177	6l. Renewal under The Shops and Establishment Act	Design and implement a system that allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification
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- 1. The service has been designed and implement in such way it allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification
- 2. The URL on department website <a href="http://hrylabour.gov.in/">http://hrylabour.gov.in/</a> is <a href="http://hrylabour.gov.in/page.php?module=front">http://hrylabour.gov.in/page.php?module=front</a>
- 3. For this service the user is to login at the department website using credential already created when came to website for the first time.
- 4. If he is not already user on the website and coming for the first time for renewal, if first certificate was obtained in offline mode prior of online mode introduction, then firstly applicant has to create their user profile that is called the Basic Information Performa in Form F as once in life time exercise. The first loop ensure for prevention of duplication of profile creation by enabling the user to search for their credentials as shown in the below screen shots.





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	1	1051	M/s Caparo Maruti Ltd	88 to 96, Sector 7, Bawal Growth Centre, HSIIDC, Bawal, Rewari	ADISH-RWR	08-12-2009	madanmohan.yadav@caparo.co.in	
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	2	1116	M/s KRISHNA MARUTI LTD	48, Sector 3, IMT Manesar, HSIIDC, Gurgaon, Gurgaon	ADISH-GGN-	10-12-2009	rajendersaini@krisnnamaruti.in	

5. If user does not find the data already filled then he is allowed to submit fresh application for filling BIP and then he can make his application for renewal of registration certificate

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		Proforma for Fresh/Renewal of Registration		
		(Under the Punjab Shops & Commercial Establishments Act, 1958) GUIDELINES FOR ONLINE REGISTRATION		
	Fields marked with * are compulsor	~		
General Information Regarding the Shop/Commercial Establishment				
	1. Full Name of Establishment *	(Enter Full name of establishment which you want to register)		
		◯ Shops ◯ Establishment		
	2. Address *	(Enter the first line of address eg . Plot Number 12)		
	3. State	: Haryana		
	4. District *	Select from List		
	5. Tehsil *	Sclect Tehsil     (Select your tehsil eg. Dadri)		
	6. Village/Town *	Select Village/Town		
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	34. Photo 1 of Interior of Choose File No file chosen Shops/Commercial Establishment	
	*Upload only jpog., gif or .png files. 35. Photo 2 of Interior of : Choose File No file chosen Shops/Commercial Establishment	
	*Upload only .jpeg, .gif or .png files.	
	Area of Circle         Click here to Check Jurisdiction           Area of Circle*         (Select your area of circle eg. Behal)	
	36. Status Of the Shop* : OWrking OClosed	
	37. Whether on Rent* : OYes ONo	
	38. Type of Establishment* :  Cmployed  Non Employed	
	Declaration*:	
	I do hereby declare that the particulars given above is true and correct to the best of my knowledge. In case any information is found to be incorrect, my registration number may be cancelled and I shall be liable for prosecution as per law.	
	Submit Form	
	Labour Department, Haryana, 30 Bays Building, Sector 17, Chandigarh - 160 017 Email: labourcommissioner@hty.nic.in	
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With this form he submits the relevant proof as attachments

And pays the statutory fees by online payment gateway.

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- 6. On Click on "click here to Pay" the payment gateway appear

## 7. Click Pay Now





- 8. The departmental authorities process the applications. The registering officer i.e. Labour Inspector physically visit the area if required and verify the existence of the shop/establishment and grant the registration certificate on finding the applications and document proper.
- 9. In this process the applicants is not required to physically visit the office at any stage.
- 10. However if the user is already user at the website he simply login in with the user ID and password provided at the BIP profile creation and is not required to create fresh BIP. Once logged in, he only make the renewal application and step for at 6, 7 & 8 are similar for fee payment and he can track the application in the login with complete history in real time as shown in the screen shots given below:-

For logging in



## Once Logged in option appears for renewal application

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Home         Labour Policy         Labour Laws         Shops Act         Factories Act         Citizen Charter         Online Licence	
Change Password   My Account   Logout	
Form G   View Application Progress   View Certificate   Payment Status   View Form F   View Inspection	
Application Progress	
Name of Establishment : MIS SWAMI TRADERS	
Application ID : 176131	
Click here to submit the application for renewal of registration.	
View Certificate	
Labour Inspector Labour Officer D.L.C	
Comment By :: Balwan Singh Commented On :: 01 Jun, 2016 - 17:49 PM	
Comment: ACCepted	
The application has been accepted !!	
Labour Department, Haryana, 30 Bays Building, Sector 17, Chandigarh - 160 017	

## The renewal applications in form F



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	*Upload only jpeg, gif or .png files.			
	Area of Circle Click here to Check Jurisdiction			
	Area of Circle* : Amb-1   (Select your area of circle eg. Behal)			
	li-amb-1			
	Municipal limit of Ambala City			
	36. Status Of the Shop* : • Working OClosed			
	37. Whether on Rent* : ○Yes ⊙No			
	38. Type of Establishment* : O Employed  Non Employed			
	Declaration*:			
	I do hereby declare that the particulars given above is true and correct to the best of my knowledge.			
	In case any information is found to be incorrect, my registration number may be cancelled and I shall be liable for prosecution as per law.			
	Submit Form			
	<b>†</b>			
	Labour Department, Haryana. 30 Bays Building, Sector 17, Chandigarh - 160 017 Ernal : labourcommissioner@hrynic.in			
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As explained above the fee payments are same as above

The option to view applications progress

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	Form G   View Application Progress   View Certificate   Payment Status   View Form F   View Inspection				
	Application Progress				
	Name of Establishment : M/S SWAMI TRADERS Application ID : 176131				
	Click here to submit the application for renewal of registration.				
	View Certificate				
	Labour Inspector Labour Officer D.L.C				
	Comment By :: Balwan Singh Commented On :: 01 Jun, 2016 - 17:49 PM				
	Comment: ACCepted				
	The application has been accepted !!				
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11. If user does not remember his login credential he can search for them as explained in above screen shots, e-mail support sends the reset password.