

Single Window Portal

# Registration under The Building and Other Construction Workers (RE & CS) Act, 1996

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 under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996” service from the Directorate of Labour, Labour & ESI Department, Govt. of Odisha.

## General Instructions

As per the provision of Sec.7 of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996, every employer of an establishment employing 10 or more building workers in any building or other construction work has to register the establishment within a period of sixty days from commencement of the work. The provision of the Act is not applicable to individual residential house whose total cost does not exceed Rs. 10.00 lakh.

Based on the geographical location, and the application will be routed to the designated Labour Officer. Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Registration under The Building and Other Construction Workers (Regulation of Employment

and Conditions of Service) Act, 1996 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 a certificate of registration shall be as specified below.

If the number of workers proposed to be employed as building workers, for a building or other construction work on one day:

- |                                       |          |
|---------------------------------------|----------|
| • Is up to 100                        | 100.00   |
| • Exceeds 100 but does not exceed 500 | 500.00   |
| • Exceeds 500                         | 1,000.00 |

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.

The Certificate of Registration of an establishment shall be valid only for such building and other construction work carried out by such establishment, for which application was made through the online Single Window Portal.

## Checklist of Documents

The applicant doesn't need to attach any document with the application.

## Timeline

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 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 Manager	Enter the Name and Address of the Manager or any Person responsible for supervision and control. District and Block can be selected from the dropdown list.
3	Nature of work carried out in the establishment	Select from the list. Multiple selections can be made by clicking of different options while pressing the 'CTRL' button.
4	Maximum No. of Building Workers to be employed	Enter the maximum no. of Building Workers to be employed in the site.

# Application Procedure

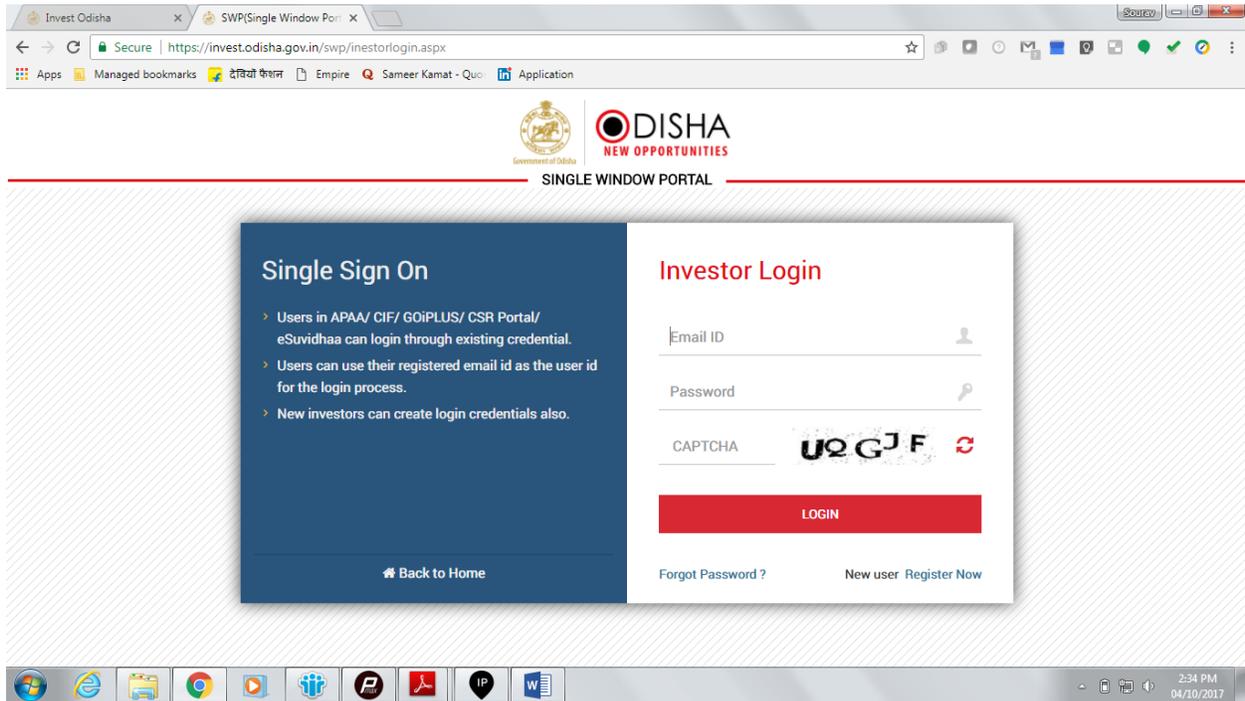
1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the ODISHA logo, navigation links for 'Advantage Odisha', 'Policy Framework', 'Focus Sectors', 'Ease of Doing Business', 'Industrial Land Bank', 'Success Stories', and 'Project Profiles', and contact information: 'Toll Free Helpline - 1800 345 7111 (Timing 10.00 AM to 6.00 PM on working days)' and 'info@investodisha.org'. The main content area features a large banner titled 'Educational Hub of the East - Availability of Industry-Ready Manpower'. This banner is divided into two columns: 'Large pool of skilled manpower' (1,25,000 technical manpower pass out annually from 773 technical training institutions) and 'Nationally acclaimed research institutions' (listing institutions like CIPET, ICAR, NISER, and IISER). Below the banner are three highlighted blocks: 'Compendium of Business Reforms', 'GO/PLUS Govt. of Odisha Industrial Portal for Land use and Services', and 'SWP (Single Window Portal)'. To the right of these blocks are portraits and names of government officials: Shri Naveen Patnaik (Hon'ble Chief Minister), Shri Niranjan Pujari (Hon'ble Minister of Industries), and Shri Sanjeev Chopra (Principal Secretary). A 'Focus Sectors' section is visible at the bottom of the banner area. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 04/10/2017.

