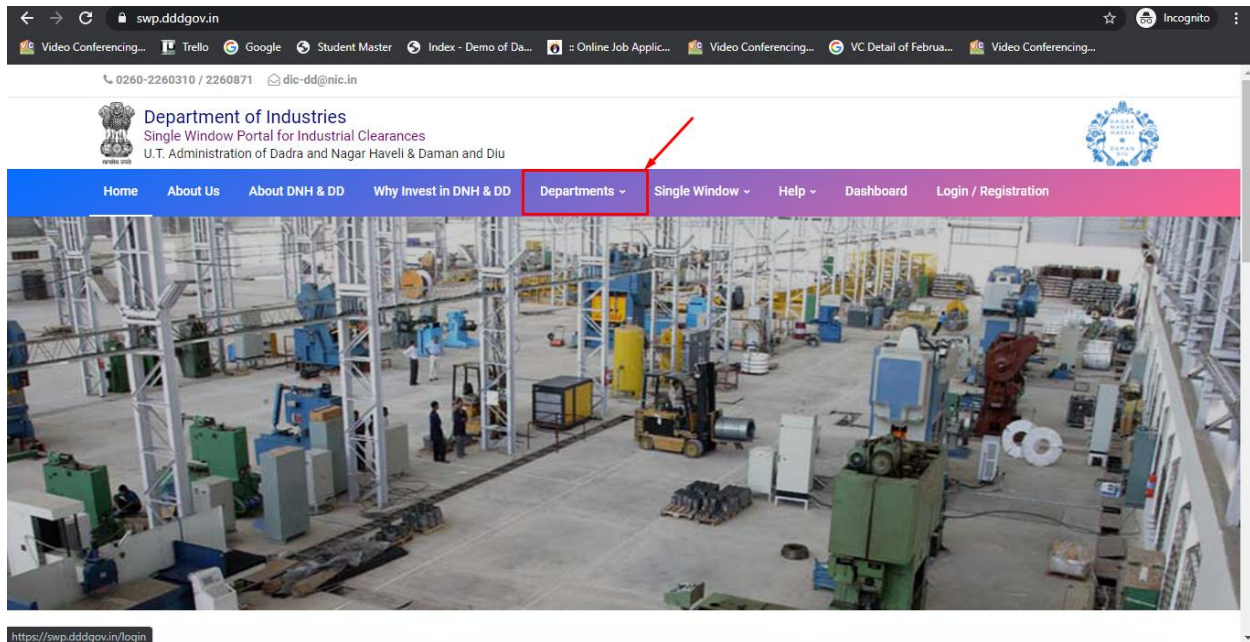


## **Registration under Shops & Establishments Act, 1988**

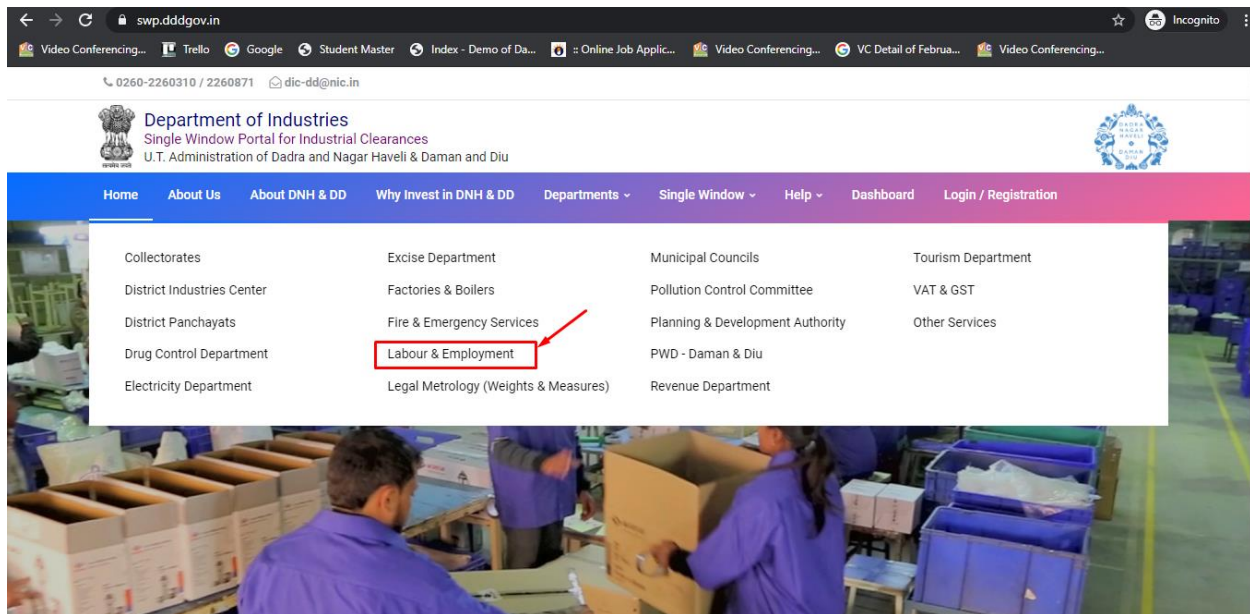
1	Name of Approval / NoC/ License/ Registration	Registration under Shop & Establishment Act, 1988
2	Competent Authority	Labour Department
3	Applicability Criteria	Every Shop, Establishments, Commercial Establishments with premises where any business / trade is carried on or any service is rendered to customers includes a shop run by co-op societies, office, go down, store room, restaurant, hotel, lodging house, theatre or any public amusement or entertainment
4	Stage	Pre-operation
5	Timelines	15 days
6	Documents Required	<ol style="list-style-type: none"> <li>1. Application in Form I</li> <li>2. Lease Agreement / Ownership documents</li> <li>3. Fees / Copy of Challan</li> <li>4. Copy of house taxes issue by the Panchayat or DMC</li> <li>5. Photo of Shop</li> <li>6. Aadhar Card</li> <li>7. Pan Card</li> <li>8. GST</li> </ol>
8	Procedure for getting license	<ol style="list-style-type: none"> <li>1. Visit Single Desk Portal &amp; register</li> <li>2. Fill in the application FORM I</li> <li>3. Pay the fees along with security deposit online</li> <li>4. Approval by the Authority.</li> <li>5. Download the Certificate in FORM II.</li> </ol>
9	Fee & Mode of payment	<p>If the number of workmen proposed to be employed on contract on any day –</p> <ol style="list-style-type: none"> <li>(a) employing no persons :- Rs. 20/-</li> <li>(b) employing 5 or less than five persons:- Rs. 40/-</li> <li>(c) employing more than five but less than 10 persons :- Rs. 150/-</li> <li>(d) employing 10 and above but less than 20 persons :- Rs. 300/-</li> <li>(e) For Hotels :- Rs. 600/-</li> </ol>

