

# Guidelines for Online Registration of Shops/Commercial Establishments

## SECTION-I

### 1. GENERAL INFORMATION:

- The Punjab Shops & Commercial Establishments Act, 1958 and Rules framed there under are applicable to all the shops & commercial establishments in the State of Haryana.
- Every employer is required to register his/her Shop / Commercial Establishment through on-line Registration system. The Authority to register any shop or commercial establishment shall lie with the Registering Authority/**Labour Inspector** of the area concerned.
- At the time of Registration, the employer shall fill the prescribed application in 'Form-F' & 'Form-B' accompanied by the prescribed fee.
- 'Form-B' is statutory if the establishment employs a number of employees.

### 2. REGISTRATION PROCESS:

- For registration of Shops/Commercial Establishments under the Punjab Shops and Commercial Establishments Act, 1958, the applicant is required to fill up two forms – **Form F** and **Form B**.
- The applicant shall first fill-up the **Form F** and after successful filling up the information under Form F; the applicant shall be directed to fill **Form B**.
- After the process of filling up the forms, the user shall make the **appropriate payment** as prescribed **under the fee schedule** (mentioned in the next page of this document) of The Punjab Shops and Commercial Establishments Act, 1958 depending upon the nature of the business of the Shop / Commercial Establishment.
- The employer can take advantage to operate his establishment for 365 days or 24 hours by registering his/her Shop / Commercial Establishment through on-line procedure.
- The Haryana Government has already exempted all Shops & Commercial Establishments from Sections 9 & 10 of the PS&CE Act, 1958 which regulates opening and closing hours & close day with conditions to get themselves register through on-line procedure only.
- The employer have to follow the provisions of Section 6, 7, 8,9,10,11,12,14 & 15 of the said Act regarding their employees.
- The total number of hours of work of an employee in the establishment shall not exceed ten on any one day.
- The spread over inclusive of interval for rest in the establishment shall not exceed twelve hours on any one day.
- The total number of hours of overtime work shall not exceed fifty in any one quarter and the person employed for over time shall be paid remuneration at double the rate of normal wages payable to him calculated by the hours.

- The management will ensure protection of women from Sexual Harassment at work place in terms of the direction of the Hon'ble Supreme Court in the case of Vishaka & Others Vs. State of Rajasthan vide judgment dated 13-8-1997 (AIR 1997 Supreme Court-3011).
- Management will provide adequate Security and proper transport facility to the women workers during the evening/night shifts.
- The management shall execute the Security Contract with an appropriately licensed/registered security agency.
- The management will conduct an annual self defense workshop for women employees.
- The security guards on duty will ensure that the women employees board the transport facility in their presence.
- The Security In-charge/Management shall maintain the Boarding Register/Digitally signed computerized record.
- The register should clearly mention the Date, Name of the Model & Manufacturer of the Vehicle, Vehicle Registration No, Name of the Driver, Address of the Driver, Phone/Contact No of the Driver, Time of pick-up of the women employees from the Establishment/Destination.
- Adequate Security will be provided in the transport facility vehicle.
- The Attendance Register of the security guards will be maintained by the management/security incharge.
- The driver will carry the photo identity cards clearly bearing the Name of the Driver.
- The transport vehicle incharge / security incharge / management will maintain a movement register.
- The driver shall wear proper dress and his name should be clearly displayed at his shirt.
- The employer of the driver shall ensure that no driver has any criminal record.
- The management will ensure that no vehicle has black or tinted glasses.
- The emergency calls Nos. should be displayed inside the vehicle.
- The drivers will not to leave the dropping point before the employee enters into his/her accommodation.
- The driver will not pick-up the women employees firstly & drop out lastly.
- Among other conditions as may be specified in this regard by the Labour Department from time to time.

### **3. Registration Certificate:**

The applicant may download the Registration Certificate whenever the application is approved by the competent authority/Labour Inspector of the concerned area. The Certificate will be computer generated and is valid for the purpose of Registration only under the Punjab Shops & Commercial Establishments Act, 1958. The Registration Certificate shall be renewed by 31<sup>st</sup> March after the expiry of every 3 years block. The validity period of the Shop/Commercial Establishment will be calculated by the computer from the

1. Date of Commencement of business in case of Fresh Registration.
2. Last validity date in case of Renewal of Registration

**4. DOCUMENTS REQUIRED FOR ONLINE REGISTRATION:**

1. Details of the shop/commercial establishment as per Form F & B.
2. Scanned copy of Proof of Establishment i.e. Lease Deed/Rent Deed; Registration Deed; or Any other proof of possession of Shop/Commercial Establishment like electricity bill/telephone bill/bank account and affidavit etc.
3. Front photo of shop or commercial establishment covering the surroundings of the said establishment.
4. Use Visa or Master Credit/Debit Card if online payment is to be made.
5. Fee can also be deposited Off-line through any branch of HDFC Bank in the State of Haryana, NCR Region and Mohali (Pb.).
6. Scanned copy of treasury challan if fee is already paid using the Treasury Challan.