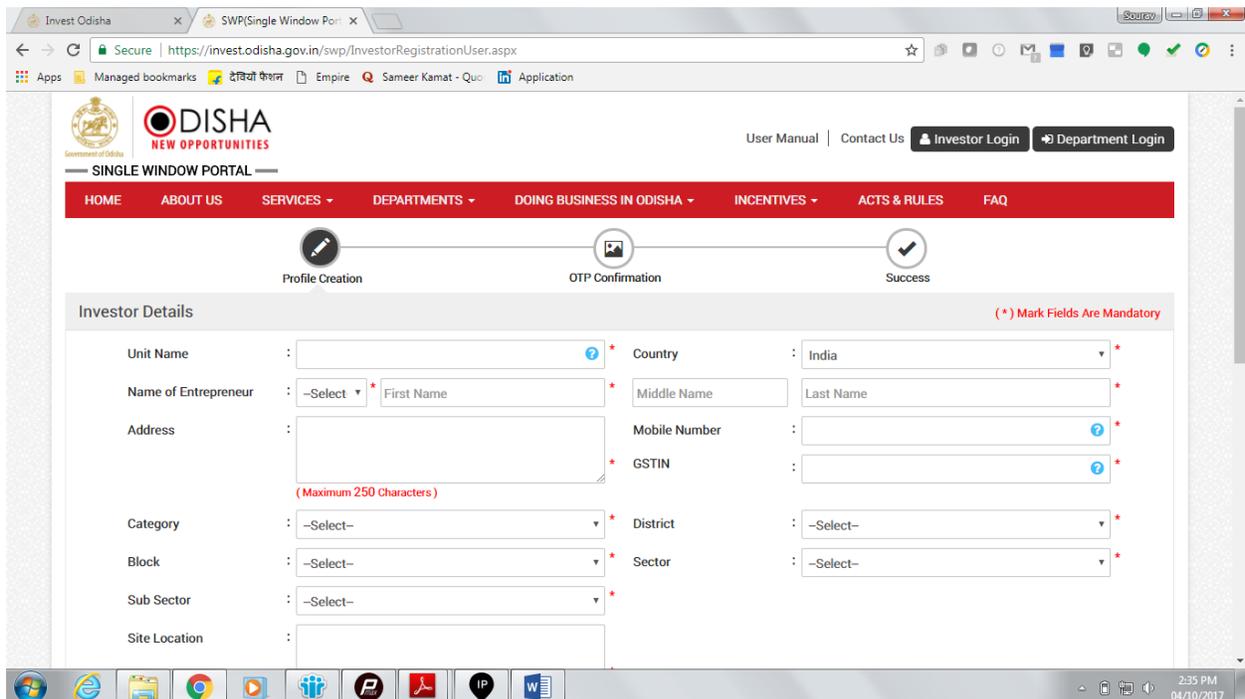
2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

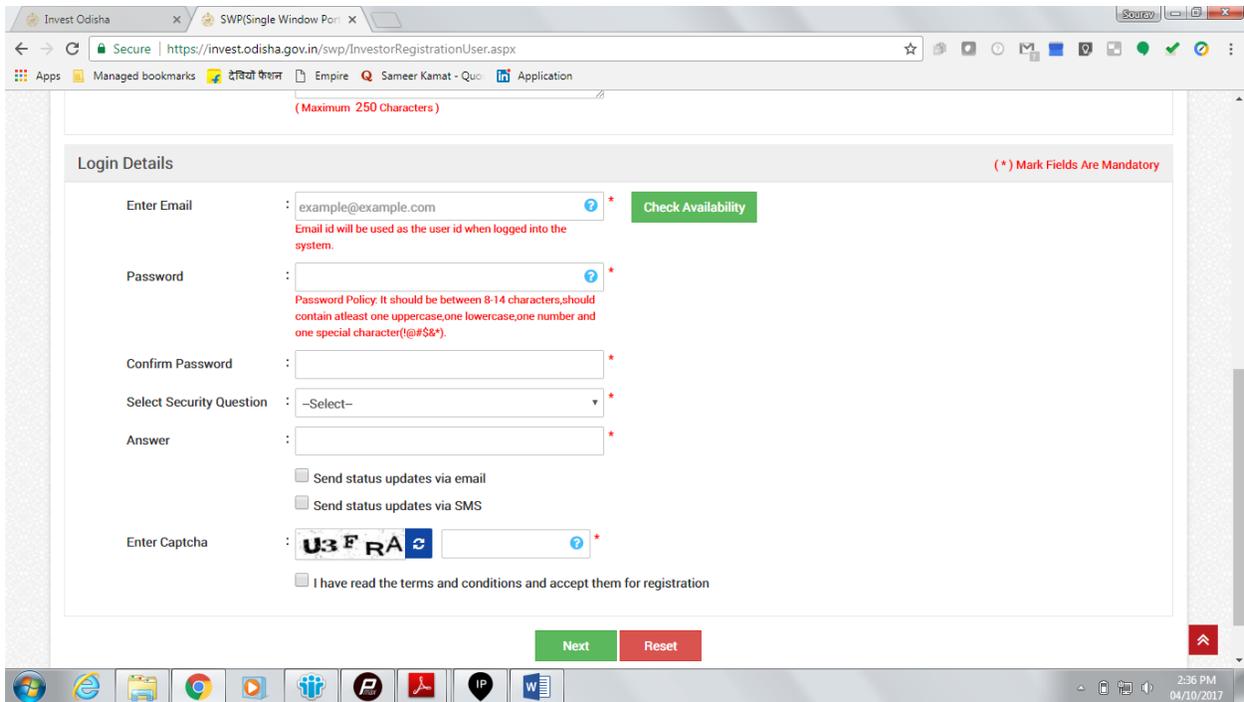
The screenshot shows the Single Window Portal website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The website header includes the ODISHA logo, navigation links for 'User Manual', 'Contact Us', 'Investor Login', and 'Department Login', and the title 'SINGLE WINDOW PORTAL'. The main content area features a large banner titled 'LARGE SCALE INDUSTRIES' with the tagline 'The state by providing necessary support services'. Below the banner is a 'Notifications' section. The 'About Us' section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. The 'News' section features two articles: 'Odisha showcases investment potential at investors' meet' and 'Odisha Govt, FICCI join hands to promote culture, tourism'. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:32 PM on 04/10/2017.

