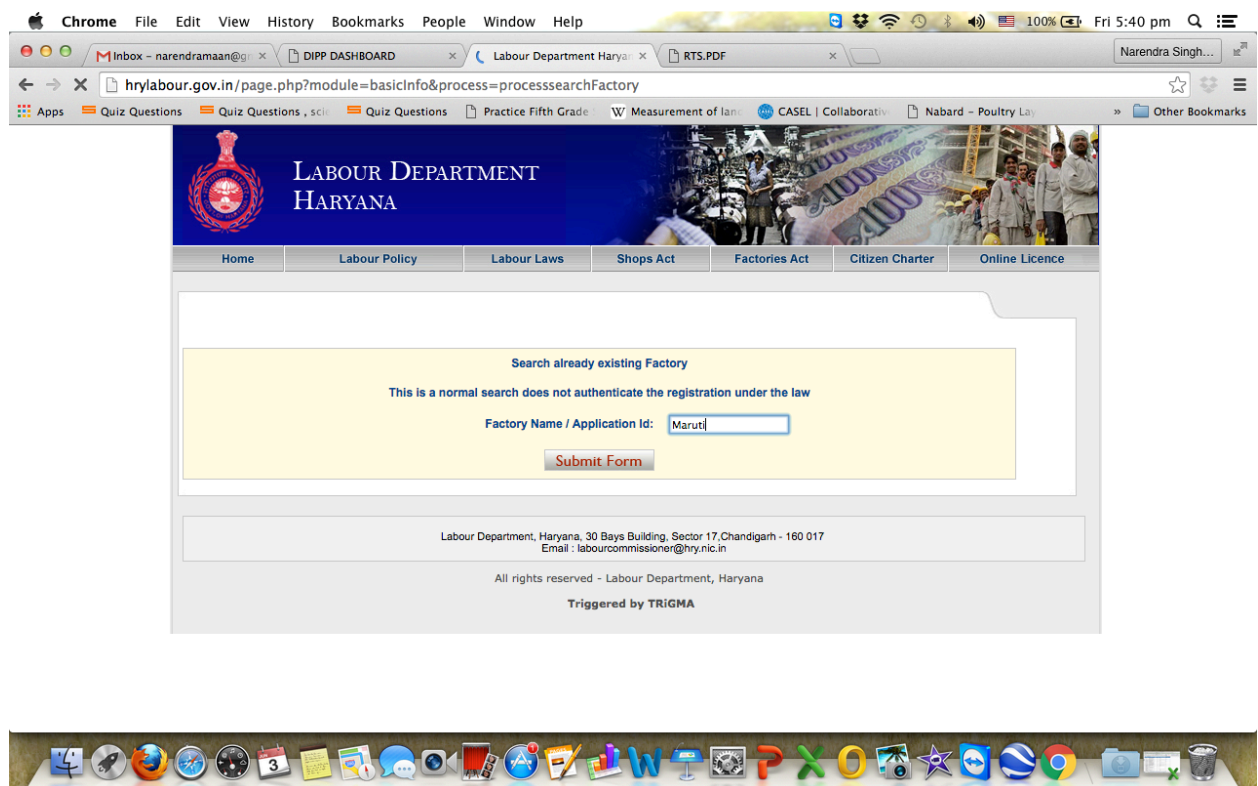| 177	6l. Renewal under The Shops and Establishment Act	Design and implement a system that allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification

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 http://hrylabour.gov.in/ is http://hrylabour.gov.in/page.php?module=front
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.

If name of your factory matches any of the search results then mentioned e-mail id in the results is your user ID and to retrieve the password to this user ID exercise the option of **Forget Password** or email us at **mail.hrylabour@gmail.com**.

Create the new user Id by filling the Basic Information Performa (BIP) only if the name of your factory does not appears in the below mention searched Results.

It is hereby warned that creating duplicate or multiple BIPs amount to misleading and misrepresenting to the Government /Department and your action shall make you liable for legal proceeding against you under the relevant Criminal Laws.

