Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Shops & Establishment

User Manual for GUDM

Version 1.0

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1 Introduction

The Shops & Establishment module of e-Nagar 2.0 is developed to digitize and streamline the complete process of registration, regulation, and management of shops, commercial establishments, and other business entities operating within the jurisdiction of Urban Local Bodies (ULBs) across Gujarat. The module facilitates efficient processing of new registrations, intimations, modifications, cancellations, annual returns, employer and business information updates, and other establishment-related services through a centralized digital platform.

The system enables citizens, business owners, and authorized users to submit applications for shop and establishment registration, intimation certificates, modifications, cancellations, and annual returns, upload the required documents, track application status, make online payments, and monitor the progress of their applications through an integrated online system. It also enables ULB officials to verify applications, review supporting documents, conduct inspections wherever applicable, process approvals, and manage establishment records efficiently and transparently.

The module supports a workflow-based approval mechanism involving multiple authorities and user levels for application scrutiny, document verification, inspection, approval, and certificate generation. It also facilitates workflow history tracking, document management, application status monitoring, and communication between different workflow levels throughout the life cycle of an application.

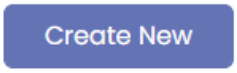
Additionally, the module provides comprehensive master management for configuring establishment categories, constitution types, business activities, fees, penalties, and other operational parameters required for effective administration of the Shops & Establishment services. It also includes various reports for monitoring registrations, intimations, employer and business updates, application tracking, revenue collection, annual returns, and active registration status, enabling ULB officials to generate analytical and statutory reports for administrative and regulatory purposes.

This user manual provides detailed instructions for users to create and manage shop and establishment registrations, process intimation applications, submit annual returns, update employer and business information, perform workflow actions, process approvals, manage master data, generate reports, and monitor operational activities using the Shops & Establishment module of the e-Nagar 2.0 system.

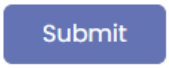
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete

- Removes the selected record from the system.
- Requires confirmation before deletion.

View

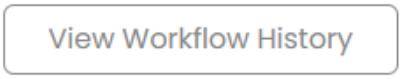
- Displays complete details of a selected record.
- Used for read-only access without editing.

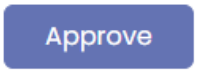
Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

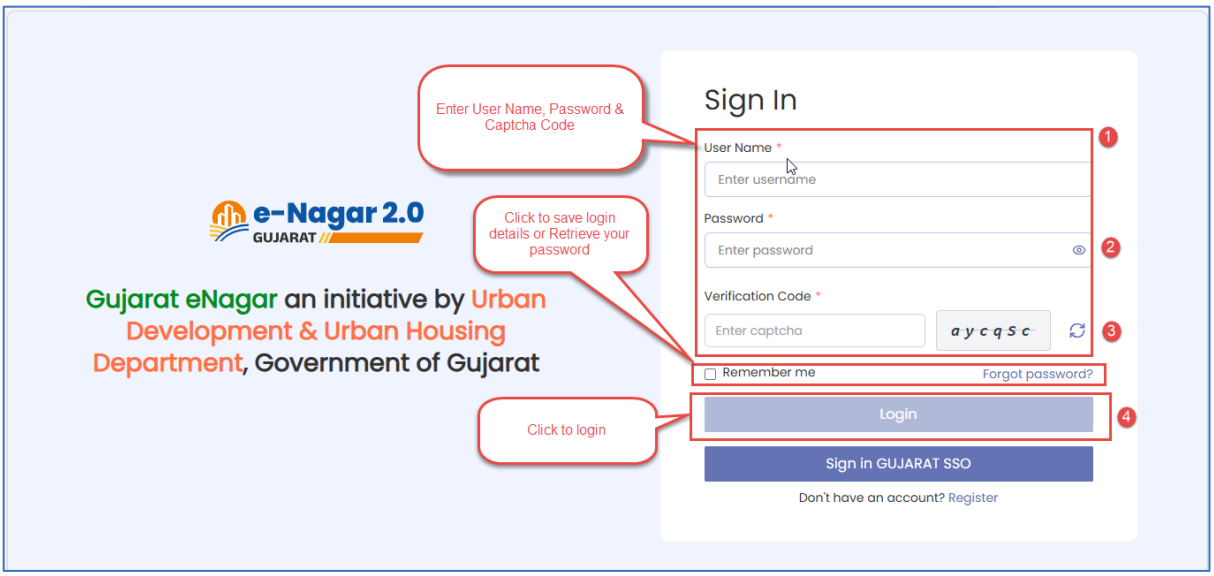


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Dashboard

Shops & Establishment Dashboard

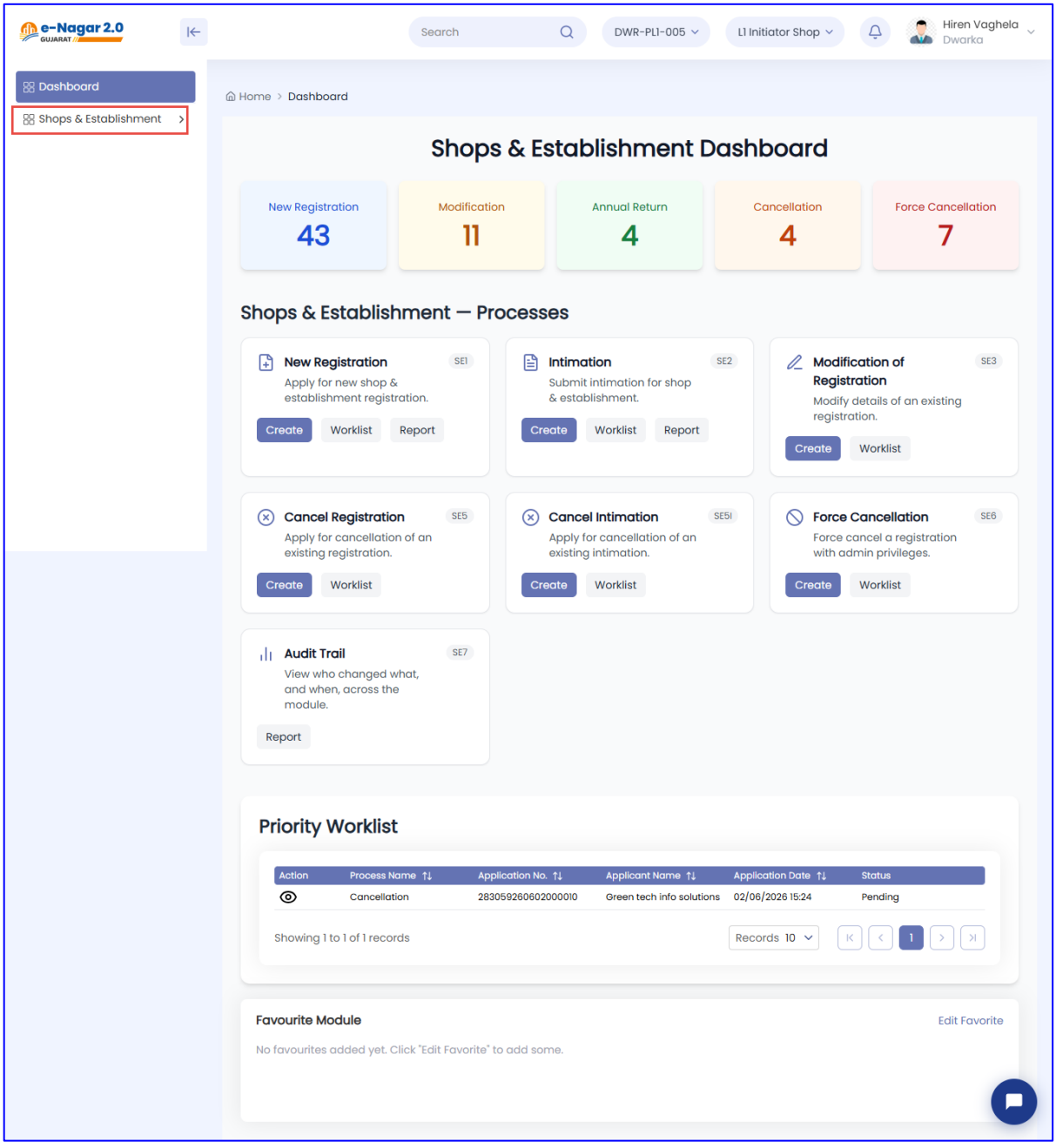


Figure 4-1

The **Shops & Establishment Dashboard** serves as the central landing page for the Shops & Establishment module. It provides a summary of different application types, quick access to major processes, priority work items, and frequently used modules. Users can initiate new applications, access pending worklists, generate reports, and monitor the status of applications from a single screen.

Dashboard Summary

The summary cards displayed at the top of the dashboard provide the total number of applications processed under each service.

Dashboard Cards

- **New Registration** – Displays the total number of new shop and establishment registration applications.
- **Modification** – Displays the total number of modification applications submitted for existing registrations.
- **Annual Return** – Displays the total number of annual return applications.
- **Cancellation** – Displays the total number of cancellation applications.
- **Force Cancellation** – Displays the total number of force cancellation applications processed by authorized users.

Shops & Establishment – Processes

The **Shops & Establishment – Processes** section provides quick access to all services available under the module. Each process contains shortcuts to create a new application, access the worklist, or generate reports based on the functionality available for that process.

New Registration

The **New Registration** process allows users to submit a new application for registration of a shop or establishment.

Buttons

- **Create** – Opens the New Registration application form.
- **Worklist** – Displays all New Registration applications assigned to the logged-in user.
- **Report** – Opens the reports related to New Registration applications.

Intimation

The **Intimation** process allows users to submit an intimation related to an existing shop or establishment.

Buttons

- **Create** – Opens the Intimation application form.
- **Worklist** – Displays all Intimation applications assigned to the logged-in user.
- **Report** – Opens the reports related to Intimation applications.

Modification of Registration

The **Modification of Registration** process allows users to update the details of an existing shop or establishment registration.

Buttons

- **Create** – Opens the Modification of Registration application form.
- **Worklist** – Displays all Modification applications assigned to the logged-in user.

Cancel Registration

The **Cancel Registration** process allows users to apply for cancellation of an existing shop or establishment registration.

Buttons

- **Create** – Opens the Cancel Registration application form.
- **Worklist** – Displays all cancellation applications assigned to the logged-in user.

Cancel Intimation

The **Cancel Intimation** process allows users to apply for cancellation of an existing intimation submitted under the Shops & Establishment module.

Buttons

- **Create** – Opens the Cancel Intimation application form.
- **Worklist** – Displays all Cancel Intimation applications assigned to the logged-in user.

Force Cancellation

The **Force Cancellation** process allows authorized users to cancel a shop or establishment registration through administrative privileges.

Buttons

- **Create** – Opens the Force Cancellation application form.
- **Worklist** – Displays all Force Cancellation applications assigned to the logged-in user.

Audit Trail

The **Audit Trail** process allows users to view the activity history of the Shops & Establishment module, including changes performed on applications and records.

Buttons

- **Report** – Generates the Audit Trail report.

Priority Worklist

The **Priority Worklist** displays applications that require immediate attention from the logged-in user. It enables users to quickly access pending applications without navigating through individual worklists.

Columns

- **Action** – Displays the available action for the application.
- **Process Name** – Displays the process to which the application belongs.
- **Application No.** – Displays the unique application number.
- **Applicant Name** – Displays the name of the applicant.
- **Application Date** – Displays the application submission date and time.
- **Status** – Displays the current status of the application.

Buttons

- **View (Action)** – Opens the selected application for viewing or further processing.

Favourite Module

The **Favourite Module** section allows users to maintain shortcuts for frequently accessed processes, enabling quicker navigation from the dashboard.

Buttons

- **Edit Favorite** – Opens the favourite module configuration, allowing users to add or remove frequently used processes from the Favourite Module section.

5 Registration

Navigation: Shops & Establishment → Registration

The **Registration** menu provides access to all registration-related services available under the Shops & Establishment module.

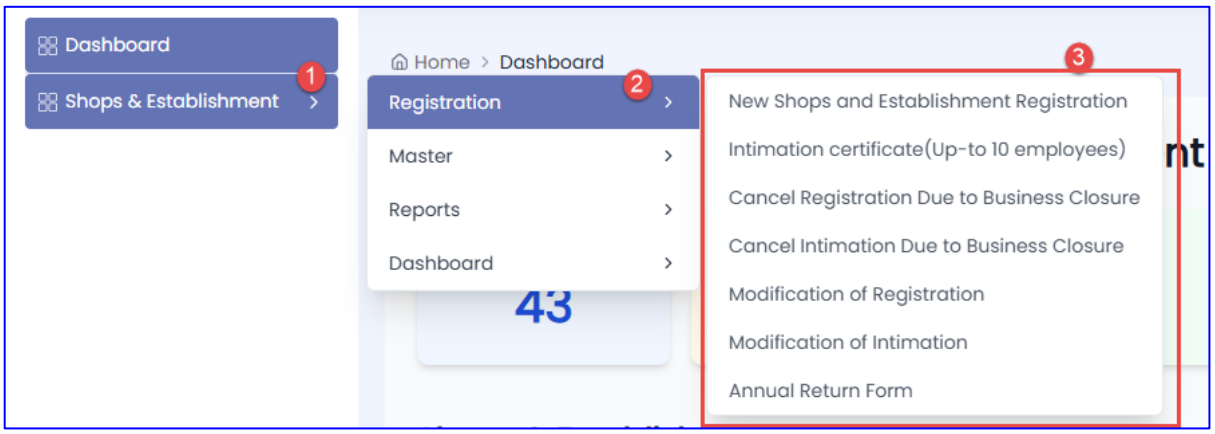


Figure 5-1

Modules

- **New Shops and Establishment Registration** – Opens the application for registering a new shop or establishment.
- **Intimation Certificate (Up to 10 Employees)** – Opens the application for submitting an intimation certificate for establishments employing up to ten employees.
- **Cancel Registration Due to Business Closure** – Opens the application for cancelling an existing registration due to permanent business closure.
- **Cancel Intimation Due to Business Closure** – Opens the application for cancelling an existing intimation due to business closure.
- **Modification of Registration** – Opens the application for modifying an existing shop or establishment registration.
- **Modification of Intimation** – Opens the application for modifying an existing intimation certificate.
- **Annual Return Form** – Opens the application for submitting the annual return for a registered establishment.

5.1 New Registration Shops and Establishment

Click on Labour License → New Registration Shops and Establishment from the Dashboard. This module enables Labour License Initiator users to create and submit a new Shops and Establishment Registration application. The application is completed through multiple stages including establishment details, employer information, manager details, employee details, document upload, declaration, payment, and submission for approval.

New Registration Shops and Establishment Listing Page

The New Registration Shops and Establishment Listing page displays all registration applications created by the logged-in user. Users can search applications, create a new registration, monitor application progress, download payment receipts and certificates, and perform actions based on the application status.

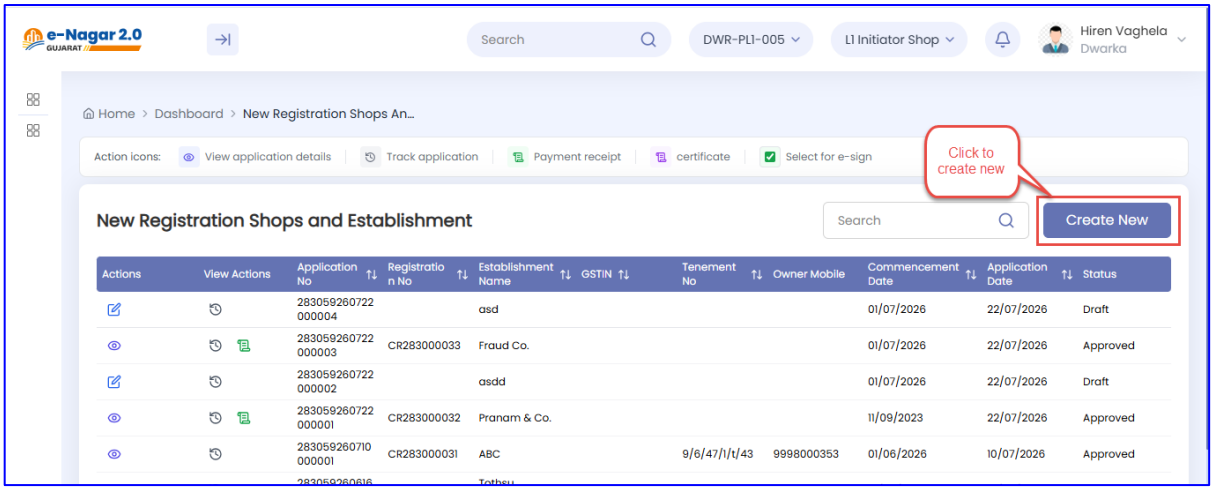


Figure 5-2

Page Components

Search – Allows users to search applications from the registration list.

Create New – Opens the Guidelines popup to start a new Shops and Establishment Registration application.

Action Icons

- View Application Details – Opens the complete application in view mode.
- Track Application – Displays the workflow history and current processing stage.
- Payment Receipt – Downloads or views the payment receipt after successful payment.
- Certificate – Downloads the registration certificate after final approval.
- Select for e-sign – Selects the application for digital signature wherever applicable.

Grid Information

The listing displays the following information for every application.

Application No.

Registration No.

Establishment Name

GSTIN

Tenement No.

Owner Mobile Number

Commencement Date

Application Date

Current Status

Guidelines Popup

When the user clicks Create New, the system displays the registration guidelines before allowing the application to proceed.



Figure 5-3

The popup contains instructions in both Gujarati and English. The user must select the declaration checkbox confirming that all guidelines have been read and understood.

Buttons 

- Cancel – Closes the popup without creating a new application.
- Confirm & Proceed – Accepts the guidelines and opens the Establishment Details page.

5.1.1 Establishment Details

The Establishment Details page captures the complete information related to the establishment being registered. It records the business identity, address, registration category, business commencement information, and fee details.

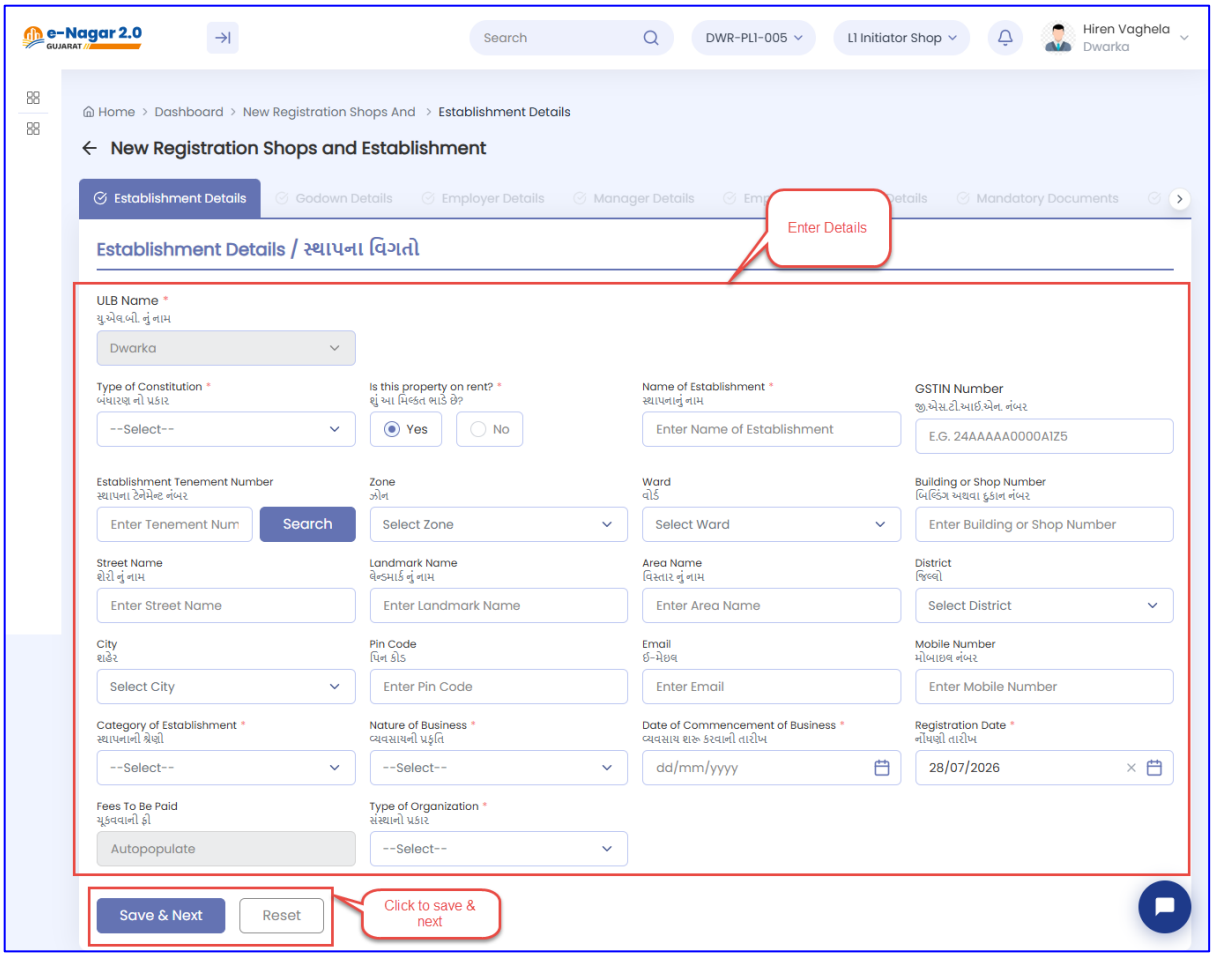


Figure 5-4

Fields

- ULB Name – This field is auto-populated based on the logged-in user's ULB. (Dropdown)
- Type of Constitution – Select the legal constitution of the establishment. (Dropdown)
- Is this Property on Rent? – Specify whether the establishment operates from a rented property. (Radio Button)
- Name of Establishment – Enter the official name of the establishment. (Text)
- GSTIN Number – Enter the GST Identification Number of the establishment, if applicable. (Text)
- Establishment Tenement Number – Enter the tenement number of the establishment to fetch available property details. (Numeric)

- Search – Retrieves establishment property information using the entered Tenement Number. (Button)
- Zone – Select the administrative zone where the establishment is located. (Dropdown)
- Ward – Select the ward under the selected zone. (Dropdown)
- Building or Shop Number – Enter the building or shop number of the establishment. (Text)
- Street Name – Enter the street name where the establishment is situated. (Text)
- Landmark Name – Enter a nearby landmark to help identify the establishment location. (Text)
- Area Name – Enter the locality or area name of the establishment. (Text)
- District – Select the district in which the establishment is located. (Dropdown)
- City – Select the city of the establishment. (Dropdown)
- Pin Code – Enter the postal PIN code of the establishment location. (Numeric)
- Email – Enter the official email address of the establishment. (Email)
- Mobile Number – Enter the contact mobile number of the establishment. (Mobile Number)
- Category of Establishment – Select the appropriate category of the establishment. (Dropdown)
- Nature of Business – Select the business activity carried out by the establishment. (Dropdown)
- Date of Commencement of Business – Select the date on which the business commenced operations. (Date Picker)
- Registration Date – Displays the registration application date. (Date Picker)
- Fees To Be Paid – Displays the applicable registration fee calculated by the system. (Auto-populated)
- Type of Organization – Select the organization type applicable to the establishment. (Dropdown)

Buttons 

- Save & Next – Saves the entered information and opens the Godown Details page.
- Reset – Clears all entered information.

5.1.2 Godown Details

The Godown Details page allows users to enter one or more godown addresses associated with the establishment.

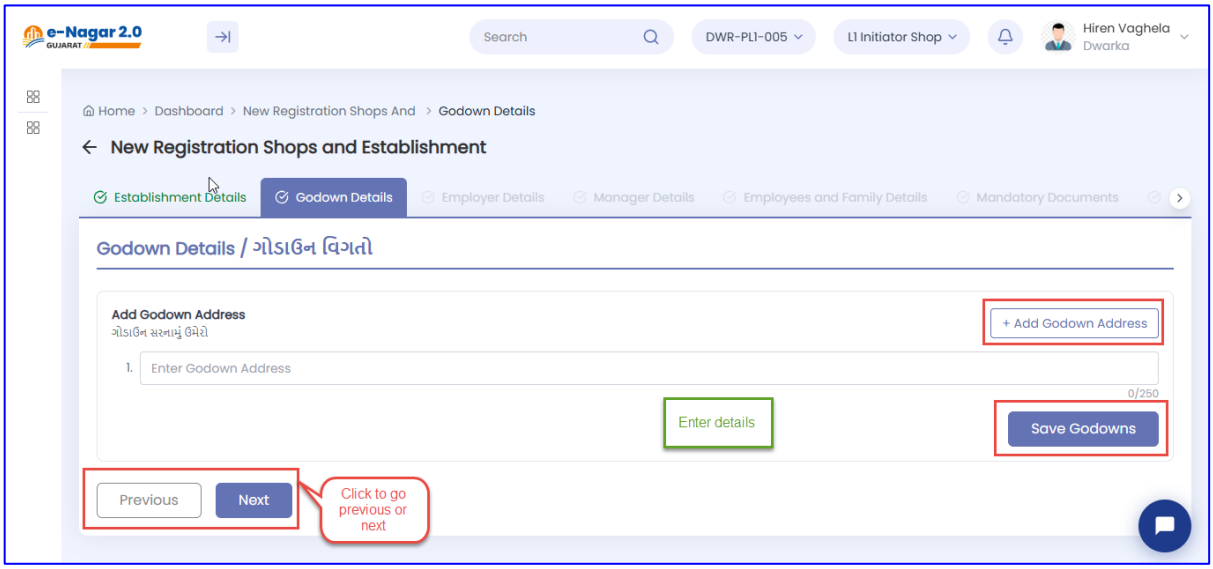


Figure 5-5

Fields

- Godown Address – Enter the complete address of the godown. (Textarea)

Buttons 

- Add Godown Address – Adds a new row for entering another godown address.
- Save Godowns – Saves all entered godown addresses.
- Previous – Opens the Establishment Details page.
- Next – Opens the Employer Details page.

