



eLabour Punjab



Punjab Labor Department

Shop/Comm. License Registration



Steps to Apply for Registration for Shop and Comm. on elabour Punjab:

Below is Step by step procedure to register for Shop and Comm:-

Step 1: Go to pblabour.gov.in and click on Login

The screenshot shows the homepage of the eLabour Punjab portal. At the top, there is a navigation menu with links: DEPARTMENT OF LABOUR, PUNJAB; ABOUT US; PROFILE; BRANCHES; PUBLIC INTERFACE; HELP; CONTACT US; and LOGIN. Below the menu, the website features a large orange and white graphic with the text 'e-Labour' and a list of regulatory clearances. A callout bubble points to the 'Create New User' button in the bottom right corner of the main content area.

DEPARTMENT OF LABOUR, PUNJAB ABOUT US PROFILE BRANCHES PUBLIC INTERFACE HELP CONTACT US LOGIN

Telephone: +91-172-2702486 E-Mail Address: kpboffice@gmail.com

List of Regulatory Clearances

1. Approval of Building Plans under rule 3-A of Punjab Factory Rules, 1952
2. Registration/Grant of License/Renewal of License under Punjab Factories Rules, 1952
3. Registration/Renewal/Amendment under The Punjab Shops and Comm. Estab. Act, 1958
4. Registration/Amendment of Establishment employing contract workers under C.L. Act, 1970
5. Licensing/Renewal/Amendment under The Contract Labour (R&A) Act, 1970

For getting above clearances [Click here](#)

Create New User

Registered Industry Login

How to Apply License

3rd Party Verification

Building Plan Factory Plans under rule 3-A of Punjab Factory Rules, 1952	Factories Act, 1948 Manufacturing Establishments	Shop/Comms. Est. Registration, Renewal and Amendment	Create New User
Principal Employer Registration of Establishment under Punjab Factories Act, 1948	Contract Labour Licensing, Renewal and Amendment	Forms & Procedures Registration and Renewal	Registered Industry Login
Minimum Wages Minimum wages of workers	Child Labour Illegal employment of children	Grievance and Complaints Registration Complaints	How to Apply License
			3rd Party Verification



Step 2: Enter the Basic details for creating Login to register a license then click on Submit Button.

New User Registration

* Username

* First Name

Middle Name

* Last Name

* Email

* Country

* Mobile No

Captcha

Submit Login Page Resend Email & OTP

Click Here to Register

Step 3: Login Page

e-Labour, Punjab

List of Regulatory Clearances

1. Approval of Factory Building Plan Rules, 2-A
2. Registration/Grant of License/Renewal of License Punjab Factories Rules, 1952
3. Registration/Renewal/Amendment of Punjab Shops and Camen, Estab. Act, 1956
4. Registration/Amendment of Establishment Employing Contract Labour Act, 1970
5. Licensing/Renewal/Amendment under Contract Labour Act, 1970

For getting above clearances, please [login](#)

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Step 4: After Creating Login Details by confirming email and mobile number, Please login with your respective login details by clicking on Login. After Login, the formal Steps to Register for a Principal Employer will begin by entering basic details of Company/Factory and Owner. Below is the illustration of same process.

Project Profile Mandatory Fields (*)
Max. Attachment Size: 4 MB

1 Personal Details

2.1	Name of Applicant *	<input type="text" value="Manish"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Mahotra"/>	
2.2	Applicant Photo	<input type="button" value="+ ATTACHMENT"/> <small>* In .JPG or PNG format Less Than 4 MB</small>			
2.2	Applicant Signature *	<input type="button" value="+ ATTACHMENT"/> <small>* In .JPG or PNG format Less Than 4 MB</small>			
2.4	Company/Factory Name *	<input type="text" value="Steel Works Limited"/>	2.5	Manufacturing Process *	<input type="text" value="Raw Material and Manufacturing"/>
2.6	Site Address(Location) *	<input type="text" value="Main Road Ludhiana"/>			

3 Address

2.1	Name of City *	<input type="text" value="Ludhiana"/>	2.2	Pin Code *	<input type="text" value="416707"/>
2.3	Address Line 1 *	<input type="text" value="Main Road"/>	2.4	Address Line 2 *	<input type="text" value="Civil Lane"/>
2.5	Address Line 3	<input type="text"/>	2.6	Phone Number	<input type="text" value="STD Code"/> <input type="text" value="Phone No."/>
2.7	Mobile Number *	<input type="text" value="91"/> <input type="text" value="8146679953"/>	2.8	Fax Number	<input type="text"/>
2.10	Email Address *	<input type="text" value="jagj.kanoj07@gmail.com"/>	2.11	Alternate Email Address	<input type="text"/>



Step 5: The Next Step Consist of entering includes:

1.If factory Owner have already applied for license in office in any year then click on **Yes** and followed by entering license details which includes: License No, Validity Date, Number of Employees and Scan Copy of License in PDF, Otherwise click on **No** for New Clearance.

