Presentation for guidance on Aadhaar seeding and Implementation of e-services of Haryana Labour Welfare Board

Presentation by

HARYANA LABOUR WELFARE BOARD,
Bays No. 29-30 (Pocket-II), Sector-04, Panchkula (Hry)
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Introduction

The Haryana Labour Welfare Board, came into existence on 15-01-1970 vide Section 4 of the Punjab Labour Welfare Fund Act, 1965. As per the Act (ibid), the main purpose of the board is to provide for the constitution of a Fund for the financing of activities to promote welfare of labour in the State of Haryana and for conducting such activities and for certain other purposes.

**Contribution:-** In January 2002, new section i.e. 9A was inserted in the Act (ibid) vide which provision was made to collect the contribution from the employer as well employee which increases the revenue to the Board. The rates of contribution prevailing from time to time are given below:

<table>
<thead>
<tr>
<th>Period</th>
<th>Employee Contribution (per month)</th>
<th>Employer Contribution (Per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2002 to March 2007</td>
<td>Re.1/-</td>
<td>Rs. 2/-</td>
</tr>
<tr>
<td>April 2007 to March 2012</td>
<td>Rs.5/-</td>
<td>Rs.10/-</td>
</tr>
<tr>
<td>April 2012 to till date</td>
<td>Rs. 10/-</td>
<td>Rs.20/-</td>
</tr>
</tbody>
</table>
Contribution to Fund by employers and employees:-

- Every employee shall contribute ten rupees per month to the Fund and every employer shall, in respect of each such employee, contribute twenty rupees per month to the Fund.
- Every employer shall pay to the Fund both his contribution and the contribution of the employee before the 31st December of every year.
- Any employer who fails to pay the contribution amount within a period of one month from the date specified under sub-section (2), shall be liable to pay interest at the rate of twelve per cent per annum from the said date until such time the amount is actually deposited.
Unpaid accumulations from employers:–

Under section 3 and 9 of the Punjab Labour Welfare Fund Act, 1965, any payment due to an employee but remaining unpaid with the employer for a period of two years including wages, bonus, gratuity etc. is to be transferred by the management to the Board. The Board invites claims from employees by making advertisement in two regional languages newspapers of the State continuously for two years in the month of December and by exhibiting the details of amounts on notice board of the concerned establishment in which unpaid accumulations was earned by the employee.

Note:– The employer shall be required to pay interest at the rate of twelve per cent per annum on the amount of unpaid accumulations in case he fails to deposit the same within a period of one year from the prescribed date. The rate of interest thereafter shall be twenty per cent per annum.
Search

Search for already existing establishment
Or
new BIP (BASIC INFORMATION FORM).

➢ Commercial and Service Establishment
  (Shop & Commercial Establishment Act, 1958)

➢ Manufacturing Establishment
  (Factories Act, 1948)
Search:- Already existing "Factory/shop & Commercial establishment for Email/User name/ id and password click here."
Read all above instruction and Click on Check Box button and Submit

Please go through the following information, tick the checkbox at the bottom of the page and click submit to continue to the Registration page.

Overview

This section provides online services to users who are covered under Shops and Commercial Establishments Act 1958 and related services. This section is to be used for registration, licensing, renewal, amendment and submission of annual returns for following Acts:

i. Registration/Renewal under the Shops and Commercial Establishments Act 1958
ii. Registration and Licensing under the Contract Labour (Regulation & Abolition) Act, 1970

5. Worker details and contribution for Haryana Labour Welfare Board

Who can Use this: This online service can be used by any registered shop owner to provide details of workers employed with the shop and provide contribution to Haryana Labour Welfare Board for various schemes.

Steps for use:

- Applicant / shop owner will visit the website and login to his/her id.
- After login there is an option of “Welfare Board” at the top of the page.
- By clicking on “Add contribution,” the applicant will provide list of workers and their information.
- Fees will be automatically calculated on the basis of workers’ employment period with the shop.
- Applicant has to pay fees online
- Further, applicant will have various options like - to pay unpaid allowance of workers or if the applicant is willing to donate to Welfare Board for contribution to various welfare schemers run by the Board for workers.

☐ I acknowledge that I have fully read and understood the above guidelines of online services.
Search already existing Factory

This is a normal search does not authenticate the registration under the law

Factory Name / Factory Email / Application Id: relaxo

Submit
If name of your factory matches any of the search results then mentioned e-mail id in the results is your user ID and to retrieve the password to this user ID exercise the option of Forget Password or email us at mail.hrylabour@gmail.com.