By Filling the new BIP you are hereby declaring that name of the factory does not already exist in the Database of the Department **CLICK HERE TO FILL BASIC INFORMATION FORM.**

Search Results

1

S.No.	Factory ID	Name of Unit	Address	ADIS&H	Bip Date	Email-id
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
2	1116	M/s KRISHNA MARUTI LTD	48, Sector 3, IMT Manesar, HSIIDC, Gurgaon, Gurgaon	ADISH-GGN-III	10-12-2009	rajendersaini@krishnamaruti.in
3	1148	M/s MARUTI SUZUKI INDIA LIMITED (Manesar Powertrain Plant	26 - B, Sector 3, IMT Manesar, HSIIDC, Gurgaon, Gurgaon	ADISH-GGN-III	12-12-2009	mukul.bhuchar@maruti.co.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

LABOUR DEPARTMENT HARYANA

Home	Labour Policy	Labour Laws	Shops Act	Factories Act	Citizen Charter	Online Licence

FORM-F

Proforma for Fresh/Renewal of Registration
(Under the Punjab Shops & Commercial Establishments Act, 1958)
GUIDELINES FOR ONLINE REGISTRATION

Fields marked with * are compulsory.

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] (Select your district eg. Ambala)

5. Tehsil *   : [--Select Tehsil--] (Select your tehsil eg. Dadri)

6. Village/Town *   : [--Select Village/Town--] (Select your Village/Town eg. Behal)

7. Phone Nos (With STD Code) *   : (Fill your complete phone number with STD Code eg. 01343232444)

---

34. Photo 1 of Interior of
     Shops/Commercial Establishment   : [Choose File] No file chosen

     *Upload only .jpeg, .gif or .png files.

35. Photo 2 of Interior of
     Shops/Commercial Establishment   : [Choose File] No file chosen

     *Upload only .jpeg, .gif or .png files.

Area of Circle   Click here to Check Jurisdiction

     Area of Circle *   : [--Select Distt of Establishment--] (Select your area of circle eg. Behal)

36. Status Of the Shop *   : ○ Working ○ Closed

37. Whether on Rent *   : ○ Yes ○ No

38. Type of Establishment *   : ○ 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]

Labour Department, Haryana, 30 Bays Building, Sector 17,Chandigarh - 160 017
Email : labourcommissioner@hry.nic.in

All rights reserved - Labour Department, Haryana

Triggered by TRiGMA

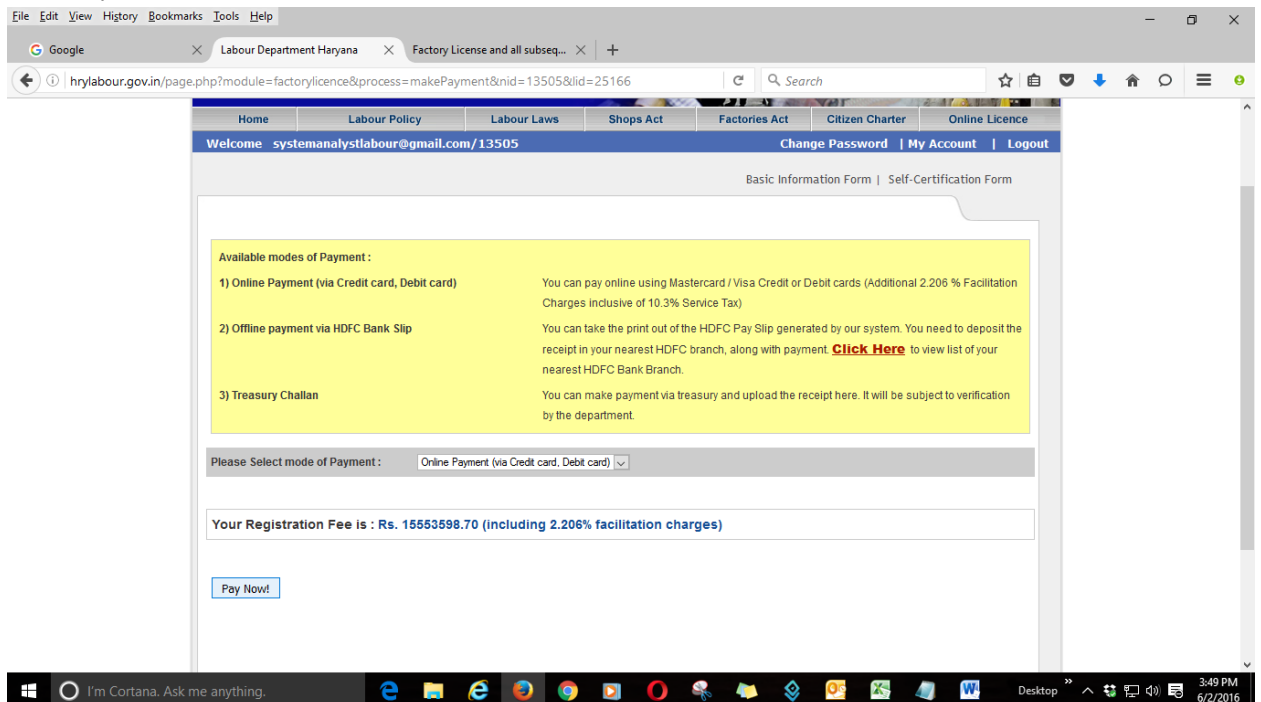With this form he submits the relevant proof as attachments

