USSP – Establishment/Employer Manual

User Manual v1.0

https://shramsuvidha.gov.in

Abstract: This user manual is a technical communication document intended to give assistance to people for using Shram Suvidha Portal. This user document includes explanation of system and navigational features specific to establishment/employer accomplishing various activities (establishment registration, returns submission and data verification) at USSP.

Keywords: online help, user manual, USSP, LIN, establishment registration, ECR, annual returns, inspection, data verification/modification

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1. Introduction

1.1. Unified Shram Suvidha Portal (USSP)

This Portal is developed to facilitate ease of reporting at one place for various Labour Laws, consolidated information of Labour Inspection and its enforcement. The Web Portal enhances convenience of reporting, transparency in labour inspection and monitoring of Labour Inspection based on key performances indices.

1.2. Scope of the Document

This manual will serve as a step by step guide to use the Web Portal in an easy way with the help of diagrams and screenshots wherever applicable.

1.3. Objective of the Portal

- Consolidated information of Labour Inspection and its enforcement

- Transparent and Accountable Inspections

- Compliances in Single Harmonized Form

- Performance Monitoring using Key Performance Indicators

- Effective Grievance Redressal System

- Identification of Unit/Establishment

  - One number for each unit/entity covered for all Labour Laws (16)

  - 10 Digit Labour Identification Number

- Expedite CLC and DGMS Annual Return Submission

- Monthly EPFO/ESIC Common Return

1.4. Services of USSP

- Web based menu driven system for managing, creating, updating inspectable establishments and manage their inspection reports.

- On-line entry by Employer/ Establishment/ Enforcement Agency

- Entity Verification by Enforcement Agency

▶ LIN Generation

▶ Email/ SMS notification to Establishment

▶ Available on Government Domain name platform on the domain name
https://shramsuvidha.gov.in/

▶ Users are pre-assigned User ID/Password

▶ Password can be changed by user

▶ Inspectable Establishments can get their login and passwords online themselves

▶ First stage for LIN generation by CLC (C) organization.

▶ On-line CLC(C) and DGMS Annual Return Submission

▶ Common EPFO and ESIC Monthly Return Submission

▶ LIN data modification and verification

1.5.   Launching the Web Portal

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.

https://shramsuvidha.gov.in

1.6.   USSP Portal Layout

USSP portal is user friendly, menu driven web based solution for management of Establishments, Labour Information Number (LIN), Inspections and online return submission. It also provides various MIS reports and Statistics to the Top management in Ministry of Labour & Employment and other designated users.

2. USSP Portal Overview

2.1.   Home Page

2.1.1.   Login
New users can be created, passwords can be changed. There is convention followed for creation of the password for the pre populated user ids.

A login window is available at the portal through which the users can login and perform their tasks. Upon giving the wrong login / passwords, system gives proper message and user has to try again.

2.1.2.   New User Registration
There is a provision to register new representative of the already registered establishments and new enforcement agency user.   There is also a link is provided to generate the password for first time use for an establishment whose LIN is generated.

2.1.3. Create Shram Suvidha Account

Please click on the link 'Create a Shram Suvidha account' to register a new representative. Following form will come on your screen and you have to fill it with correct information's.

Once you submit the above signup form, system sends an OTP on registered mobile number for user verification. Fill the received OTP in below form:

Once your OTP is verified, you will see below message to check your mail.

System sends the below mail on registered email id for Shram Suvidha User Id and Password creation:

Email

Dear xxxxx,

 As requested, User Id and Password for the Email ID xxx@xxx.com can be created by clicking below link:
Create Shram Suvidha User Id and Password

 Thank you
Shram Suvidha Portal Team
(This is an auto-generated mail, kindly do not reply back.)

Once you click the link provided in your mail below screen appears to set the user id and password.

Now you can login Shram Suvidha Portal with created User Id and Password.

2.1.4. Update User Profile

After sign up, you can login and will see the landing screen. At the top right side of your landing page is user profile option, click user profile to complete the registration by providing correct information. Fill out the update establishment representative detail form and submit the same.

2.1.5. Change Password

This facility is provided to the users to change their passwords by providing old password. This facility is available only in the respective logins of the user of the portal.

FAQ

General FAQs

Q) What is an Enforcement Agency?

A) Enforcement Agency is a Government Organization that is responsible for Compliance of Acts. For Example EPFO, ESIC, DGMS, CLC

Q) What are Establishments?

A) In this context, Establishments are the individual units which can be inspected under Labour laws.

Q) Who is a Portal Administrator?

A) Portal Administrator is an overall head of the Unified Portal who manages the Head Quarters of the Enforcement Agencies

Q) Who is a Head Quarter and how is it different from Regional Head?

A) Head Quarter is the Administrator for the entire Enforcement Agency as far as Unified Web Portal is concerned. The Head Quarter would be an Admin user in the head quarter.

Q) Who are Verifiers and Approvers?

A) Verifiers and Approvers are CLC users who would verify the LIN registration requests. Verifier is at Lower level whereas the Approver is at Highest Level.

Q) What is LIN?

A) LIN Stands for Labour Identification Number.

Q) Who Generates LIN?

A) Upon Completion of Approval process, the Approver initiates the generation of LIN.

Q) Who creates users in UWP?

