



Labour Department Punjab

Registration/Amendment of Shops and Commercial
Establishment under The Punjab Shops and
Commercial Establishment Act,
1958@ pblabour.gov.in

Introduction

This section provides online services to employer who can apply registration under The Punjab Shops and Commercial Establishment Act, 1958. Registration is granted within 15 days wide order no.21/134/2001-5labour(PF)/1345272 Dated 01 Nov, 2018, Chandigarh, that registration under section 13 of the Act Shall be granted within one day from the date of submission of online application without prior inspection by the competent authority.No Fee/Charges is required to pay for getting registration.

Steps for Registration/Amendment of Shop Comm. The Punjab Shops and Commercial Establishment Act, 1958 application submission @ pblabour.gov.in:

1. Open your web browser and go to <http://pblabour.gov.in> web portal, if applicant is new please refer **New User Registration** manual otherwise applicant (with provided username and password) has to go to login page either by clicking **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal as shown in screenshot below:



2. To get into the system, please enter valid **Username, Password, Captcha** and click on **Submit** button on the screen as shown on screenshot below:

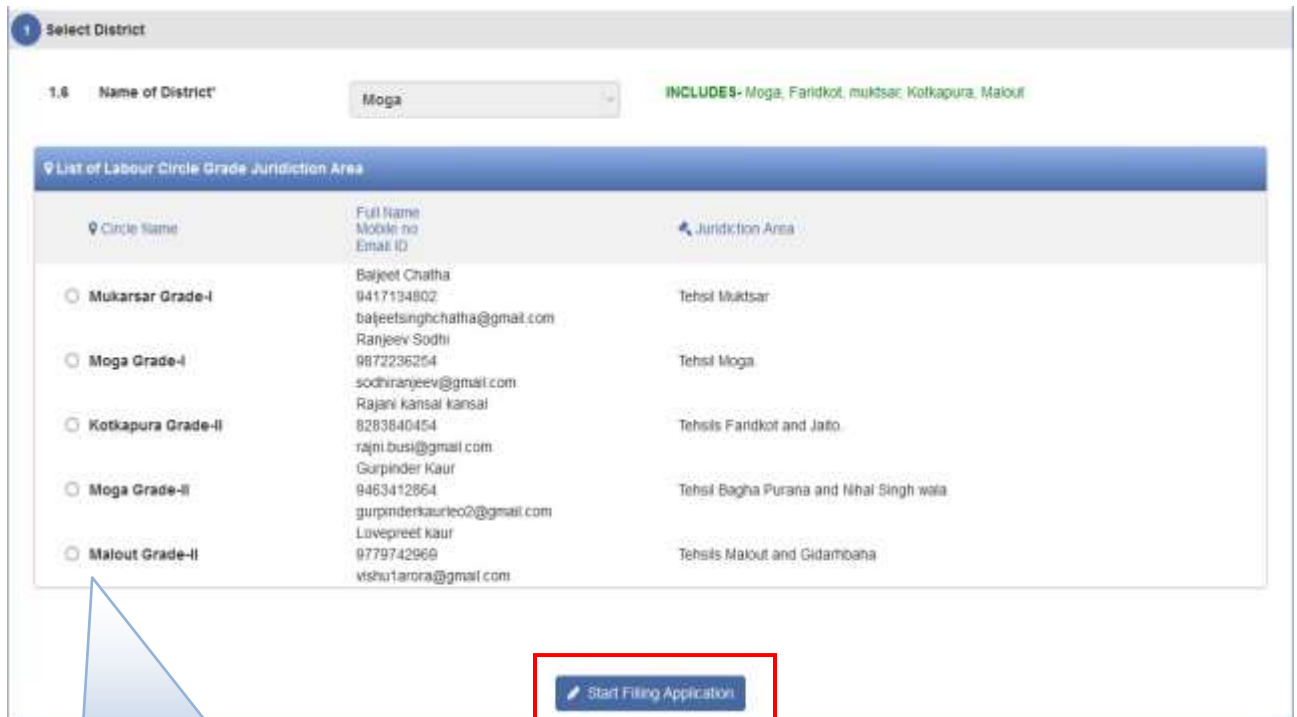


The screenshot shows the e-Labour Punjab website. On the left, there is a list of regulatory clearances: 1. Approval of Factory Building Plan Rules, 3-A; 2. Registration/Grant of License/Renewal of License Punjab Factories Rules, 1952; 3. Registration/Renewal/Amendment of Punjab Shops and Comm. Estab. Act, 1958; 4. Registration/Amendment of Establishment Employing Contract Labour Act, 1970; 5. Licensing/Renewal/Amendment under Contract Labour Act, 1970. A link says 'For getting above clearances, please login'. On the right, there is a login form with fields for Username and Password, a 'Submit' button (highlighted with a red box and a callout bubble saying 'Click Submit'), and links for 'Create New User' and 'Forgot Password?'. The top navigation bar has the e-Labour Punjab logo and the text 'e-LABOUR PUNJAB'. The footer contains copyright information: 'Copyright © 2016. All Rights Reserved. | Disclaimer' and 'Designed & Developed by NIC Punjab'.

3. Select the desired licence from list by checking the checkbox. If Owner has already applied for licence in office in any year then select Amendment and enter licence details which includes: Licence No, Validity Date, Number of Employees and Scan Copy of License in PDF.

