



Himachal Pradesh

Department of Labour & Employment

USER MANUAL

**Registration under The Shops and Establishment Act (including
365 days license)**

Department Of Labour and Employment

Homepage URL: <http://labour.hp.gov.in/>

Direct link for accessing the checklist, procedure and fees:
http://labour.hp.gov.in/files/Service_Delivery_Process.PDF

GOVERNMENT OF HIMACHAL PRADESH

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1. Checklist and Applicable Fee

Department of Labour and Employment

1. Registration of Shops and Commercial Establishment

a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Establishment employing no person	Rs. 50.00
2	Establishment employing upto 5 persons	Rs. 200.00
3	Establishment employing more than 5 but less than 11 persons	Rs. 300.00
4	Establishment employing more than 10 but less than 26 persons	Rs. 500.00
5	Establishment employing more than 25 persons.	Rs. 2000.00

b) Document Required:

1. Documents required for registration of Shop or Commercial Establishment.
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
2. Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-7** (online generated e-form and submission in online mode only through the web application)
3. Documents required for amendment of Registration Certificate of Shop or Commercial Establishment
 - I. **Form-1** (online generated e-form and submission in online mode only through the web application)
 - II. **Form-4** (online generated e-form and submission in online mode only through the web application)
 - III. **Form-6** (online generated e-form and submission in online mode only through the web application)
 - IV. **Form-7** (online generated e-form and submission in online mode only through the web application)

2. Online Submission Of Application

Steps by step procedure for Registration under The Shops and Establishment Act

Step-1: Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen.



Step-2: If applicant is already registered then the user may login using login id & password. If not registered then applicant has to register by clicking on Register New User. All the requisite information shall be entered and click on “SAVE” Tab. Screenshots are listed below for reference:



After clicking on “SAVE” tab following screen is displayed notifying the applicant for successful creation of user ID.



Step-3: Now, user may login using login id & password. After entering “User id” and “password” click on “Submit” tab as displayed below:



Step-4: After clicking on “submit” tab applicant can see the list of available services on the left hand side:

Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Jun 20 2017 3:26PM

Application Dashboard

Service Name	Total Received Applications	Pending Applications	Approved Applications
Shops and Commercial Establishment	0	0	0
Establishment Employing Contract Labour	0	0	0
Contract Labour Licence	0	0	0
Establishment Employing Migrant Workman	0	0	0
Migrant Contractor Licence	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

From the list of services, applicant may select the desired service to apply for licence. Now, hover on to "Shop and Commercial Act" and from the drop down select "Shop and Commercial Registration" as highlighted.

Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 2:42PM

Application Dashboard

Service Name	Total Received Applications	Pending Applications	Approved Applications
Establishment	0	0	0
Establishment Employing Contract Labour	0	0	0
Contract Labour Licence	0	0	0
Establishment Employing Migrant Workman	0	0	0
Migrant Contractor Licence	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

Step-5: After clicking on "Shop and Commercial Registration" tab applicant will land to below registration form where the user is required to submit all the requisite information.

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 3:10PM

Statement under Section 13 of Himachal Pradesh Shops Commercial Establishment Act, 1959 for registration of establishments

PART - I

Aadhar Number: 123456789012 Search Aadhar

Name of Establishment: Car wala Name of Employer: ABC

Name of Manager: XYZ Parent of Employer: ABC

Opening hours of the establishment: 9:30am Closing hours of the establishment: 5:30am

Establishment District: SHIMLA

Establishment Tehsil: Shimla (Urban) Postal Address of the Establishment: New Himans Bhawan, Shimla

Category of Establishment: Shop Nature of Business: Spare Parts

Residential Address of Employer: New Himans Bhawan, Shimla Date of Commencement of Business: 08/21/2017

Registration year of establishments: 2017 Close day if any: Sunday

Registration year of establishments: 2017 Close day if any: Sunday

Partnership Concern: Yes No Upload Any Supporting Document (i.e. Lease/Rent Agreement, etc): Choose File No file chosen

PART - II

Name of members of employers family engaged in establishment.

Sr.No.	Name	Gender	Relationship	Age Type	
1	DEF	Male	Son	Young Person	Delete

Add New Row

Maximum No. of employees proposed to be employed during the year: 5

The working hours and the period of interval of the persons employed in establishment.

