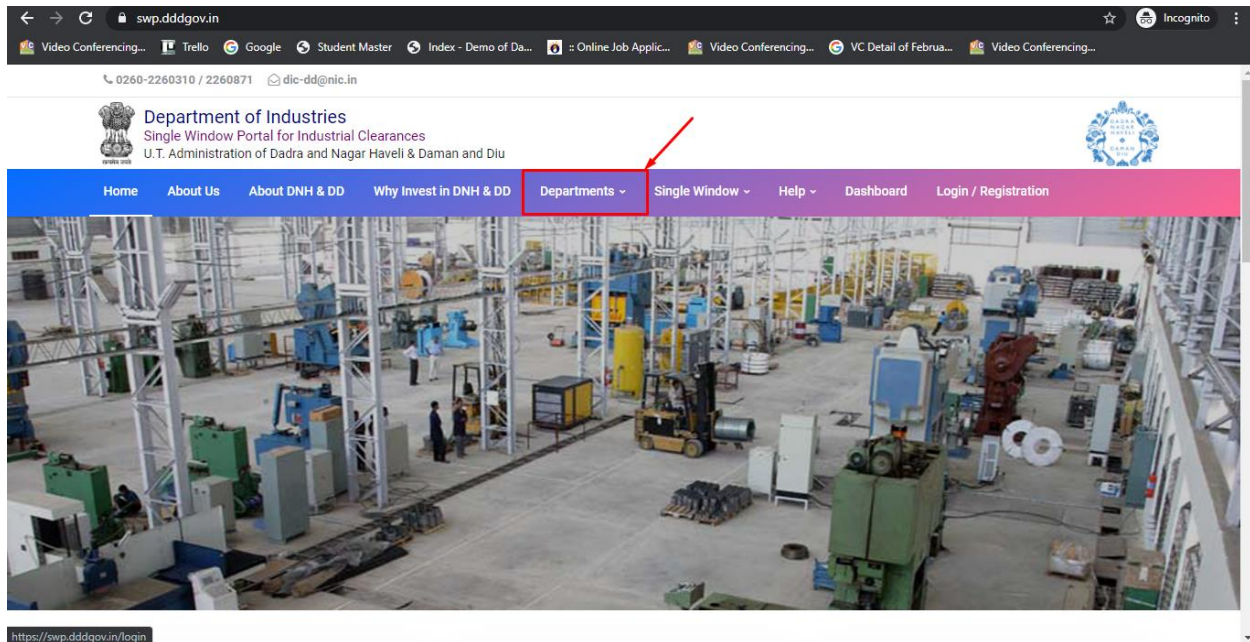
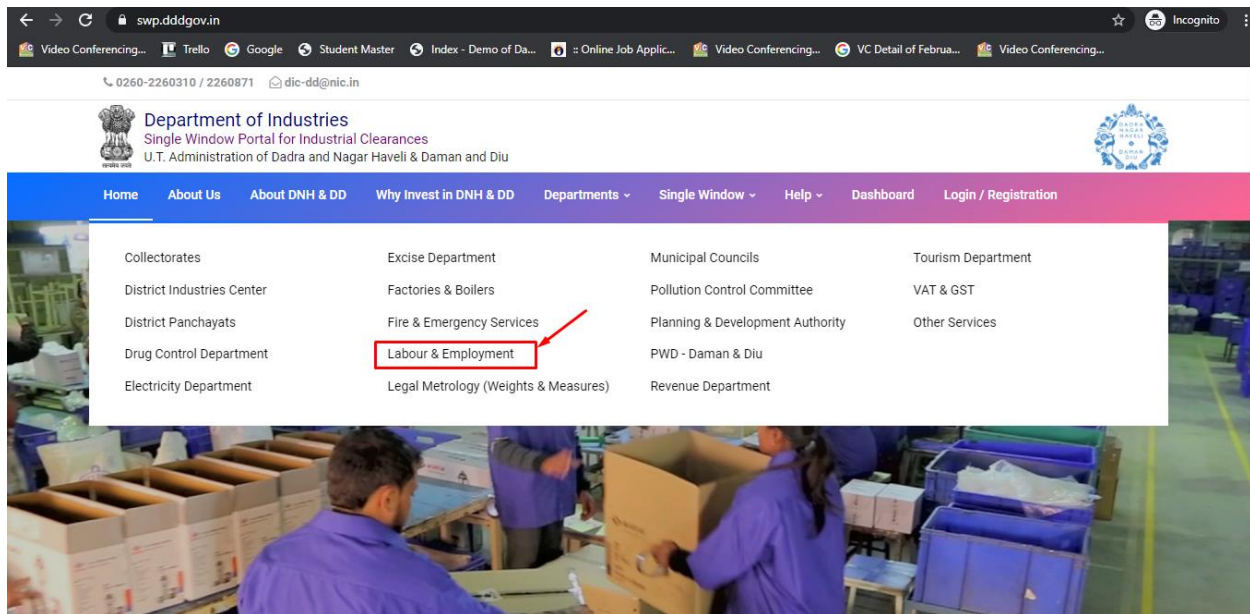


