



Business Reform Action Plan 2016 Response by Government of Maharashtra

Area 2b: Online Single Window System

36: Ensure renewal under 'Shops and Establishments Act' is provided as a service through the online single window system in a manner that allows online filing, payments, tracking of status, approvals and issuance of the certificate(s)

Response: **Yes**

Remarks: Renewal under Shops and Establishment Act service has been integrated with the MAITRI Single Window. Investor can make online application, payment and track status of his application through the Single window portal.

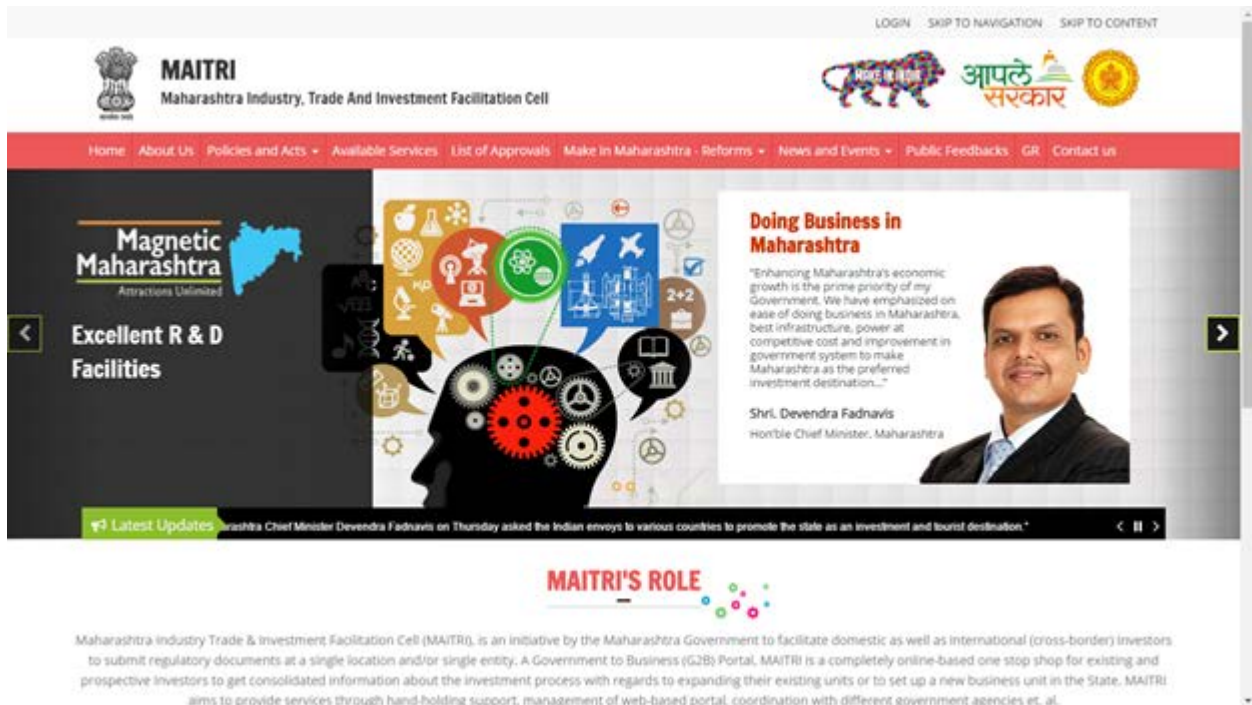
The log in is <https://maitri.mahaonline.gov.in>.

The end to end process through the single window is given in the screenshots below for the application of renewal under 'Shops and Establishments Act'.

Supporting Documents:

Please find below the step-by-step process for online application.

1. The investor enters the URL: <https://maitri.mahaonline.gov.in>
2. Applicant needs to log in through MAITRI – the single window portal for the State of Maharashtra.



