

STANDARD OPERATING PROCEDURE (SOP)

Renewal under The Shops
and Establishment Act
(including 365 days license)

Department of Labour and Employment

Government of J&K

Name of Service

Renewal under The Shops and Establishment Act (including 365 days license).

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

The Shops and Establishments act, 1966

Documents Checklist

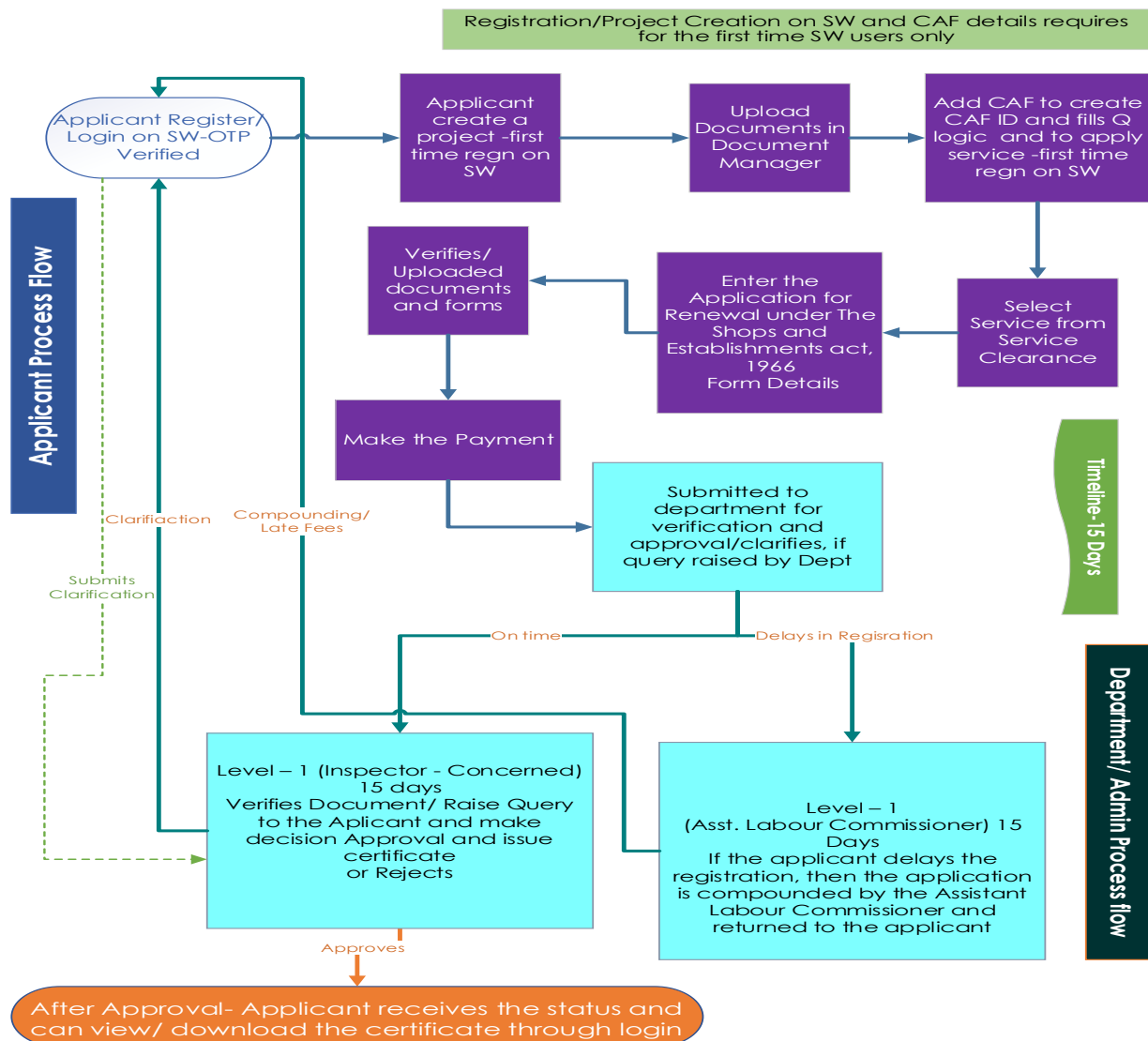
#	Document name	Type	Mandatory
1.	Rent Deed / Affidavit	PDF	Yes
2.	Photograph of the Employer	JPEG/JPG	Yes
3.	Aadhaar Card / Election Card / Driving License of Principal Employer	PDF	Yes
4.	Partnership Deed, if applicable	PDF	No
5.	Photograph of Business Premises / Unit	JPEG/JPG	Yes
6.	GST Certificate or any other registration from competitive authority, if applicable	PDF	No
7.	Old Existing Registration / Approval Certificate	PDF	Yes