And pays the statutory fees by online payment gateway.
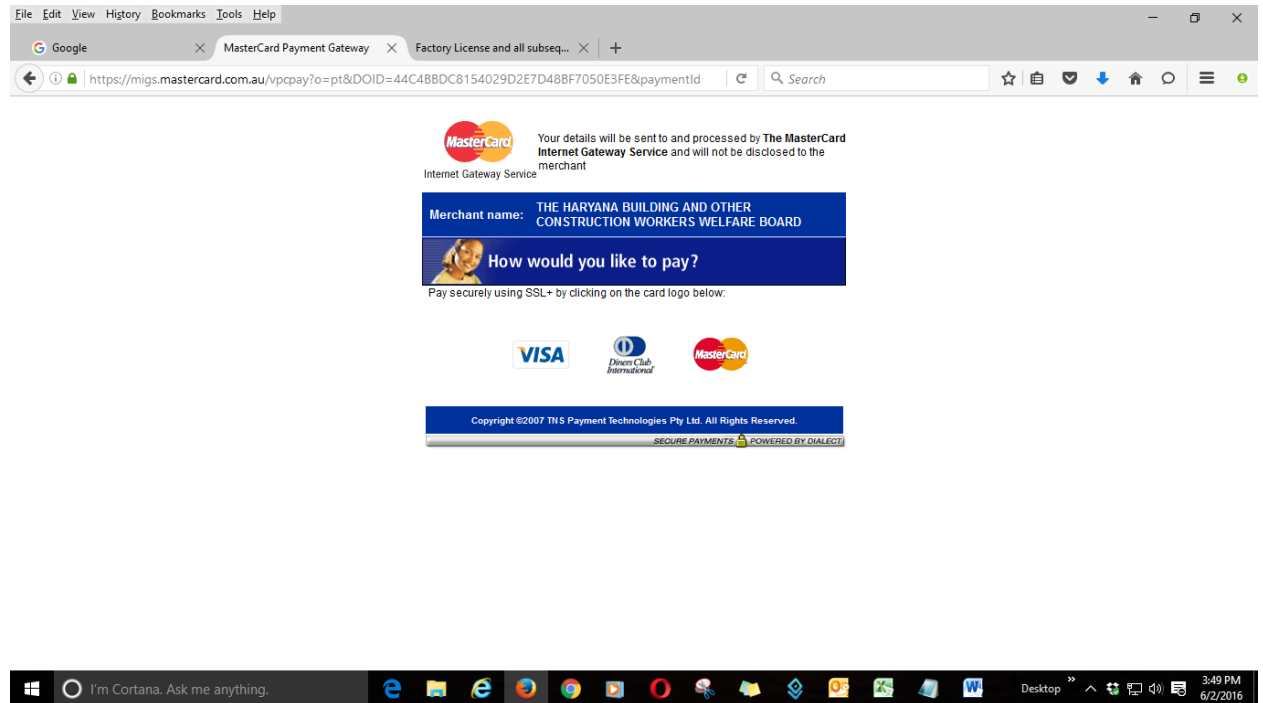
