

# Help Manual for Department Counter

Geo Portal for Shops & Establishments in Karnataka  
[www.ekarmika.com](http://www.ekarmika.com)

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Government of Karnataka

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## 1. New Registrations of establishment at Department Counter

User has to open web browser Internet Explorer 7 and above (Best viewed in IE8). After opening the browser, user has to type portal name [www.ekarmika.com](http://www.ekarmika.com) in the address window. Upon clicking on “Go” button, system will open Home page of the portal as shown in Fig. 1.1. Please note that in this section “User” refers to operator at department counter.



Fig. 1.1

Then user has to enter valid user name and password in the text boxes provided as shown in Fig. 1.2.



Fig. 1.2

After entering user name and password, user has to click on “Login” button. Upon clicking this button, system will check for the validity. If the entered user name and password are invalid, then system will display appropriate alert message else, system will display home page of the user as shown in Fig. 1.3.



Fig. 1.3

This page contains menus such as Sign Up for Establishment, Registration(Part-A), Annual Returns(Form-U), Amendments(Part-C), Renewal(Part-B), Reports, Edit Profile, Rejected and Logout. As a first step towards filling the Form A, user has to register primary details of entrepreneur by clicking on “Sign Up for Establishment” menu as highlighted in Fig. 1.4.

The screenshot shows the "Sign UP for New User" form. The navigation bar at the top is the same as in Fig. 1.3, but the "Sign Up for Establishment" link is highlighted with a red dashed border. The form itself has a light blue background and contains the following fields and options: "Establishment Type" with radio buttons for "Multiple" and "Single" (the "Single" button is selected); "Establishment Name" with a text input field; "Choose your user Name" with a text input field; "Email ID" with a text input field; "Mobile Number (+91)" with a text input field; "PAN Number" with a series of ten small input boxes; and "Act under which new registration is sought?" with a dropdown menu showing "Under Karnataka Shops and Commercial Establishments Act, 1961". At the bottom of the form are "Submit" and "Clear" buttons. A note at the top of the form area states: "Note : Shops or Commercial establishments located within Karnataka only to be entered". The same copyright notice as in Fig. 1.3 is at the bottom.

Fig. 1.4



User has to note that, registration is applicable to shops and establishments located in Karnataka State only. Then user has to select Establishment type as “Multiple” or “Single”. By default, “Single” will be active. By selecting “Multiple”, system will facilitate user to enter multiple number of shops or establishment under control of one entrepreneur to generate single user name and password. For example, entrepreneur has chain of restaurant called Surana Sagar located in four localities of BBMP such as Jayanagar, Vijayanagar, Shantinagar and Rajajinagar. To register all the four restaurants under one username and password, user has to select “Multiple” button. In case entrepreneur has only one shop or establishment to be registered, then has to click on “Single” button in Establishment type as shown in Fig. 1.5.

After selecting the establishment type, user has to enter Establishment Name, entrepreneur desired user name, Email ID, Mobile No. and PAN No. of entrepreneur in the relevant text box as highlighted in Fig. 1.5.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Sign UP for New User**

Note : Shops or Commercial establishments located within Karnataka only to be entered

**Sign UP for New User**

Establishment Type: ☐ Multiple ☒ Single

Establishment Name: ultimate appliances

Choose your user Name: ultimate

Email ID: mya@zoominsofttech.com

Mobile Number (+91): 1234567890

PAN Number: A A A A H 7 7 7 7 Q

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

Submit Clear

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Fig. 1.5

While entering the details, system will guide the user by displaying appropriate messages. After entering the primary details of the entrepreneur, user has to click on “Submit” button. Upon clicking this button, system will display alert message and credentials will be sent to registered mobile number and email ID as shown in Fig. 1.6.

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

Submit Clear

Registered Successfully, User Credentials has been sent to your Mobile No. and Email-ID.

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Fig. 1.6

As mentioned in earlier paragraphs, if entrepreneur has multiple establishments under his/her control and would like to have common username and password for all the establishments, then user has to activate “Multiple” radio button in Establishment type. By activating this button, system will show text box to capture location for each establishment as highlighted in Fig. 1.7.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Sign UP for New User**

Note : Shops or Commercial establishments located within Karnataka only to be entered

Sign UP for New User

Establishment Type ☒ Multiple ☐ Single

Establishment Name

Location

Choose your user Name

Email ID

Mobile Number (+91)

PAN Number

Act under which new registration is sought?

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Fig. 1.7

Then user has to record establishment name and its location and has to click on “Add” button. By clicking this button, system will display data grid containing details entered with an option to delete as shown in Fig. 1.8.

**Sign UP for New User**

Note : Shops or Commercial establishments located within Karnataka only to be entered

Establishment Type: ☒ Multiple ☐ Single

Establishment Name:

Location:

Sl.No.	EstablishmentName	Location	Delete
1	Veg Restaurant	Rajajinagar	

Choose your user Name:

Fig. 1.8

User will be able to enter multiple establishment name and corresponding location as shown in Fig. 1.9. In case user finds, entered details are wrong, then user has to click on “x” link to delete the record as highlighted in Fig. 1.9. By clicking this link, system will delete the selected record as shown in Fig. 1.10.

**Sign UP for New User**

Establishment Type: ☒ Multiple ☐ Single

Establishment Name:

Location:

Sl.No.	EstablishmentName	Location	Delete
1	Veg Restaurant	Rajajinagar	
2	Veg Restaurant	Shanthinagar	
3	Veg Restaurant	Bharathinagar	

Choose your user Name:

Fig. 1.9

**Establishment Type**: ☒ Multiple ☐ Single

Establishment Name:

Location:

Sl.No.	EstablishmentName	Location	Delete
1	Veg Restaurant	Rajajinagar	
2	Veg Restaurant	Shanthinagar	

Fig. 1.10

Further, user has to choose user name as desired by the enterprenuer and has to record Email ID, Mobile No. and PAN number in relevant text box as highlighted in Fig. 1.11.

Choose your user Name: veg rest

Email ID: mya@zoominsofttech.com

Mobile Number (+91): 1234567890

PAN Number: M M M M M 1 2 3 4 K

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

Submit Clear

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Fig. 1.11

While entering the details, system will guide the user by displaying appropriate messages. After entering the primary details of the entrepreneur, user has to click on “Submit” button. Upon clicking this button, system will display alert message and credentials will be sent to registered mobile number and email ID as shown in Fig. 1.12.

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

Submit Clear

Registered Successfully, User Credentials has been sent to your Mobile No. and Email-ID.

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Fig. 1.12

After the Sign Up process, user has to click on the ‘Registration (Part-A)’ menu highlighted in the Fig.1.13. By clicking on this menu, system will open the search page containing text box to enter and search by User name, Establishment Name and Mobile No. as shown in Fig. 1.13

Home Sign Up for Establishment **Registration (Part-A)** Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

Government of Karnataka  
Department of Labour

Registration submission search

User Name :

Establishment Name :

Mobile Number :

Search

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Fig. 1.13

In this page, user will be able to search for details of establishment which are due for Registration. User will be able to search for these establishments by entering any one of the known information such as User name / Establishment Name / Mobile No. After entering the known User name as shown in Fig. 1.14, user has to click on “Search” button. By clicking on this button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then

system will display user Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 1.14

Registration submission search

User Name : ultimate

Establishment Name :

Mobile Number :

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsoftech.com	1234567890	ultimate appliances,Koramangala

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Fig. 1.14

Similarly by entering valid Establishment Name or Mobile No. user will be able to get list of establishments as shown in Figs. 1.15,1.16 respectively.

Registration submission search

User Name :

Establishment Name : ultimate appliances

Mobile Number :

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsoftech.com	1234567890	ultimate appliances,Koramangala

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Fig. 1.15

Registration submission search

User Name :

Establishment Name :

Mobile Number : 1234567890

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsoftech.com	1234567890	ultimate appliances,Koramangala

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Fig. 1.16

After getting the required establishment in the table, user has to click on radio button placed in first column of the table against each establishment as highlighted in Fig. 1.17



**Registration submission search**

User Name :

Establishment Name :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances

Fig.1.17

By activating, system will display form to capture address of establishment as shown in Fig. 1.18.

**Registration Form**

**Postal Address**

Name Of Shop/CE :

Building No  Building Name / Floor

Road  Area

Nearby Land Mark  City / Town

District  Taluk

PIN Code  Telephone Number

Email ID  Fax Number

Mobile Number (+91)  Do you have Head Office ☒ No ☐ Yes

ಹಾ.ವಾ.ದ ಸಂಖ್ಯೆಯ ಹೆಸರು

ಉಚಿತ ವಿಳಾಸ

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂತಸ್ತು

ರಸ್ತೆ

ಪ್ರದೇಶ

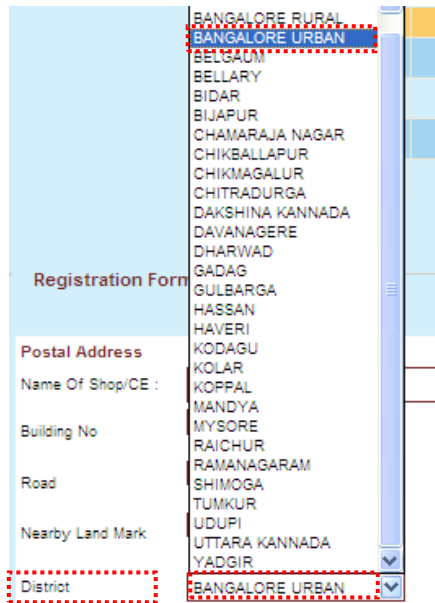
ಹತ್ತಿರದ ಗುರುತು

ನಗರ / ಪಟ್ಟಣ

[Locate & Click](#)

Fig.1.18

To mark location of the establishment on interactive GIS map, user has to select district and corresponding taluk from drop down list as highlighted in Figs. 1.19 and Fig.1.20.



**Registration Form**

**Postal Address**

Name Of Shop/CE :

Building No

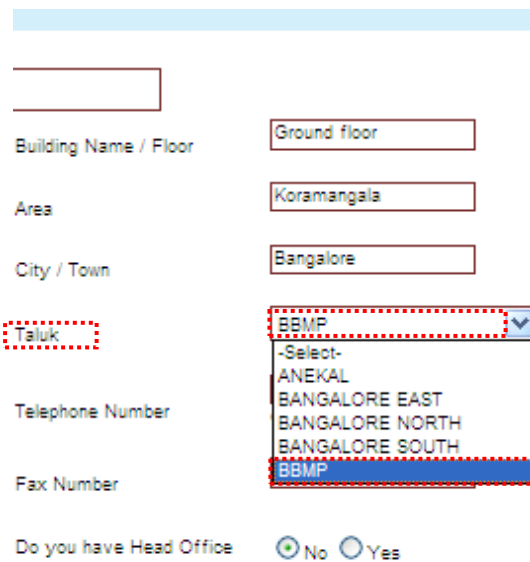
Road

Nearby Land Mark

**District**

BANGALORE RURAL  
BANGALORE URBAN  
BELGAUM  
BELLARY  
BIDAR  
BIJAPUR  
CHAMARAJA NAGAR  
CHIKBALLAPUR  
CHIKMAGALUR  
CHITRADURGA  
DAKSHINA KANNADA  
DAVANAGERE  
DHARWAD  
GADAG  
GULBARGA  
HASSAN  
HAVERI  
KODAGU  
KOLAR  
KOPPAL  
MANDYA  
MYSORE  
RAICHUR  
RAMANAGARAM  
SHIMOGA  
TUMKUR  
UDUPI  
UTTARA KANNADA  
YADGIR  
BANGALORE URBAN

Fig. 1.19



Building Name / Floor

Area

City / Town

Taluk

Telephone Number

Fax Number

Do you have Head Office

Ground floor

Koramangala

Bangalore

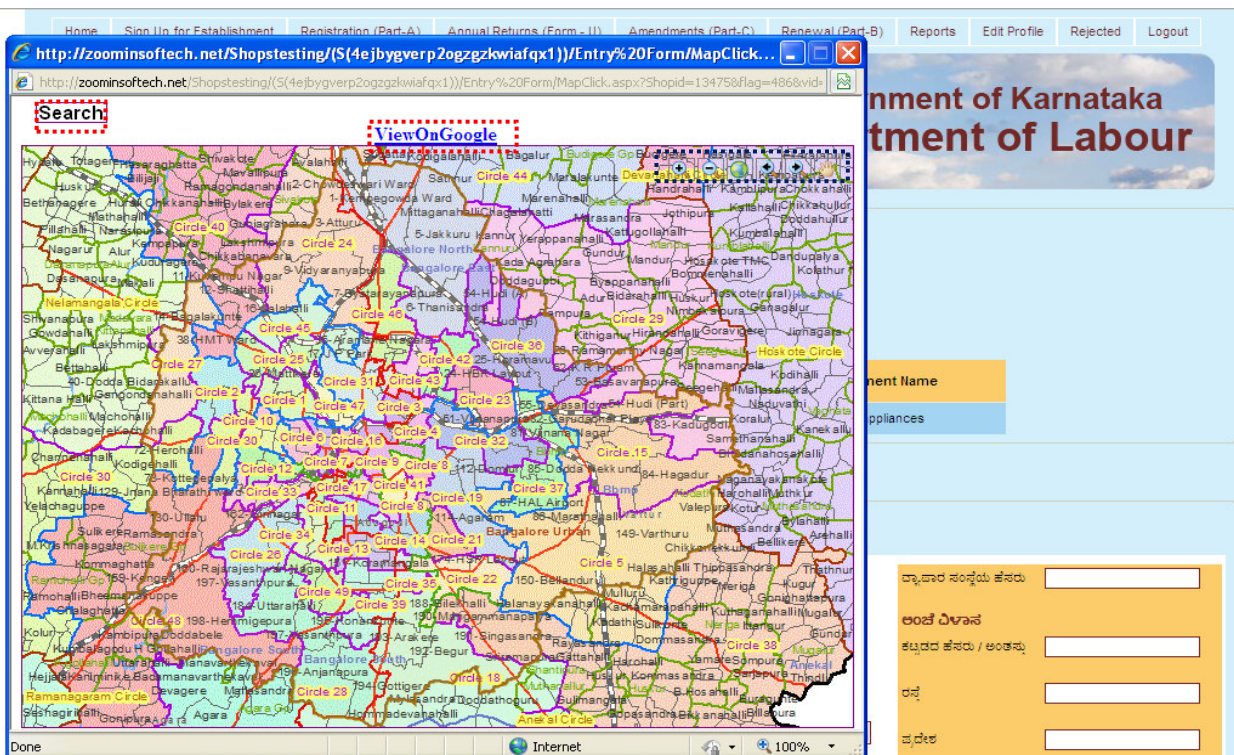
BBMP

-Select-  
ANEKAL  
BANGALORE EAST  
BANGALORE NORTH  
BANGALORE SOUTH  
BBMP

No Yes

Fig. 1.20

After entering the required details, user has to click “Locate & Click” link to mark location of establishment on interactive GIS map. Upon clicking this link, system will pop up map window zoomed to selected taluk with map tools, search and view on Google as highlighted Fig. 1.21.



Home | Sign Up for Establishment | Registration (Part-A) | Annual Returns (Form - U) | Amendments (Part-C) | Renewal (Part-B) | Reports | Edit Profile | Rejected | Logout

http://zoominfosoft.net/Shoptesting/(S(4e7bygverp2ogzgkwiq1))/Entry%20Form/MapClick...

Search

View On Google

Department of Karnataka  
Department of Labour

ment Name

ppiances

ವ್ಯವಹಾರ ಸಂಸ್ಥೆಯ ಹೆಸರು

ಉಪ ವಿಭಾಗ

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂಶವು

ರಸ್ತೆ

ವ್ಯವಹಾರ

Done

Internet

100%

Fig. 1.21

Using “Search” option user will be able to zoom the map to required locality. To do this, user has to click on “Search” button. Upon clicking this button, system will pop up text box to enter

location to be searched as shown in Fig. 1.22. In this text box if user enters first three letters of the location to be searched, system will search for matching localities and displays the same as highlighted in Fig. 1.22.

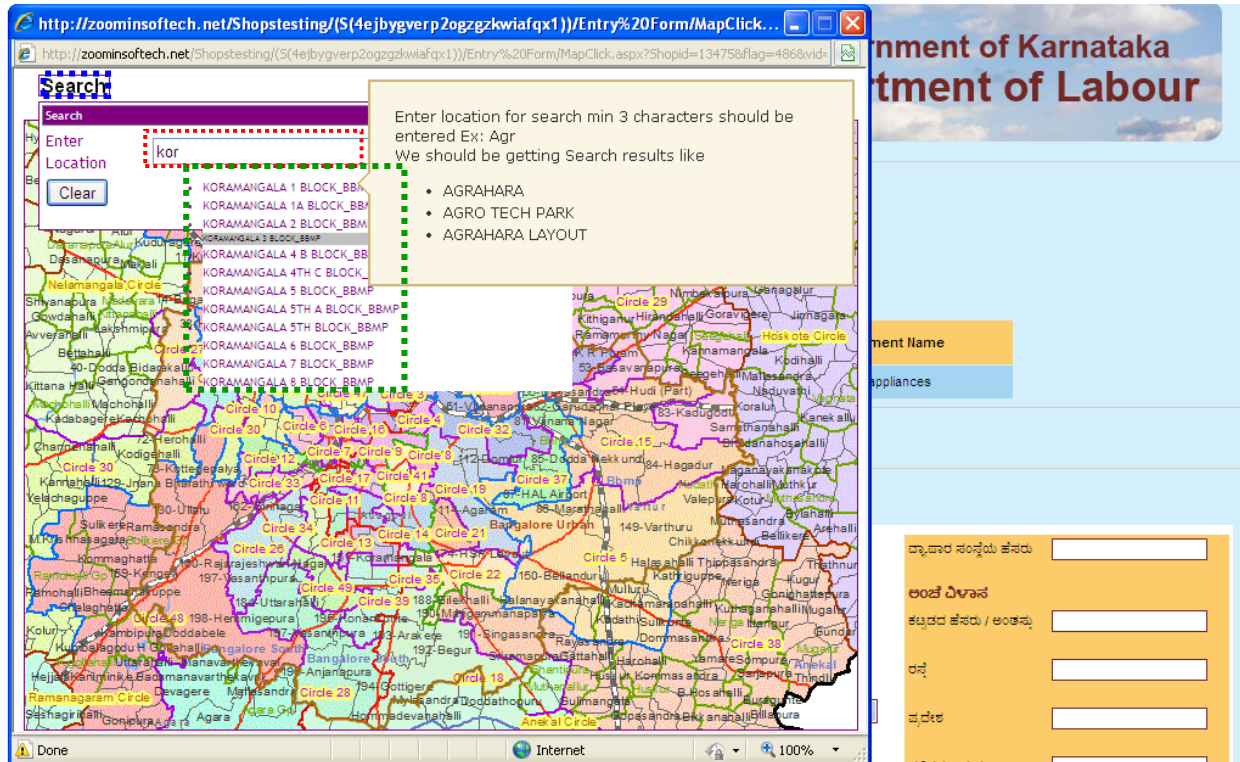


Fig. 1.22

From the displayed list of localities, user has to select required locality. Upon selecting the required locality, map will be zoomed to particular locality with more details as highlighted in Fig. 1.23.



