

**LDMS USER MANUAL/उपयोगकर्ता पुस्तिका**

**Registration under various Labour Acts/**

**विभिन्न श्रम अधिनियमों के अंतर्गत पंजीयन**

**Departmental User / विभागीय उपयोगकर्ता**

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## DEPARTMENTAL WORKFLOW OF REGISTRATION FORM/APPLICATION

### ROLE OF LABOUR DEPARTMENT HIGH AUTHORITY

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

भरा हुआ फॉर्म जिले के उच्च अधिकारी के पास प्रेषित किया जायेगा.

If the applicant belongs to Jaipur district and he/she applied from Jaipur district then the only Jaipur district high authority will take further action on that application. Therefore High Authority will login by their credentials. Welcome window will get opened where all the registered cases will appear as given below:-

सब से पहले मुख्य पृष्ठ दिखेगा जिस पर सारे फॉर्मस हैं



The screenshot shows the Government of Rajasthan Department of Labour portal. The header includes the state emblem and the text 'Government of Rajasthan Department of Labour'. Below the header, there is a navigation menu with options like 'Home', 'Edit Profile', and 'Change Password'. The main content area is titled 'Registration' and features a dropdown menu for 'Select Act' and a 'Show' button. Below this, a table displays a list of registered applications.

Application Number	Date of Application	Act Name	Name of Establishment	Application Status	Duration
BACW/2019/14/132537	11/01/2019	The Beedi and Cigar Workers (Conditions of Employment) Act, 1966	jhg	Pending at the level of Joint Labour Commissioner(o a)	0 (Days)

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 on that particular Labour application.

सारे एप्लीकेशन फॉर्म दायी तरफ हैं, दायी ओर आपको ग्रीड दिखेगा जिसमे कुछ कॉलम हैं:

1. **पंजीकरण संख्या:** ये वो अद्वित्य संख्या है जो की पंजीकरण करने के वक्त प्राप्त हुआ था
2. **संस्थान का नाम**

3. संस्थान का पता
4. पंजीकरण करने की तिथि
5. एप्लीकेशन की स्थिति

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.

<ul style="list-style-type: none"> <li>[-] Inspection Note</li> <li>[-] Message</li> <li>[-] Officer Dashboard</li> <li>[-] Offline Establishment Registration</li> <li>[-] Registration / Amendment / Renewal</li> <li>[-] Reports</li> <li>[-] Return Filed Application</li> <li>[-] Self certification Form</li> <li>[-] Send SMS</li> <li>[-] Standing Order Application</li> <li>[-] Third Party Application</li> </ul>	<p>Postal Address of the Industrial Premises and Address to which communication needs to be sent the same? <input checked="" type="checkbox"/> Yes</p> <p><b>Full address to which communication relating to the Industrial Premises should be sent</b></p> <p>6. Plot No. <input type="text" value="ghjg"/> 7. Street <input type="text" value="ghjg"/></p> <p>8. Village/City <input type="text" value="ghjgh"/> 9. District <input type="text" value="Jaipur"/></p> <p><b>Full address of applicant</b></p> <p>10. Plot No. <input type="text" value="ghjg"/> 11. Street <input type="text" value="ghjghggj"/></p> <p>12. Village/City <input type="text" value="ghjgh"/> 13. District <input type="text" value="Jaipur"/></p> <p>14. Maximum number of employee proposed to be employed on any day during the financial year <input type="text" value="1000"/></p> <p>15. If the employer is in a partnership, company Etc.name and residential address of other partners or directors.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No result Found</td> </tr> </tbody> </table> <p>16. Financial resources of the employer(E.G- Particulars and value of movable and immovable properties, blank reference, income tax assessment etc). <a href="#">View doc for financial resource employee</a></p> <p>17. Whether the employer is a trade mark holder registered under the trade and merchandise marks act, 1958 <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>18. Previous experience of the applicant in the industry <input type="text"/></p> <p>19. Values of beedies or cigar or both manufactured at the Industrial Premises during the preceeding financial year <input type="text" value="10000000"/></p> <p>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 <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>21. Whether any Industrial Premises was closed by the applicant during the period of 12 months immediately preceeding the date of the application, and if so, the reasons therefore <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>22. Sources of obtaining tobacco <input type="text" value="village"/> 23. Whether the plans for premises are enclosed <a href="#">View doc for premises enclosed</a></p>	Name	Address	0	No result Found
Name	Address				
0	No result Found				

The authority can view the application and take appropriate action on it, like:

1. Ask for Clarification
2. Request for Payment

पंजीकरण संख्या पे क्लिक करने पर भरा हुआ फॉर्म खुल जायेगा. फॉर्म को जांचने के बाद, अधिकारी उस फॉर्म पर दो में से कोई एक काम कर सकते हैं :

1. स्पष्टीकरण की मांग
2. भुगतान के लिए अनुरोध

## CLARIFICATION SOUGHT BY AUTHORITY:

When the authority seeks 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.

