

Recommendation No. - 147- 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- Registration under the Shops and Establishment Act

(Ref: <https://www.bihar.gov.in>)

Step 1: Login into the www.bihar.gov.in website and select “Labour Resources Department” ->”Registration for Licenses”

The screenshot shows the Bihar Official State Portal website. The browser address bar displays www.bihar.gov.in. The page header includes navigation links like "Skip to main content", "Add to Favorites", and "Skip to Navigation". The main navigation menu includes "Home", "Study in Bihar", "Governor", "Government", and "e-Services". A search bar is present with the text "Enter your keyword".

The "e-Services" menu is expanded, showing the following options:

- Human Resource
- Development
- Labour Resource
- Department
- IT Department

The "Labour Resource" option is highlighted with a yellow circle. A sub-menu is visible under "Labour Resource" with the following options:

- Registration for Employment
- Registration for Licence







The "Registration for Licence" option is also highlighted with a yellow circle.

Other visible content includes a "Buddha" section with an image of a Buddha statue, an "Emergency Number" section with contact numbers for Fire Services (101), Ambulance (102), Police (100), and Railway (139), and a "Bihar Profile" section with a brief description of the state. On the right side, there is a profile of Shri Nitish Kumar, Hon'ble Chief Minister, with links to his profile, website, and a "Write to CM" option. A "How do I?" section lists links for Register, Login, Submit Application, and Check application status.

Step 2: select “Registration for Licenses” related option to see the list of e-services offered by the Labour Resources Department

The screenshot shows the Bihar Official State Portal with the following elements:

- Browser:** Labour Resource Departme... | www.bihar.gov.in/services_ird
- Navigation:** Home, Study in Bihar, Governor, Government, e-Services
- Breadcrumbs:** Home » e-Services » Labour Resource Department » Registration for Licence
- Table:**

Acts	Description
Motor Transport Workers Act, 1961  	An act to provide for the welfare of motor transport workers and to regulate the condition of their work. It applies to every motor transport undertaking employment where two or more than two motor transport workers are engaged. Registration of motor transport undertakings-(sec-3)- Every employer of a motor transport undertaking to which this act applies shall have the undertaking registered under this act. Both registration and renewal application may be submitted in Form I with fee prescribed in rule (5) to the labour superintendent of the district.
Beedi and Cigar Workers Act, 1966  	Purpose- For enforcing better condition of labour amongst those who are engaged in manufacture of Beedi and Cigar. Licences- Any person who intend to use or allow to be used any place or premises as an industrial premises shall make an application in writing to the competent authority (Labour Superintendent of the district) in Form I and on payment of requisite license to use or allow to be used such premises as an Industrial Premises (Section 4 of the act) shall be issued.
Boilers Act, 1923  	The Inspectorate of Boilers is particularly responsible for the enforcement of the provisions of the Indian Boilers Act, 1923 and the Steam Vessels Act. This branch, which is purely technical in nature, has been placed under the chief Inspector of Boilers with 2 Inspector of Boilers posted in the field. The work of inspection and enforcement under Office Rent Provisions of the Act is carried out under the supervision of the Chief Inspector of Boilers, who works under control and supervision of the

Step 3: Select the e-service (Registration under The Shops and Establishment Act e-services)

The screenshot shows a web browser window with the following details:

- Browser: Mozilla Firefox
- Page Title: Labour Resource Department Acts | Official State Portal of Bihar, India
- URL: https://www.bihar.gov.in/services_1rd
- Navigation: Back, Forward, Search, Home, etc.
- Content: A table listing various e-services with their descriptions.