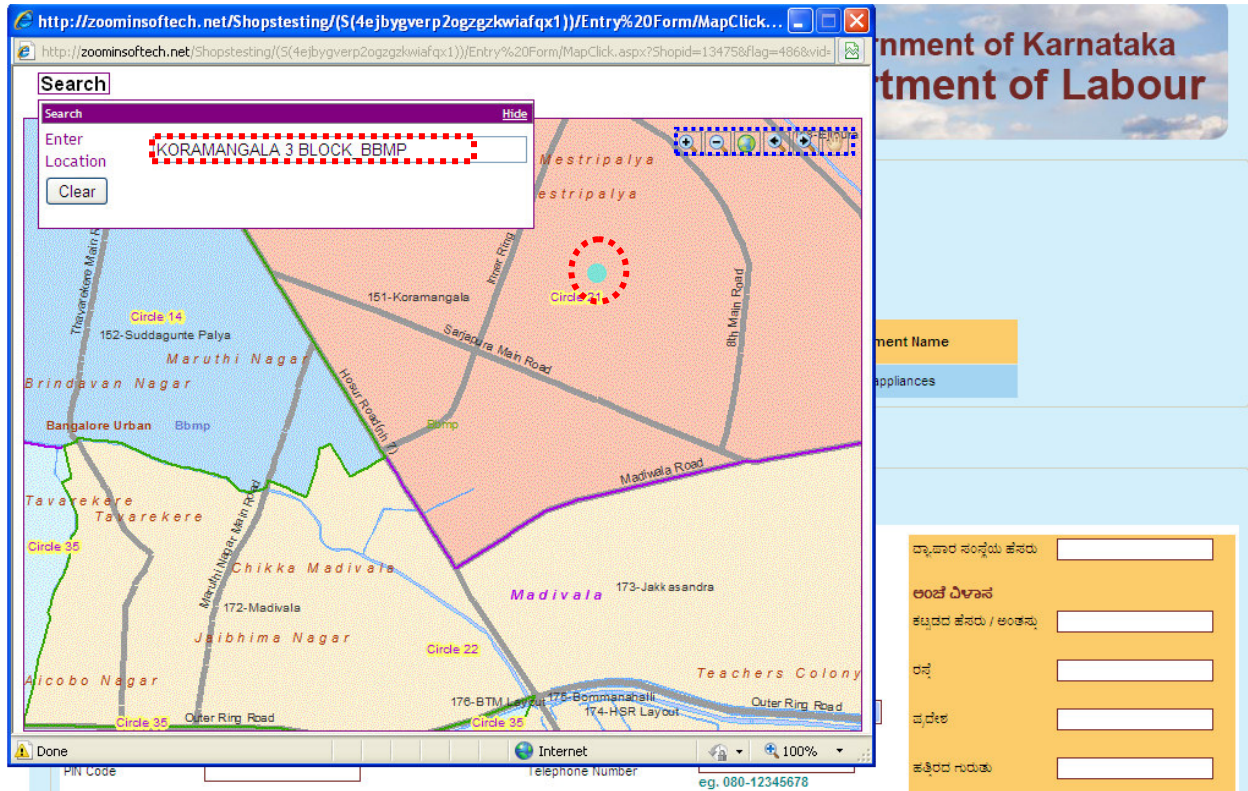


Fig. 1.23

By using map tools as highlighted in Fig. 1.23, user will be able to increase (+) or decrease (-) the zoom extent. By increasing the zoom extent, map will display more information which will help user to mark the location of establishment accurately. After zooming the map to required extent, user has to click on map where establishment is located. Upon clicking, system will show the mark with red dot as highlighted in Fig. 1.24 along with the Information dialog box showing X,Y co-ordinates, Ward, Circle etc. as shown in the Fig:1.24.

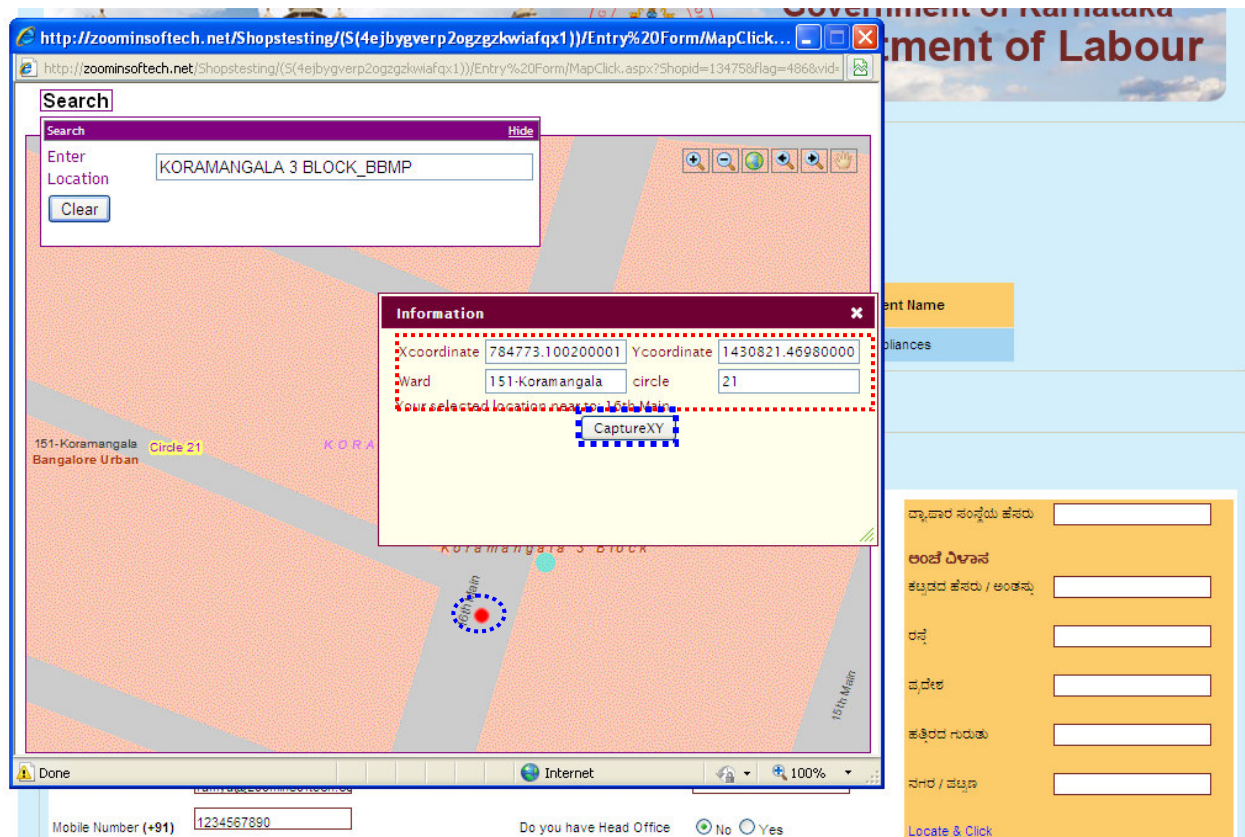


Fig. 1.24

Now user has to click on 'CaptureXY' button highlighted in the Fig.1.24 to capture X and Y coordinates. Upon clicking on 'CaptureXY' button, dialog box stating "Captured successfully" will be displayed as shown in the Fig.1.25. Then user has to click on 'OK' button highlighted in the Fig.1.25 which in turn will close the map window.



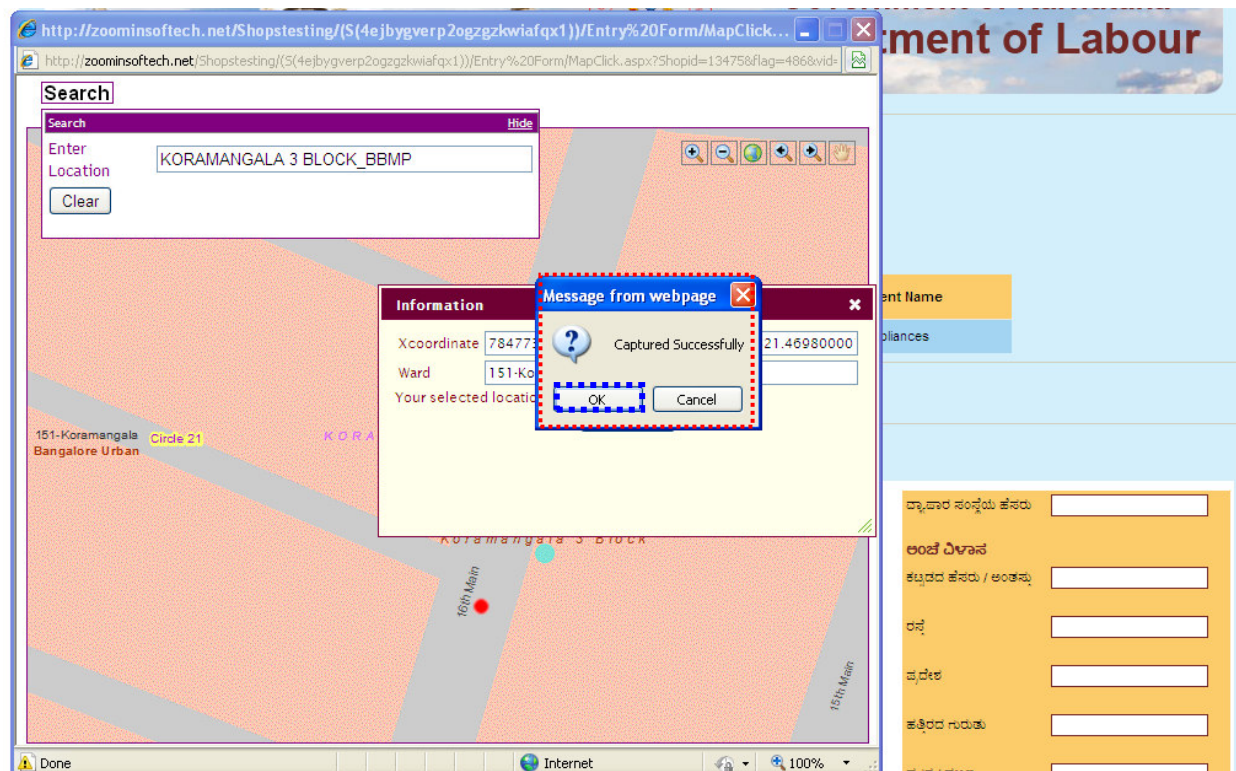


Fig.1.25

In case user has forgotten to mark the location of establishment on interactive GIS map, then system will show alert message as highlighted in Fig. 1.26.

Please identify the location by clicking on locate and click link

### Registration Form

<b>Postal Address</b> Name Of Shop/CE : <input type="text" value="ultimate appliances"/> Building No <input type="text" value="123"/> Building Name / Floor <input type="text" value="Ground Floor"/> Road <input type="text" value="1st Cross"/> Area <input type="text" value="Koramangala"/> Nearby Land Mark <input type="text" value="Bus Stop"/> City / Town <input type="text" value="Bangalore"/> District <input type="text" value="BANGALORE URBAN"/> Taluk <input type="text" value="BBMP"/> PIN Code <input type="text" value="560045"/> Telephone Number <input type="text" value="eg. 080-12345678"/> Email ID <input type="text" value="ramya@zoominsofttech.co"/> Fax Number <input type="text"/> Mobile Number (+91) <input type="text" value="1234567890"/> Do you have Head Office <input checked="" type="radio"/> No <input type="radio"/> Yes		ಬ್ಯಾಪಾರ ಸಂಸ್ಥೆಯ ಹೆಸರು <input type="text" value="ಅರಿವೇಟ್ ಆಪ್ಲಯನ್ಸ್"/> <b>ಅಂಚೆ ವಿಳಾಸ</b> ಕಟ್ಟಡದ ಹೆಸರು / ಅಂತಸ್ತು <input type="text" value="ನಲ ಮಹಡಿ"/> ರಸ್ತೆ <input type="text" value="1ನೇ ಅಡ್ಡರಸ್ತೆ"/> ಪ್ರದೇಶ <input type="text" value="ಕೋರಮಂಗಲ"/> ಹತ್ತಿರದ ಸುರುತು <input type="text" value="ಬಸ್ ನಿಲ್ದಾಣ"/> ನಗರ / ಪಟ್ಟಣ <input type="text" value="ಬೆಂಗಳೂರು"/> <a href="#">Locate &amp; Click</a>
---	--	---

Submit Next

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Fig. 1.26

System will guide the user while filling each field in the form by displaying alert messages. Once required information is filled in address details, user has to click on “Submit” button as shown in Fig. 1.26. By clicking this button, submit button will be changed to ‘Update’ button as highlighted in Fig. 1.27.

**Registration Form**

**Postal Address**

Name Of Shop/CE : ultimate appliances ,Koramangala

Building No : 123

Road : 1st Cross

Nearby Land Mark : Bus Stop

District : BANGALORE URBAN

PIN Code : 560045

Email ID : ramva@zoominfoitech.co

Mobile Number (+91) : 1234567890

Building Name / Floor : Ground Floor

Area : Koramangala

City / Town : Bangalore

Taluk : BBMP

Telephone Number : eg. 080-12345678

Fax Number :

Do you have Head Office : ☒ No ☐ Yes

**ಅಂಚೆ ವಿಳಾಸ**

ವ್ಯಾಪಾರ ಸಂಸ್ಥೆಯ ಹೆಸರು : ಅಲಿಮೇಟ್ ಅಪಲಯನ್ಸ್

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂತಸ್ತು : ನೆಲೆ ದು.ಹತ್ತಿ

ರಸ್ತೆ : 1ನೇ ಅಡ್ಡರಸ್ತೆ

ವ್ಯವಸ್ಥೆ : ಕೋರಮಂಗಲ

ಹತ್ತಿರದ ಸ್ಥಳ : ಬಸ್ ನಿಲ್ದಾಣ

ನಗರ / ಜಿಲ್ಲೆ : ಬೆಂಗಳೂರು

[Locate & Click](#)

**Map of Bangalore Urban**

**Update** **Next**

Fig. 1.27

After successful submission of postal details, user has to click on “Next” button as highlighted in Fig. 1.27. Upon clicking this button, system will open form to enter details of Proprietor / Managing Partner / Directors as shown in Fig. 1.28.

**Details of Proprietor/Managing Partner/Directors**

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number  Mobile Number (+91)  Enter only 10 digits.

Email ID  Fax

**responsible family member /employee**

Name	ಹೆಸರು	RelationShip	Gender	Edit	Delete
<input type="text"/>	<input type="text"/>	-Select-	-Select-	<a href="#">Add New</a>	

Photo  [Browse...](#)

[Submit](#) [Modify](#) [Next](#) [Back](#)

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Fig. 1.28

In this form user has to select designation and enter name, residential address, contact number, etc. of Proprietor / Managing Partner / Director. Form has additional option to upload photograph of Proprietor / Managing Partner / Director to system which is not mandatory. In case Proprietor / Managing Partner / Director has any responsible family member / employee to look after the business, then user has to enter the details in “responsible family member / employee” section as highlighted in Fig. 1.29.

**Details of Proprietor/Managing Partner/Directors**

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number  Mobile Number (+91)

Email ID  Fax

**responsible family member /employee**

Name	ಹೆಸರು	RelationShip	Gender	Edit	Delete
<input type="text" value="Sarath"/>	<input type="text" value="ಸರತ್"/>	<input type="text" value="Brother"/>	<input type="text" value="Male"/>	<a href="#">Add New</a>	

Photo  [Browse...](#)

[Submit](#) [Modify](#) [Next](#) [Back](#)

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Fig. 1.29

User has to enter family member / employee details and has to click on “Add New” link. By clicking on “Add New” link, system will display the record containing entered details with an option to edit and delete if required as highlighted in Fig. 1.30.

**Details of Proprietor/Managing Partner/Directors**

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number  Mobile Number (+91)

Email ID  Fax

**responsible family member /employee**

Name	ಹೆಸರು	RelationShip	Gender	Edit	Delete
Sarath	ಸರತ್	Brother	Male	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	-Select-	-Select-	<a href="#">Add New</a>	

Photo

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Fig. 1.30

After entering the required details, user has to click on “Submit” button. Upon clicking this button system will display appropriate message as shown in Fig. 1.32. Further system will also displays table containing details of Proprietor / Managing Partner / Director with a square button to select name to be printed on e-certificate. User will be able to select the name which will be printed on e-certificate by clicking square button placed against the name. In case user has forgotten to select the button, then system will display alert message as shown in Fig. 1.31.

Inserted Successfully

### Details of Proprietor/Managing Partner/Directors

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number

Email ID

responsible family member /employee

Name	ಹೆಸರು	RelationShip	Gender	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<a href="#">Add New</a>	

Photo  [Browse...](#)

Edit	SI.No.	Name	Address	Designation	PIN	Telephone	FAX	Email ID	Mobile No.	Select Name to be printed on e-certificate	Photo	Delete
	1	Bharath K	57,4th Main,5th Cross,Malleswaram, Bangalore	CEO	560001				1234567890	<input type="checkbox"/>		

[Submit](#)
[Modify](#)
[Next](#)
[Back](#)

Fig. 1.31

Inserted Successfully

### Details of Proprietor/Managing Partner/Directors

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number  Mobile Number (+91)

Email ID  Fax

responsible family member /employee

Name	ಹೆಸರು	RelationShip	Gender	Edit	Delete
Sarath	ಸರತ್	Brother	Male		
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<a href="#">Add New</a>	

Photo  [Browse...](#)

Edit	SI.No.	Name	Address	Designation	PIN	Telephone	FAX	Email ID	Mobile No.	Select Name to be printed on e-certificate	Photo	Delete
	1	Bharath K	57,4th Main,5th Cross,Malleswaram, Bangalore	CEO	560001				1234567890	<input type="checkbox"/>		

[Submit](#)
[Modify](#)
[Next](#)
[Back](#)

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Fig. 1.32



After submitting the details, in case user finds details entered are wrong, then will have option to edit the same. To do this, user has to click on “Edit” button as highlighted in Fig. 1.32. Upon clicking the “Edit” button, system will load information in corresponding text box with an editable option. Then user has to make necessary corrections and has to click on “Modify” button as shown in Fig. 1.32. Further to clicking on this button, system will display appropriate message and has to click on “Next” button as shown in Fig. 1.33.

Edit	Sl.No.	Name	Address	Designation	PIN	Telephone	FAX	Email ID	Mobile No.	Select Name to be printed on e-certificate	Photo	Delete
	1	Bharath K	57,4th Main,5th Cross,Malleswaram, Bangalore	CEO	560001				1234567890	<input type="checkbox"/>	No image	

Submit **Modify** Next Back

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Fig. 1.33

By clicking on “Next” button, system will open form to capture details of Head of Unit / Authorised Signatory / Manager of the establishment as shown in Fig. 1.34. In this form user has to select designation, and has to enter Name, Residential address, Contact number etc. of Head of unit / Manager. After entering the details user has to click on “Submit” button as highlighted in Fig. 1.34.

**Details of Head of Unit/Authorized Signatory/ Manager**

Name of the (Shop/CE)

Name  Designation

Residential Address  PIN Code

Telephone Number  Mobile Number (+91)

Fax  Email ID

**Submit** Modify Next Back

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Fig. 1.34

Upon clicking the submit button, system will display alert message along with table containing entered details with an edit and delete option as highlighted in Fig. 1.35.

