

# User Manual for Trade Union Registration

## Login

All applicants who want to obtain registration certificate or license from Labour department need to first register on this portal. Once applicant has registered on this portal, he is not required to register again to obtain registration certificate or license from Labour department in any other Act. He can just login on this portal and apply for registration certificate or license in other acts.

After opening the portal, Applicant need to click the Login button on Shramadhan Portal from the below screen:

Click on login link present at the right side.

Skip to main content A- A+ A+ श्रमाधान में आपका स्वागत है। [Login](#)

**श्रमाधान**  
(Comprehensive Labour Management System for Factory / Establishment / Worker Registration / Inspection / Management & Grievance Redressal)  
Department of Labour, Employment, Training & Skill Development, Govt of Jharkhand

Home Services Verify Help Desk Downloads FAQ Contacts About Us

**Hon'ble Chief Minister-Shri Raghuraj Das**  
Government of Jharkhand

**Hon'ble Labour Minister-Shri Raj Paliwar**  
Government of Jharkhand

**About us**  
This Labour Management System is comprehensive in its vision to reach a win-win situation for the industries and the labour by interlinking the industries, shops and establishments, the construction contractors and other businesses on the one hand and by providing financial inclusion and labour registration.  
The CLMS would ensure that inspections are undertaken only at places where non compliances are not attended to by the employers, random sample checks will be made on factories and businesses across the State to check the authenticity of the returns filed. [Read more...](#)

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Locate your office here

**Shram Pehchan**  
Identity Card for Construction Worker Social Security Identity Card for Various Scheme for Unauthorized Worker

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**Welcome to Comprehensive Labour Management System**  
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**News**  
• SHRAMADHAN portal has been inaugurated on 1st May 2015.

**What's New**  
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**Other Links**  
Jharkhand Employment Exchange  
Nijojan Prashikshan  
ESI Jharkhand  
Jharkhand Social Security  
Building Construction  
Indian Boiler Regulations

**Other portals**  
[india.gov.in](#)  
[Jharkhand.gov.in](#)

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National Portal  
e-Aadhaar  
Jharkhand Govt. Official Website  
e-Governance Standards

Employment Exchange  
Ministry of Labour And Employment  
Directorate of Employment  
Pragya Kendra (CSC)

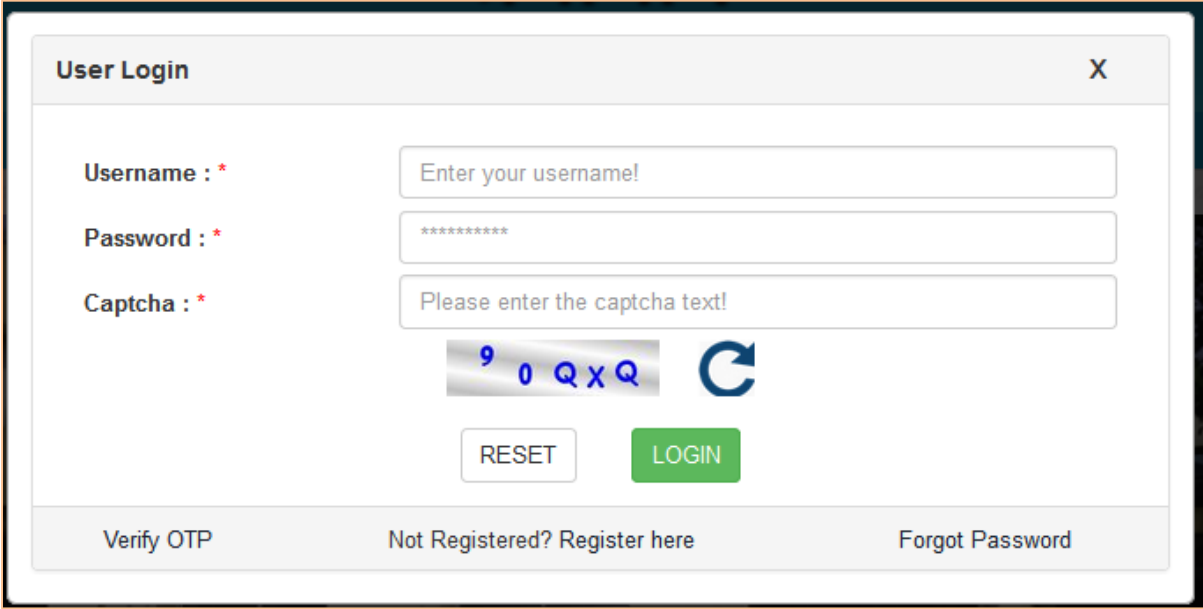
Building and Construction  
ESI Jharkhand  
Building and Construction  
Employment And Training Goj

Employment Exchange  
Ministry of Labour Dept  
Official Webs Jharkhand Govt.  
Employment And Training

|| Comprehensive Labour Management System (Version: 2.0.0) || Designed & Developed by JAP-IT

## Login Screen

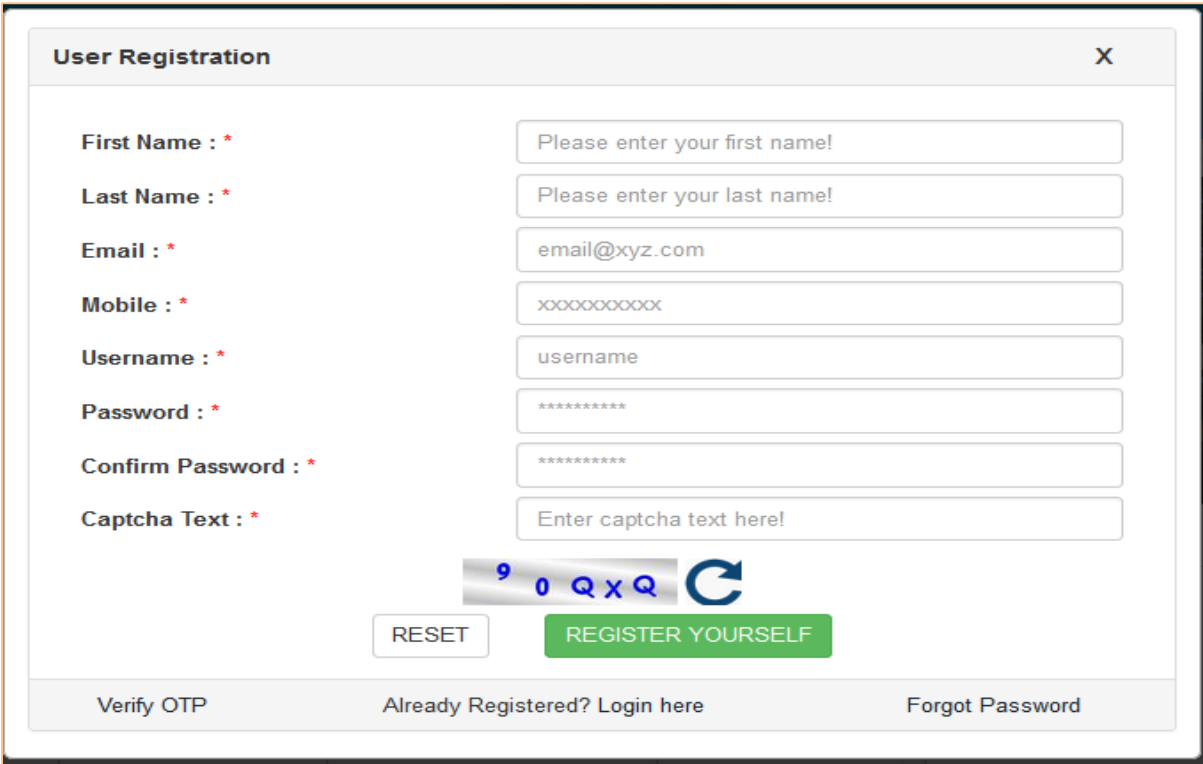
Click Login button to login into the application. User can see a popup as shown below:



The 'User Login' popup form features a title bar with 'User Login' and a close button 'X'. It contains three input fields: 'Username : \*' with placeholder 'Enter your username!', 'Password : \*' with placeholder '\*\*\*\*\*', and 'Captcha : \*' with placeholder 'Please enter the captcha text!'. Below the captcha field is a captcha image showing the characters '9 0 Q X Q' and a refresh icon. At the bottom are 'RESET' and 'LOGIN' buttons. A footer bar contains links: 'Verify OTP', 'Not Registered? Register here', and 'Forgot Password'.

For new user registration, the applicant needs to click on link- [“Not Registered? Register here”](#).

After clicking on this link, following popup opens:

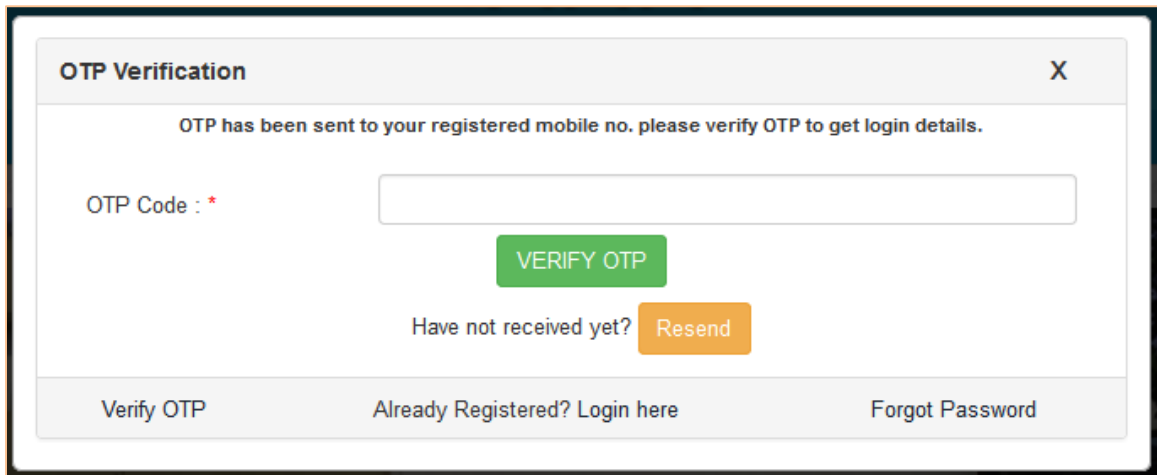


The 'User Registration' popup form has a title bar with 'User Registration' and a close button 'X'. It includes seven input fields: 'First Name : \*' (placeholder: 'Please enter your first name!'), 'Last Name : \*' (placeholder: 'Please enter your last name!'), 'Email : \*' (placeholder: 'email@xyz.com'), 'Mobile : \*' (placeholder: 'xxxxxxxxxx'), 'Username : \*' (placeholder: 'username'), 'Password : \*' (placeholder: '\*\*\*\*\*'), and 'Confirm Password : \*' (placeholder: '\*\*\*\*\*'). Below these is a 'Captcha Text : \*' field with placeholder 'Enter captcha text here!' and a captcha image showing '9 0 Q X Q' with a refresh icon. The form has 'RESET' and 'REGISTER YOURSELF' buttons. The footer bar contains links: 'Verify OTP', 'Already Registered? Login here', and 'Forgot Password'.

**Note:**a) Applicants cannot use same mobile no for registering more than once on this portal.

b) Same User Name cannot be used for registering more than once on this portal.

When user clicks on “[Register Yourself](#)”, following popup comes to verify the OTP:



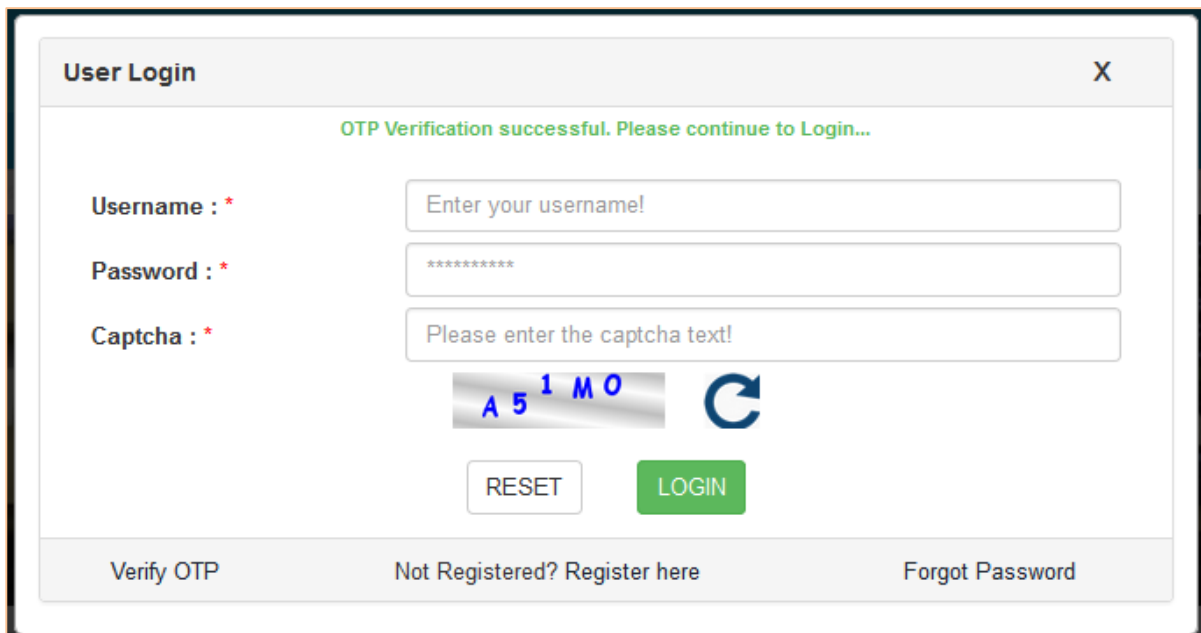
The image shows a modal window titled "OTP Verification" with a close button (X) in the top right corner. The main text inside the modal reads: "OTP has been sent to your registered mobile no. please verify OTP to get login details." Below this text is a form with a label "OTP Code : \*" followed by a text input field. Under the input field is a green button labeled "VERIFY OTP". Below the button is the text "Have not received yet?" followed by an orange button labeled "Resend". At the bottom of the modal, there is a footer bar with three links: "Verify OTP", "Already Registered? Login here", and "Forgot Password".