3. The applicant registers on MAITRI and submits a populated CAF along with a payment as per his investment bracket.



Government Of Maharashtra

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LOGIN SKIP TO NAVIGATION SKIP TO CONTENT A- A A+

MAITRI
Maharashtra Industry, Trade And Investment Facilitation Cell

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LOG IN

[New Registration](#) [Forgot Password?](#)

testmaitri.mahaonlinegov.in/Registration/Registration

Useful Link
 Feedback
 Disclaimer and

Social Connectivity

Quick Link
 Investor Facilitation Portal
 Gallery
 Mygov.in

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MAITRI
Maharashtra Industry, Trade And Investment Facilitation Cell

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REGISTRATION

Full Name **Gender** Male Female TransGender

PAN Number **Aadhaar Number** **Mobile No.** **Enter OTP**

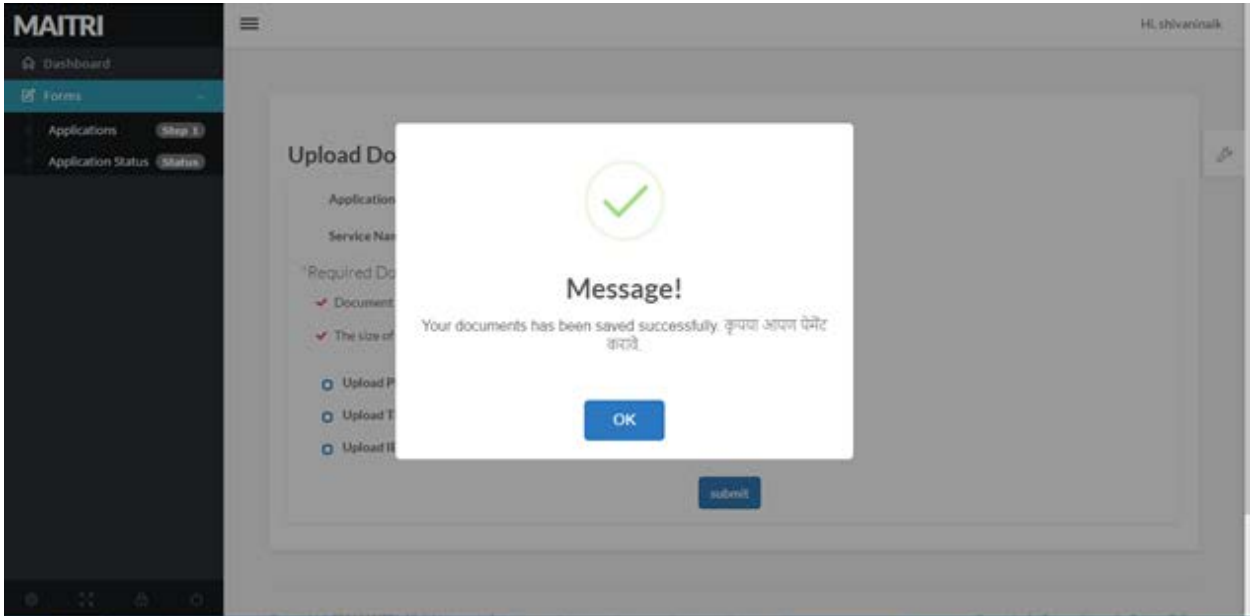
User name **Password** **Confirm new password** **Email-Id**

Username already exists!

