

# USSP – Establishment/Employer Data Verification

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## Software User Documentation

*NIC-USSP-EDV-User Manual-0.1*

**Abstract:** User document is a technical communication document intended to give assistance to people for using USSP data verification system. This user document includes explanation of system and navigational features specific to accomplish establishment/employer data verification activity at USSP.

**Keywords:** Online help, user manual, USSP, data, verification, modification

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Rafi Marg, New Delhi – 110001, India  
2016

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## Glossary

Terms	Definitions
LIN	Labour Identification Number
USSP	Unified Shram Suvidha Portal
Enforcement Agency (EA)	An agency identified for enforcement of labour laws.
Employer/Establishment	A person or an organization that employees people over a place and pays them in exchange of their work
Establishment Representative	Any registered user who has been authorised by Employer/Establishment to use the portal for various activities on its behalf.
Enforcement Agency User	Any registered user who is an employee of the Enforcement Agency has been authorised to perform various actions on the portal.
Regional Head	The EA user authorised to verify the Registration Form filled by Authorised User.
EPFO	Employees Provident Fund Organisation
ESIC	Employees State Insurance Corporation
CLC (C)	Chief Labour Commissioner (Central)
DGMS	Directorate General of Mines Safety
NIC	National Informatics Centre

## 1. Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

The establishment data has been taken from different agencies so the need is felt to keep the data updated by its verification by establishment itself. The portal facilitates Employer/Establishment to verify/modify data. Post modification the data is submitted to Regional Head of source enforcement agency for confirmation. The Regional Head can view the data modifications, provide remarks and approve/reject the changes.

### 1.1. Scope of the Document

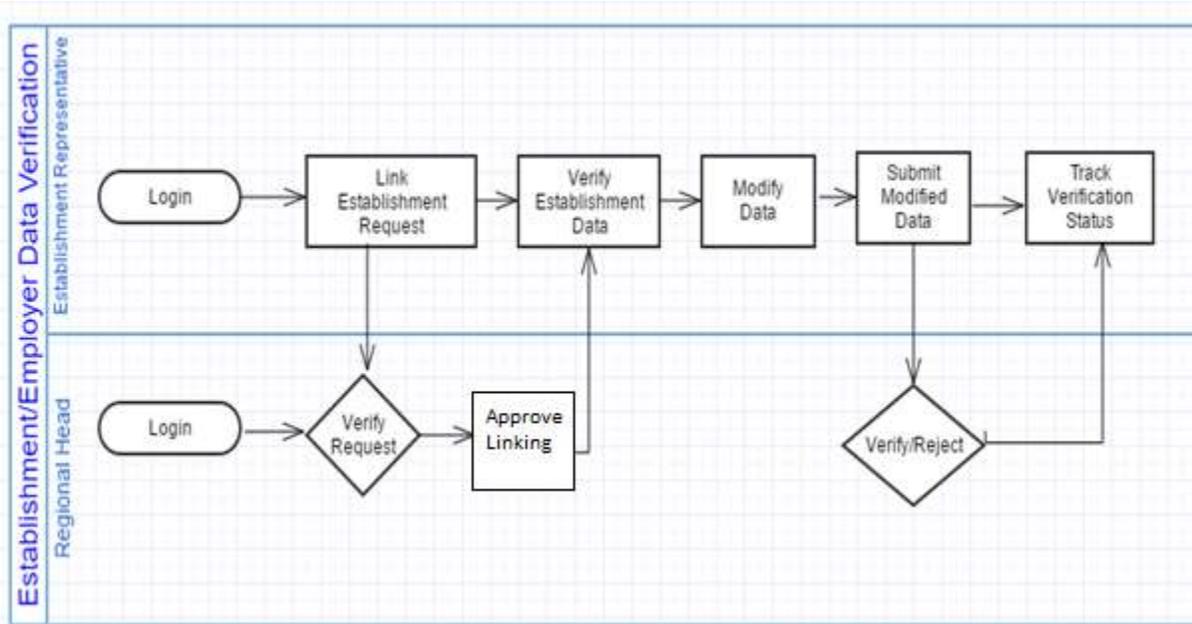
This manual serves as a step by step guide to use the Shram Suvidha Portal Establishment/Employer data verification facility in an easy way with the help of diagrams and screenshots wherever applicable. For other facilities of Shram Suvidha Portal you may refer their respective manuals.

