

Step by Step Procedure for filling the application

New User Registration

Step1: Go to <https://labour.tn.gov.in/>

Step2: Click on New User

Step3: In the Registration form enter your Personal Details, Address for Communication, Contact Details

Step4: Enter your mobile number and E-Mail and verify both

Step5: In Documents to be uploaded, upload

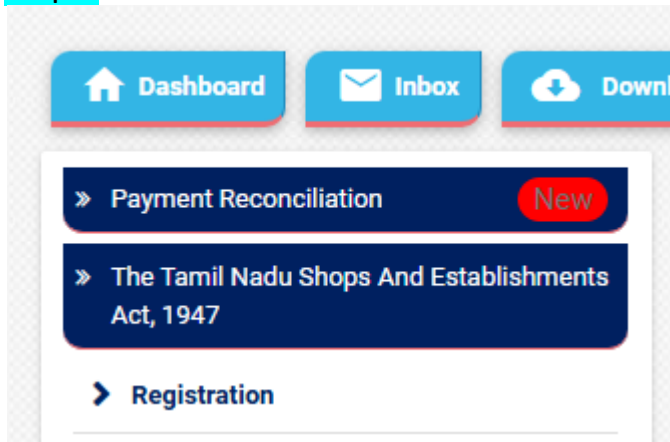
- 1) PAN/Ration Card/Voter ID/Driving License
- 2) Aadhar Card

Step6: Set your password.

Step7: Go to User login page <https://labour.tn.gov.in/services/users/login>

Step8: Login with your login Id and password.

Step9: Select the relevant Act from the Dash Board in the User login screen.



Step10: Select Service–Registration

Step11: Fill in the following details in the appropriate boxes displayed on the screen for No. of Workers 10 and above.

1. **Details of the Establishment**
2. **Address of the Establishment**
3. **Details of the Employer/Proprietor**
4. **Residential details of the Employer/Proprietor**
5. **Number of workmen directly employed**
6. **Number of the workmen indirectly employed (employed through contractor)**
7. **Upload Documents – List of Documents to be uploaded**

Document to be updated - (GST Proof/Eb Bill) *


(Maximum file size should not exceed 1 MB.File should be pdf format)



a.

Residential proof *

(Maximum file size should not exceed 1 MB. File should be pdf format)

Upload File 

b.

PAN CARD DETAILS


PAN Card Number of the Establishment / Proprietor*

Date in PAN card

Select Date

Upload copy of PAN card*


(Maximum file size should not exceed 1 MB. File should be pdf format)

Upload file 

c.

Upload the photograph of name board exhibited in the establishment*

(Maximum file size should not exceed 1 MB. File should be pdf format)

Upload file 

d.

8. Self- Declaration and submit.

Step12: Click on Pay

Step13: Proceed to complete the prescribed fee payment.

Application No.	Application Date	Status
330534-884	06-12-2019 12:48 PM	Pending

[View Application](#) [Pay Online](#) [Pay Offline](#)

Step14: To check your payment confirmation status.

1. In the User login page Dashboard, Select Payment Reconciliation



Step15: In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

PAYMENT RECONCILIATION

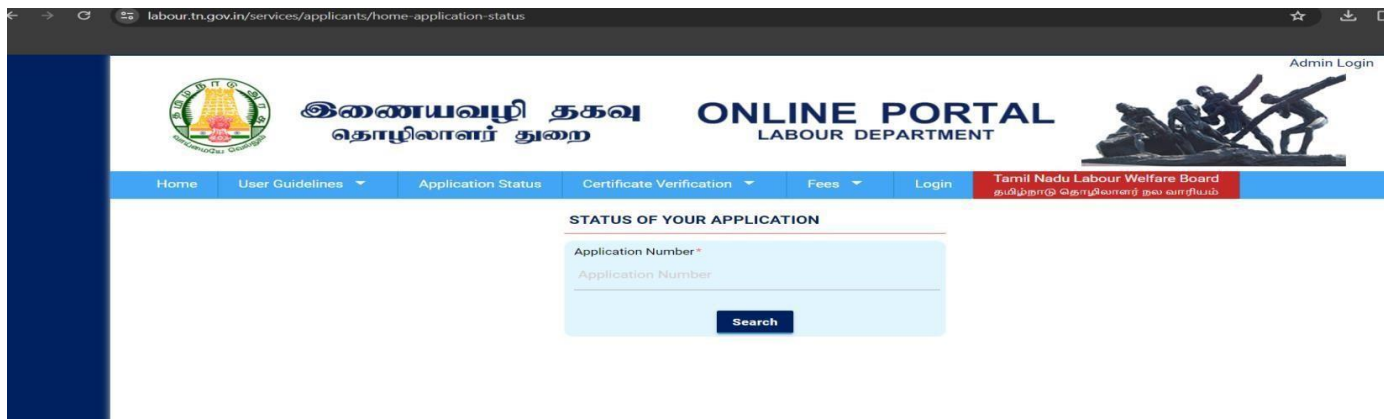
Type*

Application Number*

S.No	Application Number	Act	Order Number	Amount	Date	Action
Total Amount						

Step16 : To track your application status.

Goto <https://labour.tn.gov.in/services/applicants/home-application-status>



Step17: Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

Step18: In the screen we can see status as “approved”

The screenshot displays an application status card. It features three columns: 'Application No.' with the value '330427-883', 'Application Date' with the value '06-12-2019 10:06 AM', and 'Status' with a green pill-shaped button containing the text 'Approved'. Below the card, there are three dark blue buttons with white text: 'View Application', 'Pay Online', and 'Download Certificate'.

Step19: If the status reads “returned” rectify the defect(s) and resubmit your application.

Step20: Click the “Download Certificate” button to download your certificate.

“Time line for approval of single window portal applications”

Service	Timeline prescribed
Registration	1Day

Verification of online application /inspection by Assistant Inspector of Labour.

Issue registration certificate through online by Assistant Inspector of Labour.