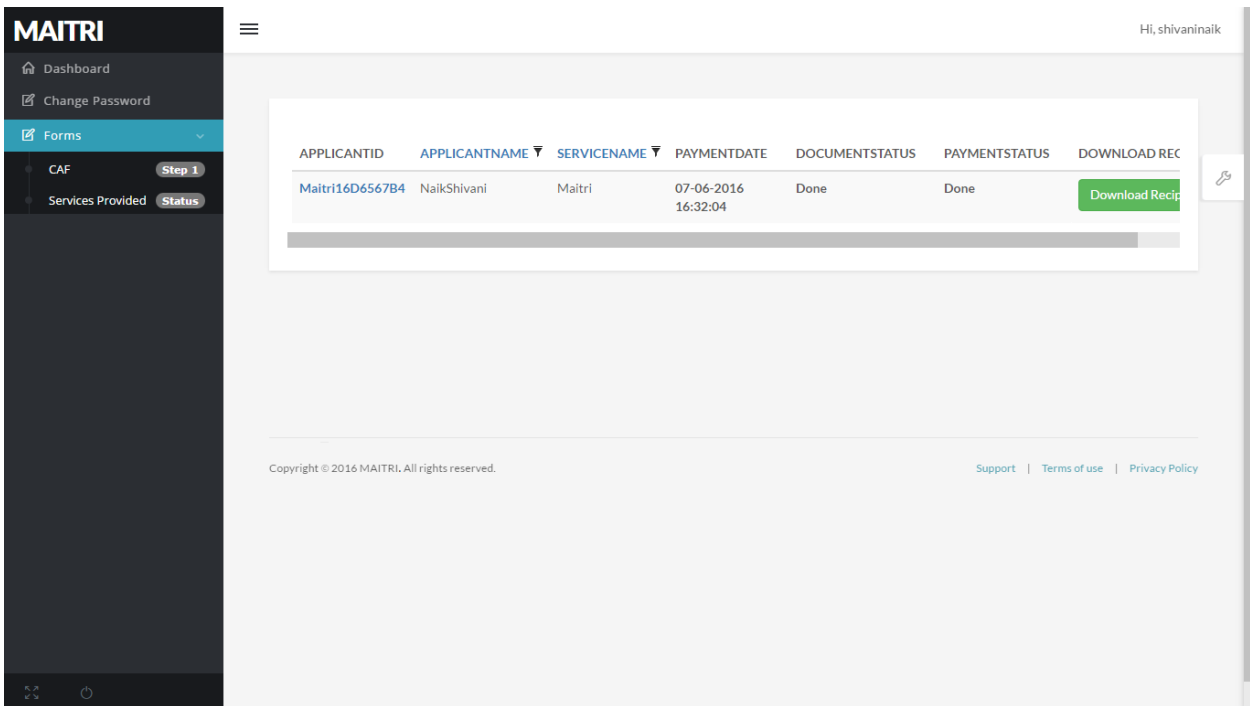
DZULE
 Try another
 Enter the text you see above:



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4. Submitting CAF and completing the payment



5. Once the CAF is populated through MAITRI, user can view and download the details he has entered



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MAITRI



Hi, vadmin

Dashboard

Change Password

Forms

CAF Step 1

Services Provided Status

View Application Data

Application Id	: Maitri162D7D597	Title	: Mr.
Last Name	:	First Name	: Rajwardhan
Last Name 2	: Jadhav	First Name 2	: vikram
Last Name 3	:	First Name 3	:
Plot No	: 420	Street Address 1	: pune near natu bahg
Street Address 2	: mumbai sion	District	: Mumbai Suburban
Taluka	: Mumbai	Village	: Greater Mumbai (M Corp.) (Part) (802794)
Pincode	: 415645	Email	: test@gmail.com
Mobile Code	: 91	Mobile No	: 9745645645
Landline Code	: 91	Std Code	: 022
Landline No	: 64865464	Aadhar No	: 465456456845
PAN No	: ASDFR4589G	Created Date	: 21-06-2016 11:36:15

Industry Information

Industry Name	: Mahaonline	Background of the Company	: IT
Plot no.	: 7889	Street Address 1	: pune
Street Address 2	: mumbai	District	: Mumbai Suburban
Taluka	: Borivali	Village	: Borivali



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MAITRI

Dashboard

Change Password

Forms

CAF

Step 1

Services Provided

Status

Hi, vadmin

Street Address 2	: mumbai	District	: Mumbai Suburban
Taluka	: Borivali	Village	: Borivali
Pincode	: 456456	Plot no.	: 7889
Street Address 1	: pune	Street Address 2	: mumbai
District	: Mumbai Suburban	Taluka	: Borivali
Village	: Borivali	Pincode	: 456456
Email ID	: test@gmail.com	Landline Country code +	: 91
STD code	: 022	Landline no	: 45648456
FaxNumber Country code +	: 91	STD No	: 022
Fax No	: 56484564	Website	: http://testmaitri.mahaonlinegov.in/Industry/Indus
PAN Number of the industry	: PLKHJ8765T	TIN Number of the industry	: 45645654546
Nature of Industry	:	Type Of Industry	: Manufacturing
Total Project Cost (in INR)	: 465865.00	Total	: 97133413.00
Investment in Plant & Machinery (in INR)	: 4865656.00	Investment in Land (in INR)	: 5645645.00
Investment in Building (in INR)	: 56456.00	Investment in Other (in INR)	: 86565656.00
Equity / Internal Accrual (in INR)	: 556.00	Term loans from Financial Institutions (in INR)	: 656.00
Unsecured loan (in INR)	: 556.00	Other sources (in INR)	: 556.00
Category of Registration	: IEM-B/LOI/IL	Registration Number	: 7895
Date of Registration (DD/MM/YYYY)	: 08-10-2015 00:00:00	Industry Sector	: Agro and Food
Product Name	: shikadik	Major raw materials	: seeds/dialer