# 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.

swp.dddgov.in/login

Single Window Portal for Industrial Clearances  
U.T. Administration of Dadra Nagar Haveli & Daman and Diu

### Login into your account!

Mobile Number  
8347435433

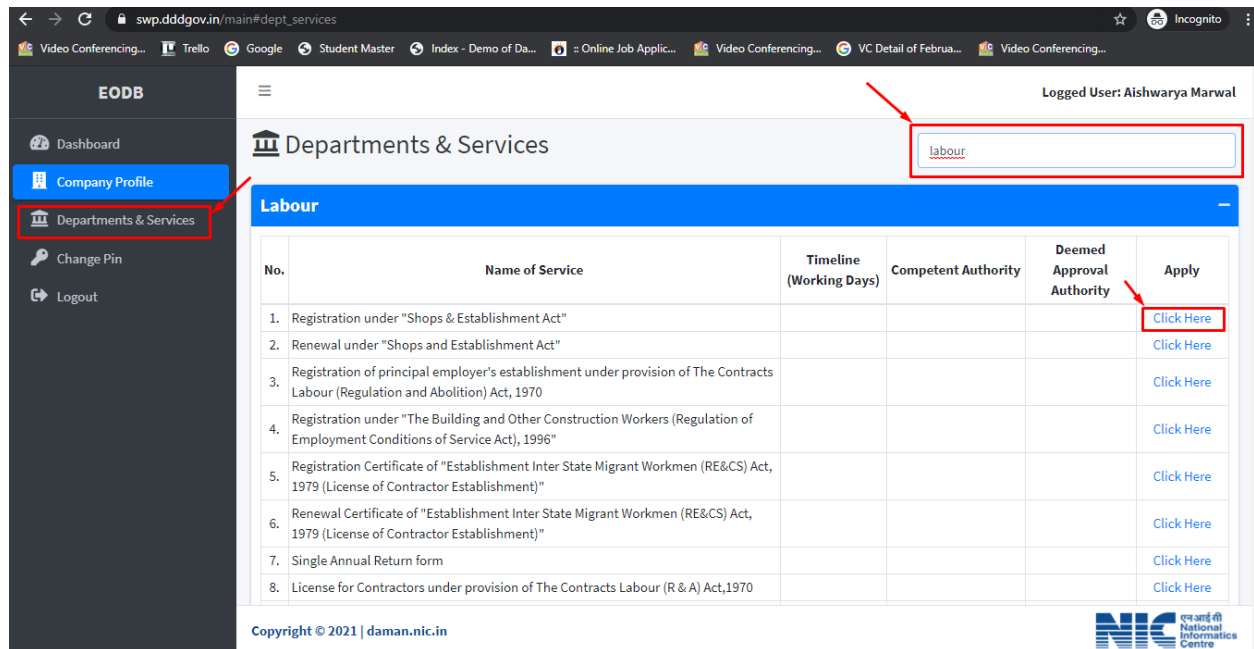
Pin  
.....

