Government of Rajasthan

‘Registration under Shops and Establishments Act’ is provided as a service through the online Single Window System

Rajasthan’s advanced Single Window Clearance System (SWCS) allows online application, submission, payments, tracking of status, approvals and issuance of the certificate(s).

Common Information once provided in SWCS is populated in the respective form for which approval is applied. Only rest/additional fields are filled by the applicant, specific to the approval.

**Website**: www.swcs.rajasthan.gov.in/


**Screenshots of the entire process application approval process are provided below:**
Enter user credentials to log into Single Window Clearance System (SWCS)
Click here to select the service from the list

Applicant logged into the SWCS
Click Here

Applicant's Dashboard

New Application

- I will select the service(s)
- I will select the service(s) using Common Application Form (CAF)

Ok  Cancel
<table>
<thead>
<tr>
<th>Department/Services (Click department name to view its services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Co-operative</td>
</tr>
<tr>
<td>2 Department of Consumer Affairs</td>
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<tr>
<td>3 Energy</td>
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<tr>
<td>4 Factory and Boilers Inspectorate</td>
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<tr>
<td>5 Industries</td>
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<tr>
<td>6 Labour</td>
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<tr>
<td>7 Local Self Government (LSG)</td>
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<tr>
<td>8 Medical &amp; Health</td>
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<tr>
<td>9 Public Health and Engineering Department (PHED)</td>
</tr>
<tr>
<td>10 Public Works Department (PWD)</td>
</tr>
<tr>
<td>11 Rajasthan State Industrial Development and Investment Corporation (RIICO)</td>
</tr>
<tr>
<td>12 Rajasthan State Pollution Control Board (RSPCB)</td>
</tr>
<tr>
<td>13 Revenue</td>
</tr>
<tr>
<td>14 Tourism</td>
</tr>
<tr>
<td>15 Urban Development and Housing (UDH)</td>
</tr>
</tbody>
</table>

[Click Here]
<table>
<thead>
<tr>
<th>Registration under various Acts</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Registration under Beedi And Cigar Workers (Condition of Employment) Act, 1966</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Building And Other Construction Worker’s Welfare Cess Act, 1996</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer)</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Contract Labour (Regulation And Abolition) Act, 1970 (Principal Employer) Temporary</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Inter-State Migrant Workmen (RE &amp; CS) Act, 1979 (Contractor)</td>
<td>APPLY</td>
</tr>
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<td>Registration under Inter-State Migrant Workmen (RE &amp; CS) Act, 1979 (Principal Employer)</td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Motor Transport Workers Act, 1961</td>
<td>APPLY</td>
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<tr>
<td><strong>Registration under Rajasthan Shops And Commercial Establishments Acts, 1958</strong></td>
<td>APPLY</td>
</tr>
<tr>
<td>Registration under Trade Unions Act, 1926</td>
<td>APPLY</td>
</tr>
<tr>
<td>Renewal under Beedi And Cigar Workers (Condition of Employment) Act, 1966</td>
<td>APPLY</td>
</tr>
<tr>
<td>Renewal under Contract Labour (Regulation And Abolition) Act, 1970 (Contractor)</td>
<td>APPLY</td>
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<td>APPLY</td>
</tr>
</tbody>
</table>

[Click Here]
Application form with prefilled information (wherever data available)

User auto-logged in to department’s portal through seamless integration with SWCS

User may click here to go back to SWCS user dashboard / home page

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**Application for registration under The Shops and Commercial Establishments Act, 1968**

**Part I**

1. Name of Establishment * 
   - NU ENT

**Postal Address of Establishment**

2. Pin No. *
   - 
3. Street *
   - ABC
4. Area *
   - ABC
5. City *
   - NA
6. District *
   - Select District

**Establishment Details**

7. Name of Owner *
8. Father’s Name/Husband’s Name *
9. Name of Manager (if any) *
10. Category of Establishment *
   - Select Category of Establishment
11. Date of starting the Shop / Establishment *
Applicant uploads all required documents.

Information is filled by the applicant in the form and submitted for department’s approval.
Status information updated instantly at SWCS upon submitting the application.
Departmental User 1 login into LDMS system
Officer selects the application from his dashboard.
The officer scrutinizes the application and forwards to officer 2 for perusal.
Login window for User 2 of Labour Department
Officer 2 selects application from his dashboard.
Officer permits the applicant to make necessary payment upon clicking on ‘Payment’ button. He may also seek clarification from applicant with the ‘Clarification’ button.
SWCS intimates applicant about the pending action of making payment. The Applicant clicks on 'Payment' to pay the required amount.
Payment initiated by the applicant

Applicant Login
Applicant directed to Payment Gateway for making payment.
Once the application is approved, the certificate can be downloaded from Single Window Clearance System (SWCS).
Once approved, certificate can be issued and downloaded from SWCS

FORM - 3
Government of Rajasthan
Department of Labour
CERTIFICATE
(See rule 4)
Rajasthan Shops And Commercial Establishments Acts, 1958

Registration No.: SCA/201...
Name of Establishment: M...
Name of Occupier/Employer: BL...
Father/Husband Name: BL...
Postal Address of Establishment: BL...
Total Number of employees: BL...
Weekly Off Day: Sunday
Date of commencement of Business: 21/06/2016
Validity of Registration: 31/12/2016

It is hereby certified that the establishment Commercial Establishment is registered under Rajasthan Shops And Commercial Establishments Acts, 1958 on 28 June 2016.

Seal

Printed on Date: 28/06/2016
Inspector

This is merely a Registration Certificate and not License and it does not by itself bestow any legality on the structure or confer any right on the employer so far the date and time of existence of the structure in which this Shop/Establishment is located.

This is a computer generated certificate. You can verify this certificate on www.labour.rajasthan.gov.in
Click here to track status without logging in at Single Window Clearance System (SWCS)
Status of application can be tracked on SWCS.

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Department</th>
<th>Service</th>
<th>App Id</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labour</td>
<td>Registration under Rajasthan Shops And Commercial Establishments Acts, 1958</td>
<td>34L6V1213423</td>
<td>8/30/2017</td>
<td></td>
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