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MAITRI



Hi, vadmin

Dashboard

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Forms

CAF

Step 1

Services Provided

Status

(DD/MM/YYYY)

Product Name : akjdadjk Major raw materials : asdasdjaks

Estimated installed production capacity (no./ton/litre) : 4856546.00 Product Name 2 :

Major raw materials 2 : Estimated installed production capacity (no./ton/litre) 2

Product Name 3 : Major raw materials 3 :

Estimated installed production capacity (no./ton/litre) 3 : Expected turnover : INR 50 - 100 crore

Date of Commencement (MM/YYYY) : 04/2016 a) Skilled Male (No.) : 486.00

a) Skilled Female (No.) : 5556.00 b) Semi-Skilled Male (No.) : 6556.00

b) Semi-Skilled Female (No.) : 58.00 c) Unskilled Male (No.) : 56.00

c) Unskilled Female (No.) : 565.00 Total Male (No.) : 55.00

Total Female (No.) : 565.00 STATUS OF INDUSTRY : Expansion or Diversification

PREFERRED LOCATION : MIDC Land Requirement : a855

Whether land is in possession : No Plot no. :

Street Address 1 : Street Address 2 :

District : Taluka :

Village : Pincode. :

Prefered District : Akola Estimated annual power requirement in KW : 556.00

Estimated annual power : 5656.00 Estimated annual effluent : 5656.00



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The screenshot shows the MAITRI dashboard with a sidebar menu on the left containing 'Dashboard', 'Change Password', 'Forms', 'CAF (Step 1)', and 'Services Provided (Status)'. The main content area displays a form with the following fields:

Total Female (No.)	: 565.00	STATUS OF INDUSTRY	: Expansion or Diversification
PREFERRED LOCATION	: MIDC	Land Requirement	: a855
Whether land is in possession	: No	Plot no.	:
Street Address 1	:	Street Address 2	:
District	:	Taluka	:
Village	:	Pincode.	:
Prefered District	: Akola	Estimated annual power requirement in KW	: 556.00
Estimated annual power requirement in m3	: 5656.00	Estimated annual effluent quantity in m3	: 5656.00
Estimated annual solid waste quantity in kg.	: 56.00	FUEL REQUIREMENT	:

A 'Download Application Form' button is located at the bottom right of the form. The footer includes 'Copyright © 2016 MAITRI. All rights reserved.' and links for 'Support', 'Terms of use', and 'Privacy Policy'.

6. On clicking the Services Provided tab on the left hand dashboard, he is transferred to a page with the list of 19 services which he can apply via MAITRI and 'Renewal under Shops and Establishment Act' is one of the services.

The screenshot shows a list of services available for application. The table has the following columns: SR.NO., APPLICATIONID, SERVICE NAME, APPLICATION STATUS, PAY STATUS, PAY DATE, REMARK, and STATUS. The service 'Renewal under Shops and Establishments Act' (SR.NO. 5) is highlighted with a red box.

SR.NO.	APPLICATIONID	SERVICE NAME	APPLICATION STATUS	PAY STATUS	PAY DATE	REMARK	STATUS
1		Registration under Shops and Establishments Act					Not Applied
2		Permission for engaging contractor for labour					Not Applied
3		Factories license					Not Applied
4		Factory building plan approval (under the Factories Act, 1948)					Not Applied
5		Renewal under 'Shops and Establishments Act'					Not Applied
6		Renewal under 'Factories license'					Not Applied
7		Water connection (MIDC and non-MIDC)					Not Applied
8		Consent to Establish (SRO and RO level)					Not Applied
9		Consent to Operate (SRO and RO level)					Not Applied

7. Select the application for Renewal under Shops and Establishments Act. This will transfer the user to the link of Labour Management System (LMS) portal and Form B opens as the



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landing page. The common fields in Form B are auto-populated by the information in Common Application Form (CAF) like address and details of the employer, the address and details of the establishment, etc. User has to fill in the rest of the fields.

