



Labour Department Punjab

**Registration/Renewal/Amendment of Shops And
Commercial under The Punjab Shops And Commercial
Establishment Act, 1958@ pblabour.gov.in**

Introduction

This section provides online services to employer who can apply registration under The Punjab Shops and Commercial Establishment Act, 1958. Registration and Licence is granted within 15 days of time after receipt of complete application / documents.

Steps for Registration/Renewal/Amendment of Shop Comm. The Punjab Shops and Commercial Establishment Act, 1958 application submission @ pblabour.gov.in:

1. Open your web browser and go to <http://pblabour.gov.in> web portal, if applicant is new please refer **New User Registration** manual otherwise applicant (with provided username and password) has to go to login page either by clicking **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal as shown in screenshot below:



2. To get into the system, please enter valid **Username, Password, Captcha** and click on **Submit** button on the screen as shown on screenshot below:



 e-LABOUR PUNJAB

e-Labour, Punjab

List of Regulatory Clearances

1. Approval of Factory Building Plan Rules, 3-A
2. Registration/Grant of License/Renewal of License Punjab Factories Rules, 1952
3. Registration/Renewal/Amendment of Punjab Shops and Comm. Estab. Act, 1958
4. Registration/Amendment of Establishment Employing Contract Labour Act, 1970
5. Licensing/Renewal/Amendment under Contract Labour Act, 1970

For getting above clearances, please login

Log in

* Username

* Password

Click Submit

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3. Select the desired licence from list by checking the checkbox. If Owner has already applied for licence in office in any year then select Renewal or Amendment and enter licence details which includes: Licence No, Validity Date, Number of Employees and Scan Copy of License in PDF.

Select Regulatory Clearance Mandatory Fields (*)

☐ Factory License under Punjab Factory Rules Act, 1948

☐ Establishment Employing Contract Workers under the Contract Labour Act, 1970

☐ Contract Labour Licence under the Contract Labour (R&A)Act, 1970

☒ Shop & Commercial Establishment under the Punjab Shops and Commercial Establishments Act, 1958

☒ Registration ☐ Renewal ☐ Amendment

☐ Establishment Employing Migrant Workmen under the Inter State Migrant Workmen Act, 1979

☐ Licence Under the Motor Transport Workers Act, 1961

☐ Registration under Trade Union Act, 1926

Select the Licence by checking



4. Select **Jurisdiction Area** carefully by reading the full details for filling as shown in screenshot below and then Click on **Start filling Application**:

1 Select District

1.6 Name of District*

Moga

INCLUDES- Moga, Faridkot, muktsar, Kotkapura, Malout

List of Labour Circle Grade Jurisdiction Area

Circle Name	Full Name Mobile no Email ID	Jurisdiction Area
<input type="radio"/> Mukarsar Grade-I	Baljeet Chatha 9417134802 baljeetsinghchatha@gmail.com	Tehsil Muktsar
<input type="radio"/> Moga Grade-I	Ranjeev Sodhi 9872236254 sodhiranjeev@gmail.com	Tehsil Moga.
<input type="radio"/> Kotkapura Grade-II	Rajani kansal kansal 8283840454 rajni.busi@gmail.com	Tehsils Faridkot and Jaito.
<input type="radio"/> Moga Grade-II	Gurpinder Kaur 9463412864 gurpinderkaurleo2@gmail.com	Tehsil Bagha Purana and Nihal Singh wala
<input type="radio"/> Malout Grade-II	Lovepreet kaur 9779742969 vishu1arora@gmail.com	Tehsils Malout and Gidarhbaha

Start Filling Application

Select Jurisdiction Area of Your District

5. In next step, please fill Form-B, for Shop and Commercial. Please note that at the end of the form, following buttons are there:
- Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and summary page will show.
 - Previous** - By pressing this button, the user go back to previous page where licence are getting selected.

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958
FORM - "B"

Notice to be exhibited under section 20(1) of the Shops and Commercial Establishments Act, 1958

[Rule 4 of the Punjab Shops and Commercial Establishments Rules, 1958]

1.	Close day, if any: *	Select Day		For Licence Year: *	Select Financial Year
2.	Opening hours of the Establishment: *	hh:mm am/pm		Closing hours of the Establishment: *	hh:mm am/pm
3.	Name of the Employer: *	Navinder Sharma		Father's/ Husband's Name: *	
3.1	Aadhaar No. of the Employer: *	456321478965		NIC Code: *	<div></div> <div>NIC Codes</div>
4.	Name of Manager, If any:				
5.	Name of Establishment: *	NS Industries		Type of Establishment: *	Select Establishment Type
6.	Nature of Business: *	Silver Works		Type of Employer: *	Select Employer Type
7.	Full address: *	Mohali, Balongi, S.A.S.Nagar Sahibzada Ajit Singh Nagar		Pincode: *	
8.	Do you have Employees? *	YES: <input type="radio"/> NO: <input checked="" type="radio"/>			
9.	Date of Declaration:	19/Sep/2017			
10.	Inspections by Authorities:	Ropar Grade-II			

Rae Mayfield

(Signature of the Employer)

◀ Previous Next ▶



6. Click on Next and fill Form F.

Please note that at the end of the form, following buttons are there:

- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and Form A will show if owner has employees otherwise Upload Document Form will show.
- ii) **Previous** - By pressing this button, the user go back to previous page i.e. Form B.

REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENTS

Mandatory Fields ()
Max. Attachment Size: 4 MB

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958

FORM - "F"

STATEMENT OF REGISTRATION OF ESTABLISHMENTS UNDER SECTION 13 OF THE PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958.

[Rule 13 of the Punjab Shops and Commercial Establishments Rules, 1958]

To

The Inspector of Shops and Commercial Establishments,
Ropar Grade-II Circle

I hereby submit this statement for Registration of my establishment for the year 2017 - 2018. The information furnished hereunder is correct to the best of my knowledge.

1. Name of the Employer: *

Navinder Sharma

Father's/Husband's Name of the Employer: *

Avinash Sharma

2. Name of Manager if any :

3. Name of Establishment : *

NS Industries

4. Full Postal Address of the Establishment : *

Mohali, Balongi, S.A.S.Nagar
Sahibzada Ajit Singh Nagar

Pincode : *

456325

5. Nature of Business :*

Silver Works

6. No of Employees if any*

0

Date:

19/Sep/2017


Signature of Employer

◀ Previous

Next ▶



7. If shop has employees the form A will show like screenshot:

REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENTS

Mandatory Fields (*)
Max. Attachment Size: 4 MB

APPLICATION FOR REGISTRATION UNDER PUNJAB SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1958
FORM - "A"

Intimation under section 10(2)(i) of the Shops and Commercial Establishments Act, 1958
[Rule 3 of the Punjab Shops and Commercial Establishments Rules, 1958]

To
The Inspector of Shops and Commercial Establishments,
samana Grade-II Circle

I hereby furnish the following information which is correct to the best of my knowledge.
The working hours and the period of interval of the persons employed in my establishment are fixed below and shall take effect from (date)

Employees in Shop/Comm.			
Name of Employee	Father's/Husband's Name	Working Hours From Working Hours To	Interval From Interval To
Sonia	Sarbjit singh	01:30 AM 01:30 AM	01:00 AM 01:30 AM

(Signature of the Employer)

Click on Next Button

Previous Next

8. In Upload Documents, Owner has to upload all the necessary documents for registering Shop and Commercial.

UPLOAD DOCUMENTS FOR REGISTRATION OF SHOP AND COMMERCIAL

Mandatory Fields (*)
Max. Attachment Size: 4 MB

Upload Necessary Documents

6.1 Proof of Shop/Comm. Establishment *
+ ATTACHMENT
* In Image format Less Than 4 MB

6.2 Photo of Shop Front Side *
+ ATTACHMENT
* In Image format Less Than 4 MB

6.3 Photo of Shop Interior *
+ ATTACHMENT
* In Image format Less Than 4 MB

6.4 Scan Copy of Owner ID *
+ ATTACHMENT
* In Image format Less Than 4 MB

6.5 Other Document In PDF
+ ATTACHMENT
In PDF format Less Than 4 MB

Note:
Other Document: If you have any necessary document more than one page, please create a PDF file and upload in other documents. For example: In case of registered company, attach three documents:
1. Power of Attorney
2. Memorandum of Company
3. List of Directors of Company
In Case of Shop:
1. Rent deed of Shop

Click on Next Button

Previous Next



9. By clicking on Lock & Submit your application for Licence will be locked and no changes can be made and by clicking on Edit you will be redirected to edit the application for any change.

Application Form Submitted Successfully

Application Information

Applied on: 29-Jun-2017 14:24:00

Company/Factory Name:

Small industries

Site Address(Location):

Small industries, Small industries, Nabha, Patiala

Manufacturing Process:

Small industries

Contact Person:

sanchit jain, 9638529639, sanchit@gmail.com

Submitted Application Details

LIN	Applied For	Status	Action
SCF-20170691921	REGISTRATION OF SHOPS AND COMMERCIAL ESTABLISHMENT	Filling In Process	EDIT

Lock & Submit

10. After Locking your application will submitted and will show as in screenshot below:

Project Profile

New Registration

Note: Click on New Registration if an Owner have more than one Establishments / Factories / Contractors.

Navinder Sharma

9872110319

darshansingh319@gmail.com

NS Industries

Silver Works

S.A.S.Nagar , Sahibzada Ajit Singh Nagar

19-Sep-2017

File No.	Service Name	Submitted On	Licence No.	Valid Upto	Processed In (days)	Status	Action
SCF-20170975677	Registration Of Shop & Commercial Estb				30	Application Submitted	In Process

Apply For More Licences

View Already Granted Licences

Note: Click on Apply for Registration of Factory Licence under Punjab Factories Rules 1948, Registration of Shop and Commercial under Punjab Shop and Commercial Establ. Act 1958, Registration of Establishment employing contract workers(Principal Employer) under Contract Labour Act 1970, Licencing of Contract Labour under The Contract Labour (R&A) Act 1970