A) Depends on the type of users. If he is a Head Quarter, the Portal Administrator would create the user id. If He is Regional Head, the Application Admin would create the user id. If he is an approver /Inspector /Verifier/DEO, the user id will be created by the Regional Head.

Moreover, there is an option of Self Registration as well.

Establishment Representative FAQs

Q) My Password is not working. Whom should I reach out to?

A) You need to click Forget Password at Home Page.

Q) My details are incorrect. How could I update that?

A) Details could be corrected by updating the 'User Profile' from the UWP dashboard.

Q) I own two establishments. Need I have two LINs?

A) You need to have as many LINs as the number of Inspectable Units you own.

Q) Where can I add new establishment details?

A) You can add new establishment by choosing 'Establishment option' from dashboard and then clicking on 'New' tab.

Q) I don't know which acts are applicable to my establishments. Is that information available in Unified Web Portal?

A) Yes, you can check the Home Page → Know your Acts options.

Q) How can I update establishment base data?

A) You can update establishment base data by choosing 'verify data' option from UWP dashboard and then click address of establishment for which you want to update the details.

Q) How do I update sector/industry details?

A) You can update sector/industry details by choosing 'verify data' option from UWP dashboard.

Q) I am already registered in EPFO or ESIC. Should I register for LIN in UWP?

A) No. You do not need to register separately. From the EPFO (or ESIC) data LIN has already been created for you. In case you have not received the Login credentials, you may contact your regional UWP head.

Q) How can I update establishment address?

A) You can update establishment by choosing 'Verify Data' option at UWP dashboard and then clicking establishment address.

Q) How can I check verification status of my establishment's identifiers?

A) You can check identifier status by choosing 'Verify Data' option at UWP dashboard and then clicking 'identifier' value.

Q) Where can I verify acts applicable for my establishments?

A) You can verify acts applicable by choosing 'Verify Data' option at UWP dashboard and then click on 'Acts' link.

Where can I file my DGMS Return?

A)   You can file DGMS Return by choosing 'File Annual Return' option at UWP Dashboard.

Q) Can I view my establishment inspection report?

A) Yes, you can view inspection report under 'Your Inspection' from the UWP dashboard.

Q) How to link my establishment?

A) You need to fill 'Link Establishment Form' under 'Link Establishment' from the UWP dashboard

Q) Where can I submit monthly contribution return for ESIC and EPFO?

A) You can file combined EPFO/ESIC Return by choosing 'Monthly EPFO/ESIC Return' option at UWP Dashboard.

Annexure

A.   Validations

You need to consider below points while filling the forms at portal to validate the accuracy.

- Form fields marked * are mandatory.

- Special Characters not allowed except "." (Dot) and space.

- Valid alphanumeric character includes special characters- Dot [.], Slash [/], At [@], Comma [,], Hyphen [-], Brackets [(and)] and Space.

- Date Validation Criteria
  a.   Should accept in Day, Month and Year format.
  b.   Day, Month and Year should be numeric.
- Email- Alphanumeric, DOT, @, hyphen, underscores.

B. Send feedback

Here you can give us your feedback and suggestions which can be used as basis of improvement and help.

1.   Once you are logged into your USSP account, at the top most bar you will see the 'Feedback' option.
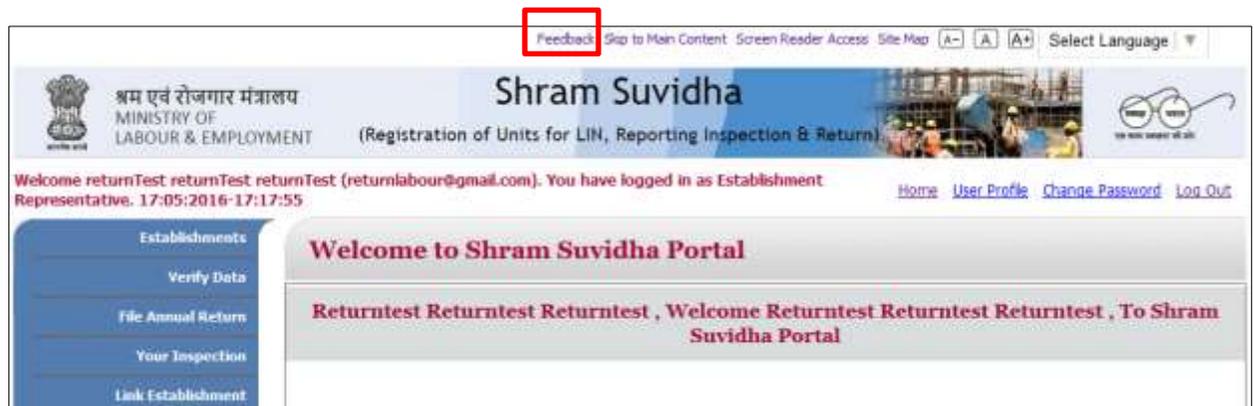
2.   Click the feedback option; you will see Feedback & Suggestion form. Fill and submit the form.

Feedback & Suggestion   ✖

Feedback Topic*   --Select Feedback Topic--   ⌄

Name*   name

Email Id*   name@gmail.com

Mobile   8245671891

Landline Number   011-12345678

Comment*   Your Comment

[Submit]   [Reset]

C. Contact us

You can also send your feedback to Shram Suvidha Portal Team at websupport-mol@nic.in .