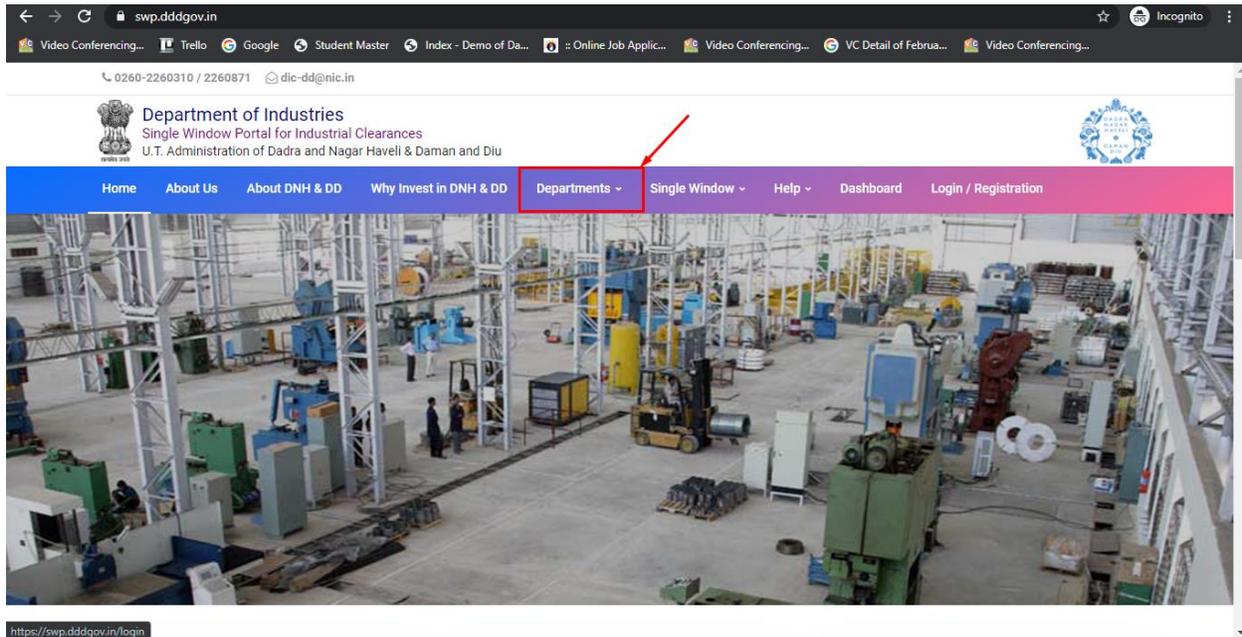
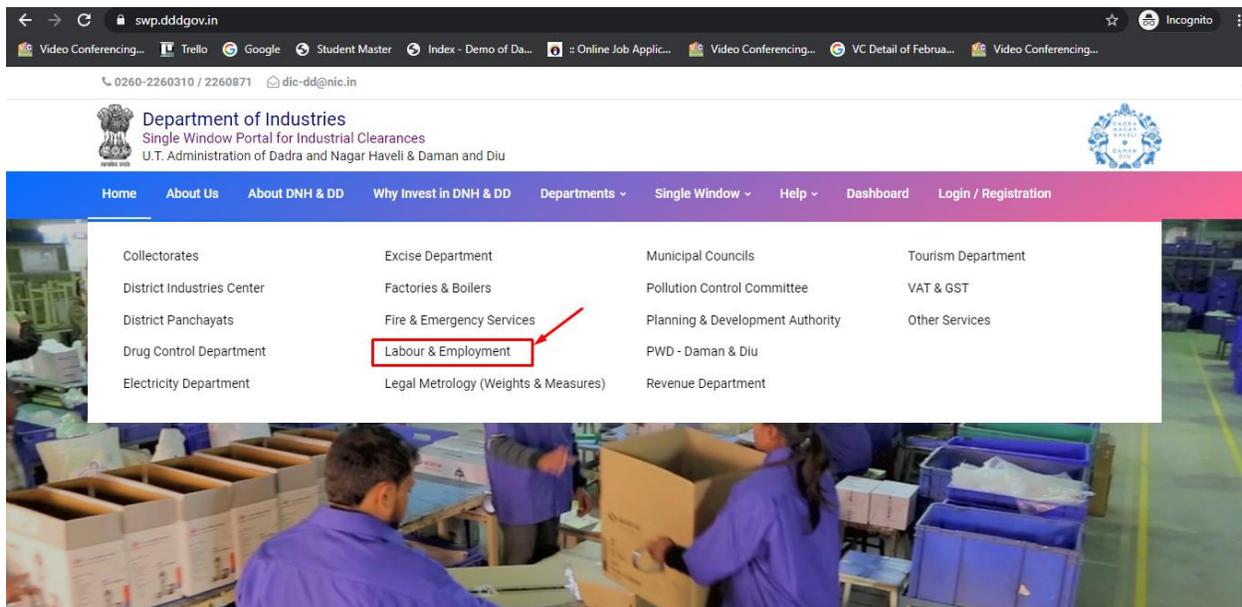


