User Manual for Labour Management System

Step 1: Enter this URL: lms.mahaonline.gov.in

Step 2: Enter Login Credentials (User ID, Password)
For First Time User – (Follow below steps for registration)

A. click the link “Create Employer User Profile”

B. Please fill below mention information to create User Name and Password.

- Select type of registration – **Individual OR Organization / Firm / Company**
- Enter Your 10 digit Mobile Number to get OTP on applicant mobile for verification, Enter 6 digit number in respective place i.e. **Enter your One Time Password (OTP) received on your Mobile by SMS**
- Enter full name, Date of Birth, Gender
- Enter applicant valid **eMail ID** as a **User Name** for LMS application.
- Create New Password & Confirm Password.- Ex. like **Pass@123** OR **Password#123** Or **Labour@123**.
Step 3: After login with User Name & Password, on left side user can see labour department Service like **Shop and Establishment Registration, Principal Employer Registration & Contract License** application forms.

- **Click of Shop and Establishment Registration** User can see -
  
  A. **Shop and Establishment Registration** – Registration Form “A” (New User).
  
  B. **Shop Register Old User Form** to fill **Renewal Application** (B Form) & Change Request (E Form).

(Note: Compulsory documents like Annexure A, B & C formats are available in same column)

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**Steps for Shop and Establishment Registration**

**Shop and Establishment Registration – Registration Form “A” (New User).**

Step 1: Click on Registration Form “A” from menu **Shop and Establishment Registration**. User can see Form “A” (Application for Registration)
Step 2: Select **Division, District & Office Name** where Postal Address and situation of the establishment and fill whole form as per given instruction.

Step 3: After fill application form user can **Upload Document** for generated application ID.

Step 4: Click of **Upload Document** can show types and name of documents which is need to Upload to continue.
Step 5: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt after payment done.
Shop and Establishment Registration – Old User Form to fill Renewal Application (B Form) & Change Request (E Form).

Step 1: Click on Shop Register Form “Old User” from menu Shop and Establishment Registration.

(Note: Fill & attached document to Old User form first to apply Renewal Application form for Shop and Establishment Registration and Contract Labour License.)
Step 2: **Shop and Establishment Registration** Old user form can open two fields i.e. **Renew Certificate (Form B)** & **Change request (Form E)** option.

- **Registration Form “B” (Renew Certificate).**

**Step 1:** Click of **Renew Certificate** can open application form to renew the license.

(Note: Fill the Old User form first to apply Renewal Application form for Shop and Establishment Registration and Contract Labour License)
In Application for Renewal of Registration applicant can only change valid up to year and number of employees and save the details.

Step 2: After save renew application form user can **Upload Document** for generated application ID.
Step 3: Click of Upload Document can show types and name of documents which is need to Upload to continue.

Step 4: Document upload successfully message will showing Make Payment option through Online which will give you the transaction successful receipt after payment done.
• Registration Form “E” (Change request).

Step 1: Click of Change Request can open application form to make Change in license.

(Note: Fill the Old User form first to apply Change Request form for Shop and Establishment Registration and Contract Labour License)
In Application for Change request can change

- CATEGORY OF ESTABLISHMENT TYPE
- NAME AND RESIDENTIAL ADDRESS EMPLOYER
- NATURE OF BUSINESS
- OFFICE/STORE ROOM/GODOWN/WAREHOUSE/WORKPLACE DETAILS
- NAME AND POSTAL ADDRESS OF ESTABLISHMENT
- NAME AND RESIDENTIAL ADDRESS OF MANAGER
- NUMBER OF EMPLOYEES

Step 2: After save change application form user can Upload Document for generated application ID.
Step 3: Click of Upload Document can show types and name of documents which is need to Upload to continue.

Step 4: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt after payment done.
Click of Principal Employer Registration User can see —
A. Principal Employer Registration - Establishment of Principle Employer (Form 'I' (See Rule 17 (1)).(New User)
B. Principal Employer Old User Form to fill Renewal Application & Amendment.
(Note: Compulsory documents like Annexure A & B formats are available in same column)
Steps for Principle Employer Registration

Principle Employer Registration – Registration Form 'I' (New User).