The screenshot shows the 'Select Regulatory Clearance' form. It has a title bar 'Select Regulatory Clearance' and a 'Mandatory Fields (*)' indicator. The form lists several clearance options, each with a checkbox: 'Factory License under Punjab Factory Rules Act, 1948', 'Establishment Employing Contract Workers under the Contract Labour Act, 1970', 'Contract Labour Licence under the Contract Labour (R&A) Act, 1970', 'Shop & Commercial Establishment under the Punjab Shops and Commercial Establishments Act, 1958' (checked), 'Establishment Employing Migrant Workmen under the Inter State Migrant Workmen Act, 1979', 'Licence Under the Motor Transport Workers Act, 1961', and 'Registration under Trade Union Act, 1926'. The 'Shop & Commercial Establishment' option is highlighted with a red box and a callout bubble saying 'Select the Licence by checking'. Below this option, there are radio buttons for 'Registration' (selected) and 'Amendment'.

4. Select **Jurisdiction Area** carefully by reading the full details for filling as shown in screenshot below and then Click on **Start filling Application**:



Select District

1.6 Name of District: **INCLUDES-** Moga, Faridkot, Muktsar, Kotkapura, Malout

List of Labour Circle Grade Jurisdiction Area

Circle Name	Full Name Mobile no Email ID	Jurisdiction Area
<input type="radio"/> Muktsar Grade-I	Baljeet Chatha 9417134802 baljeetsinghchatha@gmail.com	Tehsil Muktsar
<input type="radio"/> Moga Grade-I	Ranjeev Sodhi 9872236254 sodhiranjeev@gmail.com	Tehsil Moga
<input type="radio"/> Kotkapura Grade-II	Rajani kansal kansal 8283840454 rajni.busi@gmail.com	Tehsils Faridkot and Jato
<input type="radio"/> Moga Grade-II	Gurpinder Kaur 9463412854 gurpinderkaurleo2@gmail.com	Tehsil Bagha Purana and Nihal Singh wala
<input type="radio"/> Malout Grade-II	Lovepreet kaur 9779742969 vishutarora@gmail.com	Tehsils Malout and Gidambana

Select Jurisdiction Area of Your District

5. In next step, please fill Form-B, for Shop and Commercial. Please note that at the end of the form, following buttons are there:
- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and summary page will show.
 - ii) **Previous** - By pressing this button, the user go back to previous page where licence are getting selected.




REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENTS Mandatory Fields ()
Max. Attachment Size: 4 MB

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958
FORM - "B"

Notice to be exhibited under section 20(1) of the Shops and Commercial Establishments Act, 1958
[Rule 4 of the Punjab Shops and Commercial Establishments Rules, 1958]