5.1.3 Employer Details

The Employer Details page captures complete details of the employer responsible for the establishment.

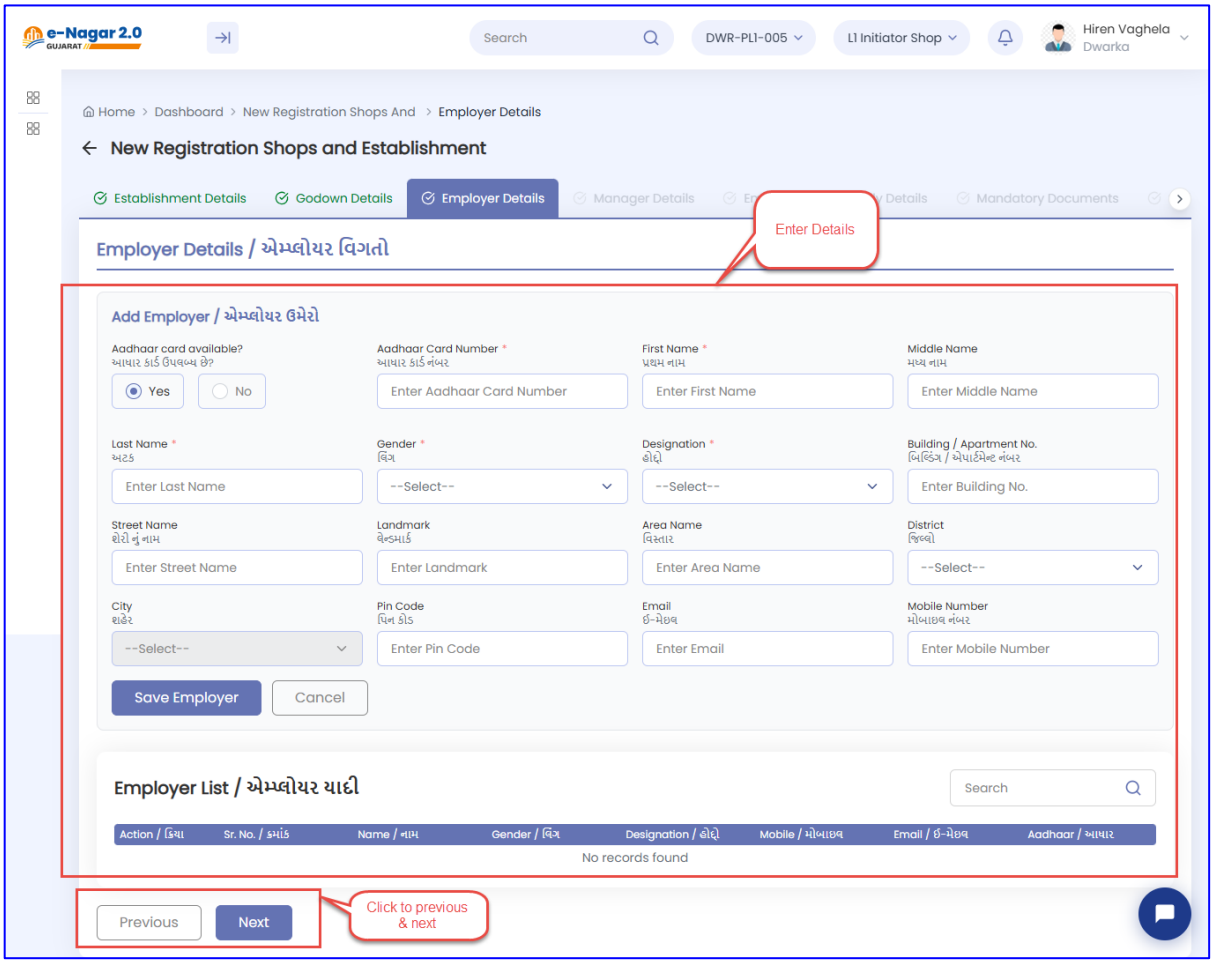
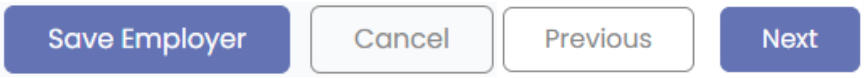


Figure 5-6

Fields

- Aadhaar Card Available? – Specify whether the employer possesses an Aadhaar Card. (Radio Button)
- Aadhaar Card Number – Enter the Aadhaar Number of the employer. (Numeric)
- First Name – Enter the employer's first name. (Text)
- Middle Name – Enter the employer's middle name. (Text)
- Last Name – Enter the employer's last name. (Text)
- Gender – Select the employer's gender. (Dropdown)
- Designation – Select the employer's designation in the establishment. (Dropdown)
- Building/Apartment Number – Enter the employer's building or apartment number. (Text)

- Street Name – Enter the street name of the employer's address. (Text)
- Landmark – Enter a nearby landmark for the employer's address. (Text)
- Area Name – Enter the area or locality name. (Text)
- District – Select the employer's district. (Dropdown)
- City – Select the employer's city. (Dropdown)
- Pin Code – Enter the postal PIN code. (Numeric)
- Email – Enter the employer's email address. (Email)
- Mobile Number – Enter the employer's mobile number. (Mobile Number)
- Employer List
- Action – Edit or delete the employer details. (Action)
- Sr. No. – Displays the serial number of the employer record. (Auto-generated)
- Name – Displays the employer's full name. (Display)
- Gender – Displays the selected gender. (Display)
- Designation – Displays the employer's designation. (Display)
- Mobile – Displays the mobile number. (Display)
- Email – Displays the email address. (Display)
- Aadhaar – Displays whether Aadhaar information is available. (Display)

Buttons 

- Save Employer – Saves the employer details.
- Cancel – Clears the entered information.
- Previous – Opens the Godown Details page.
- Next – Opens the Manager Details page.

5.1.4 Manager Details

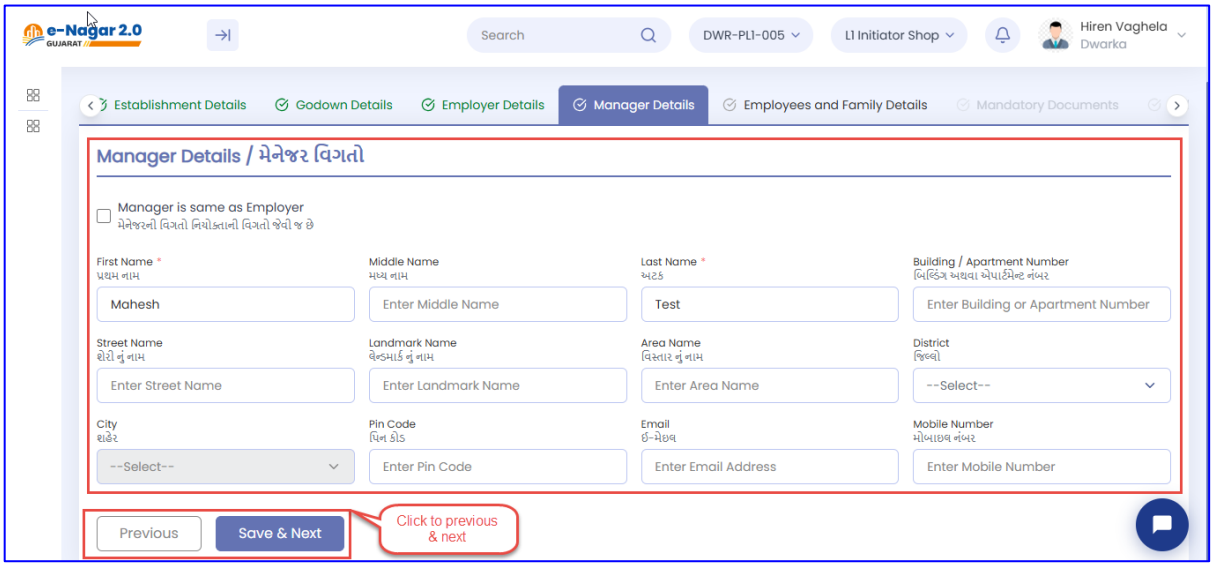


Figure 5-7

Fields

- Manager is same as Employer – Copies employer information into the manager section when selected. (Checkbox)
- First Name – Enter the manager's first name. (Text)
- Middle Name – Enter the manager's middle name. (Text)
- Last Name – Enter the manager's last name. (Text)
- Building/Apartment Number – Enter the building or apartment number. (Text)
- Street Name – Enter the street name. (Text)
- Landmark – Enter a nearby landmark. (Text)
- Area Name – Enter the locality or area name. (Text)
- District – Select the district. (Dropdown)
- City – Select the city. (Dropdown)
- Pin Code – Enter the PIN code. (Numeric)
- Email – Enter the manager's email address. (Email)
- Mobile Number – Enter the manager's mobile number. (Mobile Number)

Buttons 

- Previous – Opens the Employer Details page.

- Save & Next – Saves the manager details and opens the Employees and Family Details page.

5.1.5 Employees and Family Details

The Employees and Family Details page is used to record information about the employer's family members employed in the establishment and the total manpower working under different employment categories. The information entered on this page is used for registration records and statutory compliance.

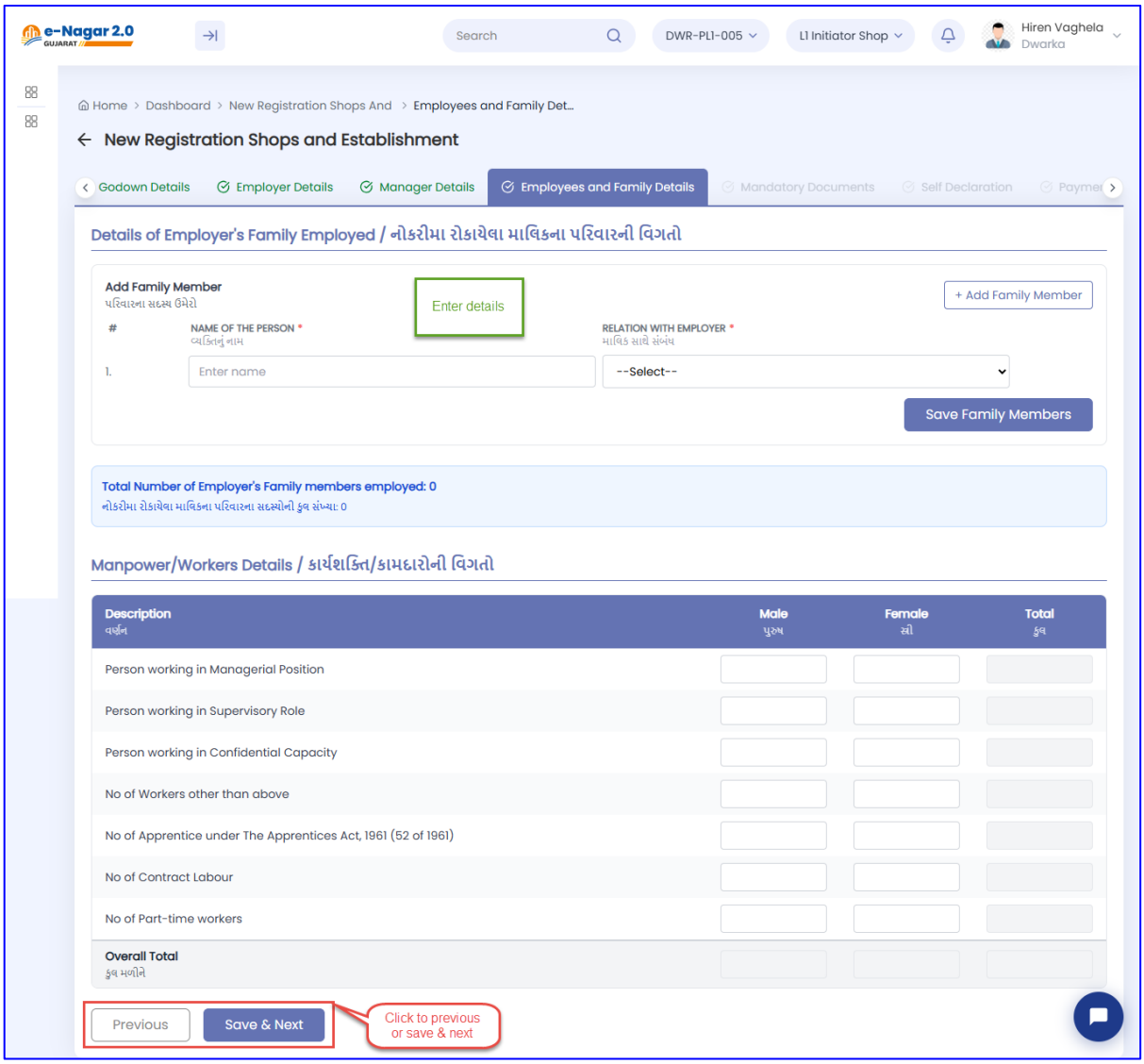


Figure 5-8

Add Family Member

Fields

- Name of the Person – Enter the full name of the employer's family member employed in the establishment. (Text)
- Relation with Employer – Select the relationship of the family member with the employer, such as Father, Mother, Brother, Sister, Son, Daughter, Wife, Husband, etc. (Dropdown)

Buttons

- Add Family Member – Adds a new row for entering another family member's details.
- Save Family Members – Saves all entered family member details.

Information

- Total Number of Employer's Family Members Employed – Displays the total number of family members added to the application. (Auto-calculated)

Manpower/Workers Details

This section records the number of employees working in different employment categories. Users must enter the number of male and female employees for each category. The system automatically calculates the total employees for each category and the overall total.

Fields

- Person Working in Managerial Position (Male) – Enter the number of male employees working in managerial positions. (Numeric)
- Person Working in Managerial Position (Female) – Enter the number of female employees working in managerial positions. (Numeric)
- Person Working in Managerial Position (Total) – Displays the total managerial employees. (Auto-calculated)
- Person Working in Supervisory Role (Male) – Enter the number of male supervisory employees. (Numeric)
- Person Working in Supervisory Role (Female) – Enter the number of female supervisory employees. (Numeric)
- Person Working in Supervisory Role (Total) – Displays the total supervisory employees. (Auto-calculated)
- Person Working in Confidential Capacity (Male) – Enter the number of male employees working in confidential positions. (Numeric)
- Person Working in Confidential Capacity (Female) – Enter the number of female employees working in confidential positions. (Numeric)
- Person Working in Confidential Capacity (Total) – Displays the total confidential employees. (Auto-calculated)
- No. of Workers Other Than Above (Male) – Enter the number of male workers not covered under the above categories. (Numeric)

- No. of Workers Other Than Above (Female) – Enter the number of female workers not covered under the above categories. (Numeric)
- No. of Workers Other Than Above (Total) – Displays the total number of other workers. (Auto-calculated)
- No. of Apprentice under the Apprentices Act, 1961 (Male) – Enter the number of male apprentices. (Numeric)
- No. of Apprentice under the Apprentices Act, 1961 (Female) – Enter the number of female apprentices. (Numeric)
- No. of Apprentice under the Apprentices Act, 1961 (Total) – Displays the total apprentices. (Auto-calculated)
- No. of Contract Labour (Male) – Enter the number of male contract labourers. (Numeric)
- No. of Contract Labour (Female) – Enter the number of female contract labourers. (Numeric)
- No. of Contract Labour (Total) – Displays the total contract labourers. (Auto-calculated)
- No. of Part-time Workers (Male) – Enter the number of male part-time workers. (Numeric)
- No. of Part-time Workers (Female) – Enter the number of female part-time workers. (Numeric)
- No. of Part-time Workers (Total) – Displays the total part-time workers. (Auto-calculated)
- Overall Total (Male) – Displays the total number of male employees. (Auto-calculated)
- Overall Total (Female) – Displays the total number of female employees. (Auto-calculated)
- Overall Total – Displays the total manpower of the establishment. (Auto-calculated)

Buttons 

- Previous – Returns to the Manager Details page.
- Save & Next – Saves the employee information and opens the Mandatory Documents page.

5.1.6 Mandatory Documents

The Mandatory Documents page allows users to upload all supporting documents required for processing the Shops and Establishment Registration application. Uploaded documents are listed along with their submission status.

Upload Documents

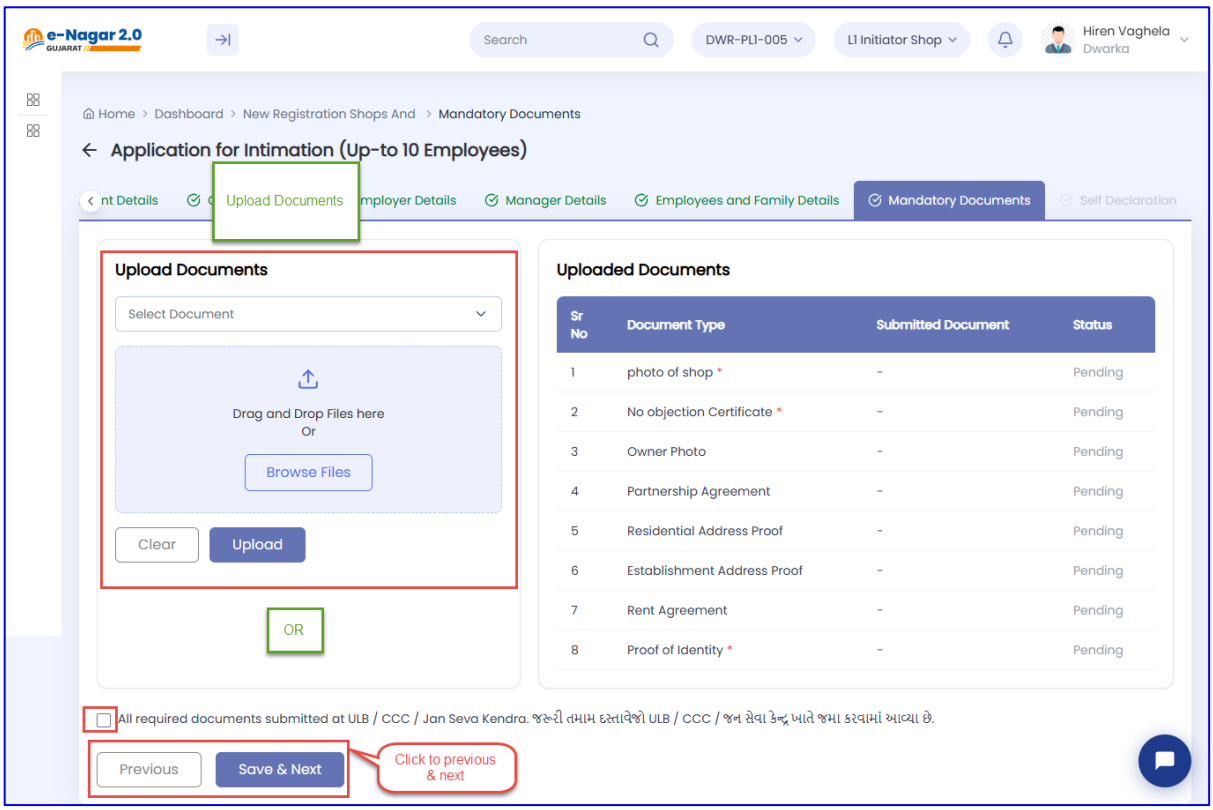


Figure 5-9

Fields

- Select Document – Select the document type to be uploaded. (Dropdown)
- Browse Files – Opens the local system to select the required document. (File Upload)
- Drag and Drop Files Here – Allows users to upload documents by dragging and dropping files into the upload area. (File Upload)

Buttons 

- Upload – Uploads the selected document to the application.
- Clear – Removes the selected document before uploading.

Uploaded Documents

Fields

- Sr. No. – Displays the serial number of the uploaded document. (Auto-generated)
- Document Type – Displays the selected document category. (Display)
- Submitted Document – Displays the uploaded document name. (Display)
- Status – Displays the upload status of the document. (Display)

Declaration

All required documents submitted at ULB/CCC/Jan Seva Kendra – Confirms that all mandatory physical documents have been submitted to the concerned authority. (Checkbox)

Buttons 

- Previous – Returns to the Employees and Family Details page.
- Save & Next – Saves the uploaded documents and opens the Self Declaration page.

5.1.7 Self Declaration

The Self Declaration page displays the statutory declaration that the applicant must read and accept before proceeding with payment. The declaration is available in both English and Gujarati.

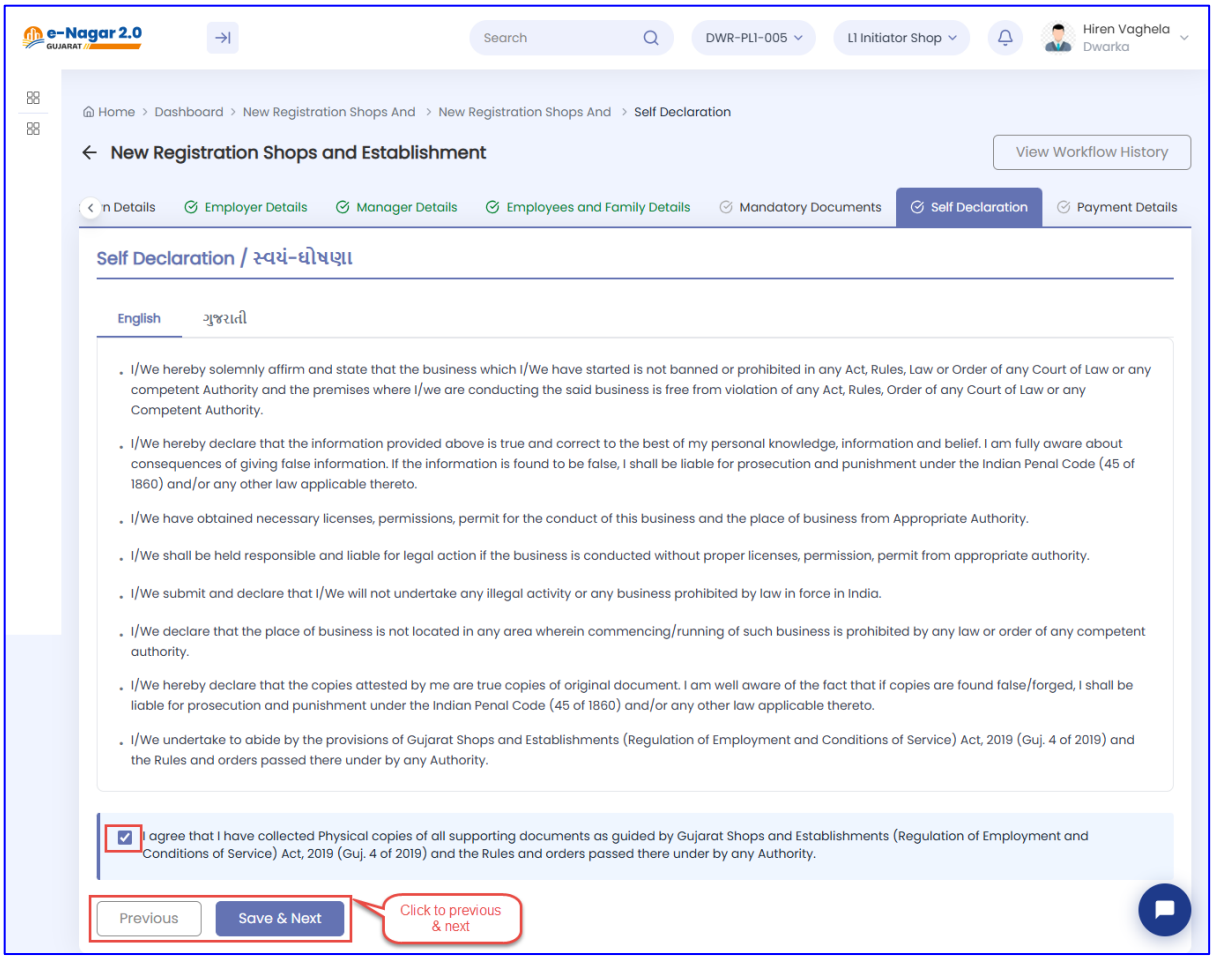


Figure 5-10

Fields

- Language – Select the language in which the declaration is displayed. (Tab Selection)
- Declaration Text – Displays the legal declaration and conditions applicable to the registration. (Display)
- I agree that I have collected Physical copies of all supporting documents... – Confirms acceptance of the declaration and applicable provisions of the Gujarat Shops and Establishments Act, 2019. (Checkbox)

Buttons 

- Previous – Returns to the Mandatory Documents page.
- Save & Next – Saves the declaration and opens the Payment Details page.