**5. CHANGES AFTER REGISTRATION:**

- ❖ An intimation regarding the names of employees, working hours and interval for rest etc. must be given in the prescribed **Form-'A'** to the Labour Inspector of the area concerned in whose jurisdiction the establishment falls within 15 days after the registration of the establishment and if any change occurs in future the same Form must be sent to the concerned Labour Inspector within seven days.
- ❖ If any change regarding the particulars of the Establishment is sought, send information in the prescribed **Form-G** to the concerned Labour Inspector of the area.

**6. FEE SCHEDULE:**

- ❖ The registration fee (fresh or renewal) prescribed hereunder for different categories of establishments is to be paid along with the Application submitted under **Form-F and -B**.

Sr. No.	Type of establishment	Registration fee for 3 years	Renewal fee after expiry of 3 years.
1.	Starred hotels, cinema houses, banks, insurance companies, financial institutions and/or Information Technology and Information Technology Enabled Establishments and Telecommunication establishments Employing 10 or more employees.	Rs. 5,000	Rs.5,000
2.	Nursing homes, Privately Managed Educational Institutions/Universities and Petrol Pumps,	Rs. 1,000	Rs. 1,000
3.	Workshops, automobiles service stations (not covered	Rs. 500	Rs. 500

	under the Factories Act, 1948), Computer Training Centers, Shorthand and type institutions, Health & Fitness Clubs, clinics, Medical laboratories, restaurants, un-starred hotels, and/or all Establishments employing 10 or more employees.		
4.	All Shops and commercial establishments not covered under the above three categories and employing less than 10 employees.	Rs. 300	Rs. 300
5.	All Shops and commercial Establishment owned and/or managed by the shopkeepers himself/herself and not employing any employee.	Rs. 100	Rs. 100

- ❖ If the Establishment is not registered, a penalty upto Rs. 3000/- will be imposed along with registration fee.

#### 7. **PAYMENT:**

Currently the user has three modes of payment available while registering her/his shop/commercial establishment through online procedure.

- i. **Online Payment-** This facility can be availed by only those who have an HDFC bank credit/debit Card or any credit/debit Card recognized as Master/Visa Card.  
**Note: The applicant will be required to pay additional facilitation charges of 2.206%. Thus the online fee charged from the applicant will be Rs 5110.3 (in case the applicable fee is Rs 5000)**
- ii. **Offline Pay in Slip-** This facility can be availed by any person with/without any bank account.
  - Under this mode, the applicant shall be provided with a computer generated Pay-Slip after she/he has filled up the required Forms.
  - Vital information filled under the forms shall be automatically transferred on to the Pay-Slip.
  - A print out of the Pay-Slip is required to be taken by the applicant. The same can be then taken physically by the applicant to the nearest branch of HDFC Bank and the applicable fee under the Punjab Shops and Commercial Establishments Act, 1958 and Rules framed there under has to be deposited.
  - **The payment of fees through DD facility is available in branches of HDFC Bank located all over the State of Haryana, Chandigarh while the payment of fees through cash is available at selected branches of HDFC Bank, the list is available at the website.**

**Note:**

**The applicant paying through cash will have to pay additional charges of Rs 2.5 per Rs 1000 of fee.**

**The additional charges will be thus Rs 12.5 in case the applicable fee is Rs 5000; hence the total amount to be paid through Offline Pay in Slip Mode (by way of cash) will be Rs. 5012.5.**

**The applicant paying through draft will have to pay additional charges of Rs 3. Thus the total amount to be paid through Offline Pay-Slip (by way of DD) will be Rs 5003.**

**The DD has to be in favour of "Haryana Building and Other Construction Workers Welfare Board" payable locally at the user's station.**

- iii. **Through Treasury Challan**- If the applicant can not avail the facility of above two options; she/he can deposit the registration fee under head 0230-Labour and Employment 101-receipt under Labour Laws/Registration /Renewal fee under the Punjab Shops and Commercial Establishments Act, 1958 in the nearest Treasury Branch of Government of Haryana and attach/upload a scan copy of the same with the online application. The uploaded copy will be subject to verification by the concerned authority.
- iv. **Additional Payment for Pending Dues/Fines etc**- In case the user is required to pay any additional fees in forms of fines/pending dues can avail any of the above three mentioned modes of Payment. An option to make additional payment is provided in the user login.
- v. **Payment History**- The user can also see all the payments made in regard to the application on "Application Progress" page.