2. Select the Name of Region(District) from list and then select Jurisdiction Area carefully by reading the full details .

Below is the illustration for same process.

The screenshot shows the 'Apply For Licence' form with the following fields and callouts:

- Have you earlier applied for Registration certificate in office in any year:** Radio buttons for 'Yes' and 'No'. Callout: "select 'Yes' if you have already applied License in any year, Otherwise click on 'No'"
- 1.1 Type Of Registration:** Dropdown menu showing 'Registration/Renewal of punjab Shoj'.
- 1.2 License No:** Text input field.
- 1.3 Valid Up To:** Text input field.
- 1.4 No. of Employees:** Text input field.
- 1.5 Scan copy of License/Certificate:** Attachment button with text '+ ATTACHMENT' and 'In PDF format Less Than 4 MB'.
- 1.6 Name of Region:** Dropdown menu showing 'Ferozepur'. Callout: "Select Name of Region(district) where your factory falls in". Below the dropdown, it says 'Include: Ferozepur, Fazilka, Zira, Abohar'.

Below the form is a table titled 'List of Labour Circle Grade Jurisdiction Area':

Circle Name	Full Name Mobile no Email ID	Jurisdiction Area
Abohar Grade-I	Dharam singh 9417309517 dharamsingh9517@gmail.com	Tehsil Abohar
Fazilka Grade-II	Ajay kumar 9464506846 ajaykgnk@gmail.com	Tehsil Fazilka
Ferozepur Grade-I	Ranjeev Sodhi 9465248199 sodhiranjeev99@gmail.com	Tehsil Ferozepur
Zira Grade-II	Rajbir Singh 8968903499 rajbirieo2zira@gmail.com	Tehsil Zira

Callout: "Select Jurisdiction Area of Your Region" points to the table.



Basic instructions

1. Fields with * are required to be filled compulsory.
2. The applicant will be asked to fill in his email address for further communication. Hence, if you do not have the same kindly create the same and preserve it in your record.
3. Before hitting the **SAVE AND LOCK** button, the applicant is required to check carefully all the details which he has filled in the relevant fields. Once the information is submitted, no change is allowed to carry out.
4. The information submitted by the applicant would be varied by the area Labour inspector. After his report, e-mail will be sent to the applicant regarding acceptance/objections/rejection of his application.
5. The applicant would be required to clear the objections as pointed out by the Registering Officer within the given time otherwise his application would be liable to be rejected.
6. Presently there is no fee for e-Registration or renewal of Shops and Commercial Establishments. However, the government reserve the right in impose registration and renewal fee as and when it deems fit.

Act not applicable to certain Establishments and Persons

- (a) Offices of or under the Central or State Governments(except commercial undertakings) the Reserve Bank of India, any railway administration any local authority;
- (b) Any railway service, water trasport service, tramway,postal, telegraph or telephone service, any system of public conservancy or sanitation or any industry, business or undertaking which supplies power, light or water to public;
- (c) railway dining cars;
- (d) offices of lawyers;
- (e) any person employed about the business of any establishment mentioned in paragraph (a) to (d) aforesaid;
- (f) any person whose hours of employment are regulated by or under the Factories Act, 1948, except the provisions of sub-sections (3),(4) and (5) of section 7 of this Act, in so far as they relate to employment in a factory;
- (g)any person whose work is inherently intermitted;
- (h)establishment of stamp vendors and pettion writer [Clause (h), added by Punjab Act No. 1 of 1964, Section 3]

Necessary documents to fill the Registration Form

Please keep the following scanned documents ready with you for online registration

- ✓ Proof of Shop/Commercial Establishment
 - ✓ Photo of Front of Shop/Commercial Establishment
 - ✓ Photo of Interior of Shop/Commercial Establishment
 - ✓ Identity Proof of Owner
 - ✓ Scanned copy of Signature of applicant
 - ✓ Other Documents : If you have any necessary document more than one page, please create a PDF file and upload in other documents. For example, In case of registered company, attach three documents:
 1. Power of Attorney
 2. Memorandum of Company
 3. List of Directors of Company
- In Case of Shop:
1. Rent deed of Shop

[Start Filing Application](#)

[Back To Project Page](#)

Read the Instructions Carefully and then click on Start Filing Application



Step 5: : Next step is to enter details of Shop and Comm., after filling the details, please Click on Save as Draft (*save your Shop temporary and changes can be made*) or Click on Save and Lock (*lock your application and any change cannot be accepted as process of application will be started by department*) .