5.1.8 Payment Details

The Payment Details page captures payment information and displays the registration fee summary before final submission of the application.

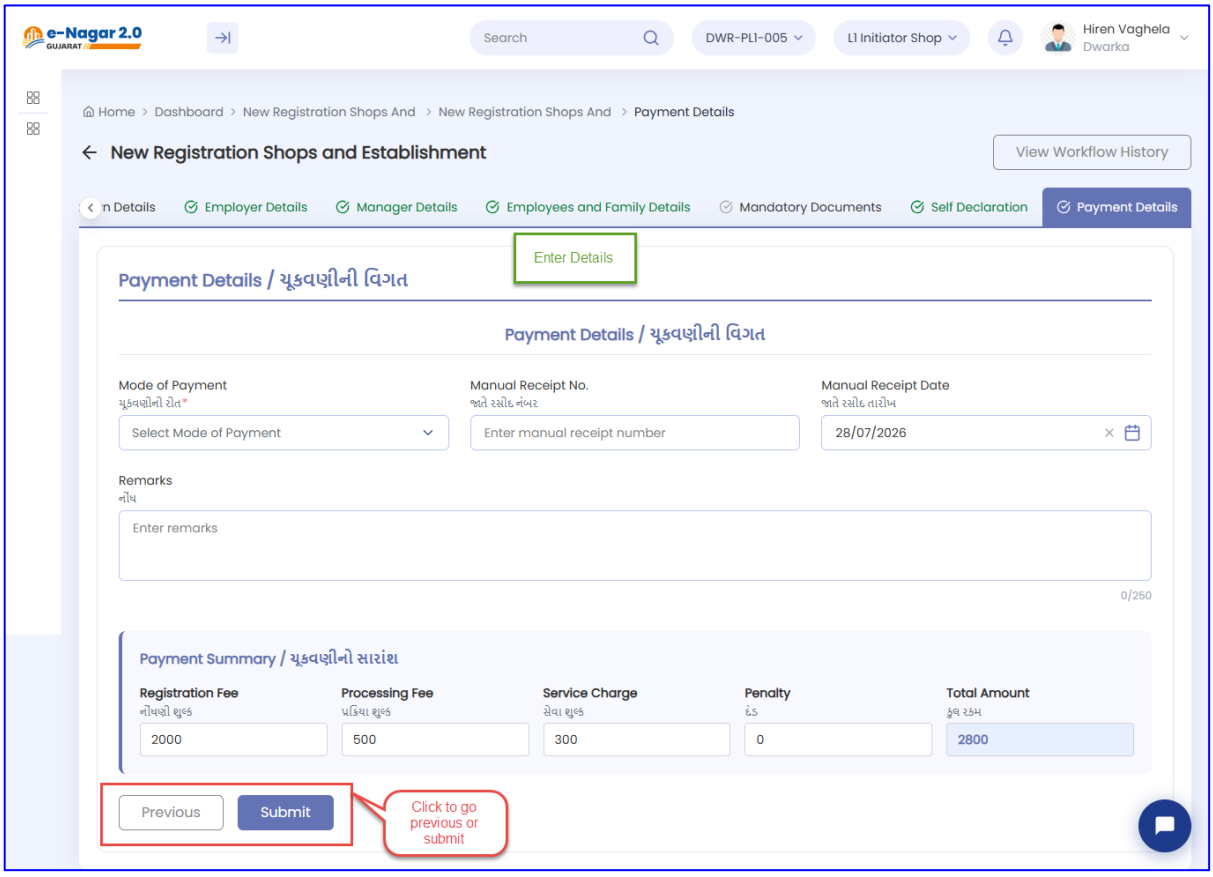


Figure 5-11

Payment Details

Fields

- Mode of Payment – Select the payment mode used for fee payment. (Dropdown)
- Manual Receipt Number – Enter the receipt number for manual payments. (Text)
- Manual Receipt Date – Select the receipt date. (Date Picker)
- Remarks – Enter additional payment-related remarks, if any. (Textarea)

Payment Summary

Fields

- Registration Fee – Displays the applicable registration fee. (Auto-calculated)
- Processing Fee – Displays the processing fee charged for the application. (Auto-calculated)
- Service Charge – Displays the applicable service charge. (Auto-calculated)

- Penalty – Displays the penalty amount, if applicable. (Auto-calculated)
- Total Amount – Displays the total payable amount calculated by the system. (Auto-calculated)

Buttons 

- Previous – Returns to the Self Declaration page.
- Submit – Opens the payment confirmation popup for payment processing.

5.1.8.1 Confirm Payment Popup

After clicking the Submit button on the Payment Details page, the system displays the Confirm Payment popup. This popup asks the applicant to confirm the payment before processing the transaction.

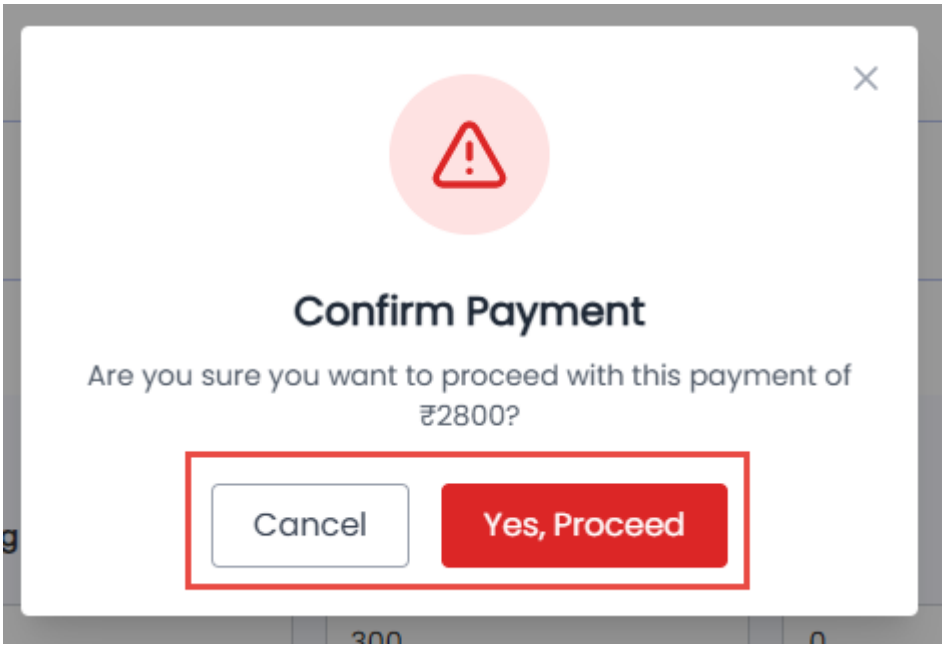


Figure 5-12

Fields

- Confirmation Message – Displays the total payable amount and asks the user to confirm whether they want to proceed with the payment. (Display)

Buttons

- Cancel – Closes the popup and returns to the Payment Details page without processing the payment.
- Yes, Proceed – Confirms the payment and processes the payment transaction.

5.1.8.2 Payment Receipt

After successful payment, the system generates the official Payment Receipt containing complete payment and applicant details. Users can review the receipt and download it in PDF format.

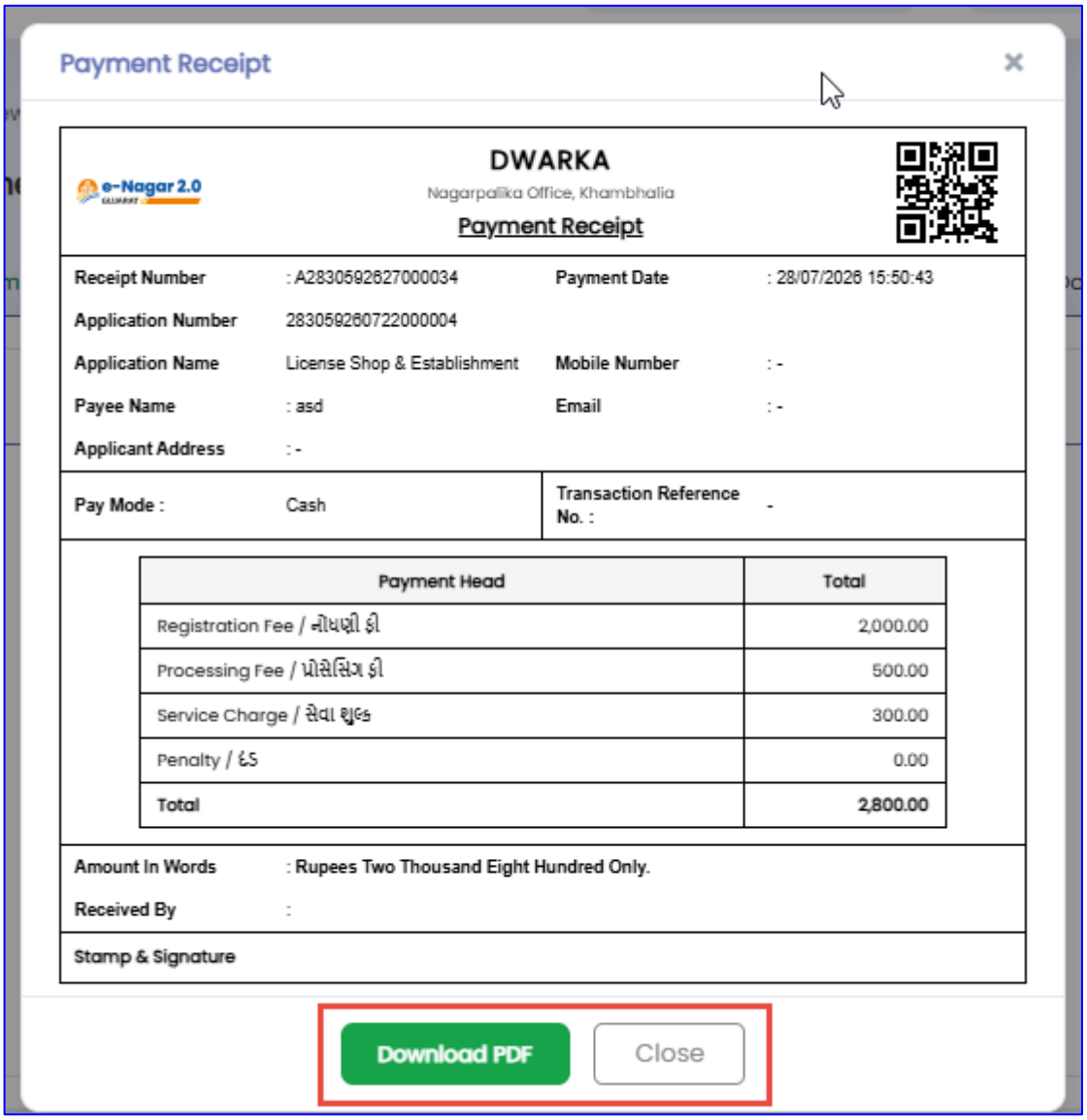


Figure 5-13

Receipt Details

Buttons

- Download PDF – Downloads the payment receipt in PDF format.
- Close – Closes the Payment Receipt popup.

Payment Completed Screen

The Payment Completed screen confirms that the payment has been successfully processed. The applicant can download the payment receipt, preview the sample certificate, and submit the application to the next workflow level.

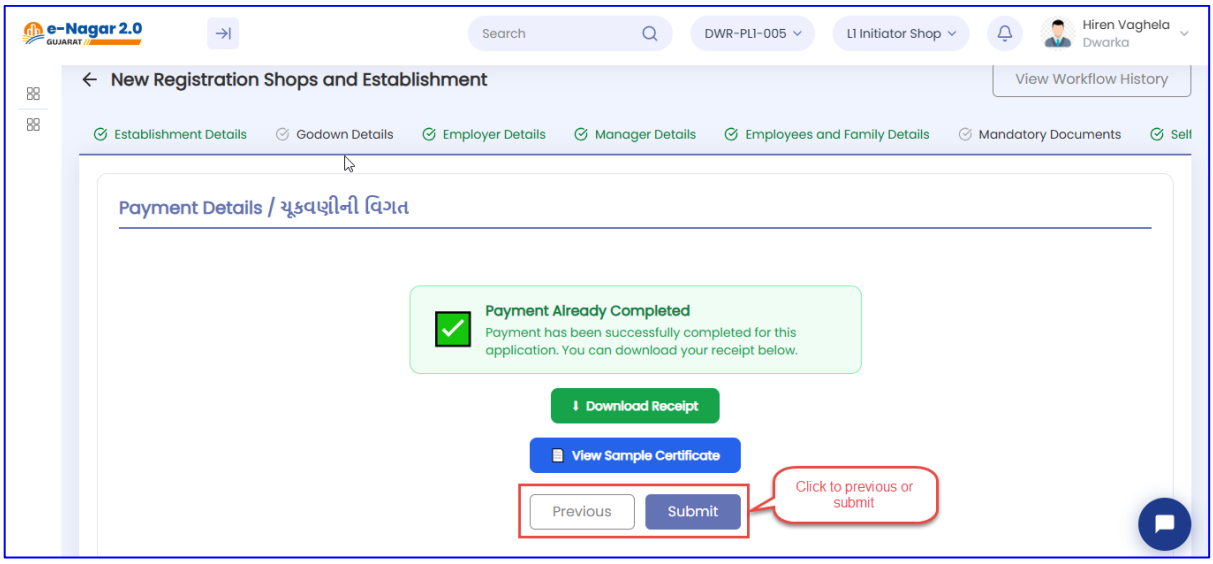


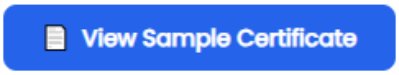
Figure 5-14

Information

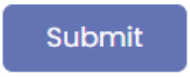
Payment Status – Displays a confirmation message indicating that payment has been successfully completed. (Display)

Buttons

- Download Receipt – 

Downloads the payment receipt. (Button)
- View Sample Certificate – 

Opens a sample registration certificate for preview. (Button)
- Previous – 

Returns to the previous page. (Button)
- Submit – 

Opens the Submit popup to forward the application into the approval workflow. (Button)

Submit Popup

The Submit popup is displayed before forwarding the application to the next workflow level. The applicant enters remarks and selects the verification officer.

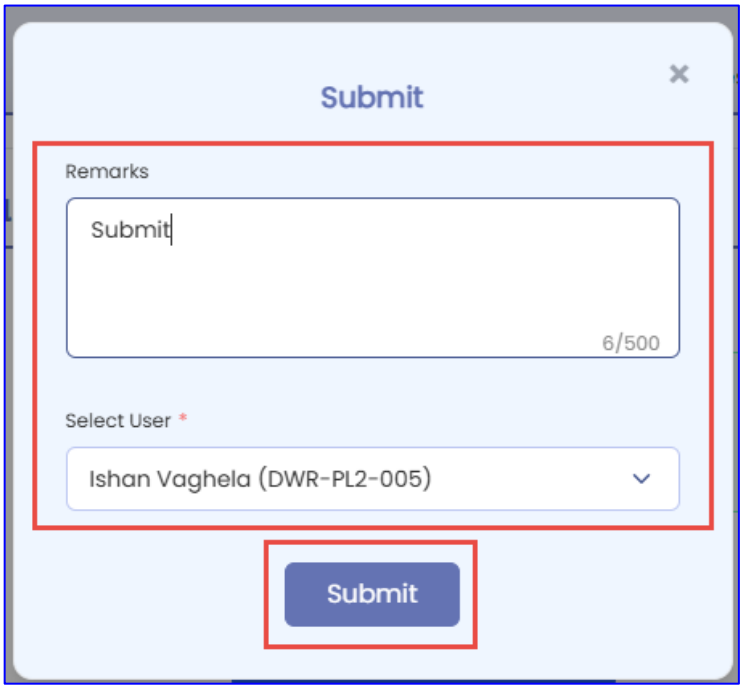


Figure 5-15

Fields

- Remarks – Enter remarks related to the application submission. (Textarea)
- Select User – Select the next workflow user to whom the application will be submitted. (Dropdown)

Buttons 

- Submit – Submits the application to the selected workflow user.

5.1.8.3 L2 Verifier – Establishment Details

The L2 Verifier reviews all information submitted by the applicant. The verifier can inspect every section of the application, review uploaded documents, verify payment details, and decide whether to forward, reject, or return the application for correction.

All fields displayed in the application are read-only during verification unless modifications are permitted by the workflow.

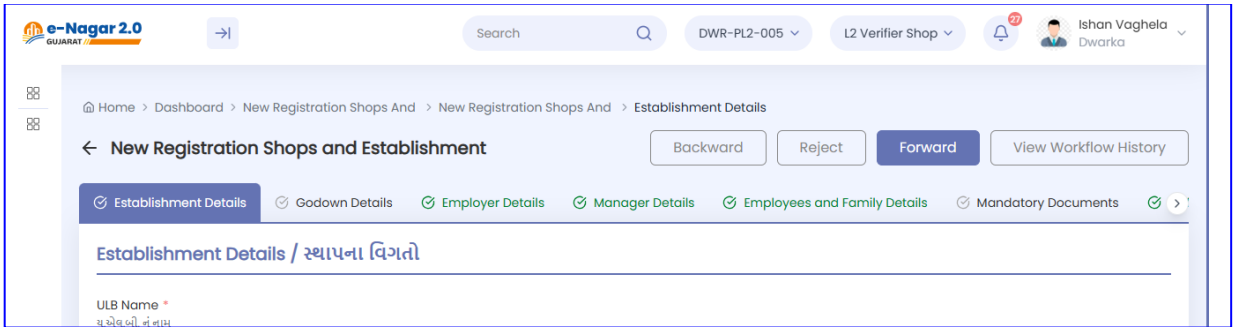


Figure 5-16

Buttons 

- Backward – Returns the application to the previous workflow level for correction.
- Reject – Rejects the application.
- Forward – Opens the Forward popup to send the application to the L3 Approval user.
- View Workflow History – Displays the complete workflow history of the application.

Forward Popup

The Forward popup is displayed when the verifier decides to forward the application to the approval authority.

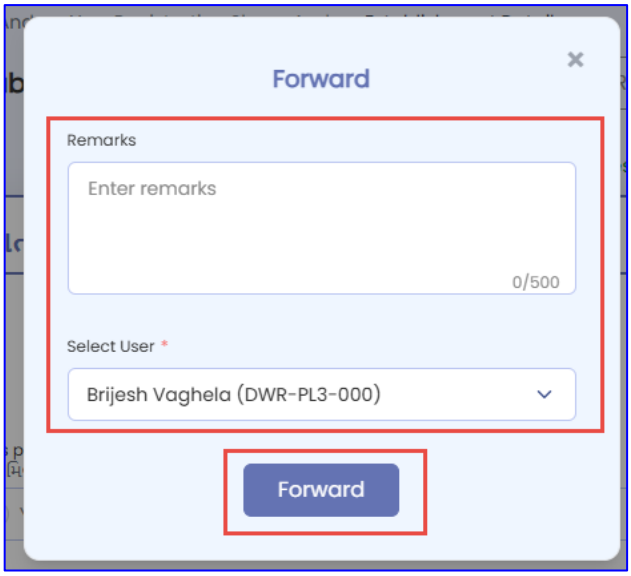


Figure 5-17

Fields

- Remarks – Enter verification remarks before forwarding the application. (Textarea)
- Select User – Select the L3 Approval user who will receive the application. (Dropdown)

Buttons

- Forward – Forwards the application to the selected approval user.

L3 Approval Screen

The L3 Approval page is used by the approving authority to perform the final review of the application before registration approval. The approver verifies all establishment information, employer details, uploaded documents, payment details, and workflow history before taking the final decision.

All application details are displayed in read-only mode for review.

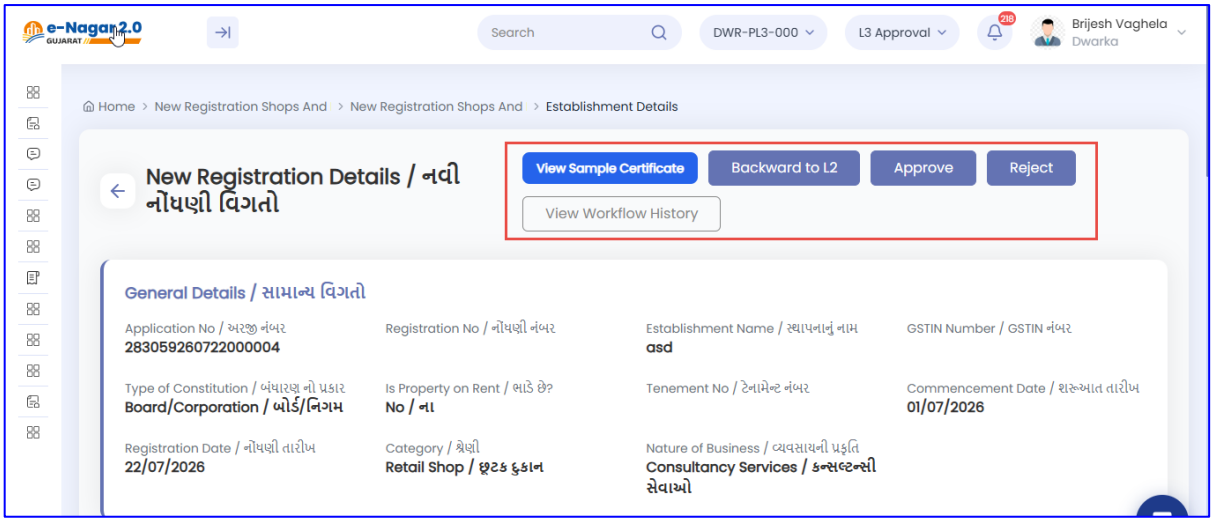
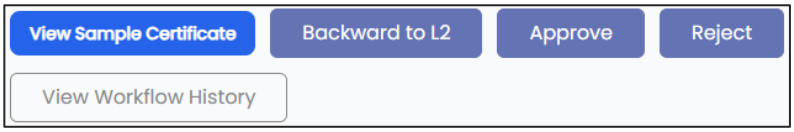


Figure 5-18

Buttons 

- View Sample Certificate – Displays a sample registration certificate for verification.
- Backward to L2 – Sends the application back to the L2 Verifier for correction.
- Approve – Opens the Approve popup for final approval.
- Reject – Rejects the application.
- View Workflow History – Displays the complete workflow history of the application.

Approve Popup

The Approve popup is displayed when the approving authority clicks the Approve button. The approver records approval remarks before completing the registration process.



Figure 5-19

Fields

- Remarks – Enter approval remarks before approving the application. (Textarea)

Buttons

- Approve – 

Approves the application and completes the registration process.

Receipt



e-Nagar 2.0 GUJARAT

DWARKA
Nagarpalika Office, Khambhalia

Payment Receipt

Receipt Number	: A2830592627000034	Payment Date	: 28/07/2026 15:50:43
Application Number	283059260722000004		
Application Name	License Shop & Establishment	Mobile Number	: -
Payee Name	: asd	Email	: -
Applicant Address	: -		
Pay Mode :	Cash	Transaction Reference No. :	-

Payment Head	Total
Registration Fee / નોંધણી ફી	2,000.00
Processing Fee / પ્રોસેસિંગ ફી	500.00
Service Charge / સેવા શુલ્ક	300.00
Penalty / દંડ	0.00
Total	2,800.00

Amount In Words : Rupees Two Thousand Eight Hundred Only.

Received By :

Stamp & Signature

Figure 5-20



Figure 5-21

Here L3 will click on E-Sign Certificate to issue it for the new registration.

5.2 Application for Intimation (Up-to 10 Employees)

Navigation:
Shops & Establishment → Registration → Application for Intimation (Up-to 10 Employees)

The **Application for Intimation (Up-to 10 Employees)** module enables establishments employing up to ten employees to obtain an Intimation Certificate under the Gujarat Shops and Establishments Act. Users can enter establishment details, employer and manager information, employee details, upload required documents, accept the self-declaration, and submit the application for workflow approval.