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

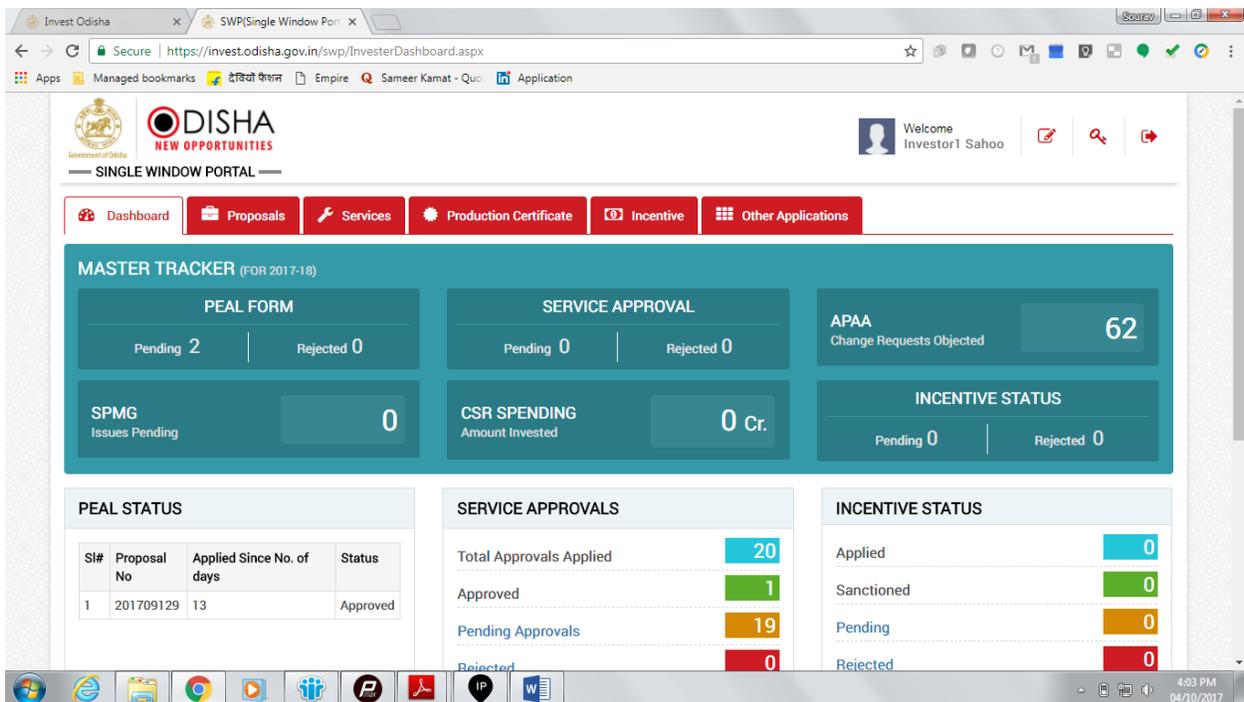


4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the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





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



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

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' section is active, displaying a table of available services:

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 under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996” 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 'Form Registration' step for the 'Department of Labour & ESI'. The form is titled 'Application for Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996'. The form contains the following sections:

**Establishment Details**

1.(i) Name of the establishment\* :

(ii) Address of the establishment\* :

(iii) District\* :

(iv) Block\* :

**Details of Manager/Person responsible for supervision and control**

2.(i) Name of Manager\* :

(ii) Address of Manager\* :   Same as above

**Details of Manager/Person responsible for supervision and control**

2.(i) Name of Manager\* :  (ii) Address of Manager\* :   Same as above

(iii) District\* :  (iv) Block\* :

3. Nature of work\* :   
 Construction  
 Repair  
 Maintenance

4. Maximum number of building workers to be employed\* :

5. Estimated date of commencement\* :

6. Estimated date of completion\* :

(i) hereby declare that the particulars given above are true to the best of my knowledge and belief. (ii) undertake to abide by the provisions of the Building and Other Construction Workers [Regulation of Employment and Conditions of Service] Act, 1996 & the Rules made thereunder.

**Payment Details**

Total Amount : 250.00/-

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.

Invest Odisha | https://invest.odisha.gov.in | User\_Manual\_Project\_Ev...

Secure | https://invest.odisha.gov.in/swp/ServicePayment.aspx?enc=mUX5JvffTOboOCE+6xFBFZS2WfjieD8Ft+0iUdXfzC+1gtdOdhKBjxfds...

