User Manual for Labour Management System
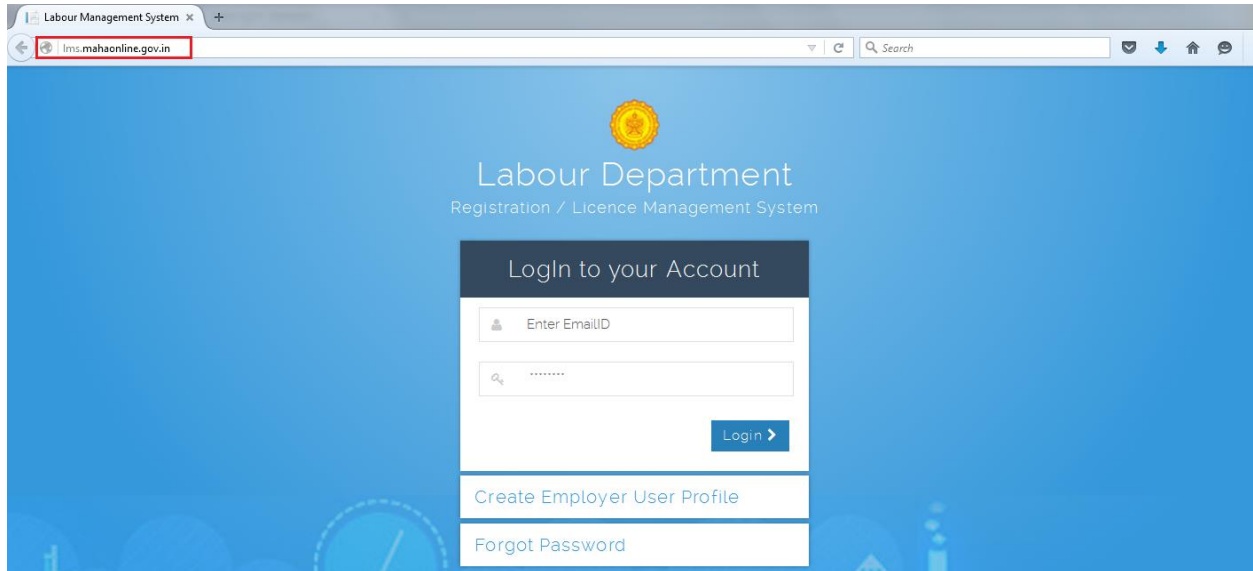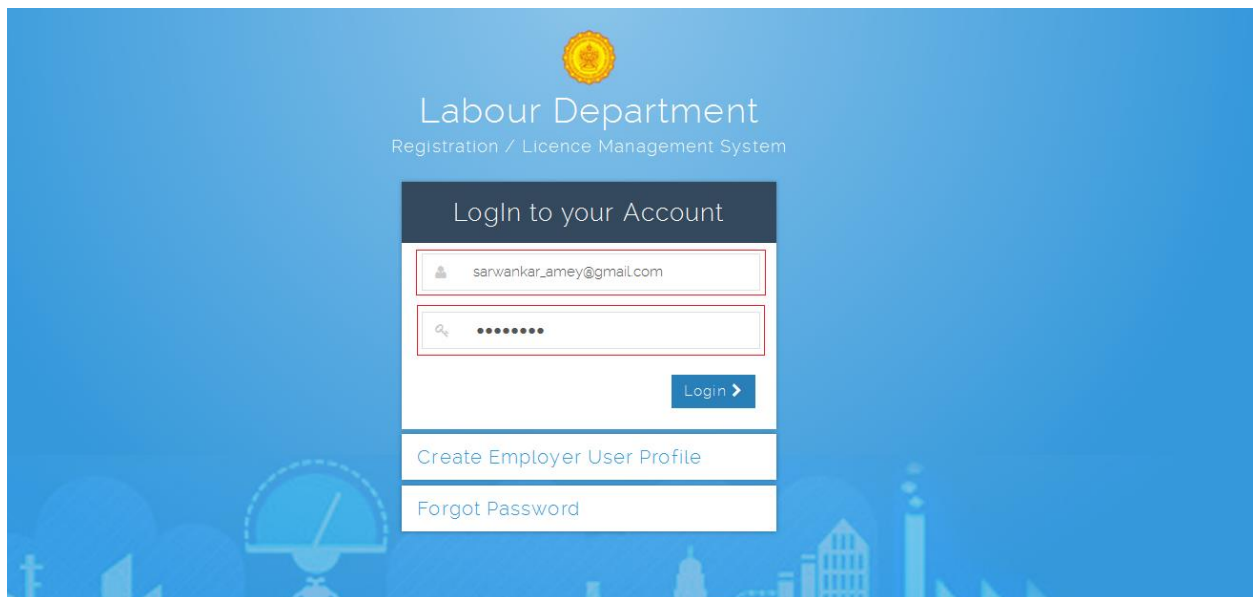
