LABOUR DEPARTMENT
MANAGEMENT SYSTEM

USER GUIDE ON REGISTRATION PROCEDURE
TABLE OF CONTENTS

Contents

END USER GUIDE .................................................................................................................. 1
INTRODUCTION .................................................................................................................... 6
ABOUT THIS DOCUMENT .................................................................................................... 7
INTENDED AUDIENCE ....................................................................................................... 7
GETTING STARTED ............................................................................................................. 8
USER REGISTRATION ......................................................................................................... 9
CHANGE ONE TIME PASSWORD ....................................................................................... 14
USER HOME PAGE ............................................................................................................. 16
REGISTRATION – UNDER THE BEEDI AND CIGARS WORKERS ACT ............................... 18
REGISTRATION ACKNOWLEDGMENT ............................................................................... 25
TO VIEW AN APPLICATION FORM ................................................................................ 26
WORKFLOW OF REGISTRATION FORM UNDER BEEDI AND CIGAR WORKERS ACT ....... 28
ROLE OF LABOUR DEPARTMENT (LDC/ UDC) .................................................................. 28
ROLE OF AUTHORITY TO WHOM THE FORM IS Forwarded BY THE LDC/UDC ............... 31
CLARIFICATION BY AUTHORITY ....................................................................................... 34
CLARIFICATION ACKNOWLEDGEMENT .......................................................................... 35
PAYMENT REQUEST BY THE AUTHORITY ....................................................................... 36
PAYMENT RESPONSE BY USER ....................................................................................... 37
CLARIFICATION COMPLIANCE TO BE DONE BY APPLICANT ....................................... 40
COMPLIANCE VIEW BY AUTHORITY ................................................................................. 41
REGISTRATION UNDER THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979 .... 48
REGISTRATION UNDER THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979 AS A PRINCIPAL EMPLOYER ........................................................................................................... 55
MIGRANT WORKMEN ACT (RE&CS), 1979 ...................................................................... 55
REGISTRATION UNDER THE MOTOR TRANSPORT WORKER ACT, 1961 ...................... 60
MIGRANT WORKMEN ACT (RE&CS), 1979’, click on ‘THE INTER-STATE MIGRANT WORKMEN ACT (RE&CS), 1979’ ................................................................. 60
REGISTRATION UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – PRINCIPAL EMPLOYER ............................................................. 64
REGISTRATION UNDER THE SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958 .......................................................... 68
REGISTRATION UNDER THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970 – TEMPORARY PRINCIPAL ......................................................... 72
EMPLOYER ....................................................................................................................... 78
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)

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
   - Signature of Employer (Scan and Upload)

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)

4. **The Inter-State Migrant Workmen Principle 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
   - Signature (Scan And Upload)

5. **The Motor Transport Worker Act**
   - Affidavit
   - 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)

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)

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)

   - 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)
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
INTRODUCTION

The 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. The 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
ABOUT THIS DOCUMENT/दस्तावेज़ के बारे

The intent of the LDMS User Guide is to answer questions pertaining to the use of the Labour Department Management System. The LDMS User Guide may be used as a tutorial to the Labour Department Management System and as a reference after one becomes familiar with LDMS.

INTENDED AUDIENCE/अप्लिकेशन उपयोग करेंगे

This document is intended for people who utilize LDMS. This audience includes:

i. Customers or end users for client organizations.
ii. Technical support personnel for supporting organizations.

यह दस्तावेज़ उनके लिए है जो इस अप्लिकेशन का उपयोग करेंगे हैं |

1. ग्राहकों या एंड उपयोगकर्ताओं (Customers or end users) ग्राहक संगठन (client organizations) के लिए
2. संगठनों के समर्थन के लिए तकनीकी सहायता कर्मी.
Using IE8 web browser, go to http://www.ldms.rajasthan.gov.in/. The LDMS Web Site provides a short introductory page, followed by the login page. This login page is the common login interface for all LDMS users.

Already registered users may enter their username and password in the login window, select the language and click on 'Login'.
USER REGISTRATION

In case of new user, click on ‘Signup’, and the user registration form opens up.

यदि आप नए यूजर हैं, तो “Signup” पर क्लिक करें. यूजर रजिस्ट्रेशन फॉर्म खुल जायेगा |

The screen displayed above, is divided into 3 parts:

**Personal Details:-**

1. **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.
2. **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.
3. **Email ID:** 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.
4. **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.
जो स्क्रीन आपको ऊपर दिखाई गयी है उसे तीन भाग में विभाजित किया गया है |

व्यक्तिगत विवरण: -

i. प्रथम नाम- प्रथम नाम उस व्यक्ति का पहला नाम है जो इस अप्लिकेशन में रजिस्टर्ड होना चाहता है | उदाहरण : यदि आपका नाम राम शमा है तो प्रथम नाम राम होगा | इसे भरना अनिवार्य है | यदि आप इस प्रथम नाम को नहीं भरते हैं तो यूज़र रजिस्ट्रेशन फॉर्म सुरक्षित नहीं होगा |

ii. अंतिम नाम- अंतिम नाम उस व्यक्ति का उपनाम है जो इस अप्लिकेशन में रजिस्टर्ड होना चाहता है | उदाहरण : यदि आपका नाम राम शमा है तो उपनाम शमा होगा | इसे भरना अनिवार्य है | यदि आप इस अंतिम नाम को नहीं भरते हैं तो यूज़र रजिस्ट्रेशन फॉर्म सुरक्षित नहीं होगा |

iii. ईमेल आईडी- ईमेल आईडी उस व्यक्ति का ईमेल आईडी है जो इस अप्लिकेशन में रजिस्टर्ड होना चाहता है | यदि आप इस ईमेल आईडी को नहीं भरते हैं तो यूज़र रजिस्ट्रेशन फॉर्म सुरक्षित नहीं होगा | इसे सही भरना जरूरी है क्योंकि LDMS से संबंधित सभी जानकारी इस ईमेल आईडी पर भेजा जायगा |

iv. जन्म तिथि :इसमें यूज़र को अपनी जन्म तिथिका चयन करना होगा | इसके लिए यूज़र को इस पर क्लिक करके कॅलंडर में से अपनी जन्म तिथिका चयन करना होगा | इसे भरना अनिवार्य है |
The month shall have a drop down. Click on the arrow beside the "Month". List of all the months opens up. Select the appropriate month of your birthday.