Contract Labour Act, 1970	employed on any day of the preceding twelve months as Contract Labour. To every contractor who employs or who employed twenty or more workers as contractor on any day of the preceding twelve month.
Inter State Migrant Act, 1979	The Employment wing of the Directorate of Employment & Training, under the administrative control of the Labour Resources Department, Govt. of Bihar, is responsible for administration of the network of Employment Exchanges and University Employment & Information Guidance Bureau in the whole of the State of Bihar, with the mission to collect, process and disseminate all information relating to job opportunities to all job seekers in order to provide job assistance to them.
Trade Union Act, 1926	An Act to provide for the registration of Trade Unions and in certain respects to define the law relating to registered Trade Unions. Every application for registration of a Trade union shall be made in Form A appended to the Trade Unions Act 1926 before the Registrar of Trade Unions and shall be accompanied by a copy of Rules of the trade union and a statement
The Factory Act, 1948	The Occupier of the Factory should submit the application in Prescribed form along with requisite License fee and the other relevant documents in the office of the Inspector of Factories. In Case of Section-85 Factories the License is valid till the closure of Factory subject to the Condition that there is no amendment in the specified facts on the License.
The Bihar Shops and Establishment Act, 1953	To protect the benefit of workers working in the unorganized sector of Shops and establishments. To regulate the condition of worker and employment in shops and establishments.
Correction of Attachments	A provision for citizens where they can attach the required documents for the service if the department finds any problem with already attached documents along with form
Generate Licence	A provision for citizens where they can download the Licence / Certificate only after all the details are approved Department.

Additional elements in the screenshot include a purple circular icon with the number '0' in the bottom right corner and a partial URL at the bottom: https://www.bihar.gov.in/bihar_shop

Step 4: Login to the portal using your User Id and Password (**User ID:** Portal_User and **Password:**Root@123)

https://www.bihar.gov.in/user/login?destination=node/1824

Skip to main content / Add to Favorites / Skip to Navigation / हिन्दी

Theme [Color Selection] [Zoom In] [Zoom Out]

Log in Create new account RSS

Home Study in Bihar Governor Government e-Services

Enter your keyword Search

Home » User account

Create new account Log in Recover password

Username * Portal_User

Enter your Official State Portal of Bihar,India username.

Password * [Masked]

Enter the password that accompanies your username.

What code is in the image? * 4776

Enter the characters shown in the image.

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Waiting for www.bihar.gov.in...

Step 5: Select Fill Online option for Registration under The Shops and Establishment Act

Bihar Shop | Official State P... x

https://www.bihar.gov.in/bihar_shop

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Theme You are logged in as Portal_User | Edit Log out RSS


Home Study in Bihar Governor Government e-Services Enter your keyword Search

Home » Bihar Shop

Form Name	Description	Action
Application for Registration Form 1(rule 3)	To protect the benefit of workers working in the unorganized sector of Shops and establishments.To regulate the condition of worker and employment in shops and establishments.	Fill Online
Application for Digitization of Existing Shops and Establishments under Bihar Shops and Establishment Act	To protect the benefit of workers working in the unorganized sector of Shops and establishments.To regulate the condition of worker and employment in shops and establishments.	Fill Online
Notice of Closure Form No-V (Rule 9(i))	To protect the benefit of workers working in the unorganized sector of Shops and establishments.To regulate the condition of worker and employment in shops and establishments.	Fill Online
Application for Amendment of Certificate of Registration Form No-IV (Rule 4)	To protect the benefit of workers working in the unorganized sector of Shops and establishments.To regulate the condition of worker and employment in shops and establishments.	Fill Online

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https://www.bihar.gov.in/reg_shop



Step 6: Fill in the online form for application for license for Registration under The Shops and Establishment Act

Bihar Shops and Establishment | Official State Portal of Bihar,India - Mozilla Firefox

Bihar Shops and Establish... x +

https://www.bihar.gov.in/reg_shop

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Official State Portal

Home Study in Bihar Governor Government e-Services

Enter your keyword Search

Home » Bihar Shops and Establishment

Bihar Shops & Establishments Rules, 1955

Application for Registration

Form No-1 (Rule 3)

Fields marked with * are mandatory

▼ Establishment Details

Name OF the Establishment *	ABCD Stores	Full postal address of the Establishment	Test
Type Of Establishment *	Shops	District *	PATNA
Block/Circle	- None -	Pincode	800123
Location of the Establishment(Including the number of holding / ward and name of the police station in which it is situated)	Test		
Type method	English		

Bihar Shops and Establishment | Official State Portal of Bihar,India - Mozilla Firefox

Bihar Shops and Establish... x +

https://www.bihar.gov.in/reg_shop

the police station in which it is situated)

Opening Date Of Establishment *

Whether the establishment is registered under the Bihar Sales Tax Act 1947 (Now Bihar Finance Act , 1981)

Is it a Firm / Private Entity

Maximum Number of persons proposed to be employed on any day during the calender year in which this application is filed