### 1.2. Roles and Activities for Data Verification

User Role	Common Name	Activity
Establishment Representative	Establishment	<ul style="list-style-type: none"> <li>• Link establishment</li> <li>• Verify/Modify establishment data:               <ol style="list-style-type: none"> <li>1. Basic information</li> <li>2. Identifiers</li> <li>3. Profile information</li> <li>4. eContacts</li> <li>5. Related offices</li> <li>6. Principal employer/ contractor</li> </ol> </li> <li>• View/Submit data for verification</li> <li>• Track verification process</li> </ul>
Regional Head	Enforcement Agency	<ul style="list-style-type: none"> <li>• Verify data to link LIN</li> <li>• View revised data</li> <li>• Reject or verify data with reasons</li> </ul>

### 1.3. Process Flow for Data Verification

Below figure demonstrates the verification of Establishment/ Employer information process at Unified Shram Suvidha Portal. Process involves two users, Establishment Representative and Regional Head.



### 1.4. Prerequisites for Data Verification

There are certain required prior conditions need to be fulfilled by the establishment representative before performing establishment/employer information verification activities:

- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at [portal](#).
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through '[know your LIN](#)' option provided at Portal main page.
  - If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.
  - If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.

## 2. Verification/Modification Activity by Establishment Representative

Here you will learn how to perform activities of data verification Process as an employer/establishment representative. This section describes the steps you need to follow to link establishment LIN and then verify/modify data.

### 2.1. Linking Establishment

If you want to be a representative of any establishment currently represented by other employer, you need to link establishment LIN. After linking establishment you can verify/modify establishment data. The steps to start out this activity are as under-

#### 2.1.1. Link Establishment

Once you logs into the [Unified Portal](#), left hand side menu displays the Link Establishment option.

1. Click Link Establishment, you will see 'Link Establishment Form'.
2. Provide the details- LIN, previous representative mobile number and email id. Click on submit. Portal sends an OTP on previous employee mobile number and a link on email id for confirmation.
3. If there is no confirmation received from previous representative within valid time, you have to provide the LIN and click Generate Authorisation Letter button. Take the print of letter and send it to specified regional head.

**Establishment Link**

**Link Establishment Form**

LIN Number *	<input type="text"/>
Registered Mobile Number*	<input type="text"/>
Registered Email id *	<input type="text"/>
	<input type="submit" value="submit"/>

Don't have Mobile/Email of previous representative ? Kindly fill below form details and meet Regional Head with Authorisation Letter on Establishment Letter Head.

LIN Number *	<input type="text"/>
Mobile Number	9702683858
Email Id	kiranconsultancy2008@gr
	<input type="button" value="Generate Authorisation Letter"/>

#### 2.1.2. View Linked Establishments

Once the LIN is linked with establishment data, you will see increase in the number of establishments represented by you and name of your establishment in establishments list and verify data list.

## 2.2. Verify/ Modify Data

It allows you to verify data for the establishments represented by you and then modify the data if required. Modifications are verified by the regional head and then updated in the USSP.

### 2.2.1. Verify Establishment Data

As Establishment Representative you can update the establishment related details by selecting 'Verify Data' option from main menu of Unified Portal. USSP establishment data is organized in 6 forms for verification and modification.

1. Click **Verify Data**, now you will see Verify Data dashboard. The Verify Data Dashboard lists the establishments represented by you with corresponding details and modify option under Action/Status column.
2. Click **Modify** option to edit the establishment data and submit it for verification.

