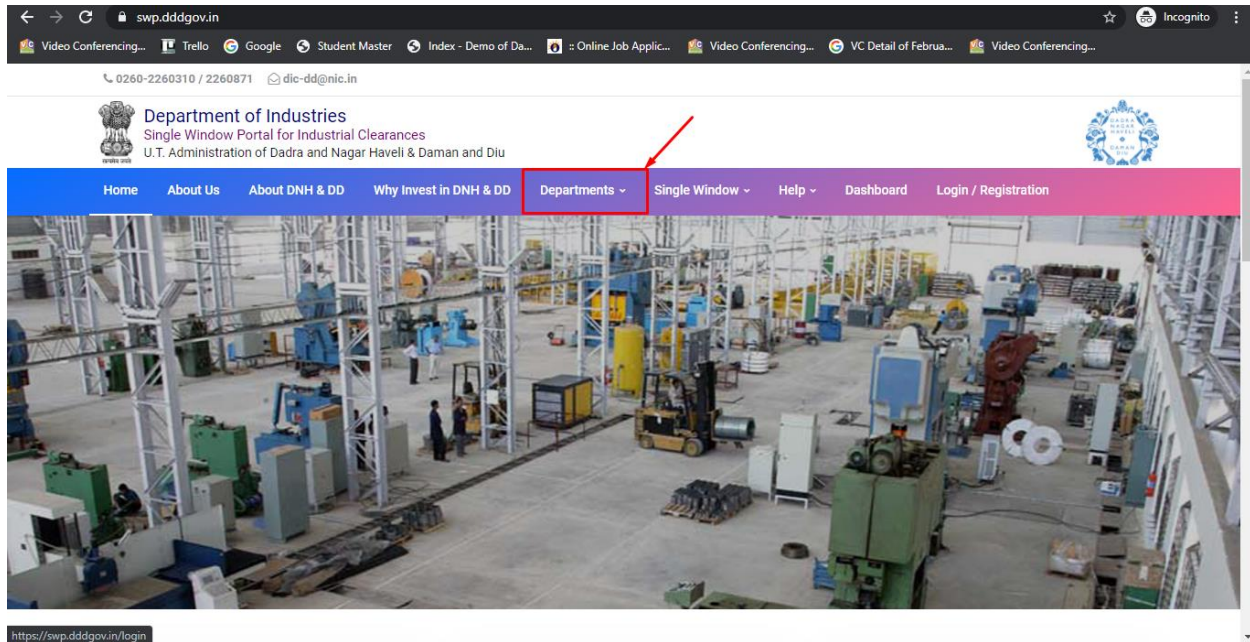
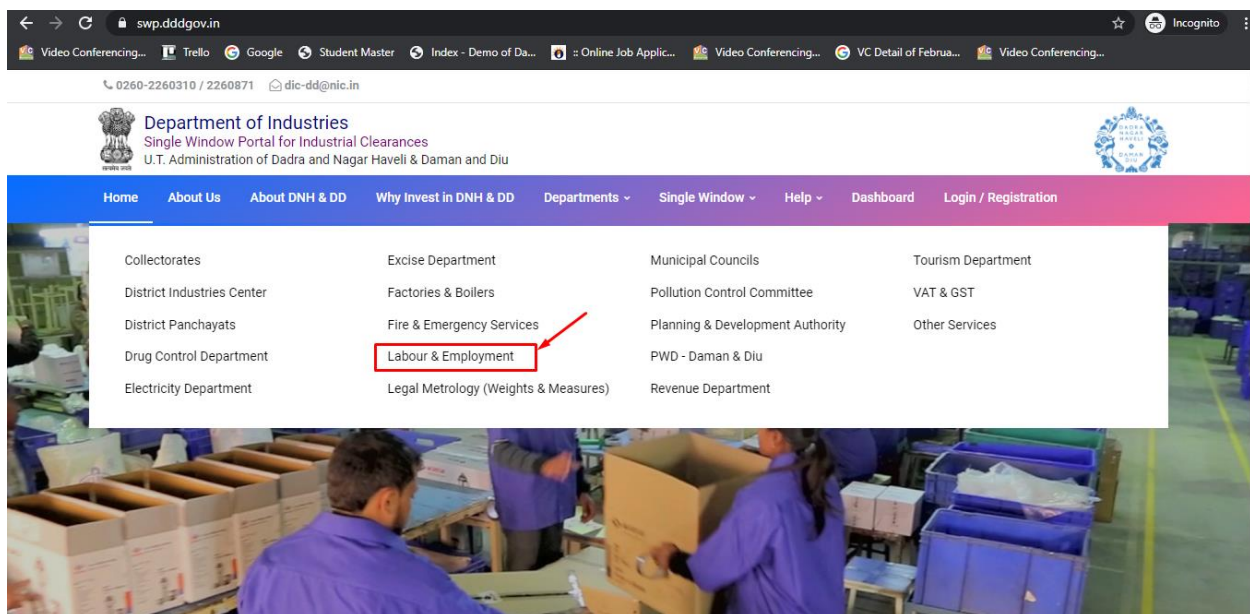