6. On Click on "click here to Pay" the payment gateway appear
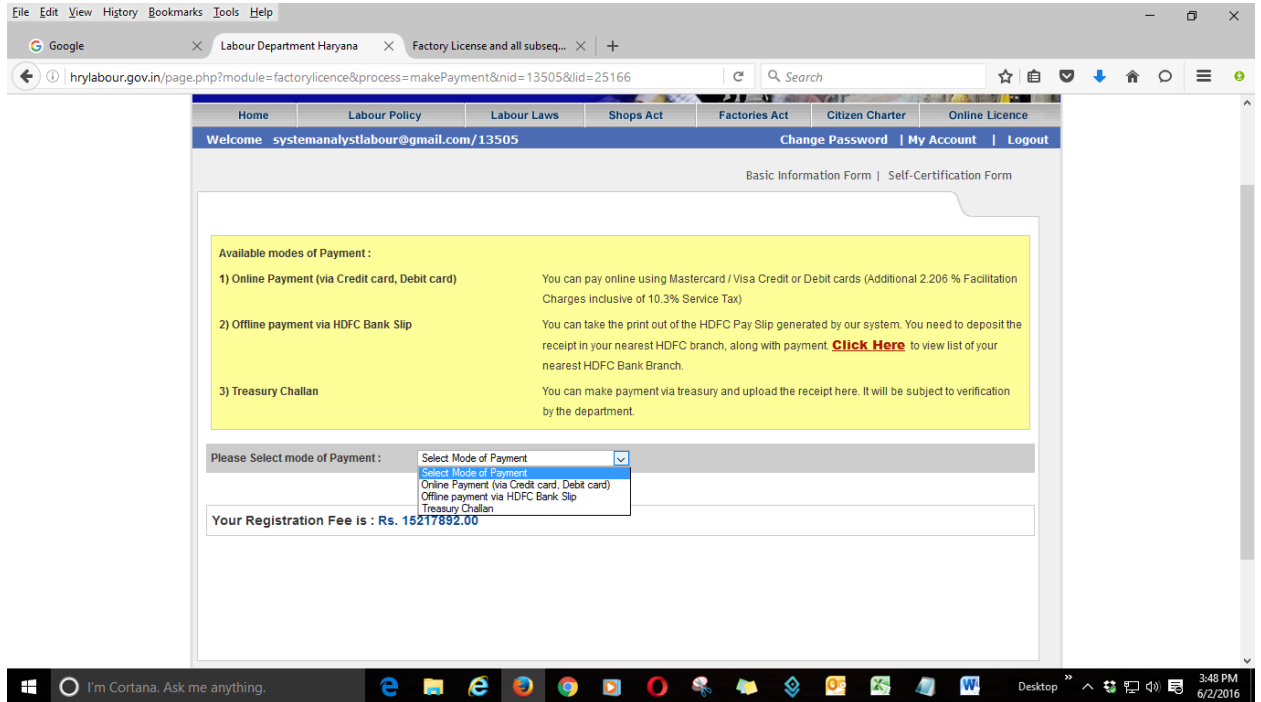