



*Himachal Pradesh*  
Department of Labour & Employment

## USER MANUAL

### **Registration/Renewal of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

### **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](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

#### 3. Registration of Establishment Employing Contract Labour

##### a) Fee Schedule:

Sr.	Category of Establishment	Fee for Registration/Renewal
1	Is 20	Rs. 200.00
2	Exceeds 20 but does not exceed 50	Rs. 500.00
3	Exceeds 50 but does not exceed 100	Rs. 1000.00
4	Exceeds 100 but does not exceed 200	Rs. 2000.00
5	Exceeds 200 but does not exceed 400	Rs. 4000.00
6	Exceeds 400	Rs. 5000.00

##### b) Document Required:

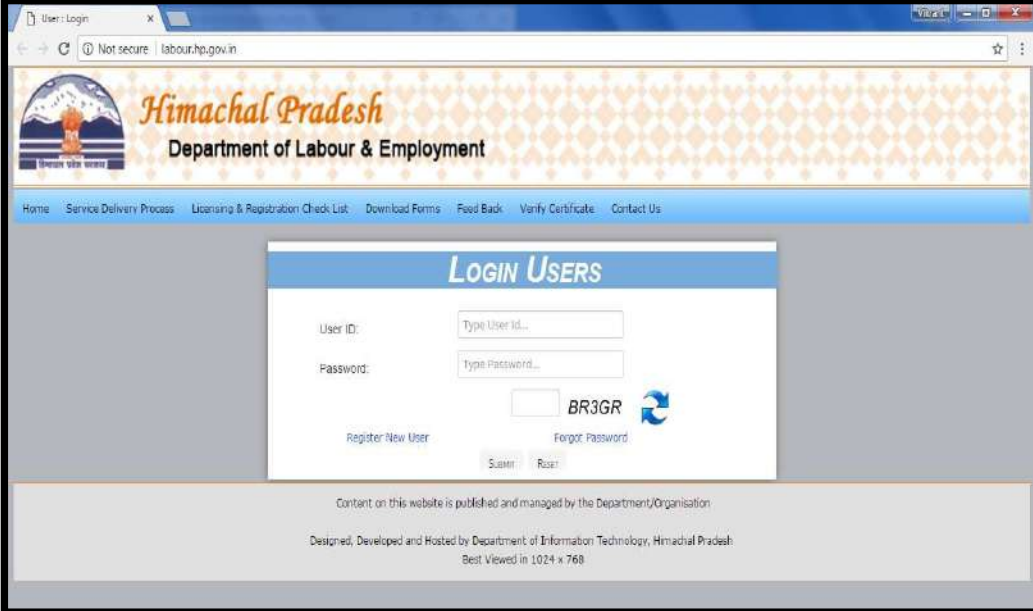
1. Documents required for registration of Establishment Employing Contract Labour.
  - I. Form-1 (online generated e-form and submission in online mode only through the web application)



*Himachal Pradesh*  
Department of Labour & Employment


## 2. Online Submission of Application

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



The screenshot shows the website's home page with a navigation menu and a central 'LOGIN USERS' form. The form includes input fields for 'User ID' and 'Password', a 'Register New User' link, a 'Forgot Password' link, and 'Submit' and 'Reset' buttons. A 'BR3GR' logo is also visible.

**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:



The screenshot shows the 'Citizen Registration' form on the website. The form includes input fields for 'User ID', 'User Name', 'Mobile Number', 'E Mail ID', and 'Enter Password'. The 'User ID' field contains 'vikrantchandel1' and a green checkmark indicates 'User ID Available'. The 'User Name' field contains 'vikrant'. There are 'SAVE', 'CLEAR', and 'CLOSE' buttons at the bottom.

**Step-3:** After clicking on “SAVE” tab following screen is displayed notifying the applicant for successful creation of user ID.



**Step-4:** Now, user may login using login id & password. After entering “User id” and “password” click on “Submit” tab as displayed below:





**Step-5:** After clicking on “submit” tab applicant can see the list of available services on the left hand side:

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

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

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

**Step-6:** From the list of services, applicant may select the desired service to apply for licence. Now, hover on to “**Establishment Employing**” and from the drop down select “**Establishment Employing Registration**” as highlighted.

