

Single Window Portal

Registration of Establishment under Inter State Migrant Workmen(RE& CS) Act,1979

Directorate of Labour, Labour & ESI
Department, Govt. of Odisha

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Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of “Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)” service from the Directorate of Labour, Labour & ESI Department, Govt. of Odisha.

General Instructions

Principal employer under the Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979

- i) In relation to any office or department of the Government or a local authority, the head of that office, department or authority or such other officer as the Government or the local authority, as the case may be, may specify in this behalf;
- ii) In relation to a factory, the owner or occupier of the factory and where a person has been named as the manager of the factory under the Factories Act, 1948, the person so named;
- iii) In relation to a mine, the owner or agent of the mine and where a person has been named as the manager of the mine, the person so named;

- iv) In relation to any other establishment, any person is responsible for the supervision and control of the establishment.

As per provisions of Sec. 4 of the Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979 every principal employer of an establishment who employs 5 or more Inter-State Migrant Workmen on any day of the preceding 12 months has to apply for its registration to the concerned Registering Officer-cum-Dist. Labour Officer.

Based on the geographical location, and the application will be routed to the designated District Labour Officer. Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment) will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with “*” are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put “NA” if it is a text/description field or a “0”, if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the “+” button to add more rows. Similarly, if he wishes to remove a row, he may use “x” button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the ‘Submit’ button.

After the form is successfully submitted, applicants can pay the required fees either online or offline. The fees to be paid for the grant of certificate of registration of an establishment under section 4 shall be as specified below:

No. of Workers employed	Fees for Registration
More than 5, but does not exceed 20	400
Exceeds 50, but does not exceed 100	2,000
Exceeds 100, but does not exceed 200	4,000
Exceeds 200, but does not exceed 400	8,000
Exceeds 400, but does not exceed 800	12,000
Exceeds 800, but does not exceed 1000	13,000
Exceeds 1000	20,000

If they wish to pay offline, they may choose the ‘Over the Counter’ option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

Checklist of Documents

The applicant needs to attach the following documents with the application.

1. Registration certificate under the CL (R&A)Act, 1970
2. Scanned Copy of Signature of Applicant

Timeline

Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment) is provided within 15 working days from the date of submission of application. The department can however raise queries on the application within 7 working days of receipt of application.

Field Instructions

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
1	Name and Address of the Establishment	Enter the Name and Address of the establishment employing contract labour. District and Block can be selected from the dropdown list.
2	Name and Address of the Principal Employer	Enter the Name, Father’s Name and Address of the Principal Employer. District and Block can be selected from the dropdown list.
3	Nature of work carried out in the establishment	Enter the nature of work carried out on the Principal Employer’s establishment
5	Maximum No. of Migrant Workmen to be employed on	Enter the maximum no. of migrant labour working in a day for all contractors

Sl. No.	Field Name	Instructions
	any day through on any day through the contractor	
6	Estimated date of termination of employment of migrant workmen under the contractor	Enter the estimated date of termination of contracts for all contractors employing migrant labours

Application Procedure

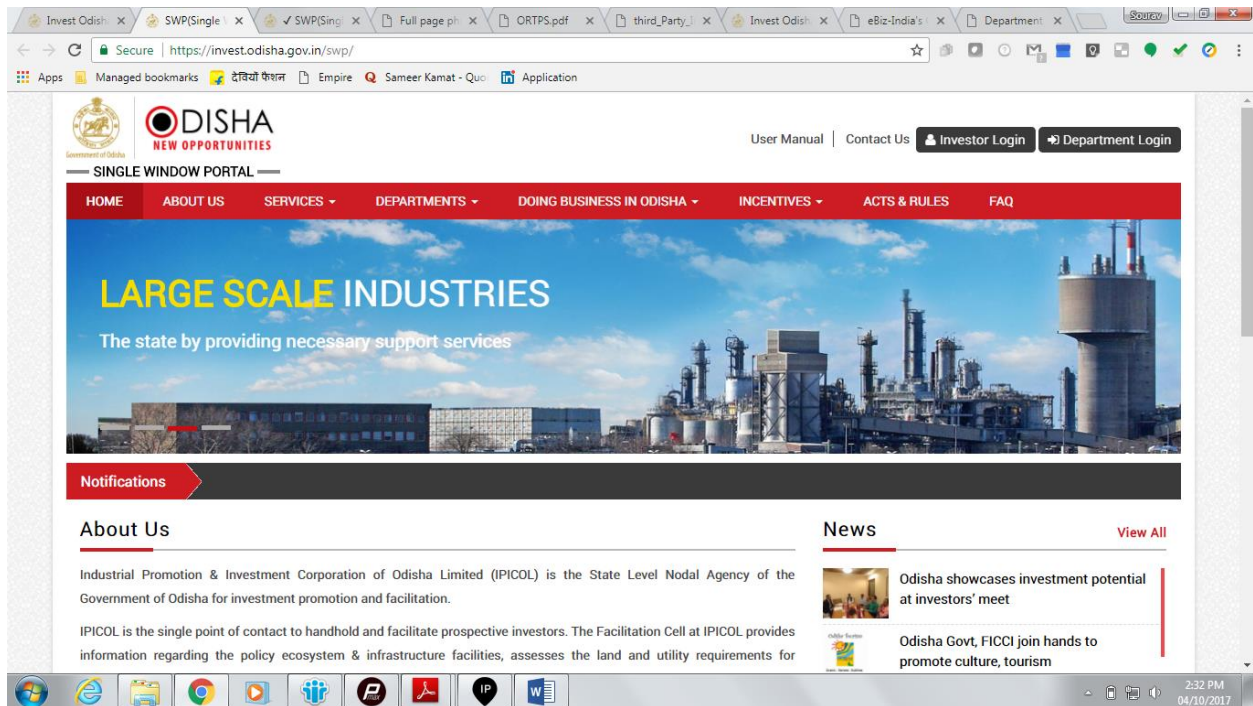
1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot displays the website <https://investodisha.gov.in>. The main navigation bar includes the ODISHA logo and the tagline 'NEW OPPORTUNITIES'. Below the navigation bar, the 'Educational Hub of the East - Availability of Industry-Ready Manpower' section is highlighted. This section features three main points:

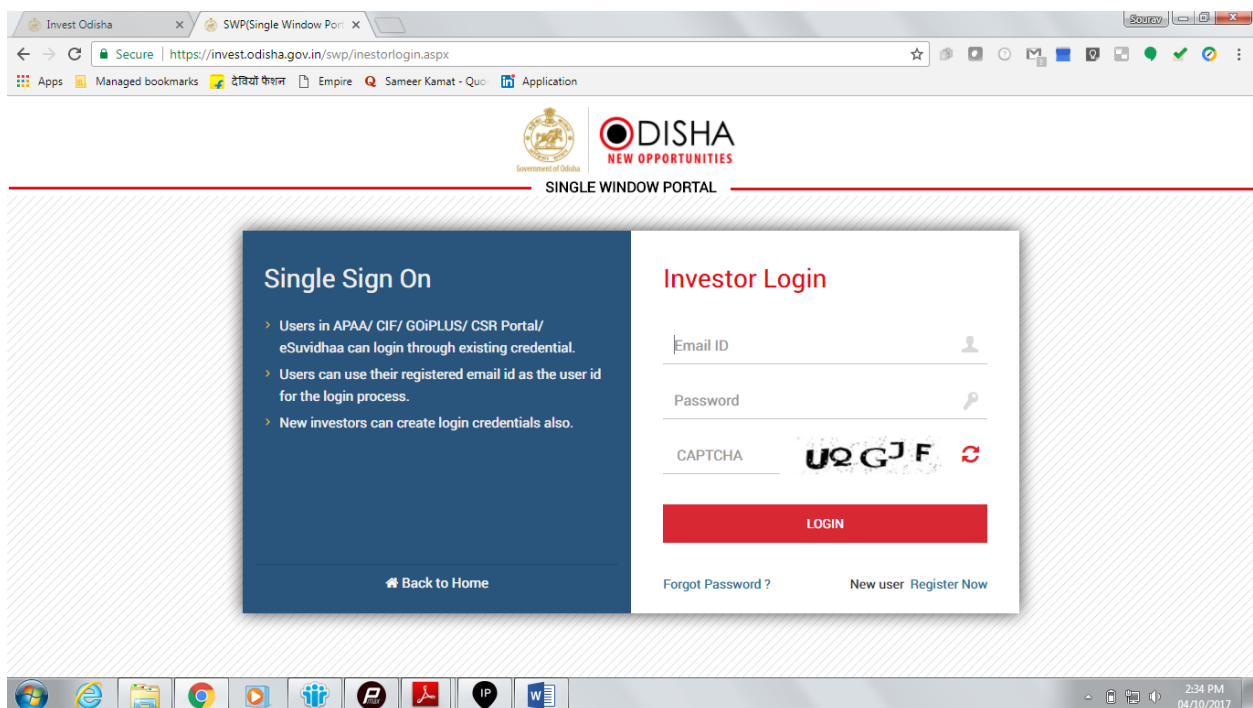
- Large pool of skilled manpower:** 1,25,000 technical manpower pass out annually from 773 technical training institutions.
- Presence of national institutes of higher learning:**
 - International Institute of Information Technology (IIIT)
 - Indian Institute of Management (IIM)
 - National Institute of Technology (NIT)
 - Odisha University of Agriculture and Technology (OUAT)
 - All India Institute of Medical Sciences (AIIMS) Bhubaneswar
 - Indian Institute of Technology (IIT)
 - CSIR-Institute of Minerals and Materials Technology (CSIR-IMMT)
 - Xavier Institute of Management (XIMB)
- Nationally acclaimed research institutions:**
 - Central Institute of Plastics Engineering and Technology (CIPET), Bhubaneswar
 - ICAR-Indian Institute Of Water Management, Bhubaneswar
 - ICAR - National Rice Research Institute, Cuttack
 - Central Institute of Freshwater Aquaculture, Bhubaneswar
 - National Institute of Science Education & Research (NISER), Bhubaneswar
 - Indian Institute of Science Education and Research (IISER), Berhampur

At the bottom of the page, there are links to 'Compendium of Business Reforms', 'GO PLUS Govt. of Odisha Industrial Portal for Land Use and Services', and 'SWP (Single Window Portal)'. The website also features portraits and names of key officials: Shri Naveen Patnaik (Hon'ble Chief Minister), Shri Niranjan Pujari (Hon'ble Minister of Industries), and Shri Sanjeev Chopra (Principal Secretary). The footer includes the text 'Focus Sectors' and the date '04/10/2017'.

2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.



3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.



4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

The screenshot shows the 'Investor Details' registration form on the DISHA Single Window Portal. The browser address bar shows the URL: <https://invest.odisha.gov.in/swp/InvestorRegistrationUser.aspx>. The page header includes the DISHA logo and navigation links for 'User Manual', 'Contact Us', 'Investor Login', and 'Department Login'. A red navigation bar contains links for 'HOME', 'ABOUT US', 'SERVICES', 'DEPARTMENTS', 'DOING BUSINESS IN ODISHA', 'INCENTIVES', 'ACTS & RULES', and 'FAQ'. Below this is a progress indicator with three steps: 'Profile Creation' (active), 'OTP Confirmation', and 'Success'. The registration form is titled 'Investor Details' and includes a note: '(*) Mark Fields Are Mandatory'. The form fields are as follows:

Unit Name	:	<input type="text"/>	Country	:	India
Name of Entrepreneur	:	<input type="text"/> First Name	Middle Name	:	<input type="text"/> Last Name
Address	:	<input type="text"/>	Mobile Number	:	<input type="text"/>
		(Maximum 250 Characters)	GSTIN	:	<input type="text"/>
Category	:	<input type="text"/>	District	:	<input type="text"/>
Block	:	<input type="text"/>	Sector	:	<input type="text"/>
Sub Sector	:	<input type="text"/>			
Site Location	:	<input type="text"/>			

The screenshot shows the 'Login Details' registration form on the DISHA Single Window Portal. The browser address bar shows the URL: <https://invest.odisha.gov.in/swp/InvestorRegistrationUser.aspx>. The page header is identical to the previous screenshot. The registration form is titled 'Login Details' and includes a note: '(*) Mark Fields Are Mandatory'. The form fields are as follows:

Enter Email	:	<input type="text"/> example@example.com	<input type="button" value="Check Availability"/>
		Email id will be used as the user id when logged into the system.	
Password	:	<input type="password"/>	
		Password Policy: It should be between 8-14 characters, should contain at least one uppercase, one lowercase, one number and one special character(!@#&*).	
Confirm Password	:	<input type="password"/>	
Select Security Question	:	<input type="text"/>	
Answer	:	<input type="text"/>	
		<input type="checkbox"/> Send status updates via email	
		<input type="checkbox"/> Send status updates via SMS	
Enter Captcha	:	<input type="text"/> U3 F RA	
		<input type="checkbox"/> I have read the terms and conditions and accept them for registration	

At the bottom of the form, there are 'Next' and 'Reset' buttons.

