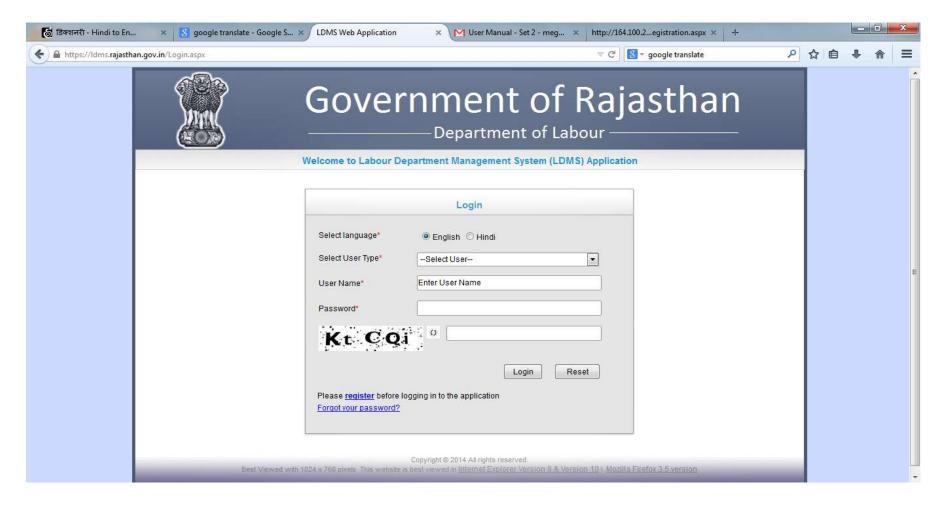
Return Filing

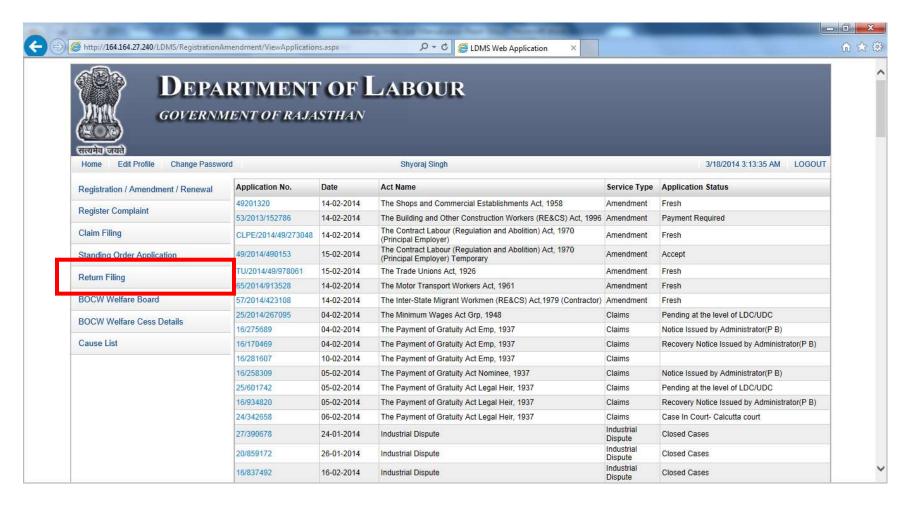


This is the login window by which the user can enter into the system. Already registered user can enter here user name and password (User name and password should be correct).