Role: Registration and Renewal Only      User Name: vikrant      Last Login: Jun 21 2017 3:44PM

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

Application Dashboard

ESTABLISHMENT EMPLOYING REGISTRATION  
PRINT ESTABLISHMENT EMPLOYING REGISTRATION  
UPLOAD SIGNED FORMS  
VIEW DRAFTED APPLICATION

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

Hover on to “Establishment Employing” and select/ click “Establishment Employing Registration” from the drop down list as highlighted.



**Step-7:** After clicking on “Establishment Employing Registration” tab applicant will land to below registration form.

**Himachal Pradesh**  
Department of Labour & Employment

Role: Registration and Renewal Only    User Name: vikrant chandel    Last Login: Jun 21, 2017 3:55PM

**Form-1**  
[See rule 17 (1)]

Name of Establishment:

District:

Tehsil:     Postal Address of the Establishment:

Nature of Business:     Date of Registration:

**Principal employer detail**

Principal employer full name:

The principal employer father name:

District:

Tehsil:     Address of the Principal employer:

Manager or person responsible for supervision and control of the establishment

Manager full name:

Manager or person responsible for supervision and control of the establishment

Manager full name:

District:

Tehsil:     Address of the Manager:

**Particulars of contractors and contract labour**

Sr.No.	Name Of Contractor	Address Of Contractor	Nature of Work	Duration From	Duration To	Name & Address of Agent or Manager	Max. No. to be Employed	Remark
1	ABC	New Himrus Bhawan	Construction	04-Jul-2017	30-Apr-2018	MANAGER New Himrus	30	Delete

[Add New Row](#)

Bonus pay to all legal worker:  Yes  No

Return submit as per provision of labour Act (Form 25 (Rule 81)):  Yes  No

I hereby declare the particulars given above are true to the best of my knowledge and belief.

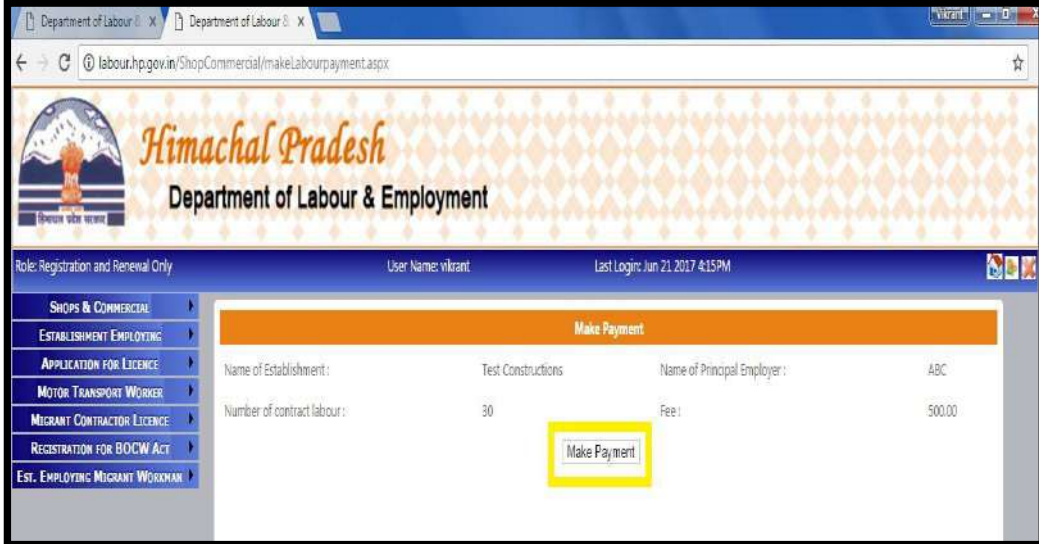
[Make Payment](#)

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### 3. Payment of Application Fee

**Step-8:** After filling the form applicant will click on “**Make payment**” tab and the user will get alert to make payment. In next step applicant will get the screen for payment detail and after clicking on make payment button applicant will go to payment gateway screen.



