



## Labour Department, Chhattisgarh

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

CHHATTISGARH GOVERNMENT, LABOUR DEPARTMENT |  
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## 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.

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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 shows the homepage of the Central Government Labour Department's e-dashboard. The header features the text "छत्तीसगढ़ शासन श्रम विभाग" (Chhattisgarh State Labour Department) and "e-श्रमिक सेवा" (e-Labourer Service). A navigation bar includes links for "इज ऑफ़ ड्रइंग बिज़नेस" (Ease of Doing Business), "श्रमायुक्त" (Labourer), "भवन एवं अन्य संनिर्माण" (Building 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 Court). A "Single Window Login" modal window is open, displaying a login form with fields for "User Id" (containing "pratik512") and "Password" (containing "\*\*\*\*\*"). Below the fields are "Sign in" and "Forgot User Id or Password" links, and a "New User Registration" link. The background shows a sidebar with "श्रमायुक्त सेवाएँ" (Labourer Services) and a list of various labour laws and regulations.

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- iii. After successful login, the system will ask for UdyamAakanksha 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



# छत्तीसगढ़ शासन श्रम विभाग

Welcome: **Pratik Chandrakar**

UAN: **11103126660251**

[Change UAN](#)

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



### Services(Ease of Doing Business)

Factory Plan Approval(Form1-A)

[User Manual](#)  
[Apply](#)  
Application Status:Approved  
[Download](#) PP5

Factory Licence Application(Form-4)

[User Manual](#)  
[Apply](#)  
Application Status:Pending  
Download

Renewal of Factory Licence

[User Manual](#)  
[Apply](#)  
Application Status:Pending  
Download

Registration of principal employer's establishment

[User Manual](#)  
[Apply](#)  
Application Status:Not Applied  
Download

Licence for contractors

[User Manual](#)  
[Apply](#)  
Application Status:Approved  
Download

Renewal of licence for contractors

[User Manual](#)  
[Apply](#)  
Application Status:Pending  
Download

Registration of contractors

[User Manual](#)  
[Apply](#)  
Application Status:Pending  
Download

Self Certificate/Inspection

[User Manual](#)  
[Apply](#)  
Check Status  
Download

Self Certificate/Inspection Rule

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### 1.3 Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

#### 1.3.1 General Information

<b>Who needs to apply?</b>	Owner of Factory, occupier
<b>When to apply</b>	Before starting construction of factory or in case of expansion of factory
<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>	90 days from the day of successful application submission.
<b>Validity of the certificate issued</b>	Lifetime from the date of issue
<b>Reference</b>	Factory's Act 1948 <a href="http://cglabour.nic.in/ShramAyukt/KarkhanaAdhiniyam.aspx">http://cglabour.nic.in/ShramAyukt/KarkhanaAdhiniyam.aspx</a>
<b>Download approval certificates</b>	Go to <a href="http://cglabour.nic.in/">http://cglabour.nic.in/</a> Login to Single Window, enter UAN, select a service , click download

#### 1.3.2 Documents required to complete the application

- I. Land ownership document- Registry certificate for own land, Lease for land on rent from private owners or industries department
- II. NOC from local bodies
- III. Ownership of factory : Proprietor, Partnership deed or company (Memorandum of Article of Association 6C)
- IV. List of Directors
- V. Manufacturing process & Flowchart
- VI. Drawings of Factory as Rule 3A(1) (Refer CG Factory Rules 1962)
- VII. Consent to Establish for water & air
- VIII. For hazardous industries compulsory to attach **Onsite Emergency Plan**.