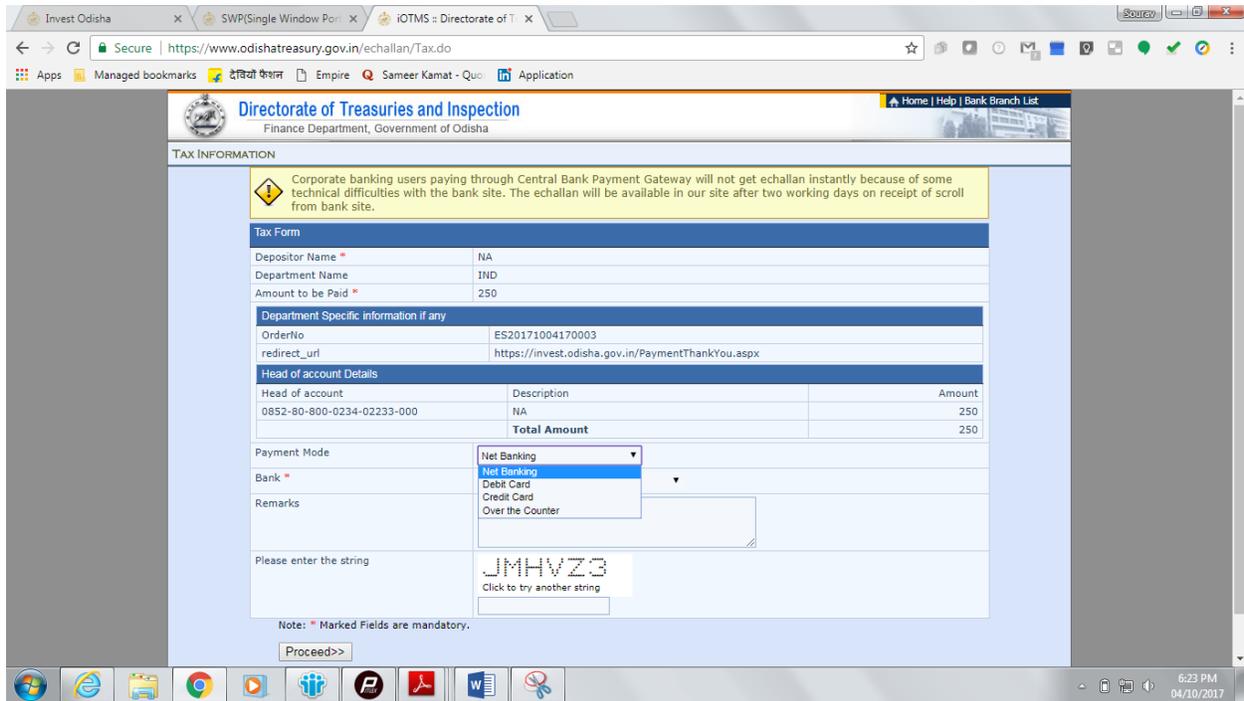
Dashboard | Proposals | Services | Production Certificate | Incentive | Other Applications