The screenshot displays a web application interface for document management. At the top, there is a header with the text "Download Supporting Documents" and "Check the box for Clarification". Below this, a table lists various documents with corresponding "View" links and checkboxes. A red rectangular box highlights the checkboxes for items 25 through 30. The items listed are:

Item ID	Document Name	Action	Clarification Checkbox
25	Address proof of the establishment	View address proof	<input type="checkbox"/>
26	Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)	View photo id	<input type="checkbox"/>
27	Affidavit	View affidavit	<input type="checkbox"/>
28	Copy of rent / ownership	View copy of rent	<input type="checkbox"/>
29	Signature (Scan And Upload)	View signature	<input type="checkbox"/>
30	Other Clarification	View Other Clarification	<input type="checkbox"/>

Below the table, there are input fields for "Name of applicant" (test test), "Mobile Number (Only 10 Digits)" (9649308695), and "Business Registration Number" (8005220019000017). Underneath, there is a "Labour Office Detail" section with a dropdown menu set to "Jaipur". At the bottom, there are four buttons: "Back", "Clarification", "Payment", and "Reject", along with a "Search For Existing Records" button.

On clicking on "Clarification", an acknowledgement gets generated.

यदि अधिकारी को कोई स्पष्टीकरण चाहिए तो संलग्न के आगे दिए गए चेक बॉक्स पर क्लिक कर के नीचे दिए गए "Clarification" के डब्बे पे क्लिक करना है

"Clarification" पर क्लिक करने पर स्पष्टीकरण की रसीद उत्पन्न होगी

## CLARIFICATION ACKNOWLEDGEMENT



The screenshot displays the Government of Rajasthan Department of Labour portal. The header includes the state emblem and the motto 'सत्यमेव जयते'. The main navigation bar contains 'Home', 'Edit Profile', and 'Change Password'. The user is logged in as 'officer abc (Joint Labour Commissioner)' on 11/01/2019 at 3:21:45 PM. A sidebar on the left lists various services such as 'Beneficiary Offline Form', 'BFMS', 'BOCW Cess Notice', etc. The main content area shows a confirmation message for application ID 'BACW/2019/14/132537'. The action taken is 'Clarification found' and the description of shortcomings is 'Photo ID'. There are 'Ok' and 'Print' buttons at the bottom of the message box.

Application ID:	BACW/2019/14/132537
Action Taken:	Clarification found
Description of shortcomings:	Photo ID

Ok Print

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.

स्पष्टीकरण रसीद पर दो विकल्प हैं :

1. OK
2. Print

## 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",

प्रपत्र एवं संलग्न दस्तावेज की अच्छी तरह जांच और स्पष्टीकरण अगर मांगा है तो आपूर्तित जानकारी एवं दस्तावेजों की जांच के बाद अधिकारी नागरिक/यूसर को भुगतान के लिए "Payment" बटन पर क्लिक करके निर्देशित कर सकता है

