

**USER MANUAL**  
**OF**  
**SHOP AND ESTABLISHMENT**  
**REGISTRATION**  
**FOR**

**LABOUR DEPARTMENT**

**VERSION 2.0**

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**Submitted by**

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## **1. OPENING THE APPLICATION USING INTERNET**

- **Open Internet explorer**
  - Click on **Start** button
  - In **menu** select Program
  - Click on **Internet Explorer**
  
- **Type server IP address in address bar of Internet Explorer**
  - Type <http://labour.delhigovt.nic.in> in Internet Explorer address bar
  - Click on 'Go' button or Press Enter key.
  - Welcome page (**F0**) appears in Internet explorer
  - Click on "**Online Registration for Shops and Establishments**" under " Important Links " .
  - **F1** is displayed.

## **2. ONLINE REGISTRATION OF SHOPS & ESTABLISHMENT**

- **F1** contains the Basic details of the Shop/ Establishment; the fields marked "\*" are mandatory. Enter the applicable details.
- Click on Continue once all details are filled.
- **F2** is displayed.
- Enter the applicable details fields.
- Click on Register.
- Certificate of Registration **O1** is generated with the Unique Certificate No.

## **3. ESTABLISHMENT SEARCH**

- **F3** is used to search for required Shops/ Establishments.
- Enter criteria (if any).
- Click on Submit.
- The **F4** form displays the list of available Shops/ Establishments.
- Click on Certificate No. to display the details of the particular shop/ establishment i.e. **F5**.

## F0: Labour Department home page

The screenshot shows the website for the Office of The Labour Commissioner, Government of N.C.T. of Delhi. The browser is Microsoft Internet Explorer. The address bar shows the URL: [http://www.delhi.gov.in/eps/wcm/connect/del\\_Labour/Labour/Home/](http://www.delhi.gov.in/eps/wcm/connect/del_Labour/Labour/Home/). The page layout includes a navigation menu on the left, a central content area, and a right sidebar. The central content area features a welcome message, an introduction to the department, and a list of services. The right sidebar contains sections for 'Latest News', 'Local Services', and 'Important Links'. A red arrow points to the 'On Line Registration for Shop And Establishment' link in the 'Important Links' section.

**Minister**  
Shri Mangat Ram Singhal

**Chief Minister**  
Sheila Dikshit

**Welcome to the Office Of The Labour Commissioner**

**Introduction**  
The Labour Department, Government of N.C.T. of Delhi is headed by Commissioner-cum-Secretary (Labour), who is assisted by Joint Labour Commissioners, Deputy Labour Commissioners, Assistant Labour Commissioners, Chief Inspector of Factories, Electrical Inspector, Chief Inspector of Boilers, Chief Inspector of Shops and Establishments, Labour Officers, Welfare Officer and other supporting staff. With a view to make the administration responsive to the needs of the people and bring governance to their doorsteps, the department has been organised on territorial basis into nine districts.

**Our Services**

- Booking of Holiday home
- General Complaint Form
- Updates
- Mission of the Department

**Related Links**

- Bids For Creche
- Publications of Awards
- Safety Day 4th March

**Latest News**

- Pulse Polio Programme- 2009-10
- Sankalp Diwas 2009
- Swine Flu - Clinical Management Protocol and Infection Control Guidelines

**Local Services**

- Feedback
- Grievances

**Important Links**

- On Line Services For Directorate Of Employment
- On Line Registration for Shop And Establishment

### Working:

1. Click on "On line registration for Shop And Establishment" link to get to the registration page F1.

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## F1. Registration Page(Part I)

**Department of Labour**  
Govt. of NCT of Delhi

**Form A (See Rule 3)**

**PART - I**

Name of the Establishment: *	<input type="text" value="Check"/>	Category of Establishment: *	<input type="text" value="Commercial Establishment"/>
Address: *	<input type="text" value="Somewhere"/>		<input type="text"/>
City: *	<input type="text"/>	State: *	<input type="text" value="Delhi"/>
Pin: *	<input type="text" value="111111"/>	Mobile: *	<input type="text"/>
Tel: *	<input type="text" value="55555555"/>	Fax: *	<input type="text"/>
Email: *	<input type="text"/>	Website: *	<input type="text"/>

**Details of the Shops/Establishment**

Name of the Occupier/Employer: *	<input type="text" value="Someone"/>	Father's Name the Occupier/Employer: *	<input type="text" value="Something"/>
Name of the Manager: *	<input type="text" value="Tester"/>	Father's Name of Manager: *	<input type="text" value="Sumone"/>
Nature of Business: *	<input type="text" value="Book Publishers"/>		

### Working:

1. Enter the name of the establishment.
2. Select the category of establishment.
3. Enter the address.
4. Select the name of the state.
5. Enter the Pin code.
6. Enter the telephone number.
7. Enter the name of the occupier or the employer.
8. Enter the father's name of the occupier or the employer.
9. Enter the name of the manager.
10. Enter Father's name of the manger.
11. Select the name of the business.
12. Rest of the fields is not mandatory and can be skipped, enter if necessary
  - i) Enter the city
  - ii) Enter the mobile
  - iii) Enter the email
  - iv) Enter the fax
  - v) Enter the website
13. Click on continue to go the next page of registration.
14. Click on cancel to reset the fields.