Application for Intimation (Up-to 10 Employees) Listing Page

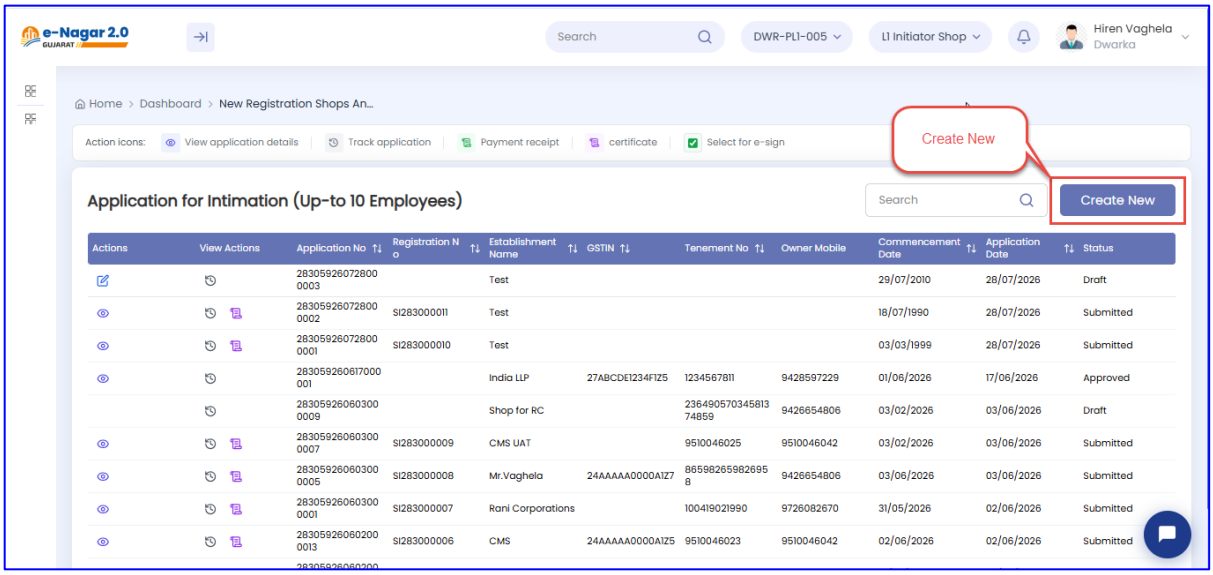


Figure 5-22

The **Application for Intimation (Up-to 10 Employees) Listing Page** displays all applications submitted by the logged-in user. Users can create new applications, search existing applications, view details, track application status, download payment receipts, and access the issued certificate.

Search

- **Search** – Enter Application Number, Registration Number, Establishment Name, or other keywords to search applications.

List Columns

- **Application No.** – Displays the generated application number.
- **Registration No.** – Displays the issued Intimation Registration Number after approval.
- **Establishment Name** – Displays the establishment name.
- **GSTIN** – Displays the GSTIN Number of the establishment.
- **Tenement No.** – Displays the property tenement number.

- **Owner Mobile** – Displays the owner's registered mobile number.
- **Commencement Date** – Displays the business commencement date.
- **Application Date** – Displays the application submission date.
- **Status** – Displays the current application status.

Action Icons

- **View Application Details** – Opens the complete application details.
- **Track Application** – Displays workflow movement and application status.
- **Payment Receipt** – Downloads the payment receipt.
- **Certificate** – Downloads or views the issued Intimation Certificate.
- **Select for E-Sign** – Initiates the e-sign process for the certificate.

Buttons

- **Create New** – Opens the Application for Intimation form.

Guidelines

After clicking **Create New**, the system displays the application guidelines.

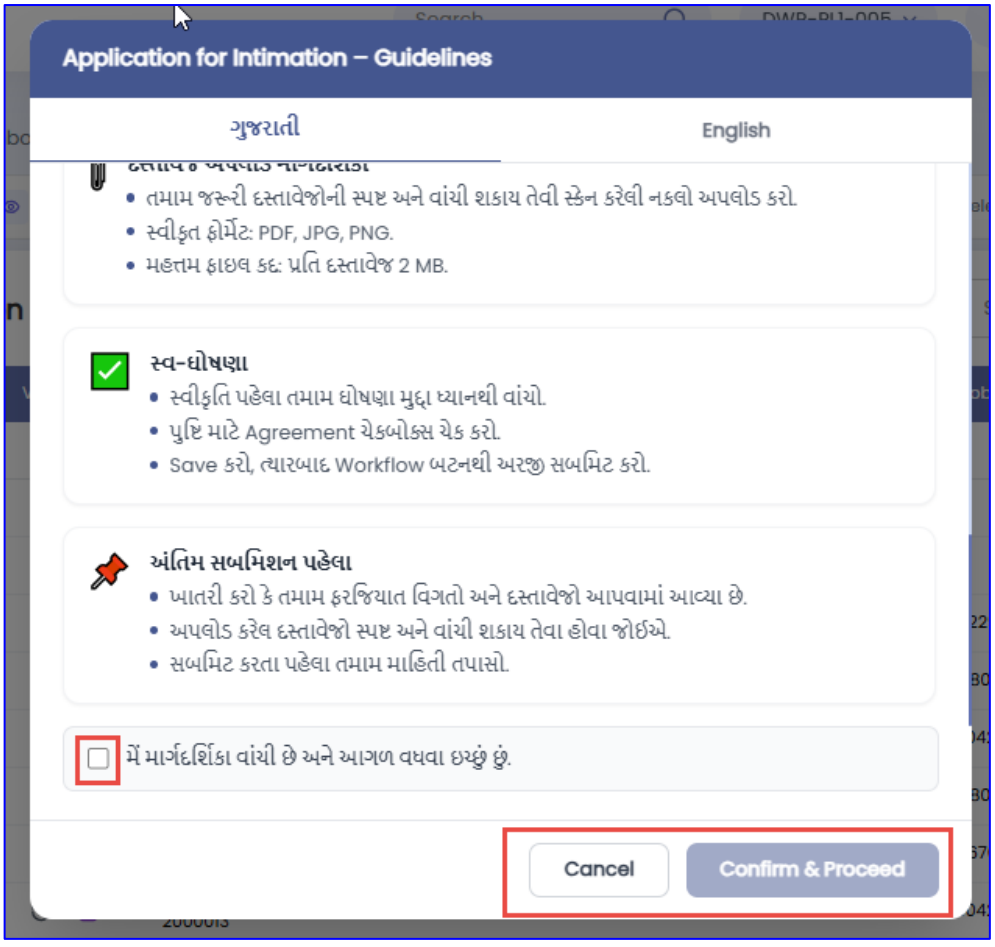


Figure 5-23

The applicant should read all instructions carefully before proceeding.

Buttons 

- **Confirm & Proceed** – Accepts the guidelines and opens the application form.
- **Cancel** – Closes the guideline window without proceeding.

5.2.1 Establishment Details

The **Establishment Details** page is used to capture the basic information of the establishment applying for the Intimation Certificate. Users must enter all mandatory establishment, property, business, and contact information before proceeding to the next step.

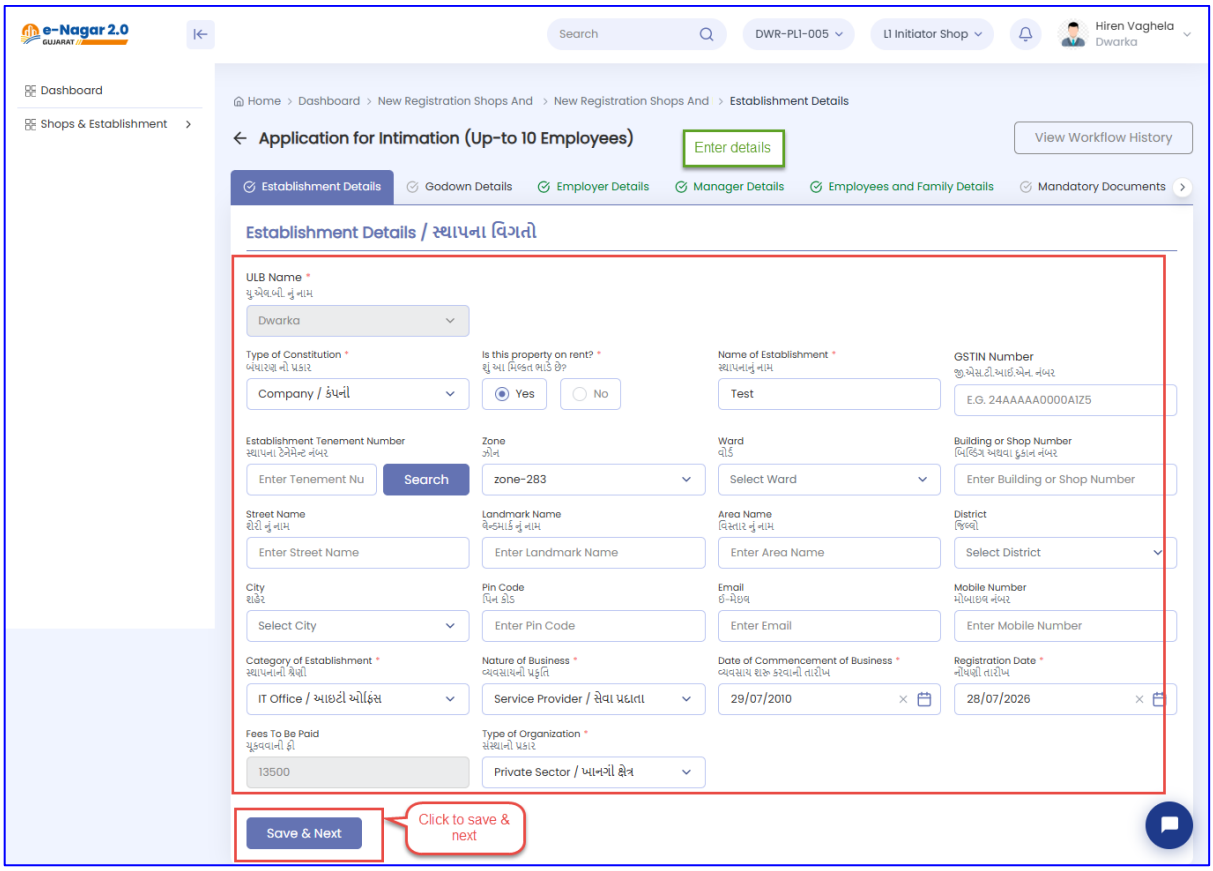


Figure 5-24

Fields

- **ULB Name** – Select the Urban Local Body where the establishment is located. (Dropdown)
- **Type of Constitution** – Select the legal constitution of the establishment such as Proprietorship, Partnership, Company, LLP, Trust, or other applicable type. (Dropdown)
- **Is this Property on Rent?** – Select whether the establishment is operating from a rented property. (Radio Button)
- **Name of Establishment** – Enter the registered name of the establishment. (Text)
- **GSTIN Number** – Enter the GST Identification Number of the establishment, if applicable. (Text)
- **Establishment Tenement Number** – Enter the municipal tenement number of the establishment property. (Search Text)
- **Search** – Click to retrieve the property details based on the entered Tenement Number. (Button)
- **Zone** – Select the municipal zone in which the establishment is located. (Dropdown)

- **Ward** – Select the ward under the selected zone. (Dropdown)
- **Building or Shop Number** – Enter the building, shop, or premises number of the establishment. (Text)
- **Street Name** – Enter the street name of the establishment address. (Text)
- **Landmark Name** – Enter a nearby landmark for easy identification of the establishment. (Text)
- **Area Name** – Enter the locality or area where the establishment is situated. (Text)
- **District** – Select the district of the establishment. (Dropdown)
- **City** – Select the city where the establishment is located. (Dropdown)
- **Pin Code** – Enter the postal PIN Code of the establishment address. (Numeric)
- **Email** – Enter the official email address of the establishment. (Email)
- **Mobile Number** – Enter the registered mobile number of the establishment. (Numeric)
- **Category of Establishment** – Select the category applicable to the establishment. (Dropdown)
- **Nature of Business** – Select the nature of business carried out by the establishment. (Dropdown)
- **Date of Commencement of Business** – Select the date on which the business commenced operations. (Date Picker)
- **Registration Date** – Select the registration application date. (Date Picker)
- **Fees To Be Paid** – Displays the applicable fee for the selected establishment category. (Read Only)
- **Type of Organization** – Select the type of organization under which the establishment operates. (Dropdown)

Buttons 

- **Save & Next** – Saves the entered establishment details and navigates to the **Godown Details** page.

5.2.2 Godown Details

The **Godown Details** page is used to capture the address details of one or more godowns associated with the establishment. If the establishment has multiple godowns, users can add each godown separately before proceeding to the next step.

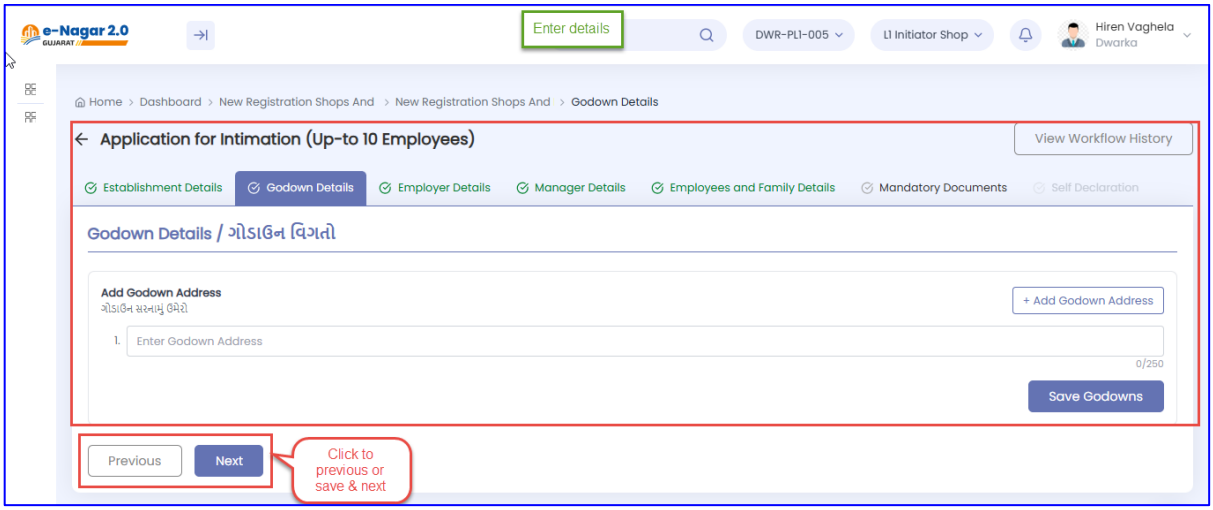


Figure 5-25

Fields

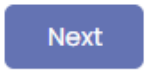
- **Godown Address** – Enter the complete address of the godown associated with the establishment. (Text Area)

Buttons

- **Add Godown Address** – 

Click to add another godown address entry. (Button)
- **Save Godowns** – 

Saves all entered godown addresses. (Button)
- **Previous** – 

Navigates back to the **Establishment Details** page. (Button)
- **Next** – 

Navigates to the **Employer Details** page. (Button)

5.2.3 Employer Details

The **Employer Details** page is used to capture the details of the employer or owner of the establishment. Users can enter personal information, address details, designation, and contact information. The entered employer details are displayed in the Employer List for further modification if required.

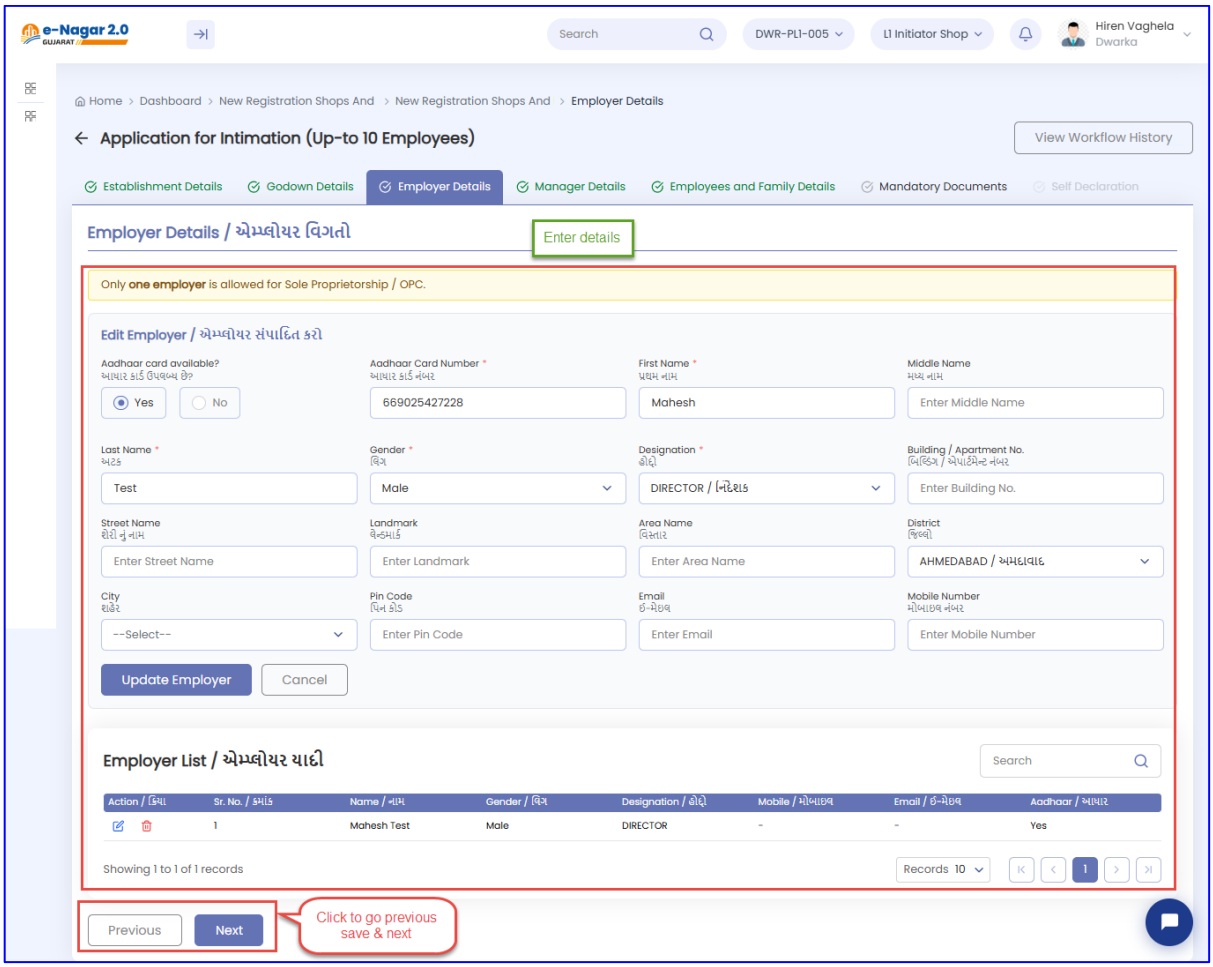


Figure 5-26

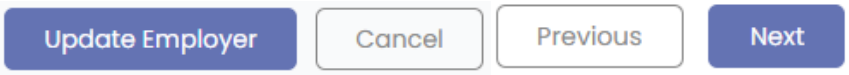
Fields

- **Aadhaar Card Available?** – Specify whether the employer possesses an Aadhaar Card. (Radio Button)
- **Aadhaar Card Number** – Enter the Aadhaar Number of the employer. (Numeric)
- **First Name** – Enter the employer's first name. (Text)
- **Middle Name** – Enter the employer's middle name, if applicable. (Text)
- **Last Name** – Enter the employer's last name. (Text)
- **Gender** – Select the gender of the employer. (Dropdown)
- **Designation** – Select the designation of the employer within the establishment. (Dropdown)
- **Building / Apartment Number** – Enter the building or apartment number of the employer's address. (Text)
- **Street Name** – Enter the street name of the employer's address. (Text)

- **Landmark** – Enter a nearby landmark of the employer's address. (Text)
- **Area Name** – Enter the locality or area name. (Text)
- **District** – Select the district of the employer's address. (Dropdown)
- **City** – Select the city of the employer's address. (Dropdown)
- **Pin Code** – Enter the postal PIN Code. (Numeric)
- **Email** – Enter the employer's email address. (Email)
- **Mobile Number** – Enter the employer's mobile number. (Numeric)

Employer List

The **Employer List** displays all employer records added for the application. Users can edit or delete an existing employer before proceeding further.

Buttons 

- **Update Employer** – Saves the entered employer details. (Button)
- **Cancel** – Clears the entered information without saving. (Button)
- **Previous** – Navigates back to the **Godown Details** page. (Button)
- **Next** – Navigates to the **Manager Details** page. (Button)

5.2.4 Manager Details

The **Manager Details** page is used to capture the details of the establishment manager responsible for managing day-to-day business operations.

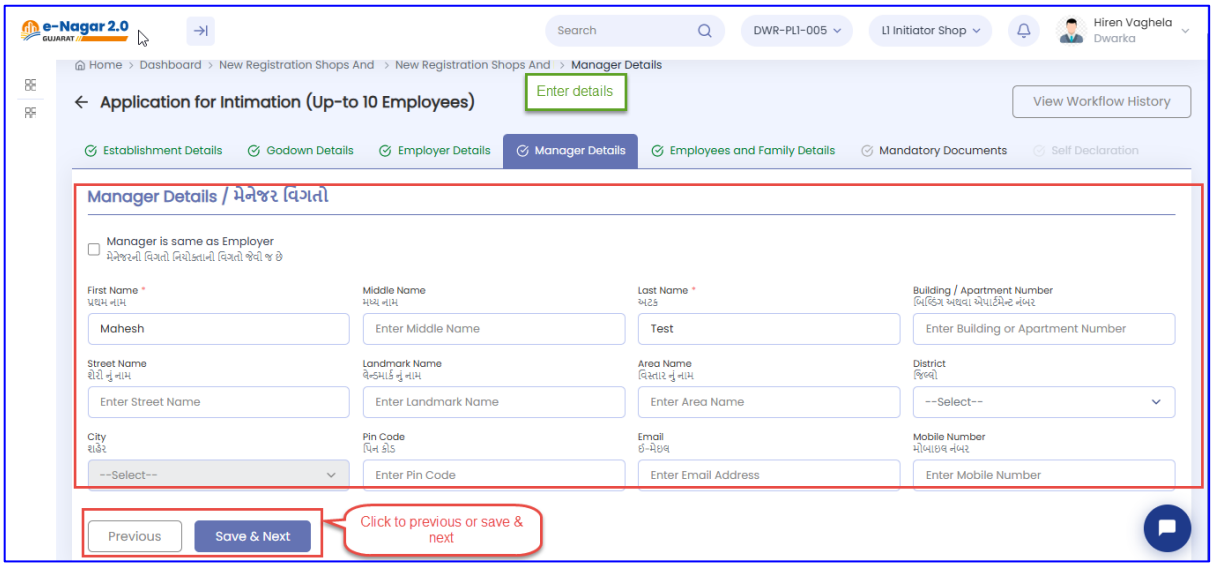


Figure 5-27

Fields

- **Manager is same as Employer** – Select this option to automatically populate the manager details using the employer information. (Checkbox)
- **First Name** – Enter the manager's first name. (Text)
- **Middle Name** – Enter the manager's middle name, if applicable. (Text)
- **Last Name** – Enter the manager's last name. (Text)
- **Building / Apartment Number** – Enter the building or apartment number of the manager's address. (Text)
- **Street Name** – Enter the street name of the manager's address. (Text)
- **Landmark Name** – Enter a nearby landmark of the manager's address. (Text)
- **Area Name** – Enter the locality or area name. (Text)
- **District** – Select the district of the manager's address. (Dropdown)
- **City** – Select the city of the manager's address. (Dropdown)
- **Pin Code** – Enter the postal PIN Code of the manager's address. (Numeric)
- **Email** – Enter the manager's email address. (Email)
- **Mobile Number** – Enter the manager's mobile number. (Numeric)

Buttons 

- **Previous** – Navigates back to the **Employer Details** page. (Button)
- **Save & Next** – Saves the manager details and navigates to the **Employees and Family Details** page. (Button)

5.2.5 Employees and Family Details

The **Employees and Family Details** page is used to capture details of the employer's family members employed in the establishment and the manpower strength of the establishment under different employment categories. Users can add multiple family members and provide employee count details before proceeding to the next step.

