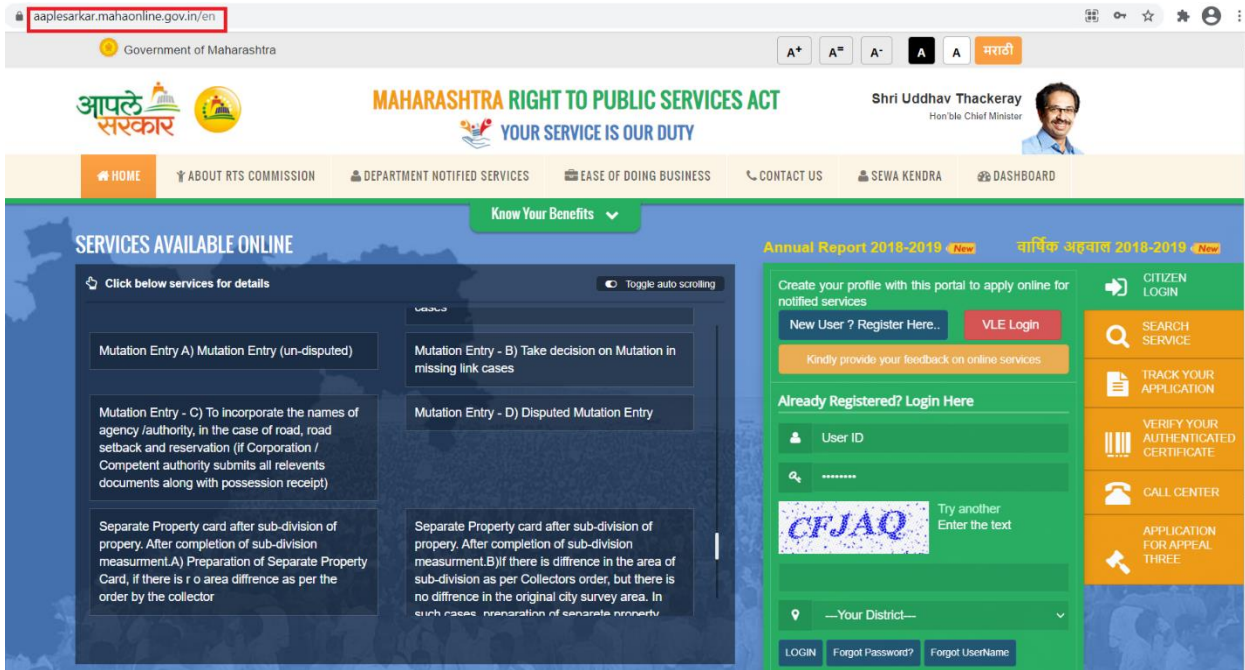
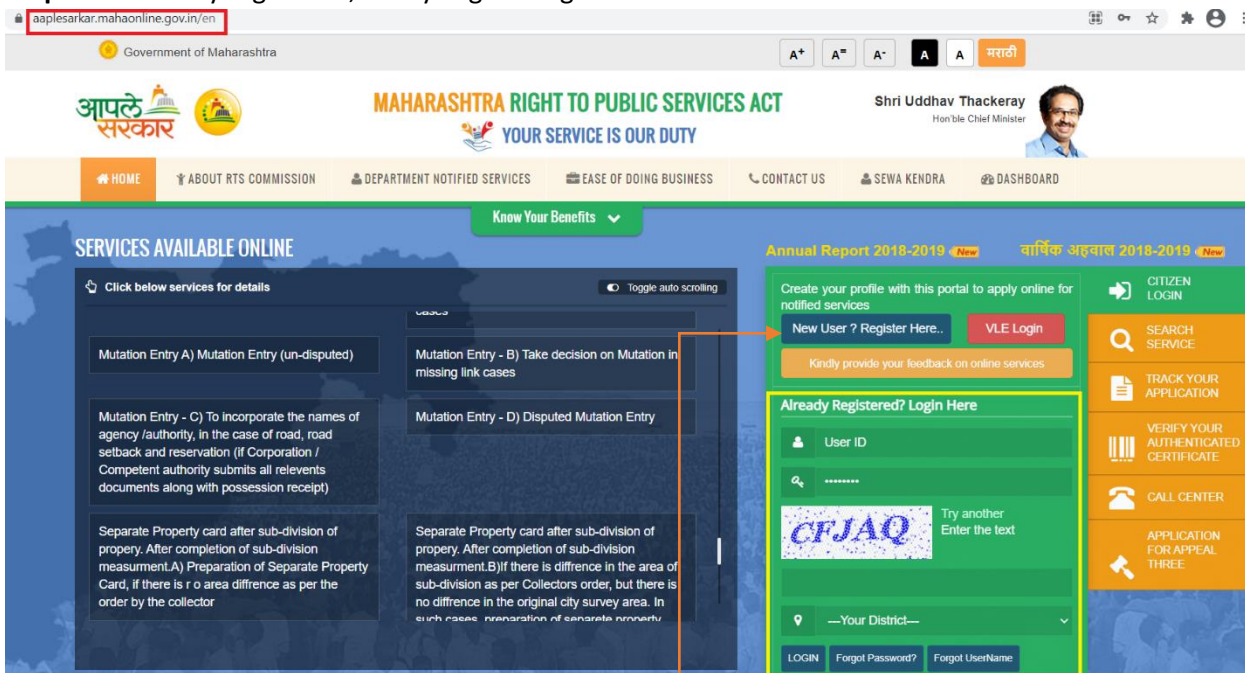