SHIVANI NAIK

Factory Fee Calculator

Home

Shop and Establishment Registration

Steam Boiler

Principal Employer Registration

Contractor Licence

Building and Other Construction Registration

Factory Licence

PDF Download

Motor Establishment Registration

Beedi and Cigar License

Change Password

Labour Department
Registration / Licence Management System

Please fill following required information for renewal of registration certificate under the Maharashtra Shops and Establishment Act, 1948
(Details should be filled as per previous registration certificate)

Division / विभाग: Konkan
District / जिल्हा: Thane
Office Name: Shop Inspector Office, Vashi, Address- Agarwal Chambers No.2, Sector -

Previous Establishment Details (पूर्वीच्या आस्थापनेचे माहिती)

Old Registration No: 123456
Old Date of Registration: 14/01/2002
Expiry Date: 22/06/2016

Previous name of the establishment, if any (पूर्वीच्या आस्थापनेचे नाव कोणतेही असल्यास)

Name of the establishment if any: ABC एबीसी

Postal Address and situation of the establishment (आस्थापनेचे डाकेचा पत्ता आणि आस्थापनेचे जागा)

Name of Building: ABC	Name of Building (In Marathi): एबीसी	Street: ABC	Street (In Marathi): एबीसी
Landmark:	Landmark (In Marathi):	Locality / Ward:	Locality / Ward (In Marathi):

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PDF Download

Motor Establishment Registration

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Change Password

Labour Department
Registration / Licence Management System

Name of the employer (मालकाचे नाव)

Employer's Name: Shivani Naik शिवानी नाईक

Residential Address of the employer (मालकाच्या निवासस्थानाचा पत्ता)

Name of Building: ABC	Name of Building (In Marathi): एबीसी	Street: ABC	Street (In Marathi): एबीसी
Landmark: ABC	Landmark (In Marathi): एबीसी	Locality / Ward: ABC	Locality / Ward (In Marathi): एबीसी
State: MAHARASHTRA	District: Raigarh	Taluka: Panvel	Village: Kamothe
Pincode: 410209	Resident Since: 2002		

Name of Manager, if any his residential address (व्यवस्थापक असल्यास त्याचे नाव व त्याच्या निवासस्थानाचा पत्ता)



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आपले सरकार Labour Department
Registration / Licence Management System

SHIVANI NAIK

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Change Password

500 300 0 800

Establishment's Weekly Off / अस्थापनेची साप्ताहिक सुट्टी
रविवार / SUNDAY

Category of Establishment Type
SELF OWNERSHIP (PROPRIET*)

Self Declaration / स्वघोषणापत्र

I, Mr./Mrs./Ms. SHIVANI NAIK (शिवानी नाईक) aged 28 hereby declare that the information provided above is true and correct to the best of my personal information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under IPC 1980 and/or any other law applicable thereto.

I Agree

Kindly recheck the filled information before submitting the form / application, as you will not be able to change it later.
कृपया वरील माहिती तपासून ती जतन(Save) करा, त्यामध्ये बदल करता येणार नाही.
* In case of discrepancies in translation from English to Marathi, the applicant can use marathi Inscript keyboard by typing Ctrl + Y

आपले सरकार Labour Department
Registration / Licence Management System

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Establishment's Weekly Off / अस्थापनेची साप्ताहिक सुट्टी
रविवार / SUNDAY

Category of Establishment Type
SELF OWNERSHIP (PROPRIET*)

Self Declaration / स्वघोषणापत्र

I, Mr./Mrs./Ms. SHIVANI NAIK (शिवानी नाईक) aged 28 hereby declare that the information provided above is true and correct to the best of my personal information and belief. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under IPC 1980 and/or any other law applicable thereto.

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कृपया वरील माहिती तपासून ती जतन(Save) करा, त्यामध्ये बदल करता येणार नाही.
* In case of discrepancies in translation from English to Marathi, the applicant can use marathi Inscript keyboard by typing Ctrl + Y

Save Details



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The screenshot shows the Labour Department Registration / Licence Management System interface. A modal window displays the message: "Information / माहिती: Your Application Is Saved Successfully. Your ApplicationID is - 100000321611". The background form is partially visible, showing fields for Division (Konkan), District, Office Name, Previous Establishment, and Postal Address.