Inserted Successfully

### Details of Head of Unit/Authorized Signatory/ Manager

Name of the (Shop/CE):

Name:  Designation:

Residential Address:  PIN Code:

Telephone Number:  Mobile Number (+91):

Fax:  Email ID:

Edit	Sl.No.	Name	ಮಾಲೀಕರ ಹೆಸರು	Address	ಸ್ಥಳೀಯ ವಿಳಾಸ	Designation	PIN	Telephone	FAX	EmailID	Mobile .No	Delete
	1	Karan Kapoor	ಕರಣ್ ಕಪೂರ್	69,3rd Cross,J P Nagar 1st Phase,Bangalore	69,3ನೇ ಅಡ್ಡ ರಸ್ತೆ, ಜೆ ಪಿ ನಗರ 1ನೇ ಹೇನ್,ಬೆಂಗಳೂರು	General Manager	560078				1234567890	

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Fig. 1.35

After submission, if user understands that, details entered are wrong, then user has to click on “Edit” button. Upon clicking this button, system will load entered information in corresponding text box in editable format. After doing necessary corrections, user has to click on “Modify” button as highlighted in Fig. 1.36.

### Details of Head of Unit/Authorized Signatory/ Manager

Name of the (Shop/CE):

Name:  Designation:

Residential Address:  PIN Code:

Telephone Number:  Mobile Number (+91):

Fax:  Email ID:

Edit	Sl.No.	Name	ಮಾಲೀಕರ ಹೆಸರು	Address	ಸ್ಥಳೀಯ ವಿಳಾಸ	Designation	PIN	Telephone	FAX	EmailID	Mobile .No	Delete
	1	Karan Kapoor	ಕರಣ್ ಕಪೂರ್	69,3rd Cross,J P Nagar 1st Phase,Bangalore	69,3ನೇ ಅಡ್ಡ ರಸ್ತೆ, ಜೆ ಪಿ ನಗರ 1ನೇ ಹೇನ್,ಬೆಂಗಳೂರು	General Manager	560078				1234567890	

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Fig. 1.36

By clicking Modify button, system will display appropriate message. Then user has to click on “Next” button as highlighted in Fig. 1.36. Upon clicking this button, system will open form to record business details of an establishment as shown in Fig. 1.37.

**Business Details**

Name of the (Shop/CE) ultimate appliances ,Koramangala

Major Communication Service Shops

Nature of Business -Select-

Scheduled Employment -Select-

Date of Commencement of Business

TAN

No. of Employees Male: 0

Payment Details

Payment through

Payment Receipt No.

ESI Code Eg: 0123456789

PF Code Eg: KA/BNG/54525/14

Total 0

Declared Weekly Holiday

☐ Sunday ☐ Wednesday ☐ Saturday

☐ Monday ☐ Thursday ☐ Exempted

☐ Tuesday ☐ Friday

"Please Select Holidays"

Submit Next Back

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Fig. 1.37

In this form user has to select whether selected establishment is Shop or Commercial Establishment by activating appropriate radio button as highlighted in Fig. 1.37. After activating the type, user has to select Major, Nature of business and Scheduled employment from respective drop down lists as shown in Figs. 1.37, 1.38 and 1.39.

Nature of Business

ESI Code

Total 0

Payment Receipt No.

Payment Receipt Date

Submit Next Back

Fig. 1.38

Scheduled Employment

PF Code

Declared Weekly Holiday

Amount

Privacy Policy

Fig. 1.39

After selecting required information, user has to enter other business details such as Nature of Business, Date of commencement of business, ESI code, PF code, TAN No., Number of employees (Male and Female) etc. Further user has to click on appropriate week day square button to capture selected week day as weekly holiday. In case establishment has no weekly holiday, then user has to click on square button placed against "Exempted" as shown in Fig. 1.40.

**Business Details**

Name of the (Shop/CE)  Shop ☒ CE ☐

Major  Nature of Business  Scheduled Employment

Nature of Business :

Date of Commencement of Business  ESI Code  PF Code

TAN

No. of Employees  
Male:  Female:  Total:

**Payment Details**

Payment through ☒ Department Counter ☐ Other than SBM bank ☐ Any SBM Bank ☐ Personal net banking

Payment Receipt No  Payment Receipt Date

**Declared Weekly Holiday**

☒ Sunday ☐ Wednesday ☐ Saturday  
☐ Monday ☐ Thursday ☐ Exempted  
☐ Tuesday ☐ Friday

Amount

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Fig. 1.40

Then user has to enter payment details. Based on number of employees entered, system will calculate amount to be paid and will be displayed in amount text box. Prior to filling of business details from, entrepreneur will be able to know how much amount has to be paid by referring table and instructions to entrepreneur provided in the home page. Entrepreneur will have four types of payment options namely, through department counter, remitting to bank other than SBM, remitting to any SBM branch and Personal net banking. Prior to entering payment details, Entrepreneur should be ready with necessary payment details. In case entrepreneur has remitted the amount through department counter, then user has to activate Department counter radio button. Upon selecting the said button, user has to enter payment receipt number and payment Receipt date as highlighted in Fig. 1.40.

In case entrepreneur has remitted the fees through other than SBM branch, then user has to activate radio button placed against "Other than SBM bank". Upon activating the button, system will display text boxes to record UTR Number, Bank Name and Date as highlighted in Fig. 1.41.

**Payment Details**

Payment through ☐ Department Counter ☒ Other than SBM bank ☐ Any SBM Bank ☐ Personal net banking

UTR Number  Date

Bank Name

**Declared Weekly Holiday**

☐ Sunday ☐ Wednesday ☐ Saturday  
☐ Monday ☐ Thursday ☐ Exempted  
☐ Tuesday ☐ Friday

Amount

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Fig. 1.41

If Entrepreneur has remitted the fees through branch of SBM bank, then user has to activate radio button placed against "Any SBM bank branch". By activating the button user will be able to record Journal Number, Branch Name and Date as highlighted in Fig. 1.42.

The screenshot shows the 'Payment Details' form. Under 'Payment through', the 'Department Counter' radio button is selected. The 'Journal Number' and 'Branch Name' fields are highlighted with red dashed boxes. The 'Date' field is highlighted with a blue dashed box. The 'Amount' field contains '500.00'. The 'Submit', 'Next', and 'Back' buttons are at the bottom. The footer text reads: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 1.42

In case Entrepreneur has paid the fees using Personal Net banking, then user has to activate radio button placed against “Personal net banking”. Upon activating this button, system will display text boxes to capture Transaction ID, Date and Branch name as highlighted in Fig. 1.43.

The screenshot shows the 'Payment Details' form with the 'Personal net banking' radio button selected. The 'Transaction ID', 'Date', and 'Branch Name' fields are highlighted with red dashed boxes. The 'Amount' field contains '500.00'. The 'Submit', 'Next', and 'Back' buttons are at the bottom. The footer text reads: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 1.43

In the following example, Entrepreneur has remitted the fees at Department counter. Hence, user has selected payment through Department counter and has entered Payment Receipt No. and Date as highlighted in Fig. 1.44.

The screenshot shows the 'Payment Details' form with the 'Department Counter' radio button selected. The 'Payment Receipt No.' field contains '98856' and the 'Payment Receipt Date' field contains '22-02-2000'. Both fields are highlighted with red dashed boxes. The 'Amount' field contains '500.00'. The 'Submit' button is highlighted with a green dashed box. The 'Next' and 'Back' buttons are also visible. The footer text reads: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 1.44

After filling the required information, user has to click on “Submit” button as shown in Fig. 1.44. Upon clicking this button, system will display message along with submit button disabling. Then user has to click on “Print Application” button as highlighted in Fig. 1.45.



Inserted Successfully

### Business Details

Name of the (Shop/CE)  ☒ Shop ☐ CE

Major  Nature of Business  Scheduled Employment

Nature of Business :

Date of Commencement of Business  ESI Code  PF Code

TAN

No. of Employees  
Male:  Female:  Total:

**Payment Details**

Payment through ☒ Department Counter ☐ Other than SBM bank ☐ Any SBM Bank ☐ Personal net banking

Payment Receipt No  Payment Receipt Date  Amount

Declared Weekly Holiday  
☒ Sunday ☐ Wednesday ☐ Saturday  
☐ Monday ☐ Thursday ☐ Exempted  
☐ Tuesday ☐ Friday

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Fig. 1.45

By clicking on “Print Application” button, system will popup file download window to open and save the filled application in PDF format. By clicking “Open” button, system will open the application in PDF format as shown in Fig. 1.46. Then user has to take the print out of the same and has to put the signature and seal of the concerned authority of the establishment. Duly signed application has to be scanned and kept ready for uploading in to system.

Application[1].pdf - Adobe Reader

File Edit View Window Help

1 / 2 100%

Tools Sign

ನಮೂನೆ - ಎ  
FORM - A  
ಕರ್ನಾಟಕ ಅಂಗಡಿ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆಗಳ ಕಾಯ್ದೆ 1961 ಹಾಗೂ ಅದರಡಿಯ ನಿಯಮಗಳು 1963 ರನ್ವಯ  
ನೋಂದಣಿಗಾಗಿ ಸಲ್ಲಿಸುವ ಅರ್ಜಿ  
(ನಿಯಮ 3,3ಎ ಮತ್ತು 5 ನ್ನು ನೋಡಿ )  
Application for Registration under Karnataka Shops & Commercial Establishments Act, 1961 &  
Rules thereunder.  
(See Rule 3, 3A & 5)  
"ಭಾಗ - ಎ / PART -A"

1.	ಸಂಸ್ಥೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ Name of the Establishment & Postal Address.		ultimate appliances 123,Ground Floor,1st Cross,Koramangala,Bus Stop,Bangalore,560045			
	Tel :					
	Fax :					
	E-Mail:		ramya@zoominsofttech.com			
1A.	ಕೇಂದ್ರ ಕಛೇರಿ ಇದ್ದಲ್ಲಿ, ಅದರ ವಿಳಾಸ Name and Address of H.O., if Any.					
	Tel :					
	Fax :					
	E-Mail :					
	PAN					
	TAN					
2.	ಮಾಲೀಕರ / ಪ್ರಾಬಲ್ಯದರ್ಶಿ / ದೈನಂದಿನ ಹೆಸರು , ವಿಳಾಸ ( ಪ್ರಾಬಲ್ಯದರ್ಶಿ ಸಂಸ್ಥೆ / ಕಂಪನಿ ಆಗಿದ್ದಲ್ಲಿ, ಸಂಬಂಧಿಸಿದ ದಾಖಲೆಗಳನ್ನು ಲಗತ್ತಿಸುವುದು )Details of Proprietor / Managing Partner / Directors (in case of partnership or Regd. Co., necessary documents shall be enclosed ).					
ಕ್ರ. ಸಂ. Sl. No.	ಹೆಸರು / Name	ಹುದ್ದೆ / Degn.	ವಾಸಸ್ಥಳದ ವಿಳಾಸ / Residential Add.	ದೂರವಾಣಿ ಸಂಖ್ಯೆ / Tel. No.	ಫ್ಯಾಕ್ಸ್ / ಇಮೇಲ್ / FAX / E-MAIL	
1	2	3	4	5	6	
1	Bharath K	CEO	57,4th Main,5th Cross,Malleswaram, Bangalore,560001			
3.	ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರ / ಅಧಿಕೃತ ಸಹಿದಾರರ / ಮೇನೇಜರ್ ರವರ ವಿವರಗಳು Details of Head of Unit / Authorised Signatory / Manager.					
ಕ್ರ. ಸಂ. Sl. No.	ಹೆಸರು / Name	ಹುದ್ದೆ / Degn.	ವಾಸಸ್ಥಳದ ವಿಳಾಸ / Residential Add.	ದೂರವಾಣಿ ಸಂಖ್ಯೆ / Tel. No.	ಫ್ಯಾಕ್ಸ್ / ಇಮೇಲ್ / FAX / E-MAIL	
1	2	3	4	5	6	
1	Karan Kapoor	General Manager	69,3rd Cross,J P Nagar, 1st phase,Bangalore,560078			
4.	ಉದ್ಯೋಗದ ಸ್ವರೂಪ / Nature of Business		Trading of Telephone Instrument			
5.	ಉದ್ಯೋಗದ ಪ್ರಾರಂಭ ದಿನಾಂಕ Date of Commencement of Business		01-01-2000			
6.	ಸಂಸ್ಥೆಯಲ್ಲಿ, ಕೆಲಸ ಮಾಡುವ ಮಾಲೀಕರ ಸಂಭಾರದ ಜವರ ಹೆಸರು ಸಂಬಂಧ. Name of the Members of Employer's Family engaged in the establishment, indicate the relationship with the employer.		Sl. No	Proprietor Name	Name	Relationship
			1	Bharath K	Sarath	Brother
7.	ಕಾರ್ಮಿಕರ ಸಂಖ್ಯೆ. No. of Employees.		ಗಂಡ / Men	ಹೆಂಡ / Women	ಒಟ್ಟು / Total	
			3	2	5	
8.	ಘೋಷಿತ ರಜಾ ದಿನ Declared Weekly Holiday		Sunday			
9.	ಜಮಾ ಮಾಡಿದ ಶುಲ್ಕದ ವಿವರ Particulars of Fee Remitted Challan / Receipt No. & Date.		Receipt No	98856	Date	22-02-2000
			Amount(Rs.)	500.00		

ನಾನು ಈ ಮೂಲಕ ಪ್ರಮಾಣೀಕರಿಸುವುದೇನೆಂದರೆ ಮೇಲೆ ಭಾಗ ಎ ಯಲ್ಲಿ ತಿಳಿಸಿರುವ ಮಾಹಿತಿಗಳು ನನ್ನ ತಿಳುವಳಿಕೆಗೆ ಬಂದಂತೆ ಸತ್ಯವಾಗಿದೆಯೆಂದು, ಮಾಹಿತಿಗಳು ಸರಿಗಲ್ಲದಿದ್ದಲ್ಲಿ, ಕಾನೂನು ಕ್ರಮಕ್ಕೆ ಒಳಪಡುತ್ತೇನೆಂದು ಘೋಷಿಸುತ್ತೇನೆ.  
I/We hereby certify the Information furnished under Part A of this Application Form,are complete and true to the best of my / our knowledge and in case any information proved to be false, I/We would be liable for legal consequences thereof.

ಸ್ಥಳ / Place : Bangalore,  
ದಿನಾಂಕ / Date : 28-01-2013

ಮಾಲೀಕರ / ಅಧಿಕೃತ ಸಹಿದಾರರ ಸಹಿ  
Signature of Employer / Authorised signatory  
Designation & Seal

Fig. 1.46

By clicking the “Next” button, system will open form to upload required documents to system as shown in Fig. 1.47.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Upload Documents**

Name of the (Shop/CE) ultimate appliances ,Koramangala

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	Upload		✗
2	ID Proof	<input type="text"/> Browse...	Upload		✗
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	Upload		✗
4	Authorization/Declaration copy	<input type="text"/> Browse...	Upload		✗
5	Signed and filled copy of Application Form (*)	<input type="text"/> Browse...	Upload		✗
6	Signed Copy of Paid challan	<input type="text"/> Browse...	Upload		✗

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on "Print Application" button

Confirm & Final Back

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Fig. 1.47

This form will have option to upload documents such as Address proof, ID proof, MoA of firm/Proprietorship/Incorporation/Partnership deed, Authorization /Declaration copy, Signed and filled copy of Application form and Signed copy of paid challan as highlighted in Fig. 1.47. To upload scanned document, user has to click on “Browse” button placed against document name. Upon clicking this button, system will popup file navigation window to select document to be uploaded. In the following example “Address proof” has been selected. After selecting the file user has to click on “Open” button and then “Upload” button as highlighted in Fig. 1.48.

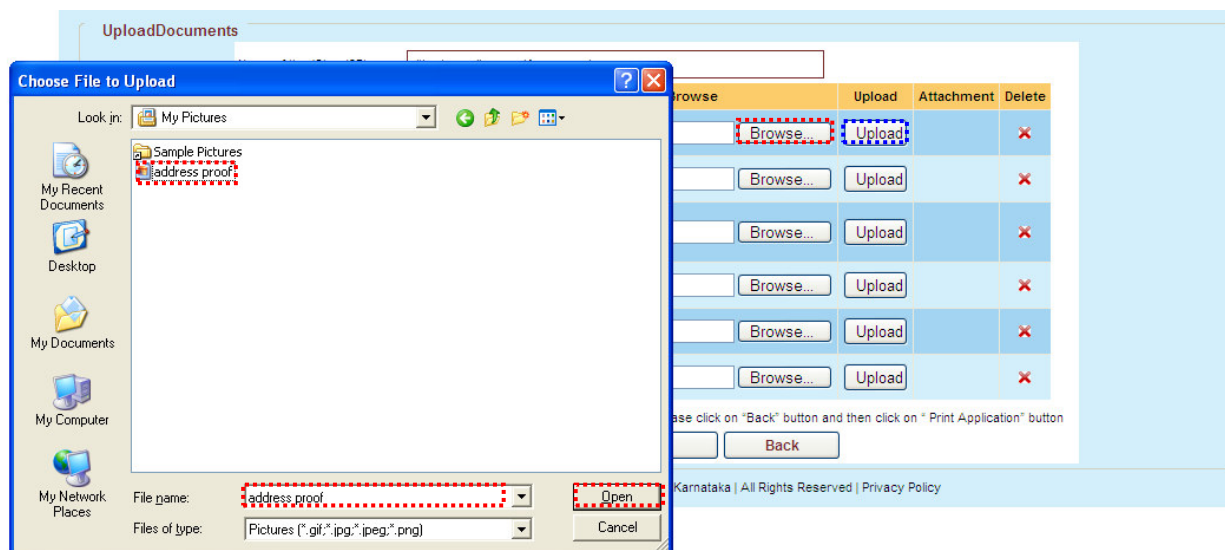


Fig. 1.48

Upon clicking the “Upload” button, system will store selected document and name of the file will be displayed in Attachment column as highlighted in Fig. 1.49.

