



## Labour Department, Chhattisgarh

### User Guide for Online Registration and Availing Department Services

CHHATTISGARH GOVERNMENT, LABOUR DEPARTMENT |  
Address: Block 3, Second Floor,  
Indravati Bhavan, Naya Raipur (Chhattisgarh), India  
Phone: 0771-2443513,14,15,16  
Email - cglc2012@gmail.com

## Table of Contents

|       |   |    |
|-------|---|----|
| 1     | About the Department.....   | 2  |
| 1.1   | Registration Single Window .....  | 2  |
| 1.2   | Steps to reach the Labour Department e-dashboard .....  | 3  |
| 1.3   | Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 ..... | 5  |
| 1.3.1 | General Information .....   | 5  |
| 1.3.2 | Documents required to complete the application .....  | 5  |
| 1.3.3 | Stepwise process and timeline for online registration of Users .....  | 5  |
| 1.3.4 | Online payment through e-Challan.....   | 10 |
| 1.3.5 | Download of the certificates.....   | 13 |
| 1.4   | Third Party Verification .....  | 14 |
| 2     | Annexure 1.....   | 15 |

## 1 About the Department

The Labour Department of Chhattisgarh aims to provide world class environment to the investors in Chhattisgarh. The department offers following services online for the ease of investors thereby improving ease of doing business in the state:

1. Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948
2. Registration and grant of license under The Factories Act, 1948
3. License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
4. Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
5. Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
6. Renewal of license under The Factories Act, 1948
7. Renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

The above services are available online on the departmental website <http://cglabour.nic.in/>. The other services apart from listed above will be provided as it is by the department.

The user guide contains below information regarding each service:

1. General guidelines for Users: Who needs to fill optional/compulsory
2. Complete list of documents required
3. Stepwise process and timeline for online registration of Users
4. Download of the certificates
5. Sample application forms in annexure
6. Third Party verification

### 1.1 Registration Single Window

For availing the facility of online services of various department of Chhattisgarh, users will have to register online. An e-dashboard will be generated for the user from which the services of Labour Department can be availed.

**Registration is a two steps process:**

**Step 1 User Registration:** User registers himself once with Single window (SW) and creates an account.

**Step 2 Unit Registration:** User can register their units after logging into the Single Window.

*User Manual for Registration of principal employer's establishment under provision of The Contracts Labour Act*

Each unit after registration will have a unique ID called “UdyamAkanksha Number” (UAN). All the incentives applicable to the specific unit and online application for various approvals can be availed through this UAN.

## 1.2 Steps to reach the Labour Department e-dashboard

1. Registration & Generation of Login Credentials for Single Window & Generate UdyamAkanksha Number
  - i. Go to <http://cglabour.nic.in/>
  - ii. Login using single window login credentials

The screenshot displays the homepage of the Central Government Labour Department's e-dashboard. The browser address bar shows the URL [cglabour.nic.in/ShramAyuktHome.aspx](http://cglabour.nic.in/ShramAyuktHome.aspx). The page header features the Government of India emblem and the text "छत्तीसगढ़ शासन श्रम विभाग" (Chhattisgarh State Labour Department) and "e-श्रमिक सेवा" (e-Labourer Service). A navigation menu includes links for "इज ऑफ़ ड्रइंग बिज़नेस" (Ease of Doing Business), "श्रमायुक्त" (Labour Ayukt), "भवन एवं अन्य संनिर्माण" (Housing and other construction), "असंगठित कर्मकार मंडल" (Unorganized workers union), "श्रम कल्याण मंडल" (Labour Welfare Union), "राज्य कर्मचारी बीमा सेवाएँ" (State government employees insurance services), and "औद्योगिक न्यायालय" (Industrial Tribunal). A "Single Window Login" modal window is open, showing a "User Id" field with the value "pratik512" and a "Password" field with masked characters. Below the fields are "Sign in" and "Forgot User Id or Password" links, and a "New User Registration" link. The background of the page shows a news banner about a meeting and a photo of officials.