Adult(Male and Female) * Young Person(Male and Female) *

Children(Male and Female) * Number of Employer's Family *

Particulars of Person having Interests in the Establishment as the Employer

Serial No.	Name and Parentage	Designation	Permanent Address	Pincode	Name of Interest
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employer Details(Manager, Agent or any other person) who is in the immediate charge of the general management or control of the establishment

Type method Permanent Address

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Bihar Shops and Establishment | Official State Portal of Bihar,India - Mozilla Firefox

Bihar Shops and Establish... x +

https://www.bihar.gov.in/reg_shop Search

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Form 8 TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Declaration regards non-registration of establishment prior to registration * TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png' Maximum Upload Size: "100 KB"

Partnership deed / MOA / MOU / JV / LLP TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Letter of Authorization TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Photograph of the sign board of establishment / shops * TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Signature with Designation of the Employer * TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Signature of Applicant * TEST1.JPG
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Additional attachment

Name of additional attachments1

Additional attachments1 No file selected. [Back to Top](#)
Allowable Formats: 'gif', 'jpg', 'png', 'pdf' Maximum Upload Size: "100 KB"

Name of additional attachments2

Additional attachments2 No file selected.

Step 7: Select the declaration section & submit the Filled Application Form.

Bihar Shops and Establishment | Official State Portal of Bihar,India - Mozilla Firefox

Bihar Shops and Establish... x +

https://www.bihar.gov.in/reg_shop

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Additional attachments1
Allowable Formats: "gif", "jpg", "png", "pdf" Maximum Upload Size: "100 KB"

Name of additional attachments2

Additional attachments2
Allowable Formats: "gif", "jpg", "png", "pdf" Maximum Upload Size: "100 KB"

Name of additional attachments3

Additional attachments3
Allowable Formats: "gif", "jpg", "png", "pdf" Maximum Upload Size: "100 KB"

Name of additional attachments4

Additional attachments4
Allowable Formats: "gif", "jpg", "png", "pdf" Maximum Upload Size: "100 KB"

Declaration *

I here by declare that to the best of my knowledge and belief the particulars given above are true.

Reset Submit Form

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Step 8: Fill the General Guideline for Classification of Industries.

Risk Analysis | Official State Portal of Bihar, India - Mozilla Firefox

Risk Analysis | Official State... x

https://www.bihar.gov.in/risk_analysis/1232313/1814

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Official State Portal

Home Study in Bihar Governor Government e-Services

Enter your keyword Search

Home » Risk Analysis

General Guideline for classification of Industries/Factories as Low/Medium/High Risk Industries/Factories

Fields marked with "*" are mandatory

Risk Particulars

Total Man Power engaged per day & Total rated capacity (power) installed expressed in H.P. _____

Details of Workers *

Amount of power in H.P. *

Location

Population *

Seismic Zone *

Lightening / Thundering Area *

Flood Affected Area *

Near MAH Unit *

MAH Unit *

Hazardous Operations *

(Section-2 of Factories Act, 1948) and 1st Schedule

Occupational Health Hazards *

MAH Unit *

MAH Unit

Hazardous Operations *

Not Applicable

(Section-2 cb of Factories Act,1948) and 1st Schedule

Occupational Health Hazards *

Not Applicable

(Schedule-3 of Factories Act,1948)

Dangerous Operations *

Not Applicable

(Refer Schedule to Bihar Factories Rules, 1950)

Chemical Process *

Not Applicable

(Refer Schedule to Bihar Factories Rules, 1950)

Storing Chemicals *

Not Applicable

(Please refer to control of Industrial Major Accident Hazardous Rules, 1950)