5. Upon registration/logging in, the applicant can view their dashboard.

The screenshot shows the DISHA Single Window Portal dashboard for an investor named Investor1 Sahoo. The dashboard is titled 'MASTER TRACKER (FOR 2017-18)' and contains several key performance indicators (KPIs) and status tables.

Dashboard Navigation: Dashboard, Proposals, Services, Production Certificate, Incentive, Other Applications.

MASTER TRACKER (FOR 2017-18):

- PEAL FORM:** Pending 2, Rejected 0
- SERVICE APPROVAL:** Pending 0, Rejected 0
- APAA:** Change Requests Objected 62
- SPMG:** Issues Pending 0
- CSR SPENDING:** Amount Invested 0 Cr.
- INCENTIVE STATUS:** Pending 0, Rejected 0

PEAL STATUS Table:

Sl#	Proposal No	Applied Since No. of days	Status
1	201709129	13	Approved

SERVICE APPROVALS Table:

Total Approvals Applied	20
Approved	1
Pending Approvals	19
Rejected	0

INCENTIVE STATUS Table:

Applied	0
Sanctioned	0
Pending	0
Rejected	0

6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

The screenshot shows the 'Services' section of the DISHA Single Window Portal. It displays a list of services offered by various departments, including their application fees and the ability to apply for them.


Clearance/Approval: Apply Service, Application Details

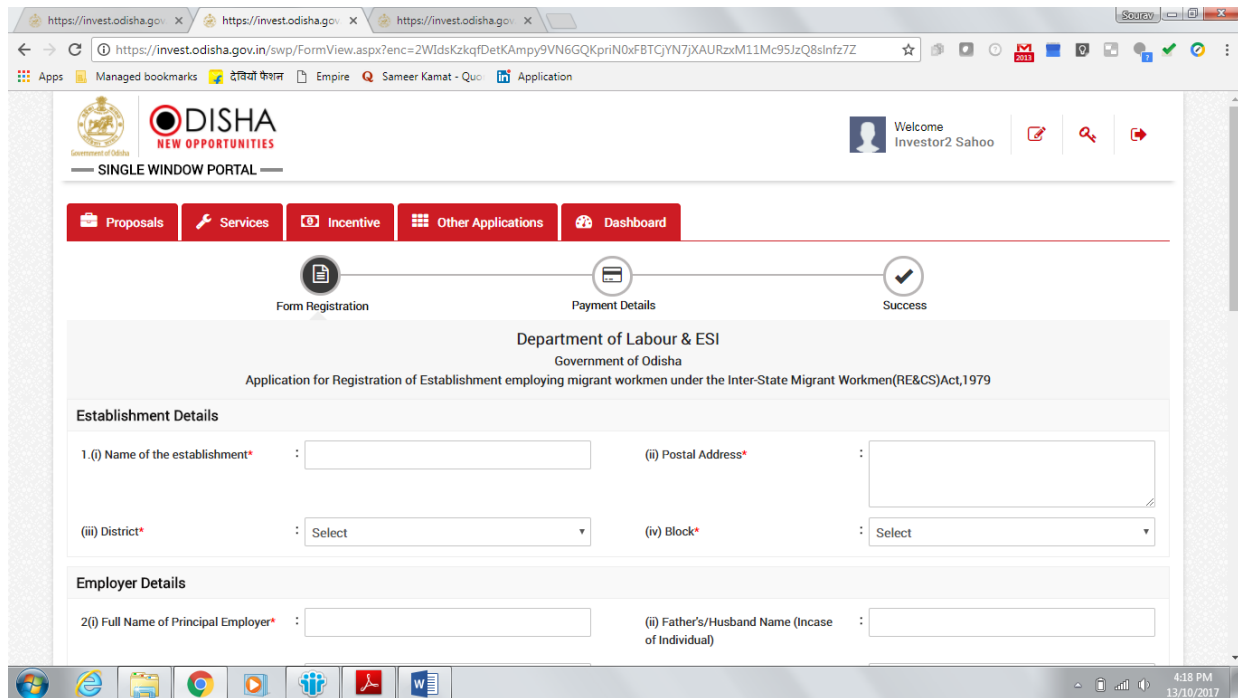
Select Type: Proposal No. Industry Code

Enter Proposal No.:

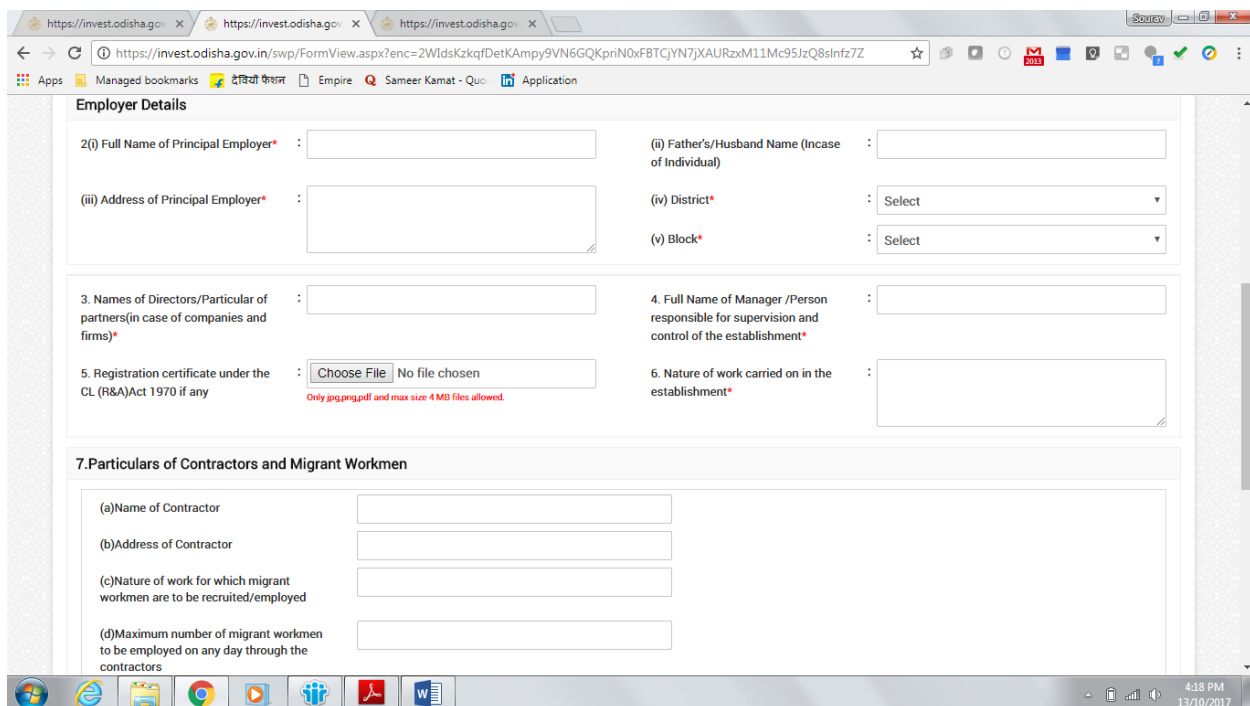
**For a new proposals select Proposal No. to avail related services. If existing Industry, Enter Industry Code.*

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

7. From the list of services, applicant can apply to the service “Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)” by clicking on . The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the “Submit” button.



The screenshot shows the DISHA portal interface. The user is logged in as 'Investor2 Sahoo'. The main navigation menu includes 'Proposals', 'Services', 'Incentive', 'Other Applications', and 'Dashboard'. The 'Services' menu is active, leading to the 'Form Registration' step in a three-step process (Form Registration, Payment Details, Success). The form is titled 'Department of Labour & ESI, Government of Odisha' and is for the 'Application for Registration of Establishment employing migrant workmen under the Inter-State Migrant Workmen(RE&CS)Act,1979'. The form is divided into two main sections: 'Establishment Details' and 'Employer Details'. The 'Establishment Details' section includes fields for: 1. (i) Name of the establishment*, (ii) Postal Address*, (iii) District* (dropdown), and (iv) Block* (dropdown). The 'Employer Details' section includes fields for: 2(i) Full Name of Principal Employer*, (ii) Father's/Husband Name (Incase of Individual), (iii) Address of Principal Employer*, (iv) District* (dropdown), (v) Block* (dropdown), 3. Names of Directors/Particular of partners (in case of companies and firms)*, 4. Full Name of Manager /Person responsible for supervision and control of the establishment*, 5. Registration certificate under the CL (R&A)Act 1970 if any (with a 'Choose File' button and a note: 'Only jpg,png,pdf and max size: 4 MB files allowed.'), and 6. Nature of work carried on in the establishment*.



This screenshot provides a closer view of the 'Employer Details' section of the registration form. It includes the following fields: 2(i) Full Name of Principal Employer*, (ii) Father's/Husband Name (Incase of Individual), (iii) Address of Principal Employer*, (iv) District* (dropdown), (v) Block* (dropdown), 3. Names of Directors/Particular of partners (in case of companies and firms)*, 4. Full Name of Manager /Person responsible for supervision and control of the establishment*, 5. Registration certificate under the CL (R&A)Act 1970 if any (with a 'Choose File' button and a note: 'Only jpg,png,pdf and max size: 4 MB files allowed.'), and 6. Nature of work carried on in the establishment*.

7.Particulars of Contractors and Migrant Workmen

(a)Name of Contractor

(b)Address of Contractor

(c)Nature of work for which migrant workmen are to be recruited/employed

(d)Maximum number of migrant workmen to be employed on any day through the contractors

(a) Name of Contractor

(b) Address of Contractor

(c) Nature of work for which migrant workmen are to be recruited/employed

(d) Maximum number of migrant workmen to be employed on any day through the contractors

(e) Estimated date of commencement of work under the contractor

(f) Estimated date of termination of employment of migrant workmen under the contractor

Upload scan signature* : Choose File No file chosen
Only jpg,png,pdf and max size 4 MB files allowed.

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Payment Details

Total Amount 250.00/-

Submit

While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.

