LDMS USER MANUAL / उपयोगकर्ता पुस्तिका
Registration under various Labour Acts/
विभिन्न श्रम अधिनियमों के अंतर्गत पंजीयन
Citizen User / नागरिक उपयोगकर्ता
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Checklist of Required documents for registration

1. **Beedi and Ceegar Workers (Conditions of Employment) Act**
   - Financial resources of the employer (e.g., Particulars and Value of Movable and * Immovable Properties, Bank Reference, Income Tax Assessment Etc)
   - Plans for premises
   - Address proof of the establishment
   - Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
   - Affidavit
   - Copy of rent / ownership
   - Signature (Scan And Upload)
   - Business Registration Number (BRN)

2. **The Building and Other Construction Workers Act**
   - Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
   - Affidavit
   - Address Proof of the Establishment
   - Copy of rent / ownership
   - Form No. 1 (Scan and Upload)
   - Business Registration Number (BRN)

3. **The Inter-State Migrant Workmen Contractor Act (RE & CS)**
   - Certificate issued by the Principal Employer in Form V
   - Affidavit
   - Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
   - Address Proof of the Establishment
   - Copy of rent / ownership
   - Signature of Employer (Scan and Upload)
   - Business Registration Number (BRN)

4. **The Inter-State Migrant Workmen Principal Employer Act (RE & CS)**
   - Affidavit
   - Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
   - Address Proof of the Establishment
   - Copy of Rent / Ownership
5. The Motor Transport Worker Act

- Affidavit
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Address Proof of the Establishment
- Copy of rent / ownership
- Signature (Scan And Upload)
- Business Registration Number (BRN)


- Address Proof of the Establishment
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Affidavit
- Copy of Rent/Oweship
- Signature and Stamp (Please scan and upload)
- Business Registration Number (BRN)

7. The Trade Unions Act, 1926

- Copy of rent / ownership
- Address Proof of the Establishment
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Affidavit
- Signature (Scan And Upload) Business Registration Number (BRN)

8. License for Contractor under The Contract Labour (Regulation and Abolition) Act, 1970

- Certificate issued by the Principal Employer in Form V
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Affidavit
- Address Proof of the Establishment
- Copy of rent / ownership
- Signature (Scan And Upload)
- Business Registration Number (BRN)

- Address Proof of the Establishment
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Affidavit
- Copy of Rent/Ownership
- Signature and Stamp (Please scan and upload)
- Business Registration Number (BRN)

10. The Shops and Commercial Establishments Act, 1958

- Affix your photograph here (Scanned photograph to be browsed and affixed)
- Affix your Establishment Photograph along with employer here (Scanned Photograph To Be Browsed and Affixed)
- Names of persons occupying position of management or employees engaged in confidential capacity
- Rates of wages
- Employee Weekly Holidays
- Details of employees working in the establishment
- Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)
- Affidavit
- Address Proof of the Establishment
- Copy of Rent / Ownership
- Attach Form No. 1
- Business Registration Number (BRN)
INTRODUCTION

LDMS has incorporated all major functions which have a G2C, G2B and G2G interface at the Labour Department office at the Regional/District Level as well as the Head Office and forms an inter-linkage between these two sections. LDMS encompasses the following functions of the Labour Department:

i. Registration and Licensing of establishments/organisations under the following Acts

ii. Quasi-Judicial Functions and Settlement under Industrial Disputes Act

iii. Certification of standing orders

iv. Tracking and Monitoring, by regular inspections

v. Back-end Inspection Process

vi. Monthly Reporting

vii. Cess Collection under BOCW

viii. Filling of returns
GETTING STARTED
एप्लिकेशन को कैसे उपयोग में लेना है वो नीचे से शुरू करते हैं |

a) SSO Registration/Login

Using IE8 web browser or Google chrome, go to https://sso.rajasthan.gov.in/register. The register page opens. This register page is the common login interface for citizen users.

IE8 ब्राउज़र अथवा गूगल क्रोम ब्राउज़र का प्रयोग करके https://sso.rajasthan.gov.in/register टाइप करें. आपको स्क्रीन पर लॉगिन पेज दिखेगा. यह लॉगिन पेज सभी LDMS उपयोगकर्ताओं के लिए सामान्य है.

Above is one time registration screen through which the user can register on the single sign on system. Already registered user can go to https://sso.rajasthan.gov.in/signin and enter their username and password (User name and password should be correct) as shown below.

उपर दिखाए गए स्क्रीन पर उपयोगकर्ता अपने आप को सिंगल साइन ऑफ सुविधा पर पंजीकृत कर सकते हैं. पहले से सिंगल साइन ऑफ सुविधा पर पंजीकृत उपयोगकर्ता को अपना username और password डालकर लॉगिन करना है. इसके बाद उपयोगकर्ता को वेलकम पेज दिखाई देगा जो कि नीचे दिखाया गया है।
Upon logging, page shown as below will appear. For transaction in LDMS, you have to select LDMS, highlighted red as below.

जब आप अपने लॉगन वारण के साथ कर रहे हैं, तो नीचे दिखाया गया पृष्ठ दिखाई देगा। LDMS में प्रक्रिया के लिए, आपको LDMS का चयन करना होगा, जैसे नीचे लाल रंग से चिह्नित है।

Page shown below will appear after clicking on LDMS icon
LDMS पर क्लिक करने के बाद नीचे दिखाया गया पेज दिखाई देगा.
Now Citizen has two options: (अब सिटीजन के पास दो विकल्प हैं)

Option 1:- If he is already registered then click 'yes' then following page will be shown to him, in which he can login using his credentials (User name And Password).

विकल्प 1 :- अगर आप पहले से LDMS में पंजीकृत हैं तो 'yes' पर click कर के अपना user name और password डाल के Login करें
Option 2: In case of new user, click on ‘No’, and the user registration form opens up.

विकल्प 2:- यदि आप नए यूजर हैं, तो "NO" पर क्लिक करें. यूजर रजिस्ट्रेशन फॉर्म खुल जायेगा

The screen displayed above, comprises of following fields:

i. **District**: Select the appropriate district from the dropdown list.

ii. **First Name**: First Name is the name of the person who wants to register in the system. For e.g. in case of Ramprasad Sharma, first name will be “Ramprasad”. This is a mandatory field. User will not be able to submit the data if he does not fill this field.

iii. **Last Name**: Last Name is the surname of the person who wants to register in the system. For e.g. in case of Ramprasad Sharma, last name will be "Sharma". This is a mandatory field. User will not be able to submit the data if he does not fill this field.

iv. **Gender**: There are 3 options in this field. As per the gender of the user, user can select his/her gender. In order to select the gender, click on the radio button beside the gender type, like Male, Female and Others.

v. **Date of Birth**: Date of Birth is the field where the user needs to select his birthday. On clicking on this field, a calendar opens up as shown below.

vi. **Mobile No.**: In this field user needs to fill in his mobile no. You done need to pre-fix the country code or 0 before the number. Enter the 10 digit mobile no. in this field.

vii. **Email Address**: Email ID is the email id of the person who wants to register in the system. This is a mandatory field. User will not be able to submit the data if he does not fill this field. All the communication related to LDMS will be sent to this email id. So, it is important that the email id entered should be correct.

viii. **House No./Plot No.**: In this field, enter the first line of the residential address, For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

ix. **Street/Locality**: In this field, enter the second line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Civil Lines in this field.

x. **Village/Town/City**: In this field enters the last line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Jaipur in this field.
xi. **Pin code**: In this field, enter the pin code of the address. You will be able to enter 6 digit pin code in this field.

After filling in all the details, user needs to click on “SUBMIT”.

After entering all the basic details, and clicking on Submit, citizen lands on the main page of LDMS
Above shown is the main page where the user lands, once the user logs in the system.

On the left hand side, is the list of activities which the user can perform. Click on “Establishment Registration” link in the left menu.

