

INSTRUCTIONS MANUAL

Step 1: Upon Clicking the Chandigarh Labour Department Services link <http://labour.chd.gov.in/>, Home Page will be displayed to Applicant

Step 2: Click on User login as highlighted below in the snapshot.



Step 3: First time users need to Registered by clicking on the **Register now** button as highlighted below.



After filling all details on User registration page (snapshot below), click on **Save** button. Upon Successful registration, applicant will get the Username and password

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• Thrust Areas
• Notification u/s 30 of Shop & Commercial Estt Act 1958
• Verify Certificate

Contact Us

• Support

Applicant Name: * Enter Max 99 Characters

Applicant Father/ Husband Name: * Enter Max 99 Characters

Applicant Gender: * ▼

Aadhar No. Enter 12 Digits Aadhar No.

Mobile No(+91): * Enter 10 Digits Mobile No.
Mobile No

Email Address Enter max 99 character (Working Email id)

Date of Birth: * Date of birth(cc/MM/yyyy)

House No/Flat No: * Enter Max 60 Characters

Country: * ▼ Select Country

State/UT: * ▼ Select State

District: * ▼ Select District

Locality (Sector/Wagon): * ▼ Select Locality

Tehsil: * Enter Max 50 Characters

Pin Code: * Enter 6 digit Pin Code

Captcha: * 

Enter Captcha: * Enter Code Shown Above

Upload Signature: * No file chosen Upload Signature (Only JPG File)

localhost:24250/Labour/Pub/ncpages/registerApplicant.aspx

localhost:24250 says
You are registered successfully!!!!!! and your Username is:
nelsingh@gmail.com and your password is : r*4PW

ASP.Net Button + jav
ASP.Net Button + jav

Guest | [Userlogin](#) | [DeptLogin](#)

Labour Policy | Labour Laws | Online Services

You are here: [Home](#) > Register Applicant

Quick Links

Home
Thrust Areas
Notification u/s 30 of Shop & Commercial Estt Act 1958
Verify Certificate