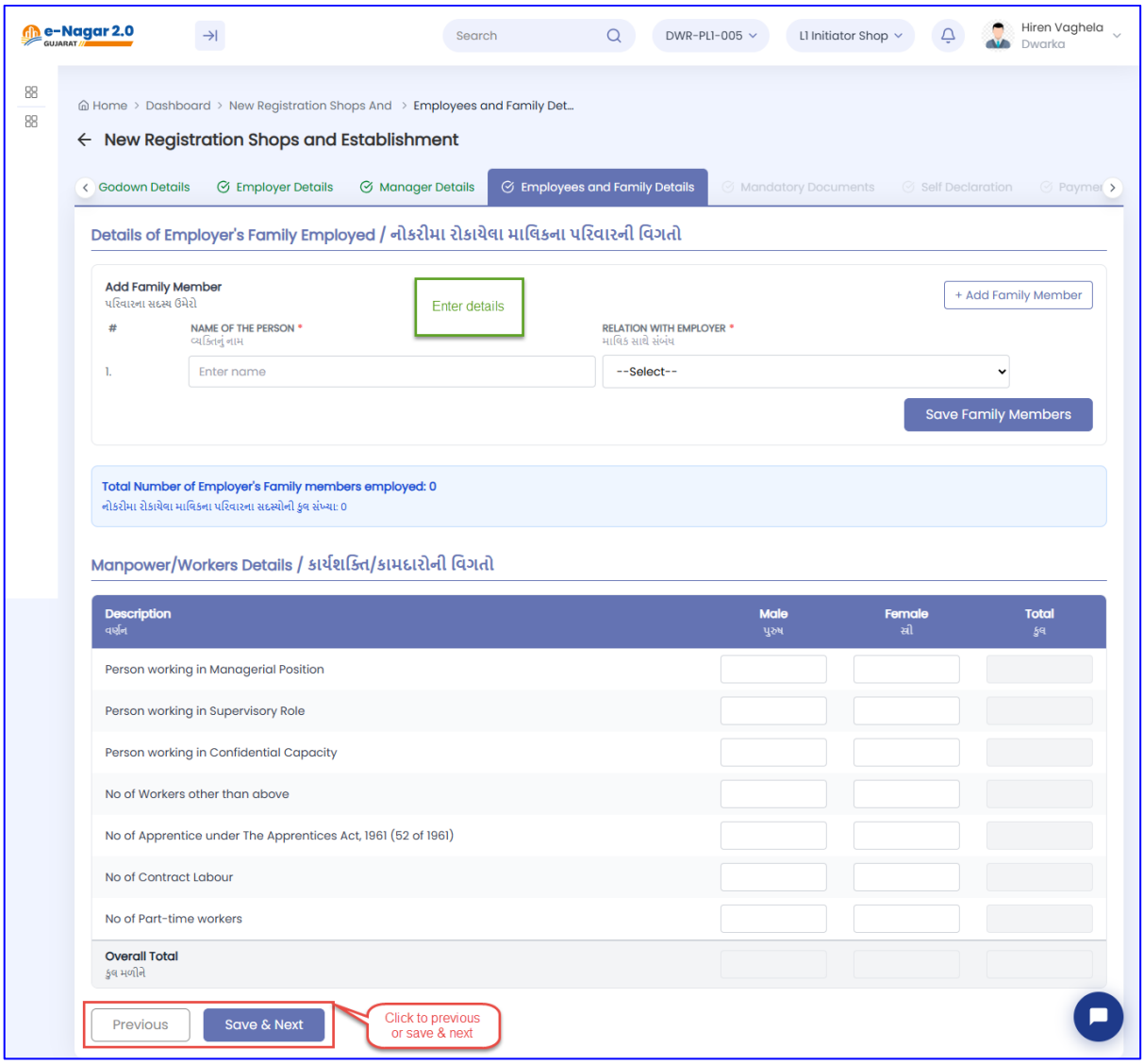
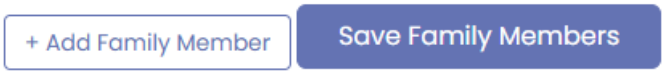


Figure 5-28

Employer's Family Employed

- **Name of the Person** – Enter the name of the employer's family member working in the establishment. (Text)
- **Relation with Employer** – Select the relationship of the family member with the employer. (Dropdown)

Buttons 

- **Add Family Member** – Click to add another family member record. (Button)
- **Save Family Members** – Saves the entered family member details. (Button)

Employer's Family Summary

- **Total Number of Employer's Family Members Employed** – Displays the total number of family members added to the application. (Read Only)

Manpower / Workers Details

Enter the number of male and female employees working in each employment category. The system automatically calculates the total employees for each category.

- **Person Working in Managerial Position** – Enter the number of employees working in managerial positions. (Numeric)
- **Male** – Enter the number of male employees in the managerial category. (Numeric)
- **Female** – Enter the number of female employees in the managerial category. (Numeric)
- **Total** – Displays the total number of managerial employees. (Read Only)
- **Person Working in Supervisory Role** – Enter the number of employees working in supervisory roles. (Numeric)
- **Male** – Enter the number of male supervisory employees. (Numeric)
- **Female** – Enter the number of female supervisory employees. (Numeric)
- **Total** – Displays the total number of supervisory employees. (Read Only)
- **Person Working in Confidential Capacity** – Enter the number of employees working in confidential positions. (Numeric)
- **Male** – Enter the number of male employees working in confidential positions. (Numeric)
- **Female** – Enter the number of female employees working in confidential positions. (Numeric)
- **Total** – Displays the total number of confidential employees. (Read Only)
- **No. of Workers Other Than Above** – Enter the number of workers who do not fall under the above categories. (Numeric)
- **Male** – Enter the number of male workers. (Numeric)
- **Female** – Enter the number of female workers. (Numeric)
- **Total** – Displays the total number of workers. (Read Only)
- **No. of Apprentice under the Apprentices Act, 1961 (52 of 1961)** – Enter the number of apprentices employed under the Apprentices Act. (Numeric)
- **Male** – Enter the number of male apprentices. (Numeric)
- **Female** – Enter the number of female apprentices. (Numeric)
- **Total** – Displays the total number of apprentices. (Read Only)
- **No. of Contract Labour** – Enter the number of contract labourers employed in the establishment. (Numeric)
- **Male** – Enter the number of male contract labourers. (Numeric)
- **Female** – Enter the number of female contract labourers. (Numeric)
- **Total** – Displays the total number of contract labourers. (Read Only)
- **No. of Part-time Workers** – Enter the number of part-time workers employed in the establishment. (Numeric)

- **Male** – Enter the number of male part-time workers. (Numeric)
- **Female** – Enter the number of female part-time workers. (Numeric)
- **Total** – Displays the total number of part-time workers. (Read Only)
- **Overall Total** – Displays the total number of male employees, female employees, and the combined workforce across all employment categories. (Read Only)

Buttons 

- **Previous** – Navigates back to the **Manager Details** page. (Button)
- **Save & Next** – Saves the entered family member and manpower details and navigates to the **Mandatory Documents** page. (Button)

5.2.6 Mandatory Documents

The **Mandatory Documents** page displays the list of documents required for processing the application. Physical copies of the listed documents must be submitted at the respective Urban Local Body (ULB), City Civic Centre (CCC), or Jan Seva Kendra.

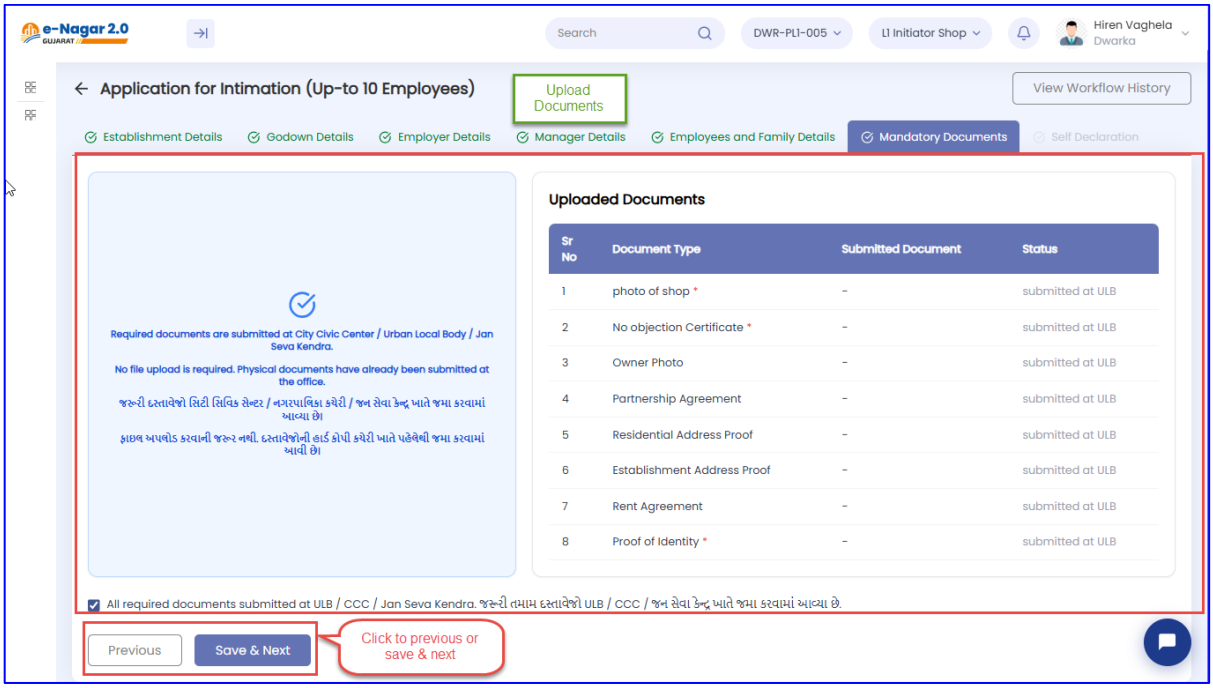


Figure 5-29

Fields

- **Uploaded Documents** – Displays the list of mandatory documents along with their submission status. (Grid)
- **All required documents submitted at ULB / CCC / Jan Seva Kendra** – Select this checkbox to confirm that all required physical documents have been submitted. (Checkbox)

Buttons 

- **Previous** – Navigates back to the **Employees and Family Details** page. (Button)
- **Save & Next** – Saves the confirmation and navigates to the **Self Declaration** page. (Button)

5.2.7 Self Declaration

The **Self Declaration** page displays the statutory declaration that must be accepted before submitting the application. The applicant must read the declaration carefully and confirm acceptance before submission.

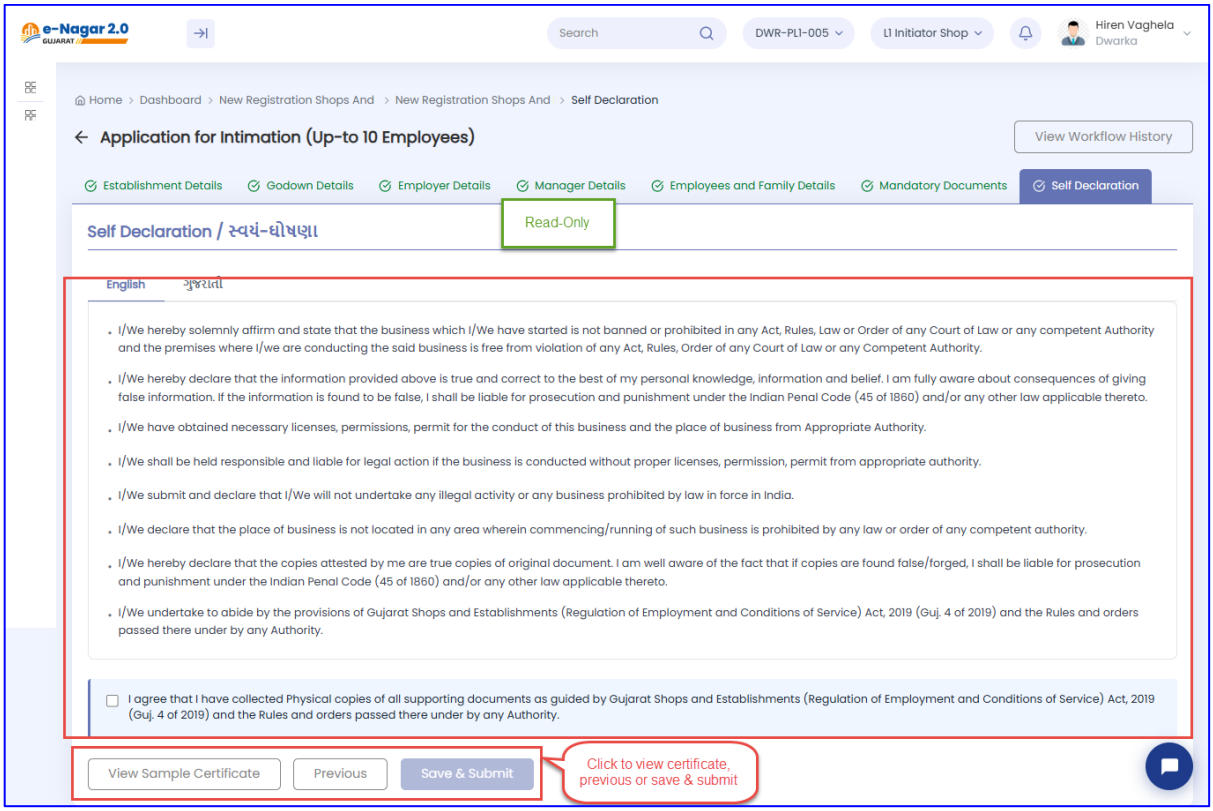


Figure 5-30

Fields

- **Declaration** – Displays the legal declaration applicable to the applicant. (Read Only)
- **I agree** – Select this checkbox to confirm acceptance of the declaration and acknowledge that all submitted information and supporting documents are true and correct. (Checkbox)

Buttons 

- **View Sample Certificate** – Opens the sample Intimation Certificate for reference. (Button)
- **Previous** – Navigates back to the **Mandatory Documents** page. (Button)
- **Save & Submit** – Submits the application and forwards it to the next workflow level for verification. (Button)

5.2.7.1 Application Details

After approval, users can open the application from the listing page to view complete application details.

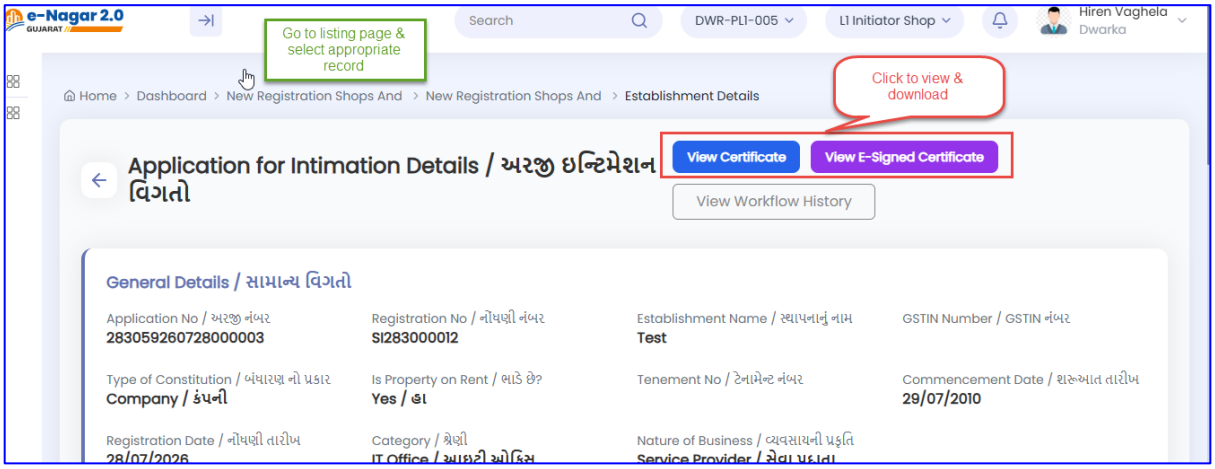
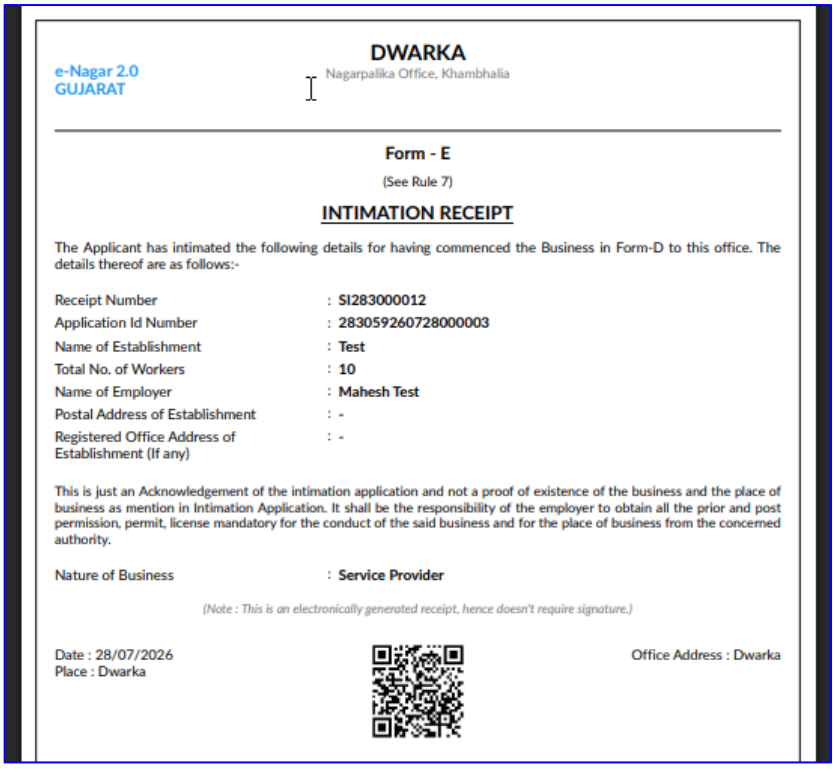


Figure 5-31

The page displays all establishment information, employer details, manager details, employee information, uploaded documents, workflow history, and application status.

Buttons 

- **View Certificate** – Opens the generated Intimation Certificate.
- **View E-Signed Certificate** – Opens the digitally signed Intimation Certificate.
- **View Workflow History** – Displays the complete workflow movement of the application.



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DWARKA
Nagarpalika Office, Khambhalia

Form - E

(See Rule 7)

INTIMATION RECEIPT

The Applicant has intimated the following details for having commenced the Business in Form-D to this office. The details thereof are as follows:-

Receipt Number	: **SI283000012**
Application Id Number	: **283059260728000003**
Name of Establishment	: **Test**
Total No. of Workers	: **10**
Name of Employer	: **Mahesh Test**
Postal Address of Establishment	: -
Registered Office Address of Establishment (If any)	: -

This is just an Acknowledgement of the intimation application and not a proof of existence of the business and the place of business as mention in Intimation Application. It shall be the responsibility of the employer to obtain all the prior and post permission, permit, license mandatory for the conduct of the said business and for the place of business from the concerned authority.

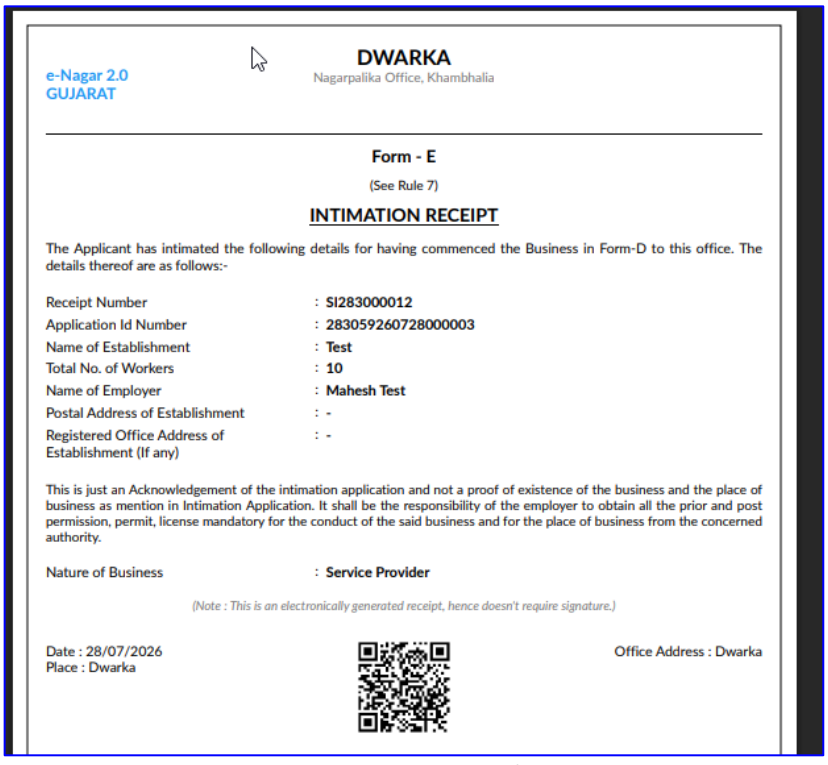
Nature of Business : **Service Provider**

(Note : This is an electronically generated receipt, hence doesn't require signature.)

Date : 28/07/2026
Place : Dwarka

Office Address : Dwarka

Figure 5-32 Receipt



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GUJARAT

DWARKA
Nagarpalika Office, Khambhalia

Form - E

(See Rule 7)

INTIMATION RECEIPT

The Applicant has intimated the following details for having commenced the Business in Form-D to this office. The details thereof are as follows:-

Receipt Number	: **SI283000012**
Application Id Number	: **283059260728000003**
Name of Establishment	: **Test**
Total No. of Workers	: **10**
Name of Employer	: **Mahesh Test**
Postal Address of Establishment	: -
Registered Office Address of Establishment (If any)	: -

This is just an Acknowledgement of the intimation application and not a proof of existence of the business and the place of business as mention in Intimation Application. It shall be the responsibility of the employer to obtain all the prior and post permission, permit, license mandatory for the conduct of the said business and for the place of business from the concerned authority.

Nature of Business : **Service Provider**

(Note : This is an electronically generated receipt, hence doesn't require signature.)

Date : 28/07/2026
Place : Dwarka

Office Address : Dwarka

Figure 5-33 E - Signed

5.3 Cancel Registration Due to Business Closure

Click on Shops & Establishment → Cancel Registration Due to Business Closure from the Dashboard. This module enables users to submit an application for cancellation of an existing Shops and Establishment Registration when the business has permanently ceased operations. The applicant enters the registration number, verifies the establishment details, provides the cancellation reason, and submits the application for workflow-based approval.

5.3.1 Cancel Registration Due to Business Closure Listing Page

The Cancel Registration Due to Business Closure Listing page displays all cancellation applications created by the logged-in user. Users can create new cancellation requests, search existing applications, monitor their workflow status, and perform actions based on the application status.

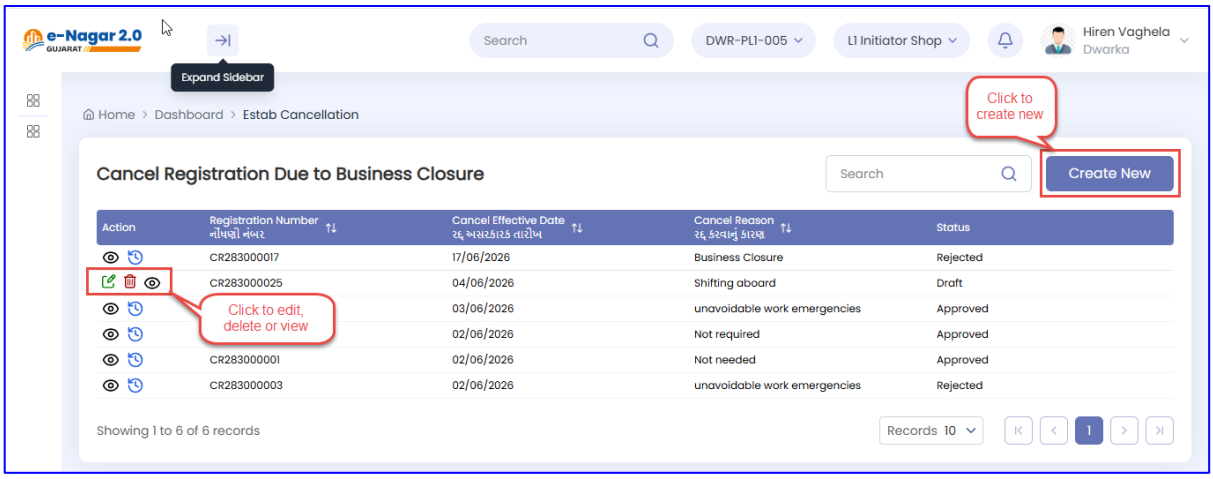


Figure 5-34

Page Components

- Search – Allows users to search cancellation applications from the list.
- Create New – Opens the cancellation application form for creating a new registration cancellation request.
- Action Icons
- View – Opens the cancellation application in view mode.
- Edit – Opens the application in edit mode when its status is Draft or Returned.
- Track Application – Displays the workflow history and current processing status of the application.

Grid Columns

- Registration Number – Displays the registration number of the establishment.
- Cancel Effective Date – Displays the effective date from which the registration will be cancelled.
- Cancel Reason – Displays the reason entered for cancelling the registration.
- Status – Displays the current workflow status of the cancellation application.
- Cancel Registration Due to Business Closure

5.3.2 Establishment Details

The applicant enters the registration number and retrieves the registered establishment information.