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Government of Odisha

— SINGLE WINDOW PORTAL —

Welcome Investor1 Sahoo

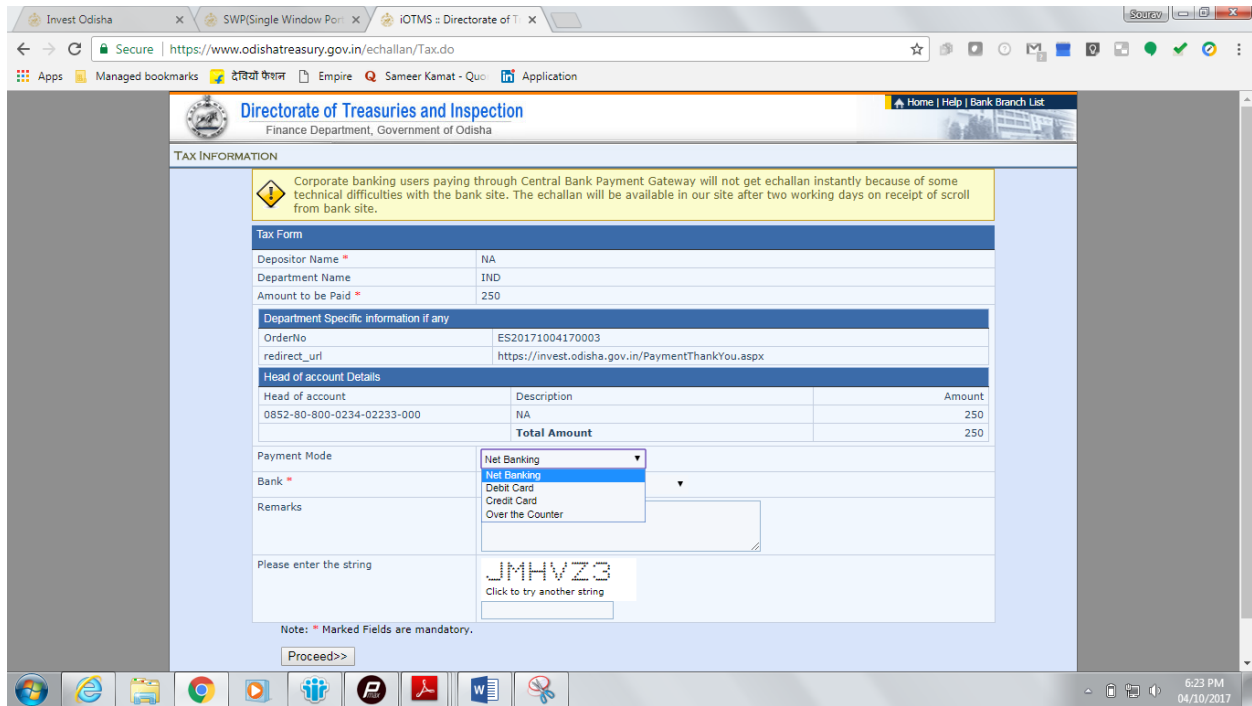
Dashboard Proposals Services Production Certificate Incentive Other Applications

Form Registration Payment Details Success

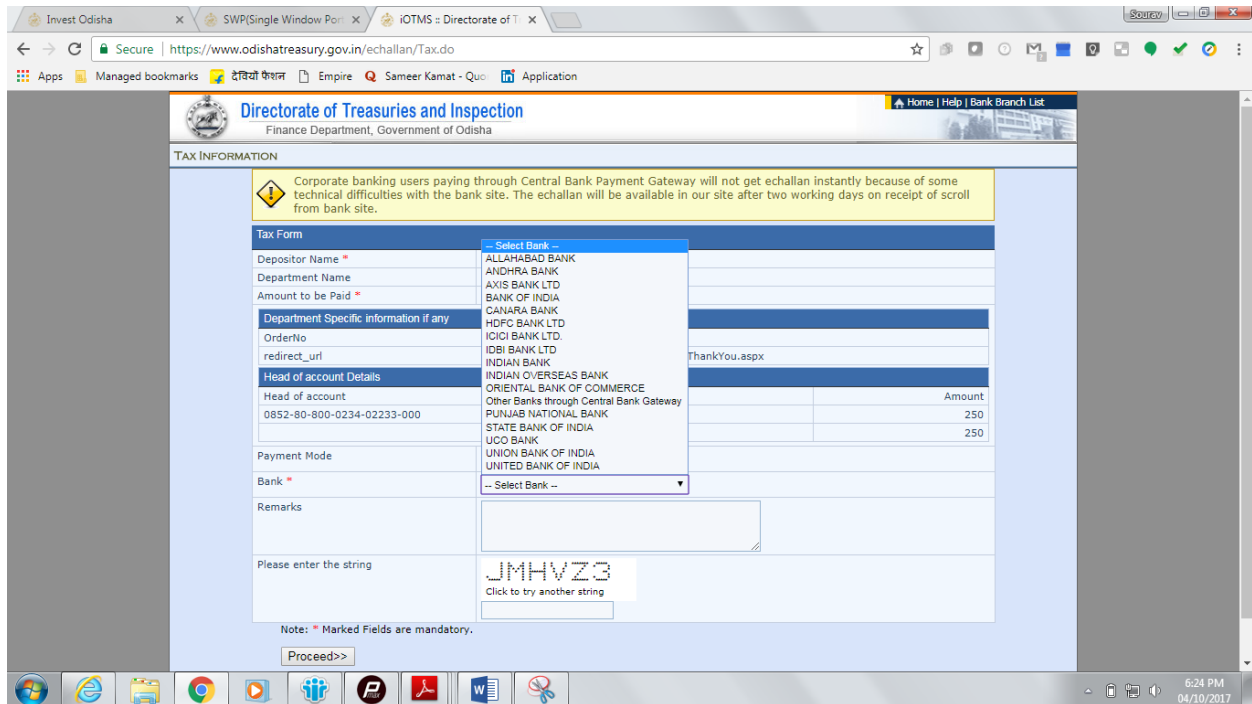
Payment Amount 250 : Pay Now

6:00 PM 04/10/2017

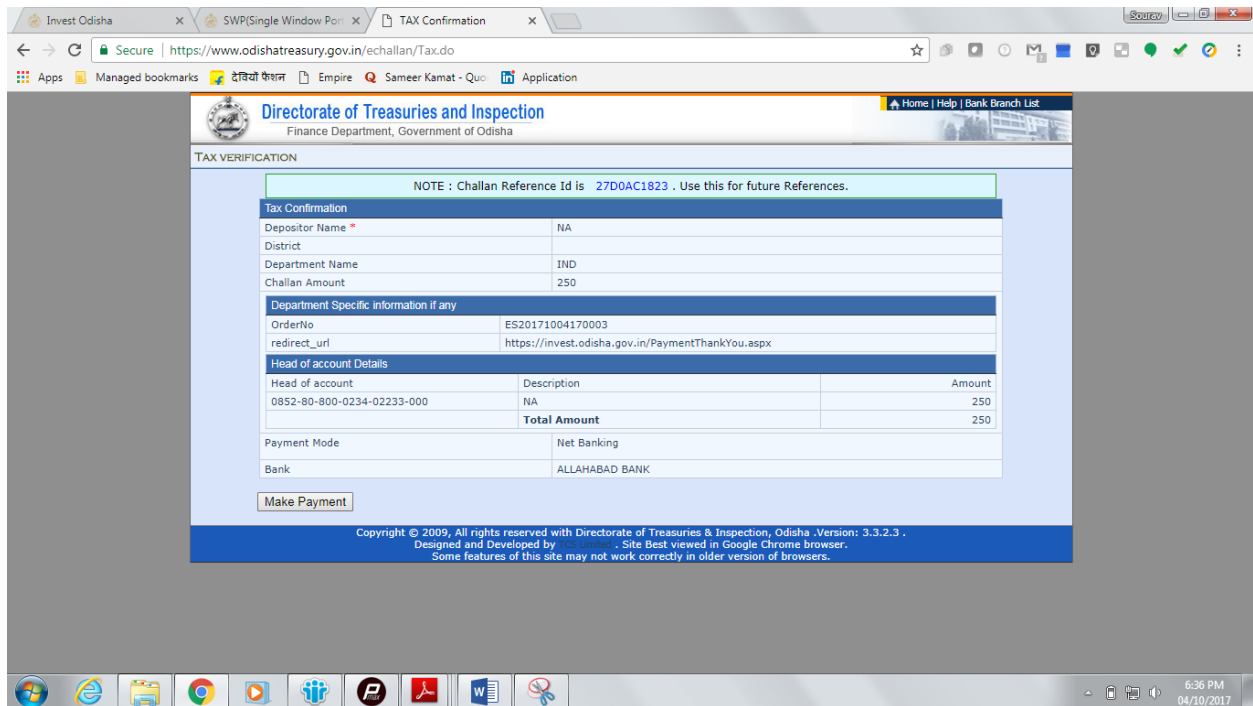
- The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