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 this birthday.

In the main calendar is the date. Once the month and year is selected, click on the date of your birthday. The birthday selected by you get filled in the field.

i. **Mobile No./मोबाइल नंबर**: In this field user needs to fill in his mobile no. You don't need to pre-fix the country code or 0 before the number. Enter the 10 digit mobile no. in this field.

ii. **Phone No./फोन नंबर**: Phone No. is the field where user fills his/her residential contact number. There are two boxes for this field. Fill the STD code in the first box and the landline no. in the next box.
Manual on Registrations Labour Department, Rajasthan

इसमे यूज़र अपना आवासीय संपक नंबर भरेगा | यहां आपको दो बॉल्स दिए गये हैं, पहले वाले बॉल्स में आपको STD कोड भरना है और दूसरे वाले बॉल्स में आपको आवासीय संपक नंबर (landline no.) भरना है |

ii. **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.

यहां आपको लिंग का चयन करने के लिए तीन विकल्प दिए गये हैं | इसके लिए इसे दिए गये रेडयो बटन पर चिल्क करना होगा |

iv. **UID No.**: In this field user needs to fill his/her UID No. User will be allowed to fill the 12 digit UID No.

इसमे यूज़र को अपना यूआईडी नंबर भरना होगा | यूज़र 12 अंकों तक यूआईडी नंबर को भरने के लिए अनुमति है |

### Permanent Address/आवासीय पता-

i. **House No. /Plot No./Name**: 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.

घर का नंबर नाम / प्लोट संख्या / "घर का नंबर नाम / प्लोट संख्या /" मे आवासी पता की पहली लाइन डालेगा | उदाहरण : यदि आपका आवासीय पता ”116A, सिविल लाइन्स, जयपुर” तब आप इसे 116A डालटे हैं |

ii. **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 / इसमे अपनी आवासीय पते की दूसरी लाइन डालेगा | उदाहरण : यदि आपका आवासीय पता ”116A, सिविल लाइन्स, जयपुर” तब आप सिविल लाइन्स डालटे हैं |

iii. **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.

गांव शहर / नगर / इसमे अपनी आवासीय पते की अंतिम लाइन डालेगा | उदाहरण : यदि आपका आवासीय पता ”116A, सिविल लाइन्स, जयपुर” तब आप जयपुर डालटे हैं |

iv. **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.

िजला- इसमे आपको जिले का ढूंढ़ा डाउन दिखाया है अगर आप इस फील्ड पर बिल्कुल करते हैं, राजस्थान के सभी जिलों की सूची वर्णानुक्रम में आयमी | यूज़र उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उल्ले जिले के सामने वाले ढूंढ़ डाउन पर बिल्कुल करना होगा |

v. **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.

पिन कोड- इस फील्ड मे यूज़र को पिन कोड डालना होगा |
Login

i. **User Name:** Username means a name that will uniquely identify the user on the Labour Department Management System. Username can be chosen by the user himself. Username should be such, so that the user can remember it. For e.g., Ramprasad Sharma can select a username like Ramprasads.

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

After entering all the basic details, and clicking on Submit, a onetime password gets generated and gets displayed on the screen.

**यूज़र नेम:** श्रम विभाग प्रबंधन प्रणाली के लिए यूजरनेम (userName) वो नाम है जो अनन्य होता है अर्थात ये नाम एक ही त्यक्ति को दिया जा सकता है। उदाहरण: राम शर्मा का यूजरनेम rams हो सकता है।

ये सारी जानकारी भरने के बाद आप Submit बटन पर बिकट करने सभी बुनियादी विवरण दर्ज करने के बाद और Submit बटन पर बिकट करने के बाद one time Password उत्पन्न होगा।

Note down the password displayed in the screen.

**NOTE:** The password is also messaged on mobile number mentioned by the registering user. Click on OK and user gets directed back to the login page.

**PASSWÖRD को याद कर लीजिए, ये PASSWÖRD अफ्लिकेशन मे लॉगिन करने के का म आयगा | ये PASSWÖRD आपके मोबाइल मे SMS द्वारा भेज दिया जायगा |**

**Ok पर बिकट कीजिए आप लॉगिन पेज पर आ जायेंगे |**
CHANGE ONE TIME PASSWORD:

Enter the username and the one time password, select the preferred language and click on ‘Login’.

User gets directed to the change password screen.

अपना यूज़र नेम और पासवर्ड डाले जो अभी अभी मिला है और अपने अनुसार भाषा का चयन करे |

लॉगिन बटन पर क्लिक करेंगे तो आप पासवर्ड को परिवर्तित करने वाली स्क्रीन पर आ जायेंगे | जो की नीचे दिखाई गई है |
Password is a secret word or phrase that must be used to gain admission to the system. Passwords are used also for authentication, validation and verification in electronic commerce. Password can be combination of alphabets, numbers and symbols.

Passwords should be such which is not easy to guess for general public however should be unforgettable for the user creating the password.

In the Confirm Password field, enter the same password which you have entered in the Password field.

**Hint Question**: Hint Question and Answer helps the user to remember the password that he has set. Hint question field has a dropdown list. User can select any of the questions from the list.

**Hint Answer**: User can fill in the Hint Answer as a answer to the Hint Question. The hint answer shall be of user’s choice.

After entering all the details and on clicking on Submit, user will get re-directed to the main login page.

User can now enter the username and the new password, select the preferred language as “English” and click on LOGIN.

User can see the next screen as displayed in the screen below:

**Paswaar**- पासवड एक गुप्त शब्द या वाक्यांश है, जो किसी दूसरे को बताया नहीं जाता है | पासवड आम जनता के लिए अनुभव लगाना आसान नहीं होना चाहिए | उपयोगकर्ता के लिए अविस्मरणीय होना चाहिए | पासवड अक्षर (alphabets), संख्या (numbers) और प्रतीक (symbols) का संयोजन हो सकता है| 

**Paswaar की पुष्टि**- इस फील्ड में डाले जाने वाला पासवड पहले डाले गये पासवड से मिलना चाहिए |
This is main login screen, once the user logs in the system.
On the left hand side, is the list of activities which the user can perform.

1. **Registration/Amendment/Renewal**: Whenever user wants to register/make amendments/renew under any Act, he can select the Registration option.

2. **Register Complaint**: Whenever user wants to register any complaint (general/under Industrial Dispute Act), he can select this option.