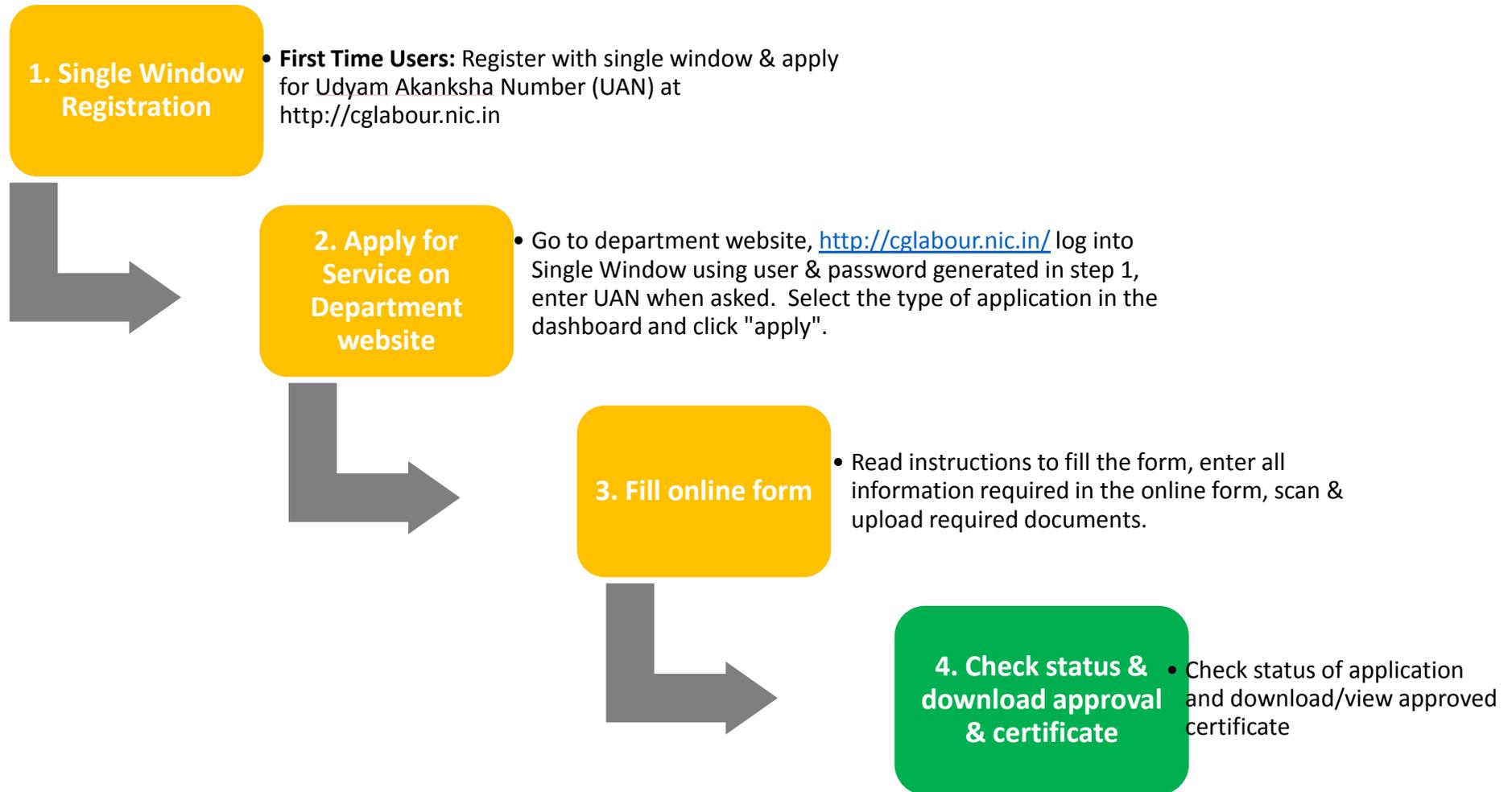
#### 1.3.3 Stepwise process and timeline for online registration of Users

##### Timeline

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

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## Stepwise Process



- i. Open the [e-Dashboard](#) of Labour department
- ii. Click on "Apply" under Factory Plan Approval(Form 1-A)

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

Home Logout

**Services(Ease of Doing Business)**

<p><b>Factory Plan Approval(Form1-A)</b></p> <p><a href="#">User Manual</a></p> <p><b>Apply</b></p> <p>Application Status: Approved</p> <p><a href="#">Download</a> <small>PP5</small></p>	<p><b>Factory Licence Application(Form-4)</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Pending</p> <p><a href="#">Download</a></p>	<p><b>Renewal of Factory Licence</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Pending</p> <p><a href="#">Download</a></p>
<p><b>Registration of principal employer's establishment</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Not Applied</p> <p><a href="#">Download</a></p>	<p><b>Licence for contractors</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Approved</p> <p><a href="#">Download</a></p>	<p><b>Renewal of licence for contractors</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Pending</p> <p><a href="#">Download</a></p>
<p><b>Registration of contractors</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p>Application Status: Pending</p> <p><a href="#">Download</a></p>	<p><b>Self Certificate/Inspection</b></p> <p><a href="#">User Manual</a></p> <p><a href="#">Apply</a></p> <p><a href="#">Check Status</a></p> <p><a href="#">Download</a></p> <p><a href="#">Self Certificate/Inspection Rule</a></p>	