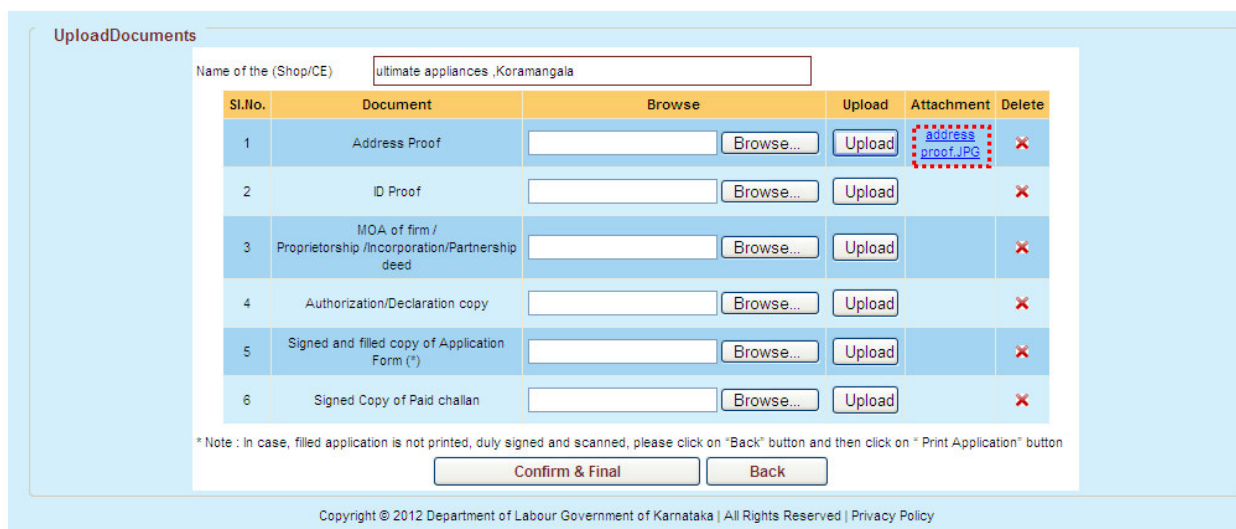


Fig. 1.49

Above mentioned Browse and Upload procedure has to be adopted for all the documents to be attached. After uploading all the documents system will display list of documents uploaded along with message “Uploaded successfully” as highlighted in Fig. 1.50

**UploadDocuments**

Name of the (Shop/CE)

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Address Proof.jpg</a>	<input checked="" type="checkbox"/>
2	ID Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">ID Proof.jpg</a>	<input checked="" type="checkbox"/>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Incorporation Certificate.jpg</a>	<input checked="" type="checkbox"/>
4	Authorization/Declaration copy	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signature Declaration.jpg</a>	<input checked="" type="checkbox"/>
5	Signed and filled copy of Application Form (*)	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Filled and signed registration form.jpg</a>	<input checked="" type="checkbox"/>
6	Signed Copy of Paid challan	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signed Paid challan.jpg</a>	<input checked="" type="checkbox"/>

**Uploaded Successfully**

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on "Print Application" button

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Fig. 1.50

In case, by mistake user has uploaded wrong file, then system will allow user to delete the same by clicking on link "X" as shown in Fig. 1.51. In the following example, user has clicked link "X" against "ID proof". By clicking this link, system will delete the selected file and displays message as "Deleted" in attachment column.

**UploadDocuments**

Name of the (Shop/CE)

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Address Proof.jpg</a>	<input checked="" type="checkbox"/>
2	ID Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">ID Proof.jpg</a>	<input checked="" type="checkbox"/>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Incorporation Certificate.jpg</a>	<input checked="" type="checkbox"/>
4	Authorization/Declaration copy	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signature Declaration.jpg</a>	<input checked="" type="checkbox"/>
5	Signed and filled copy of Application Form (*)	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Filled and signed registration form.jpg</a>	<input checked="" type="checkbox"/>
6	Signed Copy of Paid challan	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signed Paid challan.jpg</a>	<input checked="" type="checkbox"/>

**Uploaded Successfully**

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on "Print Application" button

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Fig. 1.51

Then user has to search correct ID Proof file and has to upload the same by using Browse and Upload option. After uploading the file, system will replace Deleted with file name in attachment column as highlighted in Fig. 1.52. And also, system will display message uploaded successfully.



**UploadDocuments**

Name of the (Shop/CE):

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	Upload	<a href="#">Address Proof.jpg</a>	✗
2	ID Proof	<input type="text"/> Browse...	Upload	<a href="#">ID Proof.jpg</a>	✗
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	Upload	<a href="#">Incorporation Certificate.jpg</a>	✗
4	Authorization/Declaration copy	<input type="text"/> Browse...	Upload	<a href="#">Signature Declaration.jpg</a>	✗
5	Signed and filled copy of Application Form (*)	<input type="text"/> Browse...	Upload	<a href="#">Filled and signed registration form.jpg</a>	✗
6	Signed Copy of Paid challan	<input type="text"/> Browse...	Upload	<a href="#">Signed Paid challan.jpg</a>	✗

**Submitted Successfully**

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on "Print Application" button

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Fig. 1.52

After confirming uploaded documents are correct, user has to click on button “Confirm & Final” as shown in Fig. 1.52. By clicking this button, system will display message “Submitted successfully” as highlighted in Fig. 1.53.

**UploadDocuments**

Name of the (Shop/CE):

Sl.No.	Document	Attachment
1	Address Proof	<a href="#">Address Proof.jpg</a>
2	ID Proof	<a href="#">ID Proof.jpg</a>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<a href="#">Incorporation Certificate.jpg</a>
4	Authorization/Declaration copy	<a href="#">Signature Declaration.jpg</a>
5	Signed and filled copy of Application Form (*)	<a href="#">Filled and signed registration form.jpg</a>
6	Signed Copy of Paid challan	<a href="#">Signed Paid challan.jpg</a>

**Submitted Successfully**

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on "Print Application" button

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Fig. 1.53

After successful submission of all the documents, user has to click on “Acknowledgement” button as highlighted in Fig. 1.53. Upon clicking this button, system will popup file download window, which will allow user to open and save acknowledgement in PDF format as shown in Fig. 1.54.

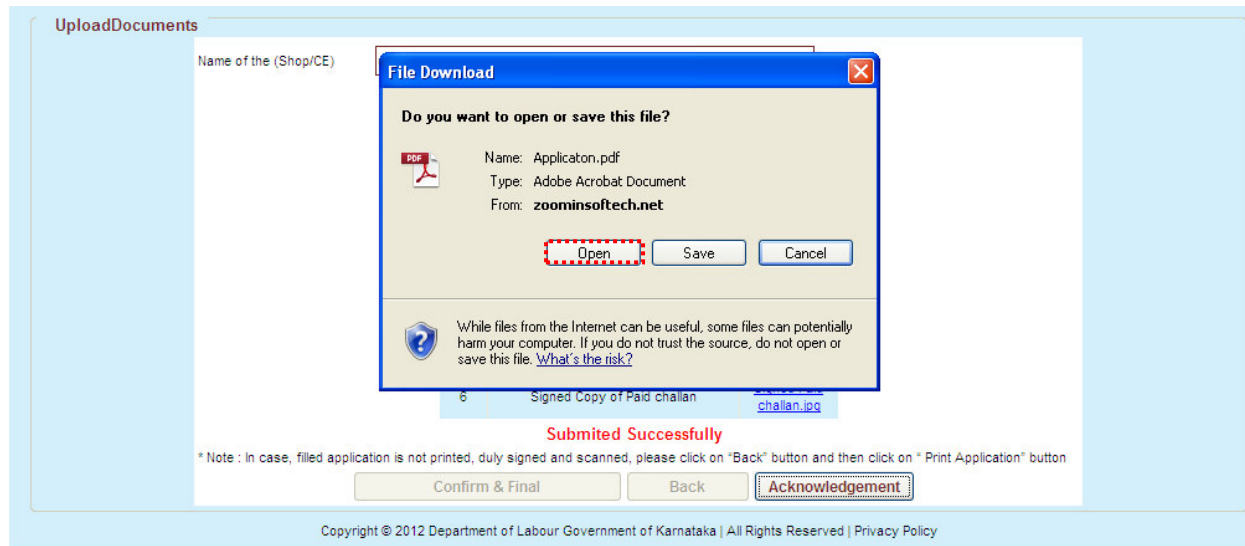


Fig. 1.54

Upon clicking the “Open” button as highlighted in Fig. 1.54, system will open Acknowledgement in PDF format as shown in Fig. 1.55.

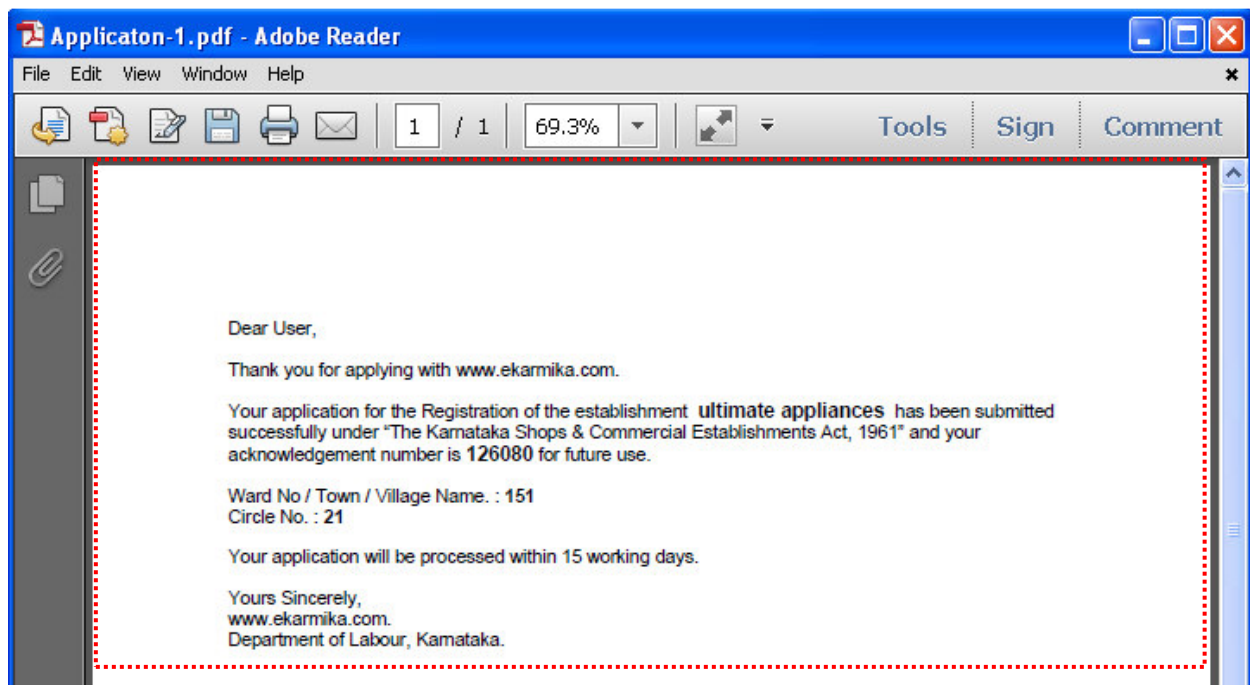


Fig. 1.55

Applications submitted successfully, will be loaded to concerned Senior Labour Inspector / Labour Inspector role for review and processing.

## 2. Submission of Annual returns

After successful login as Department Counter, user has to click on “Annual Returns(Form-U)” menu as shown in Fig. 2.1.



Fig. 2.1

By clicking this menu, system will open the search page containing text box to enter and search by User name, Acknowledgement No., Establishment Name, Certificate Number and Mobile No. as shown in Fig. 2.2.

The screenshot shows the 'Annual Returns submission' page. The navigation bar is the same as in Fig. 2.1, but 'Annual Returns (Form - U)' is now the active menu. The main content area has a light blue background. On the left, the text 'Annual Returns submission' is displayed. To the right, there is a search form with five input fields: 'User Name:', 'Acknowledgement Number:', 'Establishment Name:', 'Certificate Number:', and 'Mobile Number:'. Each field is followed by a white text input box. Below these fields is a blue 'Search' button. A red dashed box encloses the entire search form area. At the bottom, the same copyright notice as in Fig. 2.1 is present: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 2.2

In this page, user will be able to search for details of establishment which are due for annual returns. User will be able to search for these establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name /Certificate Number/ Mobile No. After entering the known User name as shown in Fig. 2.3, user has to click on “Search” button. By clicking on this button, system will search for matching record in the data

base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 2.3.

**Annual Returns submission**

User Name : ultimate

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 2.3

Similarly by entering valid Acknowledgement No. or Establishment Name or Certificate Number or Mobile No. user will be able to get list of establishments as shown in Figs. 2.4, 2.5, 2.6 and 2.7 respectively.

**Annual Returns submission**

User Name :

Acknowledgement Number : 126080

Establishment Name :

Certificate Number :

Mobile Number :

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 2.4

**Annual Returns submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 2.5

**Annual Returns submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 2.6

**Annual Returns submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig.2.7

After getting the required establishment in the table, user has to click on radio button placed in first column of the table against each establishment as highlighted in Fig. 2.8.



**Annual Returns submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig. 2.8

Subsequent to activation, system will display an additional “Enter your OTP Number” text field along with “Annual Returns” button as highlighted in Fig. 2.8.

**Annual Returns submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig.2.9

In case by mistake, user enters wrong OTP number, then system will display appropriate alert message. After entering valid OTP number which is sent to the registered Mobile Number as highlighted in the Fig. 2.9, user has to click on “Annual Returns” button highlighted in the Fig. 2.9. Further to this, system will open Annual Returns form containing primary details of the establishment in non editable format along with additional information to enter as shown in Fig. 2.10.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Annual Return**

Name of the (Shop/CE)

**Full Postal Address**

Number	123	Building Name / Floor	Ground Floor	Road	1st Cross
Area	Koramangala	Near By Land Mark	Bus Stop	City / Town	Bangalore
District	BANGALORE URBAN	Taluk / Corporation	151-Koramangala	PIN Code	560045
Telephone		Fax		Email	ramya@zoominsofttech.com
Establishment Type	Single				

**Name and Residential Address of the Employer or a person responsible for Conduct and Control of the Business**

Name	Designation	Name	Address	Telephone	EmailID	MobileNo
Bharath K	CEO		57,4th Main,5th Cross,Malleshwaram, Bangalore		1234567890	

**Name and Residential Address of the Manager/ Authorized Signatory**

Name	Designation	Name	Address	Telephone	EmailID	MobileNo
Karan Kapoor	General Manager		69,3rd Cross,J P Nagar 1st Phase,Bangalore		1234567890	

Nature of Business of the establishment

Fig. 2.10

**Particulars of employment**

	Men	Women	Total
No. of Person on Roll as on (beginning of the year)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of Person on Roll as on (At the end of the year)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of Days Worked	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of man days worked during the year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of man hours worked including O.T during the year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total amount of salary / wages paid including O.T wages and allowances	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>No. of employees whose employment is ceased</b>			
No. of employees discharged/ dismissed/ terminated/ retrenched/ resigned/ retired during the year	<input type="text" value="0"/>	Amount of compensation paid (Rs.)	<input type="text" value="0"/>
No. of employees suspended during the year	<input type="text" value="0"/>	Amount subsistence allowance paid (Rs.)	<input type="text" value="0"/>

Fig. 2.10 (contd.)

In this form user has to enter Particulars of employment as on beginning of the year and end of the year and particulars of earned leave with wages, welfare measures provided, employees whose employment is ceased, Maternity benefits, Contract labours etc. during the said year. User has to enter the particulars of employment as shown in Fig. 2.11. After entering the details as mentioned in the form, user has to click on "Next" button.

Name and Residential Address of the Employer or a person responsible for Conduct and Control of the Business					
Name	DesignationName	Address	Telephone	EmailID	MobileNo
Bharath K	CEO	57,4th Main,5th Cross,Malleshwaram, Bangalore			1234567890
Name and Residential Address of the Manager/ Authorized Signatory					
Name	DesignationName	Address	Telephone	EmailID	MobileNo
Karan Kapoor	General Manager	69,3rd Cross,J P Nagar 1st Phase,Bangalore			1234567890
Nature of Business of the establishment		Trading of Telephone Instrument			
Particulars of employment					
	Men	Women	Total		
No. of Person on Roll as on (beginning of the year)	100	100	200		
No. of Person on Roll as on (At the end of the year)	100	75	175		
No. of Days Worked	200	200	400		
No. of man days worked during the year	200	200	400		
No. of man hours worked including O.T during the year	16000	16000	32000		
Total amount of salary / wages paid including O.T wages and allowances	250000	250000	500000		
No. of employees whose employment is ceased					
No. of employees discharged/ dismissed/ terminated/ retrenched/ resigned/ retired during the year	25	Amount of compensation paid (Rs.)	64544556		
No. of employees suspended during the year	0	Amount subsistence allowance paid (Rs.)	0		
<input type="button" value="Next"/>					

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Fig. 2.11

Upon clicking the “Next” button, system will display additional text boxes to enter information of earned leave, maternity benefit etc. After entering these details, user has to once again click on “Next” button as highlighted in Fig. 2.12.

Particulars of Earned Leave with Wages				
Category of employees	Total No. of persons employed	No. of employees eligible for earned leave	No. of employees availed/ granted earned leave	No. of employees paid wages/ salary in lieu of earned leave
Men	150	0	0	0
Women	25	5	4	0

Whether the following welfare measures are provided

Services	Yes	No	Not Applicable
Canteen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crèches	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Shelters, Rest rooms and Lunch rooms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Transport Facility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Maternity Benefits**

**Particulars of Maternity Benefits**

Total No. of women workers who worked for a period of 160 days in the last 12 months immediately preceding the date of delivery	0				
No. of women workers discharged/ dismissed in the last 12 months	0				
No. of women workers for whom prenatal confinement and post natal confinement is provided by the employer with free of cost	0				
No. of women workers died	<table border="1"> <tbody> <tr> <td>A) Before delivery</td> <td>0</td> </tr> <tr> <td>B) After delivery</td> <td>0</td> </tr> </tbody> </table>	A) Before delivery	0	B) After delivery	0
A) Before delivery	0				
B) After delivery	0				

**Leave / additional leave details:**

Item	No. of women applied leave	Leave sanctioned	Leave rejected
Miscarriage	0	0	0
Illness (additional leave under section 10)	0	0	0

**Maternity Benefit Paid**

Item	No. of Claims	No. of Leave sanctioned	No. of Claims rejected	Total benefit paid (Rs.)
Confinement	0	0	0	0
Miscarriage	0	0	0	0
Illness	0	0	0	0
Medical Bonus	0	0	0	0

[Next](#)

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Fig. 2.12

By clicking “Next” button, system will display some more text boxes to enter information on welfare measures provided and contract labour details if any and date of submission, name, designation and place as highlighted in Fig. 2.13.

**Particulars of deductions made from salary (wages)**

	No. of employees involved	Total amount of deductions made
i) Fitness	0	0
ii) Damages/ Loss	0	0
iii) Breach of Contract	0	0
iv) Others	0	0
<b>Total</b>	0	0

**Contract Labour**

Name & Address of the Contractors:  Period of Contract: From  To

Nature of Work:  No. of contract workmen employed:

No. of days worked:  No. of man days worked:

☒ I Certify that the information furnished above to the best of my knowledge and belief, is correct

Date:  Name:

Designation:  Place:

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Fig. 2.13

System will guide the user while entering the information of the establishment through proper alert messages indicating optional and mandatory fields. After entering necessary details user has to click on “Submit” button. Upon clicking this button, system will display message indicating successful submission as shown in Fig. 2.14.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Annual Return**

Name of the (Shop/CE):

**Annual Return Data Inserted Successfully**

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Fig. 2.14

After successful submission, in case user tries to enter annual return details for the same establishment then, system will display proper alert message as shown in Fig. 2.15.





The screenshot displays the 'Annual Returns submission' form on the Government of Karnataka Department of Labour website. The navigation bar at the top includes links for Home, Sign Up for Establishment, Registration (Part-A), Annual Returns (Form - U), Amendments (Part-C), Renewal (Part-B), Reports, Edit Profile, Rejected, and Logout. The header features a banner with the Government of Karnataka emblem and the text 'Government of Karnataka Department of Labour'. The form fields are as follows:

Field	Value
User Name :	
Acknowledgement Number :	
Establishment Name :	ultimate appliances
Certificate Number :	
Mobile Number :	

A 'Search' button is located below the form fields. Below the search button, a message states 'No Details To Display'. The footer contains the copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 2.15

Annual return information of an establishment submitted by the Department Counter will be loaded to concerned SLI/LI for review and further processing.