3. **Claim Filing**: Whenever user wants to file a claim under 6 specified Acts, he has to select this option.

4. **Standing Order Application**: Standing Order is the set of rules and regulations which an establishment prepares within 3 months of its registration. In order to send the standing order to the labour department for necessary approval, user needs to go to this option.

5. **Return Filing**: Whenever user wants to file a return, he needs to select this option.

6. **BoCW Welfare Board**: When a beneficiary (One who works as a construction worker), wants to register him/herself in the system, or wants to avail various schemes under the Building and Other Construction Workers Welfare Act, he needs to select this option.

7. **BoCW Cess Workers**: This option is used when user wants to enter details related to the Cess Amount and also register a new construction project.
बाएं हाथ की ओर, यूजर द्वारा की जाने वाली गतिविधियाँ दिखाई गई हैं।

1. पंजीकरण / लाइसेंस - जब आप किसी अधिनियम के तहत रजिस्ट्रेशन होना चाहते हैं तो पंजीकरण लाइसेंस का चयन करें।

2. शिकायत दर्ज - जब भी यूजर को कोई भी शिकायत दर्ज करवाना हो, तब वे इस लिंक पर क्लिक कर सकते हैं।

3. क्लेम दायर करना - जब भी यूजर को क्लेम दायर करना हो, तब वे इस लिंक पर क्लिक कर सकते हैं।

4. स्थायी आदेश आवेदन - स्थायी आदेश किसी भी कंपनी के नियम व्यक्तियों होते हैं जिसे कंपनी के पंजीकृत होने के 3 महीने के भीतर तैयार करने होते हैं।

5. विवरणी दाखिल करना - जब भी यूजर को विवरणी दाखिल करना हो, तब वे इस लिंक पर क्लिक कर सकते हैं।

6. BOCW कल्याण बोर्ड - जब भी किसी लाभार्थी को खुद को पंजीकृत करवाना हो, या BOCW एकट के तहत विभिन्न योजनाओं का लाभ लेना हो, तब वे इस लिंक पर क्लिक कर सकते हैं।

7. BOCW कल्याण उपकार विवरण - जब भी किसी यूजर को उपकार कि जानकारी देनी हो, या कोई नया निर्माण कार्य पंजीकृत करवाना हो, तब वे इस लिंक पर क्लिक कर सकते हैं।
Click on 'Registration' in order to register under the Acts mentioned in the list.

On clicking on Registration, the list of all the Acts 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.
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 user will have the option to also 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. 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 "Modern Beedi and Cigars", he needs to enter it in the box beside this field.

2. **House No./Plot No./Name**: In this field, enter the first line of the 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. **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 same, then click in 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.

7. **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.

8. **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.
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.

10. **Full Address of the Applicant:** 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.

11. **Street/Locality/Mohalla:** 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.

12. **Village/Town/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.

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.

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.
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 नयोता एक साझेदारया कंपनी आदि है तोनाम और अन्य भागीदारों या निदेशकों के आवासीय पते- इसमें नीचे आपको तालिका दिखाई गई है इसमें आप निदेशक साथी का /नाम और पता भर सकते है यदि नाम और पता एक से ज्यादा है तो आप एक से ज्यादा लाइन Add पर क्लिक करके जोड़ सकते है।

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.

क्या नियोक्ता व्यापार और व्यापार चिन्ह अधिनियम, 1958 के तहत, ट्रेड मार्क धारक मे रजिस्टर्ड है: इसमे यूज़र को हाँ या नही का चयन करना होगा, यदि यूज़र ट्रेड मार्क धारक मे रजिस्टर्ड है तो उसे हाँ का चयन करना होगा यदि ऐसा नही है तो उसे नही का चयन करना होगा.

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.

उद्योग में आवेदक के पिछले अनुभव: इसमे यूज़र को उद्योग में आवेदक के पिछले अनुभव का विवरण देना होगा | इस फील्ड मे अक्षर का उपयोग करने की अनुमति है |

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.

बीड़ी या सिगार या दोनों का पिछले वित्त वर्ष के दौरान औद्योगिक परिसर मे निर्माण का मूल्यय: इस फील्ड मे यूज़र बीड़ी या सिगार या दोनों का पिछले वित्त वर्ष के दौरान औद्योगिक परिसर मे निर्माण का मूल्यय डालेगा , इस फील्ड मे 8 अंक (number) को स्वीकार कर सकते है |

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.

क्या किसी भी मौजूदा औद्योगिक परिसर के स्थल में परिवर्तन करने के लिए राशि के प्रतिविद्यम स्थल है तो कारण दिया जाए - इसमे आवेदक हाँ या नही का चयन करेगा यदि वो हाँ का चयन करता है तो इसे कारण बताना पड़ेगा और यदि वो नही का चयन करता है तो आवेदक को कारण नही बताना होगा.

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.

क्या कोई भी औद्योगिक परिसर का तुरंत आवेदन की तरीके से ठीक पहले 12 महीनों की अवधि के दौरान आवेदक द्वारा बंद किया गया था,यदि ऐसा है तो कारण- इसमे आवेदक हाँ या नही का चयन करेगा यदि वो हाँ का चयन करता है तो इसे कारण बताना पड़ेगा और यदि वो नही का चयन करता है तो आवेदक को कारण नही बताना होगा.

22. Sources of obtaining Tobacco: Here the user needs to mention the source form where he will obtain tobacco.

तंबाकू प्राप्त करने का स्रोत- यहां यूज़र को तंबाकू प्राप्त करने का स्रोत डालता है |
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 फ़ील्ड में आवेदक का वो नाम आता है जो कि लॉगन 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 फ़ील्ड में आवेदक का वो मोबाइल नंबर आता है जो कि लॉगन फॉर्म में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है |

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 बिंद 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 for 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.

TO VIEW AN APPLICATION FORM:

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.
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.

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.
WORKFLOW OF REGISTRATION FORM UNDER BEEDI AND CIGAR WORKERS ACT

ROLE OF LABOUR DEPARTMENT (LDC/ UDC)

Once a form is filled by the user (citizen), it gets directed to the LDC/UDC of that particular district who has been authorized to take action on the form of the particular Act.

भरा हुआ फॉर्म सबसे पहले जिले के ऐलडीसी/यूडीसी के पास प्रस्तुत किया जायेगा.