बाएँ हाथ की ओर, यूज़र द्वारा की जाने वाली गतिविधियों दिखाई गई है | “स्थापना पंजीयन” को क्लिक करें
Sub-Links for registration under following acts appear:

I. Rajasthan Shops And Commercial Establishments Acts, 1958
II. Building And Other Construction Worker's (RE & CS) Act, 1996
III. Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer)
IV. Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer) Temporary
V. Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)
VI. Beedi And Cigar Workers (Condition of Employment) Act, 1966
VII. Trade Unions Act, 1926
VIII. Motor Transport Workers Act, 1961
IX. Inter-State Migrant Workmen (RE & CS) Act, 1979 (Principal Employer)
X. Inter-State Migrant Workmen (RE & CS) Act, 1979 (Contractor)

निम्नलिखित अधिनियमों के अंतर्गत पंजीयन के लिए sub-link दिखाई देगी:

i. दुकानों और व्यावसायिक प्रतिष्ठान अधिनियम, 1958
ii. भवन एवं अन्य निर्माण श्रमिक (आरई एंड सीएस) अधिनियम, 1996
iii. ठेका श्रम (विनियमन और उद्यान) अधिनियम, 1970 (प्रधान नियोक्ता)
iv. ठेका श्रम (विनियमन और उद्यान) अधिनियम, 1970 (प्रधान नियोक्ता) अस्थायी
v. ठेका श्रम (विनियमन और उद्यान) अधिनियम, 1970 (ठेकेदार)
vi. बीडी और सिगार कर्मकार (नियोजन की शर्त) अधिनियम, 1966
vii. श्रमिक संघ अधिनियम, 1926
viii. मोटर परिवहन कर्मचारी अधिनियम, 1961
ix. अंतर्राज्यीय प्रवासी कामगार (आरई एंड सीएस) अधिनियम, 1979 (प्रधान नियोक्ता)
x. अंतर्राज्यीय प्रवासी कामगार (आरई एंड सीएस) अधिनियम, 1979 (ठेकेदार)
Click on 'Establishment Registration' in the left menu in order to register under the Act.

On clicking on 'Establishment Registration', a list of all the Acts as sub-links, under which a user can register, appears:

In order to register under 'The Beedi and Cigar Workers (Conditions of Employment) Act, 1966', click on 'The Beedi and Cigar Workers (Conditions of Employment) Act, 1966' and the registration form opens up as shown below.

View the form below:
At the top of the form, the first field is to update the year for which the user wants a license. The default year will be the current year; however, the user will have the option to edit it as per his need.

1. In the **Full Name of the Industrial Premises** field, mention the name of the establishment which the user wants to register. The name can be a combination of letters, numbers, and also symbols. The user has the privilege to select any name of his/her desire. For example, if a user wants to keep the name of his establishment as "Modern Beedi and Cigars", he needs to enter it in the box beside this field.

2. **Plot No.**: In this field, enter the first line of the industrial premises address. For example, if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

3. **Street**: In this field, enter the second line of the address. For example, if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

4. **City**: In this field, enter the last line of the address. For example, if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

5. **District**: This field has a drop-down list. When you click on this field, a list of all the districts in Rajasthan comes up in alphabetical order. The user can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

**Postal Address of the Industrial Premises and Address to which communication needs to be sent the same?**

There is a checkbox beside this field. If the postal address and the communication address of the Industrial Premises are the same, then click on the check-box. On clicking on the check-box, fields from 6 to 9 get auto-filled and are in non-editable mode. If the address is not the same, then don’t click on the check-box and fill the details manually.
6. **Plot No.**: In this field, enter the first line of the industrial premises address, For e.g., if your address is "12/136, Sitapura, Jaipur", then enter 12/136 in this field.

लॉट संख्या - "घर का नंबर नाम / लॉट संख्या / " में औद्योगिक परिसर का पता जहां डाक भेजा जायगा की पहली लाइन डाले | उदाहरण : यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे |

7. **Street**: In this field, enter the second line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Sitapura in this field.

स्ट्रीट - इसमे औद्योगिक परिसर का पता जहां डाक भेजा जायगा की दूसरी लाइन डालेगा | उदाहरण : यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा "116A, सिविल लाइंस, जयपुर" है तब आप सिविल लाइंस डालेंगे |

8. **City**: In this field, enter the last line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Jaipur in this field.

नगर- इसमे औद्योगिक परिसर का पता जहां डाक भेजा जायगा की अंतिम लाइन डालेगा | उदाहरण : यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा "116A, सिविल लाइंस, जयपुर" है तब आप जयपुर डालेंगे |

9. **District**: This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

जिला- इसमे आपको जिले का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची वर्तमान में आयगी | यूज़र उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर क्लिक करना होगा |

**Full Address of the Applicant/ आवेदक का पूरा पता**: 

10. **Plot No.**: In this field, enter the first line of the address of the applicant, For e.g., if your address is "112, Shanti Niketan, Malpura, Tonk", then enter 112 in this field.

लॉट संख्या - "घर का नंबर नाम / लॉट संख्या / " में आवेदक के पते की पहली लाइन डाले | उदाहरण : यदि आवेदक का "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे |

11. **Street**: In this field, enter the second line of the address. For e.g., if your address is "112, Shanti Niketan, Malpura, Tonk", then enter Shanti Niketan in this field.

स्ट्रीट - इसमे आवेदक के पते की दूसरी लाइन डालेगा | उदाहरण : यदि आवेदक का पता "116A, सिविल लाइंस, जयपुर" है तब आप सिविल लाइंस डालेंगे |

12. **City**: In this field, enter the last line of the address. For e.g., if your address is "112, Shanti Niketan, Malpura, Tonk", then enter Malpura in this field.

नगर- इसमे आवेदक के पते की अंतिम लाइन डालेगा | उदाहरण : यदि आवेदक का पता "116A, सिविल लाइंस, जयपुर" है तब आप जयपुर डालेंगे |
13. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list. Say in this case, you can select Tonk from the drop down list.

**प्रश्न:** इस में आपको जिसे का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिले की सूची वर्णांकित में आपकी | यूजर उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर क्लिक करना होगा |

14. **Maximum number of employee proposed to be employed on any day during the Financial Year:** In this field, user has to fill the maximum number of employees which he proposes to be employed in his establishment. This field can accept values up to 8 digits. Alphabets are not allowed in this field.

**वित्तीय वर्ष के किसी भी दिन के दौरान प्रस्तावित रोजगार करने की संख्या-** इस फील्ड में कर्मचारी की अधिकतम संख्या- इस फील्ड में कर्मचारी की अधिकतम संख्या शालित जिन्हें स्थापना में वित्तीय वर्ष के किसी भी दिन के दौरान रोजगार दिया गया है | इस फील्ड में 8 अंक(number) को स्वीकार कर सकते हैं, अक्षर(letters) इस फील्ड में अनुमति नहीं है |

15. **If the Employer is a Partnership, Company Etc., Name and Residential Addresses of other Partners or Directors:** This field is followed by a grid where the name and address of the partners/directors are to be mentioned. User can fill in the name and address in the first row of the grid. In case there is more than one director/partner, click on the “ADD”. On clicking on ADD, a new row comes in where the user can fill the details of the other partner/director.

**To Edit/Delete the information filled:** Once the user clicks on ADD, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

If the user wants to delete the filled row, he has to click on Delete.

**यदि नियोक्तक एक साझेदार या कंपनी आदि है तो नाम और अन्य भागीदारों या निदेशकों के आवश्यक पते-** इसमें नीचे आपको तालिका दिखाई गई है इसमें आप निदेशक साथी का नाम और पता भर सकते हैं यदि नाम और पता एक से ज्यादा है तो आप एक से ज्यादा स्लॉन Add पर क्लिक करके जोड़ सकते हैं |
16. Financial resources of the employer (e.g. - Particulars and Value of Movable and Immovable Properties, Bank Reference, Income Tax Assessment Etc): Here the user needs to attach a file which proves his Financial Resources. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

17. Whether the Employer is a Trade Mark Holder Registered under The Trade And Merchandise Marks Act, 1958: Here the user needs to select Yes or No. If the user is a trade mark holder then he has to click on the radio button on the left side of Yes and if he is not, then he has to click on the radio button on the left side of No.

18. Previous experience of the applicant in the industry: In this field, the user needs to mention if he has any previous experience in the industry, He will be allowed to use only alphabets in this field.

19. Values of Beedies or Cigars or Both Manufactured at the Industrial Premises during the preceding Financial Year: Here the user needs to mention, the value of the beedi or cigars or both. He will be allowed to enter numbers up to 8 digits.

20. Whether the proposed site of the industrial premises amounts to the alteration of the site of any existing Industrial Premises and if so the reasons for such alteration: Here the user has the option of selecting YES or NO. In case he selects YES, a next text box appears where the user needs to mention the reason.

21. Whether any Industrial Premises was closed by the applicant during the period of 12 months immediately preceding the date of the application, and if so, the reasons therefore: Here the user has the option of selecting YES or NO. In case he selects YES, a next text box appears where the user needs to mention the reason.

22. Sources of obtaining Tobacco: Here the user needs to mention the source form where he will obtain tobacco.
23. **Whether the plans for premises are enclosed:** This is a mandatory field. User needs to attach the plan for premises along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

24. **Whether the Beedis or Cigars or Both Manufactured by the Applicant will be sold and marked by Himself or Through A Proprietor or A Registered User of A Trade Mark:** Here the user needs to mention whether the Beedi or Cigar or Both shall be sold by himself or through a proprietor or a registered user.

25 – 29: With every application form it is mandatory to attach certain supporting documents. There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

30. **Name of Applicant:** In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.
आवेदक का नाम:- इस फील्ड में आवेदक का वो नाम आता है जो यदि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो
नाम को सम्पादित कर सकता है

31. Mobile Number: In this field, the mobile number of the applicant appears as mentioned in the login form, however this
field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this
form shall be intimated to the user on the mobile number mentioned in this form.