- i. Fill the form with accurate information and upload the necessary documents, then click “save & proceed” at the bottom of the page

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**FORM 1-A**

(Prescribed under Rule 3A)

Application for approval of plans and for permission to construct/extend/or Take in to use any building as a factory.

1. Applicant's Name & Post	Applicant's Name <input type="text"/> Post <input type="text"/>
2. Address of applicant on which he desires to be communicated in this regard	Address <input type="text"/>
3. Full Name and postal address of factory	Factory Name <input type="text"/> Postal Address <input type="text"/>
4. Situation of the factory to be located:Village-	Village <input type="text"/>
Mobile No.	Mobile No. <input type="text"/>
Email-ID	Email-ID <input type="text"/>
District	<input type="text" value="-Select-"/>
<b>5. The manufacturing process;</b>	
a) Carried on in the factory in the last 12 months (in the case of factory already in existence)	<input type="text"/>
b) To be carried on in the factory during the next twelve months (in the case of all factories)	<input type="text"/>
c) Whether it involves Hazardous process as interpreted under section 2(c)(give details)	<input type="text"/>
d) Whether it involves dangerous operation, wholly or partly, as declared under subrule(1) of the rule 107 under section 7(give details)	<input type="text"/>
e) Whether any chemical substance as specified under second schedule of the Act, is used, handled, stored or processed there at.	<input type="text"/>
<b>6. Number of workers to be employed in each room of the factory</b>	
A) Whether provision of amenities and facilities required to all workers according to the act and rules made hereunder have been taken care of in the plans	<input type="text" value="give details"/>
7. Whether lifts/hoists/lifting machines of any kind installed/ to be installed in the plans.(give details)	<input type="text" value="give details"/>
8. (A) Whether any worker will be required to work at any different hours or at a height from where he is likely to fall or work at a congested place due to machines or fittings or in a confined space, pit or sumps? (give details)	<input type="text" value="(A)"/>
(B) If so, Whether provision of arrangements to be made for access, escape and ensure safety, in accordance to the Act and Rules hereunder have been taken care of in the plans	<input type="text" value="(B)"/>
9. Whether there is any possibility of escape of dangerous fumes/gases or explosion? If so whether provisions on suitable arrangements to be made according to the Act and Rules hereunder have been taken care of in the plans?	<input type="text" value="provisions"/>
<b>10. What materials are used/to be used for construction of:</b>	
a) Building(give details)	<input type="text" value="Building"/>
b) Roofing(give details)	<input type="text" value="Roofing"/>
<b>11. Particulars of the drawings submitted along with particulars of information submitted according to the requirement of Rules 3 A:</b>	
1. Layout plan(3 Sets)	<input type="checkbox"/>
2. Details Map(3 Sets)	<input type="checkbox"/>
<input type="button" value="Save"/>	

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ing as a factory under the Factories Act

### 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:

The screenshot displays the e-Challan web application interface. The browser address bar shows the URL `cg.nic.in/eChallan/home.jsp`. The page title is **e-Challan**, with a subtitle *[See Rule 64 A,64 B of Treasury Code (Govt. of Chhattisgarh)]*. On the left sidebar, the user is identified as **User pratik512**. Below the user name, there is a list of navigation links: [List of Departments](#), [List of Heads of Account](#), [ePayments](#), [Challan History](#), [Modify User Details](#), [Change Password](#), and [SignOut](#). The main content area is titled **Select Department** and contains two columns of radio button options. The **Labour** option in the second column is selected and circled in red. A callout box with an arrow points to this option, containing the text: "Select the department and click on “Submit” button below". At the bottom of the form, the **Submit** button is also circled in red, and a **Reset** button is visible to its right. Below the radio button options, there is a dropdown menu labeled "Other Departments".