LDC will mark the authority to the particular application which is belongs to the particular district for e.g. if the applicant belongs to Jaipur district and he/she applied from Jaipur district then the only Jaipur district authority/ LDC will take further action on that application. Therefore LDC/ UDC will login by their credentials. Welcome window will get opened where all the registered cases will appear as given below:-
एलडीसी/यूडीसी फॉर्म को उस जिले के अधिकारी को आगे प्रस्तुत करने की जिम्मेदारी है. ऐसा करने के लिए ऐलडीसी/यूडीसी को सबसे पहले एप्लीकेशन में लॉगिन करना होगा. लॉगिन करने के बाद उसे सबसे पहले मुख्य पृष्ठ दिखेगा जिस पर सारे फॉर्म्स हैं।

List of applications will appear by some specific columns as:-

1. **Application Number**: - which represents the unique number of application which is generated by the system at the time of registration. This column will have a link.
2. **Name of Establishment**: - Represents the Establishment name which is filled at the time of application registration.
3. **Address of Establishment**: - It represents the address of establishment which is filled at the time of registration.
4. **Date of application**: - This date is application date when the application registered.
5. **Application status**: Action status denotes that action taken by the User/ Authority/ LDC-UDC on that particular application.

When the LDC will click on the application number, detailed page will get opened which will automatically be filled by the system, with an additional column named "Mark To".

Mark To column contains the list of all the authorities names belongs to the same district by which the application belongs. Mark To column is placed to assign the authority for a related application for which authority will take further action. Select authority name from the given drop down list which is placed at in front of “Mark To” column. Click Forward Button.

पंजीकरण संख्या पर भरा हुआ फॉर्म खुल जायेगा. फॉर्म के अंत में “Mark To” का बटन है जिसमें उस जिले के सभी अधिकारियों के नाम आ रहे होंगे. एलडीसी/यूडीसी को उस लिस्ट में से एक अधिकारी का नाम चुनना है जिसे फॉर्म भेजना है. नाम चुनने के बाद “forward” के बटन पर भिड़क करें.
ROLE OF AUTHORITY TO WHOM THE FORM IS FORWARDED BY THE LDC/UDC

Once a form is forwarded to the relevant authority by the LDC/UDC, the relevant authority has to log in to the LDMS application and gets to see the next page.

किसी भी फॉर्म पर आगे कार्यान्वयन करने के लिए अधिकारी को एप्लिकेशन पर लॉग इन होना होगा। लॉग इन करने पर उन्हें मुख्य पृष्ठ दिखेगा जिस पर सारे एप्लिकेशन फॉर्म हैं।
All the applications related to Registration shall be displayed on the home page of the authority.

In the grid view you can see the “Application Number”, “Name of Establishment”, “Address of Establishment”, “Date of Registration” and “Application Status”.

Status of the application changes according to the action taken. Status implies on whose end the form is pending.

“Application Number” is a hyperlink. On clicking on the application form, the filled form opens up as shown in the snapshot below.
The authority can view the application and take appropriate action on it, like:

1. Clarification
2. Payment

विभाग के प्रति एवं फॉर्म खुल सकते हैं:

1. स्पष्टीकरण
2. भुगतान के लिए अनुरोध
CLARIFICATION BY AUTHORITY:

When the authority has to make any clarification in the form filled by the applicant, he has to check on the check-boxes related to the attachments provided by the citizen. (Marked in red). Checking the check-box means that the authority wants to seek clarification on that particular item/attachment.

After clicking on the check-box, click on the “CLARIFICATION” button.

On clicking on “Clarification”, an acknowledgement gets generated.

यदि अधिकारी को कोई स्पष्टीकरण चाहिए तो सालग्रन के आगे दिए गए चेकबॉक्स पर जिसे दिया गया “Clarification” के डब्बे पे जिसके करता हैं।

“Clarification” पर जिसके करने पर स्पष्टीकरण की रसीद उत्पन्न होगी
In the clarification acknowledgement, there are two options:

1. OK
2. Print

On clicking on OK, the authority gets directed back to the main page.

On clicking on Print, the authority has the option to print the acknowledgement.
PAYMENT REQUEST BY THE AUTHORITY:

After the authority has reviewed the form and notices that there are no clarifications to be made, authority can ask the user/citizen to make payment in order to complete the registration process.

On clicking on "Payment", a challan gets generated as shown in the image below:

At the end of the challan is the option of sending the challan to the user. Click on “Send to User” to send the challan to the user.

On clicking on the link, an acknowledgment gets generated and the challan is sent to the user in .PDF format on his email ID.
On clicking on the OK button of the acknowledgment, the user gets directed to the home page of the application. The authority shall accept the application once the payment is made.

फॉम को जांचने के बाद यदि अधिकारी को कोई स्पष्टीकरण की आवश्यकता नहीं है तो वे “Payment” के विकल्प पे क्लिक कर सकते हैं।

PAYMENT RESPONSE BY USER:

On the level of user, click on application status to view the status. Click on own application number, 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 करे; अधिकारी को भुगतान की सूचना दे दी जाएगी |
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 opens up.

At the bottom of the page, the clarification demanded by the authority is mentioned.

Click Upload Button. The uploaded files will appear on the authority screen.

Once the user does the compliance, the appropriate authority gets notified on his screen also.

स्पष्टीकरण करने हेतु यूजर को स्पष्टीकरण के दस्तावेज सिस्टम में अपलोड करने होगे. एक बार यूजर ने "upload" बटन पे किलक कर दिया, उपरोक्त अधिकारी को सूचित कर दिया जायेगा
COMPLIANCE VIEW BY AUTHORITY:

The status of the form for which compliance has been done, also gets changed.

In order to view whether the applicant has cleared all the doubts, the authority needs to open the form and view the attached documents.
The clarification documents can be viewed at the bottom of the page. Authority can download all the attached documents and take an action on the form. Either he can again send the form for clarification or can send the application for payment.