After entering the OTP code received on the mobile, following popup comes up:  
Now, user can login with their credentials to access the features of this portal.

1. If due to any reason, user has received OTP but the screen where OTP needs to be entered does not come, Applicant can use the link “[Verify OTP](#)” from the Login page.  
When applicant clicks on “[Verify OTP](#)” link, following message comes:

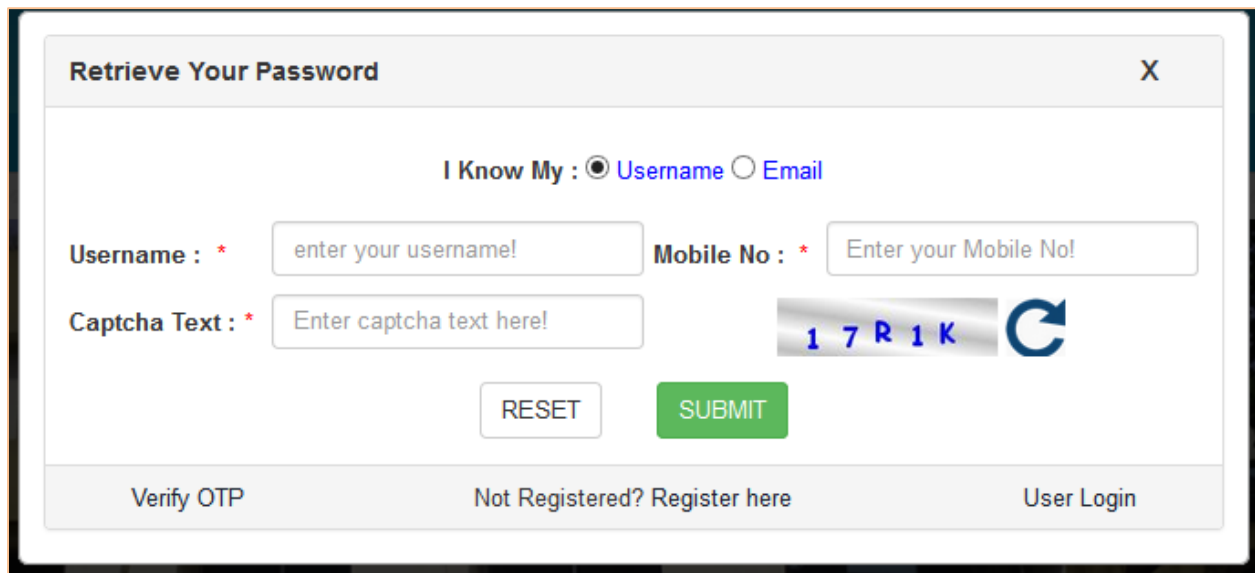
Please login using your user name and password to verify OTP.

Now, when applicant logs in with his user id and password and if his OTP is not verified, he will be re-directed to “Verify OTP” screen to complete the registration process



The image shows a modal window titled "User Login" with a close button (X) in the top right corner. The main text inside the modal reads: "OTP Verification successful. Please continue to Login...". Below this text is a form with three labels: "Username : \*", "Password : \*", and "Captcha : \*". Each label is followed by a text input field. The "Username" field contains the placeholder text "Enter your username!". The "Password" field contains the placeholder text "\*\*\*\*\*". The "Captcha" field contains the placeholder text "Please enter the captcha text!". Below the input fields is a captcha image showing the text "A 5 1 M O" and a refresh button (circular arrow). Below the captcha image are two buttons: "RESET" and "LOGIN". At the bottom of the modal, there is a footer bar with three links: "Verify OTP", "Not Registered? Register here", and "Forgot Password".

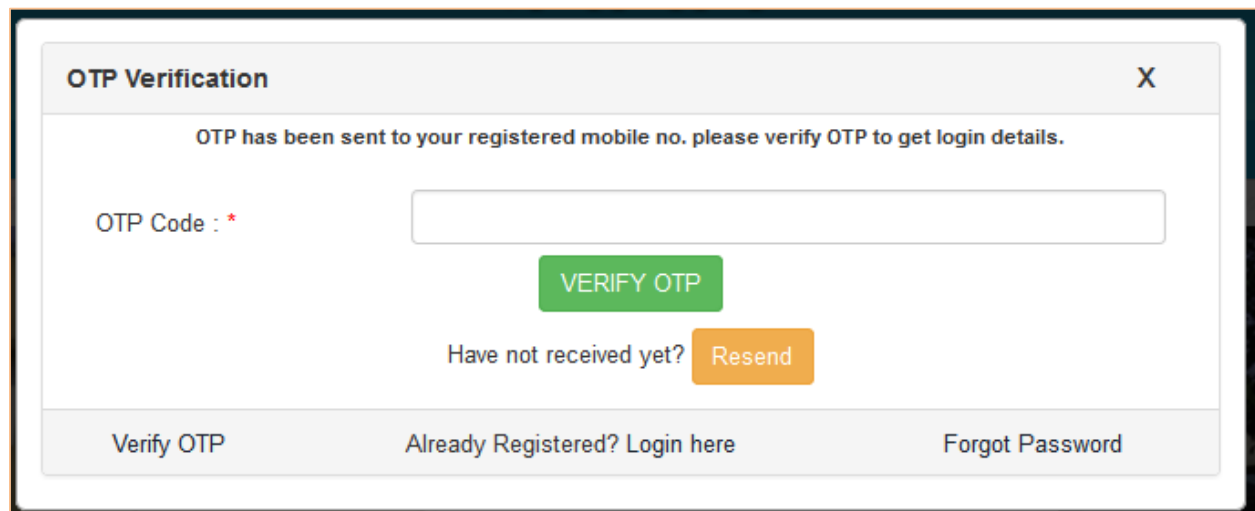
2. If applicant forgot his password any time after completion of registration, he/she can use the link “[Forgot password](#)” to retrieve it. When applicant clicks on this link, following popup opens:



The screenshot shows a web form titled "Retrieve Your Password" with a close button (X) in the top right corner. Below the title, there is a section "I Know My :" with two radio buttons: "Username" (selected) and "Email". Below this, there are two input fields: "Username : \*" with a placeholder "enter your username!" and "Mobile No : \*" with a placeholder "Enter your Mobile No!". Below the "Username" field is a "Captcha Text : \*" field with a placeholder "Enter captcha text here!". To the right of the captcha field is a captcha image showing the text "1 7 R 1 K" and a refresh button. Below the input fields are two buttons: "RESET" and "SUBMIT". At the bottom of the form, there are three links: "Verify OTP", "Not Registered? Register here", and "User Login".