Contact Us

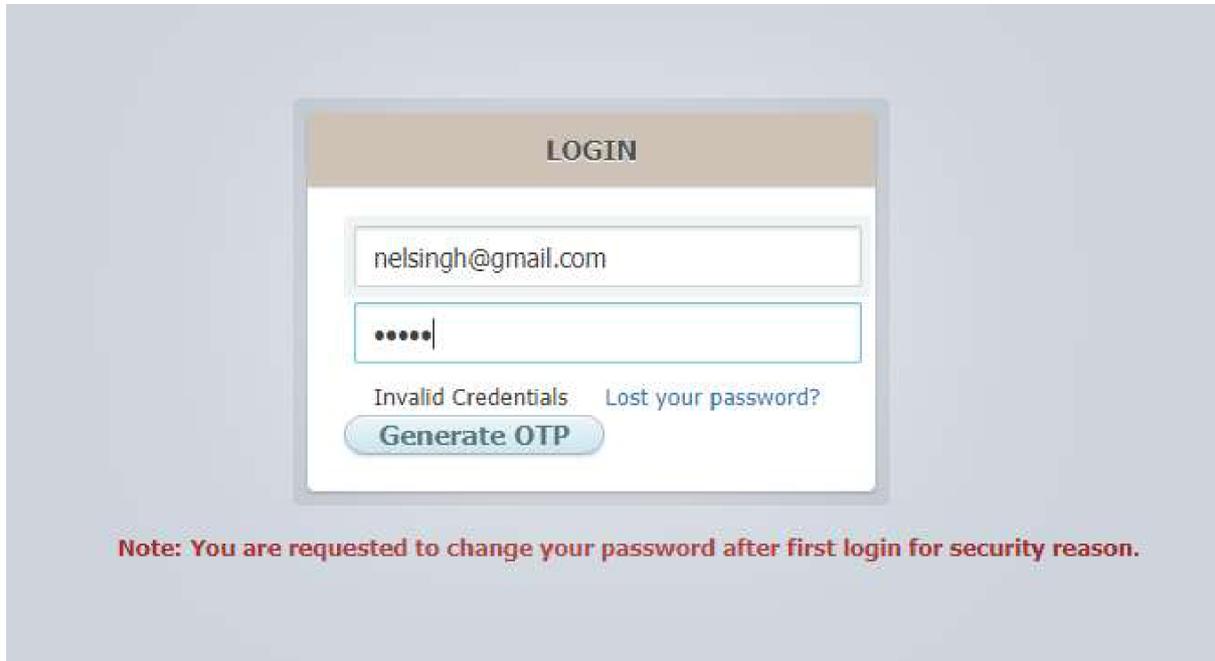
Register

Applicant Name: * Enter Max 99 Characters

Applicant Father/ Husband Name: * Enter Max 99 Characters

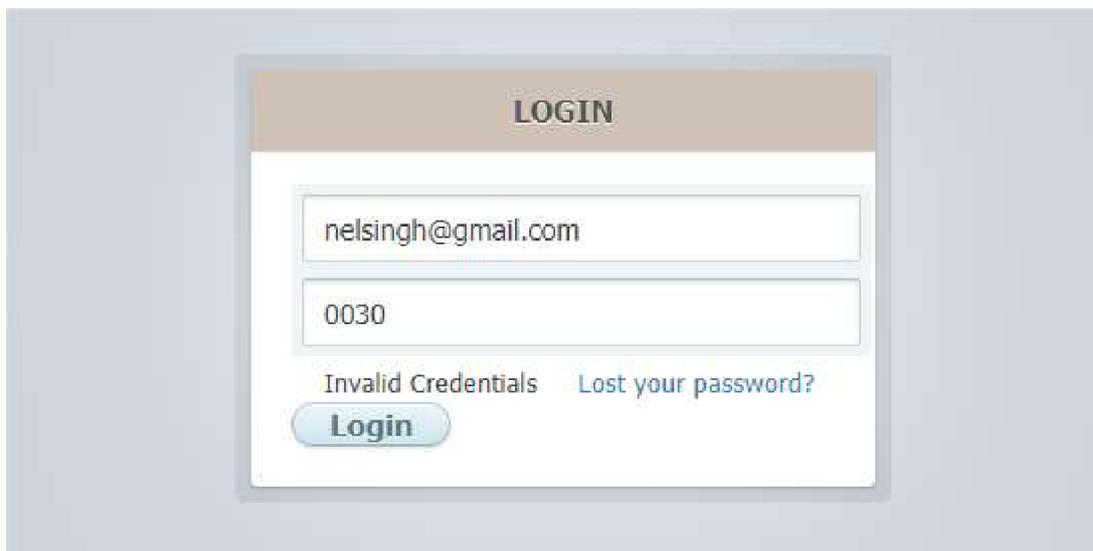
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Step 4: After Registration, Applicant first had to enter system generated credentials and then click on Generate OTP (snapshot below). OTP Sent to the registered mobile number and then user can create the new password.



The screenshot shows a login form titled "LOGIN". It contains two input fields: the first contains the email address "nelsingh@gmail.com" and the second contains six dots representing a password. Below the fields are two links: "Invalid Credentials" and "Lost your password?". A blue button labeled "Generate OTP" is positioned below the links.

Note: You are requested to change your password after first login for security reason.



The screenshot shows the same login form as above, but with the password field containing the number "0030". The "Generate OTP" button has been replaced by a blue button labeled "Login". The "Invalid Credentials" and "Lost your password?" links remain.

Step 5: After Login, applicant can generate the new password (snapshot below) and then applicant needs to login with the registered email ID

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This screenshot shows the Labour Department Chandigarh website interface. The header includes the department's name and logo. A navigation bar contains links for Administrative Setup, Labour Policy, Labour Laws, and Online Services. The main content area is titled 'Register' and includes a breadcrumb trail 'You are here: Home > Change Password'. On the left, there are 'Quick Links' and 'Contact Us' sections. The 'Register' form has three input fields for 'Current Password', 'New Password', and 'Confirm Password', followed by a 'Change' button.

Labour Department Chandigarh

Administrative Setup | Labour Policy | Labour Laws | Online Services

You are here: [Home](#) > Change Password

Quick Links

- Home
- Thrust Areas
- Notification u/s 30 of Shop & Commercial Estt Act 1958
- Verify Certificate