8. The screenshot below shows the user dashboard internal to LMS with the facility to download the form. The status tracker shows that the status of the Approval is 'Documents Pending'

The screenshot shows the Labour Department user dashboard. The 'Advance Search' section includes dropdowns for Department (SHOP) and Services, and a Search button. The 'Shop and Establishment Report' table is highlighted with a red box and contains the following data:

Sr.No.	ApplicationID	Registration No	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	100002051803	Not Generated		Shop and Establishment Registration	7	08/08/2016	17/08/2016		Under Scrutiny	Download Form Payment Receipt
2	100000321611	Not Generated	22 Jun 2016	Shop and Establishment Registration(Old User)	7				Document Pending	Upload Document Download Form



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आपले सरकार Labour Department
Registration / Licence Management System

SHIVANI NAIK

Factory Fee Calculator
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Shop and Establishment Registration
Steam Boiler
Principal Employer Registration
Contractor Licence
Building and Other Construction Registration
Factory Licence
PDF Download
Motor Establishment Registration
Beedi and Cigar License

Advance Search

Department: SHOP Services: ---Select Service--- Application ID: Search

Shop and Establishment Report

Sr.No.	ApplicationID	Registration No	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	100002051603	Not Generated		Shop and Establishment Registration	7	08/06/2016	17/06/2016		Under Scrutiny	Download Form Payment Receipt
2	100000321611	Not Generated	22 Jun 2016	Shop and Establishment Registration(Old User)	7				Document Pending	Upload Document <input type="text"/>

DownloadFile100000...p... 37.4 KB

9. After uploading the relevant documents, the status of the user changes to complete on the dashboard.

आपले सरकार Labour Department
Registration / Licence Management System

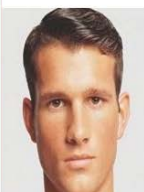
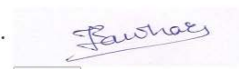
SHIVANI NAIK

Factory Fee Calculator
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Shop and Establishment Registration
Steam Boiler
Principal Employer Registration
Contractor Licence
Building and Other Construction Registration
Factory Licence
PDF Download
Motor Establishment Registration
Beedi and Cigar License
Change Password

Kindly upload scanned copy of documents.(File format - Jpg/Jpeg, png,pdf and Size Jpg/Jpeg, png should be minimum 75kb and maximum 100kb and Size of pdf should be less than 512kb.)
कृपया कागदपत्रांची स्कॅन कॉपी उपलोड करावी. (फाईलचा प्रकार - jpg/jpeg, png,pdf असावा आणि Jpg/Jpeg, png फाईलचा आकार - किमान ७५ के बी आणि कमाल १०० के बी असावा आणि pdf फाईलचा आकार - ५१२ के बी पेक्षा कमी असावा.)

Application ID : 100000321611 Applicant Name SHIVANI NAIK
Service Name Shop and Establishment Registration(Old User)

The size of the photograph and sign should fall between 5KB to 20KB.
छपाचित्र आणि स्वाक्षरी चा आकार किमान ०५ के बी आणि कमाल २० के बी असावा.

 
Choose File signature1.jpg



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The screenshot shows the Labour Department's Registration / Licence Management System interface. A modal window titled "Information" displays the message "Documents Uploaded Successfully" with an "OK" button. The background shows the "Application Details" section with instructions for document uploads and a "Choose File" button.

The screenshot displays the "Advance Search" section of the Labour Department's system. Below the search filters, a table titled "Shop and Establishment Report" lists application details. A red box highlights the "Renew Certificate" button for the second entry in the table.

Sr.No.	ApplicationID	Registration No	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	100002051803	Not Generated		Shop and Establishment Registration	7	08/06/2016	17/06/2016		Under Scrutiny	Download Form Payment Receipt
2	100000321611	1610200310000359	22 Jun 2016	Shop and Establishment Registration(Old User)	7				Completed	Change Request Renew Certificate Download Form

10. Alternatively, if the user had previously applied for the Registration under Shops and Establishment from this same CAF id through MAITRI, the user will not require to fill in all these details. Rather, he can just click on the Apply button in front of the service of Renewal and he will get transported to the above page on the Department website, where the user can just click on the Renew Certificate tab and apply for renewal. This tab gets activated only once the certificate crosses the expiry date and the validity.

11. This status is also reflected on MAITRI against the service 'Renewal of Shops and Establishment'




5	10002311603	Registration under Shops and Establishments Act	Under Scrutiny	Payment Done	22-06-2016 00:00:00	Applied
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12. Sample Certificate that is generated is as shown below.