Sr.No.	Name of Employee	Father's Name	Working Hours From	Working Hours To	Interval for Rest From	Interval for Rest To	Weekly off day	
1	asdf	efgf	9:30am	5:30am	1:30am	2:00am	Sunday	Delete
2	wefrw	bvb	9:30am	5:30am	1:30am	2:00am	Sunday	Delete

Add New Row

The above information is correct to the best of my knowledge.

Proceed to Next

Step-6: After filling the form applicant will click on "Proceed to next" tab and the user will get alert to make payment.

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 3:10PM

Make Payment

Name of Establishment: Car wala Name of Employer: ABC

Number of Employee: 5 Fee: 1000.00

Make Online Payment

In next step applicant will get the screen for payment detail and after clicking on make payment button “**Make Online Payment**” applicant will go to payment gateway screen.

3. Payment of Application Fee

Step-7: Following page is displayed on clicking on “**Make Online Payment**”. From the payment gateway page applicant may pay their applicable fee by using either of multiple options like online banking, Debit/Credit and after successful payment receipt will be generated for same.

The screenshot shows the 'eChallan -> Challan Payment Gateway' page. It includes a header for Himachal Pradesh Integrated Financial Management System (IFMS) and the Department of Finance. The main content area contains a form for entering payment details. On the left, there are instructions for Challan Entry. The form fields include: Department (228-Labour and Employment), Payment In Favour Of (228-SML00-538 LABOUR OFFICER SHIMLA), Dept ref. No. (LB2345), Tender By (ABC), and period from (01-01-2017) to (31-12-2021). A table shows the payment of services: FEES REALISED UNDER H.P. SHOPS COMMERCIAL ESTABLISHMENT ACT, 1969 with a head of 0230-00-800-02 and an amount of 1000. The amount is 1000 (Rupees One Thousand). Payment type is e-banking. A 'Make Payment' button is highlighted at the bottom.

After filling the inputs following page is displayed for making payments:

The screenshot shows the 'STATE BANK OF INDIA [IN]' merchant login page. It features a 'STATE BANK MULTI OPTION PAYMENT SYSTEM' section with various payment options: Net Banking (SBI and Other Banks), Card Payments (State Bank Debit Cards, Other Bank Debit Cards, and Credit Cards), and Other Payments Modes (UPI). Each option has a 'Click Here' button.

Payment gateway Page

4. Track Status of Application

Step-8: After successful payment applicant may print, view and track the application status from the “View Form Status” option.

This tab "Upload Signed Forms" can be selected for uploading of forms

Forms can be downloaded from here by clicking on "View" Tab

Current status of application is reflected here

After clicking on “View” option applicant can view/ print their forms (Form I, Form 6 and Form 7) also as mentioned in below screen.

Forms that can be downloaded/ viewed after successful submission of application

FORM NO - 1
(See Rule 3 and 6)
Statement under Section 13 of Himachal Pradesh Shops Commercial Establishment Act, 1969 for registration/renewal of establishments for the year 2017

PART - I

1. Name of establishment : Car Wale
2. Name and parentage of employer : ABC
3. Name of Manager if any : XYZ
4. Full postal address of the establishment : SHIMLA , New Himrus Bawan, Shimla
5. Category of establishment : Shop
6. Nature of Business : Spare parts
7. Residential address of Employer : New Himrus Bawan, Shimla
8. Name of partners and residential address(if partnership concern) :
9. Date of commencement of business : 21-Aug-2017

PART - II

10. Name of members of employers family engaged in establishment: DEF

Name	Gender	Relationship	Age Type
DEF	M	Son	Young Person

Total 1

11. No. of the employees: 2
12. Maximum No. of employees proposed to be employed during the year: 5
13. No. and of registration certificate (to be given in the case of renewal) Registration Certificate attached.
The above information is correct to the best of my knowledge.
Date of declaration:

Signature of the employer
(Signature & full address)

Form -1 (Sample Form)

FORM NO - 6
Intimation under Section 10 (2) (i) of the Himachal Pradesh Shops and Commercial Establishment Act, 1969

Registration No. 02082017

To:

The Inspector of
Shops and Commercial Establishment
Circle SHIMLA

I hereby furnish the following information which is correct to the best of my knowledge.
The working hours and the period of interval of the persons employed in my establishment are fixed below and shall take effect from (dated) 21-Aug-2017