User Guide for online filing of Registration under Shop & Establishment Act (Renewal)

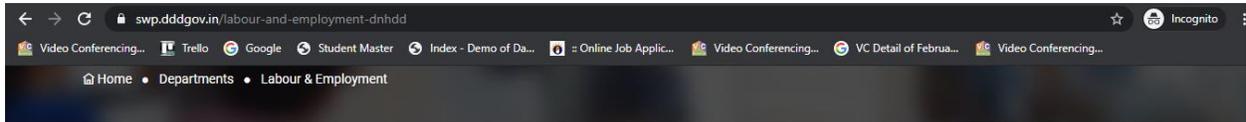
1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Labour & employment Department from the menu.



3. From the Department’s page, click on “Click here” for the Renewal under Shop & Establishment Act.

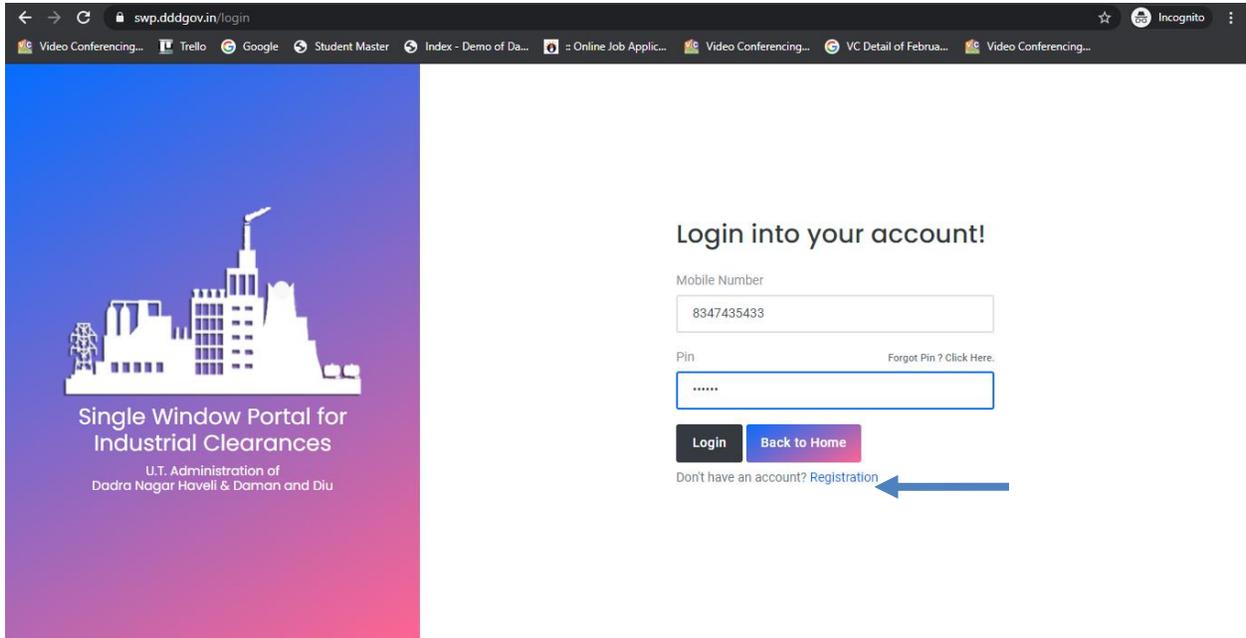


Department of Labour & Employment

On the basis of recommendation made by the DIPP, Government of India and information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