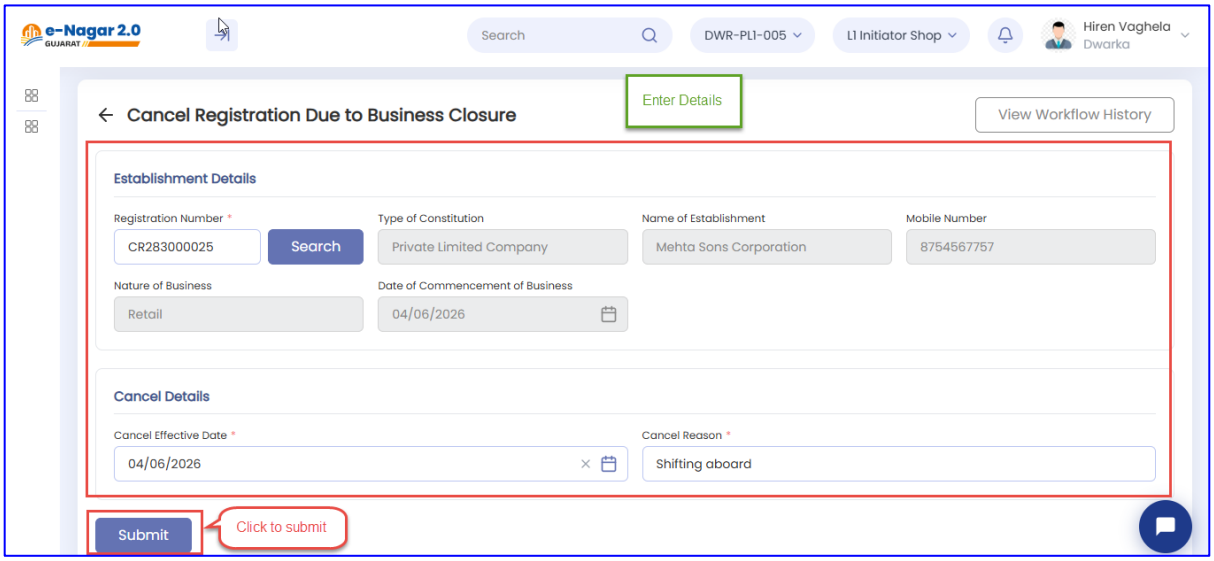


Figure 5-35

Fields

- Registration Number – Enter the registration number of the establishment to be cancelled. (Text)
- Search – Retrieves the establishment details based on the entered Registration Number. (Button)
- Type of Constitution – Displays the legal constitution of the establishment. (Auto-populated)
- Name of Establishment – Displays the registered establishment name. (Auto-populated)
- Mobile Number – Displays the registered mobile number of the establishment. (Auto-populated)
- Nature of Business – Displays the registered nature of business. (Auto-populated)
- Date of Commencement of Business – Displays the commencement date of the business. (Date Picker - Auto-populated)

Cancel Details

This section captures the cancellation information for the selected establishment.

Fields

- Cancel Effective Date – Select the date from which the registration cancellation should become effective. (Date Picker)
- Cancel Reason – Enter the reason for cancelling the registration. (Textarea)

Buttons

- Submit – 

Saves the cancellation request and opens the Submit popup.
- View Workflow History – Displays the workflow movement history of the application.

Submit Popup

After clicking Submit, the system displays the Submit popup to forward the application to the next workflow level.

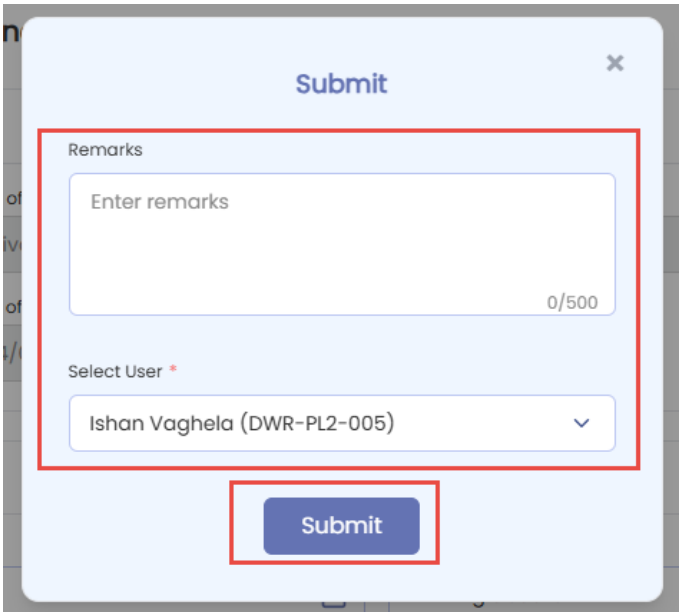


Figure 5-36

Fields

- Remarks – Enter remarks related to the cancellation request submission. (Textarea)
- Select User – Select the L2 Verification user to whom the application will be forwarded. (Dropdown)

Buttons

- Submit – 

Submits the cancellation application to the selected workflow user.

5.3.3 L2 Verifier – Cancel Registration Due to Business Closure

The L2 Verifier reviews the cancellation request, verifies the establishment details and cancellation information, and decides whether to forward the application for approval, reject it, or return it for correction.

All establishment information is displayed in read-only mode.

Establishment Details

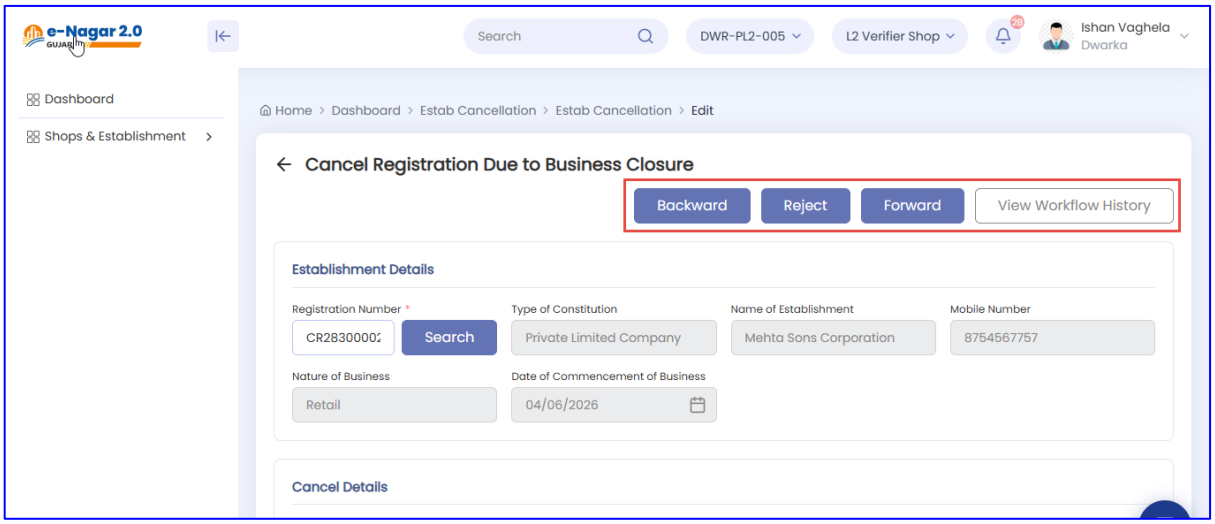


Figure 5-37

Fields

- Registration Number – Displays the registration number of the establishment. (Display)
- Type of Constitution – Displays the constitution type of the establishment. (Display)
- Name of Establishment – Displays the registered establishment name. (Display)
- Mobile Number – Displays the registered mobile number. (Display)
- Nature of Business – Displays the registered business category. (Display)
- Date of Commencement of Business – Displays the commencement date of the business. (Display)

Cancel Details

Fields

- Cancel Effective Date – Displays the requested cancellation effective date. (Display)
- Cancel Reason – Displays the reason entered by the applicant. (Display)
- Buttons 

- Backward – Returns the application to the previous workflow level for correction.
- Reject – Rejects the cancellation application.
- Forward – Opens the Forward popup to send the application to the L3 Approval user.
- View Workflow History – Displays the workflow history of the application.

Forward Popup

The Forward popup is displayed when the verifier forwards the application to the approving authority.

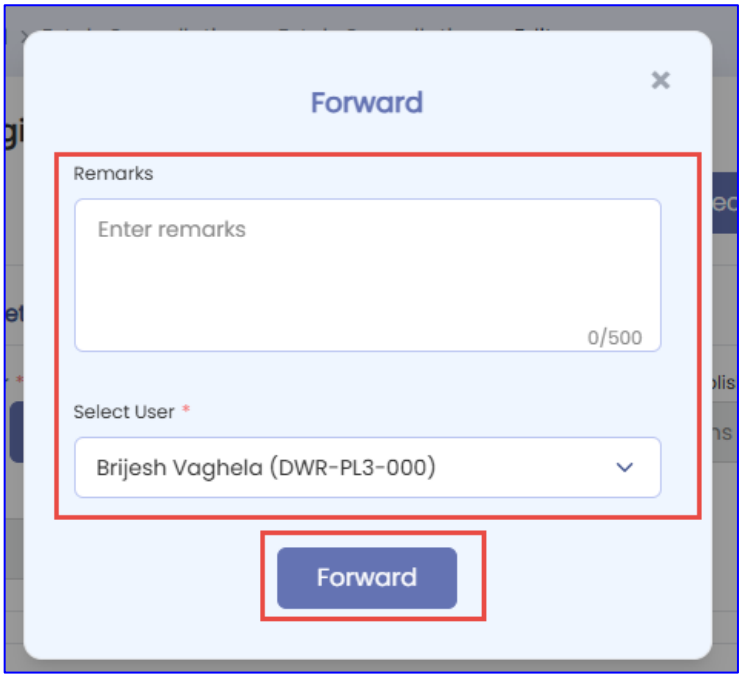


Figure 5-38

Fields

- Remarks – Enter verification remarks before forwarding the application. (Textarea)
- Select User – Select the L3 Approval user who will receive the application. (Dropdown)

Buttons

- Forward – Forwards the application to the selected approval user.

5.3.4 L3 Approval – Cancel Registration Due to Business Closure

The L3 Approval page allows the approving authority to perform the final review of the cancellation application before approving or rejecting the cancellation request.

The approver verifies the establishment information and cancellation details before taking the final action.

Establishment Details

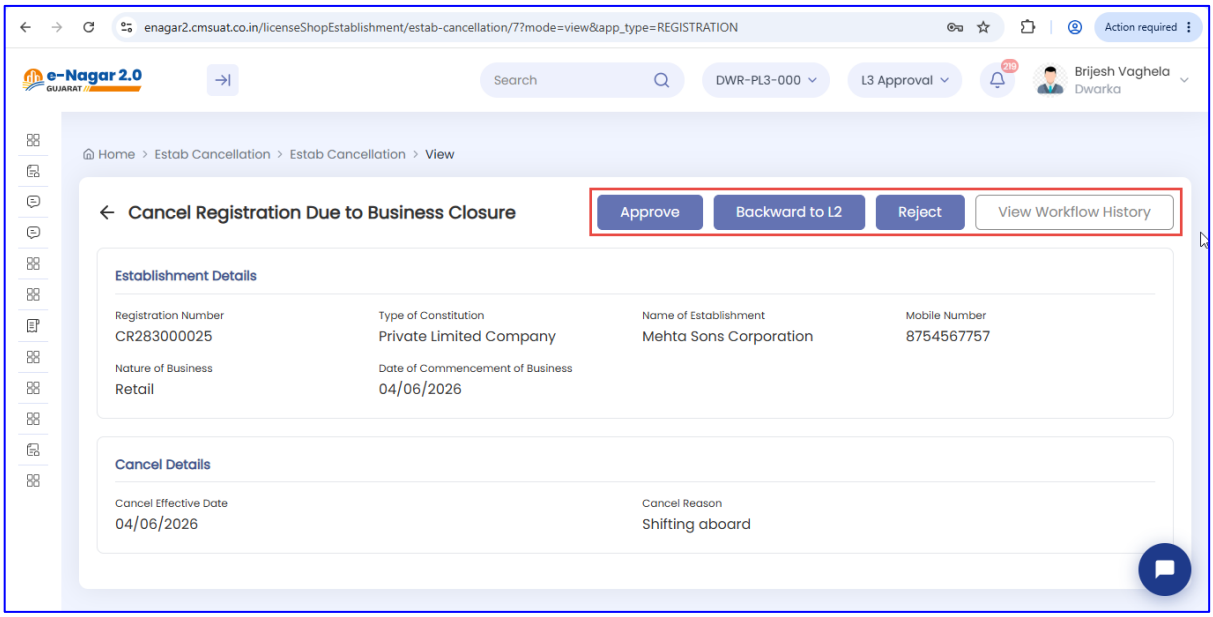


Figure 5-39

Fields

- Registration Number – Displays the registration number of the establishment. (Display)
- Type of Constitution – Displays the legal constitution of the establishment. (Display)
- Name of Establishment – Displays the registered establishment name. (Display)
- Mobile Number – Displays the registered mobile number. (Display)
- Nature of Business – Displays the registered business type. (Display)
- Date of Commencement of Business – Displays the commencement date of the business. (Display)

Cancel Details

Fields

- Cancel Effective Date – Displays the cancellation effective date. (Display)

- Cancel Reason – Displays the reason for cancellation entered by the applicant. (Display)

Buttons 

- Approve – Opens the Approve popup to complete the cancellation approval.
- Backward to L2 – Returns the application to the L2 Verifier for further verification or correction.
- Reject – Rejects the cancellation application.
- View Workflow History – Displays the workflow history of the application.

Approve Popup

When the approving authority clicks Approve, the system displays the Approve popup to capture approval remarks.

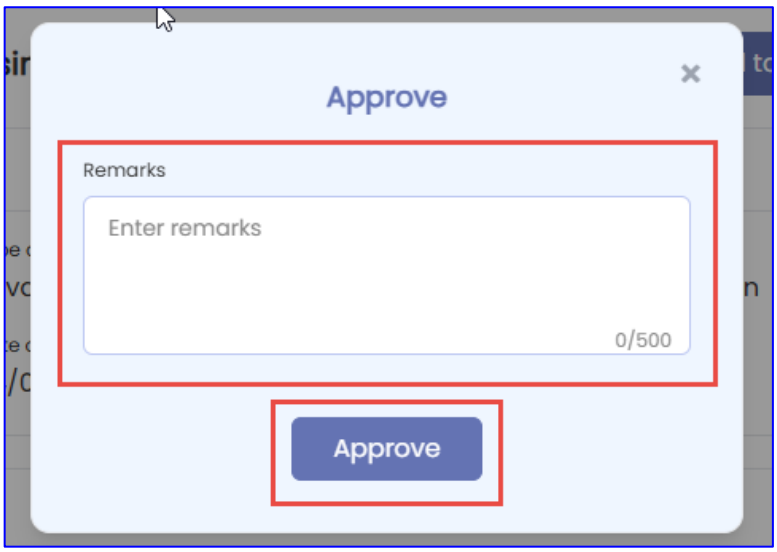


Figure 5-40

Fields

- Remarks – Enter approval remarks before approving the cancellation request. (Textarea)

Buttons

- Approve – 

Approves the cancellation request and completes the cancellation process.

5.4 Cancel Intimation Due to Business Closure

Navigation:
Shops & Establishment → Registration → Cancel Intimation Due to Business Closure

The **Cancel Intimation Due to Business Closure** module enables users to submit a request for cancellation of an existing Intimation Certificate when the business has permanently ceased its operations. Users can search an existing intimation using the Registration Number, verify establishment details, specify the effective cancellation date and reason for closure, and submit the application for approval through the configured workflow.

Cancel Intimation Due to Business Closure Listing Page

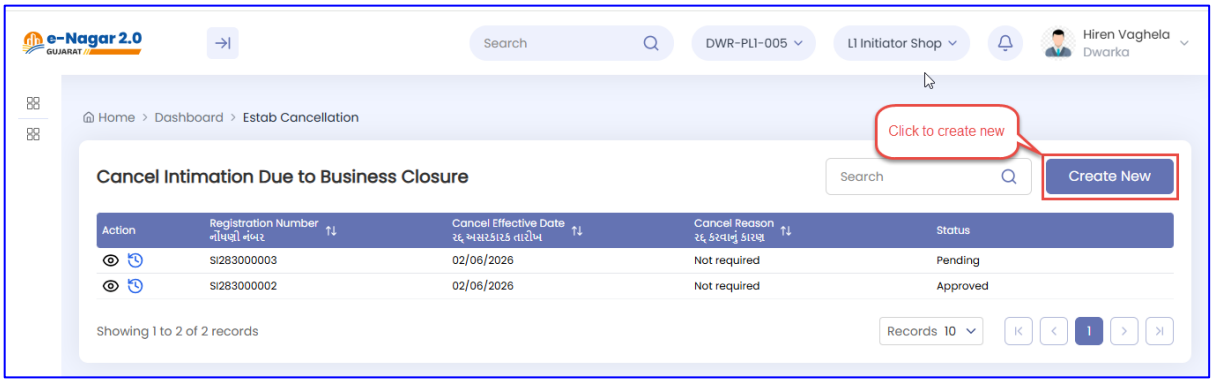


Figure 5-41

The **Cancel Intimation Due to Business Closure Listing Page** displays all cancellation applications submitted by the logged-in user. Users can search applications, create new cancellation requests, and view the current status of submitted applications.

Search

- **Search** – Enter the Registration Number or other keywords to search cancellation applications.

List Columns

- **Action** – Provides options to view the application details or perform workflow actions based on the application status.
- **Registration Number** – Displays the Intimation Registration Number selected for cancellation.
- **Cancel Effective Date** – Displays the date from which the cancellation will become effective.
- **Cancel Reason** – Displays the reason entered for business closure.
- **Status** – Displays the current application status such as Pending, Approved, Rejected, or Returned.

Buttons

- **Create New** – Opens the Cancel Intimation Due to Business Closure application form.

Action Buttons

- **View** – Opens the application in view mode.
- **History** – Displays the workflow history of the cancellation application.

5.4.1 Cancel Intimation Due to Business Closure

After clicking **Create New**, the system opens the **Cancel Intimation Due to Business Closure** application form.

The application form enables users to search an existing Intimation Registration Number, verify establishment details, specify the cancellation information, and submit the request for workflow approval.

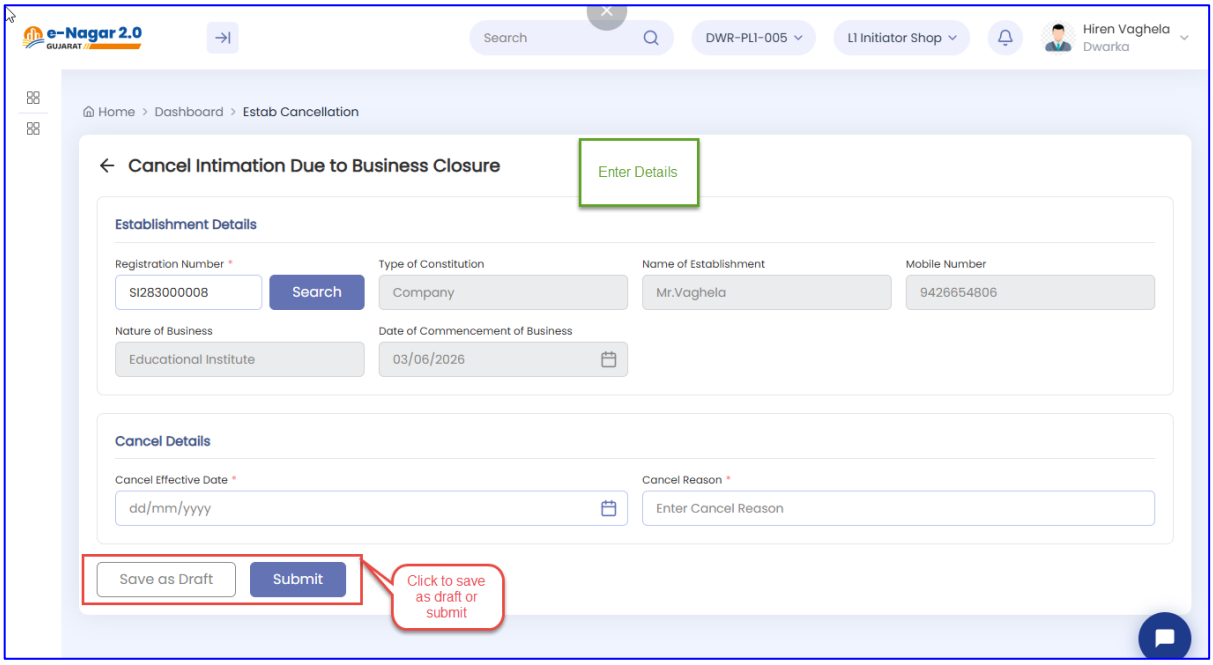


Figure 5-42

Establishment Details

This section displays the information of the establishment selected using the Registration Number.

Fields

- **Registration Number** – Enter the Intimation Registration Number to retrieve the establishment details. (Text)
- **Search** – Retrieves the establishment details associated with the entered Registration Number.
- **Type of Constitution** – Displays the legal constitution of the establishment such as Company, Partnership, Proprietorship, etc. (Read Only)
- **Name of Establishment** – Displays the registered establishment name. (Read Only)
- **Mobile Number** – Displays the registered mobile number of the establishment. (Read Only)
- **Nature of Business** – Displays the registered business activity. (Read Only)

- **Date of Commencement of Business** – Displays the registered commencement date of the business. (Read Only)

Cancel Details

This section captures the cancellation information for the establishment.

Fields

- **Cancel Effective Date** – Select the effective date from which the business closure and cancellation of the Intimation Certificate will be applicable. (Date Picker)
- **Cancel Reason** – Enter the reason for permanently closing the business and requesting cancellation of the Intimation Certificate. (Text Area)

Buttons 

- **Save as Draft** – Saves the application in Draft status without submitting it for approval.
- **Submit** – Validates the entered information and opens the Submit popup.
- **Back** – Returns to the Listing Page.

Submit

After clicking **Submit**, the system displays the **Submit** popup.



Figure 5-43

The **Submit** popup enables the user to record submission remarks and forward the cancellation application to the next workflow level for verification.

Fields

- **Remarks** – Enter remarks or additional information regarding the cancellation request before submission. (Text Area)
- **Select User** – Select the verifier to whom the application will be forwarded. (Dropdown)

Buttons 

- **Submit** – Submits the application and forwards it to the selected verifier.

5.4.1.1 L2 Verification

Navigation:
Shops & Establishment → Registration → Cancel Intimation Due to Business Closure → Worklist

The **L2 Verification** stage enables the verifier to review the cancellation request, verify the establishment details, examine the cancellation reason, and perform the appropriate workflow action.

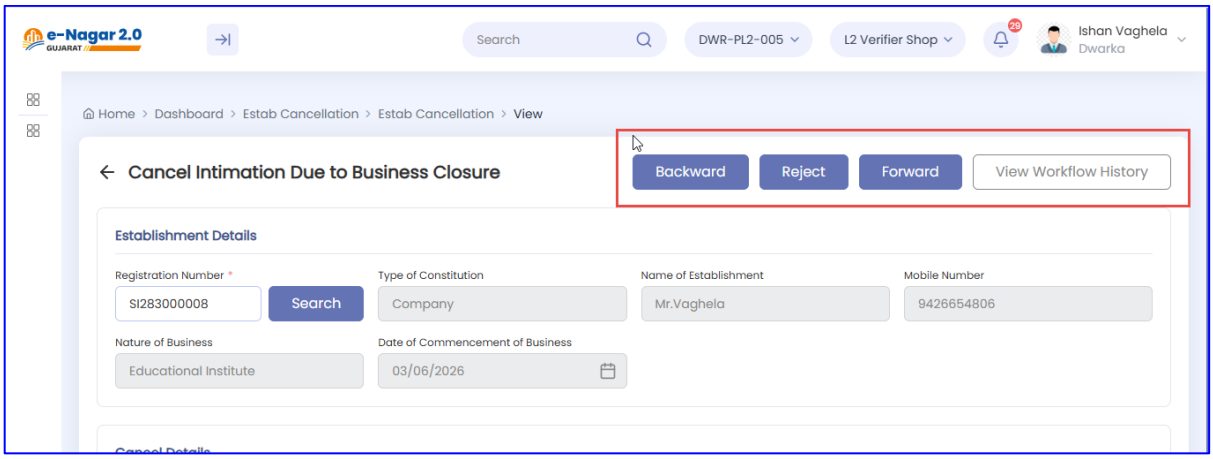


Figure 5-44

The verifier can review all information submitted by the applicant in **Read Only** mode before forwarding the application for approval or returning it for correction.

Buttons 

- **Forward** – Opens the Forward popup and forwards the application to the L3 Approver.
- **Backward** – Returns the application to the Initiator for correction.
- **Reject** – Rejects the cancellation application.
- **View Workflow History** – Displays the complete workflow movement of the application.

Forward

After clicking **Forward**, the system displays the **Forward** popup.

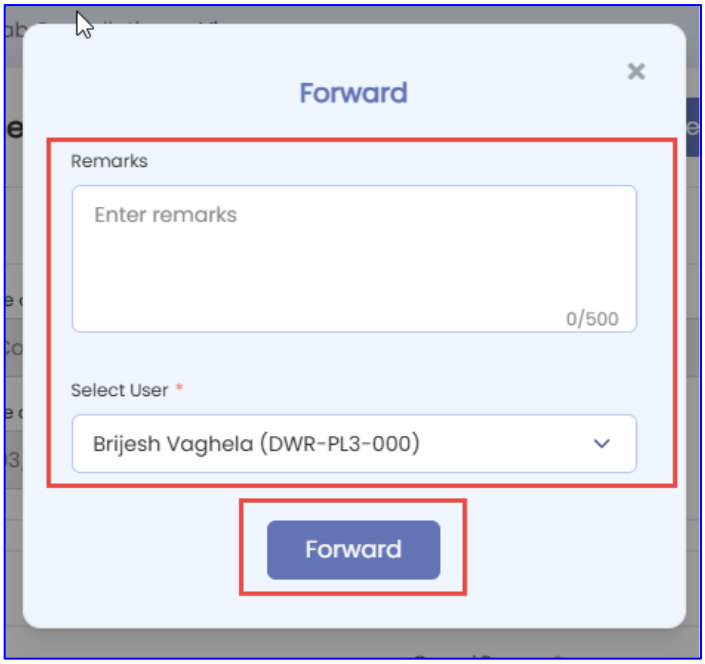


Figure 5-45

The **Forward** popup enables the verifier to send the application to the approving authority.