Contact Us

- Support

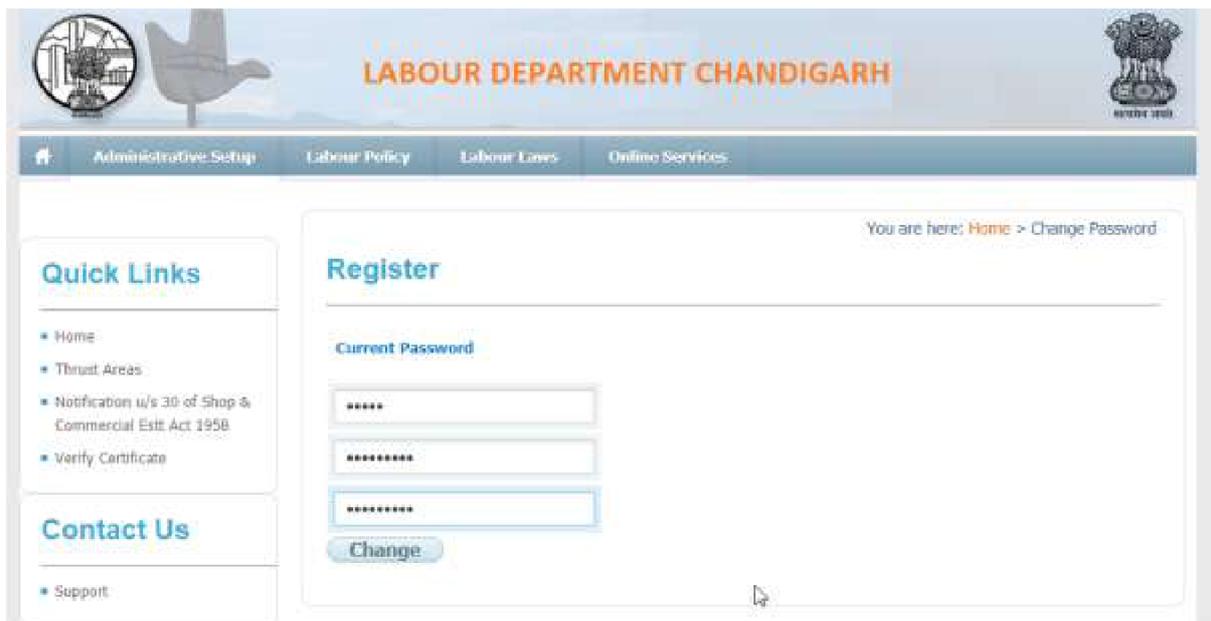
Register

Current Password

New Password

Confirm Password

Change



This screenshot shows the Labour Department Chandigarh website interface, identical to the one above. The 'Register' form fields are now filled with asterisks, indicating that the user has entered their current password, a new password, and confirmed the new password. The 'Change' button is still visible below the fields.

Labour Department Chandigarh

Administrative Setup | Labour Policy | Labour Laws | Online Services

You are here: [Home](#) > Change Password

Quick Links

- Home
- Thrust Areas
- Notification u/s 30 of Shop & Commercial Estt Act 1958
- Verify Certificate

