

How to verify & self-declare start-up at USSP?

(Establishment/Establishment Representative)

Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

Government of India has decided to promote the Start-Up ecosystem in the country to incentivize the entrepreneurs in setting up new start-up ventures and thus catalyze the creation of employment opportunities through them.

Start-ups, as defined by [DIPP](#), are advised to self-certify the compliance with the Labour Laws. The guidelines and order issues in this regards can be found at [Notification Self Certification](#)

The Labour Laws to be covered under this are:

1. The Building and Other Constructions Workers' (Regulation of Employment and Conditions of Service) Act, 1996
2. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
3. The Payment of Gratuity Act, 1972
4. The Contract Labour (Regulation and Abolition) Act, 1970
5. The Employees' Provident Funds and Miscellaneous Provisions Act, 1952
6. The Employees' State Insurance Act, 1948

This document guides for Start-Up Self-Declaration at Shram Suvidha Portal.

Roles and Activities

User Role	Common Name	Activity
Establishment Representative	Establishment	<ul style="list-style-type: none"> • Verify start-up • Declare start-up labour acts • Track process

Prerequisites for Start Verification

There are certain required prior conditions need to be fulfilled by the establishment representative before performing start-up information verification activities:

- Employer/ Establishment Representative need to register start-up at DIPP, if not registered then visit <http://www.startupindia.gov.in/registration.php>
- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at [portal](#).
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through '[know your LIN](#)' option provided at Portal main page.
 - If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.
 - If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.

Getting Started

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.

<https://shramsuvudha.gov.in>

1. Select Startup option from Shram Suvidha Home menu.

Figure 1.1



The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each

2. Read the startup India objective, DIPP startup definition and steps to follow for self-declaration.
3. If you are new user register at portal
4. If existing user login at portal

Figure 1.2



Login at Portal

Below screen will be displayed once you select login link, here enter login details (user id, password and verification code). Click on the submit button to view the landing page.

Figure 1.3



Start-Up Acts Self Declaration Activity by Establishment

Here you will learn how to perform activities of startup verification and declaration in order to get exemption from inspection for three years under 6 Labour laws.

On Successful authentication of the login details, the user is directed to the following screen, popularly referred as Shram Suvidha landing page work environment (figure 1.4). The link to get started with your start-up verification and self-declaration is provided as indicated below:

Click link "**Is any of your Establishment a Start-Up?**" to view establishment list, for start-up self-declaration process.

Figure 1.4

Shram Suvidha Portal

Returntest Returntest Returntest , Welcome Returntest Returntest Returntest , To Shram Suvidha Portal

Register as a Start-Up

Is any of your establishment a Start-Up?
←
1

You can add establishment to link with your profile. you can link as many as establishment as you represent the linking of establishment will be verified by the respective labour enforcement agency (e.g CLC, EPFO, ESIC, and DGMS). You can view Inspection report of your Establishment and submit Annual return.

Currently you are linked with **8** establishment ([view](#)) .

We are migrating to One Unit One Identifier
Government of India plans to do away with all employer codes being issued by separate labour enforcement agencies such as ESIC, EPFO, CLC(C) and DGMS etc. by replacing them with new Labour Identification Number (LIN). If your unit has already been allotted a LIN then Please verify the information associated with your LIN (update of profile). The procedure to verify the information is given in ([Verify Data](#)) . For any support please contact websupport-mol@nic.in



By default, user will be able to see the list of establishments that are already in existence, but if the application is used for the first time, there would be no information here.

In the given screen, there are five establishments already existent. Please refer figure 1.5

- A. If your start-up is not registered with Shram Suvidha, Choose **Add Establishment** option.
- B. Select **Verify** option from below list and get your establishment verified from DIPP as Start-Up.
- C. Select **Declare** option to submit self-declaration for six labour acts.
- D. Select **Submitted** to view and print the acknowledgement of declared acts.

Figure 1.5

Establishment Compliance Self Declaration List for Start-Up						
Dashboard		Add Establishment A				
S.No	Establishment	Address	Identifier	Exemption Expiry Date	Start-Up Verification	Self-Declare
1	Hjkljklklklk33	Hjkljklklklk33 Hjkljklklklk33, Palamu, Jharkhand - 123456	LIN 1-6200-0435-3	01-11-2014	Verified	Submitted
2	Return Test	Test Test, Khowai, Tripura - 110092	LIN 1-8233-1175-8 EPFO BRMUZ5555555555 ESIC 777777777777777	01-11-2014	Verified	Submitted
3	Susantadevelopertest	Susantadevelopertest Susantadevelopertest, Haveri, Karnataka -	LIN 1-1111-1111-1 EPFO AAAAAAAAAAAAA ESIC SSS44444444	01-11-2014	Verified	Submitted
4	Susantatest	Susantatest Susantatest, New Delhi, Delhi - 110001	LIN 1-4534-4293-5		Verify B	Declare C
5	Testbyuspdeveloper	Testbyuspdeveloper Testbyuspdeveloper, East Godavari, Andhra Pradesh - 110001		10-05-2019	Verified	Submitted

Verify Start-up

On clicking of **Verify** from establishment list above, following screen will open to verify start-up details you have from DIPP. Refer Figure 1.6.