Form Registration | Payment Details | Success

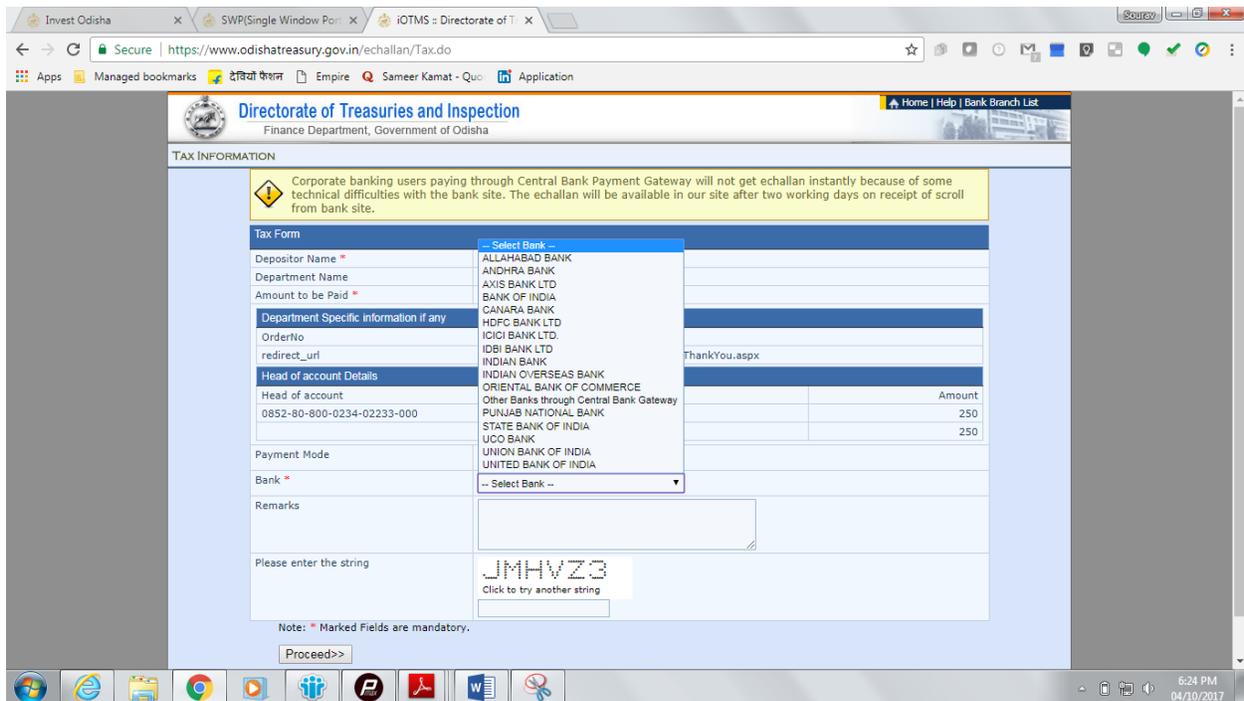
Payment Amount : 250

6:00 PM 04/10/2017

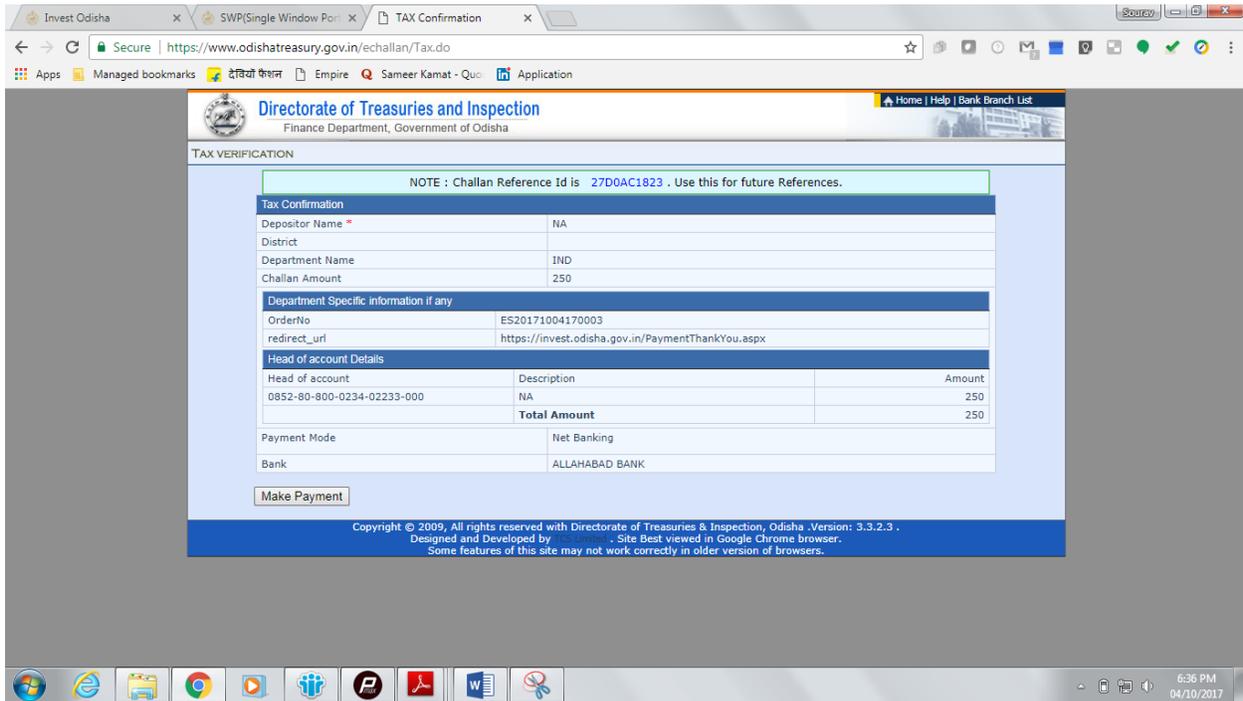
- The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



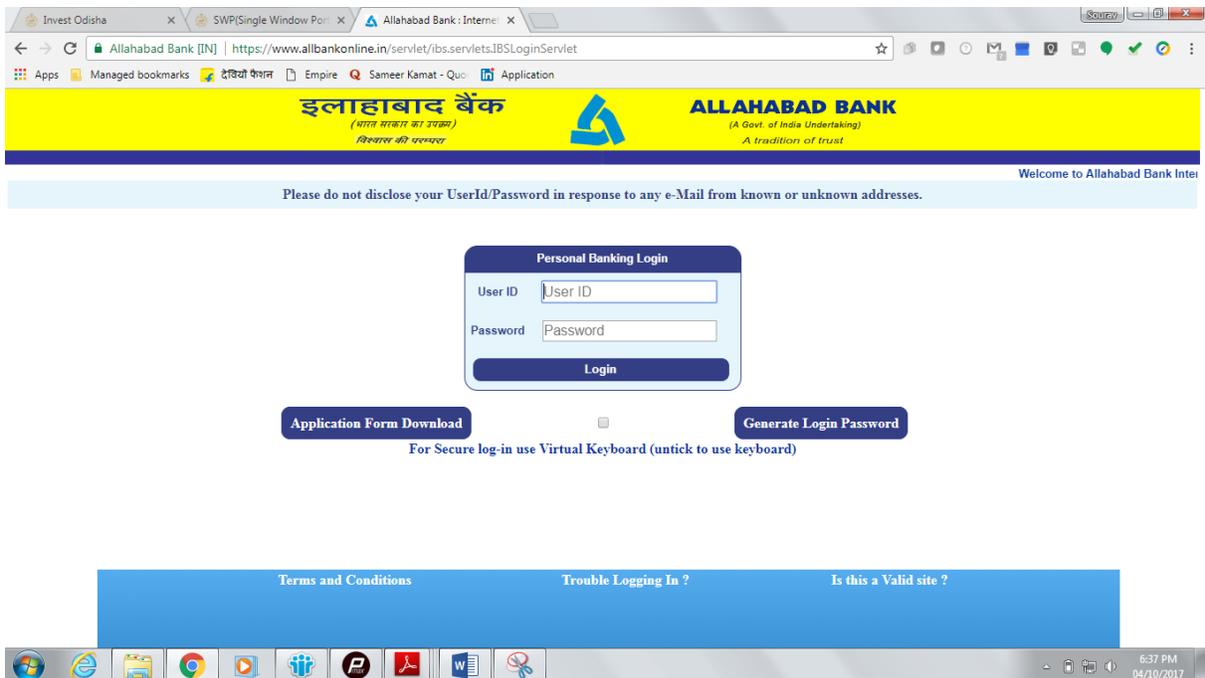
- Applicants can select the bank of their preference and proceed to payment.