### 3. Submission of Amendment details

After successful login as Department counter, user has to click on “Amendments (Part-C)” menu as shown in Fig. 3.1.

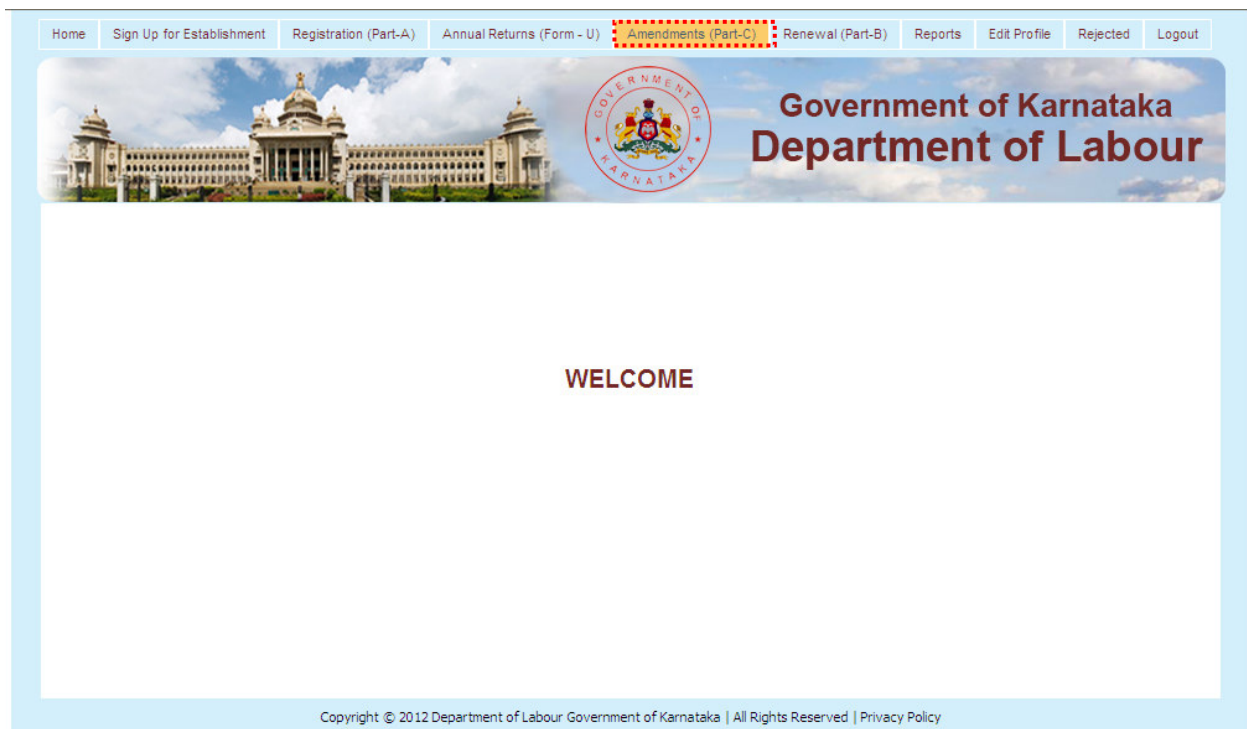


Fig. 3.1

By clicking this menu, system will open the search page containing text box to enter and search by User name, Acknowledgement No., Establishment Name, Certificate No. and Mobile No. as shown in Fig. 3.2.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) **Amendments (Part-C)** Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Amendments submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

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Fig. 3.2

In this page, user will be able to search for details of establishment registered with the Department of Labour. User will be able to search for these establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name / Certificate No./Mobile No. After entering the known User name as shown in Fig. 3.3, user has to click on “Search” button. By clicking on this button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 3.3.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) **Amendments (Part-C)** Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Amendments submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 3.3

Then user has to activate the radio button placed against establishment for which amendment details are to be entered. Upon activating this button, system will display additional “Enter Your OTP Number” text field and “Amendments” button as shown in Fig. 3.4.

**Amendments submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input checked="" type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig. 3.4

Now user has to enter the valid OTP number which is sent to the registered Mobile Number as highlighted in the Fig.3.5 and then click on “Amendments” button highlighted in the Fig. 3.5. In case by mistake, user enters wrong OTP number, then system will display appropriate alert message.

**Amendments submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input checked="" type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig.3.5

Further to this, system will load list of details which could be amended such as Establishment details, Head Office details, Details of Proprietor/Managing Partner/Director, Details of Head of Unit/Authorized Signatory, Nature of Business, Responsible Family member, No. of Employees, Declared weekly holiday as highlighted in Fig. 3.6.

**Amendment**

Name of the (Shop/CE) : **ultimate appliances ,Koramangala**

☐ Establishment Details
 ☐ Head Office Details
 ☐ Details of Proprietor/Managing Partner/Directors
 ☐ Details of Head of Unit/Authorized Signatory

☐ Nature of Business
 ☐ Responsible family member
 ☐ No. of Employees
 ☐ Declared Weekly Holiday

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Fig. 3.6

Against each detail, square button to activate the same is provided. User will be able to select single detail or multiple details by activating these square buttons. “Documents Attached” section will also be displayed by default along with the selected detail/details. To amend particular detail, user has to click on square button as highlighted in Fig. 3.7.

**Amendment**

Name of the (Shop/CE) : **ultimate appliances ,Koramangala**

☒ Establishment Details
 ☒ Head Office Details
 ☐ Details of Proprietor/Managing Partner/Directors
 ☐ Details of Head of Unit/Authorized Signatory

☐ Nature of Business
 ☐ Responsible family member
 ☐ No. of Employees
 ☐ Declared Weekly Holiday

**Establishment Details**

Establishment:   
 Building No:  Building Name / Floor:   
 Road:  Area:   
 Nearby Land Mark:  City / Town:   
 District:  Taluk:   
 PIN Code:  Telephone Number:   
 Email ID:  Fax Number:   
 Mobile Number (+91):

**Head Office Details**

Name of the Head Office:  Postal Address:   
 PIN Code:  Telephone Number:   
 TAN:  PAN:   
 Eg: NGPO02911G Eg: AAAA4999A  
 Email ID:  Fax Number:

**Documents Attached**

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> <input type="button" value="Browse...."/>	<input type="button" value="Upload"/>	<a href="#">Address Proof</a>	<input type="button" value="X"/>
2	ID Proof	<input type="text"/> <input type="button" value="Browse...."/>	<input type="button" value="Upload"/>	<a href="#">ID Proof</a>	<input type="button" value="X"/>
3	MOA of firm / Proprietorship / Incorporation / Partnership deed	<input type="text"/> <input type="button" value="Browse...."/>	<input type="button" value="Upload"/>	<a href="#">MOA of firm / Proprietorship / Incorporation / Partnership deed</a>	<input type="button" value="X"/>
4	Authorization / Declaration copy	<input type="text"/> <input type="button" value="Browse...."/>	<input type="button" value="Upload"/>	<a href="#">Authorization / Declaration copy</a>	<input type="button" value="X"/>
5	Signed Copy of Paid challan	<input type="text"/> <input type="button" value="Browse...."/>	<input type="button" value="Upload"/>	<a href="#">Signed Copy of Paid challan</a>	<input type="button" value="X"/>

Fig. 3.7

Upon activating Establishment details and Head Office details, system will display form containing information as per registration with editable option as shown in Fig. 3.7. In present example user has updated Building No., Building Name/Floor, Road and nearby land mark in Establishment details as shown in Fig. 3.8.

Fig. 3.8

As per registration information, the said establishment had NIL information against Head office details as shown in Fig. 3.9.

Fig. 3.9

Now, user has to enter Head office details such as name, postal address, PIN code as highlighted in Fig. 3.10.



**Head Office Details**

Name of the Head Office

Postal Address

PIN Code

Telephone Number

TAN

PAN

Eg: NGPO02911G

Eg: AAAAA9999A

Email ID

Fax Number

ಮುಖ್ಯ ಕಛೇರಿಯ ಹೆಸರು   
 You can use letters, spaces, numbers, and hyphens  
 8, ಎಮ್ ಜಿ ರಸ್ತೆ, ಮುಂಬಯಿ  
 ಅಂಚೆ ವಿಳಾಸ

**Documents Attached**

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Address Proof</a>	<input type="button" value="X"/>
2	ID Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">ID Proof</a>	<input type="button" value="X"/>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">MOA of firm / Proprietorship /Incorporation/Partnership deed</a>	<input type="button" value="X"/>
4	Authorization/Declaration copy	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Authorization/Declaration copy</a>	<input type="button" value="X"/>
5	Signed Copy of Paid challan	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signed Copy of Paid challan</a>	<input type="button" value="X"/>

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Fig. 3.10

System will guide the user while entering the above mentioned information by displaying alert messages. System will also, indicate mandatory and optional field entry. After entering the required details, user has to click on “Submit” button as highlighted in Fig. 3.10.

**Head Office Details**

Name of the Head Office

Postal Address

PIN Code

Telephone Number

TAN

PAN

Eg: NGPO02911G

Eg: AAAAA9999A

Email ID

Fax Number

ಮುಖ್ಯ ಕಛೇರಿಯ ಹೆಸರು   
 You can use letters, spaces, numbers, and hyphens  
 8, ಎಮ್ ಜಿ ರಸ್ತೆ, ಮುಂಬಯಿ  
 ಅಂಚೆ ವಿಳಾಸ

**Documents Attached**

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Address Proof</a>	<input type="button" value="X"/>
2	ID Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">ID Proof</a>	<input type="button" value="X"/>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">MOA of firm / Proprietorship /Incorporation/Partnership deed</a>	<input type="button" value="X"/>
4	Authorization/Declaration copy	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Authorization/Declaration copy</a>	<input type="button" value="X"/>
5	Signed Copy of Paid challan	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signed Copy of Paid challan</a>	<input type="button" value="X"/>

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Fig. 3.11

Upon clicking the “Submit” button, system will display message indicating successful submission as highlighted in Fig. 3.11. System will then load that particular amendment details to concerned SLI/LI for review and approval.

#### 4. Submission of Renewal details

After successful login as Department Counter, user has to click on “Renewal (Part-B)” menu as shown in Fig. 4.1.

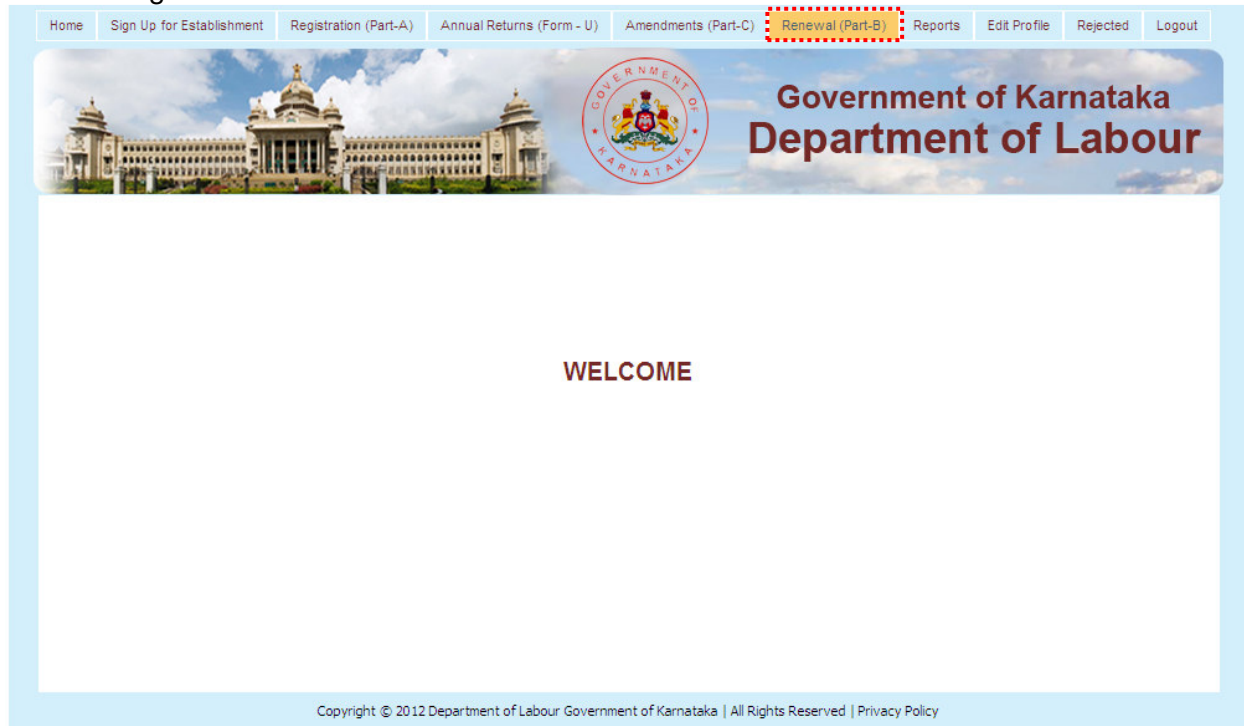


Fig. 4.1

By clicking this menu, system will open the search page containing text box to enter and search by User name, Acknowledgement No., Establishment Name, Certificate No. and Mobile No. as shown in Fig. 4.2.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Renewal submission**

User Name : ultimate

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

Search

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Fig. 4.2

In this page, user will be able to search for details of establishment which are due for renewal. User will be able to search for these establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name /Certificate No./Mobile No. After entering the known User name as shown in Fig. 4.3, user has to click on “Search” button. By clicking on this button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display User Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 4.3.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Renewal submission**

User Name : ultimate

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

Search

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig. 4.3

Then user has to activate the radio button placed against establishment for which renewal details are to be entered. Upon activating this button, system will display additional ‘Enter your OTP Number’ text field and “Renewal” button as shown in Fig. 4.4.

**Renewal submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig. 4.4

Now user has to enter the valid OTP number which is sent to the registered Mobile Number as highlighted in the Fig.4.5 and then click on “Renewal” button highlighted in the Fig. 4.5. In case by mistake, user enters wrong OTP number, then system will display appropriate alert message.

**Renewal submission**

User Name :

Acknowledgement Number :

Establishment Name :

Certificate Number :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig. 4.5

For correct OTP number entry, system will display Renewal details form as shown in Fig. 4.6. This form displays nature of business, total number of employees and renewal amount in non editable format. Then user has to select desired payment option by clicking respective radio button. If user has remitted renewal fee at department counter, then Department counter radio button to be selected. Upon selecting this button, system will display text boxes to capture payment receipt No., and Payment Receipt date as highlighted in Fig. 4.6. After entering required details, user has to upload Payment receipt / Paid Challan or Transaction slip as highlighted in Fig. 4.6.

**Renewal Details**

Name of the Establishment:  Nature of Business:

**Business Details**

Male:  Female:  Total:  Renewal Amount:

**Payment Details**

Payment through: ☒ Department Counter ☐ Other than SBM bank ☐ Any SBM Branch ☐ Personal net banking

Payment Receipt No:  Payment Receipt Date:

Payment Receipt:

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Fig. 4.6

In case user has remitted renewal fees at bank other than SBM, then “Other than SBM bank” radio button to be clicked. By clicking this button, system will display text boxes to capture UTR number, Bank Name, and date as highlighted in Fig. 4.7. After entering required details, user has to upload Payment receipt / Paid Challan or Transaction slip as highlighted in Fig. 4.7.

**Renewal Details**

Name of the Establishment:  Nature of Business:

**Business Details**

Male:  Female:  Total:  Renewal Amount:

**Payment Details**

Payment through: ☐ Department Counter ☒ Other than SBM bank ☐ Any SBM Branch ☐ Personal net banking

UTR Number:  Date:

Bank Name:

Paid Challan:

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Fig. 4.7

If user has remitted fees at any branch of State Bank of Mysore (SBM), then “Any SBM branch” radio button to be clicked. Upon clicking this button, system will display text boxes to capture Journal Number, Bank Name and date as highlighted in Fig. 4.8. After entering required details, user has to upload Payment receipt / Paid Challan or Transaction slip as highlighted in Fig. 4.8.



**Renewal Details**

Name of the Establishment: ultimate appliances Nature of Business: Trading of Telephone Instrument

**Business Details**

Male: 3 Female: 2 Total: 5 Renewal Amount: 500.00

**Payment Details**

Payment through: ☐ Department Counter ☐ Other than SBM bank ☒ Any SBM Branch ☐ Personal net banking

Journal Number: [ ] Date: [ ]

Bank Name: [ ]

Paid Challan: [ ] Browse...

submit Clear

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Fig. 4.8

In case user has remitted fees through personal net banking, then “Personal net banking” radio button to be clicked. By clicking this button, system will display text boxes to capture Transaction ID, Transaction Date and Bank Name. After entering required details, user has to upload Payment receipt / Paid Challan or Transaction slip as highlighted in Fig. 4.9.

**Renewal Details**

Name of the Establishment: ultimate appliances Nature of Business: Trading of Telephone Instrument

**Business Details**

Male: 3 Female: 2 Total: 5 Renewal Amount: 500.00

**Payment Details**

Payment through: ☐ Department Counter ☐ Other than SBM bank ☐ Any SBM Branch ☒ Personal net banking

Transaction ID: [ ] Transaction Date: [ ]

Bank Name: [ ]

Transaction Slip: [ ] Browse...

submit Clear

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Fig. 4.9

After uploading the required receipt/slip user has to click on “Submit” button. Upon clicking this button, system will display message indicating successful submission of renewal details.

## 5. Reports

### 5.1 Registration Certificate

User will be able to view, save and print registration certificate by logging in to web portal using valid user name and password. After successful login, system will display home page of the Department Counter as shown in Fig. 5.1.