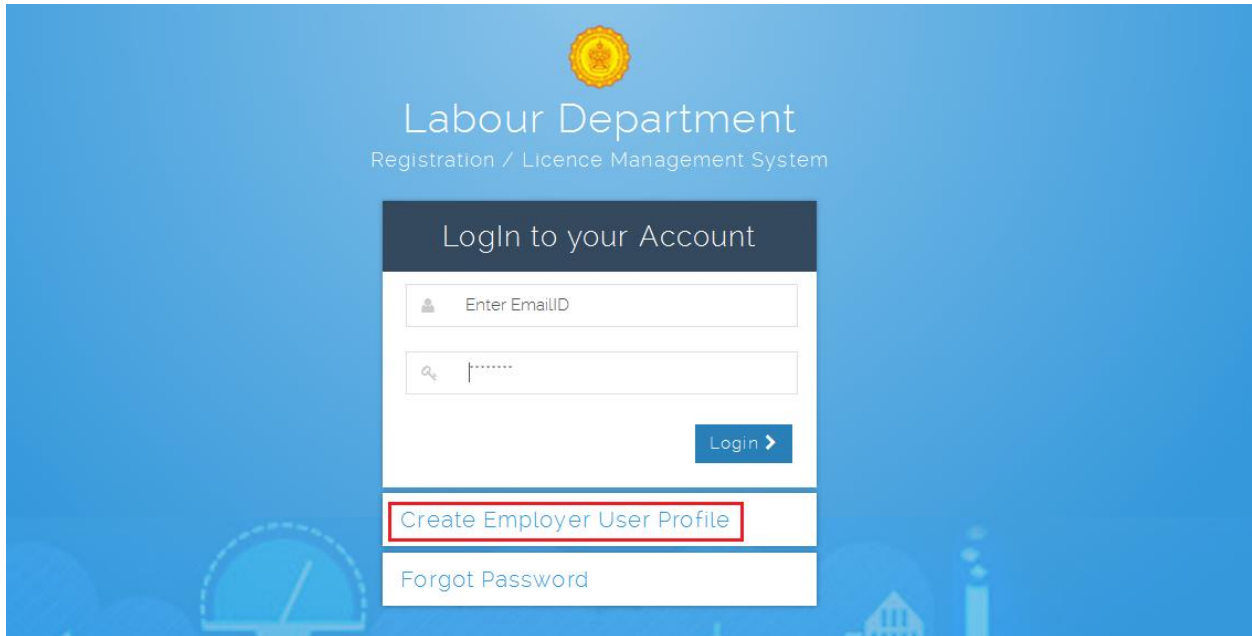**Step 1: Enter** this URL: **lms.mahaonline.gov.in**