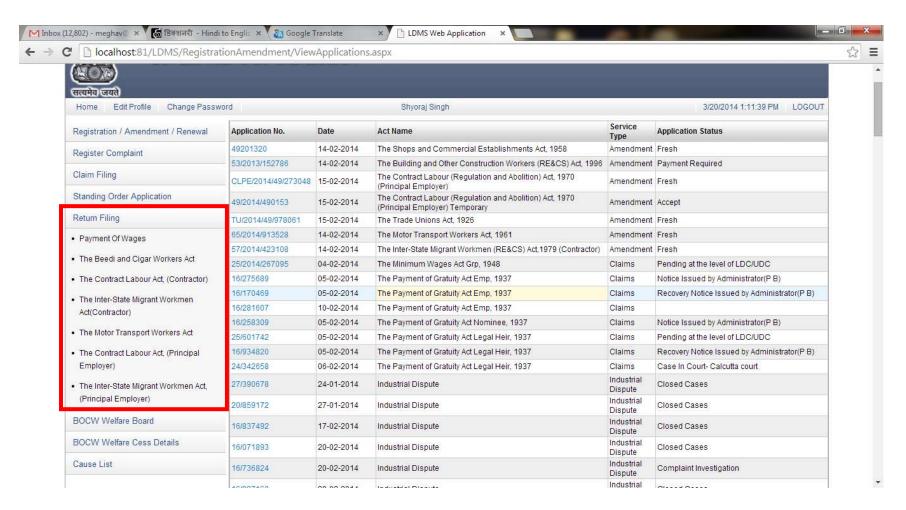
उपयोगकर्ता लॉगिन विंडो के द्वारा प्रणाली में प्रवेश कर सकते हैं |

Welcome page will reveal after logging in by the user where we have the different menu items for different acts or modules at the left hand side of the screen.

मेन् आइटम पेज के बाएं हाथ की ओर पर रखा गया है |



After navigating to Return Filing, it reveals some more links. These all are the sub links of the Return Filing module.



User clicks on any of the links under which he wants to file the Return.

जिस भी एक्ट के तहत यूजर को रिटर्न दाखिल करना है उसे दिए गए लिस्ट में से च्न लें।

In order to file a return under **Beedi and Cigar Workers Act**, click on the link named "The Beedi and Cigar Workers Act". On clicking on the Act name, the next screen opens up, as depicted in the next image.

Beedi and Cigar Workers Act के तहत रिटर्न दाखिल करने के लिए "The Beedi and Cigar Workers Act" लिंक पर क्लिक करें।

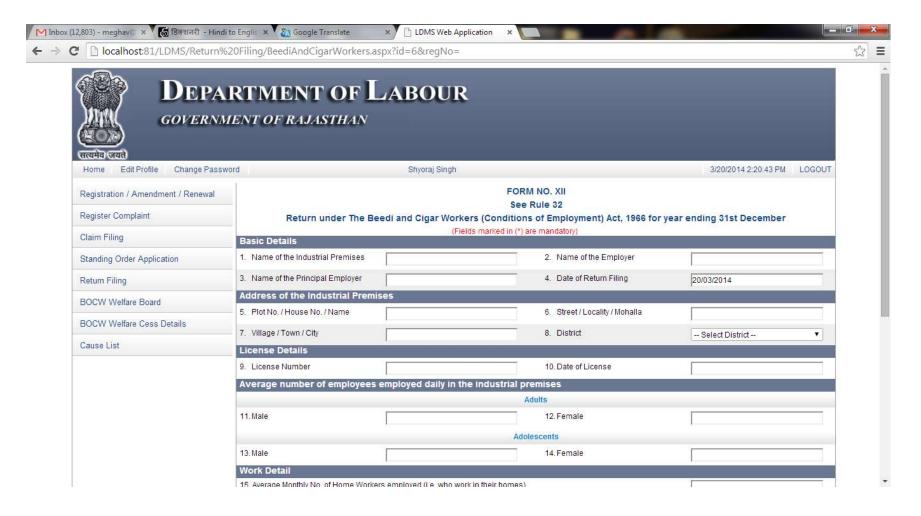


Registration Number:

In the field appearing in the screen, enter the registration number of the establishment which is registered under Beedi and Cigar Act and for which you wish to file the return. For e.g., if the registration number is 77996688, then enter the number and then click on "Submit". This field is not mandatory.

On clicking on "Submit", the below form opens up

Beedi and Cigar Act के तहत पंजीकृत स्थापना की पंजीकृति संख्या डालें जिसका रिटर्न आप दाखिल करना चाहते हो. यदि पंजीकृति संख्या 77996688 हैं, तो यह संख्या दाल कर "Submit" पर क्लिक करें. "Submit" पर क्लिक करने पर, नीचे दिखाया गया फॉर्म खुलेगा।