User Manual for Inter State Migrant Services of Labour Department

Step 1 : Enter URL of Aaple Sarkar – <https://aaplesarkar.mahaonline.gov.in/en>



Step 2 : If already registered, kindly Login using credentials.



If not registered earlier, please click on “New User? Register Here” tab.

Step 3: Please fill the all the required details, & Create Username & Password using one of the methods.

OPTION 1

Verify your Mobile number using OTP and then create a user ID and password.

While applying for services online you need to attach photo, Identity Proof, Address Proof with other necessary documents.

OPTION 2

Upload complete self details, photo, Identity Proof, Address Proof once and Create own user profile using OTP verification on your mobile number.

After this process while applying online for service, No need to attach Photo, Identity Proof and Address Proof.

1 Applicant Detail

Salutation * ---Select---	Full Name(English) *	Full Name(Marathi) *
Father's Salutation * ---Select---	Father's Name(English) *	Father's Name(Marathi) *
Date of Birth *	Age *	Gender * ---Select---
		Occupation ---Select---

2 Applicant's Address [As per document]

Address (English) *	Address (Marathi) *	Street (English)	Street (Marathi)
Section (English)	Section (Marathi)	Building (English)	Building (Marathi)
Landmark (English)	Landmark (Marathi)	District * ---Select---	Taluka * ---Select---
Village * ---Select---	Pincode *		

3 Mobile No. & Username Verification

10 digit Mobile Number * + 91	<input type="checkbox"/> I'm not a robot	Send OTP
One Time Password (OTP) *	PAN No	
User Name *	Email ID	
Password *	Confirm Password *	

Password must contains one digit from 0-9 and contains atleast one lowercase characters and one uppercase characters, Must contains one special symbols in the list @#%& and Password length atleast 7 character and maximum 20 character. Example- Citizen@123

4 Upload Photograph

Instructions for issued photo:

- The size of the photograph should fall between 5KB to 20KB
- Photograph Format should be JPEG.
- The width of the photograph should be 160 pixels.
- The height of the photograph should fall between 200 to 212 pixels.

[Photo Edit & Upload Manual](#)

Add Photo

Height: 200 px to 212 px
Width: 160 px

No file chosen

Crop Photo

If you dont have photo in this mentioned size you can go through the below link to upload & crop photo. Steps are as below

- ✓ Click on below link which will get you crop page
- ✓ Select option for "Crop photo"
- ✓ Upload your photo
- ✓ resize your photo and fit it inside the red mark given
- ✓ After resizing click on "crop image" and then click on "Download button" to get the photo

[Click here to crop photo](#)

5 Proof Of Identity (Any -1)

Document Format should be JPEG/ PDF. The size of the documents between 75 KB to 256 KB.	<input type="checkbox"/> PAN Card <input type="checkbox"/> Aadhaar Card (POI) <input type="checkbox"/> MNREGA Job Card	<input type="checkbox"/> Voter ID Card (POI) <input type="checkbox"/> Driving License (POI) <input type="checkbox"/> RSBY Card	<input type="checkbox"/> Passport (POI) <input type="checkbox"/> Government / Semi - Government ID Proof
--	--	--	---