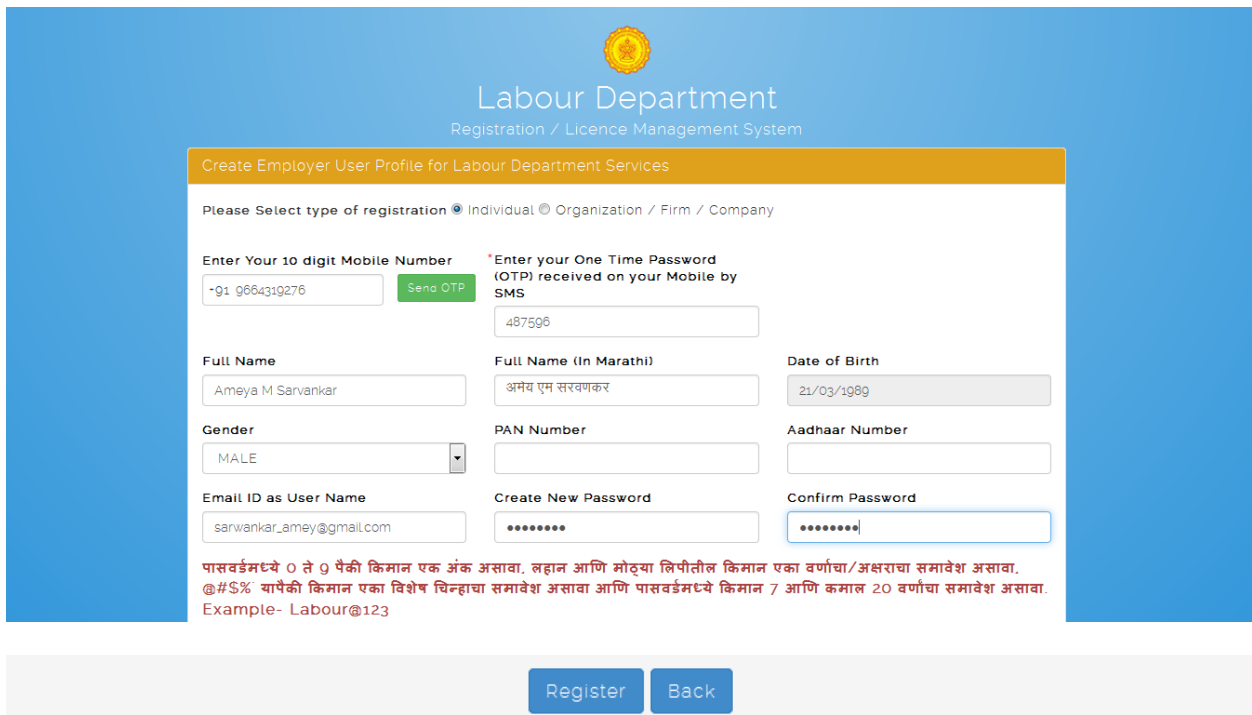**Step 2**: Enter **Login Credentials** (**User ID, Password**)