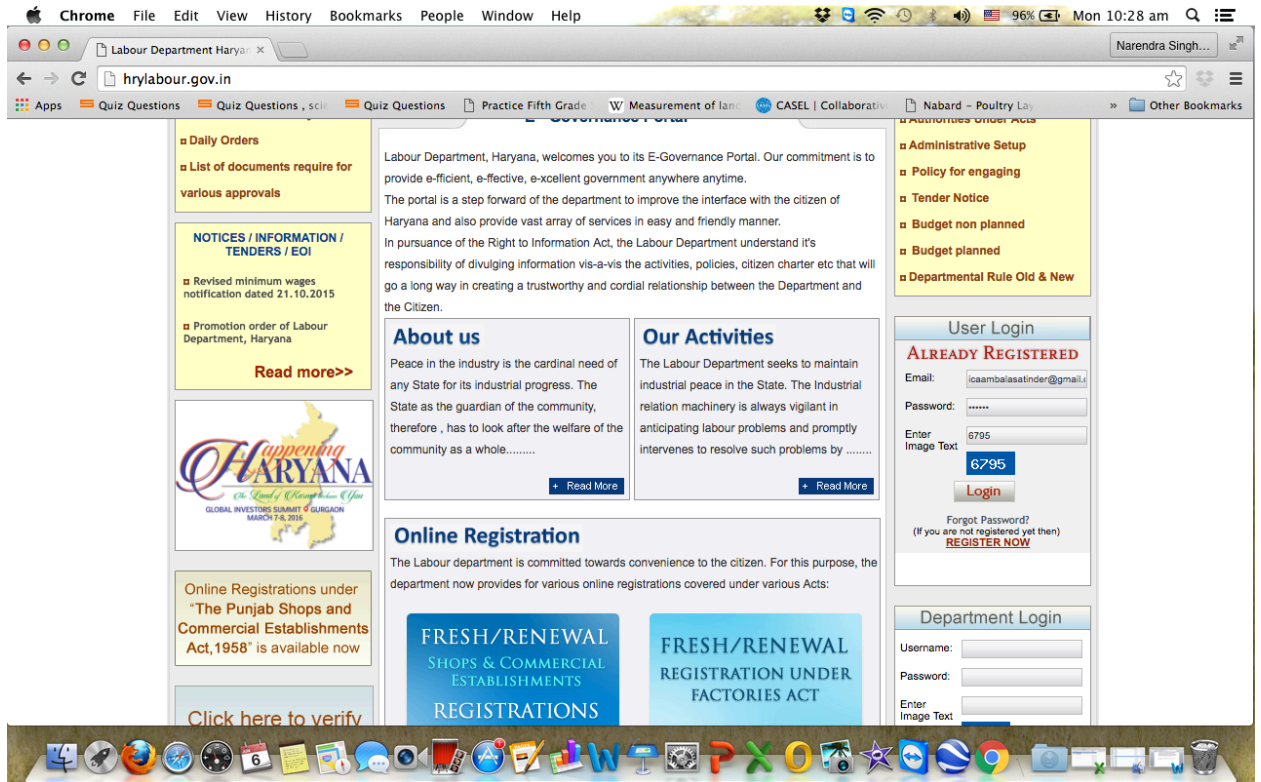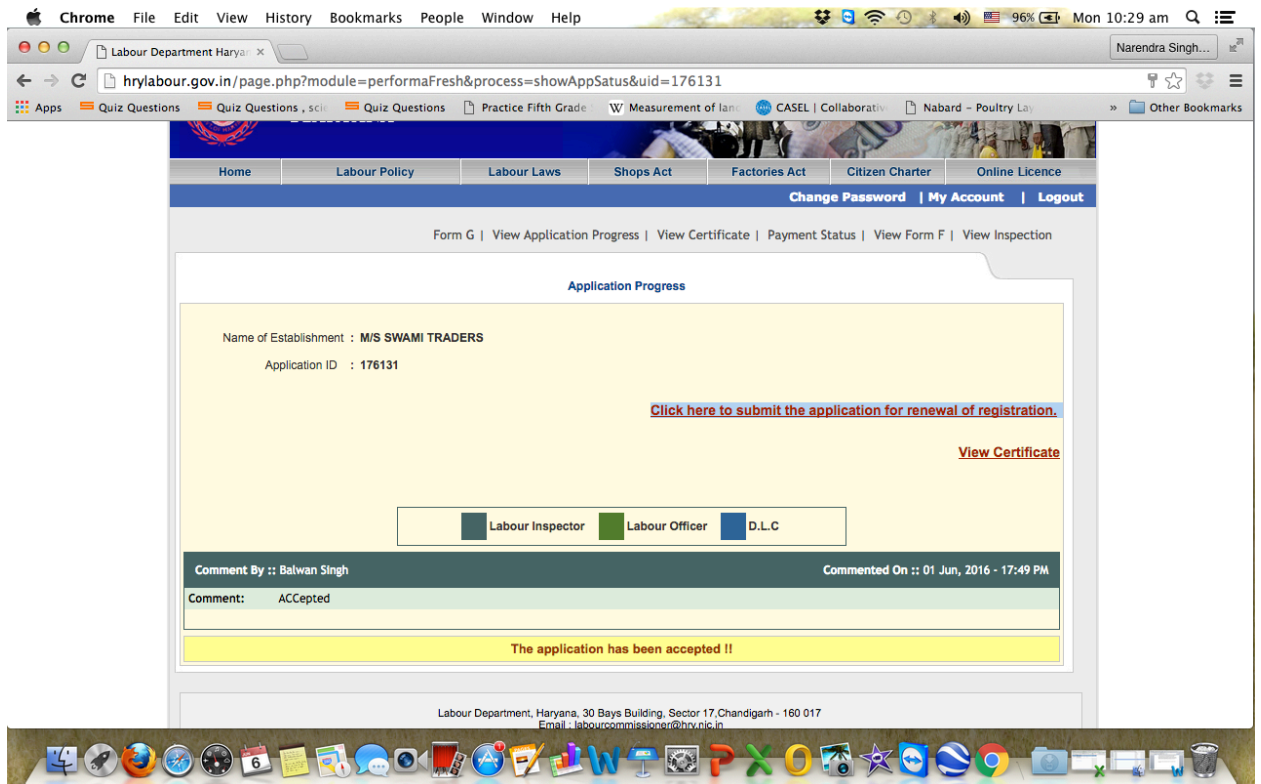