<table>
<thead>
<tr>
<th>Download Supporting Documents</th>
<th>Check the box for Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Address proof of the establishment</td>
<td>View address proof</td>
</tr>
<tr>
<td>30. Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)</td>
<td>View photo id</td>
</tr>
<tr>
<td>31. Affidavit</td>
<td>View affidavit</td>
</tr>
<tr>
<td>32. Copy of rent / ownership</td>
<td>View copy of rent</td>
</tr>
<tr>
<td>33. Signature (Scan And Upload)</td>
<td>View signature</td>
</tr>
<tr>
<td>34. Name of applicant</td>
<td>Administrator Administrator</td>
</tr>
<tr>
<td>35. Mobile Number (Only 10 Digits)</td>
<td>9431773066</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clarification</th>
<th>Uploaded File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo Id</td>
<td>View doc for premium enclosed</td>
</tr>
<tr>
<td>Address Proof</td>
<td>View doc for premium enclosed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit Trail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Action</td>
</tr>
<tr>
<td>Administrator Administrator (Citizen)</td>
<td>New Application</td>
</tr>
<tr>
<td>Sunil Sharma (LOO/UDC)</td>
<td>Maintain application to</td>
</tr>
<tr>
<td>Shekh Singh (Additional Labour Commissioner)</td>
<td>Send clarification to user</td>
</tr>
<tr>
<td>Administrator Administrator (Citizen)</td>
<td>Compliance</td>
</tr>
<tr>
<td>Administrator Administrator (Citizen)</td>
<td>Compliance</td>
</tr>
</tbody>
</table>

यूजर के स्पष्टीकरण करने के बाद, अधिकारी उस फॉर्म पर उपयुक्त कारवाही कर सकते हैं। फॉर्म के अंत में स्पष्टीकरण के दस्तावेज संलग्न होगे, जिन्हें अधिकारी समीक्षा करने के बाद उपयुक्त कारवाही कर सकते हैं।
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.

1. 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.

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.

**स्ट्रीट / इलाका / मोहला:** इसमें प्रतिष्ठित के पते की दूसरी लाइन डालेगा। | उदाहरणः यदि आपका प्रतिष्ठान का पता “116A, सिविल लाइंस, जयपुर” है तब आप सिविल लाइंस डालेगे।

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.

**गांव / नगर / शहर:** इसमें आपका पते की अंतिम लाइन डालेगा। | उदाहरणः यद आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप जयपुर डालेगे।

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 आपको जिले का ड्रोप डाउन दिखाया है। अगर आप इस फील्ड पर क्लिक करते हैं, तो राजस्थान के सभी जिलों की सूची कृपया वर्णानुसार आयमी। | उदाहरणः यद आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप सिविल लाइंस डालेगे।

6. Is the address where the contract labour is employed and the address of the principal employer same?: There is a checkbox beside this field. If the address where the contract labour 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.

**पता जहां मृक्कायरत है और मुख्य नियोक्ता का पता समान है?** इसमें एक चेकबॉक्स दिखाया गया है। | यद पता जहां मृक्कायरत है और मुख्य नियोक्ता का पता समान होता तो इस चेकबॉक्स पर क्लिक करें। तो फील्ड नंबर 7 से 10 तक के फील्ड अपने आप भर जायंगें और यदिए आप इसको चेक नहीं करते हैं तो आपको 7 से 10 तक के फील्ड भरने होंगे।

7. **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.

**घर का नंबर नाम / प्लोट संख्या / नाम:** इसमें आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा की पहली लाइन डालेगा। | उदाहरणः यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा “116A, सिविल लाइंस, जयपुर” है तब आप 116A डालेगे।

8. **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 / इलाका / मोहला:** इसमें औद्योगिक परिसर का पता जहां डाक भेजा जायगा की दूसरी लाइन डालेगा। | उदाहरणः यदि आपका औद्योगिक परिसर का पता जहां डाक भेजा जायगा “116A, सिविल लाइंस, जयपुर” है तब आप सिविल लाइंस डालेगे।
9. **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.

स्थापना के परिचय और नियंत्रण के लिए जिम्मेदार या बंधक का पूरा नाम- इस फील्ड में यूज़र जिम्मेदार का नाम डालेगा | यह एक अनवाय फील्ड है |

10. **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 यूज़र जिले का ड्रोप डाउन दिखाया है। अगर आप इस फील्ड पर क्लिक करते हैं तो राजस्थान के सभी जिले की सूची वर्तानुक्रम में आयगी। यूज़र उपयुक्त जिले का चयन कर सकते हैं। इसके लिए उन्हें जिले के सामने वाले ड्रोप डाउन पर क्लिक करना होगा। |

11. **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.

थापना के परिचय और नियंत्रण के लिए जिम्मेदार या बंधक का पूरा नाम- इस फील्ड में यूज़र जिम्मेदार का नाम डालेगा | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनवाय फील्ड है |

12. **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.

निर्माण अभिकर्ता या अन्य निर्माण कार्य का प्रतिस्थापन में चलाए जाते है - यह एक ड्रोप डाउन है। इसमें यूज़र इमारत के प्रतिस्थापन का चयन कर सकते हैं। |

13. **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.

इमारत की प्रकृति या अन्य निर्माण कार्य के लिए इसमें खुला जाता है - यह एक ड्रोप डाउन है। इसमें यूज़र इमारत की प्रकृति का चयन कर सकते हैं। |

14. **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.

इमारत के प्रारंभ या अन्य निर्माण मजदूर की अनुमानित तारीख - इसमें यूज़र इमारत के प्रारंभ या अन्य निर्माण मजदूर की अनुमानित तारीख डालेगा |
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.

15. Estimated date of completion of the building or other construction worker: Estimated date of completion of building or the other construction worker is the field where the user needs to select the date when he wishes his construction work to be completed.

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.
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।

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.

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।

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 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/अंतर राज्यीय प्रवासी कामगार अधिनियम )आरईएंडसीएस(, 1979 के तहत रेजिस्ट्रेशन:

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.

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 e.g., if the address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

<table>
<thead>
<tr>
<th>Department of Labour</th>
<th>Government of Rajasthan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/License</td>
<td>Register Complaint</td>
</tr>
<tr>
<td>Request for Recovery</td>
<td>Standing Order Application</td>
</tr>
<tr>
<td>Return Filing</td>
<td>BOGW Welfare Board</td>
</tr>
<tr>
<td></td>
<td>BOGW Welfare Case Details</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
</tr>
<tr>
<td></td>
<td>Application Status</td>
</tr>
</tbody>
</table>

Guidelines to fill the form:

1. Fields marked in (*) are mandatory.
2. Documents to be attached: Photograph of the owner. Photo ID proof of the owner. Address proof of the owner. Bank proof of the owner. Scanned signature of the owner.
3. Attach a copy of the challan.
4. Attach detailed list of employees working in the establishment and the weekly holidays in the excel sheet provided along with the form.