15. Average Monthly No. of Home Workers employed (i.e.	who work in their homes)
16. Normal hours worked per week in the premises	-0 - vint \$ 0 s. prifer in \$ 2000 C 15 - 0 c. Christic in Wordten
17. No. of days worked in the year in the premises	
No. of employees who were granted leave de	uring the calendar year
	Young Persons
18. Employed in the industrial premises	19. Employed in homes
	Other than Young Persons
20. Employed in the industrial premises	21. Employed in homes
No. of female employees who were given ma	ternity benefits during the year
22. Employed in the industrial premises	23. Employed in homes
24. Attach supporting documents	Choose File No file chosen
25. Signature (Scan and Upload)	Choose File No file chosen
	(Control (Co
	Submit Reset

As User enters the registration number the above form opens up and the information which was filled by the user at the time of the registration shows up in the some of the fields.

1. **Name of the Industrial Premises:** Enter the name of the Industrial Premises for which you wish to file the return. In case the establishment is already registered in the LDMS application, then the name of the industrial premises would come pre-filled. In case the establishment is not registered, then you can enter the name by yourself. For e.g. if the name of the establishment is "Compucom Software", then enter the name in this field.

इस फील्ड में उस उद्योगिक परिसर का नाम डालें, जिसका रिटर्न दाखिल करना चाहते हो. यदि उद्योगिक परिसर पहले से सिस्टम में पंजीकृत है, तो उसका नाम पंजीकृति संख्या डालने से खुद आ जायेगा. यदि परिसर पंजीकृत नहीं है, तो यूजर खुद से नाम डाल सकता है | 2. **Name of the Employer:** Enter the name of employer of the Industrial Premises for which you wish to file the return. For e.g. if the name of the employer is "Mr. Ramesh Yadav", then enter the name in this field.

इस फील्ड में नियोक्ता का नाम डालें।

- 3. **Name of the Principal Employer:** Enter the name of the principal employer of the Industrial Premises for which you wish to file the return. For e.g. if the name of the principal employer is "Mr. Suresh Yadav", then enter the name in this field. इस फील्ड में मुख्य नियोक्ता का नाम डालें |
- 4. **Date of Return Filing:** This control contains a calendar from which user can select the desired date. On clicking on this field, a calendar opens up. 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 return filing. 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 return filing. In the main calendar is the date. Once the month and year is selected, click on the date of return filing. The date selected by you get filled in the field.

इस फील्ड में कैलेंडर की सुविधा से यूजर तारीख का चुनाव कर सकता है. कैलेंडर से साल, माह और तारीख का चुनाव कर लीजिये |

- 5. Address of Industrial Premises:
- i. **Plot No. /House No. /Name**: In this field, enter the first line of the establishment address, for e.g., if your address is "116A, Civil Lines, Jaipur", then enter 116A in this field.

घर का नंबर नाम / प्लॉट संख्या /- "घर का नंबर नाम / प्लॉट संख्या /" मे आवासी पता की पहली लाइन डाले | उदाहरण : यदि आपका आवासीय पता "116A, सिविल लाइन्स, जयप्र" तब आप 116A डालेंगे |

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, जयप्र" तब आप सिविल लाइन्स डालेंगे |

iii. **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 /- इसमे अपनी आवासीय पते की अन्तिम लाइन डालेगा | उदाहरण : यदि आपका आवासीय पता "116A, सिविल लाइन्स, जयपुर" तब आप जयपुर डालेंगे |

- 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.
 You can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

 जिला- इसमे आपको जिले का ड्रॉप डाउन दिखाया है अगर आप इस फील्ड पर क्लिक करते हैं, राजस्थान के सभी जिलों की सूची वर्णानुक्रम में
 - आयगी | यूज़र उपयुक्त जिले का चयन कर सकते हैं | इसके लिए उन्हें जिले के सामने वाले ड्रॉप डाउन पर क्लिक करना होगा |
- 6. **License Number:** Enter the license number of your establishment for which you wish to file the return. Numbers, alphabets and characters allowed.

Beedi and Cigar Act के तहत पंजीकृत स्थापना की पंजीकृति संख्या डालें जिसका रिटर्न आप दाखिल करना चाहते हो |

- 7. **Date of License:** This control contains a calendar from which user can select the desired date. इस फील्ड में कैलेंडर की सुविधा से यूजर तारीख का चुनाव कर सकता है. कैलेंडर से साल, माह और तारीख का चुनाव कर लीजिये जिस दिन संसथान पंजीकृत हुआ था।
- 8. **Average Male employees employed daily in the industrial premises:** Enter the number of male employees working in the establishment.