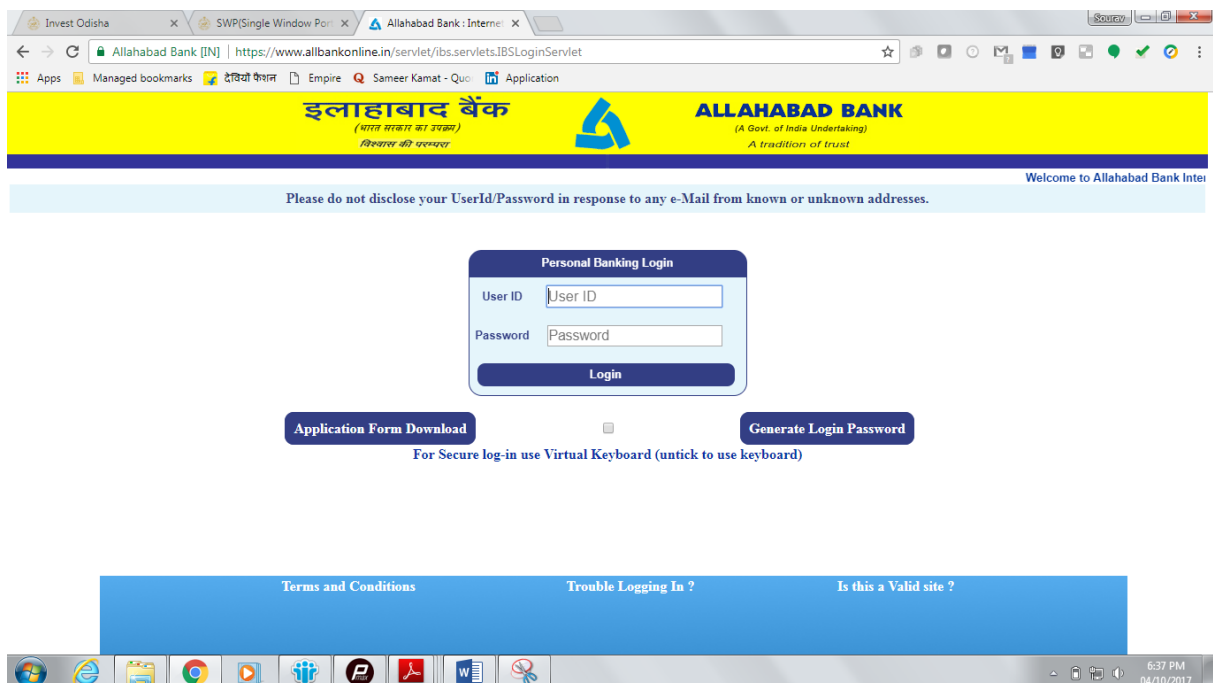
- Applicants can select the bank of their preference and proceed to payment.



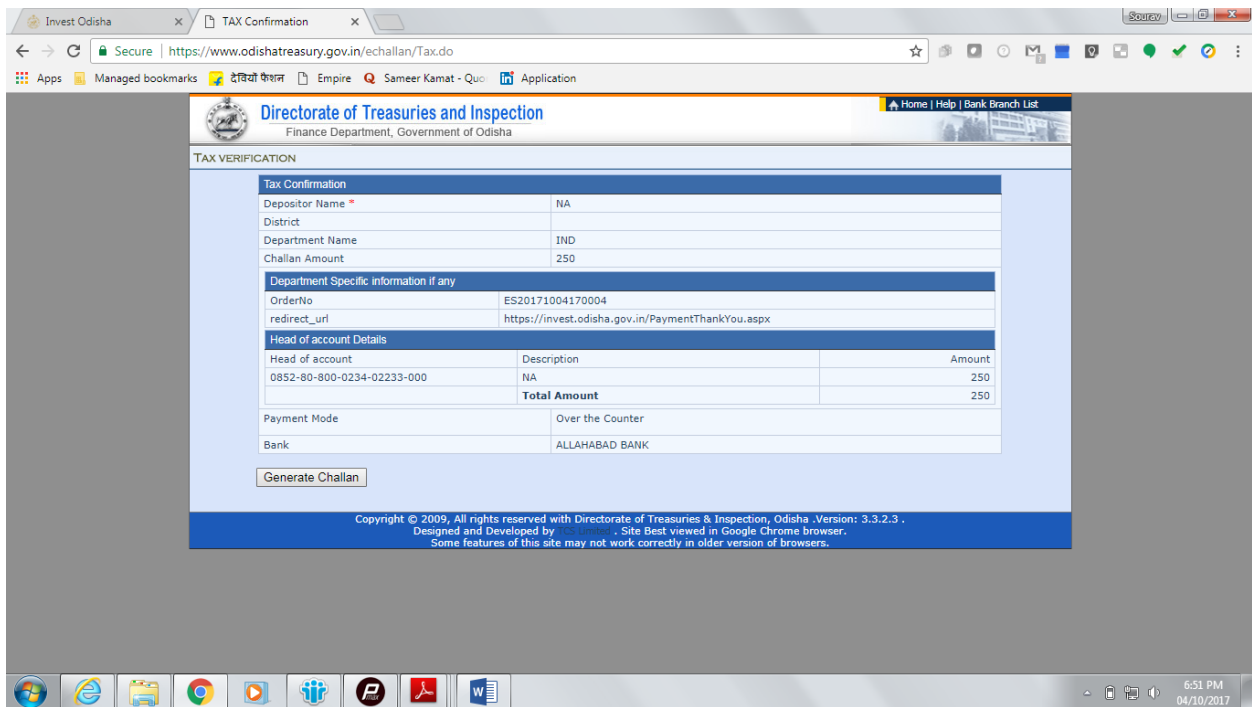
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.