Role: Registration and Renewal Only    User Name: vikrant    Last Login: Jun 21, 2017 4:15 PM

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

**Make Payment**

Name of Establishment: Test Constructions    Name of Principal Employer: ABC

Number of contract labour: 30    Fee: 500.00

**Make Payment**

**Step-9:** 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.



Secure    https://himkosh.hp.nic.in/echallan/WebPages/wrfApplicationUser.aspx

**Himachal Pradesh**    (ePayment through eChallan)    DEPARTMENT OF FINANCE    CHALLAN  
Integrated Financial Management System (IFMS)    Treasuries, Accounts and Lotteries

Date: 21/06/2017 16:25:18    Welcome, You are Login as: Guest    Logout

**echallan-IFMS**    eChallan - Challan Payment Gateway

**Instructions for Challan Entry**

- a) \* Implies mandatory fields. \* Error Msg on Mouse over.
- b) Tended By and mobile no. Field should be correct as the challan generated will be password protected
- c) eg. ABC67890 where ABC is first 3 chars of Tended By and 67890 is the last 5 digit of Mobile no.
- d) In service(s) enter Amount > 0 whichever service is applicable.
- e) For manual payment, deposit amount by cash/DD/Cheque at bank counter.

**Service Code List(HOA)**

Department: 228-Labour and Employment  
Payment In Favour Of: 228-SML00-538 LABOUR OFFICER SHIMLA  
Dept ref. No: LB2345  
Tender By: ABC  
Period from: 01-01-2017 To: 31-12-2017

ID	Payment of (Service)	Head	Amount Rs.
1	FEES UNDER CONTRACT LABOUR ACT	0230-00-106-01	500



Amount Rs: 500 ( Rupees Five Hundred )  
PaymentType:  e-banking     Manually  
Select Bank: Select Bank  
Enter Code: vPtb

**Make Payment**

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**Payment gateway Page**

	<b>Department of Labour &amp; Employment, Himachal Pradesh</b> 
Receipt Number :	RC3563170620
Application Number :	7206EMW2017F103
Name of Employer :	ABC
Name of Establishment :	TEST CONSTRUCTIONS
Payment Dated :	20062017170527
Amount Paid :	30
Payment Status :	Success.
<input type="button" value="Print Receipt"/>	

**Sample payment Receipt generated after successful payment**



#### 4. Track Status of Application

**Step-10:** After successful payment applicant may print, view and track the application status from the “**Print establishment employing registration**” option.

Role: Registration and Renewal Only    User Name: vikrant    Last Login: Jun 21, 2017 5:20PM

**Application Dashboard**

	Total Received Applications	Pending Applications	Approved Applications
Group 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

**Step-11:** After clicking on “View” option applicant can view/ print their forms also as mentioned in below screen.

Role: Registration and Renewal Only    User Name: vikrant    Last Login: Jun 21, 2017 5:20PM

**Print Your Forms**

ApplicationId	Name of Establishment	Name of Employer	View Remarks	View Form	Download Certificate	Update your detail	Status
12345678	Test Constructions	ABC	View	View	Download	Update	Pending



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

User Name: vikrant      Last Login: Jun 21 2017 5:20PM

Form - 1  
[See rule 17 (1)]  
**APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING CONTRACT LABOUR**

1. Name and location of the establishment :      Test Constructions, New Himrus Bhawan Shimla

2. Postal address of the establishment :      New Himrus Bhawan Shimla

3. Full name and address of the principal employer (furnish father's name in the case of individuals) :  
ABC,  
District : SHIMLA  
Tehsil : Shimla (Urban), New Himrus Bhawan Shimla KYZ.

4. Full name and address of the manager or persons responsible for the supervision and control of the establishment :  
MANAGER  
District : SHIMLA  
Tehsil : Shimla (Urban), New Himrus Bhawan Shimla

5. Nature of work carried on in the establishment :      Construction

6. Particulars of Contractors and Contract Labour:

(a) names and addresses of contractors	(b) Nature of Work in which contract labour is employed or is to be employed	(c) maximum number of contract labour to be employed on anyday through each contractor	(d) Duration From	(e) Duration To	View FORM V
ABC	Construction	30	04 Jul 2017	30 Apr 2018	view

I, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date of receipt of application : \_\_\_\_\_

Principal Employer:  
Seal and Stamp.  
Office of the Registering Officer.

[Print Form](#)

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## 5. Download the Final Signed Certificate

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.



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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 “**Establishment Employing**” and select “**Print Establishment Employing Registration**” from the drop down menu as shown below to access/view the current status of the application.