Fields

- **Remarks** – Enter verification remarks before forwarding the application. (Text Area)
- **Select User** – Select the approving authority to whom the application will be forwarded. (Dropdown)

Buttons 

- **Forward** – Forwards the application to the selected approval authority.

5.4.1.2 L3 Approval

Navigation:
Shops & Establishment → Registration → Cancel Intimation Due to Business Closure → Worklist

The **L3 Approval** stage enables the approving authority to review the cancellation application and take the final decision.

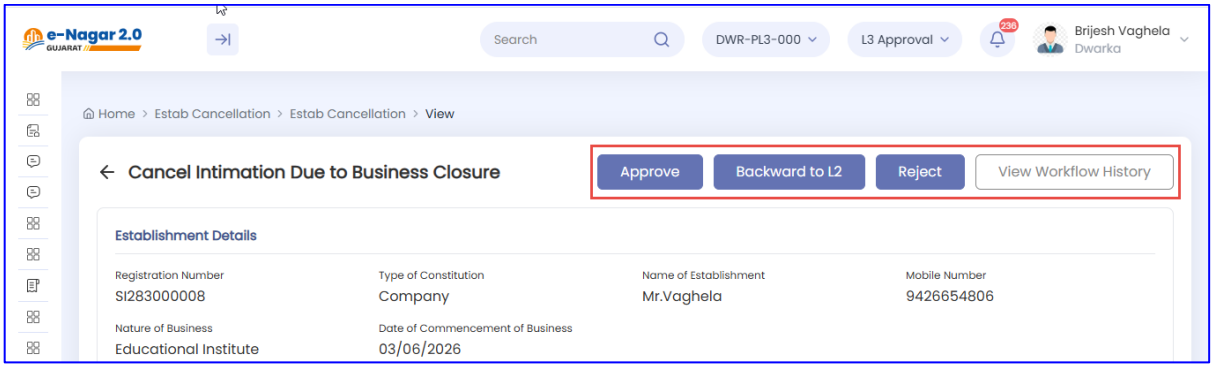


Figure 5-46

The approver reviews the establishment details, cancellation information, workflow history, and verifier remarks before approving, rejecting, or sending the application back to the verifier.

Buttons 

- **Approve** – Approves the cancellation request.
- **Backward to L2** – Returns the application to the verifier for further review.
- **Reject** – Rejects the cancellation request.
- **View Workflow History** – Displays the complete workflow history of the application.

Approve

After clicking **Approve**, the system displays the **Approve** popup.

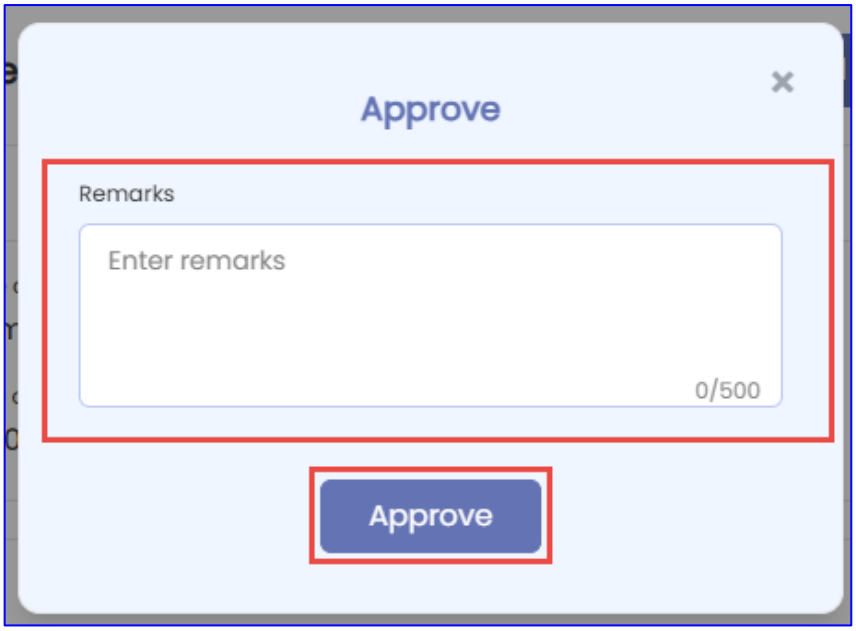


Figure 5-47

The **Approve** popup allows the approving authority to record approval remarks before granting final approval for cancellation of the Intimation Certificate.

Fields

- **Remarks** – Enter remarks related to the approval of the cancellation request. (Text Area)

Buttons 

- **Approve** – Approves the cancellation request and changes the application status to **Approved**.

Final Outcome

After approval, the Intimation Certificate is cancelled effective from the selected **Cancel Effective Date**. The application status is updated to **Approved**, and the cancellation details are recorded in the system. The complete workflow history, remarks, and approval details remain available for future reference and audit purposes.

5.5 Force Cancel Intimation/Registration

Navigation

Shops & Establishment → Force Cancel Intimation/Registration

The **Force Cancel Intimation/Registration** module enables authorized officials to cancel an existing Shop Registration or Intimation when required due to policy violations, legal actions, or administrative reasons. The module supports workflow-based verification and approval before the cancellation is finalized.

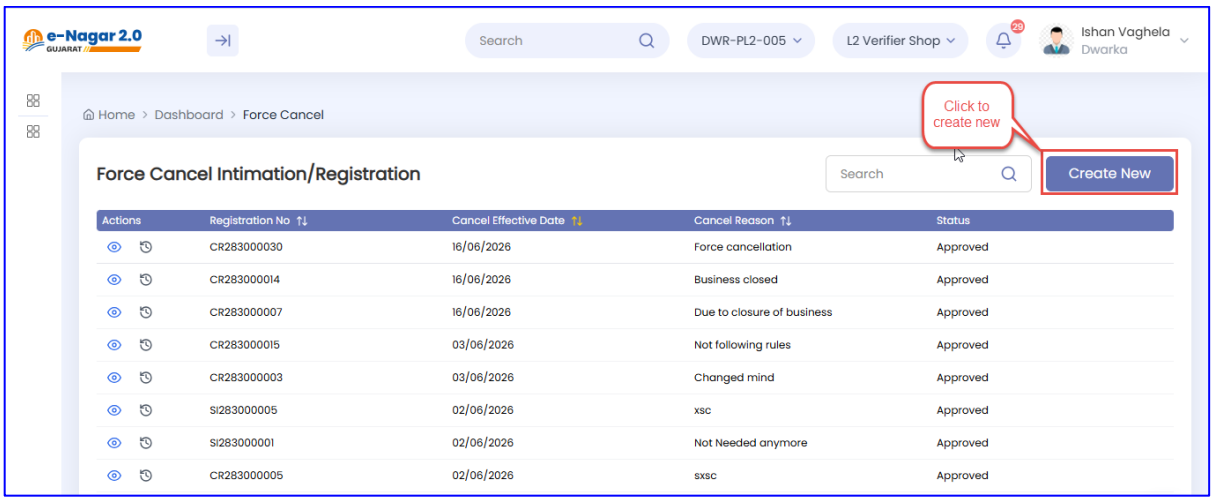


Figure 5-48

Listing Page

The **Force Cancel Intimation/Registration** listing page displays all force cancellation requests submitted in the system. Users can search existing records, create a new request, view request details, and track the workflow status.

Field Description

- **Registration No** – Displays the Registration or Intimation Number. (Read Only)
- **Cancel Effective Date** – Displays the date from which the cancellation becomes effective. (Read Only)
- **Cancel Reason** – Displays the reason for force cancellation. (Read Only)
- **Status** – Displays the current workflow status of the request. (Read Only)

Buttons

- **Search** – Searches records based on the entered search criteria. (Button)
- **Create New** – Opens the Force Cancel Intimation/Registration application form. (Button)
- **View** – Opens the complete application details in view mode. (Button)
- **Track Application** – Displays the workflow movement and current processing status of the application. (Button)

5.5.1 Create New

Navigation

Shops & Establishment → Force Cancel Intimation/Registration → Create New

The **Create New** page is used to initiate a Force Cancellation request by searching an existing Registration or Intimation Number.

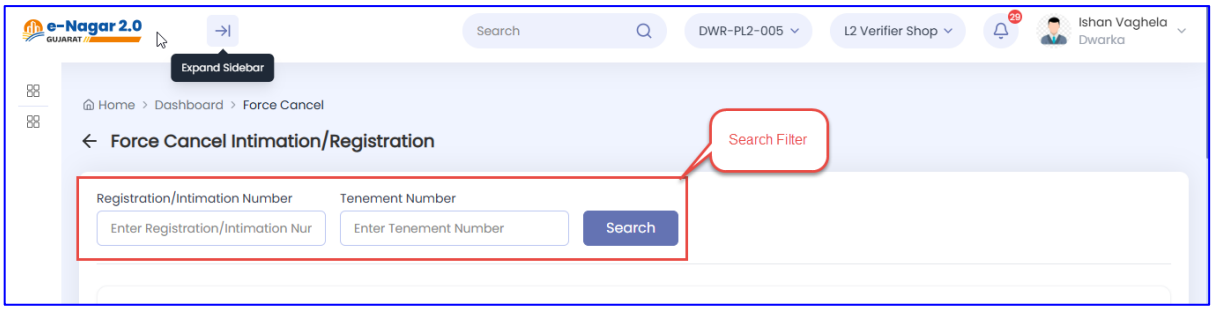


Figure 5-49

Search Criteria

- **Registration/Intimation Number** – Enter the Registration or Intimation Number to search the establishment. (Text)
- **Tenement Number** – Enter the Tenement Number of the establishment. (Text)

Buttons

- **Search** – Retrieves the establishment details based on the entered search criteria. (Button)

After a successful search, the establishment details are displayed for verification. The user can review the information and submit the request into the workflow.

5.5.1.1 L2 Verification

Navigation

Shops & Establishment → Force Cancel Intimation/Registration → View

The **L2 Verifier** reviews the submitted Force Cancellation request, verifies the establishment details, and performs the required workflow action.

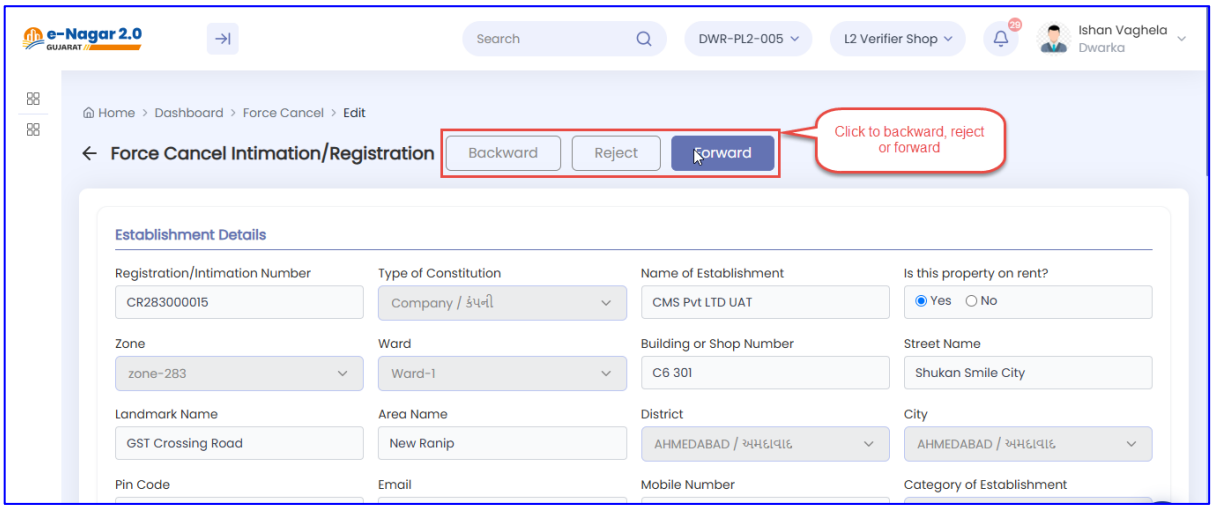


Figure 5-50

Available Actions 

- **Forward** – Sends the application to the L3 Approver for final approval. (Button)
- **Backward** – Returns the application to the previous level for correction. (Button)
- **Reject** – Rejects the force cancellation request. (Button)

Forward Popup

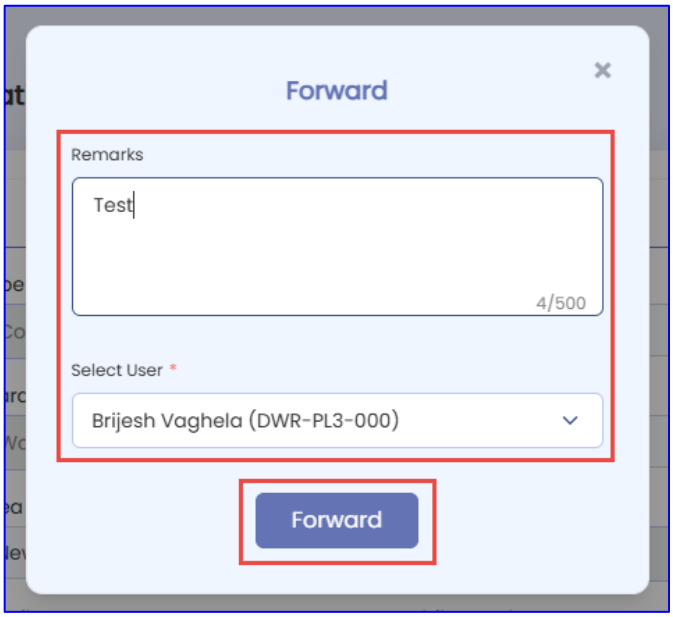


Figure 5-51

- **Remarks** – Enter remarks or observations before forwarding the application. (Text Area)
- **Select User** – Select the next workflow user to whom the application will be forwarded. (Dropdown)

Buttons 

- **Forward** – Forwards the application to the selected user. (Button)

5.5.1.2 L3 Approval

Navigation

Shops & Establishment → Force Cancel Intimation/Registration → View (👁)

The **L3 Approver** performs the final review of the Force Cancellation request and takes the final workflow decision.

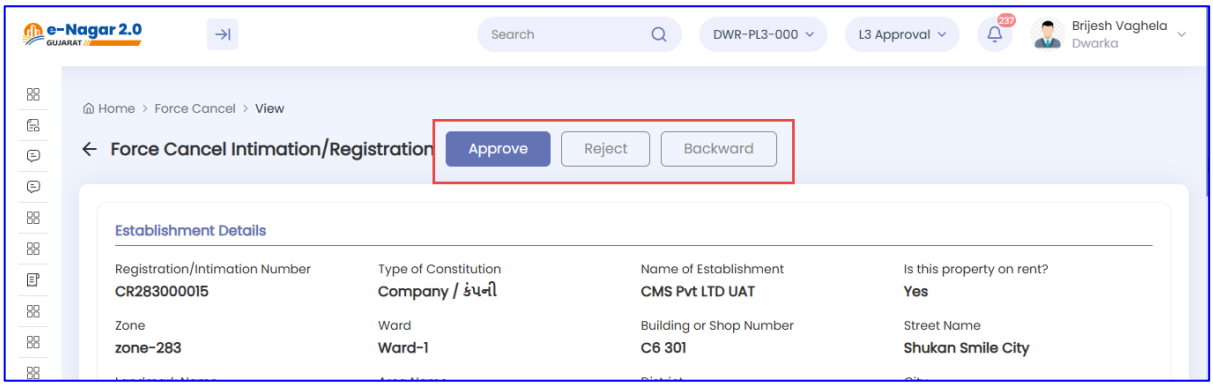


Figure 5-52

Available Actions 

- **Approve** – Approves the force cancellation request and completes the workflow. (Button)
- **Reject** – Rejects the application. (Button)
- **Backward** – Sends the application back to the previous workflow level. (Button)

Approve Popup

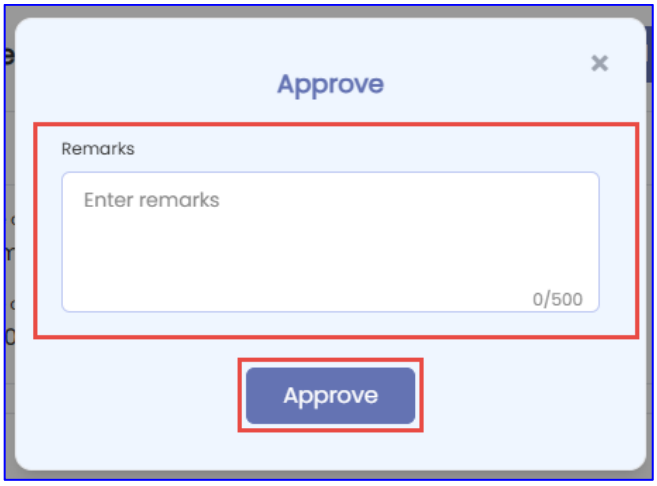


Figure 5-53

Field Description

- **Remarks** – Enter approval remarks or comments before approving the application. (Text Area)

Buttons 

- **Approve** – Confirms the approval of the Force Cancellation request. (Button)

5.6 Annual Return

Shops & Establishment → Annual Return

The **Annual Return** module enables registered establishments to submit their annual employment and welfare information to the concerned authority. The module captures details related to the establishment, workforce, shifts, welfare facilities, and declarations through a workflow-based approval process.

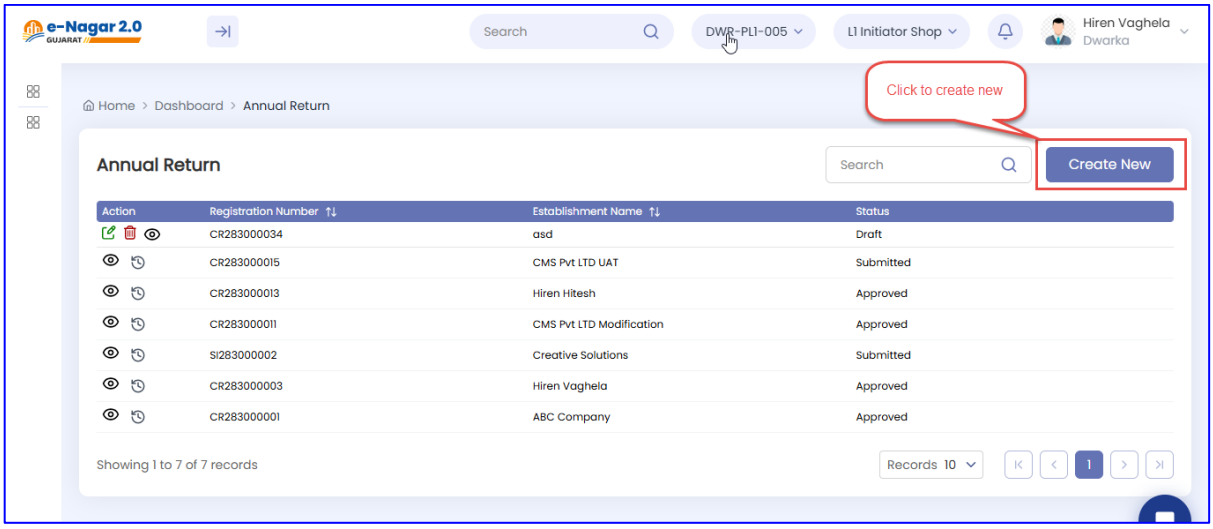


Figure 5-54

Listing Page

The **Annual Return** listing page displays all annual return applications along with their current workflow status. Users can create a new return, edit draft applications, view submitted applications, track workflow status, and access approved records.

Field Description

- **Registration Number** – Displays the Registration Number of the establishment. (Read Only)
- **Establishment Name** – Displays the registered establishment name. (Read Only)
- **Status** – Displays the current status of the annual return application. (Read Only)

Buttons

- **Search** – Searches annual return applications. (Button)
- **Create New** – Opens the Annual Return application form. (Button)
- **Edit** – Opens the draft application for modification. (Button)
- **Delete** – Deletes the draft application. (Button)
- **View** – Opens the submitted application in view mode. (Button)
- **Track Application** – Displays the workflow history and application status. (Button)

5.6.1 Establishment Details

Shops & Establishment → Annual Return → Create New

The **Establishment Details** tab is used to retrieve the registered establishment information for which the annual return is to be submitted.

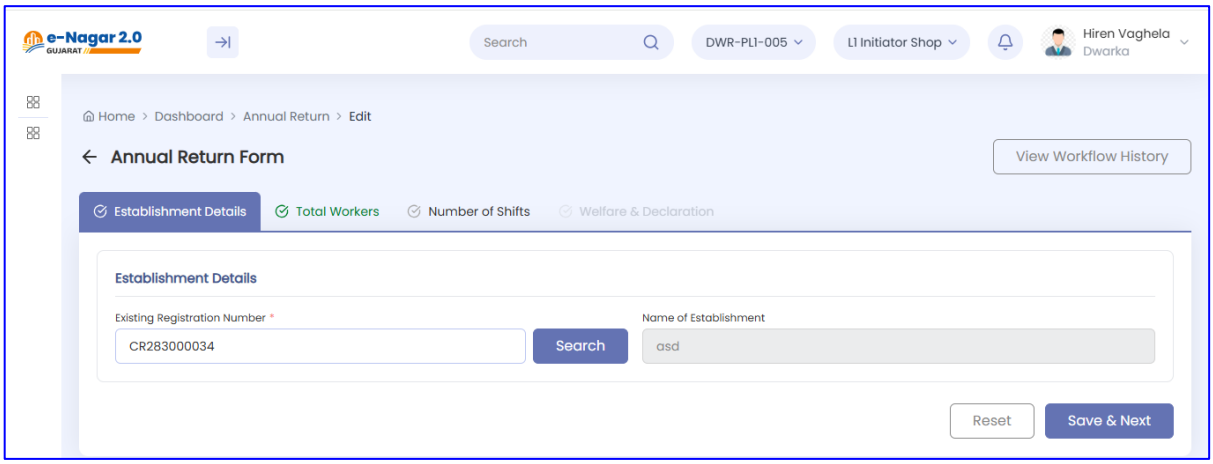


Figure 5-55

Field Description

- **Existing Registration Number** – Enter the Registration Number of the establishment. (Text)
- **Name of Establishment** – Displays the establishment name after searching the registration number. (Read Only)

Buttons 

- **Search** – Retrieves the establishment details. (Button)
- **Reset** – Clears the entered information. (Button)
- **Save & Next** – Saves the current details and opens the Total Workers tab. (Button)

5.6.2 Total Workers

The **Total Workers** tab captures details of the workforce employed in different categories.