मोबाइल नंबर: इस फील्ड में आवेदक का वो मोबाइल नंबर आता है जो यदि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे
तो नाम को सम्पादित कर सकता है

32. Business Registration Number (BRN) - In this field, user has to fill the 16 digits number (BRN). You can get this
Business Registration Number from BRN Portal http://br.raj.nic.in/BRNApply.aspx.

इस मैदल में, उपयोगकर्ता को 16 अंकों की संख्या (बीआईएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआईएन
पोर्टल से प्राप्त कर सकते हैं http://br.raj.nic.in/BRNApply.aspx.

After all the fields are filled and attachments are added, re-check the form.
If you are satisfied with the entries made, then click on SUBMIT.

If you are satisfied with the entries made, then click on SUBMIT.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करें

REGISTRATION ACKNOWLEDGMENT
रेजिस्ट्रेशन रसीद

After clicking on Submit, an acknowledgment gets generated with the following information:

1. Application Number: This is a unique number which shall be used by the user and the department for future reference.
2. Name of Establishment: As entered in the form
3. Date of Application Submission: The current date shall appear
4. Pre-fixed time required for checking discrepancy: This field is the time required for the department to verify and take an
action on the form.

At the bottom of the page is a Print option. On clicking on the Print button, if your system is attached to a printer, you can take
a print of the acknowledgment form.

जब यूज़र ने सुरक्षित बटन पर क्लिक किया तो रेजिस्ट्रेशन रसीद दिखेगी . इसमें यूज़र का जानकारी से संबंधित सूचना दी गई है
इसे यूज़र क्रिंट बटन पर क्लिक करके इसका प्रिंट ले सकता है |

1. आवेदन संख्या (Application Number)- यह अद्वितीय संख्या है जिसे भविष्य में संदेह के लिए यूज़र और विभाग द्वारा
इस्तेमाल किया जाएगा |
2. स्थापना के नाम - स्थापना का नाम जो फॉर्म में भरा था |
3. आवेदन पत्र प्रस्तुत करने की तिथि - आवेदन पत्र प्रस्तुत करने की तिथि दिखाई गई है।
4. विसंगति की जॉय के लिए पूर्व निर्धारित समय- ये वो समय है जिसमें विभाग को सूचना को सत्यापित करना है यूज़र प्लेट बटन पर बिल्कुल करके इसका प्लेट ले सकता है।

**VIEW AN APPLICATION FORM**
आवेदन पत्र देखने के लिए

You can view the filled application form also.
On the top panel, there is an option of "Home".
Click on "Home" and you will get directed to the home page.
You can view the status of the application on the home page.

उपर दिए गए सूची में का एक विकल्प "Home" है
पर क्लिक करने पर आपको मुख्य पृष्ठ पर संचालित कर दिया जायेगा
किसी भी फॉर्म की वर्तमान स्थिति मुख्य पृष्ठ पर जान सकते हैं
On the right hand side panel, you can view all the application forms filled by you in a grid format.

The grid has certain columns like:

1. Application Number
2. Date
3. Act Name
4. Service Type
5. Application Status

To view any application, click on the Application Number, which is a hyperlink.

On clicking on the application number, the filled form opens up and the user can view the form.
PAYMENT RESPONSE BY USER (COMMON FOR ALL ACTS)

आवेदक द्वारा भुगतान

Applicant enters the LDMS through SSO and lands on the Home Page. In the right hand pane, all the filled application status are visible. User can search particular application by first selecting the appropriate module in the drop down box and then by entering the application number in the text box on the right hand side. Detailed page will appear with automatic filled data. Click on Make Payment to make the payment. User can view the amount to be paid by downloading the challan.

After that clicking on the payment option he can make payment as per his choice.

पंजीकरण की राशि का भुगतान करने हेतु यूजर को अपना फॉर्म खोलना है। फॉर्म के नीचे भुगतान का विवरण होगा। यूजर चालान की कॉपी डाउनलोड कर सकता है और राशि का भुगतान करने के लिए "Make Payment" पर क्लिक करें
In the pop-up window, select the mode of payment:

1. e-Mitra
2. Online

In case the mode of payment is e-Mitra then enter the token number and click on “Verify and Submit”.

In case the mode of payment is online, then click on the radio button beside “Online” and click on Online Payment.
Make the online payment. The authority gets notified once the payment is made.

ऑनलाइन भुगतान करें. अधिकारी को भुगतान की सूचना दी जाएगी
ROLE OF USER FOR CLARIFICATION COMPLIANCE (COMMON FOR ALL ACTS)
स्पष्टीकरण करने का तरीका

To fulfill the clarifications, the user will enter into the system by his credentials.
स्पष्टीकरण करने के लिए यूजर को सब से पहले ऐप्लीकेशन में लॉगन करना होगा

In the application status menu, the application will appear where the user has to fulfill all the requirements.
आवेदन status में वो आवेदन दिखेगा जिसमें स्पष्टीकरण मांगा गया है

CLARIFICATION COMPLIANCE TO BE DONE BY APPLICANT

In order to view what clarification has been demanded by the labour department authority, the applicant has to click on the “Application Number” which is a hyperlink. On clicking on the Application Number, the filled form as below opens up.
At the bottom of the page, the clarification demanded by the authority is mentioned.
विभागीय अधिकारी द्वारा क्या स्पष्टीकरण मांगा गया है, यह देखने के लिए, आवेदक को ‘आवेदन नंबर’ जो की मुख्य पृष्ठ पर बाई ओर आवेदन सूची में सूचीबद्ध एक ह्यपर-लिंक है को बिकल करना होगा. भरा हुआ प्रत्य खुल जाएगा और बिलकुल नीचे अधिकारी द्वारा मांगा हुआ स्पष्टीकरण दिख जाएगा.

![Image of the application form]

User may click on the ‘Choose File’ to browse and select correct clarification document & may subsequently click 'Upload' Button. The uploaded files will appear on the authority screen.
Once the user completes the compliance, the appropriate authority gets notified on his screen also.
स्पष्टीकरण करने हेतु यूजर को स्पष्टीकरण के दस्तावेज़ सिस्टम में अपलोड करने होंगे. एक बार यूजर ने "upload" बटन पे क्लिक कर दिया, उपरोक्त अधिकारी को सिस्टम स्वसृव्यित कर देगा
REGISTRATION UNDER THE BUILDING AND OTHER CONSTRUCTION WORKERS ACT
भवन एवं अन्य निर्माण श्रमिक अधिनियम

In order to register under 'The Building and Other Construction Workers (RE&CS) Act, 1996', click on 'The Building and Other Construction Workers (RE&CS) Act, 1996' and the registration form opens up.

In the Name of the establishment where building or other construction work is to be carried on field mention the name of the establishment which the user wants to register. The name can be a combination of letters, numbers and also symbols. User has the privilege to select any name of his/her desire. For e.g., if a user wants to keep the name of his establishment as "Lodha Constructions", he needs to enter it in the box beside this field.

Name of the Project where building or other construction work is to be carried on: Enter the name of the project of construction.
3. **Plot No:** In this field, enter the first line of the establishment address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

   लॉट संख्या: इसमें प्रतिष्ठान के पते की पहली लाइन डाले | उद्देश्य: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे |

4. **Street:** In this field, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

   स्ट्रीट: इसमें प्रतिष्ठान के पते की दूसरी लाइन डालें | उद्देश्य: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" है तब आप सिविल लाइंस डालेंगे |

5. **Village/City:** In this field, enter the last line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

   गाँव/नगर: इसमें प्रतिष्ठान के पते की अन्तिम लाइन डालेगे | उद्देश्य: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" है तब आप जयपुर डालेंगे |

6. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

   प्जिा: इसमें आपको स्जले के द्रॉप डतउन दिखतयत है अगर आप इस फील्ड पर स्ललक करर्े हैं रतज्यो की सूची वणतानुक्रम में आयगी | यूज़र उपयुलर् स्जले कत चयन कर सकर्े हैं | इसके ललए उन्हे स्जले के सतमने ड्रॉप डतउन पर स्ललक करनत होगत |

   **Permanent Address same as above:** There is a checkbox beside this field. If the permanent address is same as Postal Address of the establishment then click in the check-box. On clicking on the check-box, fields from 8 to 11 get auto-filled and are in non-editable mode. If the address is not the same, then don’t click on the check-box and fill the details manually.