प्रतिष्ठान में काम करने वाले प्रुष कर्मचारियों की संख्या दर्ज करें |

9. **Average Female employees employed daily in the industrial premises:** Enter number of female employees working in the establishment.

प्रतिष्ठान में काम करने वाले महिला कर्मचारियों की संख्या दर्ज करें।

10. **Average Monthly No. of Home Workers employed (i.e. who work in their homes):** Enter average monthly no. of home workers employed in the establishment.

प्रतिष्ठान में कार्यरत घर श्रमिकों की औसत मासिक संख्या लिखें।

11. **Normal hours worked per week in the premises:** Enter normal hours worked per week in the premises. Say the normal hours is 8 hours daily for 6 working days, then enter 48 in this field.

हफ्ते में कितने घंटे काम किये, उसका उल्लेख करें।

12. **No. of days worked in the year in the premises:** Enter the number of days worked in the entire year. Say after including all the holidays, the total working days in the establishment was 250, then enter 250 in this field.

पूरे साल में कितने दिन काम किये, उसका उल्लेख करे |

13. **No.** of employees employed in the industrial premises who were granted leave during the calendar year: Young Persons: Enter the number of employees who fall in the young category and are employed in the industrial premises, who were granted leave during the year for which return is being filed. Say, out of 10 employees who are employed in the industrial premises, 7 were granted leaves and 3 were not, then enter 7 in this field.

जो कर्मचारी युवा वर्ग में आते हैं और उद्योगिक परिसर में कार्यरत हैं और जिन्हे उस दौरान अवकाश दिया गया जिस दौरान की रिटर्न दाखिल की जा रही है, उस संख्या का उल्लेख करें |

14. **No. of employees employed in homes who were granted leave during the calendar year: Young Persons :** Enter the number of employees who were granted leave during the year for which return is being filed. Say, out of 10 employees who are working from home, 7 were granted leaves and 3 were not, then enter 7 in this field.

जो कर्मचारी युवा वर्ग में आते हैं, घर से कार्यरत हैं और जिन्हे उस दौरान अवकाश दिया गया जिस दौरान की रिटर्न दाखिल की जा रही है, उस संख्या का उल्लेख करें |

- 15. No. of employees employed in the industrial premises who were granted leave during the calendar year: Other Than Young Persons: Enter the number of employees who don't fall in the young category and are employed in the industrial premises, who were granted leave during the year for which return is being filed. Say, out of 100 employees who are employed in the industrial premises, 75 were granted leaves and 25 were not, then enter 75 in this field.

 जो कर्मचारी युवा वर्ग में नहीं आते हैं और उद्योगिक परिसर में कार्यरत हैं और जिन्हे उस दौरान अवकाश दिया गया जिस दौरान की रिटर्न दाखिल की जा रही है,
- 16. **No. of employees employed in homes who were granted leave during the calendar year: Other Than Young Persons"** Enter the number of employees who don't fall in the young category and are working from home, who were granted leave during the year for which return is being filed. Say, out of 100 employees who are working from home, 75 were granted leaves and 25 were not, then enter 75 in this field.

जो कर्मचारी युवा वर्ग में नहीं आते हैं, घर से कार्यरत हैं और जिन्हे उस दौरान अवकाश दिया गया जिस दौरान की रिटर्न दाखिल की जा रही है, उस संख्या का उल्लेख करें |

- 17. **No. of female employees employed in the industrial premises who were given maternity benefits during the year**: Enter the number of female employees, who were given maternity benefits leave during the year for which return is being filed. Say, out of 10 female employees, 2 were given maternity benefits and 8 were not, then enter 2 in this field.
 - उन महिला कर्मचारी के संख्या का उल्लेख करें जो उद्योगिक परिसर में कार्यरत हैं और जिन्हे मातृत्व लाभ दिया गया था |

उस संख्या का उल्लेख करें।

18. **No.** of female employees employed in the industrial working from home who were given maternity benefits during the year:

Enter the number of female employees, who were given maternity benefits leave during the year for which return is being filed. Say, out of 10 female employees, 2 were given maternity benefits and 8 were not, then enter 2 in this field.