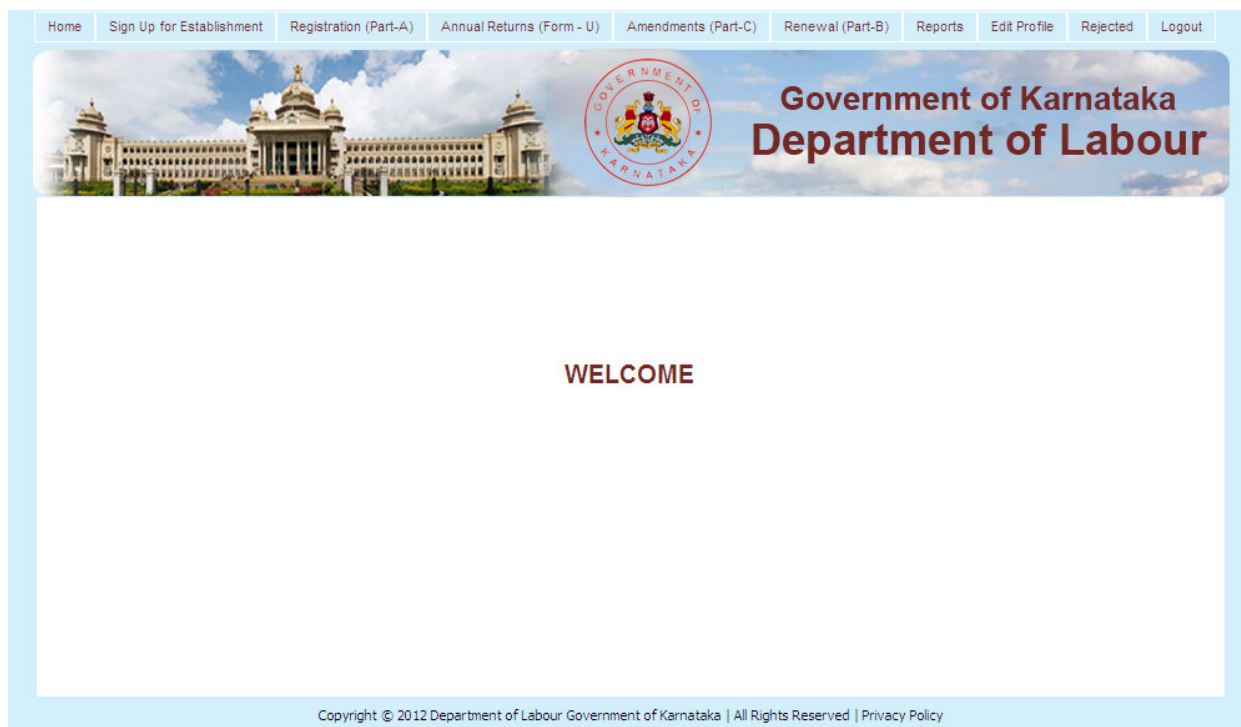


Fig. 5.1

In the home page user has to move the cursor over “Reports” menu. When mouse is moved over “Reports” menu, system will display sub menu “Registration Certificate (Form-C)” as highlighted in Fig. 5.2.

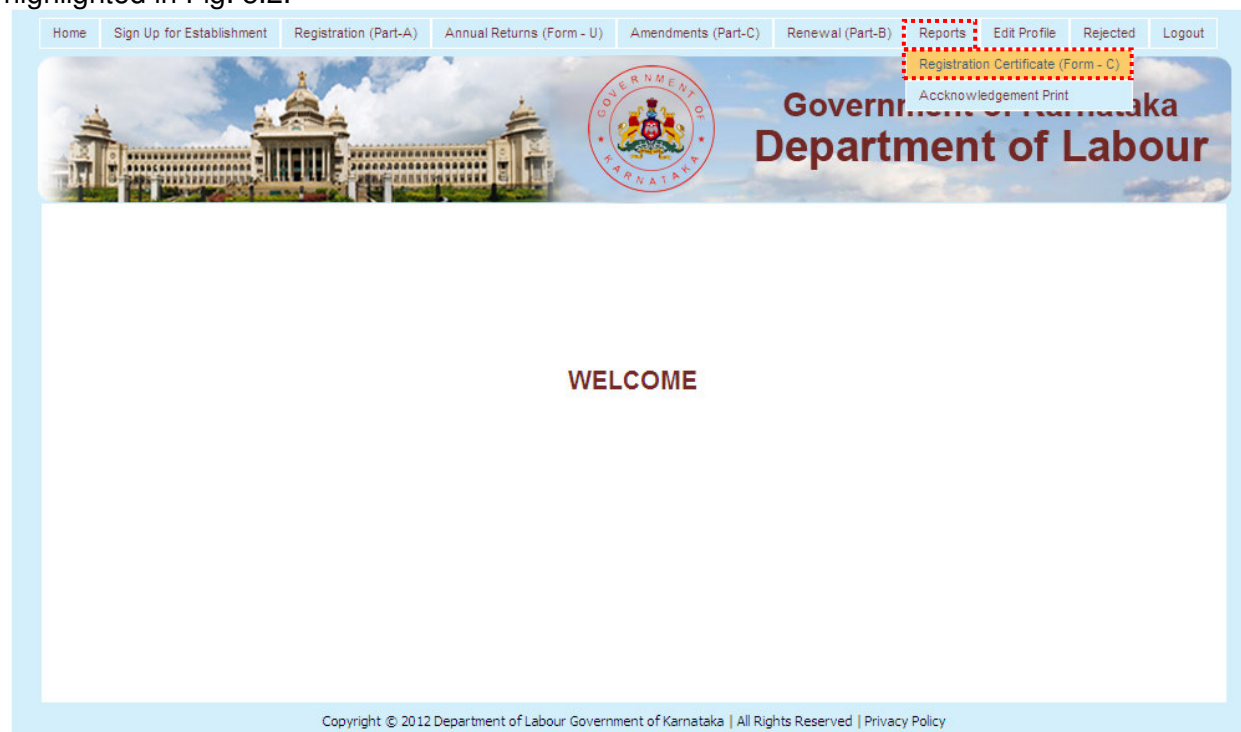


Fig. 5.2

Upon clicking this sub menu, system will open the search page containing text box to enter and search by User name, Acknowledgement No., Establishment Name and Mobile No. as shown in Fig. 5.3.

Fig.5.3

In this page, user will be able to search for the Establishment for which Registration Certificate is to be viewed. User will be able to search for these establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name / Mobile No. After entering the known User name as shown in Fig. 5.4, user has to click on “Search” button. By clicking on this button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 5.4.

User Name	E-Mail ID	Mobile No.	Establishment Name
<input type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances, Koramangala

Fig. 5.4

Then user has to activate the radio button placed against establishment for which certificate is to be viewed. Upon activating this button, system will start loading the certificate and displays under process symbol with Cancel link as shown in Fig. 5.5.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Certificate**

User Name : ultimate  
Acknowledgement Number :  
Establishment Name :  
Mobile Number :  
Search

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.co		ultimate appliances,Koramangala

Loading...  
Cancel

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Fig.5.5

User will be able to terminate the certificate loading process by clicking on “Cancel” link as highlighted in Fig. 5.5. After successful loading, system will display certificate with an option to export to PDF format as shown in Fig. 5.6.



 <p>ಕರ್ನಾಟಕ ಸರ್ಕಾರ: ಕಾರ್ಮಿಕ ಇಲಾಖೆ  <b>GOVERNMENT OF KARNATAKA : DEPARTMENT OF LABOUR</b>          ಸಂಸ್ಥೆಗಳ ನೋಂದಣಿ ಪತ್ರ  <b>REGISTRATION CERTIFICATE OF ESTABLISHMENT</b>          ನಮೂನೆ 'ಸಿ' (4ನೇ ವಿಷಯಕರ್ಮ ಮೇಲೆ)  <b>FORM 'C' - (See Rule 4)</b></p>			
ನೋಂದಣಿಯ ಕ್ರಮ ಸಂಖ್ಯೆ Registration No.	21/151/S/0003/2013		
ಸಂಸ್ಥೆಯ ಹೆಸರು Name of the Establishment	ಅಲ್ಟಿಮೇಟ್ ಅಪ್ಲಯನ್ಸ್ ultimate appliances		
ಮಾಲೀಕರ ಹೆಸರು Name of the Employer.	ಭರತ್ ಕೆ Bharath K		
ವ್ಯಾಪಾರದ ಸ್ವರೂಪ Nature of Business	ಟೆಲಿಫೋನ್ ಸಲಕರಣೆಗಳ ವ್ಯಾಪಾರ Trading of Telephone Instrument		
ಸಂಸ್ಥೆಯ ಅಂಚೆ ವಿಳಾಸ Postal Address of the Establishment	32, ನೆಲ ಮಹಡಿ, 1ನೇ ಅಡ್ಡರಸ್ತೆ, ಕೊರಮಂಗಲ, ಬೆಂಗಳೂರು, 560045, 32, 1st floor, 2nd Cross, Koramangala, Bangalore, 560045,		
Telephone No. (ದೂರವಾಣಿ ಸಂಖ್ಯೆ)	-		
Fax (ಫ್ಯಾಕ್ಸ್)	-		
E-Mail (ಇ ಮೇಲ್)	ramya@zoominsofttech.com		
ಕೆಲಸಗಾರರ ಸಂಖ್ಯೆ Number of Persons Employed	ಪು / M : 3	ಮ / F : 2	ಒಟ್ಟು / Total : 5
ನೋಂದಣಿ ಶಾಖೆ ಮಾದರಿ ಕುಲ್ಯ Registration Fee Paid	ರೂ. 500.00 Rs.	ಸಂ. & ದಿನಾಂಕ : No. & Date :	98856, 22-02-2000
ಹಿರಿಯ ಕಾರ್ಮಿಕ ನಿರೀಕ್ಷಕರ ಕಛೇರಿ - ವೃತ್ತ 21 "ಕಾರ್ಮಿಕ ಭವನ", ಬನ್ನೇರುಘಟ್ಟ ರಸ್ತೆ, ಬೆಂಗಳೂರು - 560029, ಕರ್ನಾಟಕ		Office of Senior Labour Inspector - Circle 21 "Karmika Bhavan", Bannerughatta Road, Bangalore - 560 029 Karnataka	
<p>ಕರ್ನಾಟಕ ಅಂಗಡಿಗಳು ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆಗಳು ಕಾಯಿದೆ 1961 ರ ಪ್ರಕಾರ ultimate appliances ನ್ನು ಈ 23-01-2013 ದಿನಾಂಕ ರಂದು ಅಂಗಡಿಯಾಗಿ ನೋಂದಾಯಿಸಲಾಗಿದೆಯೆಂದು ಈ ಮೂಲಕ ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ, ಈ ನೋಂದಣಿಯು ದಿನಾಂಕ 31-12-2017 ರವರೆಗೆ ಜಾರಿಯಲ್ಲಿರುತ್ತದೆ.</p> <p>It is hereby certified that the ultimate appliances has been Registered as a SHOP under the Karnataka Shops and Commercial Establishments Act, 1961, On 23-01-2013. The Registration is valid upto 31-12-2017.</p>			
<div style="border: 1px solid black; padding: 5px;"> <p>"ಕಲಂ 24 ರನ್ವಯ, 14 ವರ್ಷಕ್ಕಿಂತ ಕಡಿಮೆ ವಯಸ್ಸಿನ ಮಕ್ಕಳ ನೇಮಕ ಮಾಡಬಾರದು".  "U/S 24, employment of child below 14 years is prohibited".</p> </div>		 Senior Labour Inspector - Circle21	
<div style="border: 2px dashed red; padding: 5px; display: inline-block;"> <b>Export To PDF</b> </div>			

Fig.5.6



In case user wants to Open and Save the displayed certificate in PDF format, then user has to click on “Export to PDF” button as highlighted in Fig. 5.6. Upon clicking this button, system will pop up File Download window with an option to Open and Save the file as shown in Fig. 5.7.

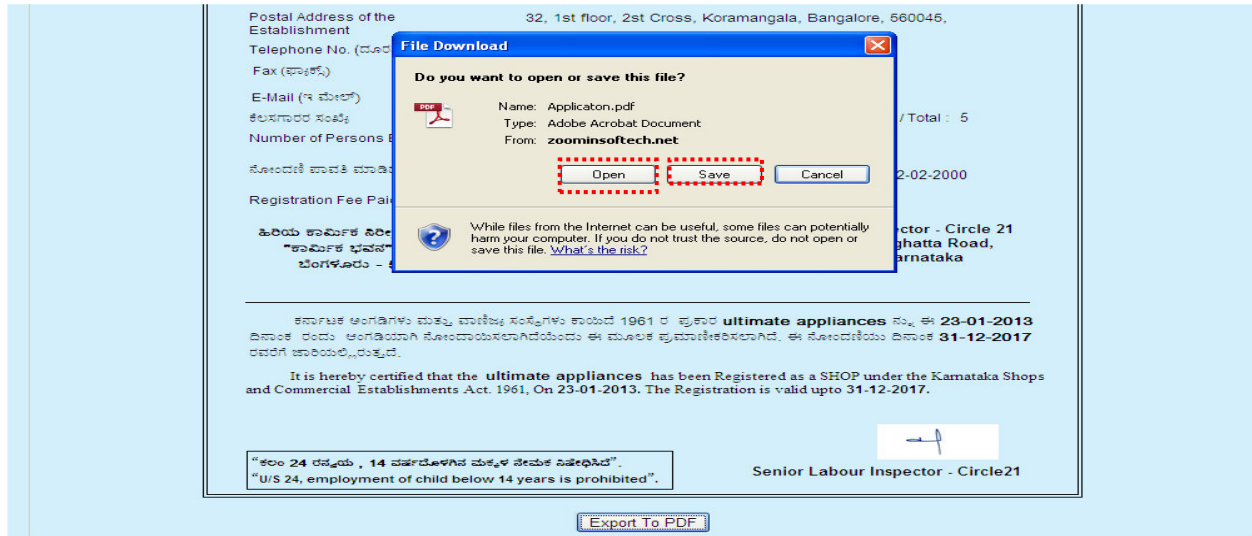


Fig. 5.7

By clicking “Open” button, system will open certificate in PDF format as shown in Fig. 5.8. User will be able to save and print this file for future reference.

**Application[1].pdf - Adobe Reader**

File Edit View Window Help

1 / 1 48.3% Tools Sign Comment

**ಕರ್ನಾಟಕ ಸರ್ಕಾರ : ಕಾರ್ಮಿಕ ಇಲಾಖೆ**  
**GOVERNMENT OF KARNATAKA : DEPARTMENT OF LABOUR**  
**ಸಂಸ್ಥೆಗಳ ನೋಂದಣಿ ಪತ್ರ**  
**REGISTRATION CERTIFICATE OF ESTABLISHMENT**  
**ಪರಮಿತ್ 'ಸಿ' (ಶೇಖರಣಾಪತ್ರ, ಸೀ)**  
**FORM 'C' - (See Rule 4)**

ನೋಂದಣಿ ಸಂಖ್ಯೆ Registration No.	21/151/S/0003/2013
ಸಂಸ್ಥೆಯ ಹೆಸರು Name of the Establishment	ಅಲ್ಟಿಮೇಟ್ ಅಪ್ಲಯಾನ್ಸ್ ultimate appliances
ಉದ್ಯೋಗದಾತರ ಹೆಸರು Name of the Employer.	ಭರಣಿ ಕೆ Bharath K
ವ್ಯವಸ್ಥಾಪನಾ ಸ್ವರೂಪ Nature of Business	ತೆಲೆಫೋನ್ ಸಂವಹನದ ಸಾಧನ Trading of Telephone Instrument
ಸಂಸ್ಥೆಯ ಕಛೇರಿ Postal Address of the Establishment	32, 1st floor, 2nd Cross, Koramangala, Bangalore, 560045,
ತೆಲೆಫೋನ್ ಸಂಖ್ಯೆ (ನೋಂದಣಿ ಸಂಖ್ಯೆ) Telephone No. (Registered No.)	-
ಫ್ಯಾಕ್ಸ್ ಸಂಖ್ಯೆ Fax (No.)	-
ಇ-ಮೇಲ್ ಸಂಖ್ಯೆ E-Mail (No.)	ramya@zoominsotech.com
ಉದ್ಯೋಗದಾತರ ಸಂಖ್ಯೆ Number of Persons Employed	ಮ / ಮ : 3      ಮ / ಮ : 2      ಒಟ್ಟು / Total : 5
ನೋಂದಣಿ ಶುಲ್ಕ ಪಾವತಿಯಾದ ಸಂಖ್ಯೆ Registration Fee Paid	ರೂ. 500.00      ಸಂ. & ದಿನಾಂಕ : 98856, 22-02-2000 No. & Date :

ಉನ್ನತ ಕಾರ್ಮಿಕ ನಿರೀಕ್ಷಕರ ಕಛೇರಿ - ಪುಟ್ಟ 21  
 "ಕಾರ್ಮಿಕ ಭವನ", ಬನ್ನೇರುಗಟ್ಟಾ ರಸ್ತೆ, ಬೆಂಗಳೂರು - 560029, ಕರ್ನಾಟಕ  
 Office of Senior Labour Inspector - Circle 21  
 "Karmika Bhavan", Bannerughatta Road,  
 Bangalore - 560 029 Karnataka

ಕರ್ನಾಟಕ ಕಾರ್ಮಿಕರ ಮತ್ತು ವಾಣಿಜ್ಯ ಸಂಸ್ಥೆಗಳ ಕಾಯ್ದೆ 1961 ರ ಅಡಿಯಲ್ಲಿ ultimate appliances ಸಂ. 21-01-2013  
 ದಿನಾಂಕ ರವರು ಕಾರ್ಮಿಕರ ನೋಂದಣಿಯಾಗುವುದರಿಂದ ಈ ಸಂಸ್ಥೆಯನ್ನು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ. ಈ ನೋಂದಣಿಯು ದಿನಾಂಕ 31-12-2017  
 ರವರೆಗೆ ಮುಂದುವರಿಯುತ್ತದೆ.  
 It is hereby certified that the ultimate appliances has been Registered as a SHOP under the Karnataka Shops  
 and Commercial Establishments Act, 1961, On 23-01-2013. The Registration is valid upto 31-12-2017.

"ರೂ 24 ಅನ್ವಯ, 14 ವರ್ಷದ ಕೆಳಗೆ ಕೆಲಸ ಮಾಡಬಾರದು".  
 "WS 24, employment of child below 14 years is prohibited".

Senior Labour Inspector - Circle 21

Fig. 5.8

## 5.2 Acknowledgement Print

User will be able to view, save and print Acknowledgement Print by logging in to web portal using valid user name and password. After successful login, system will display home page of the Department Counter as shown in Fig. 5.9.

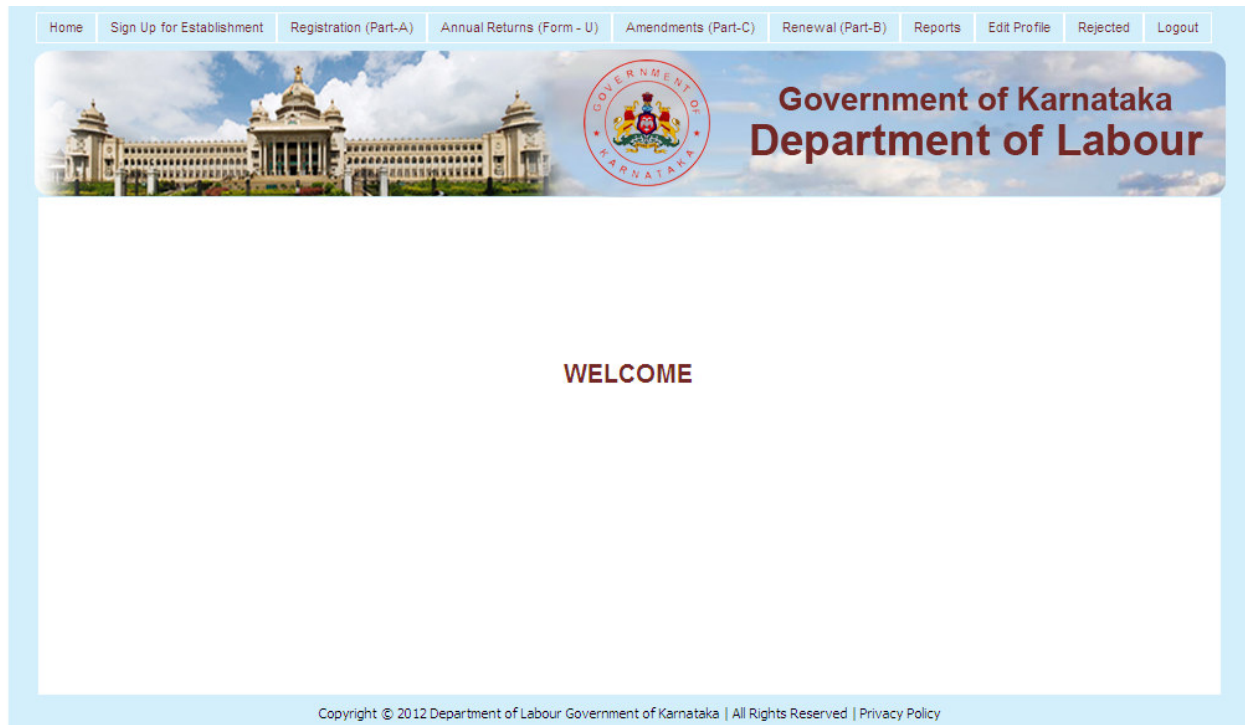


Fig.5.9

In the home page user has to move the cursor over “Reports” menu. When mouse is moved over “Reports” menu, system will display sub menu “Acknowledgement Print” as highlighted in Fig. 5.10.