Name of Employee	Father's Name	Working Hours From	Working Hours To	Interval for Rest From	Interval for Rest To	Weekly off day
sdff	sdffg	09:30:00	05:30:00	01:30:00	02:00:00	Sunday
kwefrw	kwefg	09:30:00	05:30:00	01:30:00	02:00:00	Sunday

Name of employer with full address : ABC, New Himrus Bhawan, Shimla
Parentage of employer : ABC
Dated 21-Aug-2017

Form -6 (Sample Form)

FORM NO - 7
Notice to be exhibited under Section 20(1) of the Himachal Pradesh Shops and Commercial Establishment Act, 1969.
(See rules 13 of the Himachal Pradesh Shops and Commercial Establishment Rules 1972)

1. Close day if any : Sunday
2. Opening hours of the establishment : 09:30:00
3. Closing hours of the establishment : 05:30:00
4. Name and parentage of the employer : ABC, ABC
5. Full postal address of the establishment : SHIMLA, New Himrus Bhawan, Shimla
6. Name of establishment : Car Wale
7. Nature of Business : Spare parts
8. Name of employers family engaged in the establishment:

Name	Gender	Relationship	Age Type
DEF	M	Son	Young Person

Name of Employee	Father's Name	Working Hours From	Working Hours To	Interval for Rest From	Interval for Rest To	Weekly off day
sdff	sdffg	09:30:00	05:30:00	01:30:00	02:00:00	Sunday
kwefrw	kwefg	09:30:00	05:30:00	01:30:00	02:00:00	Sunday

Registration No. : 02082017
Date of Declaration 21-Aug-2017

Name and Parentage of employer :ABC, ABC

Note: Family in relation to employer means:
I Spouse, .
II Children & Step Children and,
III Parents sisters and brothers if residing with and wholly dependent.

Form -7 (Sample Form)

The downloaded forms after being signed by the authority shall be uploaded on the website. For uploading of these forms hover over to **“Upload Signed forms”** as shown above. Now hover over to **“Upload”** and upload the documents.



Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 2:42PM

- SHOPS & COMMERCIAL ▶
- ESTABLISHMENT EMPLOYING ▶
- APPLICATION FOR LICENCE ▶
- MOTOR TRANSPORT WORKER ▶
- MIGRANT CONTRACTOR LICENCE ▶
- REGISTRATION FOR BOCW ACT ▶
- EST. EMPLOYING MIGRANT WORKMAN ▶

Upload Signed Forms

ApplicationId	Name of Establishment	Name of Employer	Upload Forms
02082017	Car Wale	ABC	Upload



Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 2:42PM

- SHOPS & COMMERCIAL ▶
- ESTABLISHMENT EMPLOYING ▶
- APPLICATION FOR LICENCE ▶
- MOTOR TRANSPORT WORKER ▶
- MIGRANT CONTRACTOR LICENCE ▶
- REGISTRATION FOR BOCW ACT ▶
- EST. EMPLOYING MIGRANT WORKMAN ▶

Upload Signed Forms

Forms uploaded successfully!SC

Registration Number : 02082017 Date of Registration : 22-08-2017

Name of Establishment : Car Wale Name of Employer : ABC

Certificate Name : Registration & Renewal of Shops and Commercial Establishment Upload Form No - 1 : No file chosen

Upload Form No - 6 : No file chosen Upload Form No - 7 : No file chosen

Once uploaded message for successful uploading of documents/forms is also displayed.

Step-9: Once approved, following status is displayed as highlighted below for the approval of the application.



Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 22 2017 4:03PM

- SHOPS & COMMERCIAL ▶
- ESTABLISHMENT EMPLOYING ▶
- APPLICATION FOR LICENCE ▶
- MOTOR TRANSPORT WORKER ▶
- MIGRANT CONTRACTOR LICENCE ▶
- REGISTRATION FOR BOCW ACT ▶
- EST. EMPLOYING MIGRANT WORKMAN ▶

Print Your Forms

ApplicationId	Name of Establishment	View Form1	View Form6	View Form7	View Remarks	Download Certificate	Update your details	Status	submitted For
02082017	Car Wale	View	View	View	View	View	Update	Approved	Registration

5. Steps to generate final signed approval certificate from the online portal

Step-1: Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen. Now user is required to submit registered credentials for “User ID” and “Password” and click on “Submit” to log in.



