

Procedure for Registration under The Shops & Establishments Act

Step	Form	Documents to Be attached	Timelines
1. Applicant submits online application for Registration under Shops & Establishments Act	Online Application Form I	1. Shop/Establishment Address Proof (Any) <ul style="list-style-type: none"> • Electricity Bill • Telephone Bill • Ownership Deed • Rent/Lease Agreement 3. Employer Address Proof (Any) <ul style="list-style-type: none"> • Ration Card • Electricity Bill • Telephone Bill • LPG Connection Document • Ownership Deed • Rent/Lease Agreement 3. Employer ID Proof (Any) <ul style="list-style-type: none"> • Aadhaar Card • Voter ID Card • Passport • Pan Card • Driving License • Account Passbook 4. E-GRAS Treasury Fee Challan/ Online Banking fee payment	-----
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks or application gets deemed approved within in 1 day.	----	-----	1 day from the date of submission of complete application along with requisite fee
Labour Superintendent issues Registration certificate for 10 years or rejects application. If application is not either approved or rejected, then it automatically gets deemed approved within in 1 day.	Online generation of certificate	-----	
<ul style="list-style-type: none"> • Online system sends SMS to respective officers and applicant at each progression. • In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. • Online application process requires no physical touch point. 			

Procedure for Renewal under The Shops & Establishments Act

Step	Form	Documents to Be attached	Timelines
Submit application online	Online form	1. Online Banking Fee payment / E-GRAS Treasury Fee Challan	-----
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks or application gets deemed approved within in 1 day.	----	-----	1 day from the date of submission of complete application along with requisite fee
Labour Superintendent issues Registration certificate for 10 years or rejects application. If application is not either approved or rejected, then it automatically gets deemed approved within in 1 day.	Online generation of certificate	-----	
<ul style="list-style-type: none"> Online system sends SMS to respective officers and applicant at each progression. In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received. Online application process requires no physical touch point. 			

Procedure for Registration under Shops & Establishments Act

Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at www.advantage.jharkhand.gov.in and applies for CAF.
- Create Account -> Login -> Apply for CAF -> Apply for Registration under Shops & Establishment Act
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to start filling form and provide:

Online Form I Details

- Basic Information of Shop / Establishment
- Owner / Employer Details
- Employer / Manager / Agent Details
- Employer Details
- Online Uploads:
 - Shop/Establishment Address Proof
 - Employer Address Proof
 - Employer ID Proof
 - Treasury Fee Challan / Online Banking fee payment

Step 3: Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks or application gets deemed approved within in 1 day.

Step 4 : Labour Superintendent issues Registration certificate for 10 years or rejects application. If application is not either approved or rejected, then it gets deemed approved **within 1 day** from the date of submission of complete application along with requisite fee

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
- Online application process requires no physical touch point.

Attachments to be uploaded online

1. Shop/Establishment Address Proof (Any)
 - Electricity Bill
 - Telephone Bill
 - Ownership Deed
 - Rent/Lease Agreement
3. Employer Address Proof (Any)
 - Ration Card
 - Electricity Bill
 - Telephone Bill
 - LPG Connection Document
 - Ownership Deed
 - Rent/Lease Agreement
3. Employer ID Proof (Any)
 - Aadhaar Card
 - Voter ID Card
 - Passport
 - Pan Card
 - Driving License
 - Account Passbook
4. E-GRAS Treasury Fee Challan/ Online Banking fee payment

Procedure for Renewal of Registration under Shops & Establishments Act

Step 1:

- Through Jharkhand Single Window at www.advantage.jharkhand.gov.in
- Create Account -> Login -> Apply for Renewal of Shops & Establishment Registration
- Required Items: Mobile Number and Email Id

Step 2: Applicant has to start filling form and provide:

Online Form IV Details

- Basic Information of Shop / Establishment
- Owner / Employer Details
- Employer / Manager / Agent Details
- Employer Details
- Online Uploads:
 - Shop/Establishment Address Proof
 - Employer Address Proof
 - Employer ID Proof
 - Treasury Fee Challan/ Online Banking fee payment

Attachments to be uploaded online

1. Online Banking fee payment

Step 3: Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks or application gets deemed approved within in 1 day.

Step 4 : Labour Superintendent issues Registration certificate for 10 years or rejects application. If application is not either approved or rejected, then it gets deemed approved **within 1 day** from the date of submission of complete application along with requisite fee

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
- Online application process requires no physical touch point.

- **Single Window Helpdesk:**

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: 0651-6556666

Email: singlewindow-jh@gov.in

Single Window Department of Industries, Mines & Geology

3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002

- **Shramadhan Helpdesk :**

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: +91 73668 32929