14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.



The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

Government of Odisha
Offline Challan Deposit Form
Depositor's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA

2. Mobile No. : NA

3. Department Identification ID : NA

4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-90-500-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0A5D23A

7. Bank Transaction Date & Time : To be filled by the bank

Signature of the Depositor

Signature of Bank Officer with Seal

Government of Odisha
Offline Challan Deposit Form
Bank's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA

2. Mobile No. : NA

3. Department Identification ID : NA

4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-90-500-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0A5D23A

7. Bank Transaction Date & Time : To be filled by the bank

Signature of the Depositor

Signature of Bank Officer with Seal

15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.

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Welcome Investor1 Sahoo

Form Registration Payment Details Success

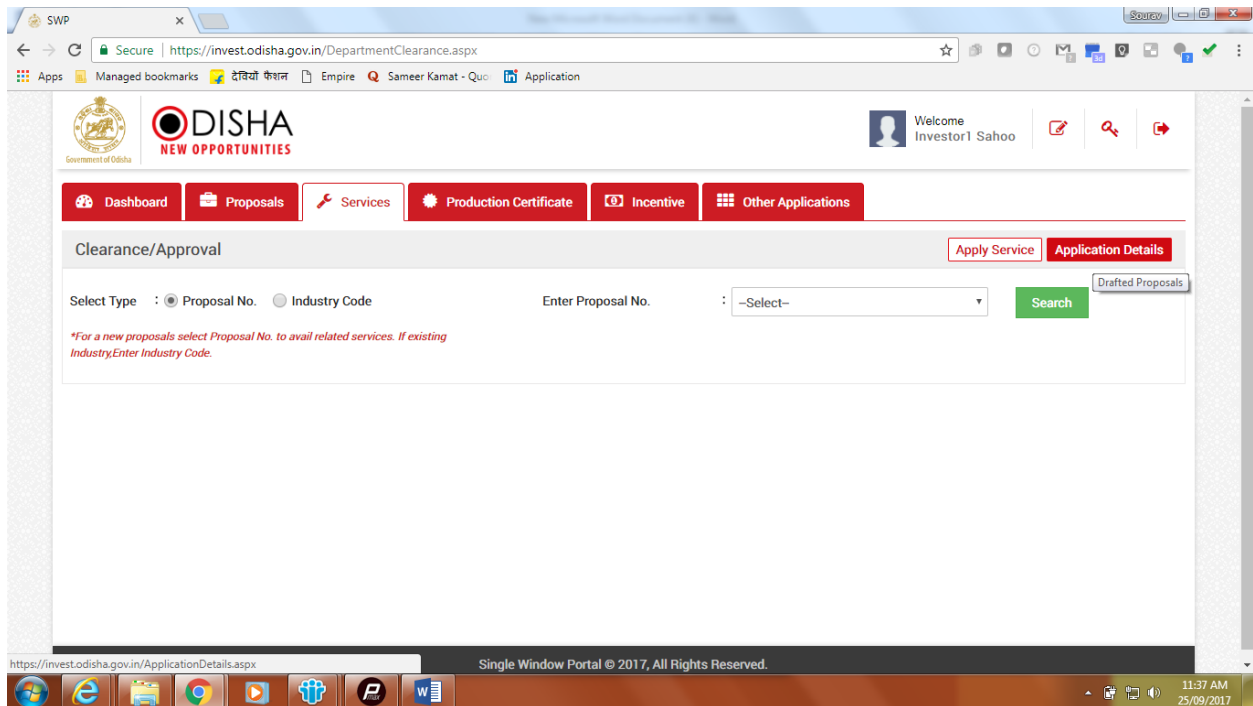
Your Payment Successful

Challan Amount	250
Bank Transaction Id	102244656589
Challan Ref id	27D0A5D23A

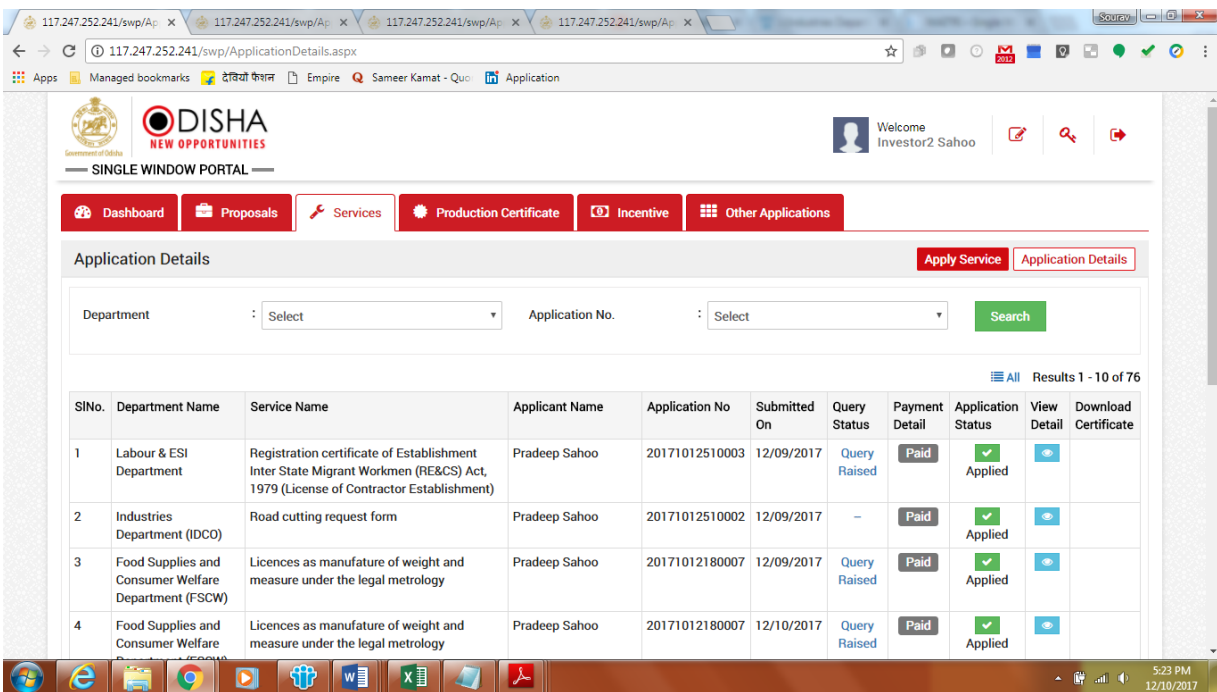
[Back](#)