There are 2 options:

- a) If applicant knows his username, then he can use the above screen and when he clicks on Submit, he will be re-directed to “[Verify OTP](#)” page. Here applicant needs to enter the OTP code received on his mobile.



The screenshot shows a web form titled "OTP Verification" with a close button (X) in the top right corner. Below the title, there is a message: "OTP has been sent to your registered mobile no. please verify OTP to get login details." Below this message is an input field for the "OTP Code : \*". Below the input field is a green button labeled "VERIFY OTP". Below the "VERIFY OTP" button is a link "Have not received yet?" followed by an orange button labeled "Resend". At the bottom of the form, there are three links: "Verify OTP", "Already Registered? Login here", and "Forgot Password".

After applicant enters his OTP, following screen (shown in next page) comes:

User Login

X

OTP Verification completed successfully. Please change your password after login!!!

Username : \*

Enter your username!

Password : \*

\*\*\*\*\*

Captcha : \*

Please enter the captcha text!

1 0 T 9 B

RESET

LOGIN

Verify OTP

Not Registered? Register here

Forgot Password

Applicant will receive temporary password on his mobile which needs to be used to login and thereafter he needs to change his password.

b) If applicant has entered his email, then he can use the below screen to reset his password:

Retrieve Your Password

X

I Know My : ☐ Username ☒ Email

Email ID : \*

enter your email id!

Mobile No : \*

Enter your Mobile No!

Captcha Text : \*

Enter captcha text here!

L O L E U

RESET

SUBMIT

Verify OTP

Not Registered? Register here

User Login

When he clicks on Submit, he will be re-directed to “Verify OTP” page. Here applicant needs to enter the OTP code received on his mobile.

OTP Verification

X

OTP has been sent to your registered mobile no. please verify OTP to get login details.

OTP Code : \*

VERIFY OTP

Have not received yet?

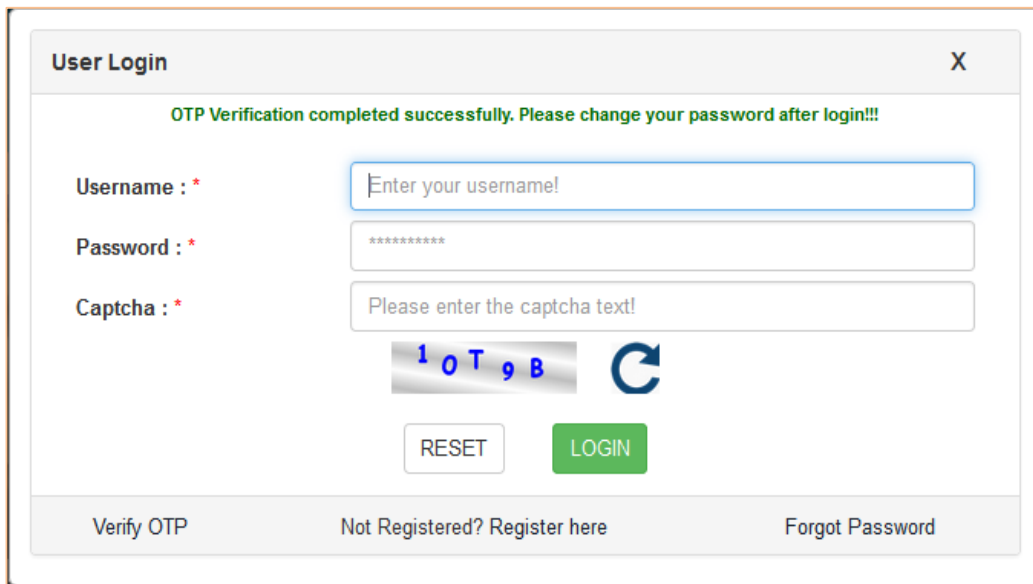
Resend

Verify OTP

Already Registered? Login here

Forgot Password

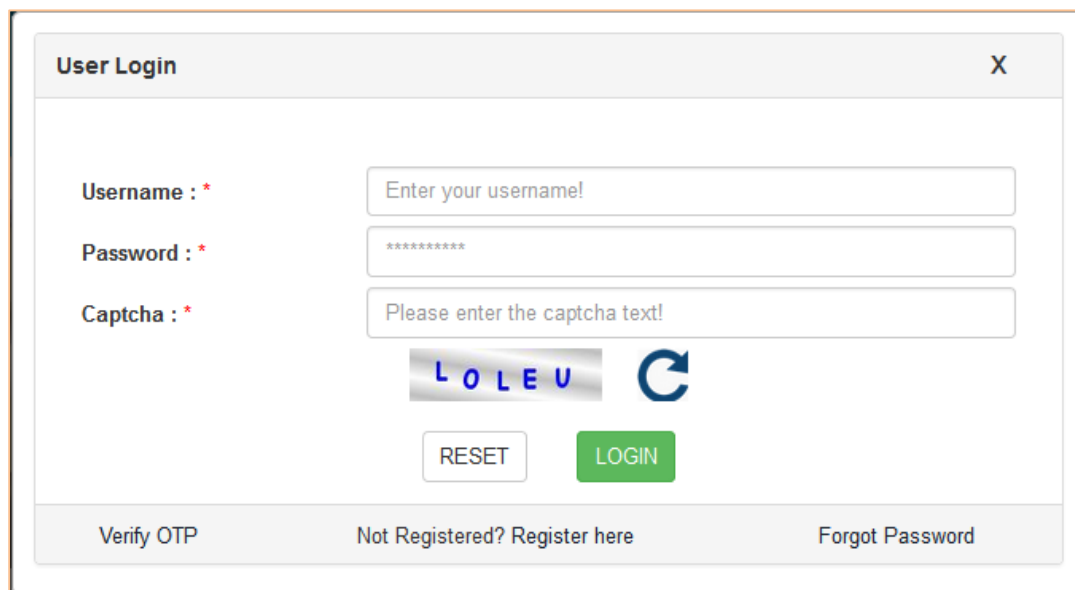
After applicant enters his OTP, following screen comes:



The image shows a 'User Login' form with a title bar containing 'User Login' and a close button 'X'. Below the title bar, a green message states: 'OTP Verification completed successfully. Please change your password after login!!!'. The form contains three input fields: 'Username : \*' with a placeholder 'Enter your username!', 'Password : \*' with a placeholder '\*\*\*\*\*', and 'Captcha : \*' with a placeholder 'Please enter the captcha text!'. Below the captcha field is a captcha image showing the text '1 0 T 9 B' and a refresh button. At the bottom of the form are two buttons: 'RESET' and 'LOGIN'. A footer bar contains three links: 'Verify OTP', 'Not Registered? Register here', and 'Forgot Password'.