6 Proof Of Address (Any -1)

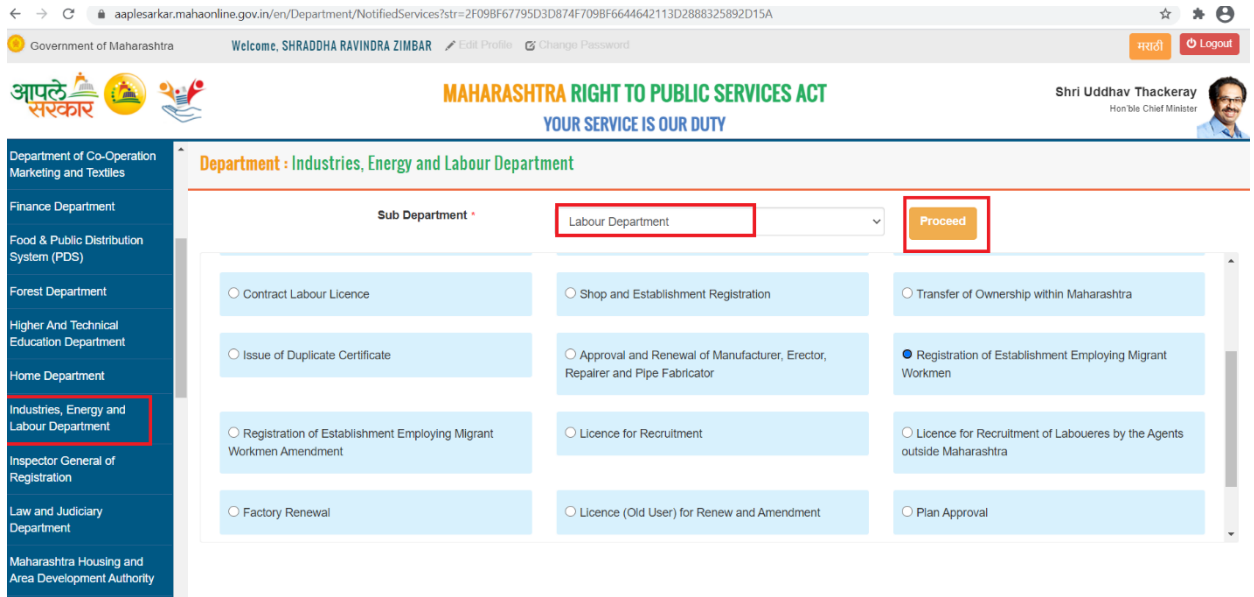
Document Format should be JPEG/ PDF. The size of the documents between 75 KB to 256 KB.	<input type="checkbox"/> Ration Card <input type="checkbox"/> Driving License (POA) <input type="checkbox"/> Property Tax Receipt <input type="checkbox"/> Electricity Bill	<input type="checkbox"/> Passport (POA) <input type="checkbox"/> Voter ID Card (POA) <input type="checkbox"/> Property Agreement Copy <input type="checkbox"/> Telephone Bill	<input type="checkbox"/> Aadhaar Card (POA) <input type="checkbox"/> Extracts of 7/12 and 8 A <input type="checkbox"/> Water Bill <input type="checkbox"/> Rent Receipt
--	--	--	--

I declare that that above mentioned information submitted by me is true and correct to my knowledge and belief. I hereby agree to be liable for legal consequences for any information found incorrect or false under section 200 of Indian penal code 1960.