उन महिला कर्मचारी के संख्या का उल्लेख करें जो घर से कार्यरत हैं और जिन्हे मातृत्व लाभ दिया गया था |

19. **Attach supporting documents:** This field has a file up loader form where user can upload the desired file by clicking on the browse button and selecting the file.

हर आवेदन पत्र के साथ यह कुछ समर्थन दस्तावेज संलग्न करना अनिवार्य है |

20. **Signature (scans and uploads):** This field has a file up loader form where user can upload the desired file by clicking on the browse button and selecting the file.

User clicks on "Submit"

Acknowledgement form opens up

हर आवेदन पत्र के साथ यह कुछ समर्थन दस्तावेज संलग्न करना अनिवार्य है. भरे गए फॉर्म को पुन: जाच लें, और यदि आप भरे गए विवरण से संतुष्ट हैं, तो सबमिट बटन पर क्लिक करें।



Return id- When user submits the form corresponding to every registration number a return id is generated.

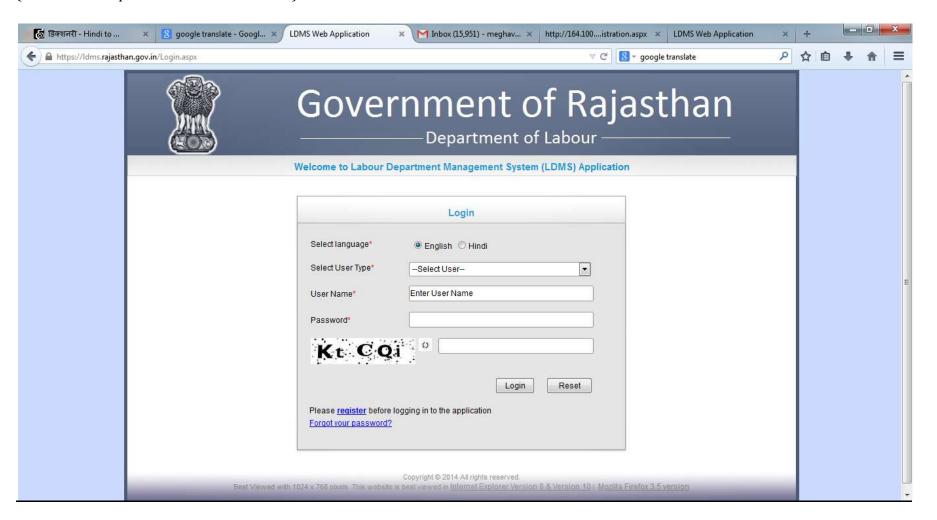
Date of filing return- On which date the return was filed

Name of Establishment- Establishment for which the return was filed

Name of the act for which return has been filed- Act for which the return has been filed for example in this case the return has been filed for Beedi and Cigar Workers Act.

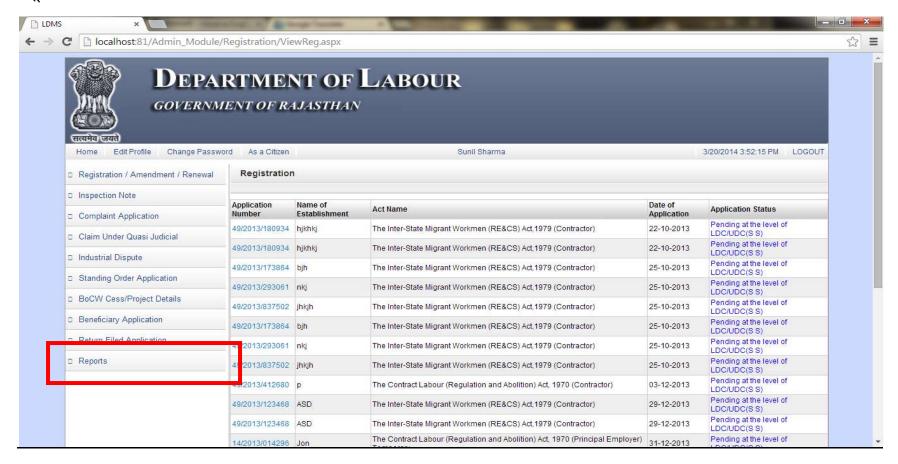
FORM DIRECTED TO DISTRICT AUTHORITY

This is the login window by which the admin can enter into the system. Already registered admin can enter here user name and password (User name and password should be correct).