Applicant will receive temporary password on his mobile which needs to be used to login and thereafter he needs to change his password.

3. If the applicant is a **registered user**, he needs to enter his Username, Password and Captcha to login to this portal and access its services.



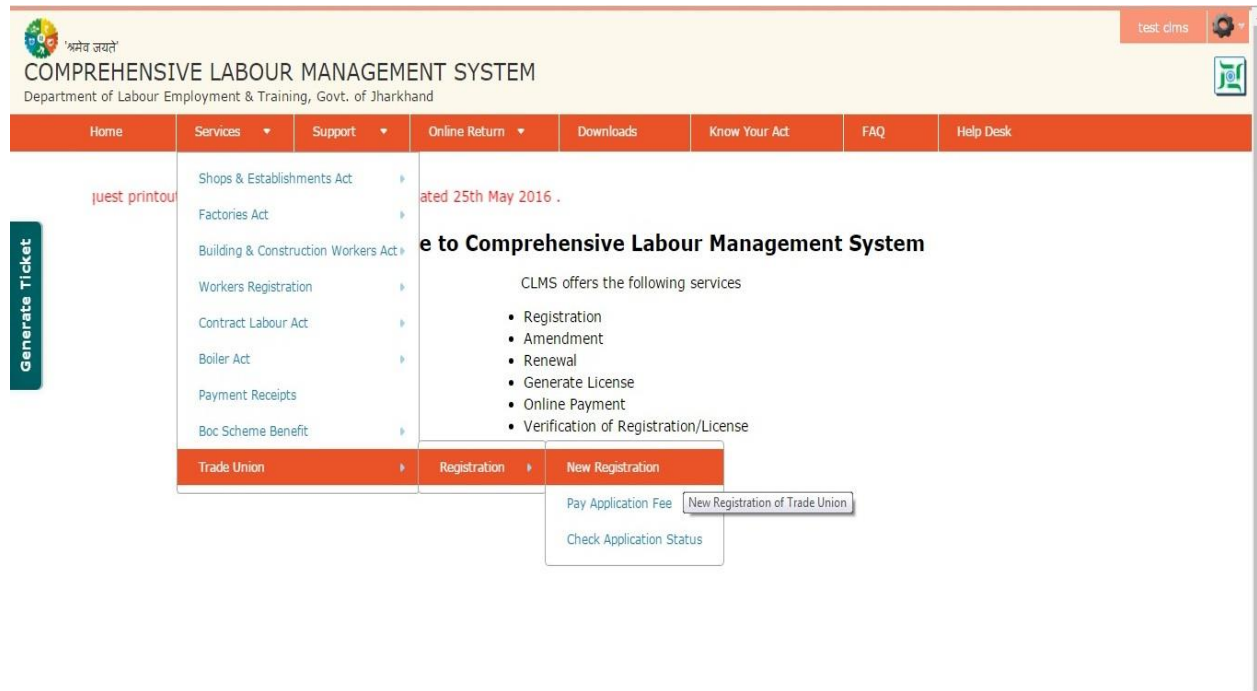
The image shows a 'User Login' form with a title bar containing 'User Login' and a close button 'X'. The form contains three input fields: 'Username : \*' with a placeholder 'Enter your username!', 'Password : \*' with a placeholder '\*\*\*\*\*', and 'Captcha : \*' with a placeholder 'Please enter the captcha text!'. Below the captcha field is a captcha image showing the text 'L O L E U' and a refresh button. At the bottom of the form are two buttons: 'RESET' and 'LOGIN'. A footer bar contains three links: 'Verify OTP', 'Not Registered? Register here', and 'Forgot Password'.

When applicant clicks on “**LOGIN**” button, he is re-directed to his home page.

# Trade Union Registration Process

## Applicant Process

For online registration under this act; go to Services-->Trade Union -->Registration→New Registration as shown below:



## Step-1:

Fill the form as shown below:

Application For Registration Of Trade Union

| NAME AND ADDRESS       |                                                  |
|------------------------|--------------------------------------------------|
| Name of Union *        | <input type="text"/>                             |
| Address of the Union * | <input type="text"/>                             |
| Post Office *          | <input type="text"/>                             |
| Police Station *       | <input type="text"/>                             |
| State *                | <input type="text" value="JHARKHAND"/>           |
| District *             | <input type="text" value="--SELECT DISTRICT--"/> |
| Block                  | <input type="text" value="--SELECT BLOCK--"/>    |
| PIN Code*              | <input type="text"/>                             |
| Mobile No : *          | <input type="text"/>                             |
| E-Mail Id :            | <input type="text"/>                             |

| PERMANENT ADDRESS                              |                                                  |
|------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Same as above address |                                                  |
| Address of the Union *                         | <input type="text"/>                             |
| Post Office *                                  | <input type="text"/>                             |
| Police Station *                               | <input type="text"/>                             |
| State *                                        | <input type="text" value="JHARKHAND"/>           |
| District *                                     | <input type="text" value="--SELECT DISTRICT--"/> |
| Block                                          | <input type="text" value="--SELECT BLOCK--"/>    |
| PIN Code*                                      | <input type="text"/>                             |
| Mobile No : *                                  | <input type="text"/>                             |
| E-Mail Id :                                    | <input type="text"/>                             |

|                    |                                                |
|--------------------|------------------------------------------------|
| Date of Formation* | <input type="text"/>                           |
| Nature of Union *  | <input type="text" value="--SELECT NATURE--"/> |

| UPLOAD DOCUMENTS (PDF Files Only, Size : 18 KB to 3 MB ) |                              |
|----------------------------------------------------------|------------------------------|
| *Upload schedule I *                                     | No file <input type="text"/> |
| *Upload schedule II *                                    | No file <input type="text"/> |
| *Upload schedule III                                     | No file <input type="text"/> |
| Upload constitution of the union*                        | No file <input type="text"/> |
| *Authorisation To Make Application*                      | No file <input type="text"/> |

Note: Only \* marked documents are available in downloads section.

**SUBMIT**

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When applicant clicks on “SUBMIT” button, following message comes-



आरंभ करें

**COMPREHENSIVE LABOUR MANAGEMENT SYSTEM**

Department of Labour Employment & Training, Govt. of Jharkhand

[test clm](#)


[Home](#)
[Services](#)
[Support](#)
[Online Return](#)
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[FAQ](#)
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Generate Ticket

Your application form for Trade Union Registration has been saved successfully

Your SLIN no : 16364000095

Your Application ID : TUR16062200011.

Please proceed to make payment.