Create the new user ID by filling the Basic Information Performa (BIP) only if the name of your factory does not appears in the below mention searched Results.

It is hereby warned that creating duplicate or multiple BIPs amount to misleading and misrepresenting to the Government/Department and your action shall make you liable for legal proceeding against you under the relevant Criminal Laws.

By Filling the new BIP you are hereby declaring that name of the factory does not already exist in the Database in the Department.

### Search Results

<table>
<thead>
<tr>
<th>S.No</th>
<th>Factory ID</th>
<th>Name of Unit</th>
<th>Address</th>
<th>ADIS&amp;H</th>
<th>BIP Date</th>
<th>Email-ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2023</td>
<td>M/s Relaxo Footwears Limited-[Unit-II]</td>
<td>Plot: 326, Area: Part A, Estate: MIE, Tehsil: Bahadurgah, District: Jhajjar</td>
<td>ADISH-RTK</td>
<td>14-01-2010</td>
<td><a href="mailto:rajpr@relaxofootwear.com">rajpr@relaxofootwear.com</a></td>
</tr>
<tr>
<td>2</td>
<td>2050</td>
<td>M/s Relaxo Footwears Ltd-VI</td>
<td>342-343, Sector 17, FootwearPark, HSIIDC, Bahadurgah, Tehsil: Bahadurgah, District: Jhajjar</td>
<td>ADISH-RTK</td>
<td>15-01-2010</td>
<td><a href="mailto:gk@gmail.com">gk@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>2478</td>
<td>M/s Relaxo Footwears Limited - IV</td>
<td>Plot: 30, Area: Part A, Estate: MIE, Tehsil: Bahadurgah, District: Jhajjar</td>
<td>ADISH-RTK</td>
<td>18-02-2010</td>
<td><a href="mailto:anand@relaxofootwear.com">anand@relaxofootwear.com</a></td>
</tr>
</tbody>
</table>
Forget Password

In case of forget password, User can reset the password by clicking “Forget Password”.
Show image .6

Forgot your password?
Enter your email address or Mobile Number below and we’ll send you instructions on how to change your password.

Enter existing email id

OR

and

BIP ID

Submit

Return to login
By filling the new BIP you are hereby declaring that name of the establishment does not already exist in the Database of the Department CLICK HERE TO FILL BASIC INFORMATION FORM.

If name of your shops matches any of the search results then mentioned e-mail id in the results is your user ID and to retrieve the password to this user ID exercise the option of Forget Password or email us at mail.hylabour@gmail.com.

Create the new user id by filling the Basic Information Performa (BIP) only if the name of your shops does not appears in the below mention searched Results.

It is hereby warned that creating duplicate or multiple BIPs amount to misleading and misrepresenting to the Government/Department and your action shall make you liable for legal proceeding against you under the relevant Criminal Laws.

By filling the new BIP you are hereby declaring that name of the shops does not already exist in the Database of the Department CLICK HERE TO FILL BASIC INFORMATION FORM.

Sorry! No records found.
Verify Email id/Mobile Number / Aadhar No. of Employer (MD / Director / Partner / Proprietor /CEO)

LABOUR DEPARTMENT HARYANA

Dashboard ➜ Verification

Email 🚫
Mobile No 🚫
Aadhaar Card 🚫

Your email, mobile number, aadhaar card verification is pending. Please verify.

In case you want to update email, mobile number (occupier number) or any other basic information, please click here to update.

Email
eroleexports@gmail.com

Mobile
9896400567

Click Here To Resend Verification Email

Click Here To Send Verification Code

All rights reserved - Labour Department, Haryana
For updating Email/Aadhar/mobile number enter Employer (MD / Director / Partner / Proprietor / CEO) Aadhar Number/Name which mentioned in aadhar card.

Show image .10
Employer Dashboard
The “Factory / Shop & Commercial Establishment owner “Select “Welfare Board” from dashboard then click on “Add Contribution”.

