

Guidelines for License Officers regarding licenses which were issued online but were renewed/amended offline and issued/renewed/amended offline.

The screenshot displays the SHRAM SUVIDHA portal dashboard. The header includes the Ministry of Labour & Employment logo, the user's name (Sudhir Kumar Chakma), office name (Guwahati, Kamrup Metropolitan, Assam), and designation (ALCCO). The navigation menu includes Home, Know Your LIN, Know Your Minimum Wage, Registration, License Under CLRA/ISMW, Download Manual, and Contact Us. The dashboard shows a sidebar with navigation options like LIN Approver, LIN Management, CLC Registration, License for CLC, Clarification Log Status, Register of contractors / Principal Employers, List of Area Jurisdiction, Summary Of Link Establishment, Offline LIN Generate, License Renewal (highlighted), Back-Log License Entry (Admin), Security Refund List, and Offline Licence Approval. The main content area is titled 'CLC Registration / License' and features eight data cards:

Category	Value
Total Registration Pending under CLRA-ISMW-BOCW	3
Total Registration Issued under CLRA-ISMW-BOCW	301
Total Registration Clarification under CLRA-ISMW-BOCW	73
Total Registration Rejected under CLRA-ISMW-BOCW	41
Total License Pending under CLRA and ISMW Act(s)	12
Total License Approved under CLRA and ISMW Act(s)	1309
Total License Clarification under CLRA and ISMW Act(s)	120
Total License Rejected under CLRA and ISMW Act(s)	23

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pps://registrations.shramsuvidha.gov.in/CLCLicensing/licence_list

The Licensing Officer before launch of the renewal modules used to only issue licenses online. However, new module for renewal of all type of licenses have been developed and currently running on registration.shramsuvidha.gov.in. Therefore, to acquaint the licensing officers following guideline to help them understand the new development has been provided.

- The new module consists of the following:
 - a. Renewal of online to online license
 - b. Renewal/amendment of online issued, offline renewed
 - c. Renewal/amendment of offline issued licenses
 - d. Refund of Security Deposit

Renewal of online to online license: The licenses which were issued online when applied by the contractor shall be visible under the license renewal tab.

Renewal/amendment of online issued, offline renewed: These are license which were issued online but in between renewed offline/amended offline. The data of such licenses after uploading by the contractor will appear under the back log entry tab in the licensing officer account. The licensing officer needs to verify the data by approving it. After

approval the application will go back into the account of contractor, who will be required to apply for renewal/amendment by paying requisite amount of license fee/security. (after the data is verified the license becomes as was issued online and was also renewed/amended online.)

Renewal/amendment of offline issued offline/ renewed: These are the licenses which were issued/renewed/amended offline before the launch of Shram Suvidha Portal. The data of such licenses after uploading by the contractor will appear under the back log entry tab in the licensing officer account. The licensing officer needs to verify the data by approving it. After approval the application will go back into the account of contractor, who will require to apply for renewal/amendment by paying requisite amount of license fee/security. (After the data is verified the license becomes as was issued online and was also renewed/amended online.)

Refund of Security Deposit: Through this mode the contractor has been enabled to file his application for refund of security deposit online instead of offline. The refund applications will be visible under the tab refund of security deposit. The licensing officer as per guidelines issued needs to crosscheck the attachments and ensure that the security deposit refund application is genuine. The licensing officer will be required to fill certain parameters on portal and generate the sanction order online. Further, process is manual as was previously done.