I accept

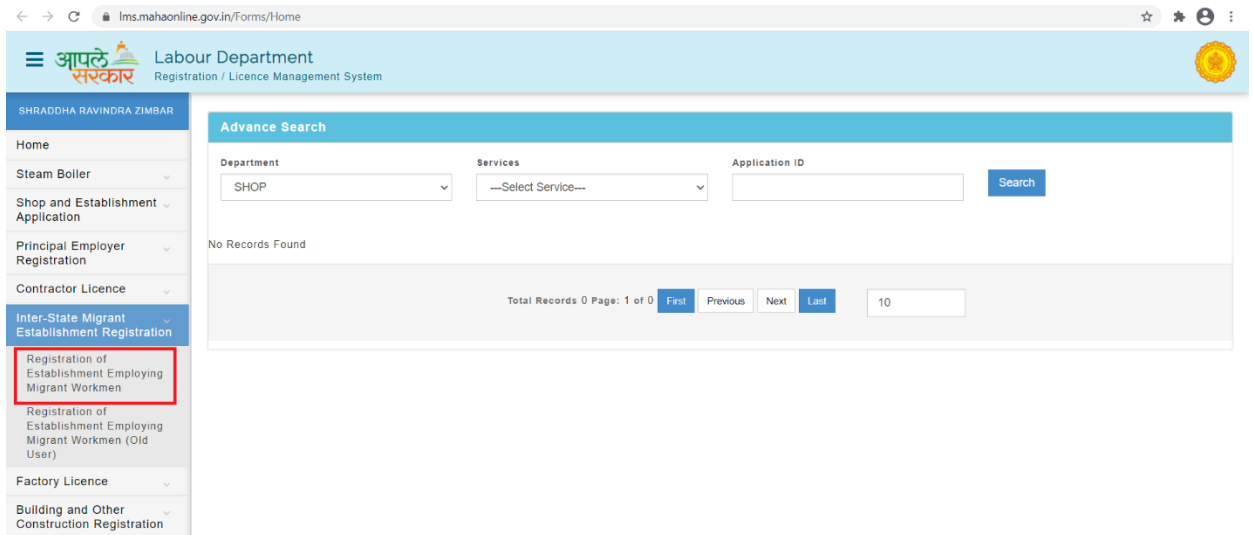
Register
Back

Step 4 : After registration, Login using Username & Password. Once Login, below screen will appear. From, left side menu select “Industries, Energy & Labour” department. Then select any one of the services of Labour department & proceed. It will get redirected to LMS portal.



Steps for Inter-state Migrant Establishment Registration

Step 1: Select respective service name from Menu given at left hand side, as shown below.



Step 2 – Fill the detail asked in Registration form & Save all the mandatory details as shown below.

SHRADHA RAVINDRA ZIMBAR

- Home
- Steam Boiler
- Shop and Establishment Application
- Principal Employer Registration
- Contractor Licence
- Inter-State Migrant Establishment Registration
- Factory Licence
- Building and Other Construction Registration
- Migrant Labour Contractor Licence
- Consolidated Annual Return Form
- Motor Establishment Registration

Labour Department
Registration / Licence Management System

30

Form 1
[Sec Rule 3 (1)]
Application for registration of establishment employing migrant workmen

Select your Division, District and Labour office

Division: District: Office Name:

1. Name and location of the establishment

Name of the establishment (in English): Name of the establishment (in Marathi):

Location of Establishment

Name of Building: Name of Building (in Marathi): Street: Street (in Marathi):

Landmark: Landmark (in Marathi): Locality / Ward: Locality / Ward (in Marathi):

State: District: Taluka: Village:

Pincode: Fax Number: Landline Number: Email:

2. Postal address of the establishment

Name of Building: Name of Building (in Marathi): Street: Street (in Marathi):

Landmark: Landmark (in Marathi): Locality / Ward: Locality / Ward (in Marathi):

State: District: Taluka: Village:

Pincode: Fax Number: Landline Number: Email:

3. Full name and address of the principal employer (furnish father's/husband's name in the case of individuals.)

Name of Principal Employer (in English): Name of Principal Employer (in Marathi):

Name of Building: Name of Building (in Marathi): Street: Street (in Marathi):

Landmark: Landmark (in Marathi): Locality / Ward: Locality / Ward (in Marathi):

State: District: Taluka: Village:

Pincode: Fax Number: Mobile Number: Email:

4. Names and addresses of the Directors/particulars of partners (in case of companies and firms)

Name of Director/particulars of partners: Name of Director/particulars of partners (in Marathi):

Address of Director/particulars of partners: Address of Director/particulars of partners (in Marathi):

Add Details

Sr.No.	Name Of Director	Name Of Director in marathi	Address Of Director	Address Of Director in marathi	Delete
1	test	टेस्ट	test16	२४५	

5. Full name and address of the Manager or person responsible for the supervision and control of the establishment

Name of Manager / Supervisor: Name of Manager / Supervisor (in Marathi):

Name of Building: Name of Building (in Marathi): Street: Street (in Marathi):

Landmark: Landmark (in Marathi): Locality / Ward: Locality / Ward (in Marathi):

State: District: Taluka: Village:

Pincode: Fax Number: Mobile Number: Email:

6. A. Number and date of registration of the establishment under the Contract Labour (Regulation and Abolition) Act, 1970

Registration Number: Date of Registration: Date of Amendment:

6. Nature of work carried on in the establishment

Nature of work: Nature of work (Other Details):

7. Particulars of contractors and migrant workmen

Name of Contractor: Address of Contractor:

Nature of work for which migrant workmen are to be recruited or are employed: Maximum number of migrant workmen to be employed on any day through each contractor:

Estimated date and commencement of work under each contractor: Estimated date of termination of employment of migrant workmen under each contractor:

Add Details

Sr.No.	Name Of Contractor	Address Of Contractor	Nature Of Work Recruits	Max No Of Migrant Workmen	Est Date Of Work	Est Date Of Termination Of Employment	Delete
1	minor	pune	test	40	25/02/2021 00:00:00	25/02/2022 00:00:00	

Self Declaration / साहचर्यपत्र

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

I Agree

Kindly check the filled information before submitting the Form / application, as you will not be able to change it later.
 साधने वरील माहिती तपासणे वी तपासणे (सत्य) करणे, कारणेही बदल करणे शक्य नाही.
 * In case of discrepancies in translation from English to Marathi, the applicant can use marathi Inscript keyboard by typing Ctrl + Y

Save Details

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Step 3 : Once Saved, application Id would get generated. Search Same ID in the dashboard to proceed with Upload Documents.

SHRADHA RAVINDRA ZIMBAR

- Home
- Steam Boiler
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- Contractor Licence
- Inter-State Migrant Establishment Registration
- Factory Licence
- Building and Other Construction Registration
- Migrant Labour Contractor Licence
- Consolidated Annual Return Form

Labour Department
Registration / Licence Management System

30

Advance Search

Department: Services: Application ID:


Inter-State Migrant Establishment Registration Report

Sr.No.	ApplicationID	Licence No / Registration No	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	100000242162	Not Generated	25 Feb 2022	Registration Certificate of establishment under I.S.M.W act 1979	7				Document Pending	<input type="button" value="Upload Document"/> <input type="button" value="Download Form"/> <input type="button" value="Delete Application"/>


Information

Your Application Is Saved Successfully, Your ApplicationID is - 100000242162.

Step 4 : Upload all mandatory documents.



Labour Department
Registration / Licence Management System



SHRADDHA RAVINDRA ZIMBAR

- Home
- Steam Boiler
- Shop and Establishment Application
- Principal Employer Registration
- Contractor Licence
- Inter-State Migrant Establishment Registration
- Factory Licence
- Building and Other Construction Registration
- Migrant Labour Contractor Licence
- Consolidated Annual Return Form
- Motor Establishment Registration

Application Details


Kindly upload scanned copy of documents.(File format - jpg/jpeg, png,pdf and Size jpg/jpeg, png should be minimum 76kb and maximum 100kb and Size of pdf should be less than 512kb.)
 कृपया स्कॅन कपी ऑफ डॉक्युमेंट्स अपलोड करावी. (फाईलचा प्रकार - jpg/jpeg, png,pdf असावा आणि jpg/jpeg, png फाईलचा आकार - किमान ७५ के बी आणि कमाल १०० के बी असावा आणि pdf फाईलचा आकार - ५१२ के बी पेक्षा कमी असावा.)

Application ID : 100000242162


Service Name : Registration Certificate of establishment under I.S.M.W act 1979

Applicant Name : SHRADDHA RAVINDRA ZIMBAR

The size of the photograph and sign should fall between 5KB to 20KB.
 छायाचित्र आणि स्वाक्षरी चा आकार किमान 05 के बी आणि कमाल 20 के बी असावा.



Choose File | Photo.jpg



Choose File | sign2.jpg

Compulsory Documents

Annexure A Self Declaration

Choose File | Copy3.pdf

Registration/Amendment certificate under contract labour act, 1970

Choose File | Copy3.pdf

Annexure B Self Declaration For Self Attestation

Choose File | Copy3.pdf


Other

Other Document (If any)


Authority Letter

[Upload Documents](#)

Step 5: And then Make payment. Once payment is done, application would be available for department scrutiny.



Labour Department
Registration / Licence Management System



SHRADDHA RAVINDRA ZIMBAR

- Home
- Steam Boiler
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- Migrant Labour Contractor Licence
- Consolidated Annual Return Form
- Motor Establishment Registration

If application is rejected, fees will not be refunded.
 अर्ज नाकारण्यात आल्यास भरलेले शुल्क परत केले जाणार नाही.