# User Guide for online filing of Registration under Shop & Establishment Act (Renewal)

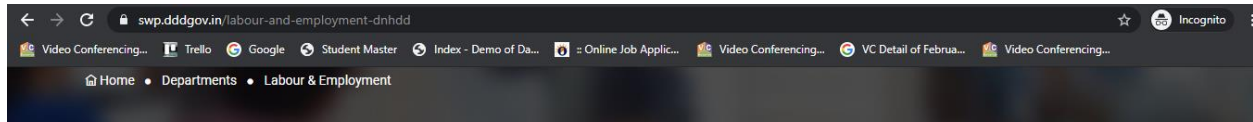
1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



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



### 3. From the Department's page, click on "Click here" for the Renewal 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 Conditions of Service Act), 1996" | <a href="#">Click Here</a> | Labour and Employment | 20 Days                 | <a href="#">View</a>         | Labour Enforcement Officer                                       | Asst Labour Commissioner                        | Secretary                                       |
| 4       | Registration Certificate of "Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor             | <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 “Renewal under the Shop & Establishment Act” click on “click here”.

The screenshot shows the EODB portal interface. On the left is a sidebar with navigation links: Dashboard, Company Profile, Departments & Services (highlighted), Change Pin, and Logout. The main header shows the user is logged in as 'Aishwarya Marwal'. The main content area is titled 'Departments & Services' and features a search bar with the text 'labour'. Below the search bar is a table titled 'Labour' with columns: No., Name of Service, Timeline (Working Days), Competent Authority, Deemed Approval Authority, and Apply. The table lists 8 services. The second service, 'Renewal under "Shops and Establishment Act"', is highlighted, and a red arrow points to the 'Click Here' link in the 'Apply' column. The footer includes 'Copyright © 2021 | daman.nic.in' and the NIC logo.

| 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 'Shop & Establishment Renewal Form' in the EODB portal. The form is titled 'ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU DEPARTMENT OF LABOUR Shop & Establishment Renewal Form'. It contains several sections with input fields:
 

- 1. Shop & Establishment License Number\***: Enter Shop & Establishment License Number !
- 2. Name of Shop & Establishment \***: Name of Shop & Establishment !
- 3. Total Number of employees \***: Total Number of employees !
- Employer Information**:
  - 4. Full Name of the Employer(Including his Father's Name)\***: Full Name of the Employer !
  - 5. Mobile No. of the Employer \***: Mobile No. of the Employer !
  - 6. Residential address of the Employer \***: Residential Address of the Employer !
- Manager Information**:
  - 7. Full Name of the Manager (including his Father's Name) \***: Full Name of Manager !
  - 8. Residential Address of the Manager \***: Residential Address of the Manager !
- 9. Category of establishment I.e, whether a Shop, Commercial Establishment, residential Hotel, restaurant, eating house, theatre, Cinema, or other place or public amusement of entertainment etc. \***: Category of establishment I.e, whether a Shop, Commercial Establishment, residential Hotel, restaurant, eating house, theatre, Cinema, or other place or public amusement of entertainment etc. !
- 10. Signature\***: (Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only). Includes a 'Choose File' button and 'No file chosen' text.

 At the bottom, there are three buttons: 'Save as a Draft', 'Submit Application' (highlighted with a red arrow), and 'Close'. The footer includes 'Copyright © 2021 | daman.nic.in' and the NIC logo.

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.