7. Click Pay Now

Select the card payment option

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

The renewal applications in form F

As explained above the fee payments are same as above

The option to view applications progress
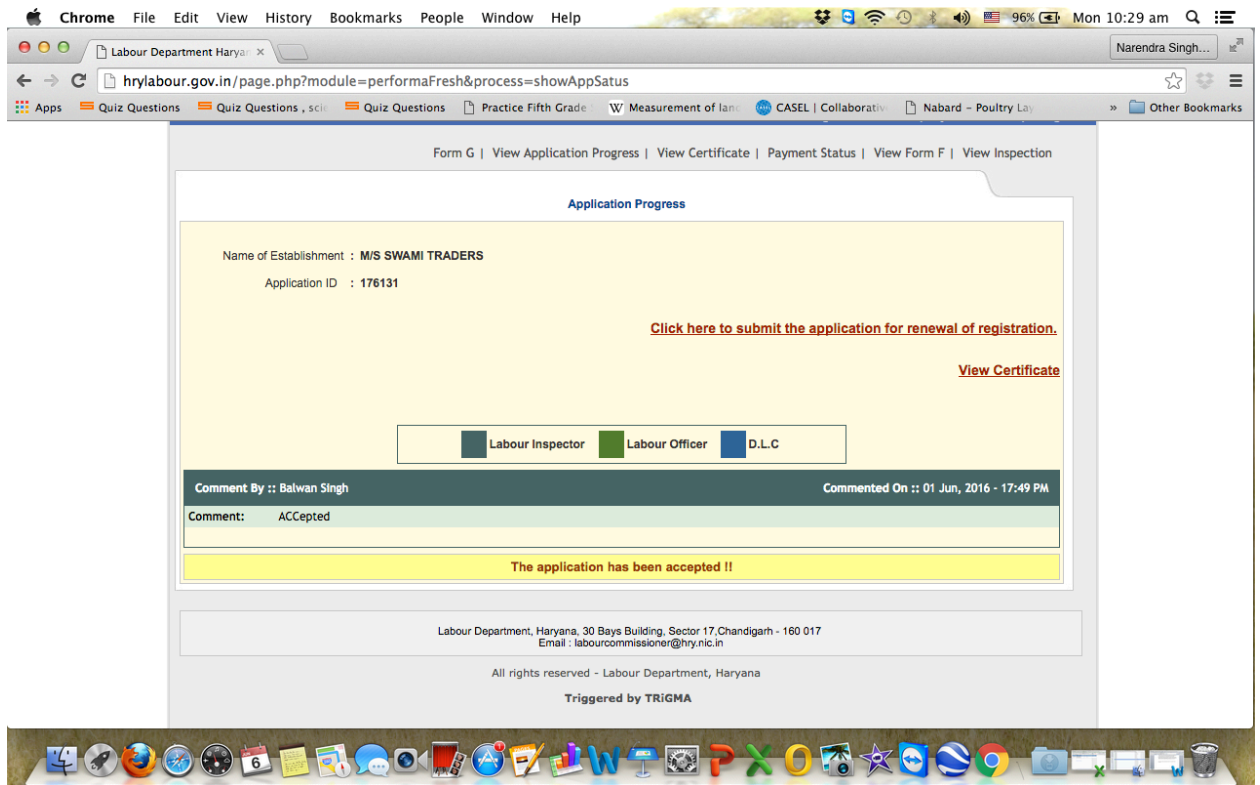
11. If user does not remember his login credential he can search for them as explained in above screen shots, e-mail support sends the reset password.