The screenshot shows the login page of the Himachal Pradesh Department of Labour & Employment website. The header features the state emblem and the text "Himachal Pradesh Department of Labour & Employment". A navigation bar includes links for Home, Service Delivery Process, Licensing & Registration Check List, Download Forms, Feed Back, Verify Certificate, and Contact Us. The main content area is titled "LOGIN USERS" and contains a login form with fields for "User ID" (containing "vikrantchandell1") and "Password" (masked with asterisks). Below the password field is a CAPTCHA image showing "SY3BS" and a "SY3BS" logo with a refresh icon. There are links for "Register New User" and "Forgot Password". At the bottom of the form are "SUBMIT" and "RESET" buttons. The footer contains the text: "Content on this website is published and managed by the Department/Organisation. Designed, Developed and Hosted by Department of Information Technology, Himachal Pradesh. Best viewed in 1024 x 768".

Home Page Screen

Step-2: After logging in user will be landed on to the dashboard where user can access all the information regarding the logged in profile. Now hover on to “Shops and Commercial Establishment” and select “Print your forms” from the drop down menu as shown below to access/view the current status of the application.

Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 23 2017 11:21AM

Application Dashboard

Category	Total Received Applications	Pending Applications	Approved Applications
Commercial Establishment	0	0	0
Establishment Employing Contract Labour	0	0	0
Contract Labour Licence	0	0	0
Establishment Employing Migrant Workman	0	0	0
Migrant Contractor Licence	0	0	0
Motor Transport Worker	0	0	0
Building and Other Construction Workers	0	0	0

Now, hover on to **“Download Certificate”** and click on **“view”** as shown above to download the approved certificate. After clicking on **“view”** following page is displayed.

Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 23 2017 11:21AM

Print Your Forms

ApplicationId	Name of Establishment	View Form1	View Form6	View Form7	View Remarks	Download Certificate	Update your detail	Status	Submitted For
02082017	Car Wale	View	View	View	View	View	Update	Approved	Registration

After clicking on **“View”** system generated certificate is displayed for viewing/download by the user.

Labour & Employment Department, Government of Himachal Pradesh
Department of Labour & Employment

Role: Registration and Renewal Only User Name: vikrant Last Login: Aug 23 2017 4:46PM

Shops & Commercial
 Establishment Employing
 Application for Licence
 Motor Transport Worker
 Migrant Contractor Licence
 Registration for BOCW Act
 Est. Employing Migrant Workman

View your Certificate

Registration Number	Service Name	Download File
02082017	Registration & Renewal of Shops and Commercial Establishment	View

Screen shot of sample system generated certificate (Registration)

FORM NO - 3
 (See rule - 4)
 Himachal Pradesh Shops and Commercial Establishments Act, 1969
 REGISTRATION CERTIFICATE OF ESTABLISHMENTS

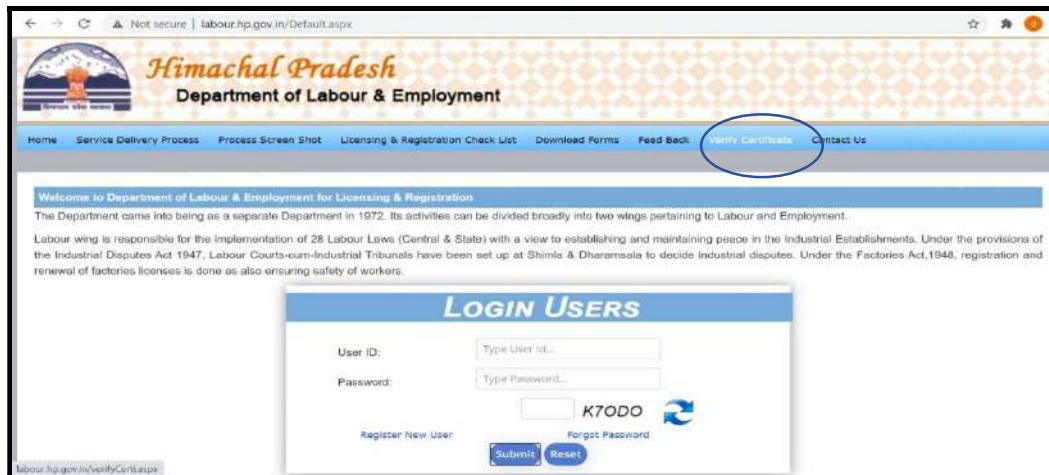
1. Name of the Establishment :	Car Wale
2. Name and Parentage of the Employer :	ABC S/O ABC
3. Postal Address of the Establishment :	New Himrus Bhawan, Shimla
4. Registration No :	02082017
5. Number of Employees :	5
6. Nature of Business :	Spare parts