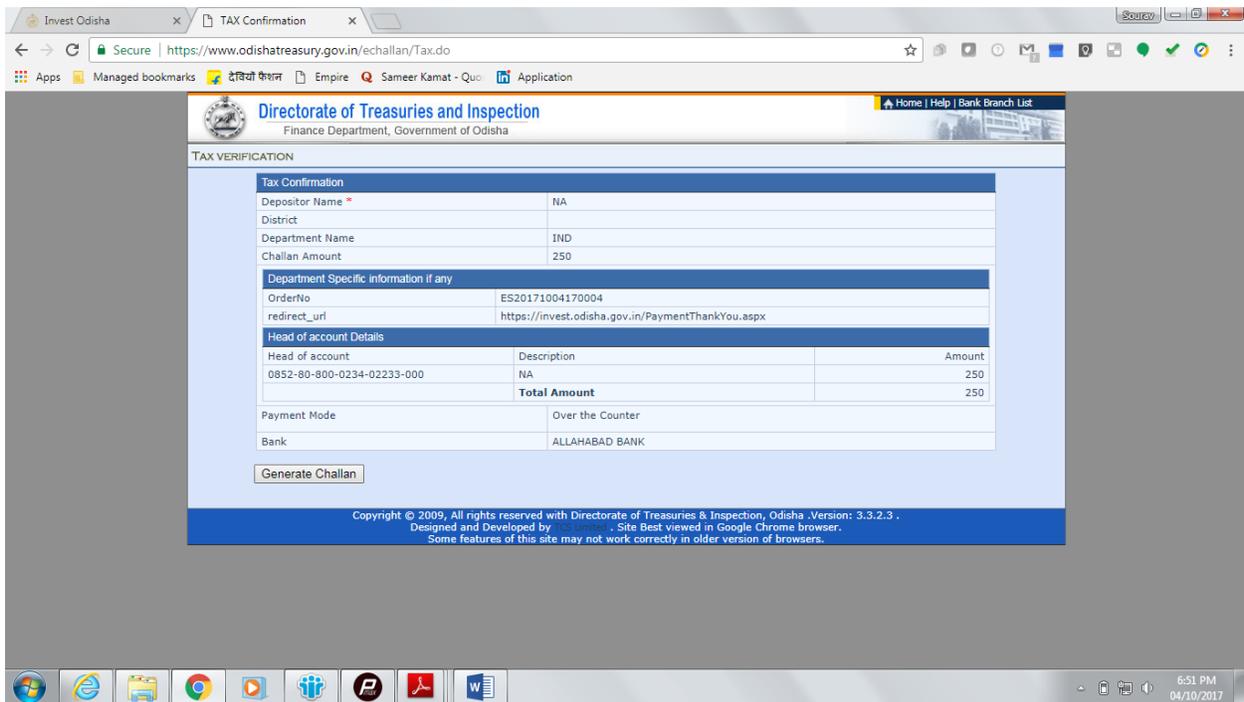
- If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



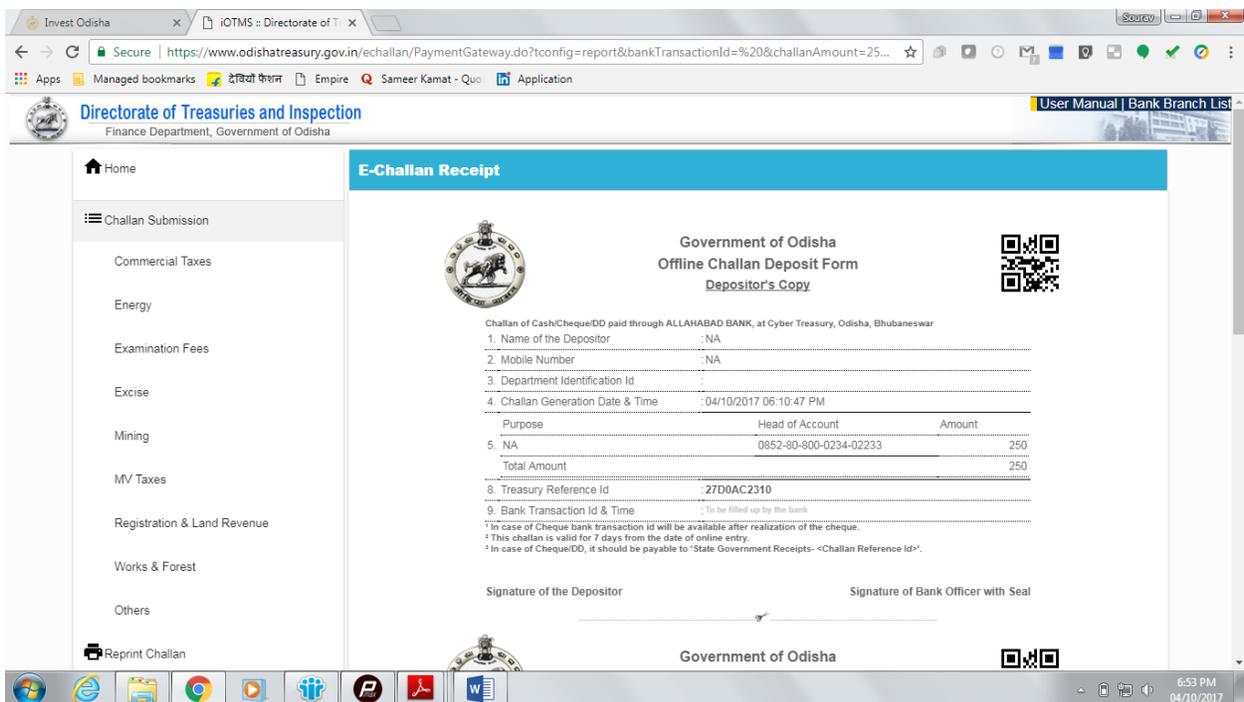
- Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



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

1. This challan is valid for 7 days from the date of online entry.  
2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
3. In case of Cheque/DD, it should be payable to State Government Receipts - Challan Reference ID.