Contact Us

- Support

Register

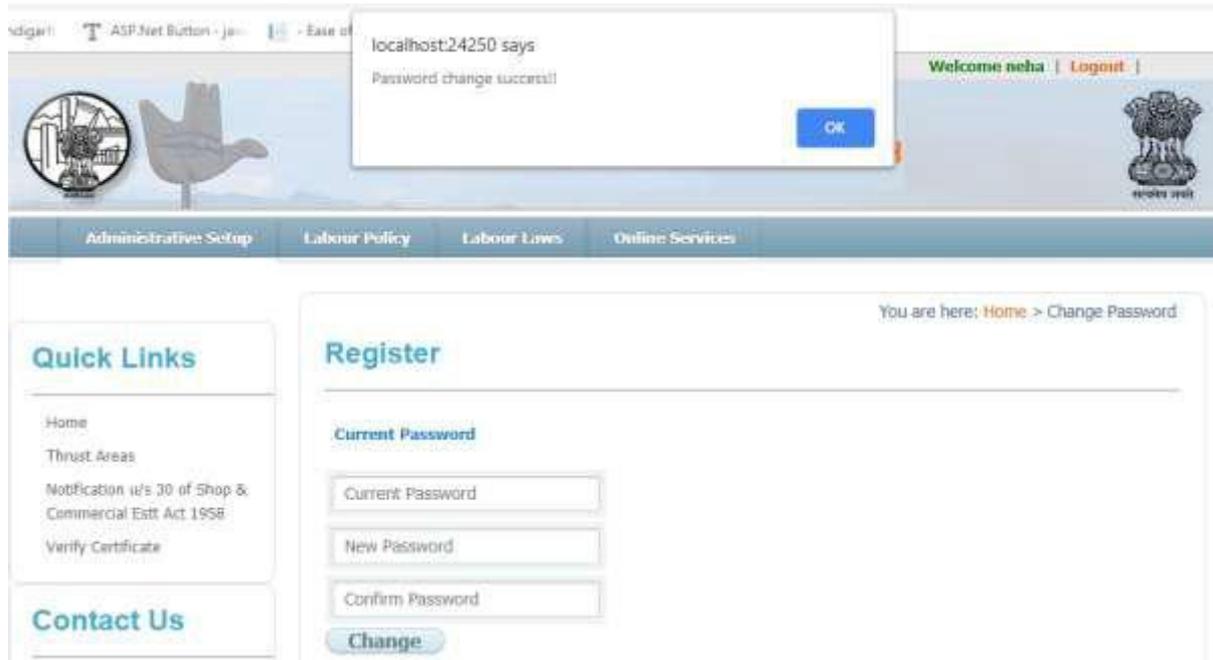
Current Password

New Password

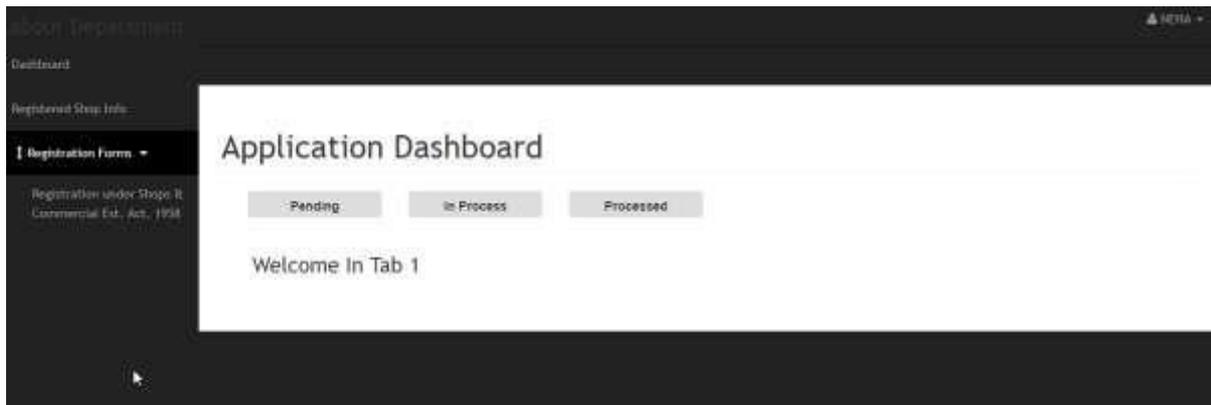
Confirm Password

Change

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Step 6: After Login, Application Dashboard will appear where Citizen can apply for Shop Act Registration.



Step 6.1: Applicant needs to click on Registration under Shops, then select the Establishment Type and fill up the Company/Owner/Partnership details in the snapshot below.

- a) **COMPANY**: Applicant needs to fill all company details mentioned in the below screenshots when COMPANY Establishment Type is selected.

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FORM-F
Application Form for Registration of Punjab Shops and Commercial Establishments, 1955

I. TYPE OF ESTABLISHMENT
I (a) COMPANY: [] I (b) PROPRIETORSHIP: [] I (c) PARTNERSHIP: []

II. NAME OF EMPLOYEE
Name: []

III. FULLY QUALIFIED NAME OF EMPLOYER
Name: []

IV. NAME OF MANAGER (IF ANY)
Name: []

V. NAME OF ESTABLISHMENT
Name: []

VI. COMPLETE ADDRESS
(a) LOCALITY
[]

(b) FULL ADDRESS
[]

III. NATURE OF BUSINESS
[]

IV. NO. OF EMPLOYEES OF AIN
(a) NO. OF YOUR EMPLOYEES [] **(b) NO. OF PREVIOUS REGISTRATION CERTIFICATE HOLDERS** []

(c) NO. OF OTHER EMPLOYEES []

V. IS A SON OF PREVIOUS REGISTRATION CERTIFICATE HOLDERS
[]

[Save]

Step 6.2: After filling all details above, applicant needs to click on Save and fill all the details.