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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

**ASSESMENT 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

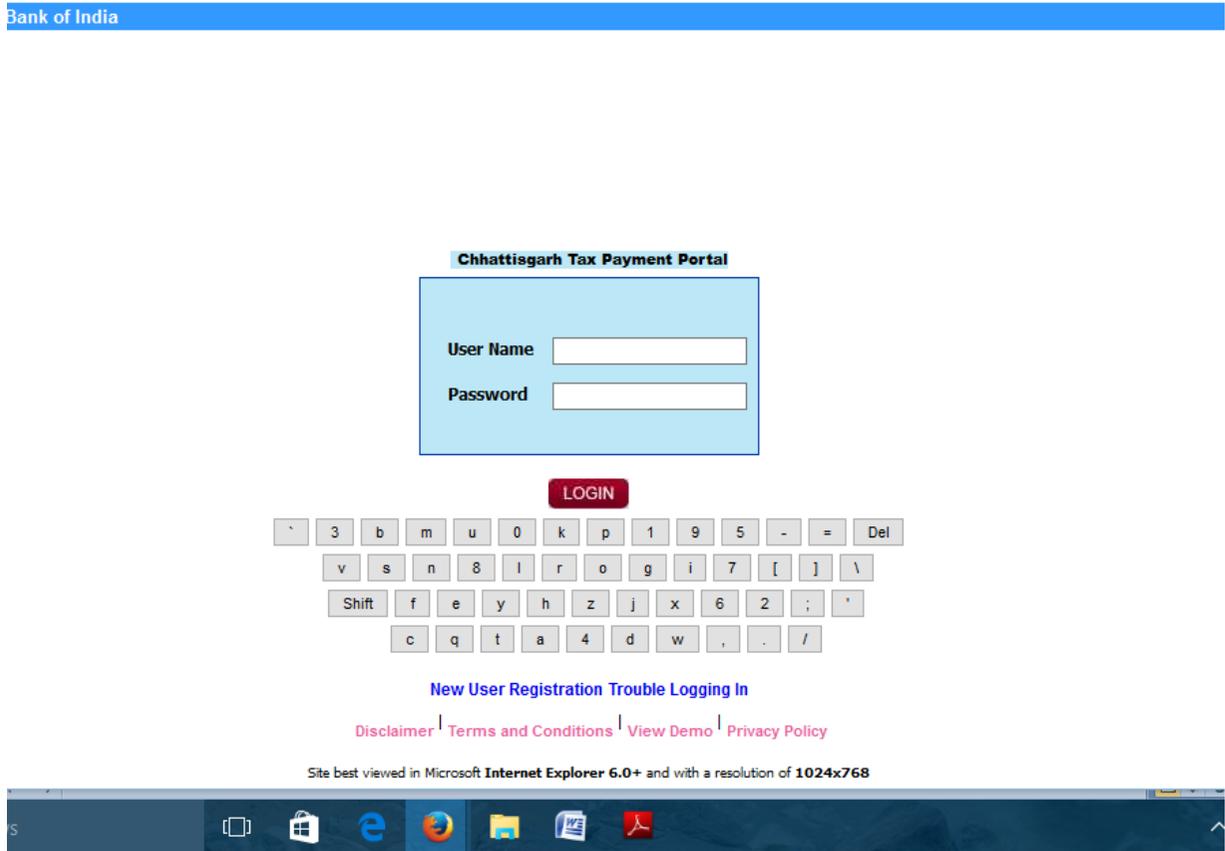
Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.

All items marked with \* are mandatory.

Windows

User manual for approval of pl

- 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.

- ii. After this the status of your application becomes “Pending” in the dashboard
- iii. On approval of the application, the status will be changed to approved and user can download/view the certificates from the “Download” in the e-dashboard.