   पता जहां श्रभमक कायगित है औि मुख्य ननयोक्ता का पता समान है - यहां आपको चेक बॉक्स दिखाया गया है यदि पता जहां इकाई का ड्रॉप आपका प्रतिष्ठान का पता समान है तो इस चेक बॉक्स पर बिलक करेगे तो पिल्ड नंबर 8 से 11 तक के पिल्ड अपने आप भर जाएगे और यदि आप इसको चेक नही करते है तो आपको 7 से 11 तक के पिल्ड भरने होंगे |

7. **State:** Select appropriate state from the drop-down of states

   राज्य : राज्यो की सूची से उपयुक्त राज्य चुने |

8. **Plot No:** In this field, enter the first line of the industrial premises address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter 12/136 in this field.

   प्लॉट संख्या: औद्योगिक परिसर का पता जहां डाक भेजा जायगा की पहली लाइन डाले | उद्देश्य: यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे |

9. **Street:** In this field, enter the second line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Sitapura in this field.

   स्ट्रीट: इसमें औद्योगिक परिसर का पता जहां डाक भेजा जायगा की दूसरी लाइन डालेगा | उद्देश्य: यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा "116A सिविल लाइंस, जयपुर" है तब आप सिविल लाइंस डालेंगे |
10. **Village /City:** In this field, enter the last line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Jaipur in this field.

11. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

12. **Full name of the manager or person responsible for the supervision and control of the establishment:** Mention the name of the manager who is responsible for the establishments smooth functioning. For e.g., if name of the manager is Mr. Manoj Poonia, then you need to write it in the field.

13. **Maximum number of building workers to be employed on any day:** In this field, user has to fill the maximum number of employees which he proposes to be employed in his establishment. This field can accept values up to 8 digits. Alphabets are not allowed in this field.

14. **Nature of building or other construction work carried/is to be carried on in the establishment:** There is a drop down box from which you have to select the appropriate nature of building. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

15. **Estimated date of commencement of building or the other construction worker:** Estimated date of commencement of building or the other construction worker is the field where the user needs to select the date when he wishes his establishment to commence. On clicking on this field, a calendar opens up as shown below.

16. **Estimated date of completion of building or any other construction work:** Estimated completion date of work

17. **Establishment Type:** Type of establishment. Select from a list of types
18. **Business Registration Number (BRN)** - In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस में, उपयोगकर्ता को 16 अंकों की संख्या (बीआिएन) भरनी होती है। आप इस व्यवसाय पत्रिकामा संख्या को बीआिएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

With every application form it is mandatory to attach certain supporting documents. There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

16. **Name of Applicant:** In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.
17. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

**Mobile Number:** इस फील्ड में आवेदक का सम्पूर्ण नाम आता है जो कि लॉगन फॉर्म भरा गया था. परन्तु आवेदक यदि चाहें तो नाम को सम्पादित कर सकता है.
REGISTRATION UNDER THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979
अंतर राज्यीय प्रवासी कामगार अधिनियम (आईएसएस), 1979 के तहत रजिस्ट्रेशन:

In order to register under 'THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979', click on 'THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979' and the registration form opens up.

अंतर राज्यीय प्रवासी कामगार अधिनियम (आईएसएस), 1979 के तहत पंजीकरण करने के लिए सब से पहले लॉगन कर के बायी तरफ के मेनू से अधिनियम का चुनाव कर ले.

1. **Name of the Contractor** field mention the name of the contractor under whom the inter-state migrant workmen shall be working. For e.g. if the name of the contractor is Mr. Suresh Yadav, then write the name in this field.

2. **In case of individual, mention father’s name/husband’s name**: Mention the name of the father/husband.
3. **House No./Plot No./Name:** In this field, enter the first line of the contractor's address. For example, if the address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

4. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For example, if the address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

5. **Village/Town/City:** In this field, enter the last line of the address. For example, if the address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

6. **District:** This field has a drop-down list. When you click on this field, a list of all the districts in Rajasthan comes up in alphabetical order. Users can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

7. **Name of the Establishment:** In this field, mention the name of the establishment, where the interstate migrant workers will be working.

8. **House No./Plot No./Name:** In this field, enter the first line of the establishment's address where the interstate migrant workmen are to be employed. For example, if your address is "12/136, Sitapura, Jaipur", then enter 12/136 in this field.

9. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For example, if your address is "12/136, Sitapura, Jaipur", then enter Sitapura in this field.

10. **Village/Town/City:** In this field, enter the last line of the address. For example, if your address is "12/136, Sitapura, Jaipur", then enter Jaipur in this field.
11. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

12. **Number and date of certificate of registration of the establishment under his act (Mandatory):** This is a mandatory field. In the first field, applicant needs to fill the registration number of the establishment where the migrant workmen shall be working. In the second field, applicant needs to enter the date. He can select the date from the calendar. He cannot enter the date manually.

13. **Name of the principal employer:** In this field, enter the name of the employer where the interstate migrant workmen shall be working. User can enter only alphabets in this field as it will be name of a person.

14. **Is the address where the interstate migrant workmen is employed and the address of the principal employer same?:** There is a checkbox beside this field. If the address where the interstate migrant workmen is employed and address of the principal employer same, then click in the check-box. On clicking on the check-box, fields from 7 to 10 get auto-filled and are in non-editable mode. If the address is not the same, then don’t click on the check-box and fill the details manually.
15. **House No./Plot No./Name:** In this field, enter the first line of the industrial premises address. For example, if your address is “12/136, Sitapura, Jaipur”, then enter 12/136 in this field.

16. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For example, if your address is “12/136, Sitapura, Jaipur”, then enter Sitapura in this field.

17. **Village/Town/City:** In this field, enter the last line of the address. For example, if your address is “12/136, Sitapura, Jaipur”, then enter Jaipur in this field.

18. **District:** This field has a drop-down list. When you click on this field, a list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.
19. **Nature of the process, operation or work in which establishment is engaged:** There is a drop down box from which you have to select the appropriate nature of process. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

20. **Name of the agent or manager of contractor at the work site/establishment:** Mention the name of the manager who is responsible for the establishments smooth functioning. For e.g., if name of the manager is Mr. Manoj Poonia, then you need to write it in the field.

21. **Max no of migrant workmen proposed to be employed in the establishment on any day:** In this field, user has to fill the maximum number of employees which he proposes to be employed in his establishment. This field can accept values up to 6 digits. Alphabets are not allowed in this field.

22. **Name of work in which migrant workmen is employed in the establishment:** There is a drop down box from which you have to select the appropriate nature of process. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

23. **Duration of the proposed contract work (give particulars of proposed date of commencing and ending):** Estimated date of commencement of work is the field where the user needs to select the date when he wishes his contract work to commence. The month shall have a drop down. Click on the arrow beside the "Month". List of all the months opens up. The year shall also have a drop down. Click on the arrow beside the "Year". List of all the years opens up. User can select the year of the commencement. In the main calendar is the date. Once the month and year is selected, click on the date of commencement. **Estimated date of completion** of contract work is the field where the user needs to select the date when he wishes his contract work to be completed.

24. **Whether the migrant workmen was convicted of any offense within the preceding five years (if so give details):** There are 2 radio buttons for this field, YES and NO. In case the user was convicted of any offense, then he has to click on the button beside YES. On clicking on the button, a text box appears in which the user needs to mention the type of offense.
25. Whether there was any order against the migrant workmen revoking or suspending license or forfeiting security deposit in respect of an earlier contract, if so the date of such order: There are 2 radio buttons for this field, YES and NO. In case any order was passed against the user, then he has to click on the button beside YES. On clicking on the button, a calendar appears from which the user needs to select the date.

26. Whether the migrant workmen has worked in any other establishment within the past 5 years, if so give details of the principal employer establishment and nature of work: In this field, a text box is provided. In case the user has any past experience then he can mention in this field, or else leave it blank.

27. Estimated value of the contract work: In this field, mention the estimated value of the contract work. For e.g., if the user assumes the contract work to be worth Rs. 1,00,000, then he has to mention it in this lakh. Only numbers are allowed in this field.

28. Please enclose the certificate issued by the principal employer in form V: In this field, the user needs to attach the certificate which is issued by the Principal Employer. With every application form it is mandatory to attach certain supporting documents. There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system. After all the fields are filled and attachments are added, re-check the form. If you are satisfied with the entries made, then click on SUBMIT.
29. **Name of Applicant:** In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.

आवेदक का नाम: इस फील्ड में आवेदक का यो नाम आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है

30. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

मोबाइल नंबर: इस फील्ड में आवेदक का यो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है

31. **Business Registration Number (BRN):** In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस field में, उपयोगकर्ता को 16 अंकों की संख्या (बीआरएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआरएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

सब फील्डें भरने और आवश्यक कागज संलग्न करने के बाद, फॉर्म को एक बार फिर से जांच लें.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करें.
### REGISTRATION UNDER THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979 AS A PRINCIPAL EMPLOYER

अंतर राज्यीय प्रवासी कामगार अधिनियम (आरई एंड सीएस), 1979 के तहत रजिस्ट्रेशन

In order to register under ‘THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979’, click on THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979 and the registration form opens up.