It is hereby certified that the establishment as mentioned herein has been registered as a **Shop** under the Himachal Pradesh Shops and Commercial Establishment Act 1969 this **22-Aug** Day of **2017**
 Valid up to **31-Dec-2021**

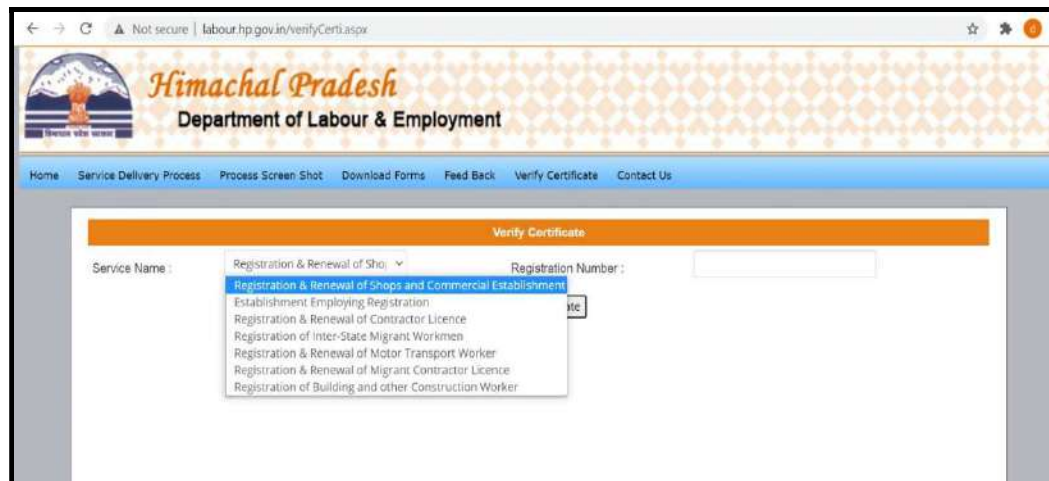
Inspector,
 Shops and Commercial Establishments,
 Shimla Circle-1 Shimla

6. Third Party Verification

Step-1: Visit the website as mentioned by following the link <http://labour.hp.gov.in/> to access the home page screen. Now user is required to select “Verify Certificate” and clicks on it to process further.



Step-2: After clicking on “verify certificate” following screen appears and user selects the “Registration & Renewal of shops and commercial Establishment” in the drop down.



Step-3: User enters the Registration number for the third party verification under “Registration & Renewal of shops and commercial Establishment”.

The screenshot shows the 'Verify Certificate' page on the Himachal Pradesh Department of Labour & Employment website. The page has a header with the department's logo and name. Below the header is a navigation menu with links: Home, Service Delivery Process, Process Screen Shot, Download Forms, Feed Back, Verify Certificate, and Contact Us. The main content area features a form with the following fields:

- Service Name: Registration & Renewal of Sho (dropdown menu)
- Registration Number: 7201L2120L108 (text input)
- Verify Certificate (button)

Step 4- User clicks on verify certificate to see the final License and following screens is visible.

The screenshot shows the 'Verify Certificate' page on the Himachal Pradesh Department of Labour & Employment website. The page has a header with the department's logo and name. Below the header is a navigation menu with links: Home, Service Delivery Process, Process Screen Shot, Download Forms, Feed Back, Verify Certificate, and Contact Us. The main content area features a form with the following fields:

- Service Name: Registration & Renewal of Sho (dropdown menu)
- Registration Number: 7201L2120L108 (text input)
- Verify Certificate (button)

Below the form, there is a table titled "Registration & Renewal of Shops and Commercial Establishment" with the following data:

Registration & Renewal of Shops and Commercial Establishment			
Registration Number :	7201L2120L108	Date of Issue :	21-12-2020
Name of Establishment :	XPRESSIONS	Name of Employer :	KANIKA
Valid Till :	21-12-2025	Service Applied For :	Registration & Renewal of Shops and Commercial Establishment
Status :	Approved		