S.No	Establishment	Address	Identifier	Sector/Industry	Related Entities	Action/Status	Identifier Status
1	<a href="#">Indira Helth - Life Style Pvt Ltd.</a>	The Apollo Clinic, Mumbai Naka, Nasik, Maharashtra - 422011	LIN 1-8303-0344-8 EPFO KDNSK0054403000	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modified / Submit</a>	
2	<a href="#">Jagnarayan B. Seroj</a>	Vaidhe Apt.2nd Flr.no.204 Nr Natau Hindi High School, Kolsewadi,, Thane, Maharashtra - 421301	LIN 1-5006-7132-4 EPFO THTHA0202062000 ESIC 34000038890001001	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	
3	<a href="#">Lav Software Pvt Ltd</a>	Bengluru Tilak Nagar, Jayanagar, Bengaluru, Karnataka - 560041	LIN 1-8793-0888-0 ESIC 34000072520000999	Section - J	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	
4	<a href="#">M.s Real Security Services(i) Pvt. Ltd.</a>	Vandana Cottage Near Masjid Post Office J.k.gram, Canallo Ngr., Thane, Maharashtra - 400806	LIN 1-1496-1932-6 EPFO THTHA0203836000 ESIC 34000167260001001	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	

### 2.2.2. Verify/Modify Establishment Basic Information

Once you click on modify option under Action/Status field, you can verify/modify establishment data divided in 6 forms under different categories.

Basic information is establishment data provided by an enforcement agency to generate the establishment LIN. You can update **Basic Information Form** by filling fields under New Data column and click on next option to update other related details:-

Establishment	Existing Data	New Data
Establishment Name *	Addya Automotive Components Pvt Ltd	Addya Automotive Components Pvt Ltd
Establishment Name as per PAN		
Premise No./Name, Sub-Locality/Colony *	Cnt Bi 2401 At Khupari	Cnt Bi 2401 At Khupari
Locality/Area/Suburb	Tal Wada	Tal Wada
State *	Maharashtra	Maharashtra
District *	Thane	Thane
PIN Code *	421311	421311
Set-up Date *	23-04-2008	
Hazardous *	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Dangerous *	No	<input checked="" type="radio"/> Yes <input type="radio"/> No

\* Update will take place only after data is verified by any of the following:  
1. Kantilal Champaklal Oza, Assistant P F Commissioner Of Employees Provident Fund Organization Thane  
(koozaepfo2014@gmail.com, 9768271576)

[First](#) [Next](#)

### 2.2.3. Verify/Modify Establishment Identifiers

Identifiers are the unique code given by enforcement agencies for an establishment, for e.g. Permanent Account Number (PAN) is a code that acts as identification of person/establishments, those who pay Income Tax issued by the Income Tax Department (EA).

Once you click next at Form 1, system displays the **Identifier Form**.

1. To update identifier value click existing value of the identifier.
2. To update establishment name as on identifier, click identifier name.
3. To delete new entry, click new under action.
4. To upload identifier documents, click new identifier value.
5. To add new identifier, click on the Add New Identifier.
6. Click next or previous to edit other establishment details.

**Establishment Verification (Identifier) Form 2/6**

Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

S.No	Identifier	Existing Value	Action	New Value
1	ESIC	24000474370001001	Correct	
2	EPFO NO	THTHA0099033000	Correct	
	BIP ID		New	2223423332

\*Click on the identifier to update establishment name as registered in the system.  
\*Click on existing identifier value to verify/correct.  
\*Click on the new identifier value to view or upload supporting documents.

[Add New Identifier...](#)

Previous Next

### 2.2.4. Verify/Modify Establishment Profile Information

Profile information is data about establishment describing its type details and other details.

Click next at Form 2, system displays the **Profile Information** Form as under. Update the field data under New Data Column. When you choose Economic activity, system display new fields related to economic activity selected:-

**Establishment Verification (Profile Information) Form 3/6**

Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

Establishment Details	Existing Data	New Data
Establishment Type *	Commercial Establishment	Commercial Establishment
Seasonal *	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Ownership Type	Central Government	Central Government
Section (F-Construction)	C - Manufacturing	C - Manufacturing
Economic Activity as per National Industrial Classification	011/ 0111/	011 / 0111 /

\*Click Here to know your Group/Class/Subclass.

### 2.2.5. Verify/Modify Establishment eContacts

eContacts are establishment contact details like mobile number, email, fax, Facebook id etc.

Once you click the next on above form 3, you reach the **eContacts Form** as under.

1. Click on contact values to edit them.
2. Click on the create New Contact link to add new contact type.

Welcome SOPNANND DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 26:04:2016-10:33:52

[Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

**Establishment Verification (eContacts) Form 4/6**

[Back to list](#)

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

Contact Type	Contact Value
Mobile	80100898222.
Land Line	011-8979675 . 345-3453555 .
Email	ksp001@gmail.com .
Fax	3453455555 . 3453453453 .
Facebook	mahi.ksp0098 .
Skype	@mahi .