1.	Close day, if any: *	<input type="text" value="Select Day"/>	For Licence Year: *	<input type="text" value="Select Financial Year"/>
2.	Opening hours of the Establishment: *	<input type="text" value="hh:mm am/pm"/>	Closing hours of the Establishment: *	<input type="text" value="hh:mm am/pm"/>
3.	Name of the Employer: *	<input type="text" value="Navinder Sharma"/>	Father's/ Husband's Name: *	<input type="text"/>
3.1	Aadhaar No. of the Employer: *	<input type="text" value="456321478965"/>	NIC Code: *	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: center; background-color: #0056b3; color: white; padding: 5px; width: fit-content; margin: 0 auto;">NIC Codes</div>
4.	Name of Manager, if any:	<input type="text"/>		
5.	Name of Establishment: *	<input type="text" value="IIS Industries"/>	Type of Establishment: *	<input type="text" value="Select Establishment Typ"/>
6.	Nature of Business: *	<input type="text" value="Silver Works"/>	Type of Employer: *	<input type="text" value="Select Employer Type"/>
7.	Full address: *	<input type="text" value="Mohali, Balongi, S.A.S Nagar, Sahitzada Ajit Singh Nagar"/>		
8.	Do you have Employees? *	YES: <input type="radio"/> NO: <input checked="" type="radio"/>		
9.	Date of Declaration:	<input type="text" value="19/Sep/2017"/>		
10.	Inspections by Authorities:	<input type="text" value="Ropar Grade-II"/>		


 (Signature of the Employer)

◀ Previous
Next ▶



6. Click on Next and fill Form F.

Please note that at the end of the form, following buttons are there:

- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and Form A will show if owner has employees otherwise Upload Document Form will show.
- ii) **Previous** - By pressing this button, the user go back to previous page i.e. Form B.

REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENTS Mandatory Fields ()
Max. Attachment Size: 4 MB

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958
FORM - "F"

STATEMENT OF REGISTRATION OF ESTABLISHMENTS UNDER SECTION 13 OF THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958.
[Rule 13 of the Punjab Shops and Commercial Establishments Rules, 1958]

To
The Inspector of Shops and Commercial Establishments,
Ropar Grade-II Circle

I hereby submit this statement for Registration of my establishment for the year 2017 - 2018. The information furnished hereunder is correct to the best of my knowledge.

1.	Name of the Employer : *	<input type="text" value="Navinder Sharma"/>	Father's/Husband's Name of the Employer : *	<input type="text" value="Avinash Sharma"/>
2.	Name of Manager if any :	<input type="text"/>		
3.	Name of Establishment : *	<input type="text" value="NS Industries"/>		
4.	Full Postal Address of the Establishment : *	<input type="text" value="Mohall, Balongi, S.A.S Nagar, Sahibzada Ajit Singh Nagar"/>	Pincode : *	<input type="text" value="456325"/>
5.	Nature of Business : *	<input type="text" value="Silver Works"/>		
6.	No of Employees if any*	<input type="text" value="0"/>		

Date: 19/Sep/2017


Signature of Employer

7. If shop has employees the form A will show like screenshot:



REGISTRAR OF SHOPS AND COMMERCIAL ESTABLISHMENTS

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

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1968
FORM - "A"

Intimation under section 19(3)(d) of the Shops and Commercial Establishments Act, 1968
(Rule 3 of the Punjab Shops and Commercial Establishments Rules, 1968)

To
The Inspector of Shops and Commercial Establishments,
Samana Grade-II Circle

I hereby turning the following information which is correct to the best of my knowledge.
The working hours and the period of interval of the persons employed in my establishment are fixed below and shall take effect from (date)