**GOVERNMENT OF ODISHA**  
**Directorate of Treasuries and Inspection**

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

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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

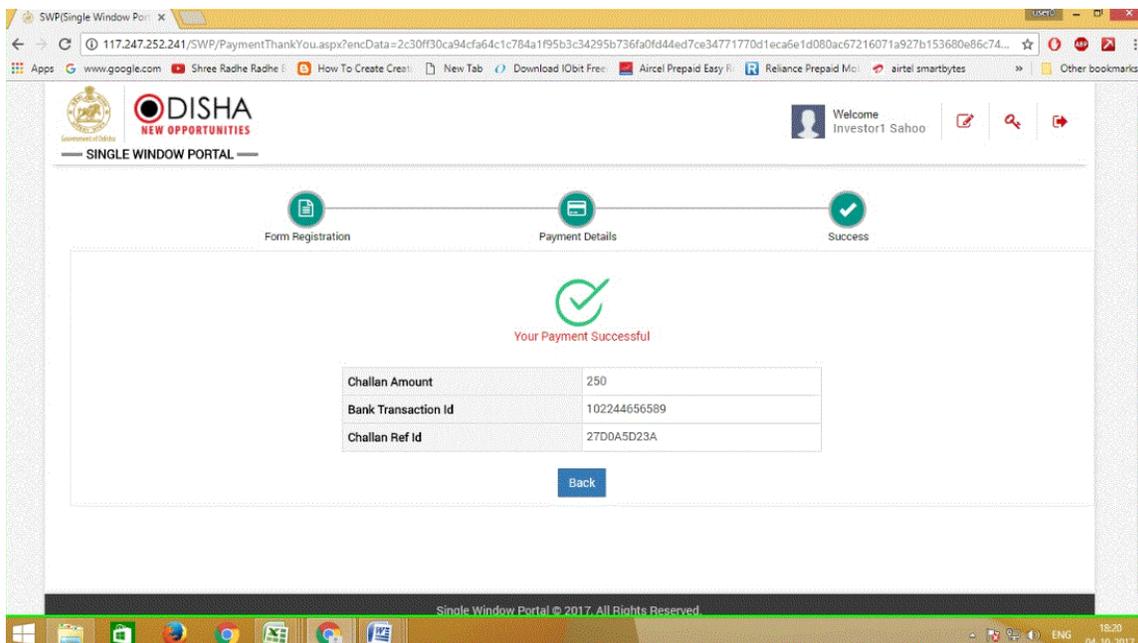
7. Bank Transaction Date & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
3. In case of Cheque/DD, it should be payable to State Government Receipts - Challan Reference ID.

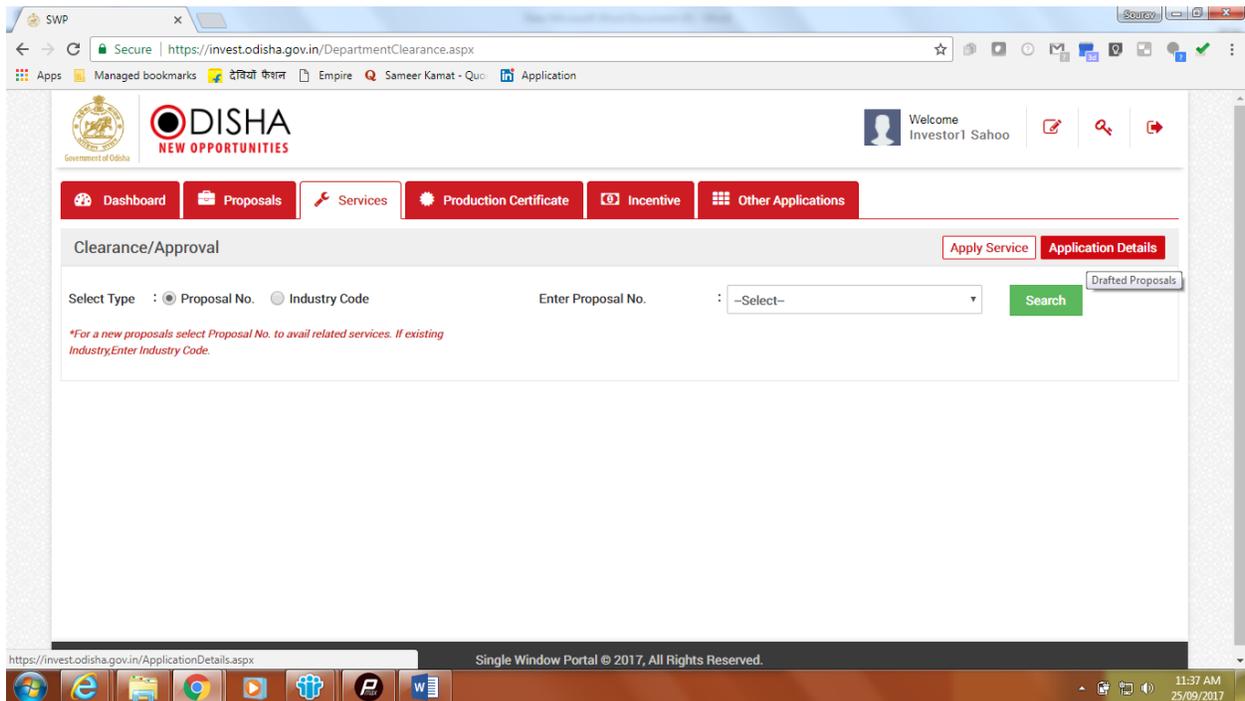
**GOVERNMENT OF ODISHA**  
**Directorate of Treasuries and Inspection**