आंतर राज्यीय प्रवासी कामगार अधिनियम (आरई एंड सीएस), 1979 के तहत रजिस्ट्रेशन करने के लिए अंतर राज्यीय प्रवासी कामगार अधिनियम (आरई एंड सीएस), 1979 के तहत पर क्लिक करेंगे तो आप नीचे वतली तक्रीन दिखाई देगी |

| 1. **Name of the Establishment:** In this field, mention the name of the establishment which you wish to register. |
| **प्रतिष्ठान का नाम** : इस फील्ड में यूज़र स्थापत्य का नाम डालेगा जिसे यूज़र रिजिस्टर करना चाहता है | नाम अक्षर, संख्या और प्रति को भी संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

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**Government of Rajasthan Department of Labour**

![Image of the registration form](image-url)

| **Guidelines to fill the form** |
| **रजिस्ट्रेशन करने की विधि** |

1. **Postal Address of Establishment**
   - Street
   - City
   - District

2. **Full name of Principal Employer**
   - Father's Name / Husband's Name

3. **Name and Address of Directors / Partners (In case of companies and firms)**

   **Name of Director**
   - [Insert]

   **Address of Director**
   - [Insert]

4. **Nature of work carried out in the establishment**
   - [Select Nature of Work]

5. **Nature of work for which migrant workers are hired**
   - [Select的情况下工作的性质]

6. **Maximum no of Migrant Workers employed on any day**

7. **Estimated Date of commencement of work**

8. **Date of termination of employment**

**Attach Supporting Documents (Max Size : 400KB)**

10. **Declaration Form**
    - [Choose File]
    - [No file chosen]

11. **Other Documents (e.g. PAN Card, Driving License, Aadhaar Card, Passport)**
    - [Choose File]
    - [No file chosen]
2. **House No./Plot No./Name:** In this field, enter the first line of the establishment address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

3. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

4. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

5. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

6. **Name of the principal employer:** In this field, enter the name of the employer where the interstate migrant workmen shall be working. User can enter only alphabets in this field as it will be name of a person.

7. **Father's name/Husband's name:** Mention the name of the father/husband.

8. **Name of Manager or person responsible for the supervision and control of the establishment:** Mention the name of the manager/supervisor who will be responsible for the supervision and control of the establishment.
9. **Name and Residential Addresses of other Partners or Directors:** This field is followed by a grid where the name and address of the partners/directors are to be mentioned. User can fill in the name and address in the first row of the grid. In case there is more than one director/partner, click on the “ADD”. On clicking on ADD, a new row comes in where the user can fill the details of the other partner/director.

**To Edit/Delete the information filled:** Once the user clicks on ADD, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

If the user wants to delete the filled row, he has to click on Delete.

10. **Nature of work carried out in the establishment:** There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

11. **Details of Contractors:** Grid:
   i. **Name of Contractors:** Mention the name of the contractor. It can be a mix of alphabets, numbers and symbols.
   ii. **Address of Contractors:** In this field mention the address of the contractor. This field shall also be a mix of alphabets, symbols and numbers
   iii. **Nature of work for which migrant workmen are hired:** Mention the nature of work for which the migrant workmen are hired.
iv. **Maximum no. of migrant workmen employed on any day:** Mention the maximum no. of migrant workmen who shall be working in the establishment. User can enter up to 5 digits in this field. Only numbers are allowed.

v. **Estimated date of commencement of work:** In this field select the date of commencement of work from the calendar control.

vi. **Date of termination of employment:** In this field select the date of termination of employment from the calendar control.

In case there is more than one contractor, click on the “INSERT”. On clicking on INSERT, a new row comes in where the user can fill the details of the other partner/director.

To Edit/Delete the information filled: Once the user clicks on INSERT, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

If the user wants to delete the filled row, he has to click on Delete.

With every application form it is mandatory to attach certain supporting documents.

There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

In the Name of Applicant field enter your name/person authorized to fill the form. After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.
13. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

14. **Business Registration Number (BRN)** - In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करें.
In order to register under ‘THE MOTOR TRANSPORT WORKER ACT, 1961’, click on ‘THE MOTOR TRANSPORT WORKER ACT, 1961’ and the registration form opens up.

1. **Name of the Motor Transport Undertaking**: In this field, mention the name of the establishment which you wish to register. 
   
   मोटर परिवहन उपक्रम के नाम- इस फील्ड में यूज़र तथ्यावधि का नाम डालेगा जिसे यूज़र रजिस्ट्रेशन करना चाहता है | नाम अक्षर, संख्या और प्रतीकों का भी संयोजन हो सकता है | यह एक अनावश्यक फील्ड है |

2. **House No./Plot No./Name**: In this field, enter the first line of the establishment address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter 116A in this field.
   
   घर का नंबर नाम / प्लॉट संख्या / “घर का नंबर नाम / प्लॉट संख्या /” में प्रतिष्ठान के पते की पहली लाइन डाले | उदाहरण : यदि आपका प्रतिष्ठान का पता “116A, सिविल लाइन्स, जयपुर” है तब आप 116A डालें |
3. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

स्ट्रीट / मोहल्ला / इलाका / इसमें प्रतिष्ठान के पते की दूसरी लाइन डालेगा | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप सिविल लाइंस डालेंगे |

4. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

ग्राम / नगर / इसमें आपका प्रतिष्ठान के पते की अंतिम लाइन डालेगा | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप जयपुर डालेंगे |

5. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

जिला- इसमें आपके जिले का नाम डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची उपरिवर्तन में आयेगी | यूज़र उपयुक्त जिले का चयन कर सकते हैं | इसके लिये उन्हें जिले के सामने आयेगा डाउन पर क्लिक करना होगा |

6. **Name of the employer:** In this field, enter the name of the employer of the establishment. User can enter only alphabets in this field as it will be name of a person.

नियोक्ता का नाम-इस फील्ड में स्थापना का नियोक्ता का नाम दर्ज कीजिए | इस फील्ड में अक्षर का ही संयोजन हो सकता है |

7. **Type of Undertaking:** In this field there are two options of Public Sector and Private Sector. In case the establishment is a Public Sector, then click on the radio button beside Public Sector. On clicking on the radio button, a new box opens named "Name of Manager". Enter the name of manager in this field.

उपक्रम के प्रकार - इस फील्ड में दो विकल्प हैं सार्वजनिक क्षेत्र और निजी क्षेत्र | यदि यूज़र सार्वजनिक क्षेत्र का चयन करता है तो एक अन्य बॉक्स खुलेगा उसमें उसे प्रबंधक का नाम डालना अनिवार्य है |

8. **Is it registered under The Companies Act, 1956:** In this field, there are two options of Yes and No. In case the establishment is registered under The Companies Act, Act, then click on YES. On clicking on Yes, you need to fill the Name and Address of Directors in the grid followed by this field,

On clicking on NO, you need to fill the Name and Address of the Partners in the grid followed by this field.

User can fill in the name and address in the first row of the grid. In case there is more than one director/partner, click on the "ADD". On clicking on ADD, a new row comes in where the user can fill the details of the other partner/director.

**To Edit/Delete the information filled:** Once the user clicks on ADD, in the filled row, there are two options, Edit and Delete.

If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

If the user wants to delete the filled row, he has to click on Delete.

क्या यह 1956 के कंपनी अधिनियम के तहत रजिस्टर्ड है- इसमें यूज़र को ही यह नहीं का चयन करना होगा, यदि 1956 के कंपनी अधिनियम के तहत रजिस्टर्ड है तो उसे ही का चयन करना होगा तब आपको गिड में नियरेक्शन के नाम और पते को भरने की
9. **Nature of motor transport service**: There is a drop down box from which you have to select the appropriate nature of motor transport service. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

उपर दिए गयी स्क्रीन में यूज़र अपने दस्तावेज संलग्न करेगा , यहाँ 5 अनिवार्य फील्ड है | यूज़र को अप्लिकेशन फॉर्म के साथ संलग्न करना है | यदि सारी सूचना भरी जा चुकी है और दस्तावेज संलग्न किए जा चुके है तो यूज़र सुरक्षित बटन पर क्लिक करके अपनी आवेदन सुरक्षित करेगा |

10. **Total Number of Routes**: In this field, enter the total routes which the user would want to cover, like if in Rajasthan, then Jodhpur, Jaipur, Bikaner etc. User is allowed to enter 4 digit number in this field.

आवेदन का नाम: - इस फील्ड में आवेदक का वो नाम आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहें तो नाम को सम्पादित कर सकता है |
15. **Mobile Number**: In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

मोबाइल नंबर: इस पील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है

16. **Business Registration Number (BRN)** - In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस field में, उपयोगकर्ता को 16 अंकों की संख्या (बीआरएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआरएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करें
REGISTRATION UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – PRINCIPAL EMPLOYER

मुख्य नियोक्ता अधिनियम (विननयमन और उन्मूलन) ठेका श्रम - 1970 के तहत रजिस्ट्रेशन

In order to register under 'THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – PRINCIPAL EMPLOYER', click on 'THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – PRINCIPAL EMPLOYER' and the registration form opens up.