**MAKE PAYMENT**

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## Step-2:

### Pay the Fees

- Click on Make Payment\_button shown in the message.
- Or Go to Services-->Trade Union -->Registration→ Pay Application Fee

COMPREHENSIVE LABOUR MANAGEMENT SYSTEM  
Department of Labour Employment & Training, Govt. of Jharkhand

Home Services Support Online Return Downloads Know Your Act FAQ Help Desk

Shops & Establishments Act  
Factories Act  
Building & Construction Workers Act  
Workers Registration  
Contract Labour Act  
Boiler Act  
Payment Receipts  
Boc Scheme Benefit  
Trade Union

Registration

New Registration  
Pay Application Fee  
Check Application Status

pay fee for trade union registration

It is not required to upload signed copy of Application / Request printout. This stx

Welcome to Comprehensive Labour Management System

CLMS offers the following services

- Registration
- Amendment
- Renewal
- Generate License
- Online Payment
- Verification of Registration/License

Login IP:-

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Following screen opens up-

COMPREHENSIVE LABOUR MANAGEMENT SYSTEM  
Department of Labour Employment & Training, Govt. of Jharkhand

Home Services Support Online Return Downloads Know Your Act FAQ Help Desk

Pay Due Registration Fee

Generate Ticket

FEE INFORMATION

Payment Option(s)  
Treasury Challan

Registration Fee: 50 /- Late Fee: 0 /- Gross Total Fee: 50 /-

add more treasury details

Amount : \* 50 Select Treasury Name : \* --Select Treasury Name--

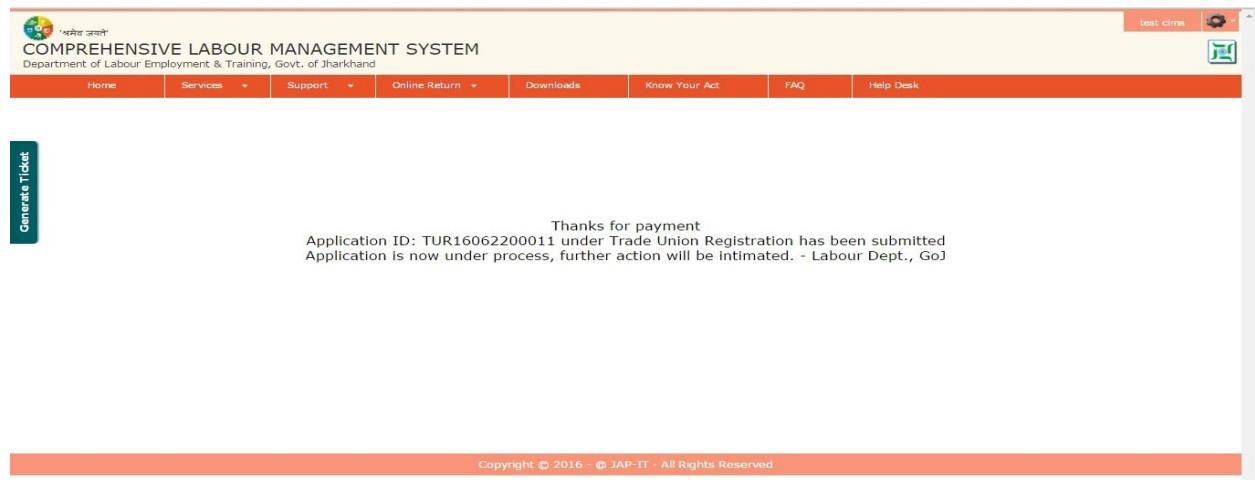
Challan Date : \* Vide Challan No. : \* Challan No.

Select Scanned Copy of Challan : \* No file select...

PROCEED

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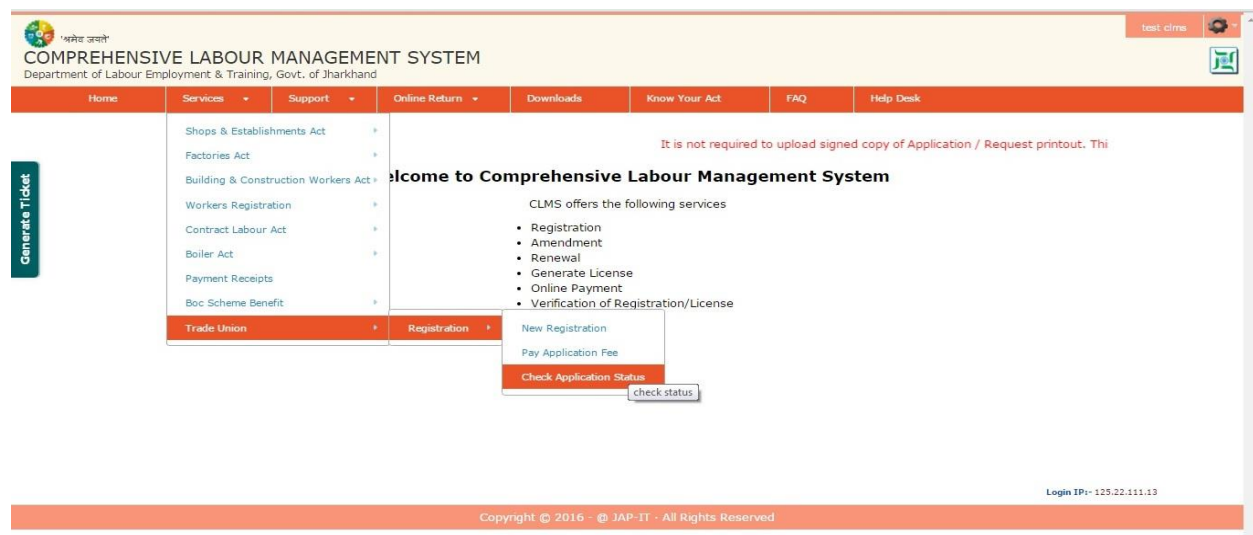
When applicant clicks on “PROCEED” button, following message comes up-



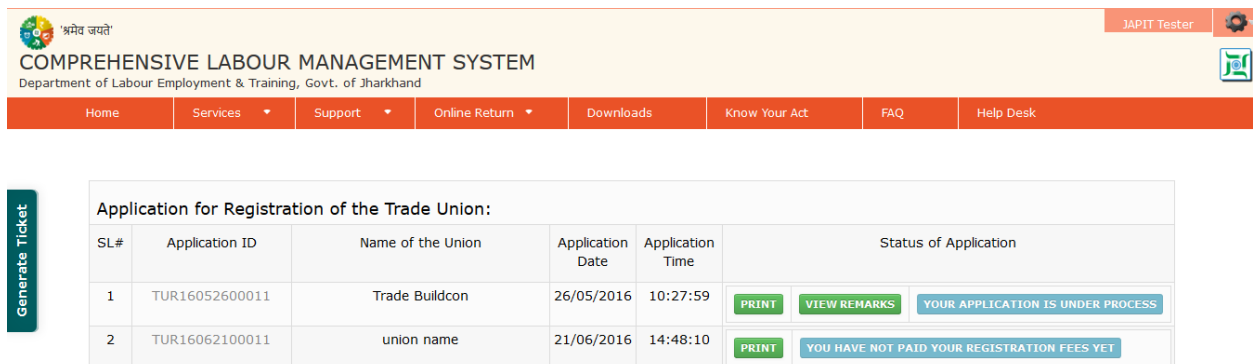
### Step-3:

Check Application Status:

Go to Services--> Trade Union -->Registration→ Check Application Status



Following screen comes up-



When applicant clicks on “View Remarks”, following screen opens up-

Trade Union Remarks: ✕

Select file(if any)

Browse...