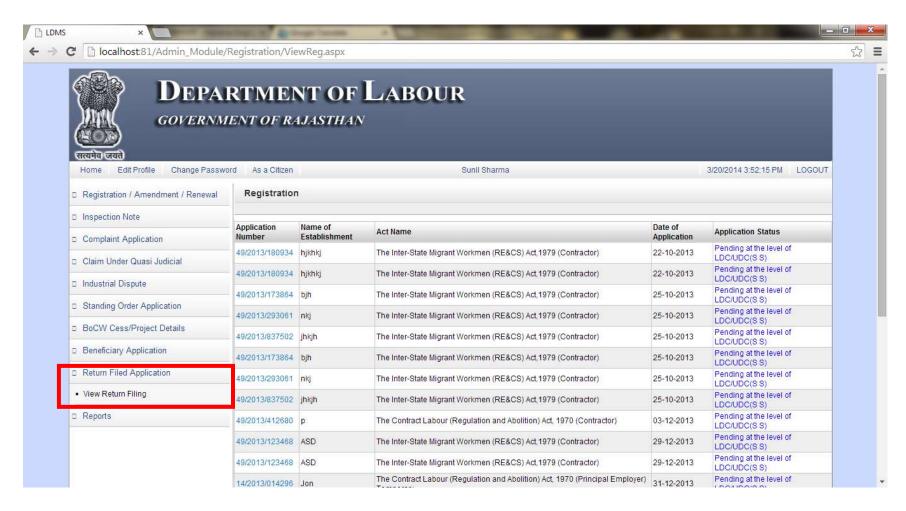
Welcome page will be displayed after logging in by the Admin where we have the different menu items for different acts or modules at the left hand side of the screen.

मेन् आइटम पेज के बाएं हाथ की ओर पर रखा गया है |



After navigating to Return Filing, it reveals some more links like View Return Filing

विवरणी दाखिल पे क्लिक करने पर एक और लिंक आएगा, उस पर क्लिक करें।



Admin clicks on "View Return Filing" below form appears

"View Return Filing" पर क्लिक करने कर नीचे दिखाया गया फॉर्म आएगा |

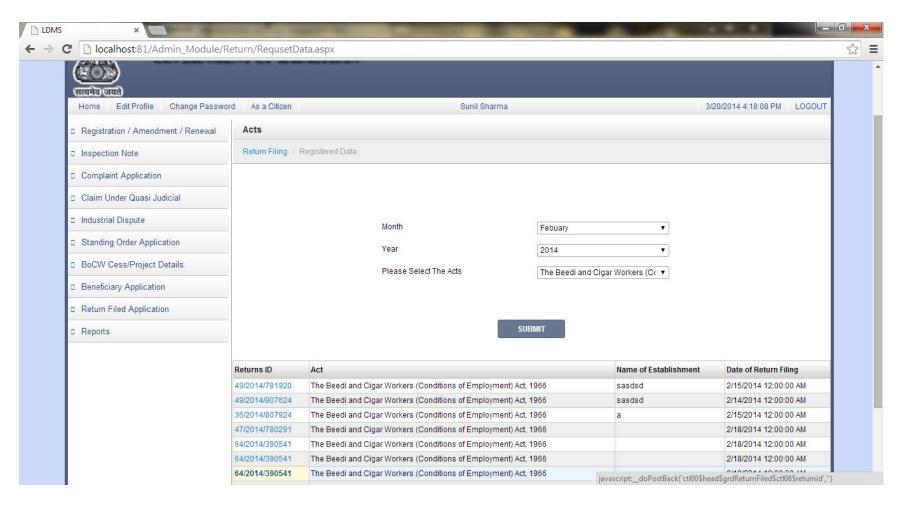


Month: Admin selects the particular month in which he wants to view the returns उस माह का चुनाव करें जिस माह का रिटर्न अधिकारी देखना चाहते हैं |