The screenshot shows a web application interface for tracking shop renewal applications. The browser address bar shows 'swp.dddgov.in/main#shop\_renewal'. The user is logged in as 'Aishwarya Marwal'. The page title is 'Renewal under "Shops and Establishment Act"'. A sidebar on the left contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area features a table with application details. Above the table, there is a search bar and a button 'Apply for License for Shop - Renewal'. The table has columns for No., Application Number, Shop Name, Submitted On, Status, Query Status, and Action. Two entries are shown: one with status 'Application Submitted' and another with status 'Draft'. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. The footer includes 'Copyright © 2021 | daman.nic.in' and the NIC logo.

| No. | Application Number | Shop Name | Submitted On | Status                | Query Status | Action |
|-----|--------------------|-----------|--------------|-----------------------|--------------|--------|
| 1   | SR00011            | test      | 28-01-2021   | Application Submitted | -            |        |
| 2   | SR00010            |           | 28-01-2021   | Draft                 | -            |        |

8. Click on Form 1 to view your application.

The screenshot shows a PDF form titled 'ADMINISTRATION OF DADRA & NAGAR HAVELI & DIU DEPARTMENT OF LABOUR Shop & Establishment Renewal Form'. The form is displayed in a viewer window with the file path 'C:/Users/HELPPDESK/Downloads/FORM%20(2).pdf'. The form contains the following fields and values:

|                                       |  |
|---------------------------------------|--|
| 1. License registration no. -         | LE/LI/DMN/S&E/LE/LI/DMN/S&E-21/2021/2021 |
| 2. Name of the Shop & Establishment - | test                                     |
| 3. Total No. of Employees -           | 22                                       |
| 4. Category of Establishment -        | test                                     |
| 5. Employer Name -                    | test                                     |
| 6. Employer Mobile No. -              | 2536145897                               |
| 7. Employer Residential Address -     | test                                     |

At the bottom right, there is a section for 'Signature of Applicant' with a small red square icon next to it. The form is displayed on a dark background with navigation buttons on the right side.

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 'Renewal under "Shops and Establishment Act"'. It features a table with columns: No., Application Number, Shop Name, Submitted On, Status, Query Status, and Action. The first row shows application SR00011 with status 'Fees Pending' and a 'Pay Your Fees' button highlighted with a red box and an arrow. The second row shows application SR00010 with status 'Draft'. A 'Previous' button and a 'Next' button are at the bottom right of the table. The footer includes 'Copyright © 2021 | daman.nic.in' and the NIC logo.

| No. | Application Number | Shop Name | Submitted On | Status       | Query Status | Action  |
|-----|--------------------|-----------|--------------|--------------|--------------|---|
| 1   | SR00011            | test      | 28-01-2021   | Fees Pending | -            | <a href="#">View</a> <a href="#">Form</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> |
| 2   | SR00010            |           | 28-01-2021   | Draft        | -            | <a href="#">+</a>   |

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 highlighted by a red box and an arrow. The popup box also has 'Submit' and 'Close' buttons. The background shows the 'Registration under "Shops & Establishment Act"' page with a table listing applications. The first row shows application SH00001 with status 'Fees Pending' and a 'Pay Your Fees' button. The footer includes 'Copyright © 2021 | daman.nic.in' and the NIC logo.

| No. | Application Number | Shop Name | Submitted On | Status       | Query Status | Action  |
|-----|--------------------|-----------|--------------|--------------|--------------|---|
| 1   | SH00001            | test      |              | Fees Pending | -            | <a href="#">View</a> <a href="#">Form</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> |

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

Renewal under "Shops and Establishment Act"

Apply for License for Shop - Renewal

Show 10 entries Search:

| No. | Application Number | Shop Name | Submitted On | Status   | Query Status | Action   |
|-----|--------------------|-----------|--------------|----------|--------------|--|
| 1   | SR00011            | test      | 28-01-2021   | Approved | -            | <a href="#">View</a> <a href="#">Form</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> <a href="#">Download Certificate</a> |
| 2   | SR00010            |           | 28-01-2021   | Draft    | -            | <a href="#">+</a>  |

Showing 1 to 2 of 2 entries Previous 1 Next

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NIC National Informatics Centre

12. Then Download your final signed number certificate for the Renewal under Shop & Establishment Act.

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

FORM - IV  
(See Rule 6)  
RENEWAL OF REGISTRATION CERTIFICATE

CATEGORY OF ESTABLISHMENT : test  
Total number of employees : 22  
Name & Address of the Establishment with Mobile Number : test  
2536145897  
TO,  
The Labour Inspector,  
Daman  
Sir,

At the period of Registration Certificate No. LEJLIDMN/SA/EJLIDMN/548-21/2021/  
2021  
Originally granted / subsequently renewed to us has been already been expired on  
28-01-2022 / We, therefore request your honour to kindly renew the same. The  
Original Certificate is enclosed.  
Date : 28-01-2021  
Place : DAMAN

SIGNATURE OF INSPECTOR

सत्यमेव जयते