The screen asks for four data, DIPP date, DIPP number, Incorporation date (setup date) and Incorporation number.



Once all the details have been entered, choose **verify startup** option.

Figure 1.6

Self-Verification Form

Start-Up

Dakhaconstruction Pvt Ltd - ()

Vill + post Chhatikara Dist Mathura Vill + post Chhatikara Dist Mathura Dist : Mathura State

: Uttar Pradesh - 281001

Fields marked with asterisk (*) are mandatory.

DIPP Date*	DD-MM-YYYY	DIPP Number*	
Incorporation Date*	DD-MM-YYYY	Incorporation No*	

After you submit, it will be requesting to DIPP Start up server for verification.

Verify Startup **Back** **Reset** **Cancel**

If you don't fill any of the field, form will indicate you in red to provide details.

Figure 1.7

Fields marked with asterisk (*) are mandatory.

DIPP Date*	04-11-2016	DIPP Number*	
Incorporation Date*	DD-MM-YYYY	Incorporation No*	

After you submit, it will be requesting to DIPP Start up server for verification.

Please provide DIPP number

Verify Startup **Back** **Reset** **Cancel**

If you enter any invalid value or if your start is not registered with DIPP, screen will indicate this with a message in red as "No startup found".

Figure 1.8

The screenshot shows a web form titled "Tytyty -()". Below the title, it says "Tytyty Tytyty Dist : Gadag State : Karnataka - 123456". A note states: "Fields marked with asterisk (*) are mandatory." The form contains four input fields: "DIPP Date*" with value "04-11-2016", "DIPP Number*" with value "DIPP1496", "Incorporation Date*" with value "28-09-2016", and "Incorporation No*" with value "AAH-489". Below these fields, a message reads: "After you submit, it will be requesting to DIPP Start up server for verification." A red-bordered box contains the text "No startup found". At the bottom, there are four buttons: "Verify Startup" (highlighted in blue), "Back", "Reset", and "Cancel".

Once you fill all the mandatory and valid details and your startup is registered with DIPP, screen will display a success message in green.

And verify startup button will change to **"Declare Startup"** button; choose this button to proceed for self-declaration process.

Figure 1.9

The screenshot shows a window titled "Self-Verification Form". Inside, there is a section labeled "Start-Up" which contains the same form as in Figure 1.8. The "DIPP Number" field now contains "DIPP1496" and the "Incorporation No" field contains "AAH-4897". A green-bordered box contains the text: "Successfully validate.Establishment is verified as a start-up, now click Declare Startup." (labeled with a red '1'). Below this, a green-bordered box contains the text "Declare Startup" (labeled with a red '2').

Self-Declaration of Start-up

Once you have verified startup, next step is start-up self-declaration under 6 Labour laws.

Below self-declaration screen appears when you choose **Declare Startup** at above form (figure 1.9) or choose **declare** option from establishment list (figure 1.5)

Self-declaration form has:

- Declaration statement: comprising of details like establishment name, address, incorporation number, DIPP number.
- Acts list: Click any of the act names to view its details (all the section information).
- Select '**Yes**' if you found any of the act applicable to your startup.
- Enter registration, license or code if any.
- Now select **Declare** option to self-certify for acts by choosing applicable sections.
- Select self-certification checkbox once you have declared all applicable acts.
- Select final submit to save the details. After final submit these details cannot be altered.



The system allows user to choose Final Submit only if acts selected Yes are saved to Declared.

Figure 1.10

Testbyussptester ()
Testbyussptester , Testbyussptester , Chittoor , Andhra Pradesh -

I/we, Mr./Miss. **Returntest Returntest Returntest** of **Testbyussptester** address **Testbyussptester , Testbyussptester , Chittoor , Andhra Pradesh -** hereby certify that I/we am/are the authorized representative of the Occupier/ Proprietor/ Partner/ Director/ Employer/ Principal Employer/ Contractor of the establishments/factories /entity. The Registration Number of the entity is **AAH-4897** we have been recognized by DIPP as a "Start-up" and the start-up recognition number allotted by DIPP is **DIPP1496**

S No.	Name of the Act	Applicability		Action
		Yes/No	Registration/License/Code, if any	
1	Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act,1966	<input type="radio"/> Yes <input type="radio"/> No		Declare
2	Payment of Gratuity Act,1979	<input type="radio"/> Yes <input type="radio"/> No		Declare
3	Contract Labour (Regular and Abolition) Act,1970	<input type="radio"/> Yes <input type="radio"/> No		Declare
4	The Employees Provident Funds And Miscellaneous Provision's Act,1952	<input checked="" type="radio"/> Yes <input type="radio"/> No		Declare
5	Employees' State Insurance Act,1948	<input type="radio"/> Yes <input type="radio"/> No		Declare
6	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act,1979	<input type="radio"/> Yes <input type="radio"/> No		Declare

☐ * I hereby certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself liable for legal prosecution in the event that the above facts are found to be false.