- iii. After successful login, the system will ask for UdyamAkanksha Number (Unit Number) as follows, enter UAN of the establishment for which you are applying online services, click on Submit.

**Welcome To Labour Department**  
Thank you to using single window login

User\_Id: pratik512

UdyamAakanksha/Unit number:

- iv. After submitting UAN, the dashboard of Labour department opens up, showing services available through SW

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

#### 1.3.1 General Information

|  |   |
|--|---|
| <b>Who needs to apply?</b>   | Owner of Factory/Occupier   |
| <b>When to apply</b>   | Only if the factory owner has to engage contractors after his/her Factory License registration has been approved                            |
| <b>Where to apply</b>  | Department website, <a href="http://cglabour.nic.in/">http://cglabour.nic.in/</a>   |
| <b>Total time for closing of application from the day of application</b> | 30 days from the day of successful application submission.  |
| <b>Validity of the certificate issued</b>                                | Lifetime  |
| <b>Reference</b>   | <a href="http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=4">http://www.cglabour.nic.in/ShramAyukt/EODSERVICES.aspx?ID=4</a>       |
| <b>Download old certificates, applied earlier offline</b>                | Go to <a href="http://cglabour.nic.in/">http://cglabour.nic.in/</a><br>Login to Single Window, enter UAN, select a service , click download |

#### 1.3.2 Documents required to complete the application

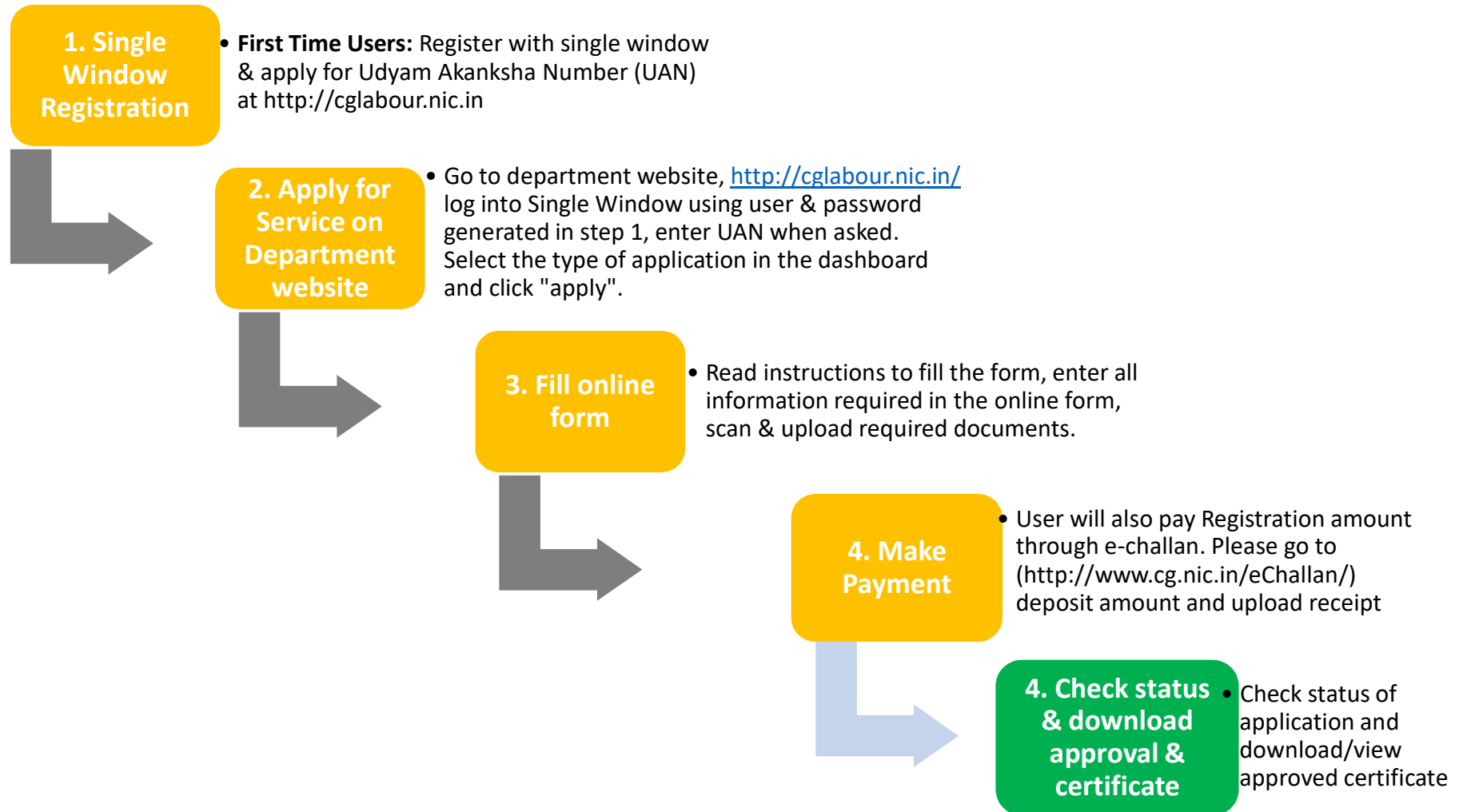
- i. Firm/Establishment Memorandum/Partnership Deed(In case of Firm)
- ii. Chalan Copy (Receipt of amount deposited in bank)
- iii. Contractor List