### 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 [here](#). (Annexure 1)

The screenshot shows the website interface for the Chhattisgarh Government Labour Department. The header includes the department name in Hindi, the user's name (Pratik Chandrakar), and their UAN (11103126660251). Below the header, there are navigation links for Home and Logout. The main content area is titled "Services(Ease of Doing Business)" and contains several service cards:

- Factory Plan Approval(Form1-A):** Application Status: Approved. The "Download" link is circled in red, and a green arrow points to it.
- Factory Licence Application(Form-4):** Application Status: Pending. Links for User Manual, Apply, and Download are visible.
- Renewal of Factory Licence:** Application Status: Pending. Links for User Manual, Apply, and Download are visible.
- Registration of principal employer's establishment:** Application Status: Not Applied. Links for User Manual, Apply, and Download are visible.
- Licence for contractors:** Application Status: Approved. Links for User Manual, Apply, and Download are visible.
- Renewal of licence for contractors:** Application Status: Pending. Links for User Manual, Apply, and Download are visible.
- Registration of contractors:** Application Status: Pending. Links for User Manual, Apply, and Download are visible.
- Self Certificate/Inspection:** Application Status: Pending. Links for User Manual, Apply, Check Status, and Download are visible.

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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. Format of Factory Plan Approval

संचालनालय, औद्योगिक स्वास्थ्य एवं सुरक्षा, रायपुर, छत्तीसगढ़  
इन्द्रावती अवन, ब्लॉक - तीन, द्वितीय तल, नया रायपुर  
e-mail - dihsug@gmail.com Ph. No. - 0771-2442360

क्रमांक / DY.CIF/NAKSHA/(H)/VI/60/2015/ RPR/HQ/ 1883, रायपुर, दिनांक 31.12.2015

प्रति,

अधिभोगी / प्रबंधक  
मेलर्स जय जगदम्बा पेपर इण्डस्ट्रीज,  
खण्ड-463/29, उरला औद्योगिक क्षेत्र, रायपुर,  
जिला-रायपुर (छ0ग0)

विषय :- कारखाना भवन के नक्शे अनुमोदन बाबत।

—00—

उपरोक्त उल्लेखित कारखाने के नक्शों की एक प्रति छ0ग0 कारखाना नियम 1962 के नियम 3A(1) के प्रावधानानुसार निम्न शर्तों के साथ अनुमोदित की जाकर इस पत्र के साथ भेजी जा रही है :-

- यह अनुमोदन कारखाने के साईट या स्थल का अनुमोदन नहीं है।
- यह अनुमोदन जमीन संबंधी किसी भी दावे को प्रमाणित नहीं करता।
- यह अनुमोदन किसी भी भवन, स्ट्रक्चर के डिजाईन तथा लोड बियरिंग कंपेसिटी तथा किसी भी मशीन या उपकरण के डिजाईन तथा तकनीकी क्षमताओं आदि के लिए नहीं है।
- यह अनुमोदन भवन निर्माण के लिए अथवा अन्य सामग्री प्रदाय करने के संबंध में गारंटी नहीं देता।
- कारखाना अधिनियम 1948 तथा छ0ग0 कारखाना नियमावली 1962 के अंतर्गत आवश्यक व्यवस्थाएँ जो इन नक्शों में दर्शायी नहीं गई हैं से यह अनुमोदन आदेश, मुचित नहीं देता। उनका पूरा पालन किया जाना आवश्यक है।
- कारखाने में एफ्ल्यूएन्ट्स तथा ट्रेडवेस्ट संबंधी योजना आपको स्थानीय पब्लिक अधिकारी अथवा पब्लिक इंजीनियर, छत्तीसगढ़ शासन रायपुर, पर्यावरण संरक्षण मण्डल अथवा संबंधित अन्य विभागों से पृथक से नियमानुसार अनुमोदन कार्यवाही किया जाना आवश्यक है।
- कारखाने के प्रांगण में मूत्रालय तथा सेप्टिक टैंक पद्धति से शौचालय की व्यवस्था करना पुरुष तथा महिला श्रमिकों के उपयोग हेतु छ0ग0 कारखाना नियमावली 1962 के नियम 50 से 54 के अनुसार की जायेगी।
- चिनिर्माण प्रक्रिया चालू करने के पूर्व निर्धारित प्रपत्र-2 स्टेबिलिटी सर्टिफिकेट प्रस्तुत करें।

संलग्न-नक्शे - 02 नग.

उप मुख्य कारखाना निरीक्षक  
छत्तीसगढ़ शासन, रायपुर  
GOVT. OF CHHATTISGARH Raipur

31/12/15

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