Signature of Bank Officer with Seal

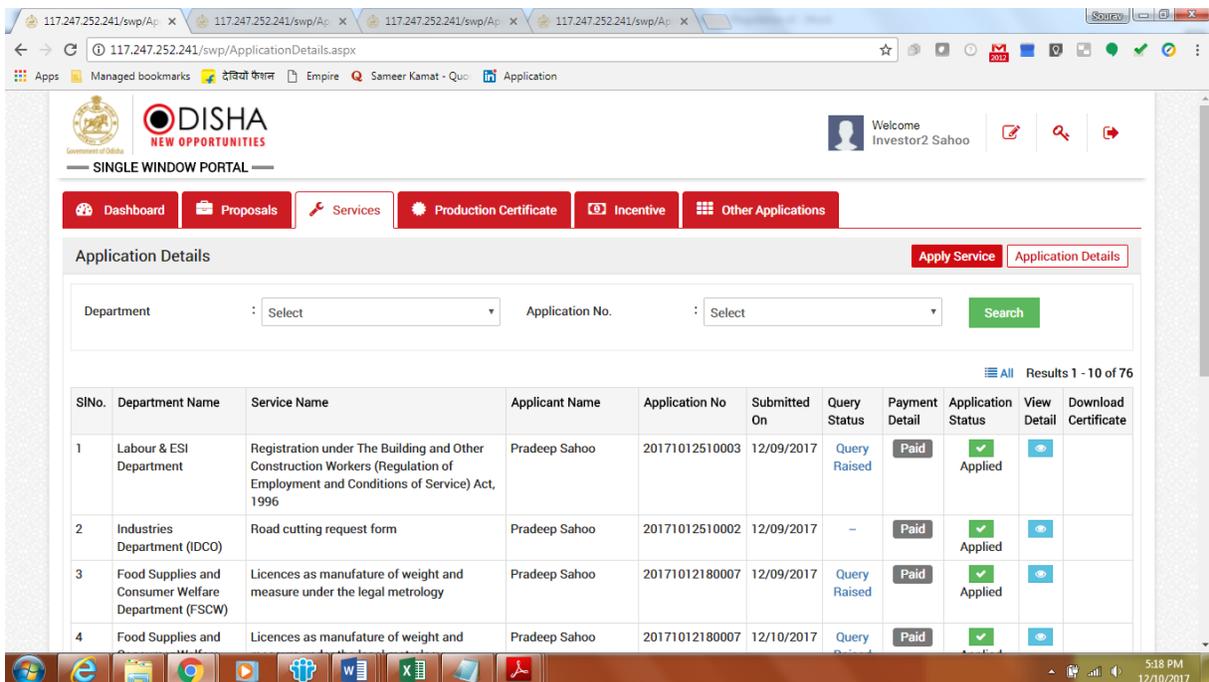
15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from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



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 portal interface. The user is logged in as 'Investor2 Sahoo'. The navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The main content area is titled 'Application Status Details' and displays the following information:

- Department Name: Labour & ESI Department
- Service Name: Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
- Applicant Name: Pradeep Sahoo
- Application No.: 20171012180007
- Application Status: Applied
- Download Certificate: NA

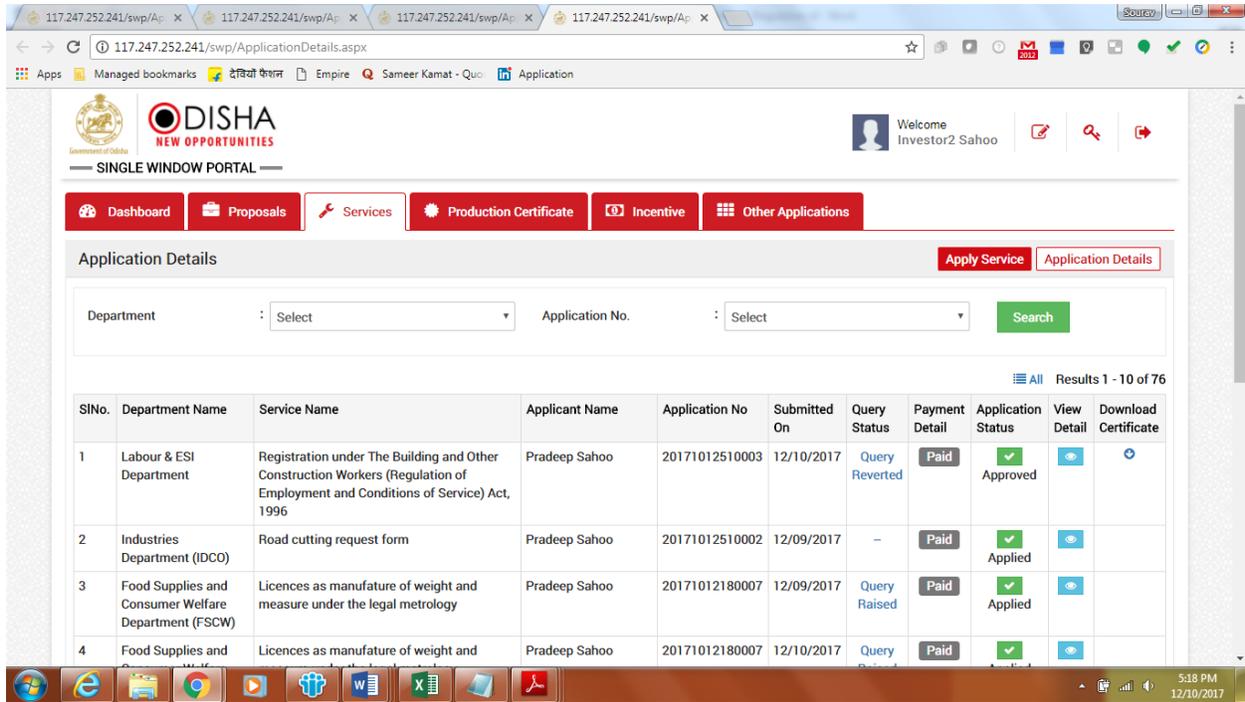
Below this, there is a 'Query' section with a status of 'Raised' and a 'Revert Query' section with a 'Response Details' field.

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 portal interface with a table of 'Application Details'. The user is logged in as 'Investor2 Sahoo'. The table has the following columns: SIno., Department Name, Service Name, Applicant Name, Application No., Submitted On, Query Status, Payment Detail, Application Status, View Detail, and Download Certificate. The table contains 4 rows of data:

SIno.	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 under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Pradeep Sahoo	20171012510003	12/09/2017	Query Reverted	Paid	Applied		
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		

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 'Application Details' section is active, showing a search filter for Department and Application No. Below this is a table of application records.

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 under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	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