 सत्यमेव जयते		
महाराष्ट्र दुकाने व आस्थापना अधिनियम, १९४८ नमुना 'ख' (महाराष्ट्र दुकाने व आस्थापना नियम, १९६१ च्या नियम ६ अन्वये) आस्थापनेच्या नूतनीकरणचा दाखला		
१. नोंदणी क्रमांक	: १५१०२००४१०००००२९	
२. आस्थापनेचे नाव	: प्रिन्टोनिक्स इंडिया प्राईवेट लिमिटेड	
३. कामावर लावणाऱ्याचे नाव (मालकाचे)	: जेनी चुआ (संचालक)	
४. धंद्याचे स्वरूप	: इतर / OTHER (PLEASE FILL IN NEXT BOX)	
५. धंद्याच्या ठिकाणाचा पत्ता	: बसेल टेक पार्क वी-८०८/८०९, प्लॉट नं.३९/५ अँड ३९/५ए, सेक्टर ३०ए, वाशी, नवी मुंबई (एम कॉर्पो.), ठाणे, ठाणे, ४००७०५	
६. पूर्वीचा नोंदणी क्रमांक व तारीख	: ०१/०४/२०१३ १२६१९४००००००३८	
७. कामगार संख्या	: ५	
८. साप्ताहिक बंद वार	: रविवार / Sunday	
महाराष्ट्र दुकाने व आस्थापना अधिनियम, १९४८ अंतर्गत निरीक्षक यांचे कार्यालय असा दाखला देण्यात येत आहे कि प्रिन्टोनिक्स इंडिया प्राईवेट लिमिटेड ही आस्थापना महाराष्ट्र दुकाने व आस्थापना अधिनियम, १९४८ अन्वये व्यापारी संस्था म्हणून नोंदली आहे.		
दिनांक : ०८/०२/२०१६	निरीक्षक महाराष्ट्र दुकाने व आस्थापना अधिनियम, १९४८	Digitally Signed By  SHINDE (Commissioner Of Labour) Date : 08-Feb-2016 14:27:42 IST
वर्ष	नूतनीकरण केल्याची तारीख व अर्ज क्रमांक	भरलेले शुल्क
2016-2021	08/02/2016 - 100000521504	2,182.80
अनुक्रमांक	संचालकांची नावे	संचालकांचा पत्ता
2.	जेनी चुआ	वी-८०८/८०९ बसेल टेक पार्क, प्लॉट नं.३९/५ अँड ३९/५ए सेक्टर ३०ए वाशी नवी मुंबई

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टीप :-

१. नोंदणी प्रमाणपत्राचा कालावधी संपण्यापूर्वी किमान पंधरा दिवस आधी नूतनीकरणासाठी अर्ज करावा.
२. हा केवळ नोंदणी दाखला असून परवाना नाही आणि हा दाखला देण्यात आल्यामुळे ज्या वास्तूत हे दुकान/आस्थापना स्थित आहे, त्या वास्तूत कोणतीही वैधता आपोआप बहाल होत नाही. तसेच ज्या वास्तूत हे दुकान/आस्थापना स्थित आहे, ती वास्तू आज दिनांक रोजी अस्तित्वात असल्यासंदर्भात या दाखल्यामुळे कोणताही हक्क वा स्वामित्व सदरहु नियुक्त्यास प्राप्त होत नाही.
३. सदर नोंदणी दाखला हा अर्जदाराने दिलेल्या स्वघोषणापत्र आणि स्वयंसाक्षात्कृत अभिलेखाच्या आधारे देण्यात आला आहे. त्याबाबत प्रत्यक्ष पाहणी करण्यात आलेली नाही. सदर माहिती खोटी / चुकीची निघाल्यास दाखला रद्द करण्यात येईल व अर्जदारावर कायदेशीर कारवाई करण्यात येईल.
४. सदर दाखला हा आस्थापना नोंदणी संदर्भात असल्यामुळे जागा मालकीचे कोणतेही हक्क प्रस्थापित होत नाही. मालकी हक्का बाबतच्या कुठल्याही विवादामध्ये हा दाखला मालकी हक्क किंवा ताबा प्रस्थापित करण्याकरिता पुरावा म्हणून ग्राह्य धरण्यात येणार नाही. (This registration certificate is not valid proof for ownership / possession/ right to property of the premises.)

"बालकामगार कामावर ठेवणे गन्हा आहे"