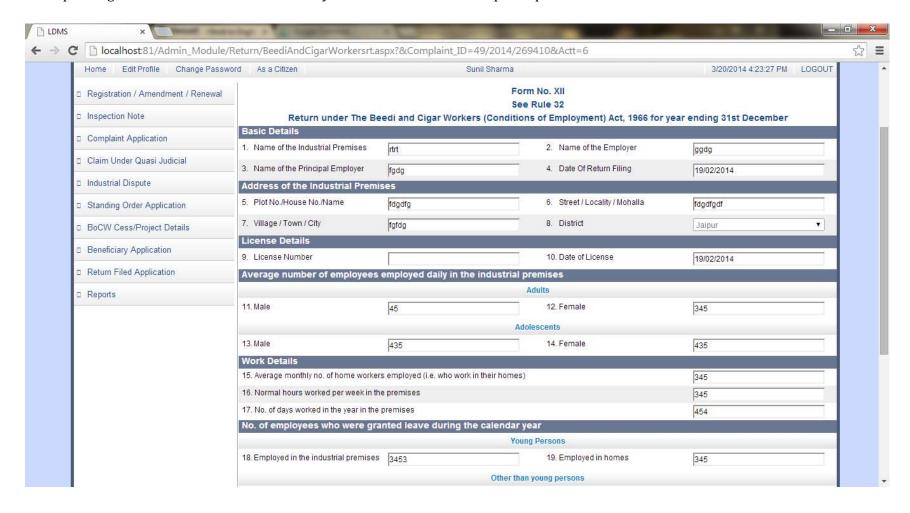
Year: Admin selects the particular year in which he wants to see the return filed उस साल का चुनाव करें जिस साल का रिटर्न अधिकारी देखना चाहते हैं |

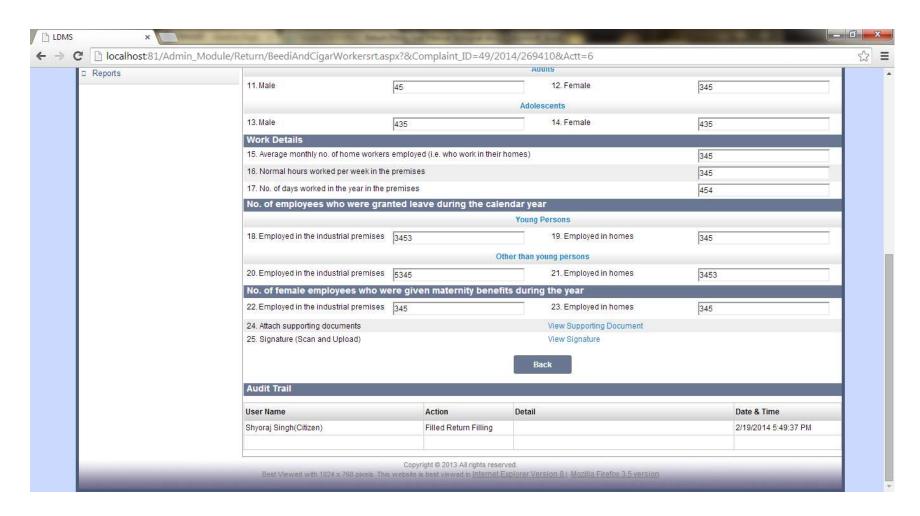
Please select the acts: Admin selects the particular act under which he wants to file the return उस अधिनियम का चुनाव करें जिसका रिटर्न अधिकारी देखना चाहते हैं।

As Admin clicks on "**Submit**" a Grid View appears giving the list of all the registration number who filed the return according to the above information of month year and act.



Admin can view any of requests by just clicking on the Return ID which is a hyperlink. As admin clicks on any of the return id then corresponding to that id the information filled by the user in the user side opens up in the admin side.





Admin Views the Application Form and Clicks on back button which redirects him to the "View Return Filing" page.

अधिकारी विवरणी का फॉर्म देख कर "BACK" बटन पर क्लिक करें |