**Application for license for Contractor under The Inter-State Migrant Workmen Act (RE & CS), 1979**

**Basic Details**

1. Name of the Contractor: 
2. In case of individual, mention father's name/husband's name:

**Address of the Contractor**

3. House No./Plot No./Name: 
4. Street/Location/Mettalla:
5. Town/City:
6. District:

**Particulars of establishment(s) where Inter-State Migrant workmen is to be employed**

7. Name of the Establishment:
8. Address of the Establishment where Inter-State Migrant workmen is to be employed:
9. Street/Location/Mettalla:
10. Town/City:
11. District:
12. Number and date of certificate of registration of the establishment under this Act (Mandatory):
13. Name of the Principal Employer:
14. Is the address where Inter-State Migrant workmen is to be employed and the address of the Principal Employer same? Yes/No:

48
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.

   ट्रीटी / इलाका / मोहला - इसमें अपने पते के दूसरे लाइन डालेगा | उदाहरण : यदि आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप सिविल लाइंस डालेगे |

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.

   गांव शहर / नगर / - इसमें अपने पते के अंतिम लाइंस डालेगा | उदाहरण : यदि आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप जयपुर डालेगे |

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.

   इलाका - इसमें आपको इलाके का ड्रॉप डाउन दिखाया है | उपयोगकर्ता इलाके का चयन कर सकते हैं | इसके लिए उहे जिले के सामने वाले डाउन पर लिंक करना होगा |

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

   नाम अर, संया और तीक 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 interstate migrant workmen is to be employed. For example, if your address is “12/136, Sitapura, Jaipur”, then enter 12/136 in this field.

   घर का नंबर नाम / प्लॉट संख्या / - इसमें पते के पहले लाइंस डालेगा | उदाहरण : यदि आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप 116A डालेगे |

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.

   ट्रीटी / इलाका / - इसमें पते के दूसरे लाइंस डालेगा | उदाहरण : यदि आपका पता “116A, सिविल लाइंस, जयपुर” है तब आप सिविल लाइंस डालेगे |
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.

   गांव / नगर / - इसमें अपनी प्रतिष्ठान के पते की अंतिम लाइन डालेगा | उदाहरण : यदि आपका प्रतिष्ठान का पता “116A, सिविल लाइन्स, जयपुर” तब आप जयपुर डालेगे |

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 बिलकुल करते हैं, राजस्थान के सभी जिलों की सूची वर्तमान में आपगें | उदाहरण : यदि आपका पता “116A, सवल लाइस, जयपुर” तब आप जयपुर डालेगे |

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.

   पंजीकरण संया पंजीकरण : इस फील्ड में यूजर को पंजीकरण करने की तिथि व्यापारीक परिषद जड़ना है। यह अन्वाय फील्ड है।

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.

   मुख्य नियोक्ता का नाम : इस फील्ड में मुख्य नियोक्ता का नाम डाले जिनके तहत अंतर राज्यीय नियोक्ता कानून का उपयोग करते हैं। इस फील्ड में आप सिर्फ अक्षर का उपयोग कर सकते हैं क्योंकि इस फील्ड में किसी व्यक्ति का नाम आएगा |

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.

   पता जहां ठेका भर नियोजित किया जाना है, और मुख्य नियोक्ता का पता एक ही है? - यह आपको चेक बॉक्स दिखाया गया है यदि पता जहां ठेका भर नियोजित किया जाना है, और मुख्य नियोक्ता का पता एक ही है तो इस चेक बॉक्स पर बिलकुल करेंगे तो फील्ड नंबर 7 से 10 तक के फील्ड अपने आप भर जायेंगे और यदि आप इसको चेक नहीं करते हैं तो आपको 7 से 10 तक के फील्ड भरने होंगे |
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.

प्रतिष्ठान में प्रक्रिया, आपरेशन या काम की प्रकृति- यह एक ड्रोप डाउन है | इसमें यूज़र प्रतिष्ठान में प्रक्रिया, आपरेशन या काम की प्रकृति का चयन कर सकते हैं |

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.

कार्य स्थल ठेकेदार के एजट या प्रबंधक का नाम स्थापना पर / प्रबंधक के नाम का उल्लेख जो प्रतिष्ठानों के लिए जिम्मेदार है |

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.

किसी भी दिन के दौरान नये आते आते काम के अधिकतम संख्या-इस फील्ड में करंवारी की अधिकतम संख्या इस फील्ड में 8 अंक(number) को स्वीकार कर सकते हैं, अल्पक(letters) इस फील्ड में अनुमति नहीं है |

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.

उन काम के नाम जहा वासी कामगार तठान म कायरत है- यह एक ड्रोप डाउन है|इसमें यूज़र काम के नाम जहा वासी कामगार प्रतिष्ठान में कार्यरतका चयन कर सकते हैं |

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.

प्रस्तावित अनुबंध के काम की अवधि (शुरू होने और समाप्त होने की प्रस्तावित तिथि का विवरण दें) - इसमें यूज़र प्रस्तावित अनुबंध के काम शुरू होने और समाप्त होने की प्रस्तावित तिथि का विवरण देकी अवधि की शुरू की तारीख और अंत की तारीख ( डाले |
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.

क्या ठेकेदार पिछले पांच साल के भीतर किसी भी अपराध के दोषी यदि ऐसा है तो जानकारी दें - इसमें यूज़र को हाँ या नहीं का चयन करना होगा।यदि प्रत्येक कामगार पिछले पांच साल के भीतर किसी भी अपराध के दोषी था तो (यदि ऐसा है) तो जानकारी दें।

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.

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।

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.

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 व्याख्या 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 व्याख्या देगा।

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.

अनुमानत मूल्य-इस फील्ड में अनुमानत मूल्य डालिए जिन्हें इस फील्ड में 8 अंक (number) को स्वीकार कर सकते हैं, अल्पत (letters) इस फील्ड में अनुमान नहीं है।

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.

फार्म V में मुख्य नियोक्ता द्वारा जारी किए गए प्रमाण पत्र संलग्न करें - यहाँ प्रयोक्ता को फार्म 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.

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.

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.
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.

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

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.

नाम और अवधार भागीदार या नदेशकों के आवासीय पता - इसमे नीचे आपको तालका दिखाई गई है इसमे आप भागीदारो या नदेशकों का नाम और पता भर सकते है यदि नाम और पता एक से ज्यादा है तो आप एक से ज्यादा लाइन Add पर क्लिक करके जोड़ सकते हैं |

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.