| Sr. No. | Name of Service | Apply Link | Department Name | Timeline (Working Days) | Fees / Procedure / Checklist | Designation of the Authority Responsible to Deliver the Services | 1st Appellate Authority for Grievance Redressal | 2nd Appellate Authority for Grievance Redressal |
|---------|---|----------------------------|-----------------------|-------------------------|------------------------------|--|---|---|
| 1 | Registration under "Shops & Establishment Act" | Click Here | Labour and Employment | 20 Days | View | Labour Enforcement Officer | Asst Labour Commissioner | Secretary |
| 2 | Renewal under "Shops and Establishment Act" | Click Here | Labour and Employment | 20 Days | View | Labour Enforcement Officer | Asst Labour Commissioner | Secretary |
| 3 | Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996" | Click Here | Labour and Employment | 20 Days | View | Labour Enforcement Officer | Asst Labour Commissioner | Secretary |
| 4 | Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor | Click Here | Labour and Employment | 20 Days | View | Labour Enforcement Officer | Asst Labour Commissioner | Secretary |

4. Enter your mobile number and the pin which was generated on your mobile number to login.



5. After login, click on Department & Services and on the search bar type “Labour”. For the “Renewal under the Shop & Establishment Act” click on “click here”.

The screenshot shows the EODB website interface. The user is logged in as Aishwarya Marwal. The search bar at the top right contains the word "labour". The search results are displayed in a table under the heading "Labour".

| No. | Name of Service | Timeline (Working Days) | Competent Authority | Deemed Approval Authority | Apply |
|-----|---|-------------------------|---------------------|---------------------------|----------------------------|
| 1. | Registration under "Shops & Establishment Act" | | | | Click Here |
| 2. | Renewal under "Shops and Establishment Act" | | | | Click Here |
| 3. | Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | | | | Click Here |
| 4. | Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996" | | | | Click Here |
| 5. | Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)" | | | | Click Here |
| 6. | Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)" | | | | Click Here |
| 7. | Single Annual Return form | | | | Click Here |
| 8. | License for Contractors under provision of The Contracts Labour (R & A) Act,1970 | | | | Click Here |

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6. Fill the entire form and then click on submit button.

The screenshot shows the "Shop & Establishment Renewal Form" on the EODB website. The form is titled "ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU DEPARTMENT OF LABOUR Shop & Establishment Renewal Form".

1. Shop & Establishment License Number*
Enter Shop & Establishment License Number !

2. Name of Shop & Establishment *
Name of Shop & Establishment !

3. Total Number of employees *
Total Number of employees !

Employer Information

4. Full Name of the Employer (including his Father's Name)*
Full Name of the Employer !

5. Mobile No. of the Employer *
Mobile No. of the Employer !

6. Residential address of the Employer *
Residential Address of the Employer !

Manager Information

7. Full Name of the Manager (including his Father's Name) *
Full Name of Manager !

8. Residential Address of the Manager *
Residential Address of the Manager !

9. Category of establishment i.e., whether a Shop, Commercial Establishment, residential Hotel, restaurant, eating house, theatre, Cinema, or other place or public amusement of entertainment etc. *
Category of establishment i.e., whether a Shop, Commercial Establishment, residential Hotel, restaurant, eating house, theatre, Cinema, or other place or public amusement of entertainment etc. !