Note—* is mandatory filed
If establishment is having more than 20 workers, then the factory/shop owner has to download the .csv format by clicking on “click here to download the csv file” and then fill the required information and then upload the .csv file.
If the date of relieving is before 2016, then Aadhaar number is not required. While entering the present employee, please add 'A' before Aadhaar number and don’t give space between numbers. Establishment owners have to fill all the details in the prescribed (CSV) format given below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation (Father/Husband)</th>
<th>Relation-Person Name</th>
<th>Nationality (If Indian add '0' and if non-Indian please add '1')</th>
<th>Workers-Adhar Number (Please add 'A' before Aadhaar number) OR Passport (Please add 'P' before Passport number)</th>
<th>ESI-No.</th>
<th>EPF-No.</th>
<th>Gender (Male or Female)</th>
<th>Mobile</th>
<th>DOB (Format: dd-mm-yyyy)</th>
<th>Gross Wage</th>
<th>Date-of-Joining (Format: dd-mm-yyyy)</th>
<th>Date-of-Relieving (Format: dd-mm-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JITENDRA KUMAR</td>
<td>Father</td>
<td>JIVDHAN RAM</td>
<td>0</td>
<td>A363830960365</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>9501282143</td>
<td>01-01-1983</td>
<td>8475</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>MOHINDER PRATAP</td>
<td>Father</td>
<td>RAJINDER PRAT.</td>
<td>0</td>
<td>A848509985274</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>8360204170</td>
<td>24-08-1992</td>
<td>8475</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>PAWAN KUMAR</td>
<td>Father</td>
<td>BADHU RAM</td>
<td>0</td>
<td>A599071356597</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>8699232077</td>
<td>01-09-1981</td>
<td>8070</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>RABINDRA RAM</td>
<td>Father</td>
<td>VIGUL RAM</td>
<td>0</td>
<td>A645577194897</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>7814890273</td>
<td>01-01-1985</td>
<td>8475</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>RAVI KUMAR</td>
<td>Father</td>
<td>MAGI RAM</td>
<td>0</td>
<td>A52906145027</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>9463494433</td>
<td>01-06-1976</td>
<td>8475</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>UMED SINGH</td>
<td>Father</td>
<td>DAULAT SINGH</td>
<td>0</td>
<td>A226322058777</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>9814662510</td>
<td>15-10-1953</td>
<td>14500</td>
<td>01-01-2016</td>
<td></td>
</tr>
<tr>
<td>VIJAY KUMAR</td>
<td>Father</td>
<td>RAM KUMAR</td>
<td>0</td>
<td>A256342180001</td>
<td>0</td>
<td>0</td>
<td>Male</td>
<td>7355404303</td>
<td>01-01-1985</td>
<td>8070</td>
<td>01-01-2016</td>
<td></td>
</tr>
</tbody>
</table>
The “Factory / Shop & Commercial Establishment owner “Select “Welfare Board” from dashboard then click on “View Contribution” to view the employees contribution details and pay the contribution payment online through (Master card/Visa Credit or Debit card banking etc.)

Note- If already Cheque/DD submitted in Welfare office during the year (2014,2015,2016) click on pay and enter no. of cheque/DD (for example 1,2,3,4 )
Contractor Portal

- **Contractor within Haryana:-** If contractor not registered in Hrylabour.gov.in portal then registered under the Shop & Commercial Establishment Act, 1958)

- **Contractor Outside Haryana:-** LIN (Labour Identification Number) is required for outside Haryana contractor. If Contractor do not have the LIN number then click on https://shramsuvidha.gov.in
LIN (Labour Identification Number)

Shram Suvidha
(One-Stop-Shop for Labour Law Compliance)

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned an Identification Number (LIN).

Total Establishments: 1991109
LIN Generated: 1923162
Submitted Inspection Report: 276931
Submitted Return: 9824
Contractor Portal for RC

The "Factory / Shop & Commercial Establishment owner click on Contract Act select Registered as RC and fill-up all required details

Show image .16
The "Factory / Shop & Commercial Establishment owner Fill-up shop code/LIN Number and required details

Contractor within Haryana

Please make sure you add the correct contractor details. Once added you can update the details by applying for amendment.

Contractor Outside Haryana

If contractor do not have the LIN number guide him to generate LIN number from this Link

Show image .17
Labour Welfare Offices

- Gurgaon : 0124-2223450
- Faridabad : 0129-2480277
- Yamuna Nagar : 01732-241188
- Hissar : 01662-259062
- Rohtak : 01262-253222
- Panipat : 0180-4010640
Thanks for your kind attention