उन काम के नाम जहा प्रवासी कामगार प्रतिष्ठान में कार्यरत है- यह एक ड्रॉप डाउन है इससे आप काम के नाम जहा प्रवासी कामगार प्रतिष्ठान में कार्यरत है काम कर सकते हैं |

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.

### ठेकेदार का विवरण

i. **ठेकेदार का नाम-** ठेकेदार के नाम का उल्लेख मी अक्षर का ही संयोजन हो सकता है।

ii. **ठेकेदार का पता-** ठेकेदार के पते का उल्लेख मी भी अक्षर , प्रतीकों और संदर्भों का मिश्रण हो सकता है।

iii. **वासी 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 संख्याका उल्लेख कीजिए।

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

vi. **रोजगार की समाप्ति की तारीख-** रोजगार की समाप्ति की तारीख डालिए।

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.

If पर दिए गयी स्क्रीन में यूज़र अपने दस्तावेज संलग्न करेगा, यहाँ 5अनिवार्य फील्ड है | यूज़र को अप्लाइग 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 बिल्कुल 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 |

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 फील्ड्स भरने और आवश्यक कागज संलग्न करने के बाद फॉर्म को एक बार फिर से जांच ले. यदि आप भरे गए विवरण से संतुष्ट हैं, तो"SUBMIT" पर बिल्कुल करें |
REGISTRATION UNDER THE MOTOR TRANSPORT WORKER ACT, 1961

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.

1. **Name of the Motor Transport Undertaking:** In this field, mention the name of the establishment which you wish to register. नाम अक्षर संख्या और प्रतीकों का भी संयोजन हो सकता है | यह एक अनिवार्य फील्ड है।

2. **House No./Plot No./Name:** In this field, enter the first line of the establishment address. घर का नंबर नाम / प्लोट संख्या / प्लोट संख्या में प्रतिष्ठान के पते की पहली लाइन डाले | उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, 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.
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.

| या ए नगर / शहर / इलाका / मोहला - इसमें अपनी तठान के पते को अंतिम रखेंगे। उदाहरण: यदि आपका तठान का पता "116A, सवल लाइस, जयपुर" है तो आप सवल 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 आपको जिले का डाउन लिस्ट दिखाया है। अगर आप इस फील्ड पर क्लिक करते हैं, तो राजस्थान के सभी जिले की सूची वर्णानुसार आयेगी। यूज़र उपयुक्त जिले का चयन कर सकते हैं। यह उन्हें जिले के सामने आपके पते के अंतिम रेखा का चयन 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.

| नाम - इसे फील्ड में थापना के नाम दे देंगे। इस फील्ड में अर का संयोजन नहीं किया जा 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.

In case the establishment is a Private Sector, then click on the radio button beside Private Sector.

| उपक्रम के प्रकार - इसे फील्ड में दो विकल्प हैं। भारतीय क्षेत्र और निजी क्षेत्र | यदि यूज़र सर्वेक्षणिक क्षेत्र का चयन करता है तो एक अन्य बॉक्स खुलेगा। उसमें उसे प्रतिभाकर 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, 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.
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.

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.

11. **Total Route Mileage:** In this field, enter the mileage which the vehicles would be giving in the covered routes. User is allowed to enter 4 digit numbers in this field.

12. **Total no. of motor transport vehicles on the date of application:** In this field, enter the total motor transport vehicles which the establishment would like to keep. User is allowed to enter 4 digit number in this field.

13. **Maximum no. of motor transport workers employed or proposed to be employed during the period of registration:** In this field, enter the maximum employees which the owner would like to employ in his establishment. User is allowed to enter 5 digit number 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.

14. **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.

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 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.

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 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, For e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.
Manual on Registrations Labour Department, Rajasthan

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.

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

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.

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

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 टॉप डाउन दिखाया हैआगार आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची वर्णांकन में आगेम | यूज़र जिलों का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले टॉप डाउन पर क्लिक करना होगा |

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.

   नियोक्ता का नाम - इस फील्ड में स्थापना के नियोक्ता का नाम दें कीमते | इस फील्ड में अक्षर का ही संयोजन हो सकता है |

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

   पिता का नाम पति का नाम /- इस फील्ड में यूज़र पिता का नाम पति का नाम डालेगा / | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनिवार्य फील्ड है |

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.

   प्रतिष्ठान में प्रक्रिया, आपरेशन या काम की प्रकृति - यह एक टॉप डाउन है|इसमें यूज़र प्रतिष्ठान में प्रक्रिया, आपरेशन या काम की प्रकृति का चयन कर सकते हैं |

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.

यदि नयोता एक साझेदारया कंपनी आद है तो नाम और अन्य भागीदारों या निदेशकों के आवासीय पते-इसमे नीचे आपको तालिका दिखाई गई है इसमे आप निदेशक साभी का /नाम और पता भर सकते है यदि नाम और पता एक से ज्यादा है तो आप एक से ज्यादा लाइन Add पर बिंदु करके जोड़ सकते है।

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.

ठेकेदार का ववरण तालिका: -
   i. ठेकेदार का नाम-ठेकेदार के नाम का उल्लंघन फीलड में अक्षर का ही संयोजन हो सकता है।
   ii. ठेकेदार का पता-इस फीलड में ठेकेदार के पते का उल्लंघन फीलड में भी अक्षर,, तीक, 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 उल्लंघन कीजिए।
   iv. किसी भी दिन पर कार्यरत प्रवासी कामगार की अधिकतम संख्या- किसी भी दिन पर कार्यरत प्रवासी कामगार की अधिकतम संख्या का उल्लंघन कीजिए।
   v. काम शुरू होने की अनुमानित तारीख-उसमे काम शुरू होने की अनुमानित तारीख दालिए।
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 वो नाम आता है जो कि लॉगिन फॉम 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 फॉम में भरा गया था. परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है.

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.

सरे फील्ड्स भरने और अवधारण कामजी संलग्न करने के बाद, फॉर्म को एक बार फिर से जांच ले। यदि आप अपने गए विवरण से संतुष्ट है, तो “SUBMIT” पर क्लिक करें.
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.