#### 1.3.3 Stepwise process and timeline for online registration of Users

##### Timeline

| Status of application | Timeline   |
|-----------------------|--|
| Issue of certificate  | Within 30 days of successful submission of application |

## **Stepwise Process**



- i. Go to e-dashboard, Click “Apply” under Registration of Principal employer





# छत्तीसगढ़ शासन श्रम विभाग

Welcome: Pratik Chandrakar  
UAN: 11103126660251  
[Change UAN](#)

e-श्रमिक सेवा

[Home](#)

[Logout](#)



## Services(Ease of Doing Business)

### Factory Plan Approval(Form1-A)

[User Manual](#)

[Apply](#)

Application Status: Approved

[Download](#) PP5

### Registration of principal employer's establishment

[User Manual](#)

[Apply](#)

Application Status: Not Applied

[Download](#)

### Registration of contractors

[User Manual](#)

[Apply](#)

Application Status: Pending

[Download](#)

### Factory Licence Application(Form-4)

[User Manual](#)

[Apply](#)

Application Status: Pending

[Download](#)

### Licence for contractors

[User Manual](#)

[Apply](#)

Application Status: Approved

[Download](#)

### Self Certificate/Inspection

[User Manual](#)

[Apply](#)

[Check Status](#)

[Download](#)

[Self Certificate/Inspection Rule](#)

### Renewal of Factory Licence

[User Manual](#)

[Apply](#)

Application Status: Pending

[Download](#)

### Renewal of licence for contractors

[User Manual](#)

[Apply](#)

Application Status: Pending

[Download](#)

- ii. A form opens, fill the details and attach the scanned documents and click submit.