Category of Factories under Central Pollution Control Board *

Non Polluting

Operation in Shifts *

General

Approach road to the units *

Width less than 20 feet

Fire Prone Factories *

Class D & E

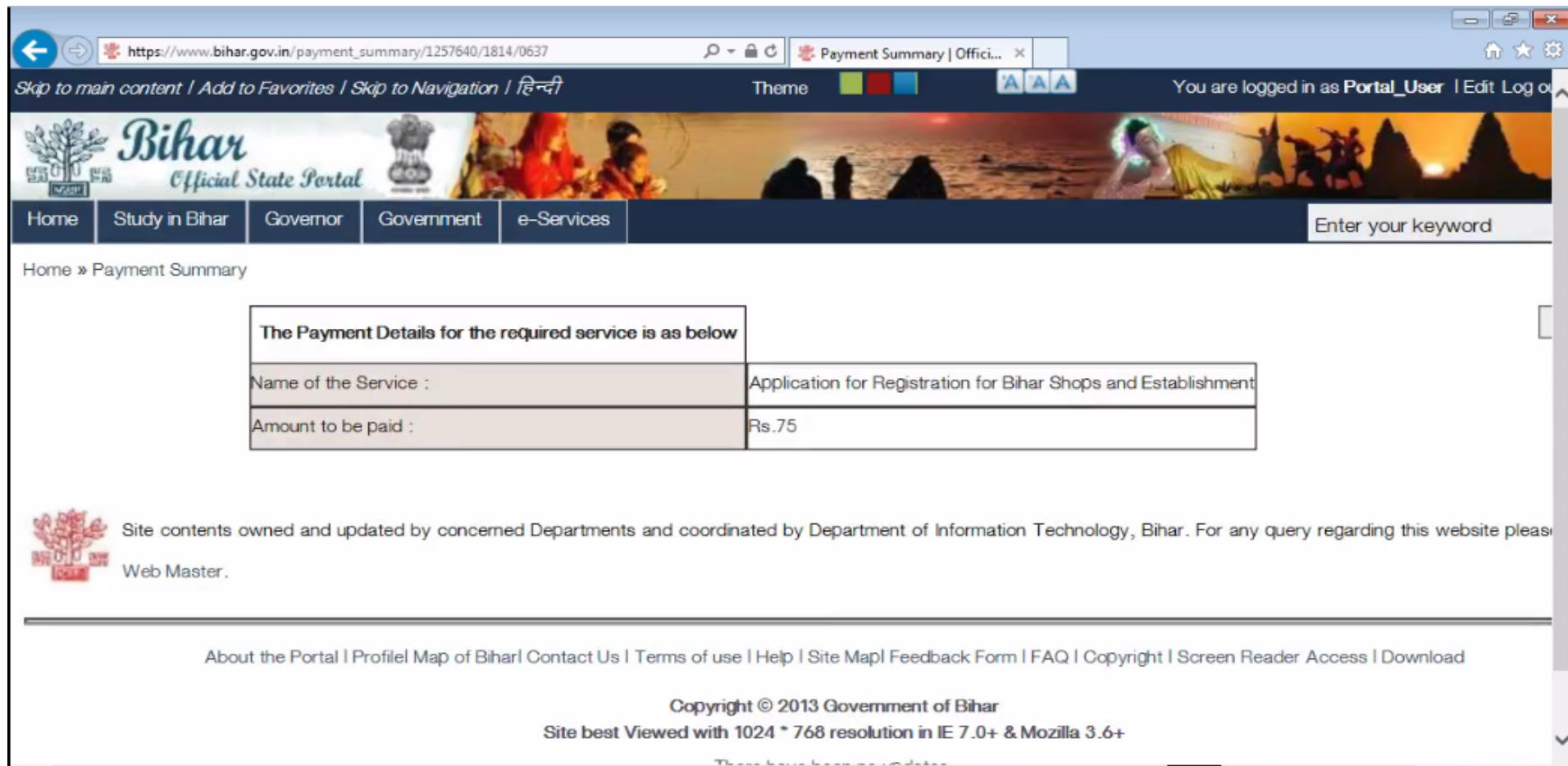
(Please Refer to Factories Rules, 1950)

Elevation of work place *

Not Applicable

[Back to Top](#)





















Step 9: Make the payments Select Pay Now Option. The SBI Payment Gateway has been implemented and an user can make the payment using net banking/ credit card/ debit card:



The screenshot shows a web browser window displaying the Bihar Official State Portal. The URL is https://www.bihar.gov.in/payment_summary/1257640/1814/0637. The page title is "Payment Summary | Offici...". The user is logged in as "Portal_User". The navigation menu includes "Home", "Study in Bihar", "Governor", "Government", and "e-Services". A search bar is present with the text "Enter your keyword". The main content area shows a breadcrumb "Home » Payment Summary" and a table with the following details:

The Payment Details for the required service is as below	
Name of the Service :	Application for Registration for Bihar Shops and Establishment
Amount to be paid :	Rs.75

At the bottom of the page, there is a footer with the following text: "Site contents owned and updated by concerned Departments and coordinated by Department of Information Technology, Bihar. For any query regarding this website please contact the Web Master." Below this, there is a horizontal line and a list of links: "About the Portal | Profile | Map of Bihar | Contact Us | Terms of use | Help | Site Map | Feedback Form | FAQ | Copyright | Screen Reader Access | Download". The footer also includes "Copyright © 2013 Government of Bihar" and "Site best Viewed with 1024 * 768 resolution in IE 7.0+ & Mozilla 3.6+".

NET BANKING	CARD PAYMENTS
<p> State Bank of India <i>With you - all the way</i> Bank Charges: Nil </p>	<p>This payment mode is not available between 23:30h IST and 00:30h IST</p>
<p> State Bank of Bikaner and Jaipur <i>The Bank with a vision</i> Bank Charges: Nil </p>	
<p> State Bank of Hyderabad <i>You Can Always Bank on Us</i> Bank Charges: Nil </p>	<p> State Bank ATM-cum-Debit Card Bank Charges: 0.0 </p>
<p> State Bank of Mysore <i>Working for a better tomorrow</i> Bank Charges: Nil </p>	<p> Other Banks Debit Cards Bank Charges: 12.0 </p>
<p> State Bank of Patiala <i>With You Everyday Every Inch of The Way</i> Bank Charges: Nil </p>	<p>OTHER PAYMENT MODES</p>
<p> State Bank of Travancore <i>A Long Tradition of Trust</i> Bank Charges: Nil </p>	
<p> Other Banks Internet Banking Bank Charges: 6.0 </p>	<p> SBI BRANCH Bank Charges: Nil </p>

[Click here to abort this transaction and return to the LABOUR RESOURCE DEPARTMENT site.](#)



Dear Customer,
SBI Payment Gateway will secure your payment to **MOPSBIDRCARD**.

Select the type of card*

Card Number *
(Please enter your card number without any spaces)


Expiry Date *
(Please enter expiry date provided on your card)

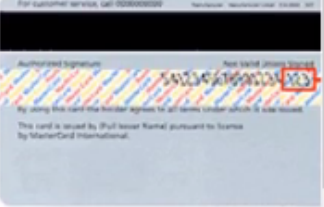

CVV2 / CVC2 / CVD2 Number *
(CVV2 / CVC2 / CVD2 is the three digit security code printed on the back of card)

Name on Card

Purchase Amount **INR 75.0**

Word Verification *
Type the characters you see in the picture below

 Click here for new image.



3 Digit Card Verification Number

"SBI's Secure Payment Gateway"



Dear Customer,
For added security your transaction is being processed through Verified by Visa(VbV). Please click on the Proceed with VbV button to continue this secure transaction.

A service brought to you by SBI Bank.
Note: This page will expire in 10 minutes

Step 10: Once the payment is successful, unique reference ID will be generated. Please note down the unique reference number for your future records.

The screenshot shows a web browser window displaying the Bihar Official State Portal. The address bar shows the URL: <https://www.bihar.gov.in/echallan/1257640//1814/0637>. The page header includes navigation links: "Skip to main content", "Add to Favorites", "Skip to Navigation", and "हिन्दी". There is also a "Theme" selector and a user login status: "You are logged in as Portal_User | Edit Log out". The main banner features the Bihar logo and the text "Bihar Official State Portal". Below the banner is a navigation menu with links: "Home", "Study in Bihar", "Governor", "Government", and "e-Services". A search bar on the right contains the text "Enter your keyword". A green message box in the center of the page contains the following text:

- Mail send to this email ID : abhi3g1@yahoo.com
- Successfully submitted and your Reference id LRD/RBSE/1257640

The reference ID "LRD/RBSE/1257640" is circled in yellow. Below the message box is a large empty rectangular area. At the bottom of the page, there is a footer with the following text:

Site contents owned and updated by concerned Departments and coordinated by Department of Information Technology, Bihar. For any query regarding this website please contact
Web Master.
I

Below the footer, there are several links: "About the Portal", "Profile Map of Bihar", "Contact Us", "Terms of use", "Help", "Site Map", "Feedback Form", "FAQ", "Copyright", "Screen Reader Access", and "Download". At the very bottom, it says "Copyright © 2013 Government of Bihar".

