



Government of Jammu and Kashmir  
**Labour and Employment Department**  
Civil Secretariat, Jammu/Srinagar

- Subject :-**(i) Eliminating the requirement of inspection prior to Registration under Jammu and Kashmir Shops and Establishments Act, 1966.
- (ii) Ensure that the final registration is granted within one day from the date of application in the Jammu and Kashmir Shops and Establishments Act, 1966.

**CIRCULAR NO. 02 of JK(L&E) of 2025**  
**DATED: 28.04.2025**

As a step towards facilitating the business community and private establishments. Now onwards, The Registration and Renewal of Form-C under Shops and Establishment Act, 1966 requires no inspection prior to registration and the **final registration is to be granted within one day from the date of application**. Further there is no statutory requirement of any document to be uploaded for the registration.

In view of the above and for ease of doing Business in Jammu and Kashmir, a uniform document in the form of an Undertaking will be entertained for registration under J&K Shops & Establishment Act, 1966 henceforth, which not only smoothens the process of registration but will also bring more transparency in public service delivery. However, inspection can be conducted post registration. The format of the undertaking is annexed with this circular.

**Sd/-**  
**(Kumar Rajeev Ranjan) IAS**  
**Secretary to the Government,**  
**Labour and Employment Department**


No. LE-LAB/4/2025-11-L&E(e-7620035)

Dated:-28.04.2025


Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Additional Secretary (UTS.I), Ministry of Home Affairs, Government of India.
4. All Principal Secretaries to Government.

5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Principal Resident Commissioner, J&K Government, New Delhi.
10. Divisional Commissioner, Kashmir/Jammu.
11. Chairperson, J&K Special Tribunal.
12. Secretary, J&K Public Service Commission.
13. All Heads of the Department/ Managing Directors.
14. All Deputy Commissioners.
15. Director Information, J&K with the request to publish the circular in leading English dailies one each from Jammu/Srinagar
16. Director, Estates, Kashmir/Jammu.
17. Labour Commissioner, J&K for information.
18. Director, Archives, Archaeology and Museums, J&K.
19. Secretary, J&K Services Selection Board.
20. Private Secretary to Hon'ble Chief Minister.
21. General Manager, Government Press, Jammu/Srinagar,
22. All Assistant Labour Commissioners of UT of J&K for information.
23. Private Secretary to Hon'ble Deputy Chief Minister.
24. Private Secretaries to all Hon'ble Ministers.
25. Private Secretary to Advisor to Hon'ble Chief Minister.
26. Private Secretary to the Chief Secretary.
27. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
28. Private Secretary to Secretary to the Government, Labour and Employment Department.
29. Incharge Website, Labour & Employment Department.
30. Stock file.

  
Jammu, 28.04.2025.  
(Waheed Ahmed)JKAS

Under Secretary to the Government,  
Labour and Employment Department

  
28.04.2025



### Self Undertaking

1. That I am the resident of \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ State/UT \_\_\_\_\_.
1. That I have opened Shop/Establishment M/S \_\_\_\_\_ at \_\_\_\_\_ and the date of at commencement of Business/Establishment is \_\_\_\_\_.
3. That the above mentioned Shop/Establishment is in rented property/own property/ leased property/allotted property.
4. That if any dispute arises on title of the Shop/Establishment or on the Ownership of the building in which I am carrying the business activity, I shall be personally responsible for all legal and financial consequences, whatsoever.
5. That I will not construed this registration certificate (Form-C under Shops & Establishment Act) as a document for getting any loan or subsidy from any bank, financial institution, Insurance Company, Government Department or any other Public Sector Undertaking.
6. That if any dispute arises on account of any loan, subsidy, fees, levy, tax from any private party, Semi Govt Institution or Government Institution, I will be liable for all legal and financial consequences.
7. That I will not carry out any business which is prohibited by any law of the land and will not engage in any unfair trade or labour practices.
8. That I will not engage any person below the age of 14 yrs in my Shop/ Establishment.
9. That **in case of any discrepancy/complaint or any bogus registration, such registration will be scrutinized by Assistant Labour Commissioner concerned** and registration will be cancelled/suspended and legal action will also follow.

**Deponent**

Verification:- Today on \_\_\_\_\_ that the above mentioned averments are true to the best of my knowledge and nothing has been concealed therein.



**Deponent**