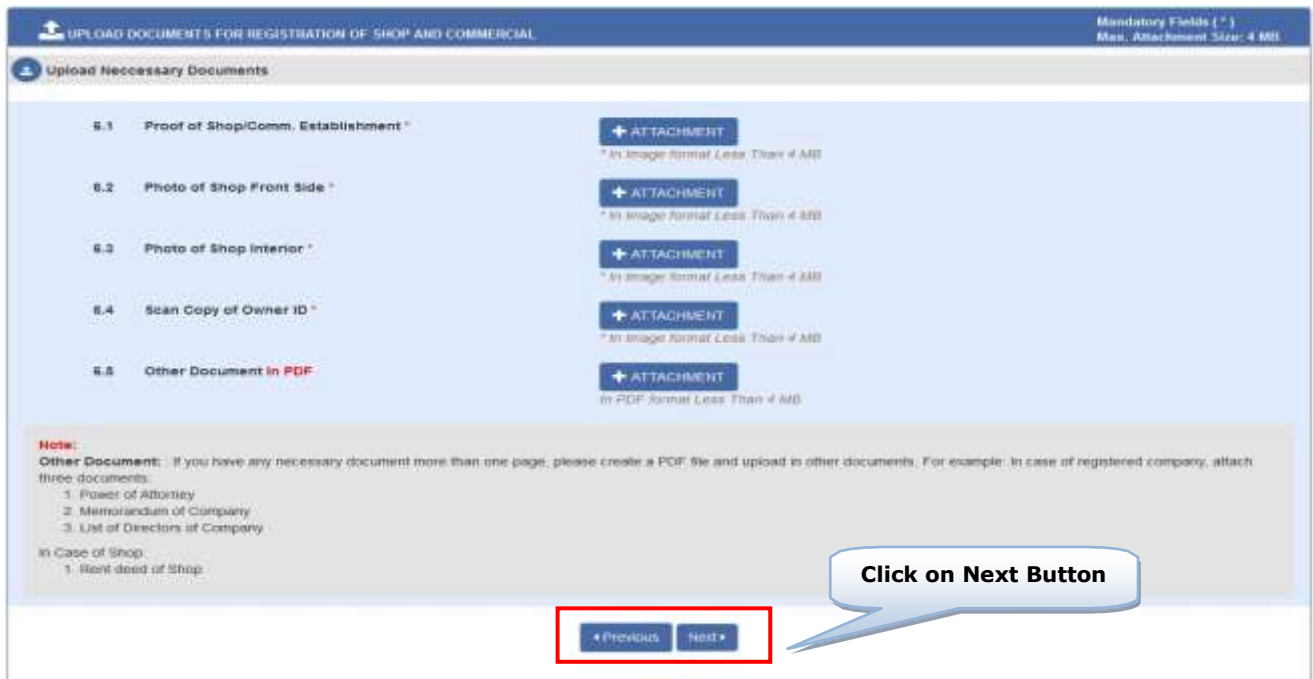
Employees in Shop/Comm.			
Name of Employee	Father's/Husband's Name	Working Hours From	Interval From
Sonia	Sarbjit Singh	01:30 AM 01:30 AM	01:00 AM 01:30 AM

(Signature of the Employer)

Click on Next Button

Previous Next

8. In Upload Documents, Owner has to upload all the necessary documents for registering Shop and Commercial.



UPLOAD DOCUMENTS FOR REGISTRATION OF SHOP AND COMMERCIAL

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

Upload Necessary Documents

5.1 Proof of Shop/Comm. Establishment * * In Image format Less Than 4 MB

5.2 Photo of Shop Front Side * * In Image format Less Than 4 MB

5.3 Photo of Shop Interior * * In Image format Less Than 4 MB

5.4 Scan Copy of Owner ID * * In Image format Less Than 4 MB

5.5 Other Document in PDF In PDF format Less Than 4 MB

Note:
Other Document: 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

Click on Next Button

Previous Next



- 9. By clicking on Lock & Submit your application for Licence will be locked and no changes can be made and by clicking on Edit you will be redirected to edit the application for any change.

Application Form Submitted Successfully

Application Information Applied on: 29-Jun-2017 14:24:00

Company/Factory Name: Small industries Site Address(Location): Small industries, Small industries, Nabha, Patiala
 Manufacturing Process: Small industries Contact Person: sanchit jan, 9638529639, sanchit@gmail.com

Submitted Application Details

LIN	Applied For	Status	Action
SCF-20170691021	REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENT	Filing In Process	EDIT

[Lock & Submit](#)

- 10. After Locking your application will submitted and will show as in screenshot below:

Project Profile

[+ New Registration](#)

Note: Click on **New Registration** if an Owner have more than one **Establishments / Factories / Contractors**.

Navinder Sharma
 9872110019
 darshansingh319@gmail.com N5 Industries Silver Works S.A.S.Nagar , Sahibzada Ajit Singh Nagar 19-Sep-2017

File No.	Service Name	Submitted On	Licence No.	Valid Upto	Processed In (days)	Status	Action
SCF-20170975677	Registration Of Shop & Commercial Estb	19/Sep/2017			30	Application Submitted	In Process

[Apply For More Licences](#) [View Already Granted Licences](#)

Note: Click on **Apply for Registration of Factory Licence** under Punjab Factories Rules 1948, **Registration of Shop and Commercial** under Punjab Shop and Commercial Establ. Act 1958, **Registration of Establishment employing contract workers(Principal Employer)** under Contract Labour Act 1970, **Licensing of Contract Labour** under The Contract Labour (R&A) Act 1970