FORM-B
Application Form for Registration of Punjab Shops and Commercial Establishments, 1955

(a) CLOSING DAY
SUNDAY []

(b) YEAR
2018-19 []

(c) OPENING HOURS OF ESTABLISHMENT
08.00.00 []

(d) CLOSING HOURS OF ESTABLISHMENT
17.00.00 []

(e) NAME OF EMPLOYER
NISHA SINGH []

IV. NAME OF MANAGER (IF ANY)
RITESH []

V. NAME OF ESTABLISHMENT
TCS []

VI. NATURE OF BUSINESS
IT COMPANY []

VII. COMPLETE ADDRESS
(a) LOCALITY
MANSAJRA []

(b) FULL ADDRESS
[]

VIII. EMPLOYEE DETAIL
DETAIL DESCRIPTION

NAME []
FATHER NAME []
WORKING FROM []
WORKING TO []
REST FROM []
REST TO []
WEEKLY OFF []
AADHARI []
DATE OF JOINING []
DESIGNATION []
GENDER []

[Previous] [Save]

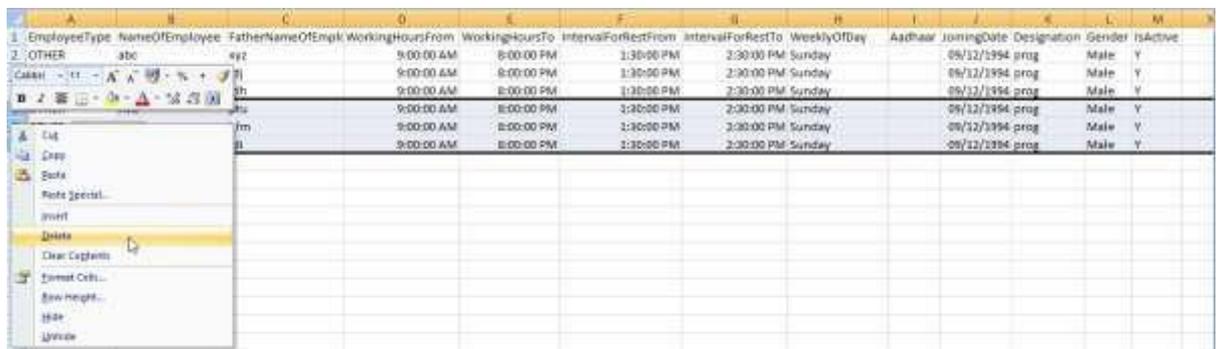
INSTRUCTIONS MANUAL

Step 6.3: If the worker strength is less, then applicant has to fill the columns and if there are more workers then applicant have to upload the excel file.

- Download the excel format and put the entries in that excel file.
- PFB the details and screenshot before entering data in excel file:
 - 1) EmployeeType – Put OTHER
 - 2) NameOfEmployee – Mandatory
 - 3) FatherNameOfEmployee – Mandatory
 - 4) WorkingHoursFrom: Mandatory and Format should be: HH:MM:SS AM/PM
 - 5) WorkingHoursTo: Mandatory and Format should be: HH:MM:SS AM/PM
 - 6) IntervalForRestFrom: Mandatory and Format should be: HH:MM:SS AM/PM
 - 7) IntervalForRestTo: Mandatory and Format should be: HH:MM:SS AM/PM
 - 8) WeeklyOfDay: Mandatory and should be in between Sunday to Saturday.
 - 9) Aadhaar: If entered, it must be in 12 digits number.
 - 10) JoiningDate: Mandatory and Format should be: ("dd/MM/yyyy")
 - 11) Designation: Mandatory
 - 12) Gender: Select one option: Male/Female
 - 13) IsActive: Select one option: Y/N

	A	B	C	D	E	F	G	H	I	J	K	L	M
	EmployeeType	NameOfEmployee	FatherNameOfEmp/	WorkingHoursFrom	WorkingHoursTo	IntervalForRestFrom	IntervalForRestTo	WeeklyOfDay	Aadhaar	JoiningDate	Designation	Gender	IsActive
1	OTHER	abc	xyz	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y
2	OTHER	hdc	[dh]	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y
3	OTHER	kdk	[dh]	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y
4	OTHER	rvb	[tu]	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y
5	OTHER	[f]	[hns]	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y
6	OTHER	ovv	[di]	9:00:00 AM	8:00:00 PM	1:30:00 PM	2:30:00 PM	Sunday		09/12/1994	prog	Male	Y

- If applicant wants to delete the entire record or records, Right click on the column or select the entire row and then delete the records. Otherwise the records still exist in the excel file and unable to upload.



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- b) **OWNER/PROPRIETER:** Applicant needs to fill all details of owner mentioned in the below screenshots when OWNER/PROPRIETER Establishment Type is selected.