No file selected.

Remarks

SEND

| SL# | TRANSFERED BY                    | TRANSFERED TO | REMARK                                         | TRANSFER DATE & TIME   | ATTACHMENT                 |
|-----|----------------------------------|---------------|------------------------------------------------|------------------------|----------------------------|
| 1   | lbrcomm (Labour Commissionerate) | Applicant     | content is not visible ..please re upload file | 27/06/2016<br>10:48:52 | <a href="#">Attachment</a> |

If application registration is approved and, and applicant checks his application status, following screen will come-

**COMPREHENSIVE LABOUR MANAGEMENT SYSTEM**  
Department of Labour Employment & Training, Govt. of Jharkhand

test.cims

[Home](#)
[Services](#)
[Support](#)
[Online Return](#)
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**Application for Registration of the Trade Union:**

| SL# | Application ID | Name of the Union | Application Date | Application Time | Status of Application                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|----------------|-------------------|------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | TUR16062200011 | test and test     | 22/06/2016       | 13:56:33         | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">PRINT</div> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">VIEW REMARKS</div> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">YOUR APPLICATION IS APPROVED</div> </div> |

Applicant can print his Trade Union Registration Details once the application has been approved by Labour Commissioner.

# User Manual for Trade Union Registration-Office Process

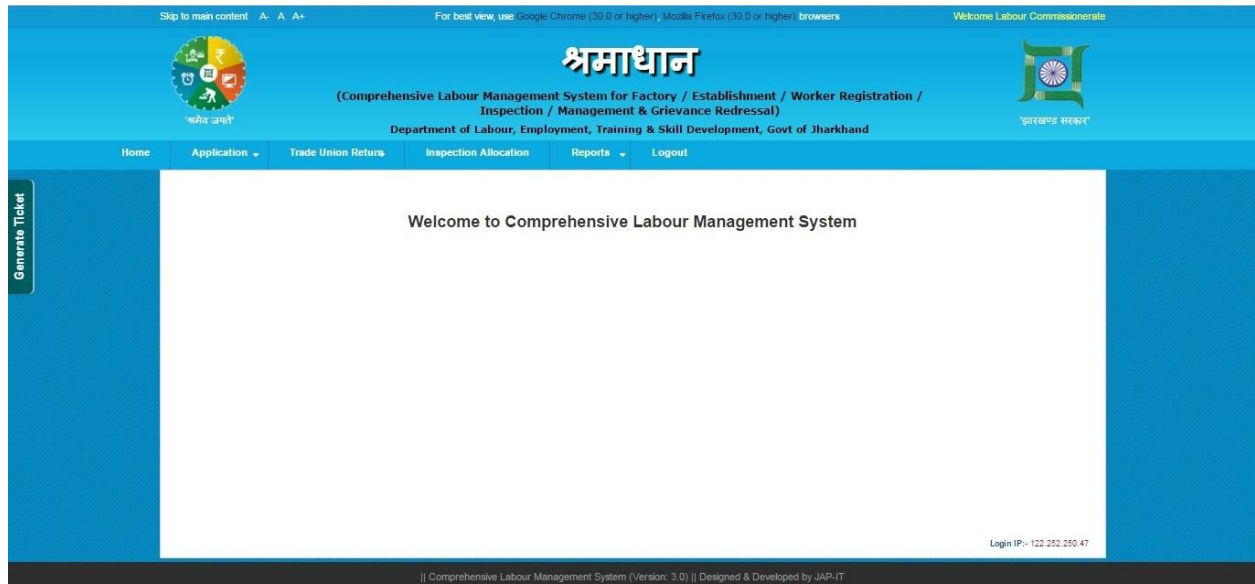
## Department Process

Department processes the application at Labour Commissionerate Level.

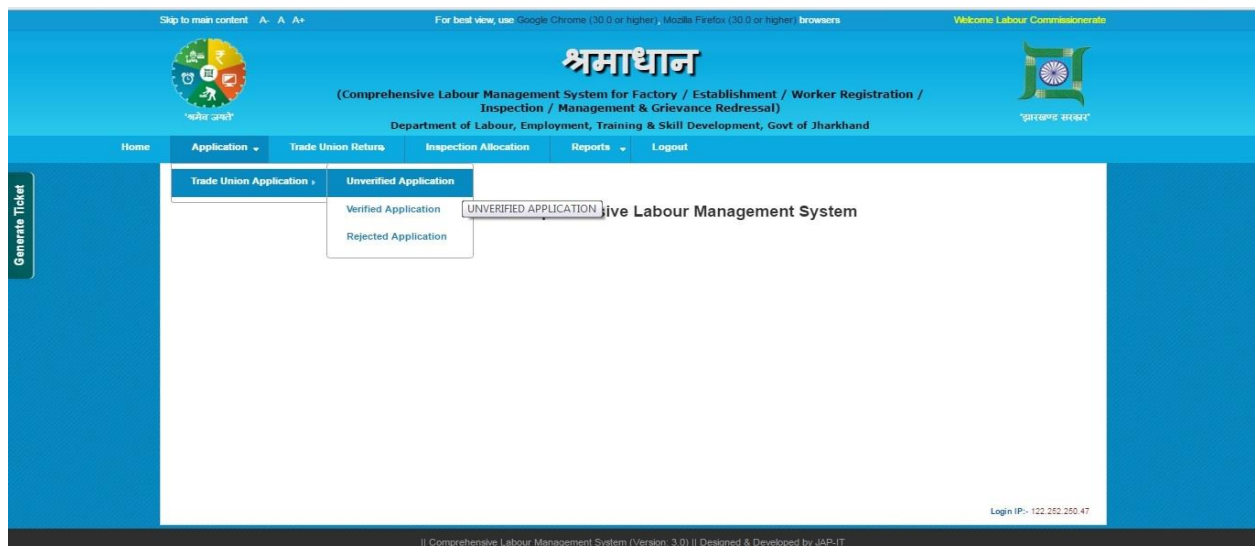
**Note: The applicant will be able to see the comment of the LC, on his application.**

### Step-1:

Once application has been submitted by the applicant, the LC will login with his user ID and password already provided to them.



To check new applications received, the LC goes to “Unverified Applications” in the menu Application→Trade Union Establishment→Unverified Applications.