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)

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.

AMEYA MANOHAR SARVANKAR	
Home	
Shop and Establishment Registration	
Principal Employer Registration	
Contractor Licence	
PDF Download	
ChangePassword	
Logout	

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	100046691503
Service Name	Shop and Establishment Registration
Name	AMEYA MANOHAR SARVANKAR
Email ID	
Registration Fee	360
Renewal Fee	0
Fees Amount(Reg. + Ren)	360
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit	0
Total Amount	382.8

Confirm

| Labour Management System ✕ | aaplesarkar.mahaonline.go... ✕ | Labour Management System ✕ | + |

https://lms.mahaonline.gov.in/Payment/Receipt?str=8E143B55D5A03249250BF4E9D041736571E6574CD3322DFA6A32931213FAEE17

Search

Labour Department
Registration / Licence Management System

Thanks

Transaction is Successful

Application Id	100003881503
Service Name	Shop and Establishment Registration
Name	AMEYA M SARVANKAR
Service Time Limit	7 (Working Days)
Email ID	
Registration Fee	0
Renewal Fee	0
Amount(Reg + Ren)	382.8
Transaction ID	151005358006171528
Payment Date	05/10/2015
Payment Status	**Success**
Expected Delivery Date Of Certificate	14/10/2015

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/GODOWM/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.
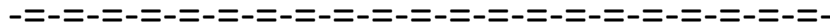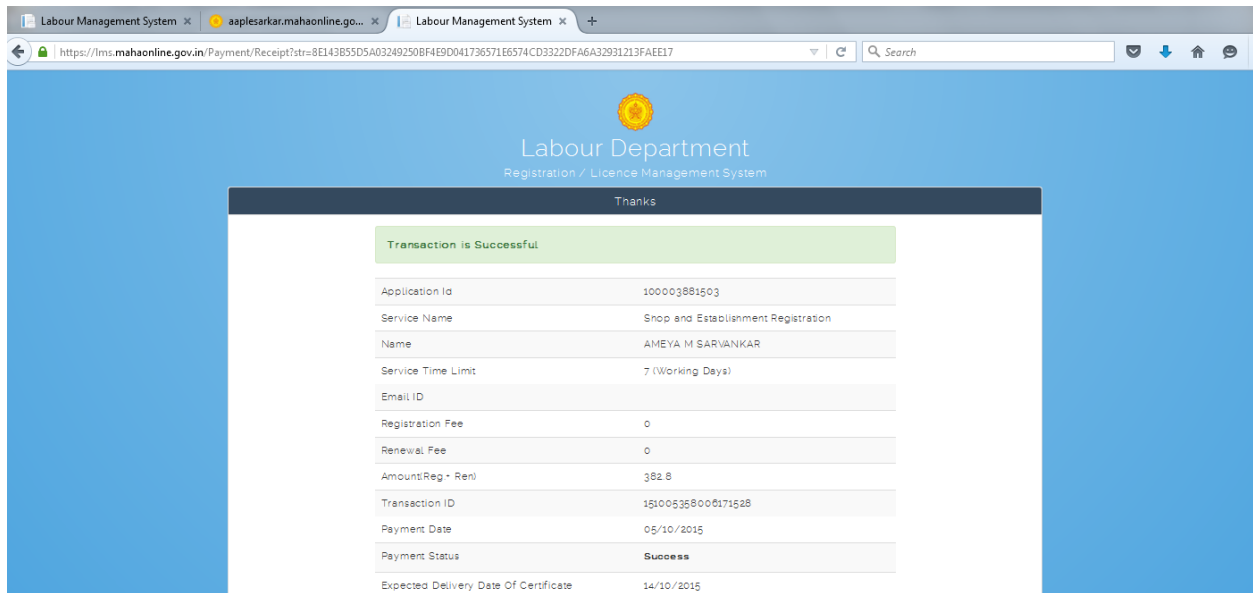
-=-

- 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)
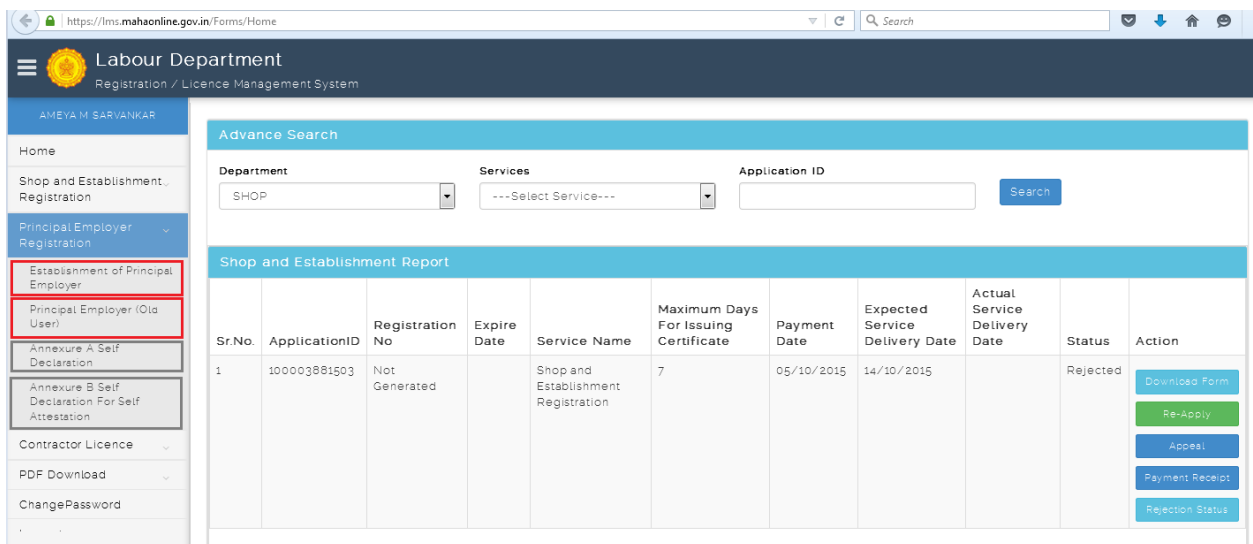
Steps for Principle Employer Registration

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.

अर्ज नाकारण्यात आल्यास भरलेले शुल्क परत केले जाणार नाही.

MakePayment	
● Online Payment	○ Bank Challan
Application Id	100005121507
Service Name	Principal Employer Registration
Name	AMEYA MANOHAR SARVANKAR
Email ID	sarvankarameya@gmail.com
Registration Fee (2300063)	5000
Renewal Fee	0
Fees Amount(Reg. + Ren)	5000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.9
Security Deposit	0

Thanks	
Transaction is Successful	
Application Id	100000011507
Service Name	Principal Employer Registration
Name	Jayesh Rajan Mahadik
Service Time Limit	7 (Working Days)
Email ID	kiran.lad@mahaonline.gov.in
Registration Fee	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	5000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit	0

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.

