

Shram Suvidha Portal – Registration & Appeal FAQs

Compiled FAQs relating to Registration and Appeals under the Occupational Safety, Health and Working Conditions Code, 2020 and the Social Security Code, 2020.

Registration FAQs

Q1. Who can apply for registration under the Occupational Safety, Health and Working Conditions Code, 2020 and the Social Security Code, 2020 respectively?

Every employer of any establishment which comes into existence after the commencement of these labour Codes and to which the Codes apply shall make an application within 60 days in Form-I electronically through the Shram Suvidha Portal.

Q2. What is required from establishments already registered under other labour laws?

Every establishment already registered under any existing labour laws shall update its registration details on the Shram Suvidha Portal within six months from the date of commencement of these Rules.

Q3. What is the process for submission of registration application to the Registering officer?

The application shall be submitted electronically in Form-I on the Shram Suvidha Portal along with supporting documents relating to registration, identity proof, PAN/TAN, address proof and migrant worker details.

Q4. What is the prescribed time limit and process of issuance of Certificate of Registration by the registering officer?

The certificate of registration shall be auto-generated and issued electronically in Form-II immediately on submission of complete Form-I.

Q5. Is it mandatory for the employer to apply for registration electronically?

Electronic registration remains the standard process. However, in exceptional circumstances, the Central Government may permit temporary non-electronic submission.

Q6. What happens where an employer does not comply with registration provisions?

The registering officer may direct the employer to comply within a specified timeframe.

Q7. What are the responsibilities of an employer after obtaining registration?

The employer must display the registration certificate, comply with its conditions, and quote the registration number on all related documents and correspondence.

Q8. Can the registration of an establishment be cancelled after issuance?

Yes. Registration obtained through wrong information may be cancelled after providing the establishment an opportunity to show cause within 30 days.

Q9. Is the employer required to quote the registration number?

Yes. The registration number must be quoted on all documents, records and correspondence related to the Code.

Q10. What procedure is to be followed in case of change in ownership or other registration details?

Changes in ownership, management or other particulars must be updated on the portal within 30 days.

Q11. Can an employer apply for cancellation of registration?

Yes. In case of closure, the employer may apply online after clearing statutory dues, worker dues and filing prescribed returns.

Q12. Is the employer required to give notice of commencement, completion, or cessation of work?

Yes. Employers are required to furnish notices regarding commencement, completion or cessation of work.

Q13. Are there any additional requirements while submitting a notice of completion?

The notice must certify that all worker dues are settled and premises are free from hazardous chemicals wherever applicable.

Q14. Which establishments are mandatorily required to submit Commencement and Completion of work notices?

Mines, contract labour establishments, and establishments engaged in building or construction work are required to furnish such notices in Form IV.

Appeals under Section 4 – FAQs

Q15. Who may file an appeal under Section 4?

Any employer aggrieved by an order issued by the Registering Officer may file an appeal.

Q16. What is the time limit for filing an appeal?

An appeal shall be filed within 30 days from the date of receipt of the order.

Q17. What are the modes for submission of an appeal?

Appeals may be submitted electronically through the prescribed system.

Q18. What happens if the employer does not appear for the hearing?

The Appellate Authority may grant another opportunity. If the employer still fails to appear, the matter may be decided on merits.

Q19. Can an appeal dismissed on the ground of non-appearance be restored?

Yes. The employer may apply for restoration within 30 days by explaining the reasons for non-appearance.

Q20. What is the time limit for disposal of an appeal?

The Appellate Authority shall dispose of the appeal within 30 days from the date of filing.

Source: Shram Suvidha Portal, Ministry of Labour and Employment, Government of India.