LABOUR COMMISSIONERATE
Govt. of West Bengal
USER MANUAL
1. Homepage of the Application of Labour Commissionerate

The user has to log into the system, open the web browser and type the url: www.wblc.gov.in at the address bar of the web browser, the homepage of the website is as shown below.
2. e-Services

2.1. To select specific e-service user has to click E-SERVICE from menu.
2.2. The user has to choose from where user wants to register.

2.3. The user has to agree with the terms and condition.
3. Registration Form for New User

The new Applicant has to provide their minimum credentials in the below screen for one time registration only by click on the ‘New Registration’ option under e-services menu link else login by providing the user name and password.
4. User Login Form for Registered User

The registered user logs into the application by providing their user id, password and the captcha as shown in the image in the USER LOGIN screen below and proceed for view dashboard as shown in the screen below.

5. User Dashboard:

After the User Successful login the users can view their dashboard as shown in the below screen along with the list of application (if any) status applied by the applicant otherwise proceed application for Form-I from ‘MTW Application’ option from the left panel.
6. Application form for MTW Registration

The applicant has to fill all the relevant fields and attach the documents and upload then save the page. Number 5 of the page i.e. ‘Nature of work carried on in the Establishment’ field, the user has to press the Ctrl key and click on the chosen item for multiple selection at a time. The fields having * marks indicates mandatory fields.

TAB 1: Application Details
TAB 2: Ownership Details

TAB 3: Upload Documents
TAB 4: After all the tabs properly filled, the applicant can submit and view, then the applicant can download and take the printout of application.

7. User Dashboard for viewing Application Status

After submit the application form applicant can view its status as Applied from dashboard.
After the proper inspection and verification by the Inspector, the ALC will approve the application and allow the applicant to pay the requisite fee from the status ‘Pay Now’ option as indicated below and proceed for making payment.

User views the comments commented by the Assistant Labour Commissioner (ALC) according to the verification status of the Application.
After the confirmation of registration fees the applicant is redirected to the ‘GRIPS’ portal for online payment as indicated by the below screen.
Please Don't Close The Browser and Confirm The Below Details

Govt. Reference No (GRN): 192019200011819161
Depositor Name: Sudhansu Mohato
Total Amount: Rs.10
Bank Name: State Bank of India
Payment Mode: Online Banking
Department Name: Labour Department
Service Name: NA

Please re-confirm the Total Payable Amount:

Confirm  |  Cancel

Note: Depositors are requested to verify the 'Amount', 'GRN' details, 'Bank' details, 'Service' details very carefully at the time of final confirmation of the payment. Press 'Confirm' button if all details displayed are correct as per your input given or 'Cancel' the transaction and make a fresh transaction.
8. Download Form-I, Digitally signed and Upload Form-I

The Applicant has to download Form-I from the Download FORM –I button and digitally sign the same and upload it by browsing Upload FORM-I option for final submission of application. After the proper verification of application and approved by Assistant Labour Commissioner, generate a registration number and issue the registration certificate against the applicant.

After download the FORM-I, click on the ‘FINAL SUBMIT’ button the application form will finally submitted for verification.
Sample downloaded Form-I is given below.

FORM - I

APPLICATION FOR REGISTRATION OF UNDERTAKING AND GRANT OF RENEWAL OF CERTIFICATE OF REGISTRATION

1. Name of Motor Transport Undertaking: 
2. Full Address to which communications relating to the Motor Transport Undertaking should be sent: 
   Name: [Name]
   Address: [Address]
   Contact person: [Person]
   Email: [Email]
3. Nature of Motor Transport Service:  
4. Total Number Of Routes: 
5. Total Route Mileage: 
6. Total Number of Motor Transport Vehicles on the last date of the proceeding year: 
7. Maximum Number of Motor Transport Workers employed on any day during the proceeding year: 
8. Full Name and Residential Address of the Proprietor or Partner or The Motor Transport Undertaking in the case of a firm not registered under the company act, 1956: 
9. General Manager in the case of a public sector undertaking: 
10. Full Name and Residential Address of the Directors in the case of company registered under the Companies Act, 1956: 
11. Amount fees enclosed: 

CLOSING PAGE

Signature of the Employer: 

Date and Year: 

Office of theRegistering Officer authorized under the Building and Other Construction Contracts Regulations of Employment and Conditions of Services act, 1970 or the Rules made thereunder.

Date of receipt of application: 

23 March 2018.
9. Issue of Registration Certificate

After proper verification and approval of the submitted application a registration number has been generated in the registration certificate, which can be downloaded from the link ‘Download Certificate’ in the application list in the Dashboard having STATUS ‘Issued’.

Sample Downloaded Issued Registration Certificate
ANNEXURE

<table>
<thead>
<tr>
<th>General Manager - I Details</th>
<th>(Public Sector Undertaking-ABCD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the General Manager in the case of a public sector undertaking</td>
<td>Test</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Kalpi, Block - Kalpi, Diamond Harbour P.S. - Kalpi, South 24 Parganas, PIN-701187, West Bengal, India</td>
</tr>
</tbody>
</table>