Forgot Pin ? Click Here.

Login Back to Home

Don't have an account? [Registration](#)

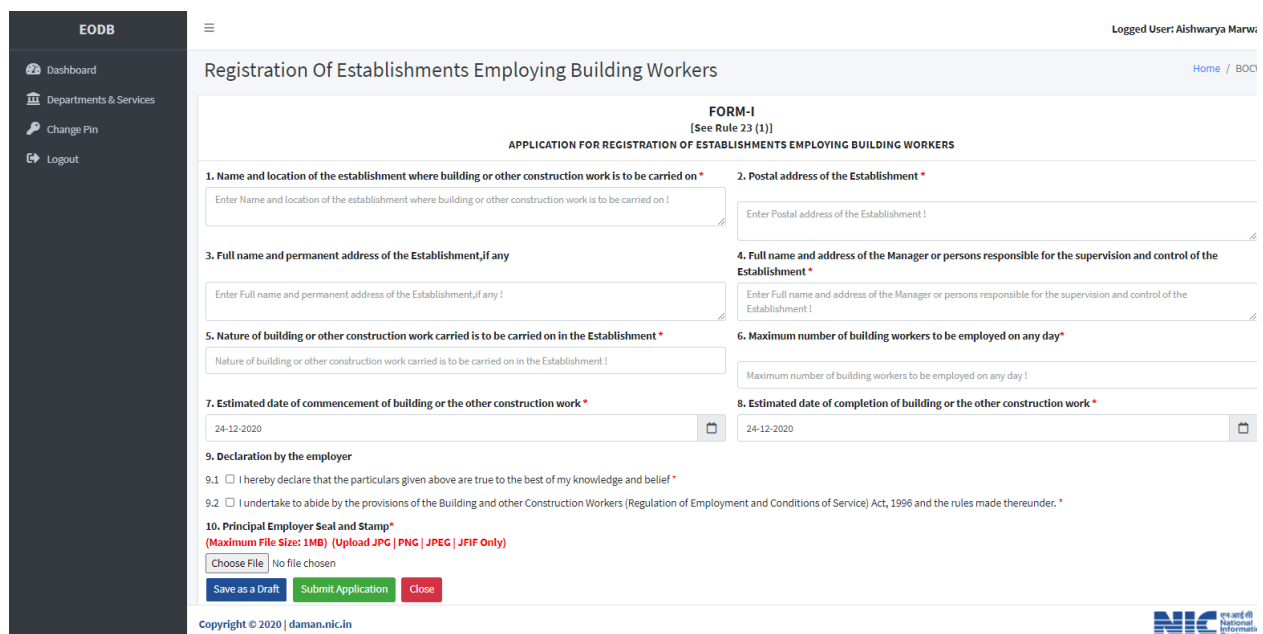
5. After login, click on Department & Services and on the search bar type “Labour”. For the “Registration under the Shop & Establishment Act” click on “click here”.



The screenshot shows the EODB portal interface. The user is logged in as Aishwarya Marwal. The 'Departments & Services' section is active, and the search bar contains the text 'labour'. A table lists various services, with the first row 'Registration under \"Shops & Establishment Act\"' having a 'Click Here' link highlighted in the 'Apply' column.

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>

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



The screenshot shows the 'Registration Of Establishments Employing Building Workers' form. The form is titled 'FORM-I [See Rule 23 (1)] APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING WORKERS'. It contains fields for establishment details, manager information, and dates, followed by a declaration and a section for the principal employer's seal and stamp.

**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

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

Home / BOCW

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 columns: No., Application Number, Shop & Establishment Name, Shop & Establishment Type, Principal Employer Name, Principal Employer Address, Status, Query Status, and Action. The first row shows application SH00001 with status 'Fees Pending'. In the 'Action' column, there are buttons for 'View', 'From-I', 'Payment Requested', and 'Pay Your Fees'. The 'Pay Your Fees' button is highlighted with a red box and an arrow. A 'Show 10 entries' dropdown and a search bar are also visible. The footer includes '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 'Pay Your Fees' popup box overlaid on the EODB portal. The popup has a title 'Pay Your Fees' and contains two main sections. The first section is 'Name of the Shop & Establishment \*' with a text input field containing 'test'. The second section is 'Upload Fees Paid Challan Copy \* (Maximum File Size: 2MB)' with a 'Choose File' button highlighted by a red box and an arrow. Below these sections are 'Submit' and 'Close' buttons. The background shows the same table and interface as the previous screenshot, but it is dimmed. The footer remains the same.

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/DMM/NAR/LE/L/DMM/NAR-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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