The screenshot shows a web interface for a government portal. The main content area displays a 'CASH CHALLAN' form for the 'GOVERNMENT OF RAJASTHAN'. The form is titled 'GOVERNMENT OF RAJASTHAN CASH CHALLAN' and has a date of '11/01/2019'. The form is divided into several sections. The top section contains the following information: 'No. BACW/2019/14/132537', 'Date: 11/01/2019', and 'GOVERNMENT OF RAJASTHAN CASH CHALLAN'. Below this, there is a table with the following columns: 'Name and Signature of person tendering the amount', 'Name and Signature of person on whose behalf money is paid', 'Full particulars of remittance and of authority', 'Complete Classification (Major and Minor Head, Detailed Head)', 'Accounts officer by whom adjustable', and 'Amount'. The table contains one row with the following data: 'test test', 'Licencing authority The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 Jaipur', 'Licenses under the Beedi and Cigar workers Registration years: No. of Employees: 1000', '0230 Labour and Employment 156- Fee under Beedi and Cigar workers', '---Accounts officer by whom adjustable ---', 'Rs. 1000.00 (Reg. Fees) Rs. 0.00 (Late Fees)', and 'Rs. 1000.00-'. Below the table, there is a 'Signature' field and a 'Total' field. The 'Total' field contains 'Rs. 1000.00-'. Below the signature field, there is a section for 'Amount (in words): Rupees One Thousand Only'. Below this, there is a section for 'For Non-Banking Treasuries/Sub-Treasuries' with fields for 'Received Rupees', 'Date', and 'Treasury/Sub-Treasury Officer'. Below this, there is a section for 'For Banking Treasuries/Sub-Treasuries' with fields for 'Order to the Bank', 'Please receive Rupees', 'Date', and 'Treasury/Sub-Treasury Officer'. Below this, there is a section for 'For Bank' with a 'Bank - Seal' field. Below the 'Bank - Seal' field, there is a 'Bank Manager' field and a 'Space for entries of refund' field. At the bottom of the form, there is a note: 'Note - Full accounts classification including details head must be recorded in this challan on the space provided for the purpose.' Below the note, there are two buttons: 'Send to Citizen' and 'Back'. At the very bottom of the page, there is contact information for the 'Nodal Officer: Sh. Rajeev Kishore Saxena (Additional Labour Commissioner (RI))' with a phone number '0141-2450700' and an email address 'labour.support@rajasthan.gov.in'.

When user will be Click on Make Payment Button a popup will be open for user Aadhar verify using OTP sending on linked Mobile number of user.

जब अधिकारी "Make Payment" बटन पर क्लिक करता है तो एक popup खुलता है जो की आधार से संबन्धित मोबाइल नंबर पर OTP भेज कर अधिकारी का सत्यापन करता है

[-] Officer Dashboard  
[-] Offline Establishment Registration  
[-] Registration / Amendment / Renewal  
[-] Reports  
[-] Return Filed Application  
[-] Self certification Form  
[-] Send SMS  
[-] Standing Order Application  
[-] Third Party Application

For Non-Banking Treasuries/Sub Treasuries  
Received Rupees  
Treasurer Accountant Date Treasury/Sub Treasury Officer  
For Banking Treasuries/Sub-Treasuries  
Order to the Bank  
Please receive Rupees .....  
Date Treasury/Sub-Treasury Officer  
For Bank  
Received Rs. ....  
On Bank - Seal

**eSign Certificate**  
Aadhar No. :- [824733235781] [Send OTP]  
[Close]  
**Please contact LDMS Support team if your Aadhar No. has been not updated on Labour Department Portal.**

Note:- Full accounts classification includ

Nodal Officer: Sh. Rajeev Kishore Saxena (Additional Labour Commissioner (JR))  
Phone: 0141-2450780  
Email: labour.support@rajasthan.gov.in  
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Best Viewed with 1024 x 768 pixels. This website is best viewed in Internet Explorer-Version 8 & Version 10 | Mozilla Firefox 3.5 version

User will enter OTP which is received over user mobile number. after that user will click over verify OTP button.

Upon successful verification, page will redirect to payment process.

अधिकारी अपने मोबाइल पर प्राप्त हुआ OTP "Enter OTP" वाले टेक्स्ट बॉक्स में डालकर "Verify OTP" बटन पर क्लिक करेंगे।  
सही सत्यापन पर पृष्ठ बदलकर भुगतान की प्रक्रिया पर ले जाएगा

 **Government of Rajasthan**  
Department of Labour

Home Edit Profile Change Password Welcome, officer abc (Joint Labour Commissioner) 11/01/2019 3:28:50 PM LOGOUT

[-] Beneficiary Offline Form  
[-] BFMS  
[-] BOCW Cess Notice  
[-] BoCW Cess/Project Details  
[-] BOCW Welfare Board  
[-] Claim Under Quasi Judicial  
[-] Complaint Application  
[-] Industrial Dispute  
[-] Inspection Note  
[-] Message  
[-] Officer Dashboard

No. BACW/2019/14/132537 Date: 11/01/2019

GOVERNMENT OF RAJASTHAN  
CASH CHALLAN

**eSign Certificate**  
Enter OTP :- [137519] [Verify OTP]  
[Close]  
**Please contact LDMS Support team if your Aadhar No. has been not updated on Labour Department Portal.**

Name and Signature of person tendering the amount	Name and behalf m	Accounts officer by whom adjustable	Amount
test test	Licensing (Conditio	Accounts officer by whom adjustable --	Rs. 1000.00 (Reg. Fees) Rs. 0.00 (Late Fees)
Signature		Total	Rs. 1000.00/-

Amount (in words): Rupees One Thousand Only  
For Non-Banking Treasuries/Sub Treasuries  
Received Rupees



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.