1. **Name of the Establishment**: In this field, mention the name of the establishment which you wish to register.

2. **Location of Establishment**: In this field, mention the location where the establishment is going to be started.

3. **House No./Plot No./Name**: In this field, enter the first line of the establishment address, i.e., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.
4. Street/Locality/Mohalla: In this field, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

5. Village/Town/City: In this field, enter the last line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

6. District: This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

7. Name of the principal employer: In this field, enter the name of the employer where the interstate migrant workmen shall be working. User can enter only alphabets in this field as it will be name of a person.

8. Father's name/Husband's Name: Mention the name of the father/husband.

9. Nature of process, operation or work in which establishment is engaged: There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

10. Name and Residential Addresses of other Partners or Directors: This field is followed by a grid where the name and address of the partners/directors are to be mentioned. User can fill in the name and address in the first row of the grid. In case there is more than one director/partner, click on the "ADD". On clicking on ADD, a new row comes in where the user can fill the details of the other partner/director.

To Edit/Delete the information filled: Once the user clicks on ADD, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update. If the user wants to delete the filled row, he has to click on Delete.
11. Details of Contractors: Grid:
   i. Name of Contractors: Mention the name of the contractor. It can be a mix of alphabets, numbers and symbols.
   ii. Address of Contractors: In this field mention the address of the contractor. This field shall also be a mix of alphabets, symbols and numbers
   iii. Nature of work for which migrant workmen are hired: Mention the nature of work for which the migrant workmen are hired.
   iv. Maximum no. of migrant workmen employed on any day: Mention the maximum no. of migrant workmen who shall be working in the establishment. User can enter up to 5 digits in this field. Only numbers are allowed.
   v. Estimated date of commencement of work: In this field select the date of commencement of work from the calendar control.
   vi. Date of termination of employment: In this field select the date of termination of employment from the calendar control.

   In case there is more than one contractor, click on the "INSERT". On clicking on INSERT, a new row comes in where the user can fill the details of the other partner/director.

   To Edit/Delete the information filled: Once the user clicks on INSERT, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

   If the user wants to delete the filled row, he has to click on Delete.
With every application form it is mandatory to attach certain supporting documents. There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

In the Name of Applicant field enter your name/person authorized to fill the form. After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

12. **Name of Applicant:** In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.

**आवेदक का नाम:**- इस फील्ड में आवेदक का यो नाम आता है जो कि लॉगन फॉर्म में भरा गया था। परंतु आवेदक यदि चाहें तो नाम को सम्पादित कर सकता है

13. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.
मोबाइल नंबर: इस फील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था। परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है।

14. **Business Registration Number (BRN)** - In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस field में, उपयोगकर्ताओं को 16 अंकों की संख्या (बीआरएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआरएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करे.
REGISTRATION UNDER THE SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958

In order to register under 'The Shops and Commercial Establishments Act, 1958', click on 'The Shops and Commercial Establishments Act, 1958' and the registration form opens up.

पर क्लिक करेंगे तो आप नीचे वाली स्क्रीन दिखाई देगी।
1. **Name of the Establishment**: In this field, mention the name of the establishment which you wish to register.

   प्रतिष्ठान का नाम: इस फील्ड में यूज़र स्पष्टता के नाम डालेगा जिसे यूज़र रिजिस्टर करना चाहता है | नाम अक्षर, संख्या और प्रतीक्षा का भी संयोजन हो सकता है | यह एक अनन्वयी फील्ड है

2. **House No./Plot No./Name**: In this field, enter the first line of the establishment address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

   घर का नंबर / प्लॉट नंबर / नाम - घर का नंबर नाम / प्लॉट संख्या / " में प्रतिष्ठान के पते की पहली लाइन डाले | उदाहरण: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे

3. **Street/Locality/Mohalla**: In this field, enter the second line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Civil Lines in this field.

   स्ट्रीट मोहल्ला / इलाका / इसमें प्रतिष्ठान के पते की दूसरी लाइन डालेगा | उदाहरण: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप सिविल लाइंस डालेंगे |

4. **Area**: Mention the area in which your establishment is located.

   क्षेत्र: इस फील्ड में क्षेत्र का नाम डाले जहाँ आपका प्रतिष्ठान स्थित है

5. **Village/Town/City**: In this field, enter the last line of the address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

   ग्राम / नगर / इसमें अपनी प्रतिष्ठान के पते की अंतिम लाइन डालेगा | उदाहरण: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप जयपुर डालेंगे |
6. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

7. **Name of the owner:** In this field, enter the name of the owner of the establishment. User can enter only alphabets in this field as it will be name of a person.

8. **Father’s name/Husband’s name:** Mention the name of the father/husband. User can enter only alphabets in this field as it will be name of a person.

9. **Name of Manager:** Mention the name of the manager of the establishment. User can enter only alphabets in this field as it will be name of a person.

10. **Category of Establishment:** There is a drop down box from which you have to select the appropriate category of establishment. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

11. **Nature of Business:** There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate nature by clicking on it.

12. **Date of Starting the establishment:** In this field, select the date of starting the establishment.

13. **Please affix your photograph here (Scanned photograph to be browsed and affixed):** In this field, attach the scanned photograph of the owner. Only image or pdf file is allowed to be attached in this field.

14. **Total no. of employees engaged in Shop/Establishment:** In this field, enter the total no. of employees who are employed in the shop/establishment. In case there are employees, then in the next field, you need to download the attached excel sheet which contains the basic details of the employees. If there are no employees, then you can directly move on to the 16th Field.
15. **Details of employees working in the establishment:** In this field, the user needs to attach the basic details of the employees working in the establishment. Click on the link "Please download excel sheet for employees". On clicking on this link, an excel sheet opens up in which the user needs to fill in the information. After entering in all the required information, save it on a location in your computer and come back to the LDMS application. Browse and attach the saved data in this field.

16. **Name of Place:** In this field, select the name of place where your establishment is located. In case the selected place, has no rule of having a weekly day off, then Field No. 17 gets automatically updated with the information that “Selected place does not have a weekly day off”. In case the selected place has a weekly day off, then go to field No. 17

17. **Please mention the weekly off day:** In this field, select the weekly off day, i.e. the day when the establishment would remain closed.

18. **Employee Weekly Holidays:** This field has to be filled only when there are employees working in the establishment. In case there are no employees, then skip this field. In case there are employees working, then click on the link "Please download excel sheet for Employee Wise Weekly Holidays". On clicking on this link, an excel sheet opens up in which the user needs to fill in the information. After entering in all the required information, save it on a location in your computer and come back to the LDMS application. Browse and attach the saved data in this field.
With every application form it is mandatory to attach certain supporting documents.

There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

In the Name of Applicant field enter your name/person authorized to fill the form. After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

उपर दिए गयी तक्रीन मे यूज़र अपने द्तर्तवेज संलग्न करेगत, यहतां 5 अननवतया फील्ड है | यूज़र को अपल्केशन फॉर्म के साथ संलग्न करता है | यदि सतरी सूचना भतरी जा चुकी है ओर द्तर्तवेज संलग्न किए जा चुके है तो यूज़र सुरक्षक्षर् बटन पर फिकक करके अपल्क सूचना सुरक्षक्षर् करे |

19. Name of Applicant: In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.
आवेदक का नाम: - इस फील्ड में आवेदक का वो नाम आता है जो कि लॉगिन फॉर्म में भरा गया था। परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है।

20. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

**मोबाइल नंबर:** इस फील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था। परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है।

21. **Business Registration Number (BRN) -** In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

**इस field में, उपयोगकर्ता को 16 अंकों की संख्या (बीआिएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआिएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).**

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**REGISTRATION UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970**

**संबिदा श्रम अधिनियम (विनियमन और उन्मूलन), ऐतिहासिक रूप से विनियमन का पूर्व कार्य**

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In order to register under 'The Contract Labour(Regulation and Abolition) Act, 1970', click on 'The Contract Labour(Regulation and Abolition) Act, 1970' and the registration form opens up.

संविधा अधिनियम (विविधिमन और उन्मूलन), 1970 के तहत रजिस्ट्रेशन करने के संविधा अधिनियम (विविधिमन और उन्मूलन) अधिनियम, 1970 पर क्लिक करें तो आप नीचे वाली स्मृति दिखाई देगी |

1. **Name of the Contractor** field mention the name of the contractor under whom the workmen shall be working. For e.g. if the name of the contractor is Mr. Suresh Yadav, then write the name in this field.