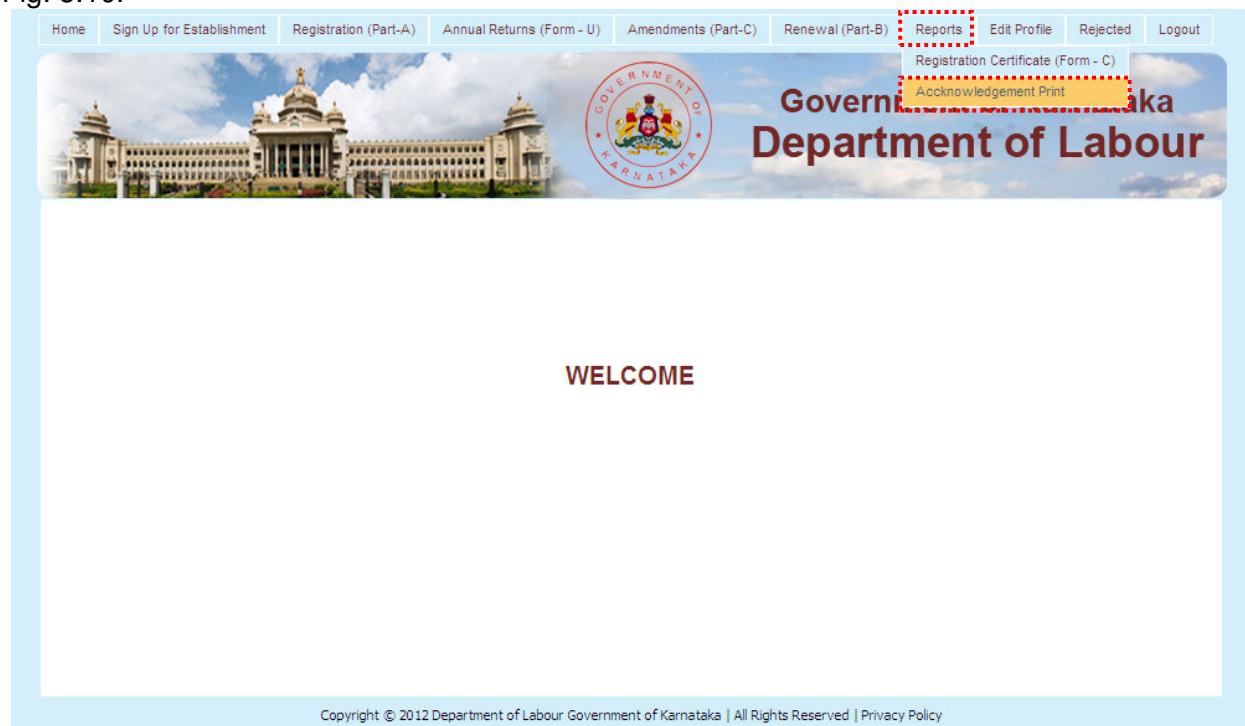


Fig.5.10

Upon clicking this sub menu, system will open the page containing 'Month' and 'Date' drop downs to search by 'Month' and 'Date' as shown in Fig. 5.11.

Fig.5.11

In this page, user will be able to search for the Establishment for which Acknowledgement print is to be viewed. User should now select the Month and Date from the dropdowns corresponding to that of Registered Month and Date as shown in the Fig. 5.12 and click on 'Search' button highlighted in the Fig.5.12

Fig.5.12

Clicking on 'search' button will now display the list of establishments which were registered on the same date and month as shown in the Fig.5.13

	Establishment Name	Establishment Address	Acknowledgement No.	Acknowledgement Date	Mobile No.
<input checked="" type="radio"/>	ultimate appliances	123, Ground Floor, 1st Cross, Koramangala, Bangalore, 560045,	126080	28-01-2013	1234567890
<input type="radio"/>	welldone appliances	445, Ground floor, 1st cross, kormangala, Bangalore, 560042,	126081	28-01-2013	8971821110
<input type="radio"/>	welldone appliances	445, Ground floor, 1st cross, kormangala, Bangalore, 560042,	126082	28-01-2013	8971821110

Print Acknowledgement

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Fig.5.13

Now user can select the radio button present in the first column as highlighted in the Fig. 5.13 of the required establishment record. Selecting the radio button of a particular establishment will enable the “Print Acknowledgement” button as highlighted in the Fig. 5.14.

The screenshot shows a web interface for the Department of Labour, Government of Karnataka. At the top, there is a search bar with a 'Label' input field, a 'Month' dropdown set to 'January', and a 'Date' dropdown set to '23'. A 'Search' button is located below these fields. Below the search bar is a table with the following columns: Establishment Name, Establishment Address, Acknowledgement No., Acknowledgement Date, and Mobile No. The table contains three rows of data. The first row is highlighted with a blue background and a radio button in the first column. Below the table, there is a 'Print Acknowledgement' button, which is highlighted with a red dashed border. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

	Establishment Name	Establishment Address	Acknowledgement No.	Acknowledgement Date	Mobile No.
<input checked="" type="radio"/>	ultimate appliances	123, Ground Floor, 1st Cross, Koramangala, Bangalore, 560045,	126080	28-01-2013	1234567890
<input type="radio"/>	welldone appliances	445, Ground floor, 1st cross, kormangala, Bangalore, 560042,	126081	28-01-2013	8971821110
<input type="radio"/>	welldone appliances	445, Ground floor, 1st cross, kormangala, Bangalore, 560042,	126082	28-01-2013	8971821110

Print Acknowledgement

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Fig.5.14

Upon clicking the “Print Acknowledgement” button, system will pop up File Download window with an option to Open and Save the file as shown in Fig. 5.15.

The screenshot shows a 'File Download' dialog box with the title 'Do you want to open or save this file?'. The dialog box contains the following information: Name: Application.pdf, Type: Adobe Acrobat Document, and From: zoominsofttech.net. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' and 'Save' buttons are highlighted with red dashed borders. Below the buttons, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. The background of the dialog box shows the same interface as Fig. 5.14, but the 'Print Acknowledgement' button is no longer visible.

File Download

Do you want to open or save this file?

Name: Application.pdf  
Type: Adobe Acrobat Document  
From: zoominsofttech.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Fig.5.15

By clicking “Open” button, system will open the Acknowledgement in PDF format as shown in Fig. 5.16. User will be able to save and print this file for future reference.



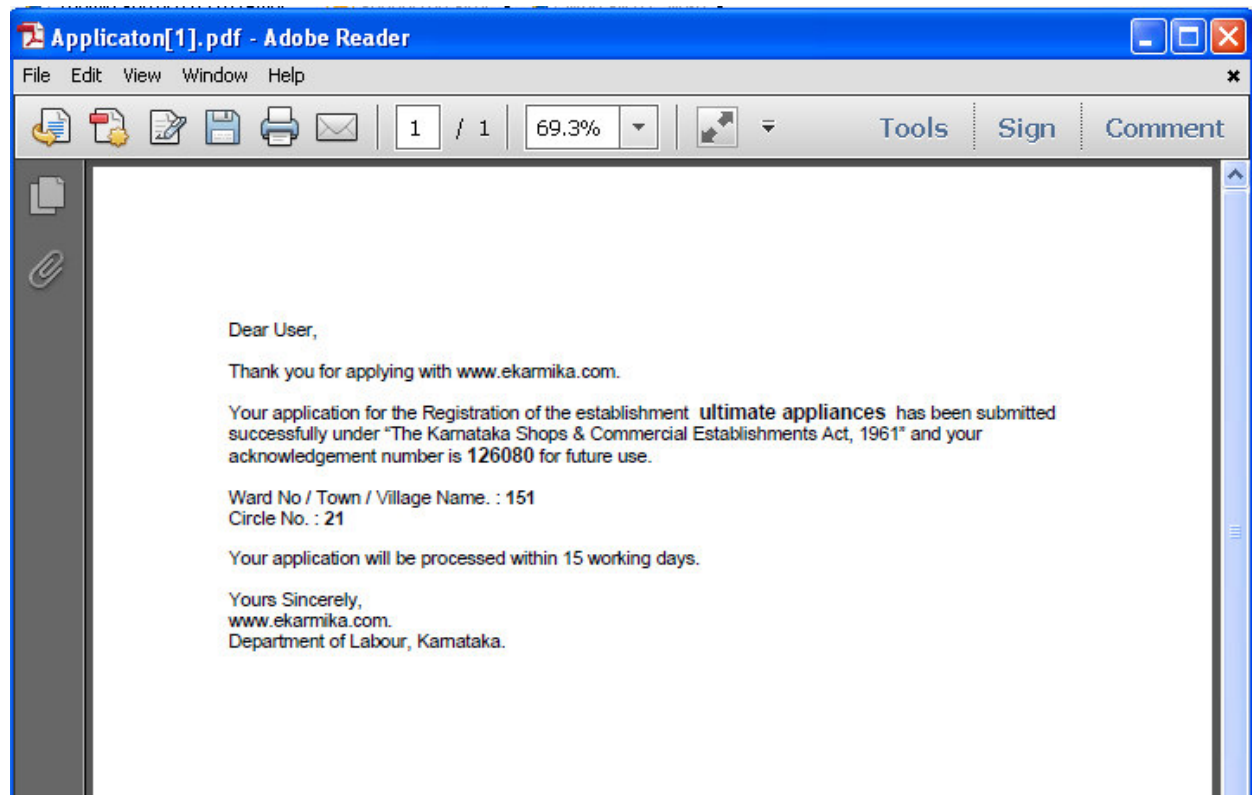


Fig. 5.16

## 6. Edit Profile

### 6.1 Change Password

To change the existing password, in the home page user has to move the cursor over "Edit Profile" menu. When mouse is moved over "Edit Profile" menu, system will display sub menu "Change Password" as highlighted in Fig. 6.1

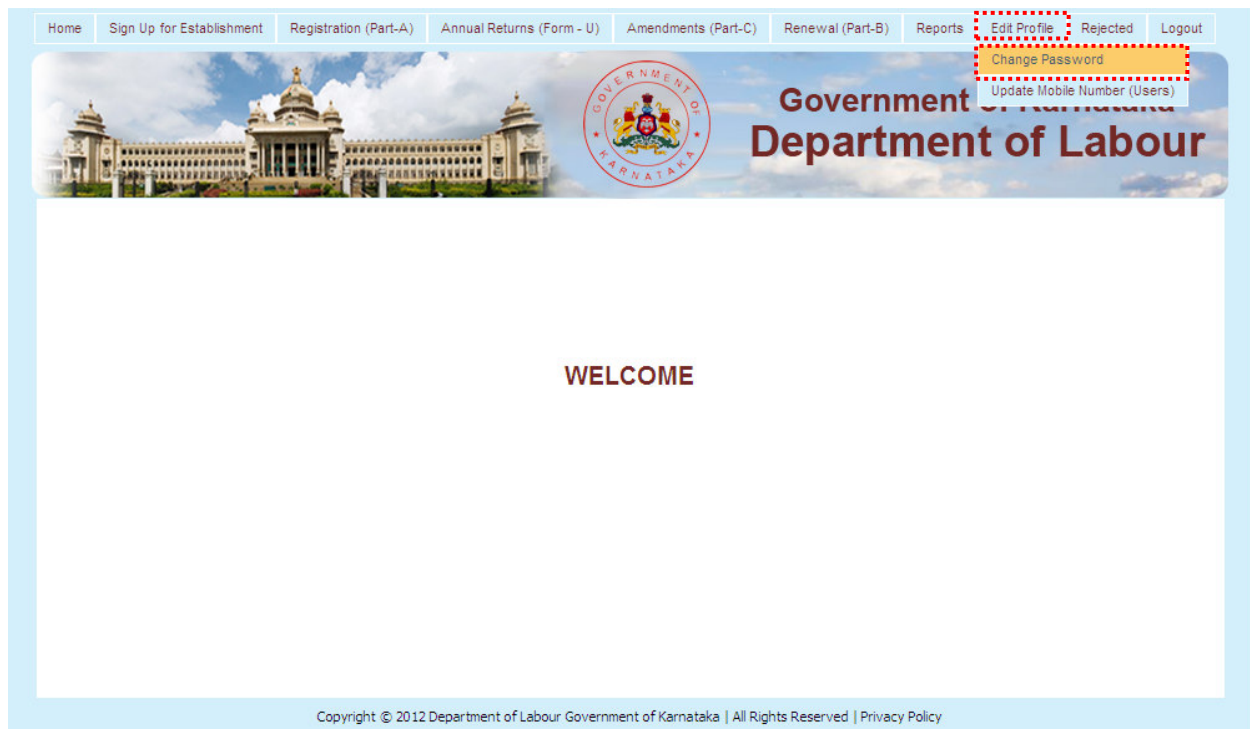


Fig. 6.1

Upon clicking this sub menu, system will open form to enter Current password, New password and Confirm New password as highlighted in Fig. 6.2.

The screenshot shows the 'Change Password' form in the Government of Karnataka Department of Labour portal. The form is titled 'Change Password' and contains four input fields: 'User Name' (with the value 'dc'), 'Current Password', 'New Password', and 'Confirm New Password'. The 'Submit' button is highlighted with a blue dashed border, and the 'Clear' button is highlighted with a red dashed border. The form is set against a light blue background. At the bottom, there is a copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 6.2

For each entry, system will check for its validity. In case entered record is incorrect, then system will display appropriate alert message. After confirming all the entries are correct, user has to click on "Submit" button as highlighted in Fig. 6.2. Further to submission, system will update the password and allow user to login once again with new password.

## 6.2 Update Mobile Number (Users)

To update the mobile number, in the home page user has to move the cursor over “Edit Profile” menu. When mouse is moved over “Edit Profile” menu, system will display sub menu “Update Mobile Number (users)” as highlighted in Fig. 6.3

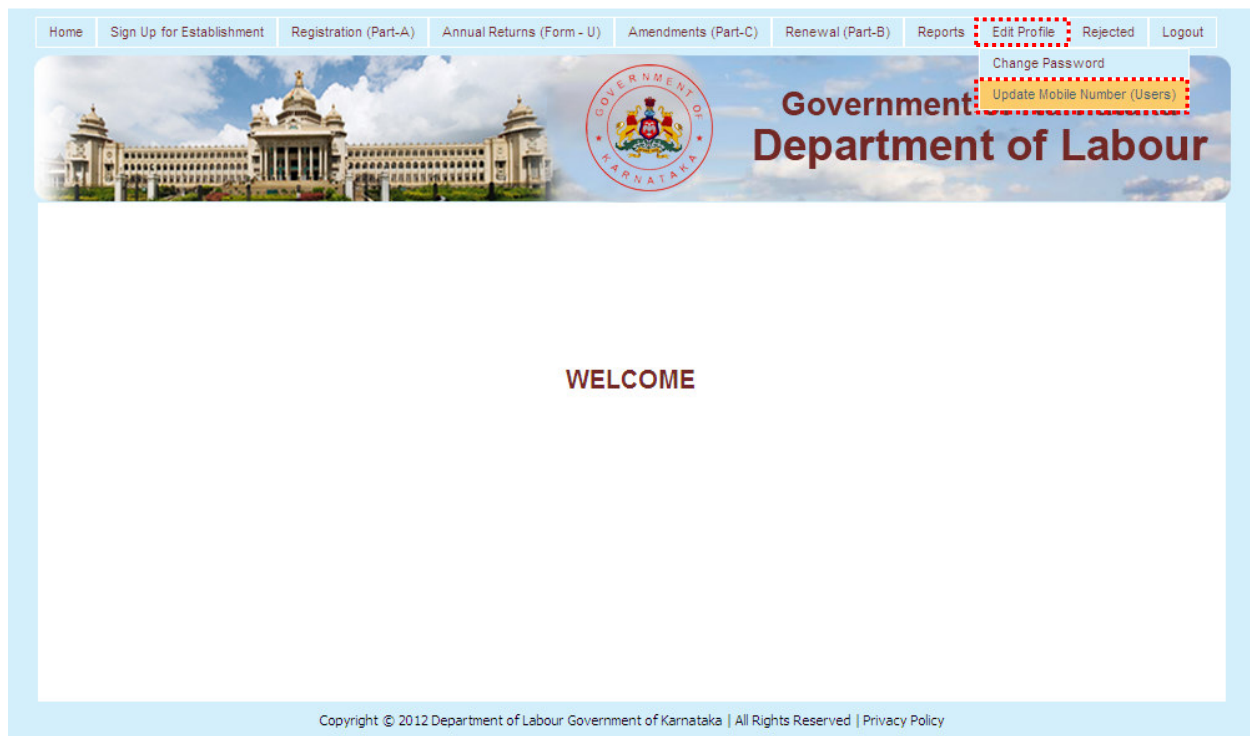


Fig. 6.3

Upon clicking this sub menu, system will open form to enter Establishment Name, Registration Number as highlighted in Fig. 6.4.

The screenshot shows the 'Update Mobile Number' form. The form is titled 'Update Mobile Number' and contains two input fields: 'Establishment Name' and 'Registration Number'. Both fields are highlighted with a red dashed border. Below the input fields is a 'Search' button, which is highlighted with a blue dashed border. The form is set against a light blue background. At the bottom, there is a copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 6.4

User has to enter the “Establishment Name”, “Registration Number” for which the mobile number needs to be updated as shown in the Fig. 6.5 and click on ‘Search’ button highlighted in the Fig. 6.5.

Fig.6.5

Clicking on “Search” button will validate the “Establishment Name” and “Registration Number” entered. If the combination of entered “Establishment Name” and “Registration Number” is not found in the database, then the suitable validation message will be displayed or else details such as Establishment Name, Registration Number, Proprietor Name, establishment address and existing Mobile Number in editable format will be displayed as shown in the Fig. 6.6.