FORM-F
Application Form for Registration of Punjab Shops and Commercial Establishment, 1953

TYPE OF ESTABLISHMENT
 COMPANY OWNER/PROPRIETER PARTNERSHIP

I.(a) NAME OF OWNER: Sham
I.(b) FATHER/HUSBAND NAME OF OWNER: Mohan
II. NAME OF MANAGER (IF ANY): Ritesh
III. NAME OF ESTABLISHMENT: XYZ

IV. COMPLETE ADDRESS
I.(a) LOCALITY: MALOYA
I.(b) FULL ADDRESS: 17

V. NATURE OF BUSINESS
IT

VI. NO. OF EMPLOYEES (IF ANY)
I.(a) NO. OF YOUNG EMPLOYEES: 0
I.(b) NO. OF OTHER EMPLOYEES: 1

VII.(a) NO. OF PREVIOUS REGISTRATION CERTIFICATE SURRENDERED
1

VII.(b) DATE OF PREVIOUS REGISTRATION CERTIFICATE SURRENDERED
07/11/2018

VII.(c) DATE OF COMMENCEMENT OF BUSINESS
31/10/2018

Next

Step 6.3: After filling all details, applicant needs to click on Next Button and verify all the details.

FORM-F
Application Form for Registration of Punjab Shops and Commercial Establishment, 1953

TYPE OF ESTABLISHMENT
 COMPANY OWNER/PROPRIETER PARTNERSHIP

I.(a) NAME OF OWNER: Sham
I.(b) FATHER/HUSBAND NAME OF OWNER: Mohan
II. NAME OF MANAGER (IF ANY): Ritesh
III. NAME OF ESTABLISHMENT: XYZ

IV. COMPLETE ADDRESS
I.(a) LOCALITY: MALOYA
I.(b) FULL ADDRESS: 17

V. NATURE OF BUSINESS
IT

VI. NO. OF EMPLOYEES (IF ANY)
I.(a) NO. OF YOUNG EMPLOYEES: 0
I.(b) NO. OF OTHER EMPLOYEES: 1

VII.(a) NO. OF PREVIOUS REGISTRATION CERTIFICATE SURRENDERED
1

VII.(b) DATE OF PREVIOUS REGISTRATION CERTIFICATE SURRENDERED
07/11/2018

VII.(c) DATE OF COMMENCEMENT OF BUSINESS
31/10/2018

Verify

Step 6.4: After verifying the entire details, applicant needs to click on Save Button.

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Dashboard
Registered Shop Info
Registration Forms

FORM-A

Application Form for Registration of Punjab Shops and Commercial Establishments, 1958

Sr No.	Employee Name	Employee Name	Father Name	Working Hours From	Working Hours To	Interval For Rest From	Interval For Rest To	Weekly Of Day	AADHAAR	Date Of Joining	Designation	Gender	Is Active
1	OTHER	XYZ	ABC	08:00:00	17:00:00	13:00:00	14:00:00	SUNDAY		21/11/2018	CLERK	FEMALE	Y

Previous Save

c) **PARTNERSHIP**: Applicant needs to fill all details of partner mentioned in the below screenshots when PARTNERSHIP Establishment Type is selected.

FORM-F

Application Form for Registration of Punjab Shops and Commercial Establishments, 1958

TYPE OF ESTABLISHMENT: PARTNERSHIP

1. NAME OF PARTNER: [Text Field]
2. PARTNER/HUSBAND NAME OF PARTNER: [Text Field]
3. NAME OF SHAWADHUF (A/N): [Text Field] [Add Partner]
4. NAME OF ESTABLISHMENT: [Text Field]

5. COMPLETE ADDRESS: [Text Field]
6. LOCALITY: [Text Field]
7. LOCALITY (Sector/Village): [Text Field]

8. NATURE OF BUSINESS: [Text Field]
9. NO. OF EMPLOYEES (IF ANY): [Text Field]
10. NO. OF YOUNG EMPLOYEES: [Text Field]
11. NO. OF OTHER EMPLOYEES: [Text Field]

12. NO. OF PREVIOUS REGISTRATION CERTIFICATE SUBMITTED: [Text Field]
13. DATE OF PREVIOUS REGISTRATION CERTIFICATE SUBMITTED: [Text Field]
14. DATE OF COMMENCEMENT OF BUSINESS: [Text Field]

Add

Step 6.5: If there are multiple partners, applicant needs to click on ADD PARTNER Button and fill all the details as mentioned in the screenshot.