MakePayment	
⦿ Online Payment	○ Bank Challan
Application Id	100001351510
Service Name	Principal Employer Amendment
Name	Jayesh Rajan Mahadik
Email ID	kiran.lad@mahaonline.gov.in
Registration Fee (02300063)	4900
Renewal Fee	0
Fees Amount(Reg. + Ren)	4900
Late Fee	0
Change Fee	0

Thanks	
Transaction is Successful	
Application Id	100001121510
Service Name	Principal Employer Amendment
Name	Jayesh Rajan Mahadik
Service Time Limit	7 (Working Days)
Email ID	kiran.lad@mahaonline.gov.in
Registration Fee	4990
Renewal Fee	0
Fees Amount(Reg. + Ren)	4990
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit	0
Total Amount	5012.8
Transaction ID	151028358200253724
Payment Date	28/10/2015

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- Click of **Contract License** User can see –
  - A. **Contract License** – New License form (Form-IV (See Rule 21 (I))).(New User)
  - B. **Contract License** Old User Form to fill **Renewal Application** (Form-VII (See Rule 29 (I))).
  - (Note: Compulsory documents like Annexure A & B formats are available in same column)

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.

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

Browse... No file selected.

Browse... No file selected.

Applicant ID Proof (Submit any 1 of the following documents)

☐ PAN card   ☐ Aadhar Card
☐ Driving License   ☐ Passport
☐ Election / Voters ID

Compulsory Documents (Submit any 3 of the following documents)

☐ Annexure A Self Declaration   ☐ Annexure B Self Declaration For Self Attestation
☐ Form - IV-A Form Of Undertaking

Other

☐ Other Document (If any)   ☐ Authority Letter

Step 5: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt after payment done.

MakePayment	
◉ Online Payment	○ Bank Challan
Application Id	100003271501
Service Name	Contract Labour Licence
Name	AMEYA MANOHAR SARVANKAR
Email ID	sarvankarameya@gmail.com
Registration Fee (2300063)	5000
Renewal Fee	5000
Fees Amount(Reg. + Ren)	10000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit (84435029)	10000
Total Amount	20022.8

Confirm

Transaction is Successful

Application Id	100000061501
Service Name	Contract Labour Licence
Name	Jayesh Rajan Mahadik
Service Time Limit	7 (Working Days)
Email ID	kiran.lad@mahaonline.gov.in
Registration Fee	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	5000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit	10000
Total Amount	15022.8
Transaction ID	150930358200252535
Payment Date	30/09/2015
Payment Status	**Success**
Expected Delivery Date Of Certificate	11/10/2015

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.**

Labour Department
Registration / Licence Management System

AMEYA MANOHAR SARVANKAR

Home

Shop and Establishment Registration

Principal Employer Registration

Contractor Licence

New Licence

Contract Labour Licence(Old User)

Annexure A Self Declaration

Annexure B Self Declaration For Self Attestation

Department	Services	Application ID	
LABOUR	Contract Labour Licence (Old U		Search

Contract Labour 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	100002571513	1510400110000329	30 Nov 2016	Contract Labour Licence (Old User)	7				Completed	Amendment / Download Form / Appeal
2	100022441513	1513700110001767	31 Dec 2015	Contract Labour Licence (Old User)	7				Completed	Amendment / Renew 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.

MakePayment	
● Online Payment	○ Bank Challan
Application Id	100028891509
Service Name	Contract Labour Renewal
Name	AMEYA MANOHAR SARVANKAR
Email ID	sarvankarameya@gmail.com
Registration Fee (2300063)	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	5000
Late Fee	2500
Change Fee	0
ManaOnline Service Charges	22.9
Security Deposit (84435029)	50000
Total Amount	57522.9

Confirm

Thanks	
Transaction is Successful	
Application Id	100001291509
Service Name	Contract Labour Renewal
Name	Jayesh Rajan Mahadik
Service Time Limit	7 (Working Days)
Email ID	kiran.lad@mahaonline.gov.in
Registration Fee	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	10000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	22.8
Security Deposit	5000
Total Amount	15022.8

- Contract License **Amendment License (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.

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THANKS!!!