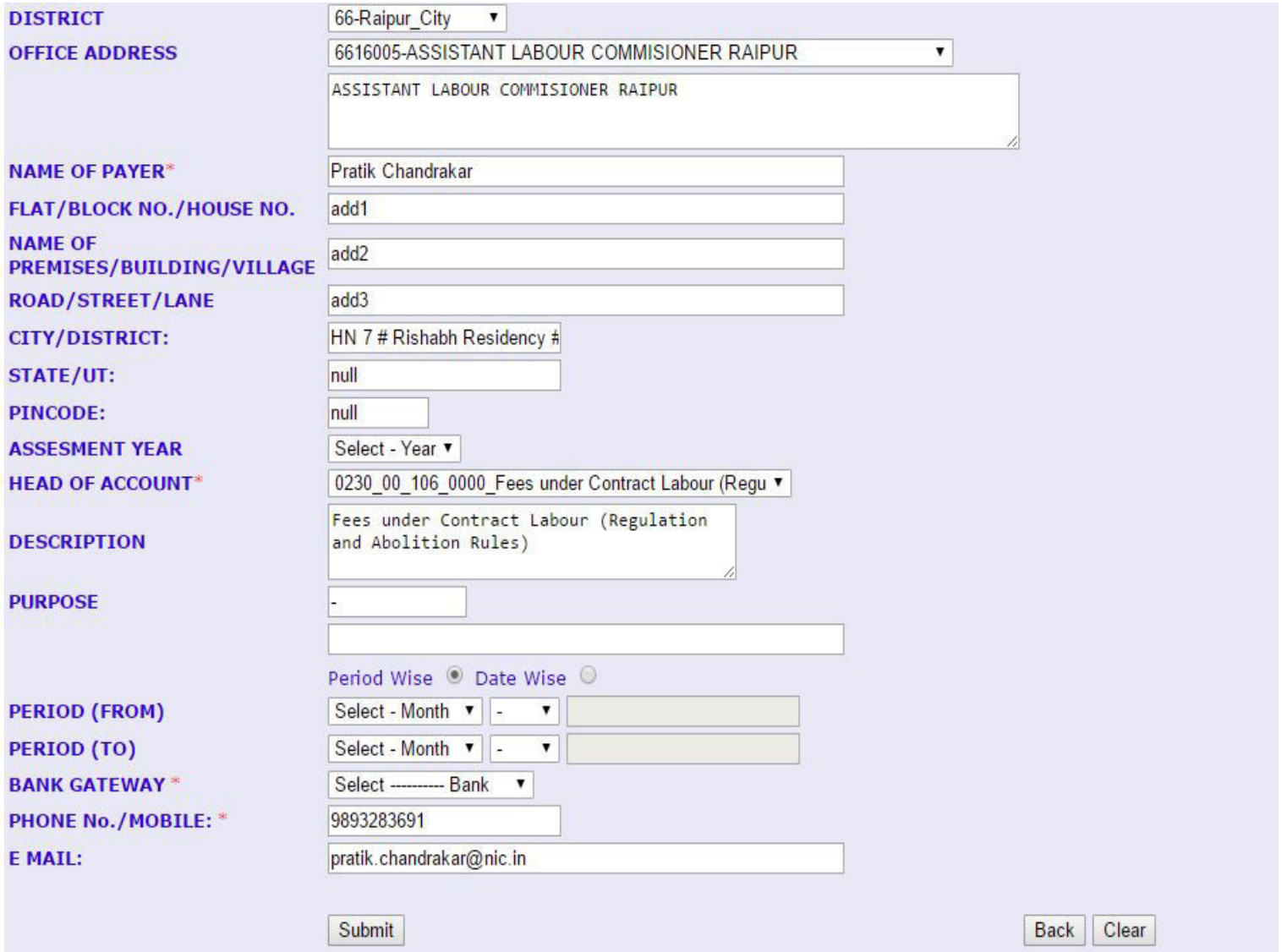
Save Cancel

1.3.4 Online payment through e-Challan

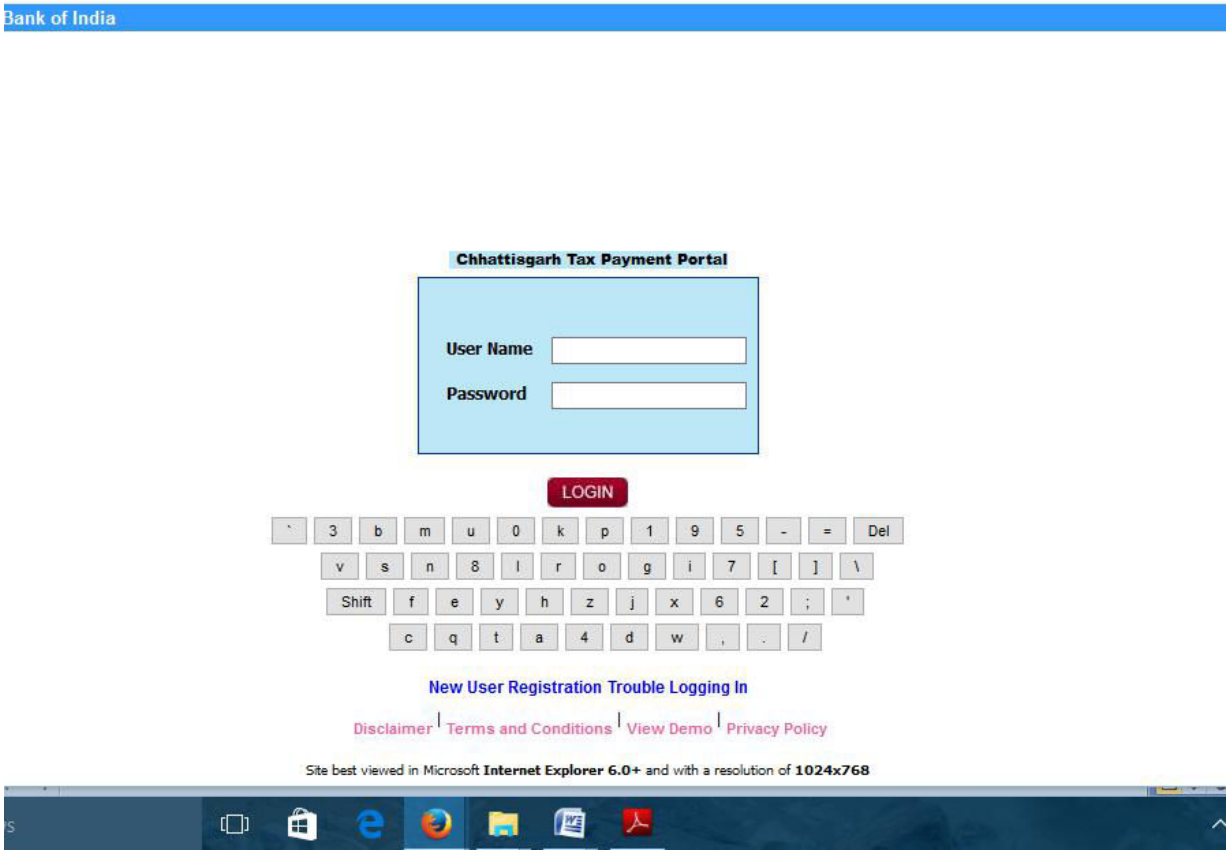
i) To pay applicable fees online by e-Challan, click on “e-Challan” link. Upon