MakePayment

Online Payment

Bank Challan

Application Id	100000242162
Service Name	Registration Certificate of establishment under I.S.M.W act 1979
Name	SHRADDHA RAVINDRA ZIMBAR
Email ID	zimbarshraddha@gmail.com
Registration Fee ()	375
Renewal Fee	0
Fees Amount(Reg. + Ren)	375
Late Fee	0
Change Fee	0
Security Deposit	0
Court Fee Stamp	0
MahaOnline Service Charges	20
(SGST)State Goods and Service Tax (9%)	1.80
(CGST)Central Goods and Service Tax (9%)	1.80
Total Amount	398.60

[Confirm](#)

Step 3: Application Id pop up would get generated. Click on Ok. Search the same in dashboard to proceed with document upload section.

The screenshot shows the Labour Department's Registration / Licence Management System. In the 'Advance Search' section, the 'Department' is set to 'MIGRANT LABOUR CONTRACTOR L' and the 'Application ID' is '10000032165'. The search results table below shows one entry with the following details:

Sr.No.	ApplicationID	Licence No / Registration No	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	10000032165	Not Generated	31 Dec 2022	Licence for Recruitment of Labourers by the Agents for Contractor Under I.S.M.W act 1979	7				Document Pending	Upload Document Download Form

Step 4 – Upload the documents

The screenshot shows the 'Application Details' section of the Labour Department's Registration / Licence Management System. The application ID is 10000032165 and the applicant name is SHRADDHA RAVINDRA ZIMBAR. The service name is 'Licence for Recruitment of Labourers by the Agents for Contractor Under I.S.M.W act 1979'. The status is 'Document Pending'. The 'Upload Documents' button is highlighted in blue.

Application Details

Kindly upload scanned copy of documents. (File format - jpg/jpeg, png,pdf and Size jpg/jpeg, png should be minimum 75kb and maximum 100kb and Size of pdf should be less than 512kb.)
 कृपया कागदपत्राची स्कॅन कॉपी उपलोड करावी. (फाईलचा प्रकार - jpg/jpeg, png,pdf असावा आणि jpg/jpeg, png फाईलचा आकार - किमान ७५ के बी आणि कमाल १०० के बी असावा आणि pdf फाईलचा आकार - ५१२ के बी पेक्षा कमी असावा.)

Application ID : 10000032165 Applicant Name : SHRADDHA RAVINDRA ZIMBAR
 Service Name : Licence for Recruitment of Labourers by the Agents for Contractor Under I.S.M.W act 1979

The size of the photograph and sign should fall between 5KB to 20KB.
 छायाचित्र आणि स्वाक्षरी चा आकार किमान ०५ के बी आणि कमाल २० के बी असावा.

Applicant ID Proof

PAN card Aadhar Card
 Election / Voters ID Driving License
 Passport

Compulsory Documents

Annexure-A Self Declaration Annexure-B Self Declaration For Self Attestation
 Form VI Copy of Registration Certificate of establishment
 Other Document (if any) Authority Letter
 Copy of Agreement/work order
 Copy of contract labour License

[Upload Documents](#)

Step 5 – Once documents uploaded successfully; you can pay the fees for respective service. Once the payment is done , respective application will be available to department for scrutiny.

The screenshot shows the Labour Department's Registration / Licence Management System. The user is logged in as SHRADDHA RAVINDRA ZIMBAR. A message indicates that the application is rejected and fees will not be refunded. The 'MakePayment' section is active, showing a table of fees for an application with ID 100000032165. The application is for a 'Licence for Recruitment of Labourers by the Agents for Contractor Under I.S.M.W act 1979'.

MakePayment	
<input checked="" type="radio"/> Online Payment	<input type="radio"/> Bank Challan
Application Id	100000032165
Service Name	Licence for Recruitment of Labourers by the Agents for Contractor Under I.S.M.W act 1979
Name	SHRADDHA RAVINDRA ZIMBAR
Email ID	zimbarshraddha@gmail.com
Registration Fee ()	100
Renewal Fee	0
Fees Amount(Reg. + Ren)	100
Late Fee	0
Change Fee	0
Security Deposit	25000
Court Fee Stamp	0
MahaOnline Service Charges	20
(SGST)State Goods and Service Tax (9%)	1.80
(CGST)Central Goods and Service Tax (9%)	1.80
Total Amount	25123.60

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Likewise; you can apply to other services listed under **Migrant Contractor Labour License** –

- License for Recruitment of Labourers by the Agents for employment in Contractor’s Establishment outside Maharashtra
- License for Employment
- License for Old User (Renewal)