[\\*Create New Contact...](#)

[Previous](#) [Next](#)

Fill the Add New Contact form and click save.

**Add New Contact**

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

Contact Type \*

Contact Value\*

[\\*Create New Contact...](#)

[Previous](#) [Next](#)

### 2.2.6. Verify/Modify Establishment Related Offices Data

Related offices are other employers associated with establishment as its head office, branch, local office etc.

Once you click next on form 4, you land to Related Offices form.

1. Click relation to edit existing details.
2. Click Add related offices link to add new relation.

**Establishment Verification (Related Offices) Form 5/6**

[Back to list](#)

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

S No	LIN	Establishment Name	Address	Relation
1	1-6774-7114-4	Shivsagar Veg Restaurant	Business Square,272 , C... Thane West , Thane , Ma... 400601	Local Office

[\\*Add related offices...](#)

[Previous](#) [Next](#)

### 2.2.7. Verify/Modify Establishment Principal/Contractor Data

Principal/Contractor form is for relating establishment's principal, contractor or sub-contractor organisation.

Once you click next on form 5, you land to Principal Employer/ Contractor form.

1. Click relation to edit existing details.
2. Click Add related offices link to add new relation.
3. Click View & Submit button to view all the changes you have made and finally submit the changes for verification to Regional Head.

**Establishment Verification (Principal Employer/Contractor) Form 6/6**

Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
**Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311**

S No	LIN	Establishment Name	Address	Relation
1	1-6774-7114-4	Shivsagar Veg Restaurant	Business Square,272, G... Thane West, Thane, M... 400601	Contractor

[Add related principal employer/contractor...](#)

Previous Last

## 2.2.8. View/Submit Verified Form

You will see all the changes you have made at all the 6 forms.

1. Click printer icon to print the details and click the pdf icon to download the pdf.
2. Click submit button at the end of pdf to finally submit the details for verification (Please select the declaration Checkbox provided above submit button).

You may submit the forms later on also at Verification dashboard by choosing the submit option under Action/status column.

Shram Shuvidha Portal  
Ministry of Labour and Employment  
Establishment Verification Form

Addya Automotive Components Pvt Ltd (1-5484-5558-4)  
Cnt BI 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

Date: 11/04/2018 10:38:35

A. Basic Information		Existing Data	New Data	Action
1. Establishment Name		Addya Automotive Components Pvt Ltd	Addya Automotive Components Pvt Ltd	
2. Establishment Name as per PAN				
3. Premise No./Name, Sub-Localty/Colony		Cnt BI 2401 At Khupari	Cnt BI 2401 At Khupari	
4. Locality/Area/Suburb		Tal Wada	Tal Wada	
5. State		Maharashtra	Maharashtra	
6. District		Thane	Thane	
7. PIN Code		421311	421311	
8. Set-up Date			23-04-2008	
9. Hazardous		No	Yes	
10. Dangerous		No	Yes	

B. Profile Information		Existing Value	Action	New Value	Status
1. Establishment Type		Commercial Establishment			
2. Seasonal		No			
3. Ownership Type		Central Government			
4. Economic Activity as per National Industrial Classification	Section	Manufacturing			
	Group/Class/Subclass	011/ 0111/			
5. Any Other Additional Information		More Info			

C. eContacts		
S No.	Contact Type	Contact Value
1	Email	isp001@gmail.com
2	Fax	3453455555, 3453453453
4	Facebook	mahi_esp0098
5	Skype	@mah1
6	Land Line	345-3453555, 011-8079675
7	Mobile	8010089822

D. Identifier						
S No.	Identifier Name	Issuing Offices	Existing Value	Action	New Value	Status
1	ESIC NO	ESIC Registration Number	24000474370001001	Correct		Verified
2	EPFO NO	EPFD Registration Number	THTHA0699033000	Correct		Verified
3	BIP ID	Haryana Registration Number		New	2223423332	Pending