Step 11: Check the current status of the application. Select the “Application Status” under the home screen.

The screenshot shows the official website of Bihar, India. The browser address bar displays "https://www.bihar.gov.in". The page header includes the Bihar logo and the text "Official State Portal". A navigation menu contains links for Home, Study in Bihar, Governor, Government, and e-Services. A search bar is located on the right side of the header.

The main content area is divided into several sections:

- Buddha:** A section featuring a photograph of a Buddha statue.
- Emergency Number:** A list of emergency services: Fire Services:101, Ambulance:102, Police:100, Railway:139, Patna Airport:141, and Doctor:1911.
- News & Events:** A list of recent news items, including "Super30 hero Anand Kumar seeks extra chance in JEE like UPSC | Feb-11-2014", "Fire in Valmiki Nagar Tiger Reserve, no report of animal death | Feb-09-2014", and "Bihar announced New Surrender and Rehabilitation Policy for Maoists | Dec-04-2013".
- Bihar Profile:** A section providing information about Bihar, including its geographical size (38,202 sq mi) and population (3rd largest by population).
- Important Links:** A grid of links including Schemes, Govt. Announcements, Govt. Tenders, Govt. Orders, Departments, Document, Press Release, Quick Links, and **Application Status** (highlighted with a yellow circle). A "Dashboard" link is also present.
- Shri Nitish Kumar:** A profile section for the Chief Minister, including a photo and links for "CM'S Profile", "CM Website", and "Write to CM".
- How do I?:** A section with links for Register, Login, Submit Application, Check application status, Provide Feedback, and Know my NCO.

Step 12: Enter the Unique ID/ Application Reference No. to check the current Status

The screenshot shows a web browser window with the URL https://www.bihar.gov.in/generate_licence. The page header includes the Bihar Official State Portal logo and navigation links: Home, Study in Bihar, Governor, Government, e-Services. A search bar is present with the text "Enter your keyword" and a "Search" button. The user is logged in as "Portal_User".

The main content area features a form titled "Enter your Submission Id" with a text input field containing "LRD/RBSE/1257640" and a "Submit" button. Below the form, there is a disclaimer: "Site contents owned and updated by concerned Departments and coordinated by Department of Information Technology, Bihar. For any query regarding this website please contact Web Master."

The footer contains the following text: "About the Portal | Profile Map of Bihar | Contact Us | Terms of use | Help | Site Map | Feedback Form | FAQ | Copyright | Screen Reader Access | Download", "Copyright © 2013 Government of Bihar", "Site best Viewed with 1024 ~ 768 resolution in IE 7.0+ & Mozilla 3.6+", and "This page was updated on 28/06/2016 - 09:42".

At the bottom left, there is a "Type method" dropdown menu currently set to "English".

Step 13: Review the current status of the application.

The screenshot shows a web browser window with the URL https://www.bihar.gov.in/profile_status. The page header includes navigation links like "Skip to main content" and "Add to Favorites", a theme selector, and a user login status: "You are logged in as Portal_User | Edit Log out". The main banner features the Bihar logo and the text "Bihar Official State Portal". Below the banner is a navigation menu with "Home", "Study in Bihar", "Governor", "Government", and "e-Services". A search bar on the right contains the text "Enter your keyword".

The main content area shows the breadcrumb "Home » Track Your Application Status". Below this is a form to enter a Reference ID. The input field contains "LRD/RBSE/1257640" and a "Search" button.

SID	Title	Status
1257640	Labour Resources -- Application for Registration for Bihar Shops and Establishment	Applicaitonreceived

At the bottom, there is a footer with a logo and text: "Site contents owned and updated by concerned Departments and coordinated by Department of Information Technology, Bihar. For any query regarding this website please contact Web Master." Below the footer is a horizontal line with links: "About the Portal | Profile Map of Bihar | Contact Us | Terms of use | Help | Site Map | Feedback Form | FAQ | Copyright | Screen Reader Access | Download". The browser's address bar at the very bottom shows <https://www.bihar.gov.in/user>.