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Step 6.6: After filling all details, applicant needs to click on Next Button and verify all the details.

Step 6.7: After verifying the entire details, applicant needs to click on Save Button.

Sr	Employee No.	Employee Name	Father Name	Working Hours From	Working Hours To	Interval For Rest From	Interval For Rest To	Weekly Of Day	AADHAAR	Date Of Joining	Designation	Gender	Is Active
1	OTHER	XYZ	ABC	08:00:00	17:00:00	13:00:00	14:00:00	SUNDAY	\$1/11/2018	CLERK	FEMALE	Y	

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Step 7: After submission of Applicant Details, System will redirect User to Dashboard. Applicant needs to click on **Documents Edit** to Upload Mandatory Documents under size 400KB otherwise the **Status** is shown **Pending** from the Applicant side.

The screenshot shows the 'Application Dashboard' with a sidebar on the left containing 'about Department', 'Dashboard', 'Registered Shop Info', and 'Registration Forms'. The main content area has three tabs: 'Pending', 'In Process', and 'Processed'. Below the tabs, it says 'Welcome In Tab 1'. A table displays application details:

Sr.No	Entered By	Gender	Date of birth	Application No	Service	Status	Action
1	Divya	Female	23/08/1994	REG01PSHP1/2018/40	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishment	Pending	Documents Edit

Step 7.1: Upload all documents and accept the user declaration and Save Documents.

The screenshot shows the 'Upload supporting documents' section. It includes a table for document uploads:

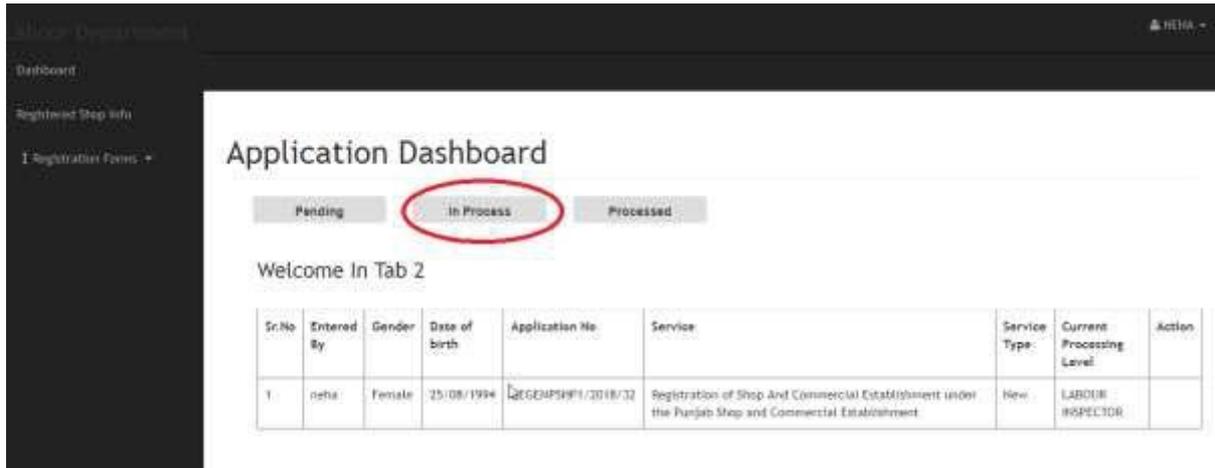
S.No	SERVICE NAME	DOCUMENT NAME	Mandatory	SELECT DOCUMENTS
1	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Aadhar Card	Y	[Choose File] No file chosen
2	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Authorized Agency	Y	[Choose File] No file chosen
3	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Identify Photo	Y	[Choose File] No file chosen
4	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Memorandum of Association	Y	[Choose File] No file chosen
5	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Plan Copy	Y	[Choose File] No file chosen
6	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishments Act 1988	Transfer Letter or Part Agreement or Shikayat Letter	Y	[Choose File] No file chosen

Below the table is a 'User Declaration' section with a checkbox and a 'Save Documents and Proceed To Declaration' button.