Fees

#	Category	Fee per annum
1	Hotel (A&E), Nursing Homes, Cinema Halls, Privately managed Educational Institutions (+ 2 level and above), Privately managed Professional Colleges and Institutions, Petrol Pumps, Insurance Companies excluding Life Insurance Corporation, Financial Institutions, Banks excluding Reserve Bank of India and State Bank of India, Chartered Accountant Chamber, and Wine Shops, Vehicle Show Rooms, Gas Agencies, (Not covered under Factories Act).	Rs.2000
2	Computer Training Centres, Jewellers, STD/ISD/PCO Centres, Health Fitness Centres, Health Clinics, X-Ray / Ultra-Sound / ECG Centres, Hostels (C&D Categories), Banquet Halls (Janjgahars), Cable Operators, Medical	Rs.1000

#	Category	Fee per annum
	Agencies, Agencies other than Medical Agencies, Privately managed High Schools, Ice Factories (Not covered under Factories Act).	
3	Privately managed Middle Schools	Rs.800
4	Clinical Laboratories, privately managed Primary Schools, Beauty Parlours, Tent & Light houses, Ice Candy (Not covered under Factories Act).	Rs.500
5	Shops and Commercial Establishments employing 20 or more workers.	Rs.2000
6	Shops and Commercial Establishments employing 10 to 19 workers.	Rs.1000
7	Shops and Commercial Establishments employing 5 to 9 workers.	Rs.500
8	Shops and Commercial Establishments employing 3 to 4 workers.	Rs.300
9	Shops and Establishments employing less than 3 workers.	Rs.150
10	Shops and Commercial Establishments run by the Owners without any employees.	Rs.50

Process Flow: Renewal under Shops and Establishments act, 1966



Procedure for the application for Renewal under Shops and Establishments act, 1966

- I. Applicant registers himself/herself on single window system <http://www.singlewindow.jk.gov.in>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.

- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Renewal under The Shops and Establishment.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility.
- IX. Filled application form will be submitted to Inspector Labour.
- X. After online receipt of application form for Renewal under The Shops and Establishment with all the necessary documents mentioned above the Inspector Labour shall scrutinize the application along with uploaded documents.
- XI. In case of deficiency Inspector Labour shall report the deficiency to the applicant within fifteen working days.
- XII. If there is no deficiency the Inspector Labour shall issue or reject the same within fifteen working days.
- XIII. If the applicant delays the registration, then the application is compounded by the Assistant Labour Commissioner and returned to the applicant.
- XIV. The applicant has to submit the necessary compound fee and resubmit the application to Inspector Labour.
- XV. The certificate can be downloaded from the applicant login.