# User Guide for online filing of Registration under Shop & Establishment Act

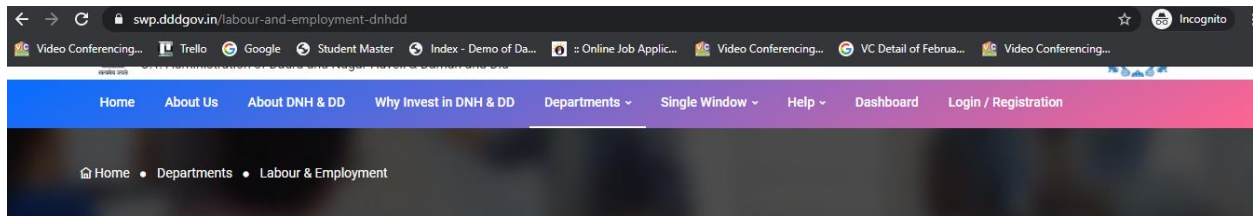
1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Labour & employment Department from the menu.



3. From the Department's page, click on "Click here" under Shop & Establishment Act.



## Department of Labour & Employment

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

| Sr. No. | Name of Service   | Apply Link                 | Department Name       | Timeline (Working Days) | Fees / Procedure / Checklist | Designation of the Authority Responsible to Deliver the Services | 1st Appellate Authority for Grievance Redressal | 2nd Appellate Authority for Grievance Redressal |
|---------|---|----------------------------|-----------------------|-------------------------|------------------------------|--|---|---|
| 1       | Registration under "Shops & Establishment Act"  | <a href="#">Click Here</a> | Labour and Employment | 20 Days                 | <a href="#">View</a>         | Labour Enforcement Officer                                       | Asst Labour Commissioner                        | Secretary                                       |
| 2       | Renewal under "Shops and Establishment Act"   | <a href="#">Click Here</a> | Labour and Employment | 20 Days                 | <a href="#">View</a>         | Labour Enforcement Officer                                       | Asst Labour Commissioner                        | Secretary                                       |
| 3       | Registration under "The Building and Other Construction Workers (Regulation of Employment | <a href="#">Click Here</a> | Labour and Employment | 20 Days                 | <a href="#">View</a>         | Labour Enforcement Officer                                       | Asst Labour Commissioner                        | Secretary                                       |

4. Enter your mobile number and the pin which was generated on your mobile number to login.

5. After login, click on Department & Services and on the search bar type “Labour”. For the “Registration under the Shop & Establishment Act” click on “click here”.

swp.dddgov.in/main#dept\_services

Logged User: Aishwarya Marwal

Departments & Services

labour

**Labour**

| No. | Name of Service   | Timeline (Working Days) | Competent Authority | Deemed Approval Authority | Apply                      |
|-----|---|-------------------------|---------------------|---------------------------|----------------------------|
| 1.  | Registration under "Shops & Establishment Act"  |                         |                     |                           | <a href="#">Click Here</a> |
| 2.  | Renewal under "Shops and Establishment Act"   |                         |                     |                           | <a href="#">Click Here</a> |
| 3.  | Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 |                         |                     |                           | <a href="#">Click Here</a> |
| 4.  | Registration under "The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act), 1996"     |                         |                     |                           | <a href="#">Click Here</a> |
| 5.  | Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)" |                         |                     |                           | <a href="#">Click Here</a> |
| 6.  | Renewal Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)"      |                         |                     |                           | <a href="#">Click Here</a> |
| 7.  | Single Annual Return form   |                         |                     |                           | <a href="#">Click Here</a> |
| 8.  | License for Contractors under provision of The Contracts Labour (R & A) Act, 1970   |                         |                     |                           | <a href="#">Click Here</a> |

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6. Fill the entire form and then click on submit button.