*User Manual for Registration of principal employer's establishment under provision of The Contracts Labour Act*

## ठेका श्रमिक में प्रमुख नियोजक पंजीयन आवेदन

FORM-I  
[See Rule 17(1)]

### स्थापना की जानकारी

|                 |                 |               |                 |
|-----------------|-----------------|---------------|-----------------|
| स्थापना का नाम* | Test Enterprise | प्रमुख स्थान* |                 |
| डाक पता*        | loc1            | जिला*         | --Select Dist-- |
| ग्रामीण/शहरीय*  | --Select--      | ब्लॉक का नाम* |                 |
|                 |                 | पिन कोड*      | 4100002         |

### प्रमुख नियोजक सूचना

|                |                   |               |                 |
|----------------|-------------------|---------------|-----------------|
| पूरा नाम*      | Pratik Chandrakar | पिता का नाम*  |                 |
| डाक पता*       | loc1              | जिला*         | --Select Dist-- |
| ग्रामीण/शहरीय* | --Select--        | ब्लॉक का नाम* |                 |
|                |                   | पिन कोड*      | 4100002         |


### प्रबंधक / जिम्मेदार व्यक्ति सूचना

|                |            |               |                 |
|----------------|------------|---------------|-----------------|
| पूरा नाम*      |            | पिता का नाम*  |                 |
| डाक पता*       |            | जिला*         | --Select Dist-- |
| ग्रामीण/शहरीय* | --Select-- | ब्लॉक का नाम* |                 |
|                |            | पिन कोड*      | 4100002         |

### स्थापना पर किये गए कार्य की प्रकृति

|                   |  |
|-------------------|--|
| कार्य की प्रकृति* |  |
|-------------------|--|

### ठेकेदार की विशेष और ठेका मजदूर

| नाम* | पता* | कार्य की प्रकृति* | श्रमिकों की सं.* | अनुमानित तिथि* | लाइसेंस क्र.* |  |
|------|------|-------------------|------------------|----------------|---------------|---|
|      |      |                   |                  |                |               |   |

### टैक्स रसीद का विवरण संलग्न

|            |  |
|------------|--|
| देय शुल्क* |  |
|------------|--|

### ई-चालान लिंक

|              |  |
|--------------|--|
| ई-चालान नंबर |  |
|--------------|--|

[Help for e-challan](#)

### संलग्न दस्तावेज

|  |             |                |
|--|-------------|----------------|
| फॉर्म/स्थापना मेमोरेंडम/साझेदारी डीडी* | Choose file | No file chosen |
| ठेकेदार की सूची*                       | Choose file | No file chosen |

### नया यूजर का चयन करें

|             |                          |            |  |
|-------------|--------------------------|------------|--|
| यूजर नाम*   |                          | पासवर्ड*   |  |
| मोबाइल नं.* | 9893283691               | दूरभाष नं. |  |
| ई-मेल आई डी | pratik.chandrakar@nic.in |            |  |

सुरक्षित करें

कैसल

### 1.3.4 Online payment through e-Challan

i) To pay applicable fees online by e-Challan, click on “e-Challan” link. Upon clicking, a page will appear as below:

cg.nic.in/eChallan/home.jsp

**e-Challan**  
[See Rule 64 A,64 B of Treasury Code (Govt. of Chhattisgarh)]

User pratik512

- List of Departments
- List of Heads of Account
- ePayments
- Challan History
- Modify User Details
- Change Password
- SignOut

**Select Department**

- Agriculture
- Commerce and Industries
- Culture
- Excise
- Food and Civil Supplies
- Higher Education
- Jail
- Mineral Resources
- Public Health & Family Welfare
- Public Works
- School Education
- Stamps and Registration
- Women and Child Development
- Co-operation
- Commercial Tax
- Energy Department
- Finance
- Forest
- Home
- Labour**
- Panchyat & Rural Development
- Public Health Engineering
- Revenue
- Sports & Youth Welfare
- Water Resources Department

Other Departments

Submit Reset

Select the department and click on “Submit” button below

ii) Provide details and select applicable heads of account. Select bank from the drop down list and click on "Submit" button.

cg.nic.in/eChallan/entryform.jsp

• [Home](#)