E. Related Offices				
S No.	LIN	Establishment Name	Establishment Address	Relation
1	1-8774-7114-4	Shivnagar Veg Restaurant	Business Square, 272, Gokhale Road, Thane West, Thane, Maharashtra - 400501	Local Office

F. Principal Employer/Contractor				
S No.	LIN	Establishment Name	Establishment Address	Relation
1	1-8774-7114-4	Shivnagar Veg Restaurant	Business Square, 272, Gokhale Road, Thane West, Thane, Maharashtra - 400501	Contractor

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Submitted By : Sopnand Das  
Date :

Submit

### 2.2.9. Track Verification Process

You can track verification status at Verify Data Dashboard. Verification status may be modified, rejected and verified. Click on verification status to view the remarks provided by the regional head. You can view identifier verification status under identifier status (it may be under verification, rejected or verified).

**Shram Suvidha**  
(Registration of Units for LIN, Reporting Inspection & Grievance Redressal System)  
Ministry of Labour & Employment

Welcome SOPNANND DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 26/04/2016 - 10:03:53

Home User Profile Change Password Log Out

**List of Establishment for Verification**

S.No	Establishment	Address	Identifier	Sector/Industry	Related Entities	Action/Status	Identifier Status
1	<a href="#">Atesting Pvt Ltd</a>	I-282 Tilak Nagar, Jayanagar, Lohardaga, Jharkhand - 580041	LIN 1-7374-1049-1 EPFO THTHA0021764000 ESIC 33000113000001101	Section - F	5 Contractor / Sub-Contractor 6 Offices	<a href="#">View / Submitted</a>	
2	<a href="#">Atesting Pvt Ltd</a>	Bengaluru !@#, Bengluru, Karnataka - 110001	LIN 1-5770-7909-5	Section - J	6 Contractor / Sub-Contractor	<a href="#">View / Submitted</a>	1 Under Verification
3	<a href="#">Atesting Pvt Ltd</a>	Bengluru, Karnataka -	LIN 1-9507-4428-4 EPFO THTHA0205041000 ESIC 34000291851100200	Section - J	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Rejected View / Submitted</a>	
4	<a href="#">Addya Automotive Components Pvt Ltd</a>	Cnt Bi 2401 At Khupari Tal Wada, Thane, Maharashtra - 421311	LIN 1-5484-5558-4 EPFO THTHA0099033000 ESIC 24000474370001001	Section - C	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Modified / Submit</a>	
5	<a href="#">Atesting Pvt Ltd</a>	101 Lajpat Nager New Delhi, South Delhi, Delhi - 110089	LIN 1-9444-6352-5 EPFO DSNHP0939715555	Section - J	0 Contractor / Sub-Contractor 0 Offices	<a href="#">View / Submitted</a>	2 Under Verification
6	<a href="#">Atesting Pvt Ltd 101</a>	102 Rajouri Garden, Bengluru, Karnataka - 580041	LIN 1-2241-0150-1 EPFO THTHA0208051000	Section - B	0 Contractor / Sub-Contractor 1 Offices	<a href="#">Modified / Submit</a>	
7	<a href="#">Avadh Corporation</a>	Vandan Collage, near Masjid	LIN 1-7951-1474-5 EPFO THTHA0205041000	Section - S	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Verified View / Submitted</a>	1 Reject

This ends the verify/modify data activity from the establishment representative perspective.

### 3. Verification by Regional Head

The establishment representative requests to link the establishment LIN is visible to regional head in portal logged in menu. The regional head view the requests and verify data to link LIN. The establishment basic information and Identifier data updated by representative is submitted to the regional head for verification. The Regional Head can view the establishment data modifications, provide remarks and approve/reject the changes.

#### 3.1. Link Establishment LIN

Once you log in at USSP, you will see 'Request List' option on the left hand side menu.

##### 3.1.1. Verify Establishment LIN Link Request

To link LIN, you need to verify establishment data and establishment representative details first.