clicking, a page will appear as below:



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

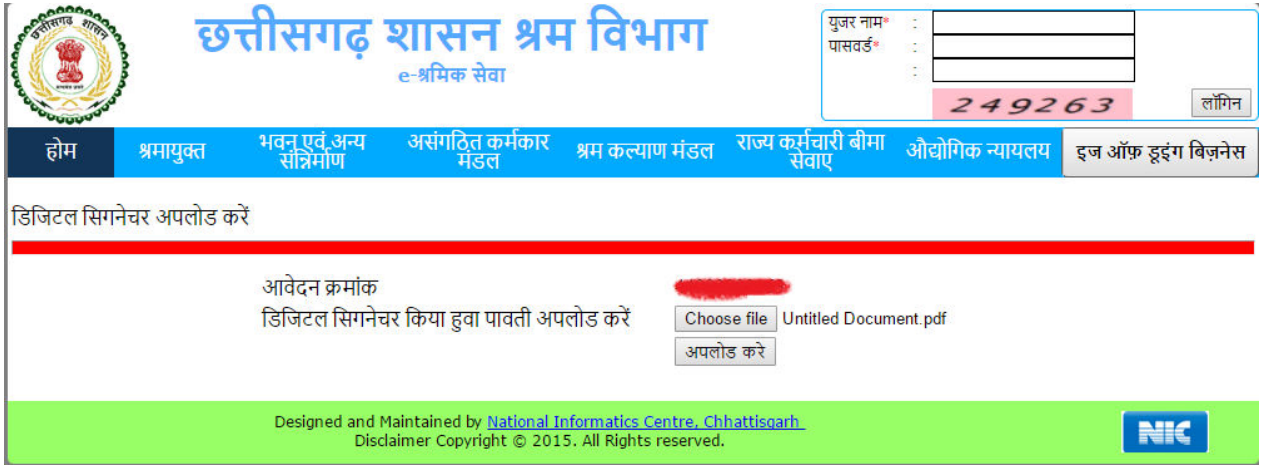


iii) Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.