**REG NO./ID NO.** 452211

**DISTRICT** 10-Durg

**OFFICE ADDRESS** 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG  
DIVISIONAL EMPLOYMENT OFFICER DURG

**NAME OF PAYER\*** Pratik chandrakar

**FLAT/BLOCK NO./HOUSE NO.** 55

**NAME OF PREMISES/BUILDING /VILLAGE** null

**ROAD/STREET/LANE** null

**CITY/DISTRICT:** null

**STATE/UT:** null

**PINCODE:** null

**ASSESSMENT YEAR** 2016-2017

**HEAD OF ACCOUNT\*** 0230\_00\_103\_0000\_-

**DESCRIPTION** -

**PURPOSE** -

**PERIOD (FROM)** July 2016

**PERIOD (TO)** June 2017

**BANK GATEWAY \*** Select ----- Bank

**PHONE No./MOBILE:**

**E MAIL:**

Back Clear

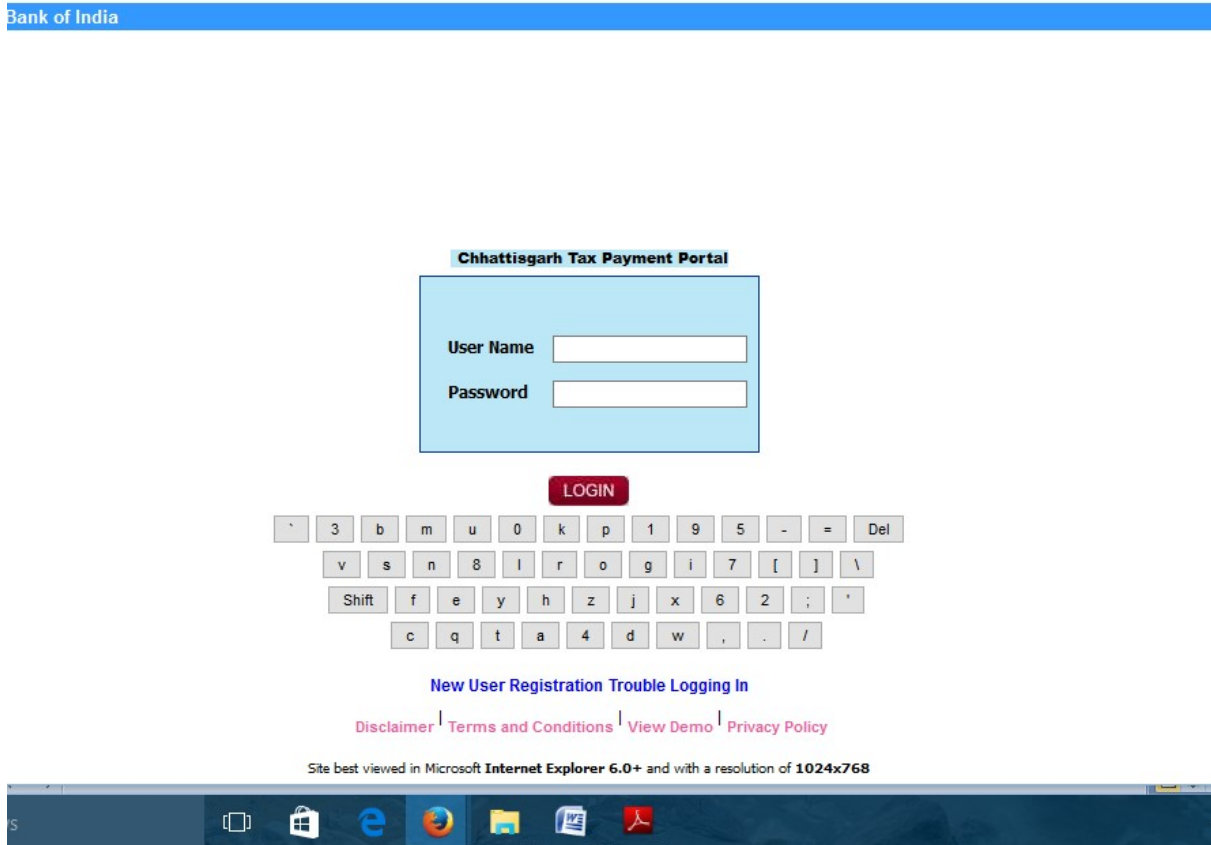
If you are facing any problem

Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.