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16. Applicants can go to the Services button on the Menu bar and click on “Application Details” to check the status of their application.



17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the ‘Query Status’ column gets updated. Applicant can view and reply to the queries on an application by clicking on “Query Raised”. Applicant is notified via email/SMS about the query raised at this stage.



18. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded in response. After uploading all the required documents, the query can be resolved by clicking on the “Submit” button.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as Investor2 Sahoo. The navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The 'Application Status Details' section shows the following information:

- Department Name: Labour & ESI Department
- Service Name: Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)
- Applicant Name: Pradeep Sahoo
- Application No.: 20171012180007
- Application Status: Applied
- Download Certificate: NA

The 'Query' section shows the status as 'Raised'.


19. The documents uploaded by the applicant in response to the query will be forwarded to the department for scrutiny. The query status on the ‘Application Details’ page gets updated to ‘Query Reverted’.

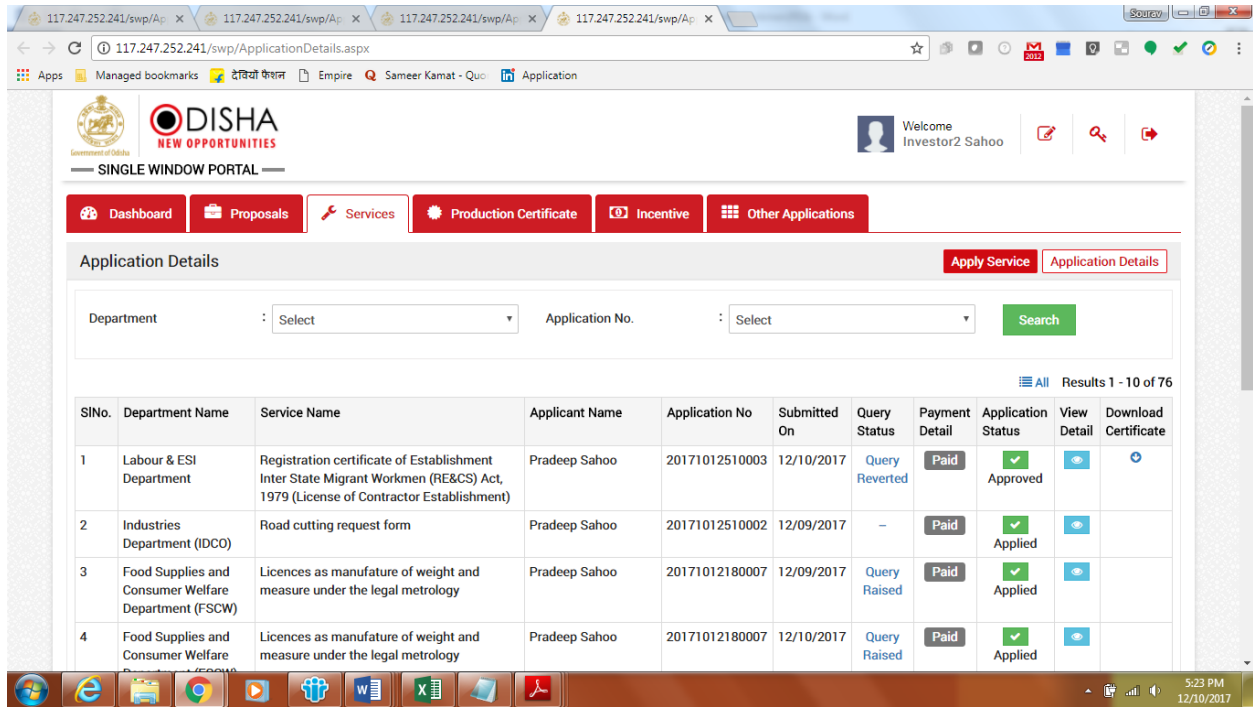
The screenshot shows the DISHA Single Window Portal interface. The user is logged in as Investor2 Sahoo. The navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The 'Application Details' section shows a search filter and a table of application records.

Search filters: Department: Select, Application No.: Select, Search






Results 1 - 10 of 76

S/No.	Department Name	Service Name	Applicant Name	Application No.	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department	Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)	Pradeep Sahoo	20171012510003	12/09/2017	Query Reverted	Paid	Applied	View	
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied	View	
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied	View	
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/10/2017	Query Raised	Paid	Applied	View	

20. Once the application is processed and approved, the status of the application will read “Approved” and the applicant can download the final signed certificate by clicking on the  button in the “Download Certificate” section.



The screenshot shows the DISHA Single Window Portal interface. The user is logged in as Investor2 Sahoo. The main navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The 'Services' section is active, displaying 'Application Details' for Pradeep Sahoo. A search filter shows 'Department: Select' and 'Application No.: Select'. Below the search, a table lists 4 application records. The first record is highlighted, showing a status of 'Approved' and a 'Download Certificate' button.

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department	Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act, 1979 (License of Contractor Establishment)	Pradeep Sahoo	20171012510003	12/10/2017	Query Reverted	Paid	Approved		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/10/2017	Query Raised	Paid	Applied		

Approval Procedure