Print Your Forms					
ESTABLISHMENT EMPLOYING REGISTRATION	View	View	Download Certificate	Update your detail	Status
PRINT ESTABLISHMENT EMPLOYING REGISTRATION	Remarks	Form	Download	Update	Approved
UPLOAD SIGNED FORMS	View	View	Download	Update	Approved
VIEW DRAFTED APPLICATION	View	View	Download	Update	Approved



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



### Screen shot of system generated certificate

FORM II  
(See Rule 18(1))  
CERTIFICATE OF REGISTRATION

No : 12345678 Dated : 01/07/2017

GOVERNMENT OF HIMACHAL PRADESH  
LABOUR DEPARTMENT  
OFFICE OF THE REGISTERING OFFICER

A Certificate of Registration, containing the following particulars is hereby Granted under sub-section (2) of section 7 of the contract Labour (Regulation and Abolition) Act, 1970 and the rule made there-under, to.. ABC, Test Constructions, New Himrus Bhawan Shimla

1. Nature of work carried on in the establishment: Construction.

2. Name and Address of contractors

Name Of Contractor	Address Of Contractor	Nature of Work	Duration From	Duration To	Name & Address of Agent or Manager	Max. No. to be Employed	Remark
ABC	New Himrus Bhawan Shimla	Construction	04 Jul 2017	30 Apr 2018	MANAGER New Himrus Bhawan Shimla	30	

3. Nature of work in which contract labour is employed or is to be employed: As Above

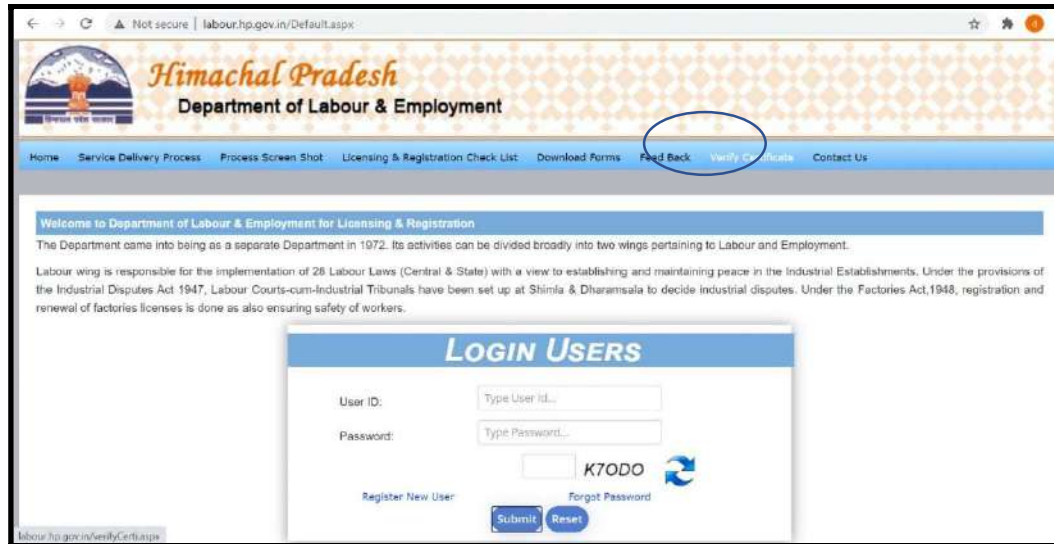
4. Maximum Number of contract Labour to be employed on any day through each contractor: 30

5. Other particulars relevant to the employment of contract Labour :

Registering Officer - Labour Officer  
 Office of the Registering Officer  
 Shimla Zone, Shimla (H.P.)

## 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 principal employer’s establishment under provision of The Contracts Labour (Regulation& Abolition) Act,1970” in the drop down.



**Step-3:** User enters the Registration number for the third party verification under “Registration & Renewal of principal employer’s establishment under provision of The Contracts Labour (Regulation& Abolition) Act,1970”



Verify Certificate

Service Name : Establishment Employing Regi

Registration Number : 7202P31319K102

Verify Certificate

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



Verify Certificate

Service Name : Establishment Employing Regi

Registration Number : 7202P31319K102

Verify Certificate

Establishment Employing Registration			
Registration Number :	7202P31319K102	Date of Issue :	13-11-2019
Name of Establishment :	Convent of Jesus And Mary	Name of Employer :	Marina John
Valid Till :	13-11-2020	Service Applied For :	Establishment Employing Registration
Status :	Rejected		