1. Click request list option, you will see Establishment LIN Link Request List.
2. At the list click verify option.

S.No	Request No.	Establishment	LIN	Request By	Request Date	Action
1	10067	<a href="#">Shree Enterprises</a> 6-b, Jagruti Chs, Veer Savarkar Marg, Thane West, Thane , Maharashtra - 400606	1504994032	Mahi Ksp 8010089800 mahi@gmail.com	07/10/2015	<a href="#">Verify</a>
2	10059	<a href="#">Sigtools</a> W-i 69 Midc Phase 2 Dombivali , Thane , Maharashtra - 421201	1853328958	Mahi Ksp 8010089800 mahi@gmail.com	07/10/2015	<a href="#">Verify</a>

3. At the Link Establishment from, you view the view the establishment and new representative details. Check the declaration checkbox.
4. Click the verify button, system links the LIN with new representative establishment.

#### Establishment Link

##### Link Establishment Form

Establishment Details	
Establishment Name	Shree Enterprises
Address	6-b, Jagruti Chs, Veer Savarkar Marg, Thane West , Thane , Maharashtra - 400606
LIN	1504994032
Existing Representative	
Name	Pradeep Virkud
Email	reliable@sawantpconsultant.com
Mobile	9930170565
New Representative	
Name	Mahi Ksp
Email	mahi@gmail.com
Mobile	8010089800
<input type="checkbox"/> I have verified all the details and satisfied for genuineness of the Representative.	
<input type="button" value="Verify"/>	

### 3.2. Verify Establishment Basic Information

USSP allows you to verify modifications done by establishment representative for establishment basic information.

#### 3.2.1. View Verification Summary

1. You can view the verification summary by choosing 'Establishment Verification' option from menu at left hand side.
2. Click pending number to view the list of establishments whose data verification is pending.

Establishment Verification						
Verification Summary						
S.No	Task/Activity	Pending	Verified	Reject	Total	
1	Basic Information	2	3	1	6	
2	Identifier	2	3	1	6	

#### 3.2.2. View Pending List

Click on the Pending Status option to view the submitted data and approve or reject the same.

Establishment Basic Information Verification List					
S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">B.m.Labour Contractors, (EPFO)</a>	Ramchandra Nagar, e.s.i.hospital Rd. Eastern Express Highway, Thane, Maharashtra - 400604	LIN 1181708101 EPFO THTHA0095722000 ESIC 34000092570001001	<a href="#">25-04-2016</a>	<a href="#">Pending</a>

### 3.2.3. Submit Verification Form

View the revised data, provide the remarks and choose the reject or verify button. If you choose reject option, remark field is mandatory.

User Management

DeDuplication Dashboard

Request List

Establishment Verification

Establishments

Inspection

Reports

Search

#### Establishment Basic Information Verification Form

**B.m.labour Contractors, (1-1817-0810-1)**  
**Ramchandra Nagar,e.s.i.hospital Rd. , Eastern Express Highway, , Thane , Maharashtra - 400604**

Establishment	Existing Data	Revised Data
Establishment Name	B.M.LABOUR CONTRACTORS,	B.m.labour Contractors,
Establishment Name as per PAN		
Premise No./Name	RAMCHANDRA NAGAR,E.S.I.HOSPITAL RD.	Ramchandra Nagar,e.s.i.hospital Rd.
Locality Name/Colony	EASTERN EXPRESS HIGHWAY,	Eastern Express Highway,
State	Maharashtra	Maharashtra
District	Thane	Thane
PIN Code	400604	400604
Set-Up Date		01-06-1989
Hazardous	No	Yes
Dangerous	No	No
<b>Remark</b>		
Submitted by : Sopnannd Das		Submitted Date : 25-04-2016
<a href="#">Back To List</a>		<input type="button" value="Reject"/> <input type="button" value="Verify"/>




### 3.2.4. View Basic Information Verified List

Click on the verified number at the verification summary screen to view the verification list. Click on the submitted date to view the establishment revised data details.