    ठेकेदार का नाम- इस फील्ड में यूज़र स्थापना का नाम डालेगा जिसे यूज़र रिजिस्टर्ड करना चाहता है। नाम अक्षर का संयोजन हो सकता है। यह एक अननवतया फील्ड है।

2. **In case of individual, mention father’s name/husband's name:** Mention the name of the father/husband.

    व्यक्तिगत मामले में पिता का नाम पति के नाम का उल्लेख है। इस फील्ड में यूज़र पिता का नाम पति का नाम डालेगा। इस फील्ड में अक्षर का ही संयोजन हो सकता है। यह एक अननवतया फील्ड है।

    **State : Select the state name from drop down list**

    राज्य: राज्य का नाम ड्रोपडाउन संख्या से चुने।

3. **House No./Plot No./Name:** In this field, enter the first line of the contractor’s address, For e.g., if the address is “116A, Civil Lines, Jaipur”, then enter 116A in this field.

    घर का नंबर नाम / फ्लोट संख्या / “घर का नंबर नाम / फ्लोट संख्या” में ठेकेदार के पते की पहली लाइन डाले। उदाहरण: यदि आपका ठेकेदार का पता “116A, सिविल लाइन्स, जयपुर” है तब आप 116A डालें।
4. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if the address is “116A, Civil Lines, Jaipur”, then enter Civil Lines in this field.

स्ट्रीट मोहल्ला / इलाका / इसमें ठेके के पते की दूसरी लाइन डालेगे | उदाहरण : यदि आपका ठेके का पता "116A, सिविल लाइंस, जयपुर" तब आप सिविल लाइंस डालेंगे |

5. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if the address is "116A, Civil Lines, Jaipur", then enter Jaipur in this field.

ग्राम / नगर / - इसमें अपनी ठेके के पते की अंतिम लाइन डालेगे | उदाहरण : यदि आपका ठेके का पता "116A, सिविल लाइंस, जयपुर" तब आप जयपुर डालेंगे |

6. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

जिला- इसमें आपको जिले का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर बिल्कुल करते हैं, राजस्थान के सभी जिलों की सूची वर्णांकित में आयेगी | यूजर उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर बिल्कुल करना होगा |

7. **Name of the Establishment:** In this field, mention the name of the establishment, where the workers will be working.

प्रतिष्ठान का नाम : इस फील्ड में यूजर स्थापना का नाम डालेगा जिसे यूजर परिवर्तित करना चाहता है | नाम अक्षर, संख्याएं और प्रतीकों का भी संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

8. **House No./Plot No./Name:** In this field, enter the first line of the establishment’s address where the workers are to be employed. For e.g., if your address is “12/136, Sitapura, Jaipur”, then enter 12/136 in this field.

घर का नंबर नाम / प्लॉट संख्या / - "घर का नंबर नाम / प्लॉट संख्या " में प्रतिष्ठान के पते की पहली लाइन डाले | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" है तब आप 116A डालेंगे |

9. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if your address is “12/136, Sitapura, Jaipur”, then enter Sitapura in this field.

स्ट्रीट मोहल्ला / इलाका / - इसमें प्रतिष्ठान के पते की दूसरी लाइन डालेगा | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप सिविल लाइंस डालेंगे |

10. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if your address is “12/136, Sitapura, Jaipur”, then enter Jaipur in this field.

ग्राम शहर / नगर / - इसमें अपनी प्रतिष्ठान के पते की अंतिम लाइन डालेगे | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर" तब आप जयपुर डालेंगे |

11. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

जिला- इसमें आपको जिले का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर बिल्कुल करते हैं, राजस्थान के सभी जिलों की सूची वर्णांकित में आयेगी | यूजर उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर बिल्कुल करना होगा |
12. **Number and date of certificate of registration of the establishment under his act (Mandatory):** This is a mandatory field. In the first field, applicant needs to fill the registration number of the establishment where the workers shall be working. In the second field, applicant needs to enter the date. He can select the date from the calendar. He cannot enter the date manually.

13. **Name of the principal employer:** In this field, enter the name of the employer where the workers shall be working. User can enter only alphabets in this field as it will be name of a person.

14. **Is the address where the interstate migrant workmen is employed and the address of the principal employer same?:** There is a checkbox beside this field. If the address where the workers are employed and address of the principal employer are same, then click in the check-box. On clicking on the check-box, fields from 7 to 10 get auto-filled and are in non-editable mode. If the address is not the same, then don’t click on the check-box and fill the details manually.

15. **House No./Plot No./Name:** In this field, enter the first line of the industrial premises address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter 12/136 in this field.

16. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Sitapura in this field.

17. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if your address is "12/136, Sitapura, Jaipur", then enter Jaipur in this field.

18. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.
19. **Nature of the process, operation or work in which establishment is engaged:** There is a drop down box from which you have to select the appropriate nature of process. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

20. **Name of the agent or manager of contractor at the work site/establishment:** Mention the name of the manager who is responsible for the establishment's smooth functioning. For e.g., if the name of the manager is Mr. Manoj Poonia, then you need to write it in the field.

21. **Max no of contract labour proposed to be employed in the establishment on any day:** In this field, user has to fill the maximum number of employees which he proposes to be employed in his establishment. This field can accept values up to 6 digits. Alphabets are not allowed in this field.

22. **Name of work in which contract labour is employed in the establishment:** There is a drop down box from which you have to select the appropriate nature of process. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

23. **Duration of the proposed contract work (give particulars of proposed date of commencing and ending):** Estimated date of commencement of work is the field where the user needs to select the date when he wishes his contract work to commence. The month shall have a drop down. Click on the arrow beside the "Month". List of all the months opens up. The year shall also have a drop down. Click on the arrow beside the "Year". List of all the years opens up. User can select the year of the commencement. In the main calendar is the date. Once the month and year is selected, click on the date of commencement.

24. **Estimated date of completion** of contract work is the field where the user needs to select the date when he wishes his contract work to be completed.

25. **Whether the contractor was convicted of any offense within the preceding five years (if so give details):** There are 2 radio buttons for this field, YES and NO. In case the user was convicted of any offense, then he has to click on the button beside YES. On clicking on the button, a text box appears in which the user needs to mention the type of offense.
26. **Whether there was any order against the contractor revoking or suspending license or forfeiting security deposit in respect of an earlier contract, if so the date of such order:** There are 2 radio buttons for this field, YES and NO. In case any order was passed against the user, then he has to click on the button beside YES. On clicking on the button, a calendar appears from which the user needs to select the date.

क्या कोई ऐसा आदेश था जिसमें ठेकेदार पर लाइसेंस निलंबित करने का आरोप लगा हो यदि ऐसा है तो लाइसेंस निलंबित की तिथि बताइए- इस फील्ड में ठेकेदार पर लाइसेंस निलंबित करने का आरोप की तिथि डालिए |

27. **Whether the contractor has worked in any other establishment within the past 5 years, if so give details of the principal employer establishment and nature of work:** In this field, a text box is provided. In case the user has any past experience then he can mention in this field, or else leave it blank.

क्या ठेकेदार पिछले 5 वर्षों के भीतर किसी भी अन्य प्रतिष्ठान में काम कार चुका है, अगर ऐसा है तो प्रिंसिपल नियोक्ता का स्थापना और काम की प्रकृति का व्यौरा दें- इसमें यूज़र को ठेकेदार पिछले 5 वर्षों के भीतर किसी भी अन्य प्रतिष्ठान में काम कार चुका है तो प्रिंसिपल नियोक्ता का स्थापना और काम की प्रकृति का व्यौरा देगा

28. **Estimated value of the contract work:** In this field, mention the estimated value of the contract work. For e.g., if the user assumes the contract work to be worth Rs. 1,00,000, then he has to mention it in this lakh. Only numbers are allowed in this field.

अनुमान काम के अनुमानित मूल्य-- इस फील्ड में अनुमान काम के अनुमानित मूल्य डालिए जिन्हें इस फील्ड में 8 अंक(number) को स्थीकार कर सकते हैं, अक्षर(letters) इस फील्ड में अनुमान नहीं है  |

29. **Please enclose the certificate issued by the principal employer in form V:** In this field, the user needs to attach the certificate which is issued by the Principal Employer.

फॉर्म V में मुख्य नियोक्ता द्वारा जारी किए गए प्रमाण पत्र संलग्न करें- यहाँ प्रमाण पत्र को फॉर्म V में मुख्य नियोक्ता द्वारा जारी किए गए प्रमाण पत्र संलग्न करने की जरूरत है, फाइल का चयन करने के लिए यूज़र को Browse बटन पर क्लिक करना होगा  |
With every application form it is mandatory to attach certain supporting documents.

There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

In the Name of Applicant field enter your name/person authorized to fill the form. After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.
30. **Name of Applicant**: In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.