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Renewal	Enter Old Existing Registration / Approval Certificate File*	Dropdown	Yes
2.		Enter Old Existing Registration / Approval number	Alpha/Numeric	Yes
3.		Enter Old Existing Registration Valid Upto (in years, format YYYY)	Calendar	Yes
4.		Annual Return Filled	Pop-up	Yes
5.	Establishment Details	Name of the establishment	Alpha/numeric	Yes
6.		Location of the establishment	Alpha/numeric	Yes
7.		Address 1	Alpha/numeric	Yes
8.		Address 2	Alpha/numeric	Yes
9.		City	Alpha	Yes
10.		District	Alpha/Dropdown	Yes
11.		Pincode: *	Numeric	Yes
12.		E mail Id	Alpha/numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
13.	Full postal address of office / storeroom / go down / warehouse / workplace that is attached to the establishment but situated in premises different from those of establishment (if any)	Phone Number	Alpha/numeric	Yes
14.		Nature of work carried on the establishment	Alpha/numeric	Yes
15.		Total number of Workers to be Employed	Alpha/numeric	Yes
16.		Address 1	Alpha/numeric	Yes
17.		Address 2	Alpha/numeric	Yes
18.		City	Alpha/numeric	Yes
19.		District	Alpha/Dropdown	Yes
20.	Partner/Member/Director/Share Holder Information, if any communication	Pin code	Numeric	Yes
21.		Email Id	Alpha/numeric	Yes
22.		Mobile Number	Numeric	Yes
23.		Full Name	Alpha/numeric	No
24.		Father's / Husband's Full Name	Alpha/numeric	No
25.		Address 1	Alpha/numeric	No
26.		Address 2	Alpha/numeric	No
27.	Name, designation and permanent address of employer (Manager, agent or any other personal who is the	City	Alpha/numeric	No
28.		District	Alpha/Dropdown	No
29.		Pin code	Numeric	No
30.		Email Id	Alpha/numeric	No
31.		Contact Number	Numeric	No
32.		Full Name	Alpha/numeric	Yes
33.		Father's / Husband's Full Name	Alpha/numeric	Yes
34.		Address 1	Alpha/numeric	Yes
35.		Address 2	Alpha/numeric	Yes
36.		City	Alpha/numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
37.	immediate in charge of the general management of control	District	Alpha/Dropdown	Yes
38.		Pincode	Numeric	Yes
39.		Email Id	Alpha/numeric	Yes
40.		Contact Number	Numeric	Yes
41.	Particulars of members of employer's family in the establishment, if any	Full Name	Alpha/numeric	No
42.		Father's / Husband's Full Name	Alpha/numeric	No
43.		Address 1	Alpha/numeric	No
44.		Address 2	Alpha/numeric	No
45.		City	Alpha/numeric	No
46.		District	Alpha/Dropdown	No
47.		Pin code	Numeric	No
48.		Email Id	Alpha/numeric	No
49.		Contact Number	Numeric	No
50.	Other Details	Name of the other persons occupying positions of management of employees engaged in confidential capacity, comma separated (if any)	Alpha/numeric	No
51.		Category of the Shop / Establishment	Dropdown	Yes
52.		Nature of Business*	Alpha/numeric	Yes
53.		Number of employees	Calculator	Yes
54.		Registration Period	Radio Button and Fee Calculator	
55.		Name of the day of week on which weekly holiday will be observed (in case of shops and commercial establishment only)	Dropdown	No

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
56.	Documents	Rent Deed / Affidavit	Upload Option	Yes
57.		Photograph of the Employer	Upload Option	Yes
58.		Aadhaar Card / Election Card / Driving License of Principal Employer		
59.		Partnership Deed, if applicable		
60.		Photograph of Business Premises / Unit		
61.		GST Certificate or any other registration from competitive authority, if applicable	Upload Option	Yes
62.		Supporting documents, if any	Upload Option	No

Do's and Don'ts

Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place.
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application.
3. Raise grievances on Single Window, if Approval is not granted within specified timeline.
4. Download your Approval certificate/ License/Registration etc. from the portal only.

Don'ts

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the Document Checklist

References:

1. The Shops and Establishments act, 1966 ([A1996_27.pdf \(indiacode.nic.in\)](#))
2. PSGA General Administration Department, Jammu & Kashmir.
([showpdf.aspx \(jkgad.nic.in\)](#))

Appendix

FORM "A"

01. Name of the Establishment, if any
(in block letters)
02. Postal Address Location of the Establishment
03. Situation of Office, Store Room, Go down,
Ware House or work place if any attached
to the establishment but situated premises
different from those of the Establishment.
04. Category of the Establishment i.e, whether
(a) Shop (b) Commercial Establishment
(c) Residential Hotel, Restaurant or Eating House
(d) Theater or other place of public amusement or establishment.

S.No.	Name & Parentage	Designation	Permanent Address	Name of Interest whether Partner/Member/Director Share Holder.
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05. Name of Business.....

06. Name, Designation and Permanent Address
of Employer (manager, agent or any other
person) who is in the immediate chare of
the general management of control.....

07. Particulars of members of employer family
in Establishment as defined in Section 2(S)

Name	Age	Sex	Relation with Employer
1.			
2.			
3.			

08. Name of other persons occupying position
of management of employees engaged in
confidential capacity if any.

Name of Employee	Male	Female	Total
Adults			
Children			
Total			

09) Name of day of the week on which weekly
holiday will be observed (in case of Shops
and Commercial Establishments only).....

10. Details of remittance enclose copy of Challan
Name of Challan Challan No. & Dated Amount

Place.....
Date.....

Signature of Proprietor/Manager/
Secretary/Managing Director of Person Incharge

FORM "O"

[See Rule (20) 4]

NOTICE OF CLOSE DAY OR AN ALTERATION IN CLOSED DAY

1. Name of the Shop or Establishment

2. Address

Registration No.

Notice is hereby given that with effect from the above Shop/Establishment shall (i) observe as the close day (ii) observeas the close day instead of as previously notified.

Signature of Employer

Copy forwarded to the inspector of Shops/Establishments for information.

Dated

Signature of Employer

Signature of Inspector
With Office Stamp.