Step 1: Click on Establishment of Principle Employer from menu Principle Employer Registration. User can see Form “I” (Application for Registration)

Step 2: Select Division, District & Office Name where Postal Address and situation of the establishment and fill whole form as per given instruction.
Step 3: After fill application form user can **Upload Document** for generated application ID.

Step 4: Click of **Upload Document** can show types and name of documents which is need to Upload to continue.
Step 5: Document upload successfully message will showing Make Payment option through Online which will give you the transaction successful receipt after payment done.
**Principle Employer Registration** – Principle Employer (Old User) for Amendment.

Step 1: Click on Principle Employer (Old User) from menu **Principle Employer Registration**.

(Note: Fill & attached document to Old User form first to apply **Amendment Application** form for Principle Employer Registration)
Step 2: Principle Employer Registration Old user form can open field i.e. Amendment option.

- Registration Form “I” (Amendment).

Step 1: Click of Amendment can open application form to amend the registration.

(Note: Fill & attached document to Old User form first to apply Amendment Application form for Principle Employer Registration)
Step 2: After fill application form user can **Upload Document** for generated application ID.

Step 3: Click of **Upload Document** can show types and name of documents which is need to Upload to continue.
Step 4: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt after payment done.

### Make Payment

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<td>Principal Employer Amendment</td>
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<tr>
<td>Name</td>
<td>Jayesh Rajan Mahadik</td>
</tr>
<tr>
<td>Email ID</td>
<td><a href="mailto:kiran.lad@mahaoiline.gov.in">kiran.lad@mahaoiline.gov.in</a></td>
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### Transaction is Successful

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<tr>
<td>Service Name</td>
<td>Principal Employer Amendment</td>
</tr>
<tr>
<td>Name</td>
<td>Jayesh Rajan Mahadik</td>
</tr>
<tr>
<td>Service Time Limit</td>
<td>7 (Working Days)</td>
</tr>
<tr>
<td>Email ID</td>
<td><a href="mailto:kiran.lad@mahaoiline.gov.in">kiran.lad@mahaoiline.gov.in</a></td>
</tr>
<tr>
<td>Registration Fee</td>
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<tr>
<td>Renewal Fee</td>
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<td>Payment Date</td>
<td>25/10/2015</td>
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</table>
**Steps for Contractor License**

**Contractor License – Application Form-IV (New License).**

**Step 1:** Click on New license from menu **Contractor License.** User can see Form-IV (Application for New License)
Step 2: Select **Division, District & Office Name** where Postal Address and situation of the establishment and fill whole form as per given instruction.

Step 3: After fill application form user can **Upload Document** for generated application ID.
Step 4: Click of **Upload Document** can show types and name of documents which is need to Upload to continue.

Step 5: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt after payment done.
Contract License – Old User Form to fill Renewal License Application (Form-VII) & Amendment (Form-VII).

Step 1: Click on Contract Labour License “Old User” from menu Contractor License.
(Note: Fill & attached document to Old User form first to apply **Renewal Application** form for Shop and Establishment Registration and Contract Labour License.

Step 2: **Contract Labour License** Old user form can open two fields i.e. **Renew License (Form-VII) & Amendment (Form-VII)** option.
• Contract License **Renew License (Form-VII).**

Step 1: Click of **Renew License** can open application form to renew the license.

(Note: Fill the Old User form first to apply **Renewal License** form for Shop and Establishment Registration and Contract Labour License)

In Application for Renewal of License applicant can change Renewal for year, Contractor Start work Date-Contractor End work Date and Security deposit paid previously at the time of license i.e. from 100 or 500 then save the details.
Step 2: After save renew application form user can Upload Document for generated application ID.
Step 3: Click of Upload Document can show types and name of documents which is need to Upload to continue.

Step 4: Document upload successfully message will showing Make Payment option through Online which will give you the transaction successful receipt after payment done.
• Contract License Application (Form-VII).

Step 1: Click of **Amendment** can open application form to make Change in license.

(Note: Fill the Old User form first to apply **Amendment** form for Contract Labour License)

In Application for Change request can change field as per applicant requirement and save the details.

Step 2: After save change application form user can **Upload Document** for generated application ID.
Step 3: Click of Upload Document can show types and name of documents which is need to Upload to continue.

Step 4: Document upload successfully message will showing Make Payment option through Online which will give you the transaction successful receipt after payment done.
THANKS!!!