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Registration Of Establishments Employing Building Workers

Home / BOI

**FORM-I**  
[See Rule 23 (1)]  
APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS

1. Name and location of the establishment where building or other construction work is to be carried on \*

Enter Name and location of the establishment where building or other construction work is to be carried on !

2. Postal address of the Establishment \*

Enter Postal address of the Establishment !

3. Full name and permanent address of the Establishment, if any

Enter Full name and permanent address of the Establishment, if any !

4. Full name and address of the Manager or persons responsible for the supervision and control of the Establishment \*

Enter Full name and address of the Manager or persons responsible for the supervision and control of the Establishment !

5. Nature of building or other construction work carried is to be carried on in the Establishment \*

Nature of building or other construction work carried is to be carried on in the Establishment !

6. Maximum number of building workers to be employed on any day \*

Maximum number of building workers to be employed on any day !

7. Estimated date of commencement of building or the other construction work \*

24-12-2020

8. Estimated date of completion of building or the other construction work \*

24-12-2020

9. Declaration by the employer

9.1 ☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

9.2 ☐ I undertake to abide by the provisions of the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder. \*

10. Principal Employer Seal and Stamp\*  
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File No file chosen

Save as a Draft Submit Application Close

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7. after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

EODB

Dashboard

Departments & Services

Change Pin

Logout

Registration Of Establishments Employing Building Workers

Apply for New Registration

Show 10 entries

Search:

| No. | Application Number | Establishment Name & Location | Establishment Address | Manager Name & Address | Submitted On | Status                | Query Status | Action                 |
|-----|--------------------|-------------------------------|-----------------------|------------------------|--------------|-----------------------|--------------|------------------------|
| 1   | BOCW00001          | test                          | test                  | test                   | 22-12-2020   | Application Submitted | -            | <div>View Form-1</div> |

Showing 1 to 1 of 1 entries

Previous 1 Next

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8. Click on Form 1 to view your application.

swp.dddgov.in/bocw/generate\_form1

FORM I  
[See Rule 23 (1)]

APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS

|   |   |  |
|---|---|--|
| 1 | Name and location of the establishment where building or other construction work is to be carried on:             |  |
| 2 | Postal address of the Establishment:  |  |
| 3 | Full name and permanent address of the Establishment,if any:  |  |
| 4 | Full name and address of the Manager or persons responsible for the supervision and control of the Establishment: |  |
| 5 | Nature of building or other construction work carried is to be carried on in the Establishment:                   |  |
| 6 | Maximum number of building workers to be employed on any day  |  |
| 7 | Estimated date of commencement of building or the other construction work   |  |
| 8 | Estimated date of completion of building or the other construction work   |  |

Declaration by the employer  
(i) I hereby declare that the particulars given above are true to the best of my knowledge and belief.  
(ii) I undertake to abide by the provisions of the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder.

Principal Employer  
Seal and Stamp

9. For the payment of application fees, you have to pay the challan which will be send from the admin side after the approval of application. You can check that by clicking on the **“action”** button and click on **“Pay Your Fees”**.

The screenshot shows the EODB portal interface. The left sidebar contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area is titled 'Registration under "Shops & Establishment Act"'. It features a table with the following columns: No., Application Number, Shop & Establishment Name, Shop & Establishment Type, Principal Employer Name, Principal Employer Address, Status, Query Status, and Action. The first row of the table has the following data: No. 1, Application Number SH00001, Shop & Establishment Name test, Shop & Establishment Type test, Principal Employer Name test, Principal Employer Address test, Status Fees Pending, Query Status -, and Action. In the Action column, there are three buttons: View, From-I, and Pay Your Fees. The 'Pay Your Fees' button is highlighted with a red box and a red arrow. Above the table, there is a search bar and a 'Show 10 entries' dropdown. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next' buttons. The footer of the page includes the copyright notice 'Copyright © 2021 | daman.nic.in' and the NIC logo.

10. After that, click on **“pay your fees”** option and popup box will open where you can upload your paid challan fees and then Click on **“Upload Fees Paid Challan Copy”**.

The screenshot shows the EODB portal interface with a 'Pay Your Fees' popup box open. The popup box has a title 'Pay Your Fees' and contains the following fields: 'Name of the Shop & Establishment \*' with a text input field containing 'test', and 'Upload Fees Paid Challan Copy \* (Maximum File Size: 2MB)' with a 'Choose File' button and a 'No file chosen' text. Below these fields are 'Submit' and 'Close' buttons. The background of the portal is dimmed, showing the same table and buttons as in the previous screenshot. The footer of the page includes the copyright notice 'Copyright © 2021 | daman.nic.in' and the NIC logo.