User Management

DeDuplication Dashboard

Request List

Establishment Verification

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#### Establishment Basic Information Verification List

S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">Ram Refrigeration, (EPFO)</a>	A-201, Atharva Park Chs Ltd Pokhran Road No-01, Shivai Nagar, Thane, Maharashtra - 400606	LIN 1533703434 EPFO THTHA0206163006 ESIC 34000292680001099	<a href="#">08-04-2016</a>	Verified
2	<a href="#">B K Constructions (EPFO)</a>	101, 1sst Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar, Thane, Maharashtra - 400607	LIN 1620686234 EPFO THTHA0204482000 ESIC 11001165630000401	<a href="#">07-04-2016</a>	Verified
3	<a href="#">Avadh Corporation (EPFO)</a>	Vandan Collage,near Masjid J.k.gram,carvallo Nagar, North East Delhi, Delhi - 400606	LIN 1795114745 EPFO THTHA0205041000	<a href="#">05-04-2016</a>	Verified

3 items found, displaying all items.  
1



### 3.2.5. View Rejected List

Click on the rejected number at the verification summary screen to view the rejection list. Click on the submitted date to view the rejected establishment revised data details.

S.No	Establishment Name	Address	Identifier	Submitted Date	Status
1	<a href="#">Vignharta Security Services (EPFO)</a>	13, Citylight Co-op Hsg. Soc. Ltd., Indira Nagar, Kanjurmarg (East), Mumbai Suburban, Maharashtra - 400042	LIN 1431619000 EPFO THTHA0099519000	<a href="#">08-04-2016</a>	Rejected

One item found.  
1

## 3.3. Verify Establishment Identifiers

Here you can verify/reject modifications made to establishment identifiers by employer/ establishment representative.

### 3.3.1. View Verification Summary

1. You can view the verification summary by choosing 'Establishment Verification' option from menu at left hand side.
2. Click pending number to view the list of establishments whose data verification is pending.

Welcome KANTILAL CHAMPAKLAL OZA (kcozaepfo2014@gmail.com). You have logged in as Regional Head. Home User Profile Change Password Log Out  
Enforcement Agency: EPFO, Jurisdiction: Thane. 26:04:2016-16:24:12

Verification Summary						
S.No	Task/Activity	Pending	Verified	Reject	Total	
1	Basic Information	2	3	1	6	
2	Identifier	2	3	1	6	

### 3.3.2. View Pending List

Click on the Pending Status option to view the submitted data and approve or reject the same.

S.No	Establishment Name	Address	Identifier	Status
1	<a href="#">Omni Engineers - Fabricators (EPFO)</a>	Shop No. 489, Kolshet Road, Azad Nagar, Thane, Maharashtra - 400607	LIN 1-9287-8928-1 ESIC NO 34000007200001001 EPFO NO THTHA0097963000	<a href="#">PAN Pending</a> EPFO NO Reject
2	<a href="#">Vignharta Security &amp; Allied Services (ESIC)</a>	Citylight Co Op Hsg. So. Ltd. Indira Nagar G-245, Mumbai, Maharashtra - 400042	LIN 1-5525-2292-2 PAN FTYPS9165N	<a href="#">EPFO NO Pending</a>

2 items found, displaying all items.  
1

### 3.3.3. Submit Verification Form

View the revised data, provide the remarks and choose the reject or verify button. If you choose reject option, remark field is mandatory.

**Identifier Verification Form**

Omni Engineers - Fabricators (1-9287-8928-1)  
Shop No. 489, Kolshet Road, Azad Nagar, Thane, Maharashtra - 400607

	Existing Value	Revised Value
Identifier	PAN	PAN ( <a href="#">Click here for verify PAN</a> )
Identity/Registration Number		FTYPS9305N
Establishment Name as on		Omni Engineers - Fabricators
Identifier		
Action		New
Supporting Documents	<a href="#">View</a>	<a href="#">View</a>
Remark	<input type="text"/>	

Submitted by : Sopnannd Das Submitted Date : 08-04-2018

[Back To List](#)

### 3.3.4. View Identifier Verification List

Click on the verified number at the verification summary screen to view the verification list. View the verification status under status column.

**Establishment Identifier Verification List**

S.No	Establishment Name	Address	Identifier	Status
1	<a href="#">B K Constructions (EPFO)</a>	101, 1st Floor,shivam Dhanya Bhandar,near Indofil Co,azad Nagar, Thane, Maharashtra - 400607	LIN 1-6206-8623-4 ESIC NO 3400028632000100 EPFO NO THTHA0204482111	EPFO NO Verified
2	<a href="#">Atesting Pvt Ltd (Manual)</a>	I-282 Tilak Nagar, Jayanagar, Lohardaga, Jharkhand - 860041	LIN 1-7374-1049-1 ESIC NO 33000113600001101 EPFO NO THTHA0098198000 MINE CODE 9876543210 BIP ID 45345345	EPFO NO Verified
3	<a href="#">Avadh Corporation (EPFO)</a>	Vandan Collage,near Masjid J.k.gram,carvallo Nagar, North East Delhi, Delhi - 400606	LIN 1-7951-1474-5 PAN AQQPP8373D EPFO NO THTHA0205041000	EPFO NO Verified

3 items found, displaying all items.

