Application Procedure for Registration under all Labour Acts

(Procedure is illustrated for Registration/Licence for Rajasthan Shops & Commercial Establishment Act, 1958 only. For Registrations/Licences for Contractors & Principal Employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 & their Renewals, the procedure is same)

Registration Procedure
1. Register on website -  https://sso.rajasthan.gov.in (refer Fig. 1)
2. After login, click on LDMS icon for landing to Labour Department Management System (LDMS) (refer Fig. 2)

![Image of LDMS portal](image1.png)

**Fig. 2**

3. After landing on the LDMS portal, click on “Establishment Registration” menu icon. Click on “Rajasthan Shops and Commercial Establishments Act, 1958”. (refer fig. 3)

![Image of Establishment Registration](image2.png)

**Fig. 3**
4. Form will appear in the right pane, fill the form and attach required documents (refer fig.4)
5. Submit the Form and LDMS application number will be generated. Keep it safe because it might be required later for retrieving/tracking the application status. (refer fig. 5 & 6)
6. At the Department level, concerned authority (LDC) views the new registration application as shown highlighted in figure below. (refer fig.7)
7. Concerned authority (LDC) clicks on the application number and views the submitted information and the attached documents. (refer fig.8)
8. In case all the submitted information & attached documents is appropriate, LDC forwards the application by selecting concerned higher officer and by clicking the “Forward” button at the bottom, as shown in figure below. (refer fig. 9)

Fig. 9

9. Concerned officer logs in to the system and views the application on his home screen as shown highlighted below: (refer fig. 10)

Fig 10
10. Upon clicking the application number following screen appears. If the officer finds everything all right, he can click “Payment” button for further processing. (refer fig. 11)
11. If submitted application and attached documents are correct, you'll immediately receive the SMS/e-mail on your registered mobile number and registered email account for e-payment of prescribed fees. User can also see the fee detail in the audit trail after clicking on the application number on his dashboard. The User can make e-payment by clicking on “Make payment” button as shown on the Fig. Below (refer fig. 12 & 13)

![Fig. 12](image)

In the Audit trail request is also reflected with time stamp.

Here is payment request from the department and citizen can click here to make payment.

![Fig. 12](image)
Fig. 13
12. After paying the prescribed fees online, the applicant can download his Registration Certificate online, as shown below. (refer fig.14)
13. Certificate that will be downloaded from LDMS shall be as shown below. (refer fig. 15)

![Certificate Image](image)

**FORM - 3**
**Government of Rajasthan**
**Department of Labour**
**CERTIFICATE**
(See rule 4)
**Rajasthan Shops And Commercial Establishments Acts, 1958**

Registration No. :- SCA/2016/14/201836
Name of Establishment :- M/S YOGESH PRINTING AND STATIONERY
Name of Occupier/Employer :- Mr. VIJAY AGARWAL
Father/Husband Name :- LATE SHRI RAM GOPAL AGARWAL
Postal Address of Establishment :- 367, RAI JI KA GHER, NEAR KALE HANUMAN JI KA MANDIR,
CHANDI KI TAKSAL, JAIPUR, Jaipur, Rajasthan
Total Number of employees employed :- 0
Weekly off Day :- Sunday
Date of commencement of Business :- 11/12/2015
Validity of Registration :- 31/12/2020

It is hereby certified that the establishment Shop is registered under Rajasthan Shops And Commercial Establishments Acts, 1958 on 24 June 2016.

Inspector
Rajasthan Shops And Commercial Establishments Acts, 1958

Printed on Date :- 25/06/2016

Renewal Details
(No renewal details is available.)

This is merely a Registration Certificate and not License and it does not by itself bestow any legality on the structure or confer any right on the employer so far the date and time of existence of the structure in which this Shop/Establishment is located.

This is a computer generated certificate. You can verify this certificate on www.labour.rajasthan.gov.in

Fig. 15
14. Validity of this Certificate can be verified from [http://labour.rajasthan.gov.in/](http://labour.rajasthan.gov.in/) (refer fig. 16 & 17)
Renewal Procedure

1. After login on the LDMS portal, click on “Establishment Renewal” and in sub-menu click on “Renewal”. (refer fig. 18)

2. After selecting the Act, provide the Registration Number and click the “Search” button. Search result appears, select it and proceed by clicking “Submit” button. (refer fig. 19)

OR

In case you don’t have the Registration Number, registration details could be searched by selecting appropriate district and the establishment date. It might result in multiple records, user may select appropriate result and click “Submit” button. (refer fig. 19)
3. Select the number of years for renewal and fill other data and submit the form. (refer fig. 20)
4. Acknowledgement message appears as below (refer fig. 21)
5. At the Department level, concerned authority (LDC) receives the application and checks the information & documents submitted (refer fig.22)
6. In case all the submitted information & attached documents seems appropriate, LDC forwards the application to concerned higher officer. (refer fig.23)
7. Concerned Officer when views the “Renewal” section in his login, the pending application is viewable as shown in fig below. (refer fig.24)
8. Upon clicking particular registration number following screen appears. If the officer finds everything all right, he can click “Request Payment” button for further proceeding. (refer fig. 25)
9. Upon processing “Request Payment” option, following screen appears (refer fig. 26)
10. Citizen logs into the system and views the status of his applications. The above approved and payment pending application becomes visible as shown highlighted in the figure below. (refer fig. 27)
11. Citizen clicks on the specific registration number and initiates the payment process by clicking the “Make Payment” as shown below. Fees shall be calculated according to the number of years for which registration renewal is desired. Make the payment and the establishment’s registration shall be renewed for the period desired. (refer fig. 28 & 29)
12. Citizen is taken to the payment gateway, where he could make the payment as shown in figure below (refer fig.30)

![Payment Gateway Image]

Fig. 30

13. After the payment of fees, the registration shall be renewed for the desired period. The certificate could be downloaded in the same manner as in the case of Registration.

**Usage of LDMS Online Approval System**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Act</th>
<th>Online issuance of certificates for Registrations/Licences till 25 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rajasthan Shops &amp; Commercial Establishment Act, 1958</td>
<td>10355</td>
</tr>
<tr>
<td>2</td>
<td>The Contracts Labour (Regulation and Abolition) Act, 1970 (contractor)</td>
<td>211</td>
</tr>
<tr>
<td>3</td>
<td>The Contracts Labour (Regulation and Abolition) Act, 1970 (Principal Employer)</td>
<td>113</td>
</tr>
<tr>
<td>4</td>
<td>Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996</td>
<td>221</td>
</tr>
<tr>
<td>5</td>
<td>Renewal of Rajasthan Shops &amp; Commercial Establishment Act, 1958</td>
<td>487</td>
</tr>
<tr>
<td>6</td>
<td>Renewal of The Contracts Labour (Regulation and Abolition) Act, 1970 (contractor)</td>
<td>220</td>
</tr>
</tbody>
</table>