Step 8: System will redirect Citizen Again to Dashboard: –

Step 8.1: Now Applicant needs to click on the **In Process** Tab to see the Action performed by the labour inspector as shown in the snapshot below:–

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Application Dashboard

Pending **In Process** Processed

Welcome In Tab 2

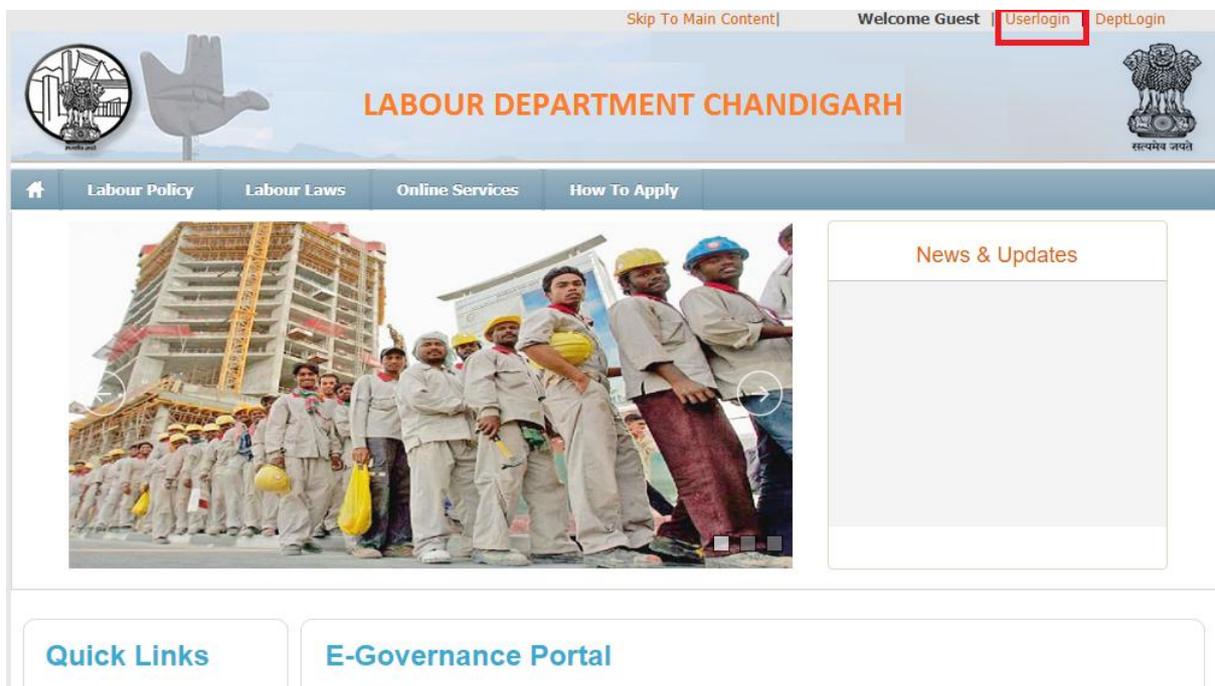
Sr.No	Entered By	Gender	Date of birth	Application No.	Service	Service Type	Current Processing Level	Action
1.	neha	Female	25/08/1994	REGEMPSP1/2018/32	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishment	New	LABOUR INSPECTOR	

Step 9: Citizen can print the application by clicking on the **Processed** Tab when the labour inspector approved all the documents.

Part B – RENEWAL OF APPLICATION

Step 10: Applicant who had registered before can apply for the renewal process.

Step 11: For Renew Application, applicant can login again with their login credentials.



Skip To Main Content | Welcome Guest | **Userlogin** | DeptLogin

LABOUR DEPARTMENT CHANDIGARH

Labour Policy | Labour Laws | Online Services | How To Apply

News & Updates

Quick Links | E-Governance Portal

Step 12: After Login, applicant can go to the **PROCESSED** tab, where the pervious certificate is placed.

Then below Download option, there is Renew License option from where applicant can click on the Renew License link and the request is sent to the inspector for the renewal of application.

Application Dashboard



Welcome In Tab 3 Information

Sr.No	Entered By	Service	Licence No	Expiry Date	Status	Action
1	██████	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishment	████████████████████	2020-03-31	Certificate Generated	Download RenewLicence

Step 13: Then applicant can check the status of the Application in the **IN PROCESS** Tab.

Application Dashboard



Welcome In Tab 2

Sr.No	Entered By	Gender	Date of birth	Application No	Service	Service Type	Current Processing Level	Action
1	Divya Mahajan	Female	25/08/1994	REGEMPSHP4/2019/144	Registration of Shop And Commercial Establishment under the Punjab Shop and Commercial Establishment	Renew	LABOUR INSPECTOR	

Step14: Then after the application is processed by inspector, applicant can download the certificate by clicking on the **Processed** Tab.