Following list of applications will be displayed-

Skip to main content A- A+ For best view, use Google Chrome (30.0 or higher), Mozilla Firefox (30.0 or higher) browsers Welcome Labour Commissioner

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(Comprehensive Labour Management System for Factory / Establishment / Worker Registration / Inspection / Management & Grievance Redressal)  
Department of Labour, Employment, Training & Skill Development, Govt of Jharkhand

Home Application Trade Union Returns Inspection Allocation Reports Logout

**TRADE UNION REGISTRATION UNVERIFIED LIST**

| SL # | REGISTRATION NO | NAME OF UNION | MOBILE NO  | ADDRESS                                                                                                                                                 | REQUEST DATE           | ACTION                                                                                                                                                                     |
|------|-----------------|---------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | TUR16062200011  | test and test | 9999999999 | Address:-ranchi<br>State :-Jharkhand<br>District:-Ranchi<br>Block:-Ranchi(CR)<br>Post office:-ranchi<br>Police Station:-ranchi<br>Email Id:-abc@xyz.com | 22/06/2016<br>13:56:33 | <br> |

First < 1 > Last

Generate Ticket

|| Comprehensive Labour Management System (Version: 3.0) || Designed & Developed by JAP-IT

## Step-2:

If LC clicks on “APPLICATION ID”, the complete application form should open up-

**Trade Union Registration Details :**

**TRADE UNION REGISTRATION UNVERIFIED LIST**

**BASIC INFORMATION**

|                   |                |
|-------------------|----------------|
| Application ID    | TUR16062200011 |
| Name of Union     | test and test  |
| Date of Formation | 01/06/2016     |
| Nature of Union   | Workers        |

**ADDRESS**

|                      | PRESENT ADDRESS | PERMANENT ADDRESS |
|----------------------|-----------------|-------------------|
| Address of the Union | ranchi          | ranchi            |
| Post Office          | ranchi          | ranchi            |
| Police Station       | ranchi          | ranchi            |
| State                | Jharkhand       | Jharkhand         |
| District             | Ranchi          | Ranchi            |
| Block                | Ranchi(CR)      | Ranchi(CR)        |
| PIN Code             | 834001          | 834001            |
| Mobile No            | 9999999999      | 9999999999        |
| E-Mail Id            | abc@xyz.com     | abc@xyz.com       |

**FEE DETAILS**

| SL# | PAYMENT DATE & TIME    | PAYMENT AMOUNT | PAYMENT MODE | PAYMENT DETAILS                                    | ATTACHMENT                   |                          |
|-----|------------------------|----------------|--------------|----------------------------------------------------|------------------------------|--------------------------|
| 1   | 22/06/2016<br>13:56:33 | Total Fee: 50  | TREASURY     | Challan/PO No.: 445561<br>Challan Date: 20/06/2016 | <a href="#">View Challan</a> | <a href="#">VALIDATE</a> |

**UPLOADED DOCUMENTS**

|                                   |                          |
|-----------------------------------|--------------------------|
| Upload schedule I                 | <a href="#">Download</a> |
| Upload schedule II                | <a href="#">Download</a> |
| Upload schedule III               | <a href="#">Download</a> |
| Upload constitution of the union  | <a href="#">Download</a> |
| Authorisation To Make Application | <a href="#">Download</a> |

[View Document](#) [Print](#) [Close](#)

Here, LC can perform following functions-

- Verify the complete details of the applicant
- View the documents uploaded by the applicant
- If LC clicks on “VALIDATE” button in fee information block, the details are fetched from the treasury and clerk can check if challan has been correctly deposited or not.
- After verifying the complete data, LC can close this form from the CLOSE button.

### Step-3:

- Approve the application:** If LC finds all details correct in application. LC can click on below button to approve the application.



All the approved applications are visible in Verified Applications List which can be accessed from the below menu-

Application→Trade Union Applications→Verified Applications

Skip to main content

A- A A+

For best view, use Google Chrome (30.0 or higher), Mozilla Firefox (30.0 or higher) browsers

Welcome Labour Commissioner



‘श्रमोव जयते’

श्रमाधान

(Comprehensive Labour Management System for Factory / Establishment / Worker Registration / Inspection / Management & Grievance Redressal)

Department of Labour, Employment, Training & Skill Development, Govt of Jharkhand



‘झारखण्ड सरकार’

Home

Application ▾

Trade Union Return

Inspection Allocation

Reports ▾

Logout

TRADE UNION REGISTRATION VERIFIED LIST

| SL # | REGISTRATION NO                | NAME OF UNION | MOBILE NO  | ADDRESS                                                                                                                  | REQUEST DATE           | REMARKS                                                                             |
|------|--------------------------------|---------------|------------|--------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------|
| 1    | <a href="#">TUR16050500024</a> | Trade Union   | 8797749468 | Address:-Test<br>State :-Jharkhand<br>District:-Ranchi<br>Block:-Ranchi(CR)<br>Post office:-Test<br>Police Station:-Test | 05/05/2016<br>17:31:42 |  |

Even after verification of Trade Union registration, the LC can send his comments or any file directly to the applicant which will be visible in applicant login under “Check Status” menu.

- Reject the Application:** If LC finds any such detail incorrect in application and clerk has also given same recommendation; LC can click on below button to reject the application.



Such applications will be visible in Rejected Applications List from the below menu-

Applications→Trade Union Applications→Rejected Applications

- Send Remarks/File Upload:** If LC needs to communicate with the applicant, he can send his remarks via this button. In case of any wrong file upload, he can inform the applicant through this. For this, LC needs to click on the below button.



Following screen opens up-

Skip to main content
A- A+
For best view, use Google Chrome (30.0 or higher) Mozilla Firefox (30.0 or higher) browsers
Welcome Labour Commissionerate



# श्रमाधान

(Comprehensive Labour Management System for Factory / Establishment / Worker Registration / Inspection / Management & Grievance Redressal)

Department of Labour, Employment, Training & Skill Development, Govt of Jharkhand



Home
Application
Trade Union Return
Reports
Inspection Allocation
Logout

Remarks for Application Id: TUR16052600011 has been saved successfully.

Generate Ticket

| SL # | REGISTRATION NO. |
|------|------------------|
| 1    | TUR16052600011   |
| 2    | TUR16052600011   |

Trade Union Remarks:

Select file(if any)

Choose File

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Remarks

Send

| SL# | TRANSFERED BY                    | TRANSFERED TO | REMARK                                         | TRANSFER DATE & TIME | ATTACHMENT |
|-----|----------------------------------|---------------|------------------------------------------------|----------------------|------------|
| 1   | lbrcomm (Labour Commissionerate) | Applicant     | content is not visible ..please re upload file | 27/06/2016 10:48:52  | Attachment |

ACTION






Once applicant replies to the comment for LC or uploads the required file, such applications will again be visible in Unverified Application List.