Once you select **Declare** action on above screen, selected act self-certification form will appear as below.

1. Enter the act follow year
2. Select yes option if you comply by any section
3. Select self-certification checkbox
4. Select save button.

Figure 1.11

SELF - CERTIFICATION

I/we hereby certify that the above mentioned establishments/factories/entity have fully and correctly complied during the year * with the all the provisions of The Payment of Gratuity Act,1979 and the rules made there under, including the following:

S No.	Section No.	Section name	Yes / No
1	4	Payment of Gratuity	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	4A	Compulsory Insurance (500 or more persons are employed in the establishment)	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	6(7)	Safe custody of nomination by employer	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	7(2),R8	Determination of the amount of gratuity and intimation to employee/ nominee	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	7(3),(3A), R9	Determination of the amount of gratuity and payment to employee/ nominee	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	7(4)(a)	Determination of the amount of gratuity and deposit of amount in case of dispute to controlling authority	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	R-3	Notice of opening, change or closure of the establishment	<input type="radio"/> Yes <input checked="" type="radio"/> No
8	R-4	Display of Notice	<input type="radio"/> Yes <input checked="" type="radio"/> No
9	R-20	Display of the Abstract of the Act and Rules	<input type="radio"/> Yes <input checked="" type="radio"/> No

☒ * 1. I hereby certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself liable for legal prosecution in the event that the above facts are found to be false.
 2. I agree that in case of any noncompliance/ violation under the respective laws covered under Self Certification, I will be responsible for any consequences arising as per the provisions of respective laws. The decision of the authority will be final in this regard.
 3. I agree to furnish proof of such compliances as and when required by the respective authorities.

Save

Reset

Similarly you declare applicable acts from 6 acts. After you save the acts they appear **declared** at declaration form. You can edit the section details before final submit by choosing **declared** option.

In below screen user has declared two acts.

Select self-certification checkbox, now click **final submit** button.



The system will not allow any changes once you choose final submit.

Figure 1.12

Labour Acts Compliance Self-Declaration

Testbyussptester ()
Testbyussptester , Testbyussptester , Chittoor , Andhra Pradesh -

I/we, Mr./Miss. **Returntest Returntest Returntest** of **Testbyussptester** address **Testbyussptester , Testbyussptester , Chittoor , Andhra Pradesh -** hereby certify that I/we am/are the authorized representative of the Occupier/ Proprietor/ Partner/ Director/ Employer/ Principal Employer/ Contractor of the establishments/factories /entity. The Registration Number of the entity is **AAH-4897** we have been recognized by DIPP as a "Start-up" and the start-up recognition number allotted by DIPP is **DIPP1496**

S No.	Name of the Act	Applicability		Action
		Yes/No	Registration/License/Code, if any	
1	The Employees Provident Funds And Miscellaneous Provision's Act, 1952	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Declared
2	Payment of Gratuity Act, 1979	<input checked="" type="radio"/> Yes <input type="radio"/> No	AD1235	Declared
3	Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1966	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	Declare
4	Contract Labour (Regular and Abolition) Act, 1970	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	Declare
5	Employees' State Insurance Act, 1948	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	Declare
6	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	Declare

☒ I hereby certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself liable for legal prosecution in the event that the above facts are found to be false.

Final Submit **Back**

After successful Final Submit, you will see **acknowledgement receipt** for future reference stating applicable acts. Choose the **print** option to print the receipt.

Select close option to verify and declare other startups at establishment list (Figure 1.5).

Figure 1.13

Acknowledgement for Start-Up Compliance Self-Declaration



Ministry of Labour and Employment
Shram Suvidha Portal
Testbyussptester ()
Testbyussptester , Testbyussptester , Chittoor , Andhra Pradesh -

Your Start-Up self- declaration has been successfully submitted with ShramSuvidha Portal. Start-Up will be exempted from labour inspection for 3 years (During first year no inspection and from second year complaint based inspection up to third year). And start-ups have to file annual returns from the second year onwards at Shram Suvidha Portal.

Kindly note your acknowledgement number **USSP-1263633AK** and date **20-04-2017** for future reference. You are self-certified under below listed labour laws:

S No.	Name of the Act
1	Payment of Gratuity Act, 1979

Thanks,
Shram Suvidha Portal Team

  **Close**

You can also send your feedback to Shram Suvidha Portal Team at websupport-mol@nic.in .