Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

Introduction:

The office of the Commissionerate of Labour carried out detailed Business Process Re-engineering of the existing manual office procedure for disposing of the applications received for registration, renewal, amendment of registration certificate or license under the various labour laws. After BPR, the present process was redesigned and the multiple steps in the manual procedure were dispensed with. As per the present system, the applications are directed to the concerned Registering/ Licensing Authority for scrutiny and after scrutiny he/ she either approves or rejects the application with reason for rejection. If he approves the application, the same is Digitally Signed and delivered to the applicant via e-Mail.

If the application is either incomplete or proper fees or documents are not uploaded the same is rejected with reasons of rejection and accordingly e-mail is sent to the applicant.
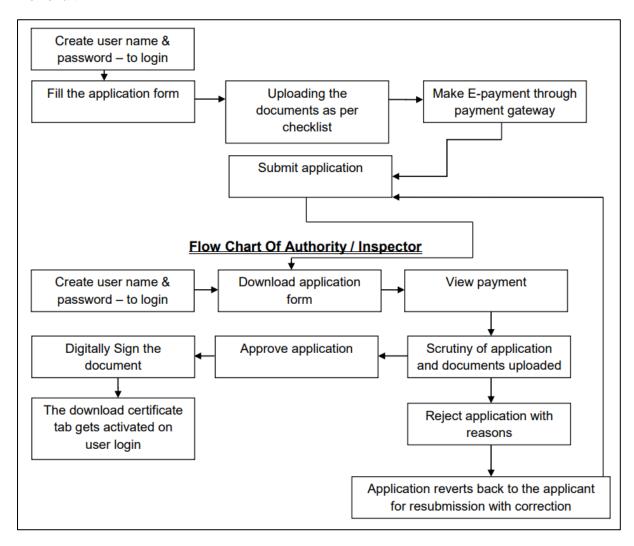
Procedure for filling application by the user:

1. The user has to login on the website http//:www.lms.mahaonline.gov.in
2. The user has to create his username and password.
3. After login a dashboard of services available online is visible.
4. The user has to select the service and accordingly the concerned application form under that service becomes visible to the user.
5. The user has to first fill the application form, thereafter he has to upload documents and finally make payment. These steps are available by default.
6. After payment, the user gets a message that his application is successfully submitted.

Office Procedure:

1. User credentials have been created for all the licensing and registering authorities and concerned inspectors of the department.
2. The uploaded application is visible to the concerned inspector/ authority on his dashboard.
3. The authority has to perform the following steps to dispose off the application online.
   a. Download the application and scrutinize the same
   b. View the payment receipt in order to verify the payments made by the users
   c. Download and view the documents uploaded along with the application
   d. Mention necessary remarks in the Remarks Tag
   e. If the application is approved, it goes for digital signature
   f. The authority has to attach his digital signature dongle and sign the document.

Flowchart:

System-specific Process:

1. Log in to the web site www.lms.mahaonline.gov.in or https://maitri.mahaonline.gov.in/
2. Select the service for "Registration of Principal Employer"
3. Fill the online application form, upload documents and submit.
4. Applicant will get the application Id and application screen will be closed.
5. Make necessary payment.
6. The status of the application changes to "Under scrutiny". This implies that the application is on desk for scrutiny.
7. The desk shall process the application and either "approve" or "reject". In case of approval, the "Download Certificate" button gets active under the applicant's login.
8. Also, the Registration Certificate shall be e-Mailed to the applicant on his e-Mail address.

Document Checklist:

1. Annexure A self-declaration (75KB to 100KB)
2. Annexure B self-declaration for attestation (75KB to 100KB)
3. Photo (20KB to 30KB)
4. Signature (9KB to 15KB)

5. Proof of Identity of Applicant (copy of Driving License, Passport, Aadhar Card, PAN Card) (75KB to 100KB)
6. Copy of Previous Registration Certificate or License (in case of Old user) (75KB to 100KB)
7. Copy of Fee receipt paid earlier (in case of Old user) (75KB to 100KB)

Fees:

The fees to be paid for the grant of a certificate of registration shall be as specified below:

If the number of workmen proposed to be employed on contract on any day:

(a) is 20	Rs. 60
(b) Exceeds 20 but does not exceed 50	Rs. 150
(c) Exceeds 50 but does not exceed 100	Rs. 300
(d) Exceeds 100 but does not exceed 200	Rs. 600
(e) Exceeds 200 but does not exceed 400	Rs. 1200
(f) Exceeds 400	Rs. 1500