10. Signature*
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)
Choose File No file chosen

Buttons: Save as a Draft, **Submit Application**, Close

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7. after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

The screenshot shows the EODB web application interface. The main heading is "Renewal under \"Shops and Establishment Act\"". The user is logged in as "Aishwarya Marwal". There is a search bar and a button "Apply for License for Shop - Renewal". Below this is a table with the following data:

| No. | Application Number | Shop Name | Submitted On | Status | Query Status | Action |
|-----|--------------------|-----------|--------------|-----------------------|--------------|--------|
| 1 | SR00011 | test | 28-01-2021 | Application Submitted | - | |
| 2 | SR00010 | | 28-01-2021 | Draft | - | |

Showing 1 to 2 of 2 entries. Navigation buttons: Previous, 1, Next.

8. Click on Form 1 to view your application.

The screenshot shows a PDF form titled "Shop & Establishment Renewal Form" from the Department of Labour, Administration of Dadra & Nagar Haveli & Daman & Diu. The form contains the following details:

1. License registration no. - LE/L/DMN/S&E/LE/L/DMN/S&E-21/2021/2021

2. Name of the Shop & Establishment - test

3. Total No. of Employees - 22

4. Category of Establishment - test

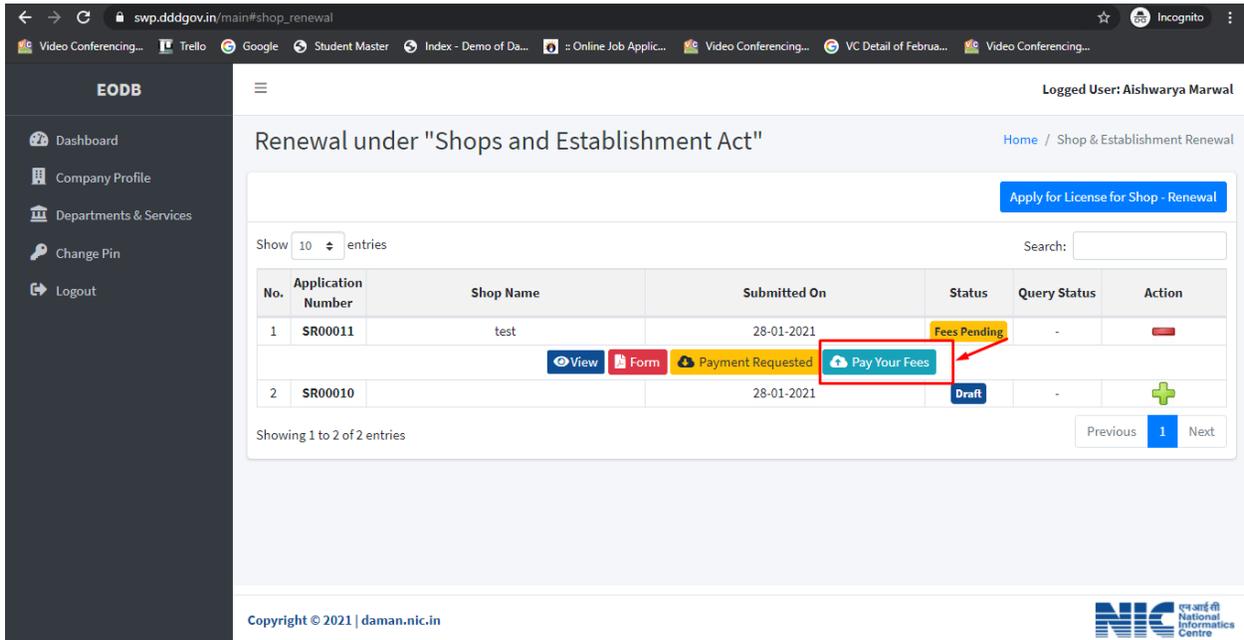
5. Employer Name - test

6. Employer Mobile No. - 2536145897

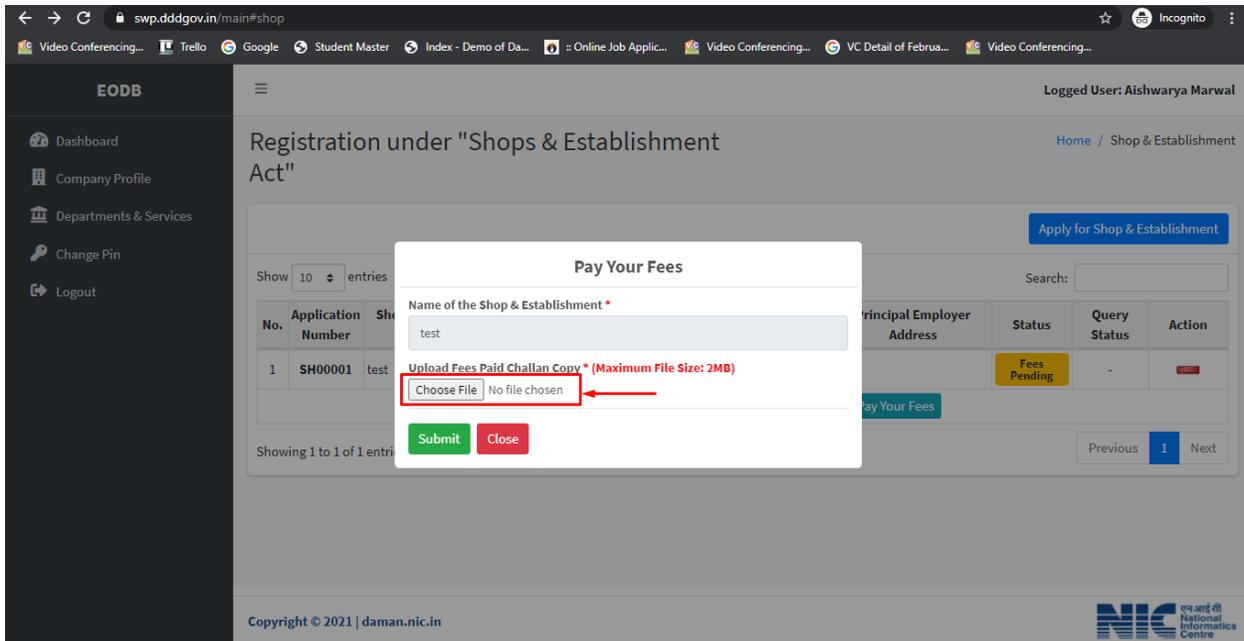
7. Employer Residential Address - test

Signature of Applicant

9. For the payment of application fees, you have to pay the challan which will be send from the admin side after the approval of application. You can check that by clicking on the “action” button and click on “Pay Your Fees”.