चालान के अंत में आवेदक को चालान भेजने का विकल्प है। ‘Send to User’ पर क्लिक करके आवेदक को चालान भेजें। लिंक पर क्लिक करने पर रसीद उत्पन्न होगी और चालान आवेदक को उसके ईमेल पर pdf फ़ारमैट में पहुँच जाएगी

Beneficiary Offline Form
BFMS
BOCW Cess Notice
BoCW Cess/Project Details
BOCW Welfare Board
Claim Under Quasi Judicial
Complaint Application
Industrial Dispute
Inspection Note
Message
Officer Dashboard
Offline Establishment Registration
Registration / Amendment / Renewal
Reports
Return Filed Application
Self certification Form
Send SMS

Application ID:	BACW/2019/14/132537
Action Taken:	Ready for Payment

Ok Print

On clicking on the OK button of the acknowledgment, the user gets directed to the home page of the application.

‘OK’ बटन पर क्लिक करके अधिकारी एप्लिकेशन के मुख्य पृष्ठ पर पहुँच जाएगा

The authority shall accept the application once the payment is made and the user uploads a copy of the challan. A digitally signed certificate gets generated and sent to the user on his email id.

अधिकारी आवेदन को स्वीकार कर लेता है एक बार जब भुगतान के चालान की प्रतिलिपि आवेदक अपलोड कर देता है। एक डिजिटल signed सर्टिफिकेट उत्पन्न होकर आवेदक के ईमेल पर भेज दिया जाएगा

## COMPLIANCE VIEW BY AUTHORITY अधिकारी द्वारा स्पष्टीकरण की जांच

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

जिन आवेदनों पर स्पष्टीकरण मांगा गया था और जिन का स्पष्टीकरण आवेदक ने दे दिया है उनकी स्थिति बदल जाती है

In order to view whether the applicant has cleared all the doubts, the authority needs to open the form and view the attached documents.

आवेदक द्वारा प्रस्तुत स्पष्टीकरण की जांच के हेतु और पाने संशय मिटाने हेतु अधिकारी आवेदन खोलता है और संलग्न दस्तावेजों की जांच करता है

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.

स्पष्टीकरण के आवेदक द्वारा प्रस्तुत दस्तावेज़ प्रपत्र के बिलकुल नीचे में देखे जा सकते हैं। अधिकारी सारे संलग्न दस्तावेज़ download कर सकता है और प्रपत्र पर कार्य कर सकता है। वो या तो संतुष्टि न होने पर प्रपत्र को आवेदक को वापिस भेज सकता है और स्पष्टीकरण की मांग के साथ या फिर भुगतान के लिए आवेदक को आग्रह कर सकता है

The screenshot shows a web application interface for document verification and clarification. It features a table with two columns: 'Download Supporting Documents' and 'Check the box for Clarification'. The table lists various documents and their corresponding verification links. Below the table, there are input fields for 'Name of applicant', 'Mobile Number (Only 10 Digits)', and 'Business Registration Number'. A 'Labour Office Detail' section includes a dropdown menu for 'Labour Office' set to 'Jaipur'. At the bottom, there are four buttons: 'Back', 'Clarification', 'Payment', and 'Reject', along with a 'Search For Existing Records' button.

Download Supporting Documents	Check the box for Clarification
25. Address proof of the establishment	<a href="#">View address proof</a> <input type="checkbox"/>
26. Photo ID (For e.g., PAN Card, Driving License, Aadhar Card, Passport)	<a href="#">View photo id</a> <input type="checkbox"/>
27. Affidavit	<a href="#">View affidavit</a> <input type="checkbox"/>
28. Copy of rent / ownership	<a href="#">View copy of rent</a> <input type="checkbox"/>
29. Signature (Scan And Upload)	<a href="#">View signature</a> <input type="checkbox"/>
30. Other Clarification	<a href="#">View Other Clarification</a> <input type="checkbox"/>
31. Name of applicant	<input type="text" value="test test"/>
32. Mobile Number (Only 10 Digits)	<input type="text" value="9649308695"/>
33. Business Registration Number	<input type="text" value="8005220019000017"/>

**Labour Office Detail**  
Labour Office:

[Back](#) [Clarification](#) [Payment](#) [Reject](#)

[Search For Existing Records](#)

-END OF USER MANUAL / उपयोगकर्ता पुस्तिका अंत-