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## F2. Registration Page(Part II)

**Department of Labour**  
Govt. of NCT of Delhi

**Shops/Establishment Registration Form**

**PART - II**

Number of Employees : \* (Male:  , Female:  , Young Person:  , TOTAL:  )

Date of Commencement of Establishment: \*

No. of Members of Employer's family, working in the establishment:

Name:  Age

No. of other persons occupying position of management or employees engaged in confidential capacity:

Name:  Age

I hereby solemnly declare that details given above are correct to the best of my knowledge and and the establishment is functioning from the aforesaid premises which is in my legal possession.

### Working:

1. Enter the No. of Employees in each field,
  - i) Male
  - ii) Female
  - iii) Young person
2. Pick the date of commencement of establishment.
3. Click on Register to completing the registration.
4. Enter the no. of employers family, working in the establishment, if any
  - i) Enter the name,
  - ii) Enter the age.
5. Enter the no. of other persons occupying position of management, if any
  - i) Enter the name,
  - ii) Enter the age.

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## O1. Registration Certificate for Establishment.

This gives a certificate of registration with all the details that have been entered.

	<b>Department of Labour</b> Government of National Capital Territory of Delhi 5- Shammath Marg, Delhi-110054	
Form C Registration Certificate of Establishment		
Certificate No. :2009000013		Date :18/11/2009
Name of the establishment :	The Towers	
Name of the Occupier/Employer :	Narayan s/o M.singh	
Postal address of the establishment :	Gaga Nagar Delhi 461823	
Registration No. :	<b>2009000013</b>	
It is hereby certified that the establishment as mentioned herein has been registered as a Commercial Establishment under Delhi Shops & Establishment Act, 1954, on this 18 day of November ,2009.		
<b>Disclaimer</b>		
• The Certificate is based on the information provided by the Occupier/ Employer and has not been verified.		
<b>NOTE:</b> The Occupier/Employer is required to notify the Chief Inspector of any change in respect of information contained in the form.		
<input type="button" value="Print"/>		

### Working:

1. The certificate of registration is displayed with the generated Registration No.
2. The user is allowed to get the page printed clicking on Print and the registration page is called back again.

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### F3. Establishment Search Page.

**Department of Labour**  
Govt. of NCT of Delhi

HR DEPARTMENT

**Establishment Search**

Establishment Name :

Category :

Locality :

Nature of Business :

#### Working:

1. The establishment search can be done taking any of the 4 criteria.
  - i) Establishment Name
  - ii) Category
  - iii) Locality
  - iv) Nature of business
2. On submit the list according to the criteria entered is displayed.
3. If no criterion is selected, all the list of establishment is shown.

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#### F4: List of establishments

**Department of Labour**  
Govt. of NCT of Delhi

**Establishment Search Result**

**List of Establishments**

Category: Commercial Establishment

S.NO.	CERTIFICATE NO.	ESTABLISHMENT NAME	OCCUPIER/ EMPLOYER NAME	ADDRESS	CONTACT NO.	NATURE
1	<a href="#">200900009</a>	Test Data	Test Data	Test Address Delhi-110001	22222222	Advertisement Agents
2	<a href="#">200900012</a>	Ytytyr	Hjh	Ytry Ytut Delhi-111111	11111111	Bricks & Tiles
3	<a href="#">200900013</a>	The Towers	Narayan	Gaga Nagar Delhi-461823	64445555	Diamonds

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#### Working:

1. On clicking Back the page for search is shown.
2. On clicking the link of the Certificate No. the details of that particular establishment displayed.

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## F5 : Establishment Details

Department of Labour Govt. of NCT of Delhi	
Labour Department	
Establishment Details	
Reg. No.	: 2009000007
Registration Date	: 23/7/2009
Name	: Test Data
Category	: Commercial Establishment
Date of Commencement	: 7/7/2008
Address	: Test Address Delhi, PIN-110001 Contact No: 22222222 Fax:
e-Mail ID	:
Website URL	:
Name of Occupier	: Test Data
Father's Name of Occupier	: Test Data
Name of Manager	: Test Data
Father's Name of Manager	: Test Data
Nature of Business	: Advertisement Agents
Total Male Workers	: 20
Total Female Workers	: 5
Total Young Workers	: 1
Total Workers	: 26
Total Family Members Working in the Establishment	: 0
Total Employers Working in Confidential Capacity	: 0
Certificate No.	: 2009000009
Certificate Date	: 23/7/2009
<input type="button" value="Back"/>	

### Working:

1. The establishment details based on the certificate no. is displayed.
2. On clicking back the establishment search result page is displayed back.

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\*\*\*\*\* END OF MANUAL \*\*\*\*\*