आवेदक का नाम: इस फील्ड में आवेदक का वो नाम आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है

31. **Mobile Number**: In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

मोबाइल नंबर: इस फील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है

32. **Business Registration Number (BRN)** - In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस field में, उपयोक्ताओं को 16 अंकों की संख्या (बीआरएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआरएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर चिल्क करे
In order to register under "THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – TEMPORARY PRINCIPAL EMPLOYER", click on "THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – TEMPORARY PRINCIPAL EMPLOYER" and the registration form opens up.

<table>
<thead>
<tr>
<th>Form 1 (See Rule 3)</th>
<th>Registration of Establishments Employing Contract Labour Under TheContract Labour (Regulation And Abolition) Act, 1970</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of the Establishment *</td>
<td>2. Location of Establishment *</td>
</tr>
<tr>
<td>3. Plot No. *</td>
<td>4. Street *</td>
</tr>
<tr>
<td>5. City *</td>
<td>6. District *  -- Select District --</td>
</tr>
<tr>
<td>Details of Principal Employer</td>
<td></td>
</tr>
<tr>
<td>7. Name of Principal Employer *</td>
<td>8. Father's Name of Principal Employer (in case of individual)</td>
</tr>
<tr>
<td>9. Nature of process, operation or work in which establishment is engaged *</td>
<td></td>
</tr>
<tr>
<td>Contractor Details</td>
<td></td>
</tr>
<tr>
<td>S No.</td>
<td>Name of Contractor</td>
</tr>
<tr>
<td>1</td>
<td>-- Select Nature of Work --</td>
</tr>
<tr>
<td>Attach Supporting Documents (Max Size: 450KB)</td>
<td></td>
</tr>
<tr>
<td>19. Address Proof of the Establishment *</td>
<td>Choose file</td>
</tr>
<tr>
<td>20. Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport) *</td>
<td>Choose file</td>
</tr>
<tr>
<td>21. Signature and Stamp (Please scan and upload) *</td>
<td>Choose file</td>
</tr>
<tr>
<td>22. Name of Applicant</td>
<td>test test</td>
</tr>
<tr>
<td>23. Mobile Number (Only 10 Digits)</td>
<td>9046330565</td>
</tr>
<tr>
<td>24. Business Registration Number</td>
<td></td>
</tr>
<tr>
<td>Generate Business Registration Number</td>
<td></td>
</tr>
<tr>
<td>Labour Office Details</td>
<td></td>
</tr>
<tr>
<td>Labour Office  -- Select Office --</td>
<td></td>
</tr>
<tr>
<td>Declaration</td>
<td></td>
</tr>
<tr>
<td>I hereby declare that the particulars given above are true to the best of my knowledge and belief</td>
<td></td>
</tr>
</tbody>
</table>

1. **Name of the Establishment**: In this field, mention the name of the establishment which you wish to register.

   प्रतिष्ठान का नाम: इस फील्ड में यूज़र स्याह्यन का नाम डालेगा जिसे यूज़र रिजिस्ट्रेट करना चाहता है | नाम अक्षर, संख्या और प्रतीकों का भी संयोजन हो सकता है | यह एक अनिवार्य फील्ड है

2. **Location of Establishment**: In this field, mention the location where the establishment is going to be started.

   प्रतिष्ठान का स्थान: इसमे यूज़र प्रतिष्ठान का स्थान डालेगा जहाँ प्रतिष्ठान स्थित है

3. **House No./Plot No./Name**: In this field, enter the first line of the establishment address. For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

   घर का नंबर नाम / प्लॉट संख्या / "घर का नंबर नाम / प्लॉट संख्या / " में प्रतिष्ठान के पते की पहली लाइन डालें | उदाहरण: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, जयपुर" है तब आप 116A डालेंगे
4. **Street/Locality/Mohalla:** In this field, enter the second line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Civil Lines in this field.

5. **Village/Town/City:** In this field, enter the last line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter Jaipur in this field.

6. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

7. **Name of the principal employer:** In this field, enter the name of the employer where the interstate migrant workmen shall be working. User can enter only alphabets in this field as it will be name of a person.

8. **Father’s name/Husband’s Name:** Mention the name of the father/husband.

9. **Nature of process, operation or work in which establishment is engaged:** There is a drop down box from which you have to select the appropriate nature of work. On clicking on the drop down box, the list appears. You have to select the appropriate name by clicking on it.

10. **Name and Residential Addresses of other Partners or Directors:** This field is followed by a grid where the name and address of the partners/directors are to be mentioned. User can fill in the name and address in the first row of the grid. In case there is more than one director/partner, click on the “ADD”. On clicking on ADD, a new row comes in where the user can fill the details of the other partner/director.

   **To Edit/Delete the information filled:** Once the user clicks on ADD, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

   If the user wants to delete the filled row, he has to click on Delete.
11. **Details of Contractors: Grid:**

   i. **Name of Contractors:** Mention the name of the contractor. It can be a mix of alphabets, numbers and symbols.

   ii. **Address of Contractors:** In this field mention the address of the contractor. This field shall also be a mix of alphabets, symbols and numbers.

   iii. **Nature of work for which migrant workmen are hired:** Mention the nature of work for which the migrant workmen are hired.

   iv. **Maximum no. of migrant workmen employed on any day:** Mention the maximum no. of migrant workmen who shall be working in the establishment. User can enter up to 5 digits in this field. Only numbers are allowed.

   v. **Estimated date of commencement of work:** In this field select the date of commencement of work from the calendar control.

   vi. **Date of termination of employment:** In this field select the date of termination of employment from the calendar control.

   In case there is more than one contractor, click on the "INSERT". On clicking on INSERT, a new row comes in where the user can fill the details of the other partner/director.

   To Edit/Delete the information filled: Once the user clicks on INSERT, in the filled row, there are two options, Edit and Delete. If user wants to edit the information filled, then he can click on edit, the row gets visible in editable mode, and once he finishes editing, he has to click on Update.

   If the user wants to delete the filled row, he has to click on Delete.

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**ठेकेदार का विवरणतालिका :-**

i. **ठेकेदार का नाम-** ठेकेदार के नाम का उल्लेख इंस्टेंस फील्ड में अक्षर का ही संयोजन हो सकता है . |

ii. **ठेकेदार का पता-** इस फील्ड में ठेकेदार के पते का उल्लेख इंस्टेंस फील्ड में भी अक्षर , प्रतीको और संख्याओं का मिश्रण हो सकता है |

iii. **प्रवासी कामगार काम पर रखा है** जिसके लिए काम की प्रकृति- प्रवासी कामगार काम पर रखा है जिसके लिए काम की प्रकृति का उल्लेख कीजिए |

iv. **किसी भी दिन पर कार्यरत प्रवासी कामगार की अधिकतम संख्या-** किसी भी दिन पर कार्यरत प्रवासी कामगार की अधिकतम संख्या का उल्लेख कीजिए |

v. **काम शुरू होने की अनुमानित तारीख-** उसमे काम शुरू होने की अनुमानित तारीख डालिए |

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There are 5 mandatory attachments in this form. User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached to the system.

In the Name of Applicant field enter your name/person authorized to fill the form. After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

उपर दिए गयी स्कीम में यूज़र अपने दस्तावेज संलग्न करेंगा , यहाँ 5 अनिवार्य फील्ड है | यूज़र को अपल्केशन फॉर्म के साथ संलग्न करना है | यदि सारी सूचना भारी जा चुकी है और दस्तावेज संलग्न किए जा चुके है तो यूज़र सुरक्षित बटन पर क्लिक करके अपनी आवेदन सुरक्षित करें |
12. **Name of Applicant:** In this field, the name of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the name then he can do so.

आवेदक का नाम: इस फील्ड में आवेदक का वो नाम आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है।

13. **Mobile Number:** In this field, the mobile number of the applicant appears as mentioned in the login form, however this field shall be editable and if the user wants to change the number then he can do so. All the communication relating to this form shall be intimated to the user on the mobile number mentioned in this form.

मोबाइल नंबर: इस फील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगिन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है.

14. **Business Registration Number (BRN):** In this field, user has to fill the 16 digits number (BRN). You can get this Business Registration Number from BRN Portal [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

इस फील्ड में, उपयोगकर्ता को 16 अंकों की संख्या (बीआिएन) भरनी होती है। आप इस व्यवसाय पंजीकरण संख्या को बीआिएन पोर्टल से प्राप्त कर सकते हैं [http://br.raj.nic.in/BRNApply.aspx](http://br.raj.nic.in/BRNApply.aspx).

After all the fields are filled and attachments are added, re-check the form.

If you are satisfied with the entries made, then click on SUBMIT.

सारे फील्ड भरने और आवश्यक कागज संलग्न करने के बाद, फॉर्म को एक बार फिर से जांच लें.

यदि आप भरे गए विवरण से संतुष्ट हैं, तो "SUBMIT" पर क्लिक करें.

- END OF USER MANUAL / उपयोगकर्ता पुस्तिका अंत -