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

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

क्षेत्र: इस फील्ड में क्षेत्र का नाम डालें 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 शहर / नगर /- इसमें अपनी प्रतिष्ठान के पते की अन्तिम लाइन डालेगा | उदाहरण: यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइन्स, जयपुर" तब आप जयपुर डालेगे।

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 आपकी जिले का ड्रोप डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची उपर आयेगी | उदाहरण: यदि आपका पता "116A, सिविल लाइन्स, जयपुर" तब आप जयपुर डालेगे।

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.

मालक का नाम-इस फील्ड में स्थापना के नियोक्ता का नाम डालें | इस फील्ड में अक्षर का ही संयोजन हो सकता है।

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.

पिता का नाम पति का नाम /- इस फील्ड में यूजर पिता का नाम पति का नाम डालेगा | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनिवार्य फील्ड है।

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.

बंधक का नाम-इस फील्ड में स्थापना के नियोक्ता का नाम डालेगा | इस फील्ड में अक्षर का ही संयोजन हो सकता है | यह एक अनिवार्य फील्ड है।

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.

थापना की श्रेणी- यह एक ड्रोप डाउन है|इसमें स्थापना की श्रेणी का चयन कर सकते हैं।

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.

व्यवसाय की प्रकृति- यह एक ड्रोप डाउन है|इसमें यूजर व्यवसाय की प्रकृति का चयन कर सकते हैं।

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.

**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.

**आवेदककानाम:** इस फील्ड में आवेदक कानाम 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।

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

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.

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 e.g., if the address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

### Application Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Contractor</td>
<td>[FieldName]</td>
</tr>
<tr>
<td>Address of the Contractor</td>
<td>[Address]</td>
</tr>
<tr>
<td>House No./Plot No./Name</td>
<td>[AddressLine1]</td>
</tr>
<tr>
<td>Street/Locality/Area</td>
<td>[AddressLine2]</td>
</tr>
<tr>
<td>Town/City</td>
<td>[AddressLine3]</td>
</tr>
<tr>
<td>District</td>
<td>[AddressLine4]</td>
</tr>
<tr>
<td>Name of the establishment</td>
<td>[Name]</td>
</tr>
<tr>
<td>Address of the establishment where Contract Labour is to be employed</td>
<td>[Address]</td>
</tr>
<tr>
<td>House No./Plot No./Name</td>
<td>[AddressLine1]</td>
</tr>
<tr>
<td>Street/Locality/Area</td>
<td>[AddressLine2]</td>
</tr>
<tr>
<td>Town/City</td>
<td>[AddressLine3]</td>
</tr>
<tr>
<td>District</td>
<td>[AddressLine4]</td>
</tr>
<tr>
<td>No. and date of certificate of registration of the establishment under this Act (Mandatory)</td>
<td>[CertificateDetails]</td>
</tr>
<tr>
<td>Nature of the process, occupation or work in which establishment is engaged</td>
<td>[Nature]</td>
</tr>
<tr>
<td>Date of closure of the proposed contract work (provide particulars of proposed work)</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

**Advisory:** Note: This is a sample form. You may need to fill in the actual details accordingly.
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/-इससे ठेकेदारके पते की दूसरी लाइन डालेगा |उदाहरण : यदि आपका ठेकेदारका पता "116A, सिविल लाइंस, जयपुर"तब आप सिविल लाइंस डालेगे |

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.

    गांव शहर / नगर /-इससे अपनी ठेकेदारके पते की अन्तिम लाइंस डालेगा |उदाहरण : यदि आपका ठेकेदारका पता "116A, सिविल लाइंस, जयपुर"तब आप जयपुर डालेगे |

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-इससे आपकोजिलें का ड्रॉप डाउन दिखाया है|आगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी ज़िले की सूची वर्तनाहैं|आप उनमें नाम डाल दिया तब उस प्राप्ति का सम्झौता 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 यूज़र स्थापना का नाम डालेगा जिसे यूज़र रिजिस्टर करना चाहता है | नाम अक्षर, संख्या 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 /" देने में प्रतिष्ठान के पते की पहली लाइंस डालेगा |उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर"तब आप 116A डालेगे |

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/-इससे प्रतिष्ठान के पते की दूसरी लाइंस डालेगा |उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर"तब आप सिविल लाइंस डालेगे |

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.

    गांव शहर / नगर /-इससे प्रतिष्ठान के पते की अन्तिम लाइंस डालेगा |उदाहरण : यदि आपका प्रतिष्ठान का पता "116A, सिविल लाइंस, जयपुर"तब आप जयपुर डालेगे |
Manual on Registrations Labour Department, Rajasthan

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 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 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 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 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.

The 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.

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.

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.

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 it in this field, or else leave it blank.

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.

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.

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.

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.

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 स्थापना का नाम डालेगा जिसे यूज़र रिजिस्टर करना चाहता है | नाम अक्षर, संख्या और प्रतीक्षा का भी संयोजन हो सकता है | यह एक अनवाय फील्ड है।

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

   प्रतिष्ठान का स्थान - इसमें 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 / नाम - इसमें प्रतिष्ठान के पते की पहली लाइन डालेगा | उदाहरण: यदि आपका प्रतिष्ठान 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 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**:

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.

यदि नयोता एक साझेदारया कंपनी आदि है तो नाम, और अन्य भागीदारों या संदेशकों के आवासीय पते-इसमे नीचे आपको तालिका दिखाई गई है इसमे आप संदेशक साथी का /नाम और पता भर सकते है यदि नाम और पता एक से ज्यादा है तो आप एक से ज्यादा लाइन Add पर क्लिक करके जोड़ सकते हैं।

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.

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.

**ठेकेदार का विवरणतालिका:**
i. **ठेकेदार का नाम:** ठेकेदार के नाम का उल्लिख्यास फील्ड में अक्षर का ही संयोजन हो सकता है।
ii. **ठेकेदार का पता:** इस फील्ड में ठेकेदार के पते का उल्लिख्यास फील्ड में भी अक्षर, प्रतीक 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 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 दालिए।
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 वो नाम आता है जो कि लॉगन 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 लॉगन फॉर्म में भरा गया था। परन्तु आवेदक यदि चाहे तो नाम को सम्पादित कर सकता है।

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।
Manual on Registrations Labour Department, Rajasthan

Work flow is same for all the Acts and certificate can be downloaded for all Acts from the citizen login or from the department web site [http://labour.rajasthan.gov.in/](http://labour.rajasthan.gov.in/) as shown below.

![Download Certificate from here](labour.rajasthan.gov.in)

Provide application number to download certificate