## Feedback

### A. Send us feedback

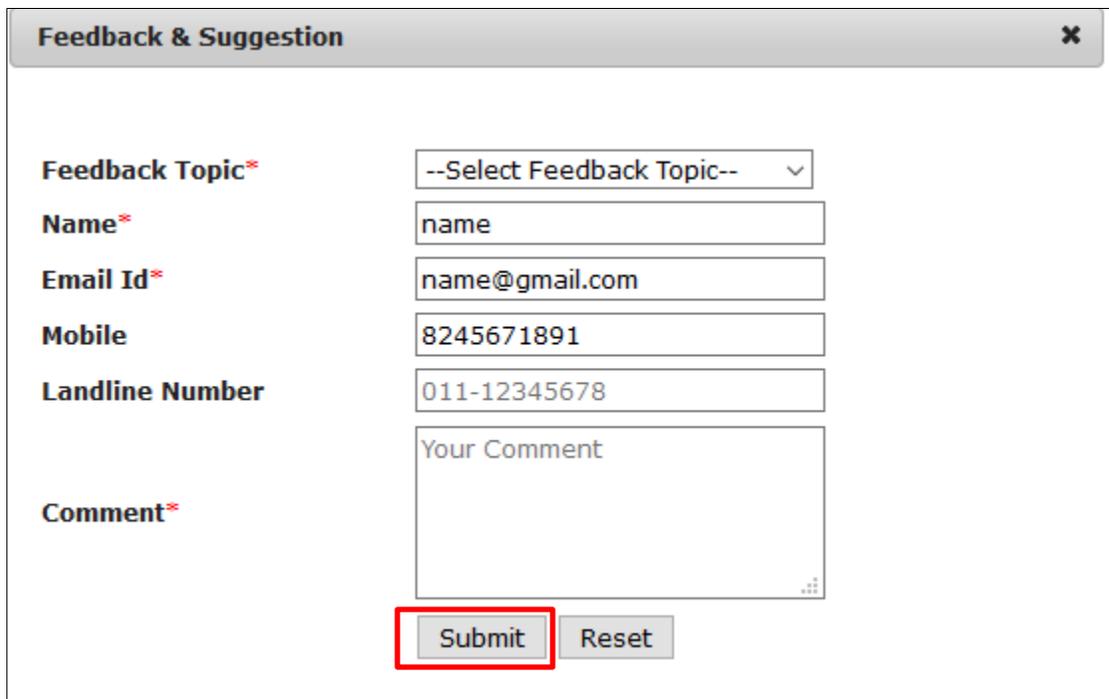
Here you can give us your feedback and suggestions which can be used as basis of improvement and help.

1. Once you are logged into your USSP account, at the top most bar you will see the 'Feedback' option.



The screenshot shows the top navigation bar of the Shram Suvidha Portal. The 'Feedback' link is highlighted with a red box. Below the navigation bar, the user is logged in as an Establishment Representative. The main content area displays a welcome message and a sidebar with navigation options like 'Establishments', 'Verify Data', 'File Annual Return', 'Your Inspection', and 'Link Establishment'.

2. Click the feedback option; you will see Feedback & Suggestion form. Fill and submit the form.



The screenshot shows the 'Feedback & Suggestion' form. The form fields are: 'Feedback Topic\*' (dropdown menu), 'Name\*' (text input), 'Email Id\*' (text input), 'Mobile' (text input), 'Landline Number' (text input), and 'Comment\*' (text area). The 'Submit' button is highlighted with a red box.

### B. Contact us

You can also send your feedback to Shram Suvidha Portal Team at [websupport-mol@nic.in](mailto:websupport-mol@nic.in).