All fields marked with \* are mandatory.

Windows taskbar: windows, icons for applications, taskbar

- iii) Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.



- iv) Enter the treasury reference number in the field provided and your application will be submitted to the department.

### 1.3.5 Download of the certificates

On submission of complete application, certificate can be downloaded from Single Window Login by clicking download in the dashboard under the service. A sample certificate is available in Annexure 1A.

**छत्तीसगढ़ शासन श्रम विभाग**  
e-श्रमिक सेवा

Welcome: Pratik Chandrakar  
UAN: 11101269655333  
[Change UAN](#)

[Home](#) [Logout](#)

**Services(Ease of Doing Business)**

|   |  |   |
|---|--|---|
| <b>Factory Plan Approval(Form1-A)</b><br><a href="#">User Manual</a><br><a href="#">View Submitted Application</a><br>Application Status:Pending<br><a href="#">Download</a>                                  | <b>Factory Licence Application(Form-4)</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br>Application Status:Not Applied<br><a href="#">Download</a>   | <b>Renewal of Factory Licence</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br>Application Status:Not Applied<br><a href="#">Download</a>         |
| <b>Registration of principal employer's establishment</b><br><a href="#">User Manual</a><br><a href="#">View Submitted Application</a><br>Application Status:Approved<br><a href="#">Download Certificate</a> | <b>Licence for contractors</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br>Application Status:Not Applied<br><a href="#">Download</a>   | <b>Renewal of licence for contractors</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br>Application Status:Not Applied<br><a href="#">Download</a> |
| <b>Registration of contractors</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br>Application Status:Not Applied<br><a href="#">Download</a>  | <b>Self Certificate/Inspection</b><br><a href="#">User Manual</a><br><a href="#">Apply</a><br><a href="#">Check Status</a><br><a href="#">Download</a><br><a href="#">Self Certificate/Inspection Rule</a> |   |

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## 1.4 Third Party Verification

1. Visit the URL for verification [http://cglabour.nic.in/factory/SearchFormA\\_1.aspx](http://cglabour.nic.in/factory/SearchFormA_1.aspx)
2. Provide the detail (like Permission number/ certificate number/ Licence Number) and click on submit
3. System would authenticate the details.

## 2 Annexure 1

### A. Principal Employer Certificate

|   |   |
|---|---|
| <b>FORM II</b><br>[See Rule 18(1)]  |   |
| <u>Certificate of Registration</u>  |   |
| No. <b>440001000069/RPR/2016</b>  | Date : <b>17/05/2016</b>                    |
| <b>GOVERNMENT OF CHHATTISGARH</b><br>Office of the Registration Officer   |   |
| <p>A certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract labour (Regulation and Abolition) Act,1970,and the rules made thereunder, to:-</p> |   |
| 1. Nature of work carried on in the establishment.  | निर्माण                                     |
| 2. Name and address of contractors  | कमल देवांगन /<br>भिलाई                      |
| 3. Nature of work in which contract labour is employed or is to be employed   | निर्माण                                     |
| 4. Maximum No of contract labour to be employed on any day through each contractor  | 50  |
| 5. Other Particulars relevant to the employment of contract labour  |   |
| Date :  | Signature of Registering Officer with seal. |
| Place :   |   |
| <p>नोट: यह प्रमाण पत्र विभाग की वेबसाइट <a href="http://www.cglabour.nic.in">www.cglabour.nic.in</a> में कंप्यूटर के माध्यम से दिया गया है, और इस कार्यालय की वेबसाइट से या विभाग से ही इस बात की पुष्टि कर सकते हैं।</p>     |   |