10. After that, click on “pay your fees” option and popup box will open where you can upload your paid challan fees and then Click on “Upload Fees Paid Challan Copy”.



11. After uploading the paid challan copy, you can download the final certificate after getting approval from the Department .

Renewal under "Shops and Establishment Act"

Apply for License for Shop - Renewal

Show 10 entries Search:

| No. | Application Number | Shop Name | Submitted On | Status | Query Status | Action |
|-----|--------------------|-----------|--------------|----------|--------------|--|
| 1 | SR00011 | test | 28-01-2021 | Approved | - | View Form Payment Requested Pay Your Fees Download Certificate |
| 2 | SR00010 | | 28-01-2021 | Draft | - | + |

Showing 1 to 2 of 2 entries Previous 1 Next

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NIC National Informatics Centre

12. Then Download your final signed certificate for the Renewal under Shop & Establishment Act.

U.T. Administration of
Dadra and Nagar Haveli and Daman and Diu
Department of Labour
Daman and Diu

FORM - IV
(See Rule 6)
RENEWAL OF REGISTRATION CERTIFICATE

CATEGORY OF ESTABLISHMENT : test
Total number of employees : 22
Name & Address of the
Establishment with Mobile Number : test
test
2536145897

TO,
The Labour Inspector,
Daman

Sir,

At the period of Registration Certificate No. LE/LIDMN/SA/E/LE/LIDMN/548-21/2021/
2021

Originally granted / subsequently renewed to us has been already been expired on
28-01-2022 / We, therefore request your honour to kindly renew the same. The
Original Certificate is enclosed.

Date : 28-01-2021
Place : DAMAN

SIGNATURE OF INSPECTOR

सत्यमेव जयते