Fig.6.6

User can now delete the old number highlighted in the Fig. 6.6 and enter the new number. Then user has to click on the “Update” button highlighted in the Fig. 6.6. Clicking on “Update” button will display the message as shown in the Fig.6.7

Fig.6.7

## 7. Rejected

### 7.1 Submission of Rejected Registration form

To view the rejected Registration/Annual Returns/Amendment/Renewal forms, in the home page user has to move the cursor over “Rejected” menu. When mouse is moved over

“Rejected” menu, system will display “Registration (part-A)”, “Annual Returns (Form-U)”, “Amendments (Part-C)” and “Renewal (Part-B)” submenus as highlighted in Fig. 7.1.



Fig. 7.1

If the Registration form submitted by the user is rejected by the LI, then in order to resubmit the Registration form, user should click on the submenu “Registration (Part-A)” as highlighted in the Fig.7.2. Clicking on the “Registration (Part-A)” submenu will then display the search page containing text box to enter the Username, Acknowledgement Number, Establishment Name, Mobile Number as shown in the Fig.7.2.

 The screenshot shows the search page for rejected registration details. The top navigation bar is the same as in Fig. 7.1, with the 'Rejected' menu highlighted. The 'Registration (Part-A)' submenu is also highlighted with a red dashed border. The main content area is titled 'Filing of Rejected / Updated Registration details' and contains four text input fields for User Name, Acknowledgement Number, Establishment Name, and Mobile Number. A 'Search' button is located below the input fields. The footer contains the same copyright information as in Fig. 7.1.

Fig. 7.2



User will be able to search for the establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name / Mobile No. and then clicking on “Search” button. By clicking on this button, system will check for the validity of the data entered. If the entered data is invalid then the system displays the appropriate alert message as shown in the Fig. 7.3 and user will then be allowed to re-enter the correct data.

The screenshot shows the 'Filing of Rejected / Updated Registration details' section. The form contains four input fields: 'User Name', 'Acknowledgement Number' (containing 'ultimate'), 'Establishment Name', and 'Mobile Number'. A red dashed box highlights the 'Acknowledgement Number' field with the error message 'Invalid Acknowledgement Number'. A 'Search' button is located below the fields. The top navigation bar includes links: Home, Sign Up for Establishment, Registration (Part-A), Annual Returns (Form - U), Amendments (Part-C), Renewal (Part-B), Reports, Edit Profile, Rejected, and Logout. The header features the Government of Karnataka logo and the text 'Government of Karnataka Department of Labour'. The footer contains the copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig.7.3

By clicking on “Search” button after entering the valid data, system will search for matching record in the data base. If matching record is found, then system will display user Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig.7.4.

The screenshot shows the same search form as Fig. 7.3, but now it displays search results. The 'Acknowledgement Number' field still contains 'ultimate'. Below the form, a table displays the search results. The table has four columns: 'User Name', 'E-Mail ID', 'Mobile No.', and 'Establishment Name'. The first row shows a radio button (highlighted with a red dashed box), the user name 'ultimate', the email 'ramya@zoominsofttech.com', the mobile number '1234567890', and the establishment name 'ultimate appliances,Koramangala'. The 'Search' button is still visible. The footer contains the same copyright notice: 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

	User Name	E-Mail ID	Mobile No.	Establishment Name
<input checked="" type="radio"/>	ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Fig.7.4

User has to then click on the radio button highlighted in the Fig.7.4. Clicking on the radio button will display the “Registration” button as shown in the Fig.7.5.

**Filing of Rejected / Updated Registration details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input checked="" type="radio"/> ultimate	ramya@zoominsoftech.com	1234567890	ultimate appliances,Koramangala

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Fig.7.5

User has to then click on the “Registration” button highlighted in the Fig. 7.5. Clicking on this button will open the “Registration form” along with the data entered earlier and message stating “Application is under pending” being displayed as shown in the Fig. 7.6. User should then make the changes in the required section of the application form and finally click on “Confirm & Final” button highlighted in the Fig. 7.7 to resubmit the form. Clicking on this button will then display suitable success message.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

Application is Under Pending .

**Registration Form**

**Postal Address**

Name Of Shop/CE :

Building No  Building Name / Floor

Road  Area

Nearby Land Mark  City / Town

District  Taluk

PIN Code  Telephone Number

Email ID  Fax Number

Mobile Number (+91)  Do you have Head Office ☒ No ☐ Yes

**ಅಂಚೆ ವಿಳಾಸ**

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂಚೆ ಸಂಖ್ಯೆ

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂತಸ್ತು

ರಸ್ತೆ

ವ್ಯವಸ್ಥಾಪಕರ ಹೆಸರು

ಕಟ್ಟಡದ ಸ್ವಾಮ್ಯ

ನಗರ / ಪಟ್ಟಣ

[Locate & Click](#)

Fig.7.6

**UploadDocuments**

**Application is Under Pending .**

Name of the (Shop/CE)

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	Upload	<a href="#">Address Proof</a>	✖
2	ID Proof	<input type="text"/> Browse...	Upload	<a href="#">ID Proof</a>	✖
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	Upload	<a href="#">MOA of firm / Proprietorship /Incorporation/Partnership deed</a>	✖
4	Authorization/Declaration copy	<input type="text"/> Browse...	Upload	<a href="#">Authorization/Declaration copy</a>	✖
5	Signed and filled copy of Application Form (*)	<input type="text"/> Browse...	Upload	<a href="#">Signed and filled copy of Application Form (*)</a>	✖
6	Signed Copy of Paid challan	<input type="text"/> Browse...	Upload	<a href="#">Signed Copy of Paid challan</a>	✖

\* Note : In case, filled application is not printed, duly signed and scanned, please click on "Back" button and then click on " Print Application" button

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Fig.7.7

## 7.2 Submission of Rejected Annual Returns

If the Annual Returns submitted by the user is rejected by the LI, then in order to resubmit the Annual Returns, user should click on the submenu “Annual Returns (Form-U)” as highlighted in the Fig. 7.8. Clicking on the “Annual Returns (Form-U)” submenu will then display the search page containing text box to enter the Username, Acknowledgement Number, Establishment Name, Mobile Number and Certificate Number as shown in the Fig. 7.8.

Home Sign Up for Establishment Registration (Part-A) **Annual Returns (Form - U)** Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

Registration (Part-A)  
**Annual Returns (Form - U)**  
Amendments (Part-C)  
Renewal (Part-B)

**Government of Karnataka**  
**Department of Labour**

**Filing of Rejected / Updated Annual Returns details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

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Fig. 7.8

User will be able to search for the establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name /Mobile No./Certificate Number and then clicking on “Search” button. By clicking on “Search” button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display user Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 7.9.

**Filing of Rejected / Updated Annual Returns details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
 ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig.7.9

User has to then click on the radio button highlighted in the Fig.7.9. Subsequent to activation, system will display an additional “Enter your OTP Number” text field along with “Annual Returns” button as highlighted in Fig. 7.10. User has to then enter the OTP sent to his/her Mobile Number and click on “Annual Returns” button highlighted in the Fig. 7.10. Clicking on the “Annual Returns” button will then open the “Annual Returns” form with the data entered earlier as shown in the Fig. 7.11.

**Filing of Rejected / Updated Annual Returns details**


User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
 ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Please enter the OTP sent to your mobile no/ email ID

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Fig.7.10

Home | Sign Up for Establishment | Registration (Part-A) | Annual Returns (Form - U) | Amendments (Part-C) | Renewal (Part-B) | Reports | Edit Profile | Rejected | Logout

**Government of Karnataka  
Department of Labour**

**Annual Return**

Name of the (Shop/CE)

---

**Full Postal Address**

Number	123	Building Name / Floor	Ground Floor	Road	1st Cross
Area	Koramangala	Near By Land Mark	Bus Stop	City / Town	Bangalore
District	BANGALORE URBAN	Traffic / Corporation	1st-Koramangala	Pin Code	560048
Telephone		Fax		Email	ramya@zoominfoaction.com
Establishment Type	Single				

---

**Name and Residential Address of the Employer or a person responsible for Conduct and Control of the Business**

Name	Designation	Address	Telephone	Email	Mobile No
Shrath K	CEO	87 4th Main 8th Cross, Malleshwaram, Bangalore	1234567890		

---

**Name and Residential Address of the Manager/ Authorized Signatory**

Name	Designation	Address	Telephone	Email	Mobile No
Shrath K	General Manager	89 3rd Cross, J P Nagar, 1st cross Bangalore	1234567890		

Nature of Business of the establishment: Trading of Telephone Instrument

---

**Particulars of employment**

	Men	Women	Total
No. of Person on Roll as on (beginning of the year)	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="200"/>
No. of Person on Roll as on (At the end of the year)	<input type="text" value="100"/>	<input type="text" value="78"/>	<input type="text" value="178"/>
No. of Days Worked	<input type="text" value="100"/>	<input type="text" value="600"/>	<input type="text" value="600"/>
No. of man days worked during the year	<input type="text" value="200"/>	<input type="text" value="600"/>	<input type="text" value="800"/>
No. of man hours worked including O.T during the year	<input type="text" value="16000"/>	<input type="text" value="6000"/>	<input type="text" value="22000"/>
Total amount of salary / wages paid including O.T wages and allowances	<input type="text" value="160000"/>	<input type="text" value="60000"/>	<input type="text" value="220000"/>
No. of employees whose employment is ceased	<input type="text" value="25"/>	<input type="text" value="5"/>	<input type="text" value="30"/>
No. of employees discharged/ dismissed/ terminated/ retrenched/ resigned/ retired during the year	<input type="text" value="25"/>	<input type="text" value="5"/>	<input type="text" value="30"/>
No. of employees suspended during the year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

**Particulars of Earned Leave with Wages**

Category of employees	Total No. of persons employed	No. of employees eligible for earned leave	No. of employees availed/ granted earned leave	No. of employees paid wages/ salary in lieu of earned leave
Men	<input type="text" value="150"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
Women	<input type="text" value="25"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>

Whether the following welfare measures are provided

Services	Yes	No	Not Applicable
Canteen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Closets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shelters, Rest rooms and Lunch rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport Facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

**Maternity Benefits**

**Particulars of Maternity Benefits**

Total No. of women workers who worked for a period of 180 days in the last 12 months (immediately) preceding the date of delivery	<input type="text" value="2"/>
No. of women workers discharged/ dismissed in the last 12 months	<input type="text" value="0"/>
No. of women workers for whom prenatal confinement and post natal confinement is provided by the employer with free of cost	<input type="text" value="0"/>
No. of women workers died	<input type="text" value="0"/>
A) Before delivery	<input type="text" value="0"/>
B) After delivery	<input type="text" value="0"/>

**Leave / additional leave details:**

Item	No. of women applied leave	Leave sanctioned	Leave rejected
Unlucrative	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sickness (additional leave under section 10)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

**Maternity Benefit Paid**

Item	No. of Claims	No. of Leave sanctioned	No. of Claims rejected	Total benefit paid (Rs.)
Confinement	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Miscellaneous	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Sickness	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Medical Bonus	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

---

**Particulars of deductions made from salary (wages)**

	No. of employees involved	Total amount of deductions made
i) Fitness	<input type="text" value="0"/>	<input type="text" value="0"/>
ii) Damages/ Loss	<input type="text" value="0"/>	<input type="text" value="0"/>
iii) Breach of Contract	<input type="text" value="0"/>	<input type="text" value="0"/>
iv) Others	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

---

**Contract Labour**

Name & Address of the Contractors:   
 Period of Contract: From  To   
 Nature of Work:   
 No. of contract workmen employed:   
 No. of days worked:   
 No. of man days worked:

☒ I Certify that the information furnished above to the best of my knowledge and belief, is correct

Date:  Name:   
 Designation:  Place:

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Fig.7.11



User should now make the required changes and finally click on “Submit” button highlighted in the Fig. 7.11 to resubmit the “Annual returns” form.

### 7.3 Submission of Rejected Amendment

If the Amendment submitted by the user is rejected by the LI, then in order to resubmit the Amendment, user should click on the submenu “Amendments (Part-C)” as highlighted in the Fig.7.12. Clicking on the “Amendments (Part-C)” submenu will then display the search page containing text box to enter the Username, Acknowledgement Number, Establishment Name, Mobile Number and Certificate Number as shown in the Fig. 7.12.



The screenshot displays the Government of Karnataka Department of Labour website. The top navigation bar includes links for Home, Sign Up for Establishment, Registration (Part-A), Annual Returns (Form - U), Amendments (Part-C), Renewal (Part-B), Reports, Edit Profile, Rejected, and Logout. The 'Amendments (Part-C)' link is highlighted with a red dashed border. Below the navigation bar, there is a banner image of the Government of Karnataka emblem and the text 'Government of Karnataka Department of Labour'. The main content area is titled 'Filing of Rejected / Updated Amendments details' and contains a search form with the following fields: User Name, Acknowledgement Number, Establishment Name, Mobile Number, and Certificate Number. A 'Search' button is located below the fields. The footer of the page reads 'Copyright © 2012 Department of Labour Government of Karnataka | All Rights Reserved | Privacy Policy'.

Fig. 7.12

User will be able to search for the establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name / Mobile No./Certificate Number and then clicking on “Search” button. By clicking on “Search” button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display user Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig.7.13.



Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

**Government of Karnataka  
Department of Labour**

**Filing of Rejected / Updated Amendments details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig.7.13

User has to then click on the radio button highlighted in the Fig.7.13. Subsequent to activation, system will display an additional “Enter your OTP Number” text field along with “Amendments” button as highlighted in Fig.7.14. User has to then enter the OTP sent to his/her Mobile Number and click on “Amendments” button highlighted in the Fig. 7.14. Clicking on the “Amendments” button will open the Amendment page as shown in the Fig. 7.15.

**Filing of Rejected / Updated Amendments details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Please enter the OTP sent to your mobile no/ email ID

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Fig.7.14

**Amendment**

Name of the (Shop/CE) : ultimate appliances ,Koramangala

☐ Establishment Details
 ☐ Head Office Details
 ☐ Details of Proprietor/Managing Partner/Directors
 ☐ Details of Head of Unit/Authorized Signatory

☐ Nature of Business
 ☐ Responsible family member
 ☐ No. of Employees
 ☐ Declared Weekly Holiday

Fig.7.15

### Amendment

Name of the (Shop/CE) : **ultimate appliances ,Koramangala**

☒ Establishment Details
 ☐ Head Office Details
 ☐ Details of Proprietor/Managing Partner/Directors
 ☐ Details of Head of Unit/Authorized Signatory

☐ Nature of Business
 ☐ Responsible family member
 ☐ No. of Employees
 ☐ Declared Weekly Holiday

#### Establishment Details

Establishment	<b>ultimate appliances</b>		
Building No	<b>123</b>	Building Name / Floor	<b>Ground Floor</b>
Road	<b>1st Cross</b>	Area	<b>Koramangala</b>
Nearby Land Mark	<b>Bus Stop</b>	City / Town	<b>Bangalore</b>
District	<b>BANGALORE URBAN</b>	Taluk	<b>BBMP</b>
PIN Code	<b>560045</b>	Telephone Number	
Email ID	<b>ramya@zoominsofftech.co</b>	Fax Number	
Mobile Number (+91)	<b>1234567890</b>		

ದ್ಯಾವಾರ ಸಂಸ್ಥೆಯ ಹೆಸರು **ಅಲಿಮೇಟ್ ಅಪಲಯನ್ಸ್**

**ಲಂಚೆ ವಿಳಾಸ**

ಕಟ್ಟಡದ ಹೆಸರು / ಅಂತಸ್ತು **ನಲ ಮಹಡಿ**

ರಸ್ತೆ **1ನೇ ಅಡ್ಡರಸ್ತೆ**

ವ್ಯವಸ್ಥಾಪಕರ ಹೆಸರು **ಕೋರಮಂಗಲ**

ಹತ್ತಿರದ ಸ್ಥಳ **ಬಸ್ ನಿಲ್ದಾಣ**

ನಗರ / ಜಿಲ್ಲಾ **ಬೆಂಗಳೂರು**

[Locate & Click](#)

#### Documents Attached

Sl.No.	Document	Browse	Upload	Attachment	Delete
1	Address Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Address Proof</a>	<input checked="" type="checkbox"/>
2	ID Proof	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">ID Proof</a>	<input checked="" type="checkbox"/>
3	MOA of firm / Proprietorship /Incorporation/Partnership deed	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">MOA of firm / Proprietorship /Incorporation/Partnership deed</a>	<input checked="" type="checkbox"/>
4	Authorization/Declaration copy	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Authorization/Declaration copy</a>	<input checked="" type="checkbox"/>
5	Signed Copy of Paid challan	<input type="text"/> Browse...	<input type="button" value="Upload"/>	<a href="#">Signed Copy of Paid challan</a>	<input checked="" type="checkbox"/>

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Fig.7.16

Make the changes in the required sections by selecting those sections and finally click on “Submit” button highlighted in the Fig. 7.16 to resubmit the Amendment form.

## 7.4 Submission of Rejected Renewal Details

If the Renewal Details submitted by the user is rejected by the LI, then in order to resubmit the Renewal Details, user should click on the submenu “Renewal (Part-B)” as highlighted in the Fig. 7.17. Clicking on the “Renewal (Part-B)” submenu will then display the search page containing text box to enter the Username, Acknowledgement Number, Establishment Name, Mobile Number and Certificate Number as shown in the Fig. 7.17.

Home Sign Up for Establishment Registration (Part-A) Annual Returns (Form - U) Amendments (Part-C) Renewal (Part-B) Reports Edit Profile Rejected Logout

Registration (Part-A)  
Annual Returns (Form - U)  
Amendments (Part-C)  
**Renewal (Part-B)**

**Government of Karnataka  
Department of Labour**

**Filing of Rejected / Updated Renewal details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

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Fig. 7.17

User will be able to search for the establishments by entering any one of the known information such as User name / Acknowledgment No. / Establishment Name / Mobile No./Certificate Number and then clicking on “Search” button. By clicking on “Search” button, system will search for matching record in the data base. In case matching record is not found, then system will display appropriate alert message. If matching record is found, then system will display user Name, Email ID, Mobile No. and Establishment Name along with radio button to activate the same as shown in Fig. 7.18.

**Filing of Rejected / Updated Renewal details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

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Fig.7.18

User has to then click on the radio button highlighted in the Fig. 7.18. Subsequent to activation, system will display an additional “Enter your OTP Number” text field along with “Renewal” button as highlighted in Fig. 7.19. User has to then enter the OTP sent to his/her Mobile Number and click on “Renewal” button highlighted in the Fig. 7.19. Clicking on the “Renewal” button will open the Renewal Details page as shown in the Fig. 7.20.

**Filing of Rejected / Updated Renewal details**

User Name :

Acknowledgement Number :

Establishment Name :

Mobile Number :

Certificate Number :

User Name	E-Mail ID	Mobile No.	Establishment Name
<input checked="" type="radio"/> ultimate	ramya@zoominsofttech.com	1234567890	ultimate appliances,Koramangala

Enter your OTP Number

Please enter the OTP sent to your mobile no/ email ID

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Fig.7.19

**Renewal Details**

Name of the Establishment  Nature of Business

**Business Details**

Male  Female  Total  Renewal Amount

**Payment Details**

Payment through ☒ Department Counter ☐ Other than SBM bank ☐ Any SBM Branch ☐ Personal net banking

Payment Receipt No  Payment Receipt Date

Payment Receipt

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Fig.7.20

User should now enter the required details, upload Payment receipt and finally click on “Submit” button highlighted in the Fig. 7.20 to resubmit the Renewal Details form.