11. After uploading the paid challan copy, you can download the final certificate after getting approval from the Department .

Logged User: Aishwarya Marwal

### Registration under "Shops & Establishment Act"

Home / Shop & Establishment

Apply for Shop & Establishment

Show 10 entries

| No. | Application Number | Shop & Establishment Name | Shop & Establishment Type | Principal Employer Name | Principal Employer Address | Status   | Query Status | Action   |
|-----|--------------------|---------------------------|---------------------------|-------------------------|----------------------------|----------|--------------|--|
| 1   | SH00001            | test                      | test                      | test                    | test                       | Approved | -            | <a href="#">View</a> <a href="#">From-I</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> <a href="#">Download Certificate</a> <a href="#">Form-XXIV</a> |

Showing 1 to 1 of 1 entries

Previous 1 Next

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12. Then Download your final signed certificate for Shop & Establishment Act.

U.T. Administration of  
Dadra and Nagar Haveli and Daman and Diu  
Department of Labour  
Daman and Diu

FORM-II  
(Under Goa, Daman, and Diu Shops and Establishments Rule, 1975)  
(See Rule 5)

Registration Certificate of Establishment

1. Registration Number -- LE/L/DMN/NAE/LE/L/DMN/NAE-21/2021/2021

2. Name of Establishment -- test

3. Postal Address of Establishment -- 2,test,test

4. Name of Employer -- test

5. Nature of Business -- test

It is hereby certified that \_\_\_\_\_ has been  
Registered on \_\_\_\_\_ this day \_\_\_\_\_ of 200 \_\_\_\_\_

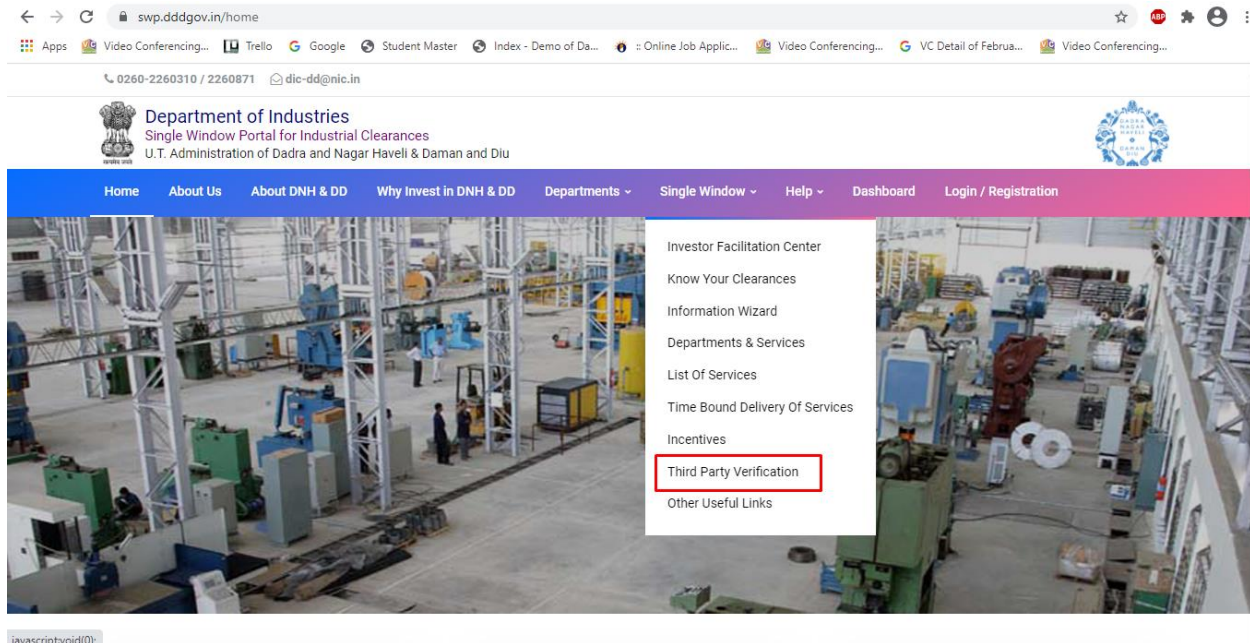
Seal \_\_\_\_\_ Signature of Inspector \_\_\_\_\_

सत्यमेव जयते

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13. For the Third Party Verification, Go to home page and click on Single Window menu and select Third Party Verification.



14. Enter the Barcode Number which is on the bottom of your certificate.