**IMPORTANT NOTE:**

- ❖ The application forms (**Form-F** and **Form-B**) for Registration of any Shop or Commercial Establishment is Computer Generated and the application will be processed on-line.
- ❖ While filling up the boxes, kindly fill complete word and leave one space between the words.
- ❖ Incomplete applications will not be forwarded to the concerned authority for verification and acceptance.
- ❖ All original documents are to be shown at the time of inspection by the registering authority for any clarity or verification.
- ❖ **It is the duty of the applicant to check the status of application on regular basis. In case the concerned authorities put any objection comments, the user will be required to edit/update the Application.**

## Section-II

### **Column wise Guidelines for filling up the Application Form F:**

1. In column 1, fill in the Name of the Shop / Commercial Establishment.
2. In columns 2-7, fill in the address and contact Nos. of the establishment.
3. To apply online, Email ID is required. It will be used as User Name for the applicant to login and edit the application form. In Columns 8 & 9, fill your existing valid Email Id like ([myemail@yahoo.com](mailto:myemail@yahoo.com)).
4. In Columns 10 & 11, create a password which will serve as the password for the applicant to login along with the User Name. Password length is minimum six characters.
5. In column 12, fill in the name of the Employer (MD/Director/Partner/Proprietor/CEO) of the Shop / Commercial Establishment. This field is mandatory.
6. In column 13, fill in the Father's Name of the Employer mentioned above in Column 12.
7. In columns 14-18, fill in the address of the employer mentioned in Column 12. The fields are mandatory to be filled.
8. In column 19-20, fill in the contact details of the employer. The fields are optional.
9. In column 21, enter name of the manager of the shop / commercial establishment. If the column is left blank, system will automatically save employer as the Manager.
10. In column 22, enter the Designation of the Manager.
11. In column 23, clarify the mode of registration.
12. In column 24, fill in the date of commencement (mandatory).
13. In column 25, give appropriate information in case of surrender of registration certificate.
14. In column 26, fill in the registration No. of the establishment for which a valid registration has been surrendered.
15. In Column 27, select the appropriate nature of business. The fee will be set according to this column.
16. In Column 28, select the type of Shop / Commercial Establishment.
17. In column 29, the prescribed fee has already generated. No need to fill.
18. In Column 30, fill the number of employees in terms of Male/Female, Adult/Young, Regular / Contract / Casual. Here young employees are those having age between 14-18 year and adult workers are those having age greater than 18 years. If there is no employee in the mentioned categories, please enter "0".
19. In column 31, upload a scanned copy of the Proof of Establishment which can be Lease deed/Rent deed; Registration deed; or Any other proof of possession Shop/Commercial Establishment like electricity bill/telephone bill/bank account and affidavit. The size of the file must be less than 2 MB. The field is mandatory.
20. For column 32, upload scanned copy of Photo of Front including surroundings of Shops/Commercial Establishment. The field is mandatory. The maximum size of the photograph can be 2 MB.
21. For Column 33-35, the applicant can upload other photos of the Shop/Commercial Establishment. The maximum size of the photograph can be 2 MB.

22. In the given box after column 35, please select the area of circle under which the concerned Shop / Commercial Establishment falls. The field is mandatory. Please click the link to ensure the jurisdiction of the Labour Inspector.
23. In column 36, enter the status of the shop whether working or closed. The field is mandatory.
24. In Column 37, select whether the premises of shop / commercial Establishment are rented or owned.
25. In column 38, tick the appropriate type of establishment whether employed or non employed.
26. The applicant is further required to make a declaration by ticking the check box under Declaration.
27. After successful submission of data, the applicant will be directed to the Form B required to be filled up under t\*he Punjab Shops and Commercial Establishments Act, 1958.

**Note: The applicant can take a print out of the Form F that has been filled, a link "Print Form F" after successful submission of Form F will be available on the top right corner.**

**Column wise guidelines for filling up the Form B:**

1. In column 1, fill in the close day of the Shop / Commercial Establishment if any. Along with, also mention the Year.
2. In column 2, fill in the Closing hours and Opening hours of the establishment.
3. Fields 3-7 will be computer generated and are based upon details filled in Form-F.
4. In column 8, fill in the Details of the employees- Name, Father's/ Husband's Name, Working Hours timings, Intervals for Rest and Weekly Off Days. The field is mandatory. If the number of employees exceeds the number provided in the Form B, please download the provided excel file, fill in the details of the employees in it and Upload the same after filling in the information. If there are no employees, please fill the employer's details in Form B and there is no need to download the excel file.
5. In column 9, fill in the Date of Declaration. This date will be the date on which the applicant is filling up the form.
6. After successful submission of data, the applicant will be directed to make the Payment of Fee applicable under the Act.
7. The Applicant can check their application status (approved/objection/rejection) by logging through email-ID and password, filled in the Form F. Application once approved, the applicant can download the Registration Certificate.

**Note:**

- After successful submission of Form B, the applicant can take a print out of the same by clicking on the link "Print Form B" on the top right corner. Under the PS&CE Act, 1958, the applicant is required to display the Form B in the premises of Shop/Commercial establishment.
- If the applicant fills the excel sheet for Point 8 of the Form B, the applicant should take a print out of the same and show it to the concerned officer at the time of inspection.
- **It is the duty of the applicant to check the status of application on regular basis. In case the concerned authorities put any objection comments, the user will be required to edit/update the Application.**