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

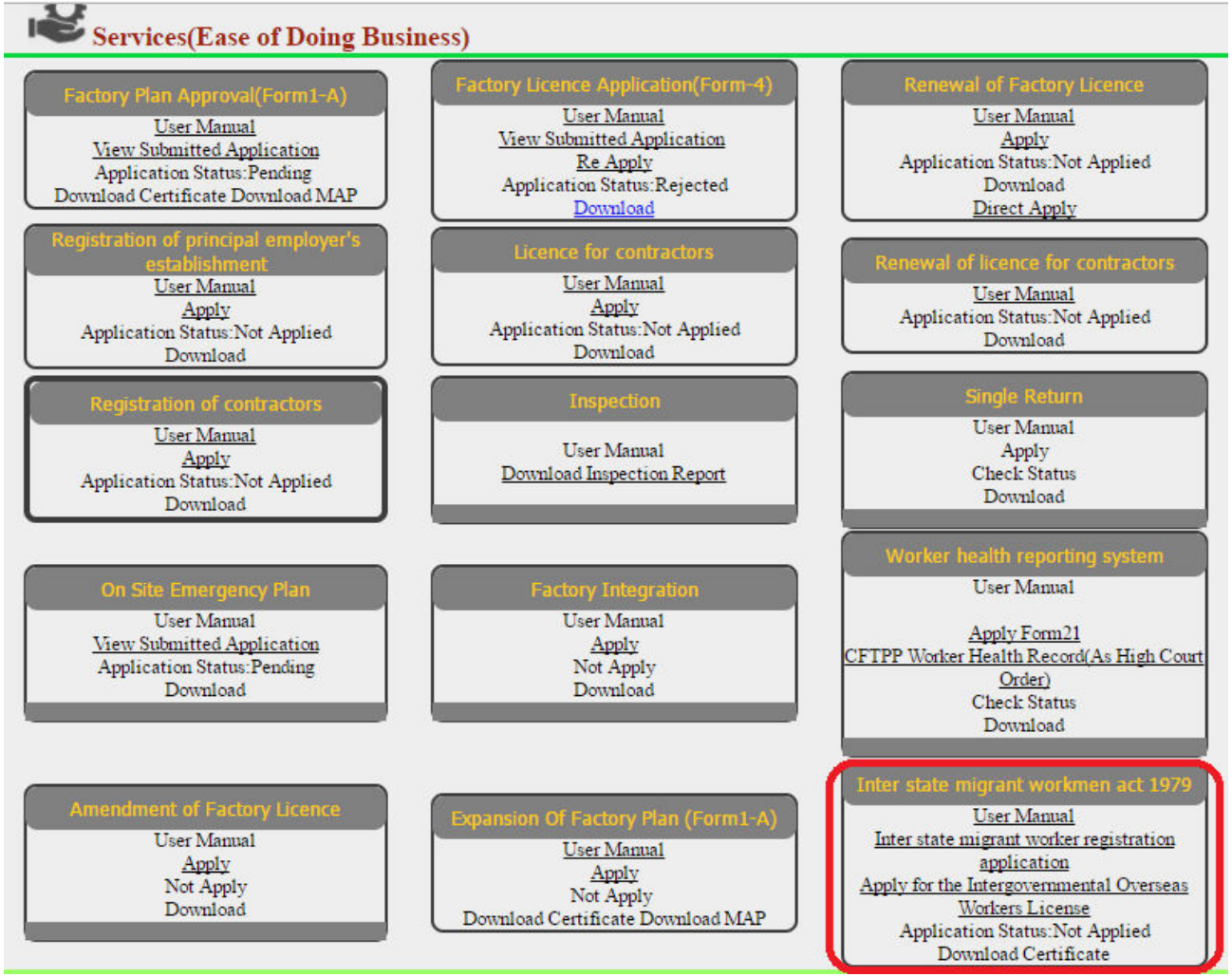
1. After filling the form click the Save Button and take the printout of the Acknowledgement.
2. Sign the Acknowledgement with Digital Signature and Upload it by clicking on “Upload Digital Signature”.