Establishment Registration for Shop and Commercial Mandatory Fields (*)
Max. Attachment Size: 4 MB

1 Establishment Information

1.1 Name of Establishment*	<input type="text" value="Enter Establishment Name"/>	1.2 Type of Establishment*	<input type="text" value="Select Establishment Type"/>
1.3 Date of Commencement of Establishment*	<input type="text" value="Select Establishment Date"/>	1.4 Apply Licence for Year*	<input type="text" value="Select Financial Year"/>
1.5 Nature of Work*	<input type="text"/>		

2 Address of Shop and Commercial

2.1 Address of Establishment*	<input type="text" value="rtlyrly"/>		
2.2 District*	<input type="text" value="Select District"/>	2.3 Tehsil*	<input type="text" value="Select Tehsil"/>
2.4 Pincode*	<input type="text" value="544545"/>	2.5 Phone	<input type="text"/>
2.7 Mobile*	<input type="text" value="8146679953"/>	2.8 Email*	<input type="text" value="jagi.kahlon07@gmail.com"/>
2.9 Opening Hours*	<input type="text" value="11:00am-06:00pm"/>	2.10 Closing Hours*	<input type="text" value="11:00am-06:00pm"/>
2.11 Close day of Week*	<input type="text" value="Select Day"/>		

3 Employer Information

3.1 Employer Type*	<input type="text" value="Select Employer Type"/>	3.2 Aadhar No*	<input type="text" value="Enter 12 digits Aadhar No"/>
3.3 Name of Employer*	<input type="text"/>	3.4 Employer's Parentage Name*	<input type="text"/>
3.5 Address of Employer*	<input type="text"/>	3.6 Phone	<input type="text"/>



4 Employees Information

4.1 Name of Manager(if any)

4.2 Do you have Employees? YES NO

▶ Add Employee Offline (Import from Excel, Recommended for more than 20 Employees)

▶ Add Employees Online

(a) Name of Employee*	(b) Father/Husband Name*	(c) Gender*	(d) Date of Birth*	(e) Joining Date*
<input type="text" value="Name"/>	<input type="text" value="Father Name"/>	<input type="text" value="Select Gender"/>	<input type="text" value="DOB"/>	<input type="text" value="Joining Date"/>
(f) Weekky of Day*	(g) Working Hours From*	(h) Working Hours To*	(i) Interval Hours From*	(j) Interval Hours To*
<input type="text" value="Select Week Off"/>	<input type="text" value="hh:mm am/pm"/>	<input type="text" value="hh:mm am/pm"/>	<input type="text" value="hh:mm am/pm"/>	<input type="text" value="hh:mm am/pm"/>

5 Detail of Previous Registration Certificates Surrendered Information

5.1 Number 5.2 Date

6 Required Documents

- 6.1 Proof of Shop/Comm.Establishment*
* In Image format Less Than 4 MB
- 6.2 Photo of Shop Front Side *
* In Image format Less Than 4 MB
- 6.3 Photo of Shop Interior *
* In Image format Less Than 4 MB
- 6.4 Scan Copy of Owner ID *
* In Image format Less Than 4 MB
- 6.5 Other Document
In PDF format Less Than 4 MB

7 Declaration

I do hereby declare that the particulars given above is true and correct to the best of my knowledge, in case any information is found to be incorrect, my registration number may be cancelled and I shall be liable for prosecution as per law.

I Agree

Applicant Signature*



Note: Save as Draft will save your Shop temporary and changes can be made.
Save and Lock will lock your application and any change can not be accepted as process of application will be started by department.




Step 6: :Application for Building Plan has been submitted Successfully.

Application Form Submitted Successfully

Application for: Shop Applied on: 07-May-2017 11:03:04

Business Entity:	Steel Industries Limited	Site Details:	Main Road Civil Lane, Ludhiana
Manufacturing Process:	Raw Material to final Product	Contact Person:	Manish Malhotra, 8146679953, jagi.kahlon07@gmail.com

 Your application has been locked successfully and submitted to inspector for approval.

[Back To Details](#)