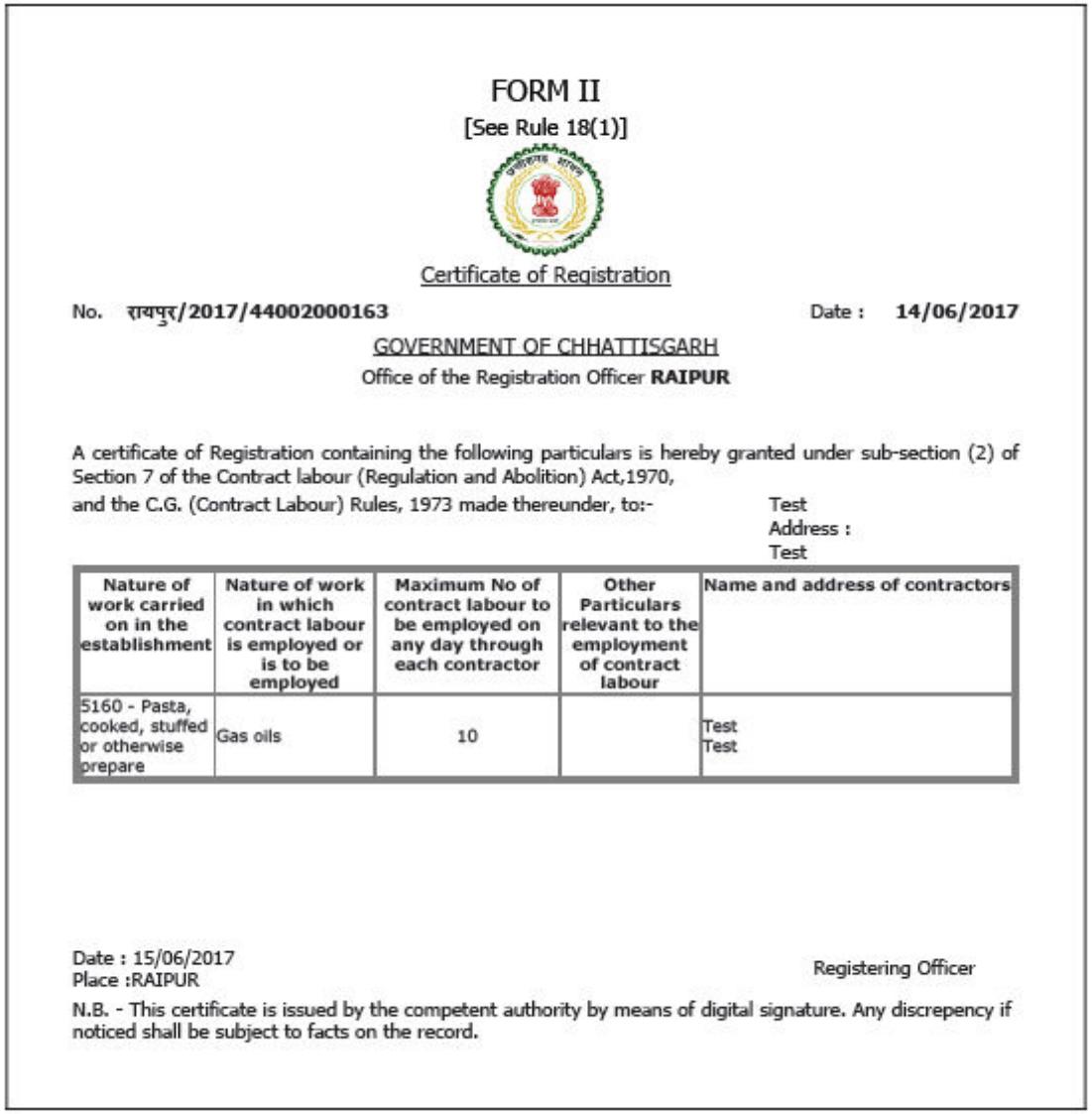
3. Click on अपलोड करे button and application goes to the further process.

1.3.5 Download of the certificates

1. On submission of complete application, certificate can be downloaded from Single Window Login by clicking “Download Certificate” in the dashboard under the service. A sample certificate is available below.



2. Enter your Application Number and submit then click Download Link to download the License.



FORM II

[See Rule 18(1)]

Certificate of Registration

No. रायपुर/2017/44002000163 Date : **14/06/2017**

GOVERNMENT OF CHHATTISGARH

Office of the Registration Officer **RAIPUR**

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 C.G. (Contract Labour) Rules, 1973 made thereunder, to:-

Test
Address :
Test

Nature of work carried on in the establishment	Nature of work in which contract labour is employed or is to be employed	Maximum No of contract labour to be employed on any day through each contractor	Other Particulars relevant to the employment of contract labour	Name and address of contractors
5160 - Pasta, cooked, stuffed or otherwise prepare	Gas oils	10		Test Test

Date : 15/06/2017
Place :RAIPUR

Registering Officer

N.B. - This certificate is issued by the competent authority by means of digital signature. Any discrepency if noticed shall be subject to facts on the record.