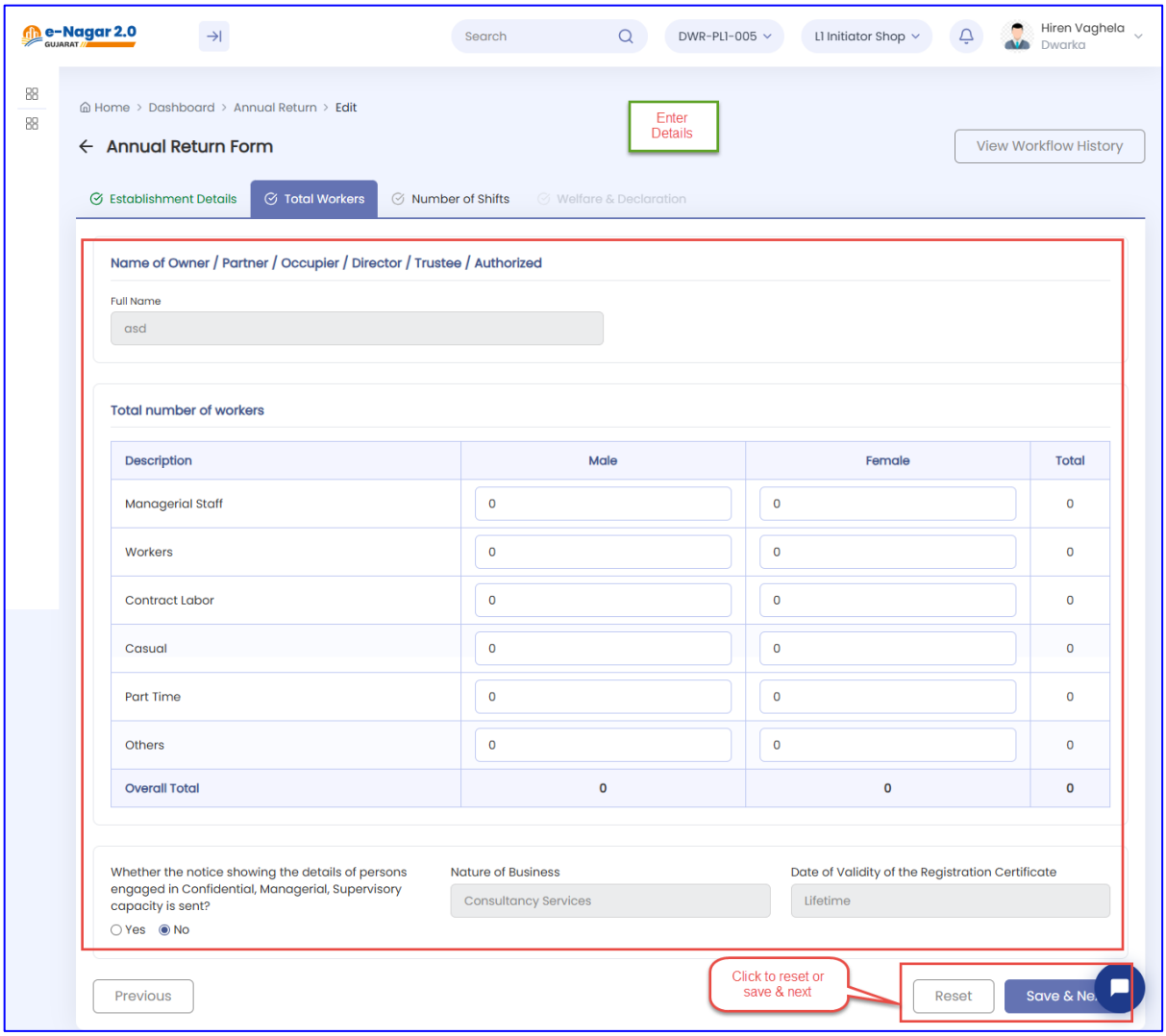


Figure 5-56

Field Description

Full Name – Displays the name of the Owner/Partner/Occupier/Director/Trustee/Authorized Person. (Read Only)

Total Number of Workers

- **Managerial Staff (Male)** – Enter the number of male managerial staff. (Numeric)
- **Managerial Staff (Female)** – Enter the number of female managerial staff. (Numeric)
- **Workers (Male)** – Enter the number of male workers. (Numeric)
- **Workers (Female)** – Enter the number of female workers. (Numeric)
- **Contract Labour (Male)** – Enter the number of male contract labourers. (Numeric)
- **Contract Labour (Female)** – Enter the number of female contract labourers. (Numeric)
- **Casual (Male)** – Enter the number of male casual workers. (Numeric)

- **Casual (Female)** – Enter the number of female casual workers. (Numeric)
- **Part Time (Male)** – Enter the number of male part-time workers. (Numeric)
- **Part Time (Female)** – Enter the number of female part-time workers. (Numeric)
- **Others (Male)** – Enter the number of male workers under other categories. (Numeric)
- **Others (Female)** – Enter the number of female workers under other categories. (Numeric)
- **Overall Total** – Displays the total number of workers. (Auto Calculated)
- **Whether the notice showing the details of persons engaged in Confidential, Managerial, Supervisory capacity is sent?** – Select whether the required notice has been submitted. (Radio Button)
- **Nature of Business** – Displays the nature of business of the establishment. (Read Only)
- **Date of Validity of the Registration Certificate** – Displays the validity period of the registration certificate. (Read Only)

Buttons 

- **Previous** – Returns to the previous tab. (Button)
- **Reset** – Clears editable information. (Button)
- **Save & Next** – Saves the entered information and opens the Number of Shifts tab. (Button)

5.6.3 Number of Shifts

The **Number of Shifts** tab captures information related to shifts, women workers, statutory compliances, and workplace safety.

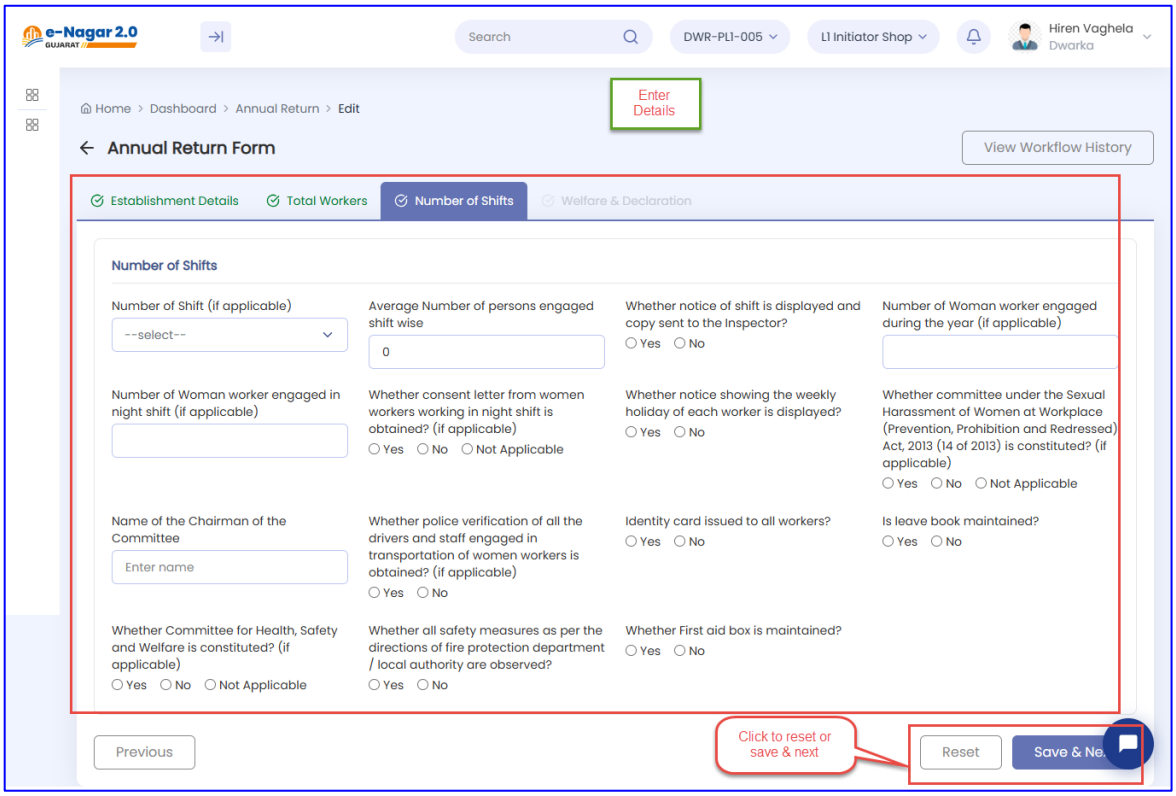


Figure 5-57

Field Description

- **Number of Shift (if applicable)** – Select the number of shifts operated by the establishment. (Dropdown)
- **Average Number of Persons Engaged Shift Wise** – Enter the average number of persons working in each shift. (Numeric)
- **Whether notice of shift is displayed and copy sent to the Inspector?** – Specify whether the shift notice is displayed and submitted. (Radio Button)
- **Number of Woman Worker Engaged During the Year (if applicable)** – Enter the total number of women workers employed during the year. (Numeric)
- **Number of Woman Worker Engaged in Night Shift (if applicable)** – Enter the number of women working in night shifts. (Numeric)
- **Whether consent letter from women workers working in night shift is obtained? (if applicable)** – Select the appropriate option. (Radio Button)
- **Whether notice showing the weekly holiday of each worker is displayed?** – Select Yes or No. (Radio Button)
- **Whether committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is constituted? (if applicable)** – Select the applicable option. (Radio Button)
- **Name of the Chairman of the Committee** – Enter the Chairman's name. (Text)

- **Whether police verification of all the drivers and staff engaged in transportation of women workers is obtained? (if applicable)** – Select Yes or No. (Radio Button)
- **Identity Card Issued to All Workers?** – Select Yes or No. (Radio Button)
- **Is Leave Book Maintained?** – Select Yes or No. (Radio Button)
- **Whether Committee for Health, Safety and Welfare is Constituted? (if applicable)** – Select the applicable option. (Radio Button)
- **Whether all safety measures as per the directions of Fire Protection Department / Local Authority are observed?** – Select Yes or No. (Radio Button)
- **Whether First Aid Box is Maintained?** – Select Yes or No. (Radio Button)

Buttons 

- **Previous** – Returns to the previous tab. (Button)
- **Reset** – Clears editable information. (Button)
- **Save & Next** – Saves the information and opens the Welfare & Declaration tab. (Button)

5.6.4 Welfare & Declaration

The **Welfare & Declaration** tab captures welfare facility information and the applicant declaration before submission.

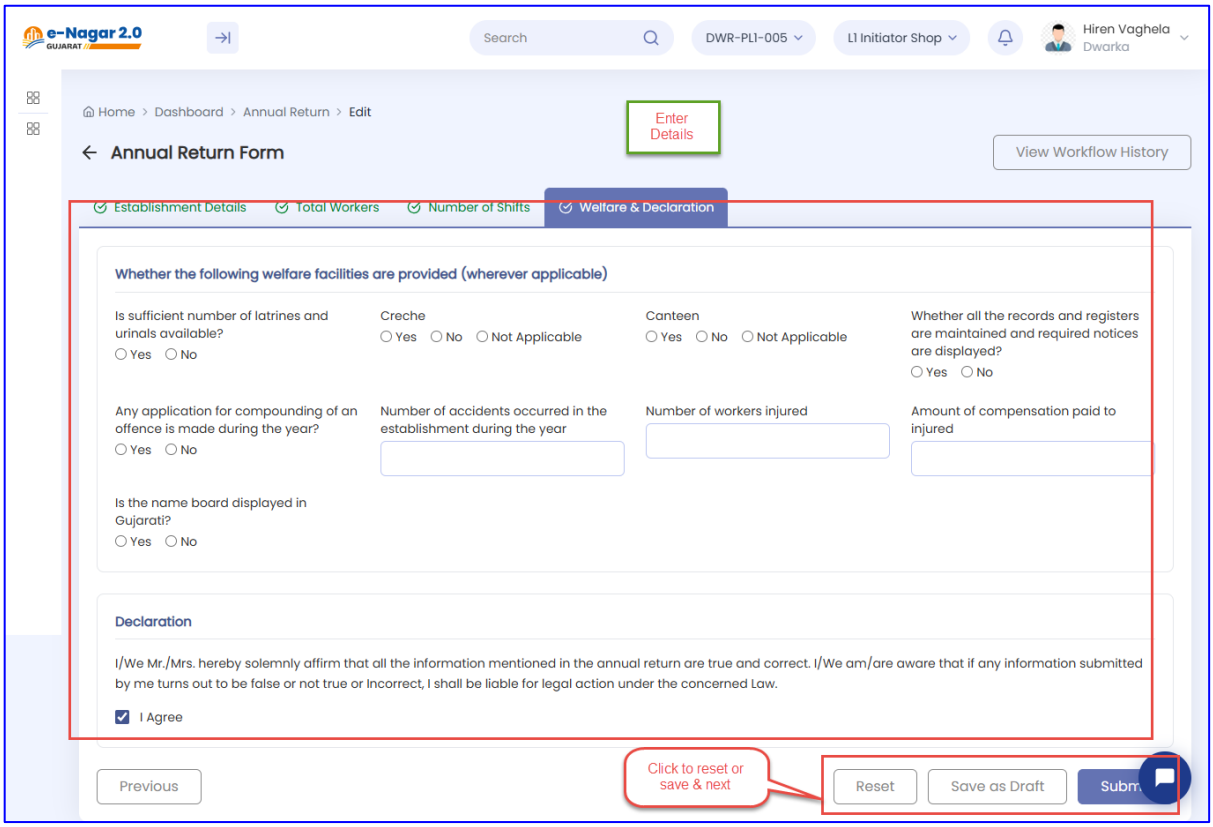


Figure 5-58

Field Description

- **Is sufficient number of latrines and urinals available?** – Select Yes or No. (Radio Button)
- **Creche** – Select whether the establishment provides a creche facility. (Radio Button)
- **Canteen** – Select whether a canteen facility is available. (Radio Button)
- **Whether all the records and registers are maintained and required notices are displayed?** – Select Yes or No. (Radio Button)
- **Any application for compounding of an offence is made during the year?** – Select Yes or No. (Radio Button)
- **Number of Accidents Occurred in the Establishment During the Year** – Enter the number of accidents. (Numeric)
- **Number of Workers Injured** – Enter the total number of injured workers. (Numeric)
- **Amount of Compensation Paid to Injured** – Enter the compensation amount paid. (Numeric)
- **Is the Name Board Displayed in Gujarati?** – Select Yes or No. (Radio Button)
- **I Agree** – Confirms the declaration before submission. (Checkbox)

Buttons 

- **Previous** – Returns to the previous tab. (Button)
- **Reset** – Clears editable information. (Button)
- **Save as Draft** – Saves the application without submitting it. (Button)
- **Submit** – Opens the workflow submission popup. (Button)

Submit Popup

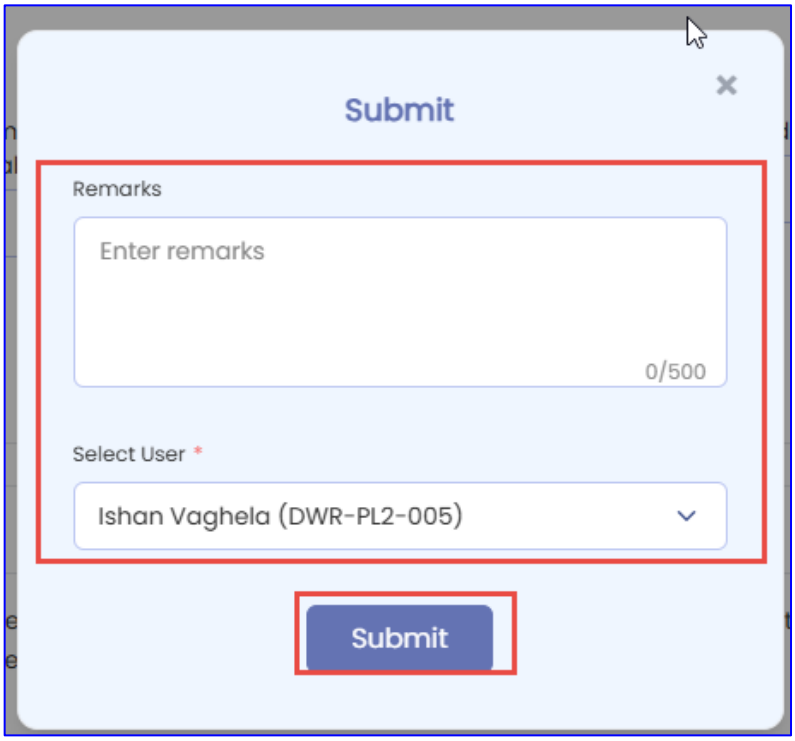


Figure 5-59

Field Description

- **Remarks** – Enter remarks before submitting the application. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Buttons 

- **Submit** – Submits the application to the selected workflow user. (Button)

5.6.4.1 L2 Verification

Navigation

Shops & Establishment → Annual Return → View

The **L2 Verifier** reviews the submitted annual return and verifies the information before forwarding it for approval.

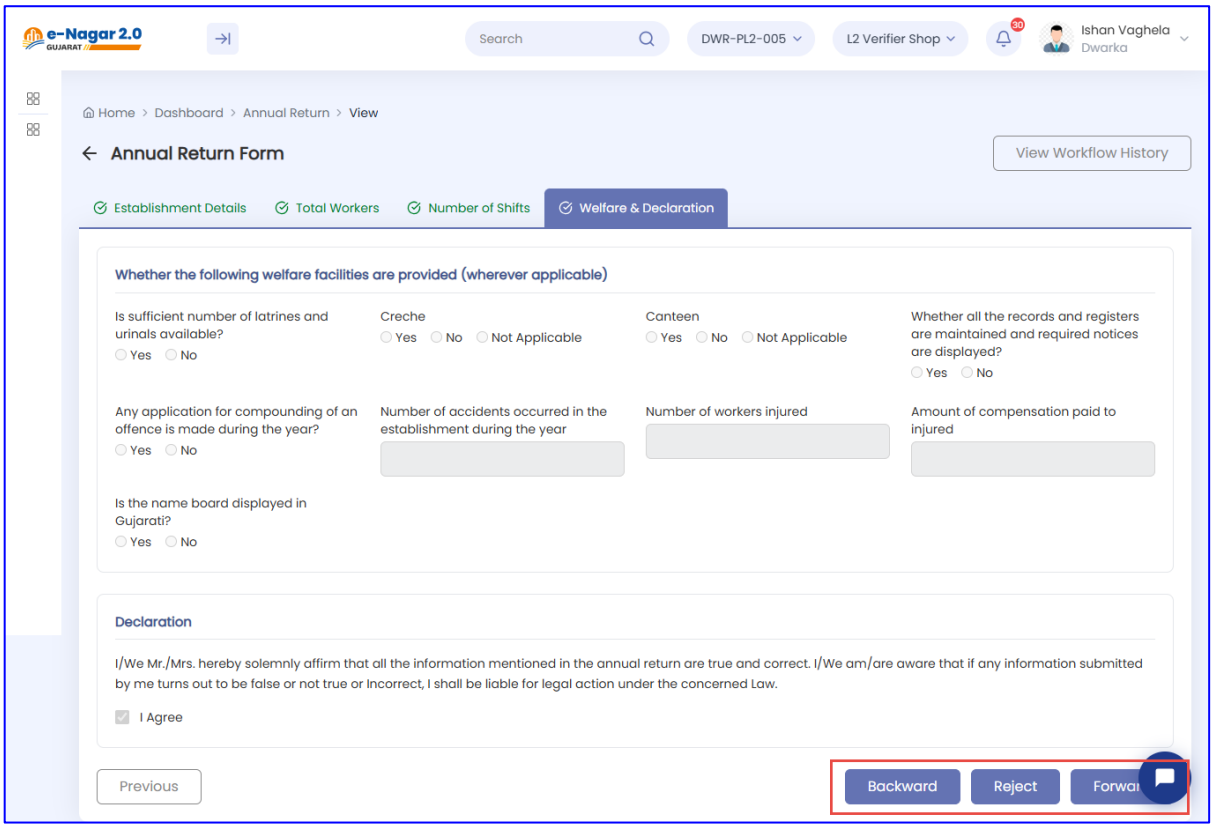


Figure 5-60

Available Actions 

- **Forward** – Sends the application to the L3 Approver. (Button)
- **Backward** – Returns the application to the previous level for correction. (Button)
- **Reject** – Rejects the application. (Button)

Forward Popup

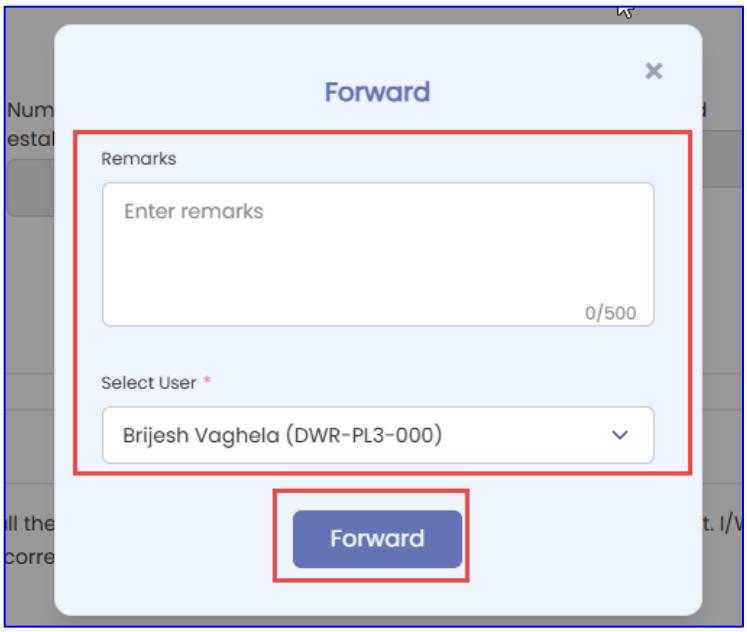


Figure 5-61

Field Description

- **Remarks** – Enter verification remarks. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Buttons 

- **Forward** – Forwards the application to the selected user. (Button)

5.6.4.2 L3 Approval

Navigation

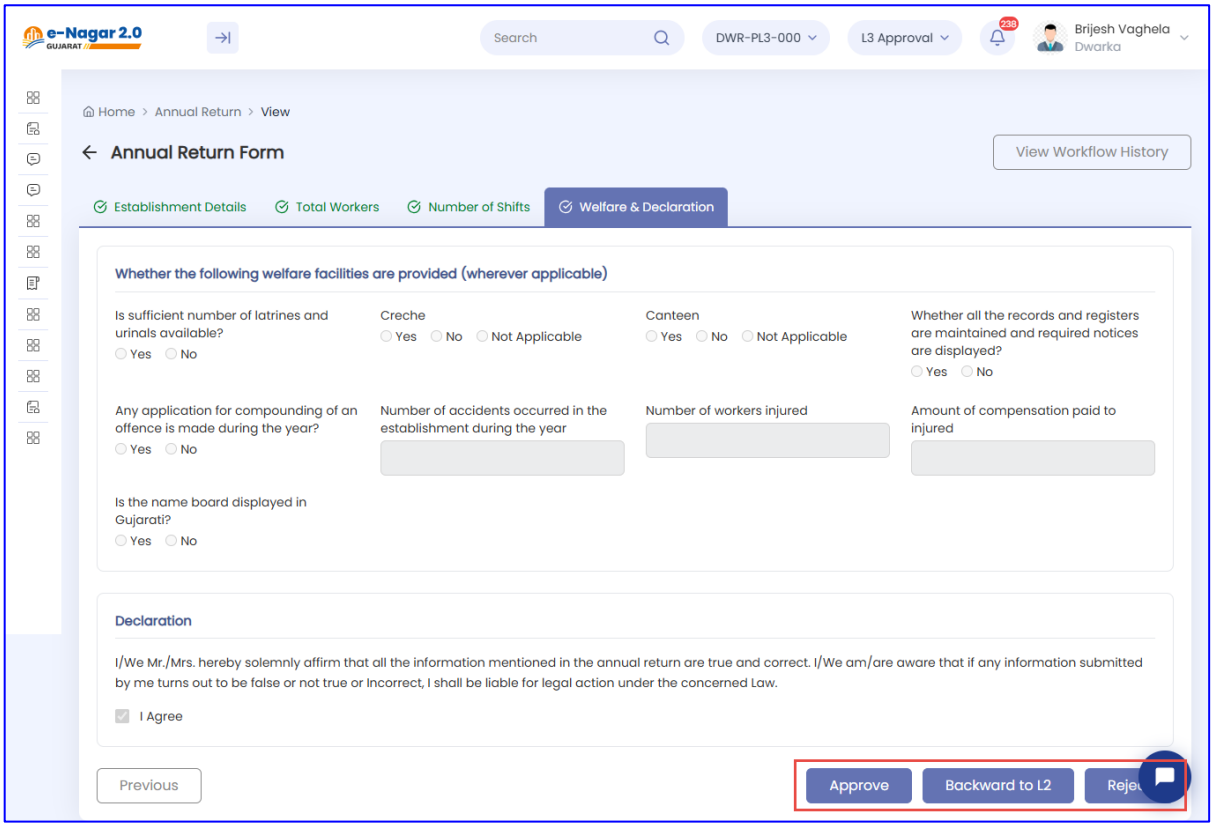


Figure 5-62

Shops & Establishment → Annual Return → View

The **L3 Approver** performs the final review of the annual return application.

Available Actions 

- **Approve** – Approves the Annual Return application. (Button)
- **Backward to L2** – Returns the application to the verifier for correction. (Button)
- **Reject** – Rejects the application. (Button)

Approve Popup

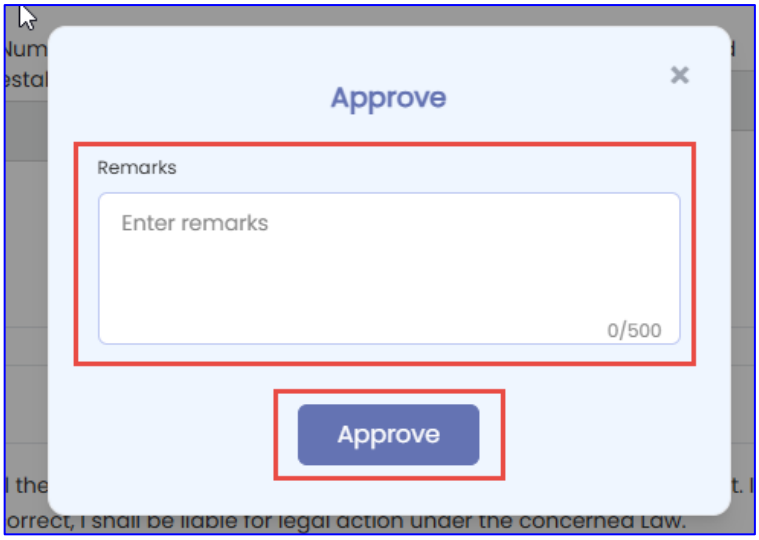
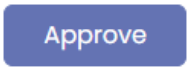


Figure 5-63

Field Description

- **Remarks** – Enter approval remarks before approving the application. (Text Area)

Buttons 

- **Approve** – Confirms and approves the Annual Return application. (Button)

6 Master Module

Click on **Shops & Establishment → Master** from the Dashboard. The **Master** module is used to configure and maintain the master data required for the Shops and Establishment Registration process. It enables authorized users to create, update, and manage reference information that is used throughout the application during registration, verification, inspection, fee calculation, and workflow processing.

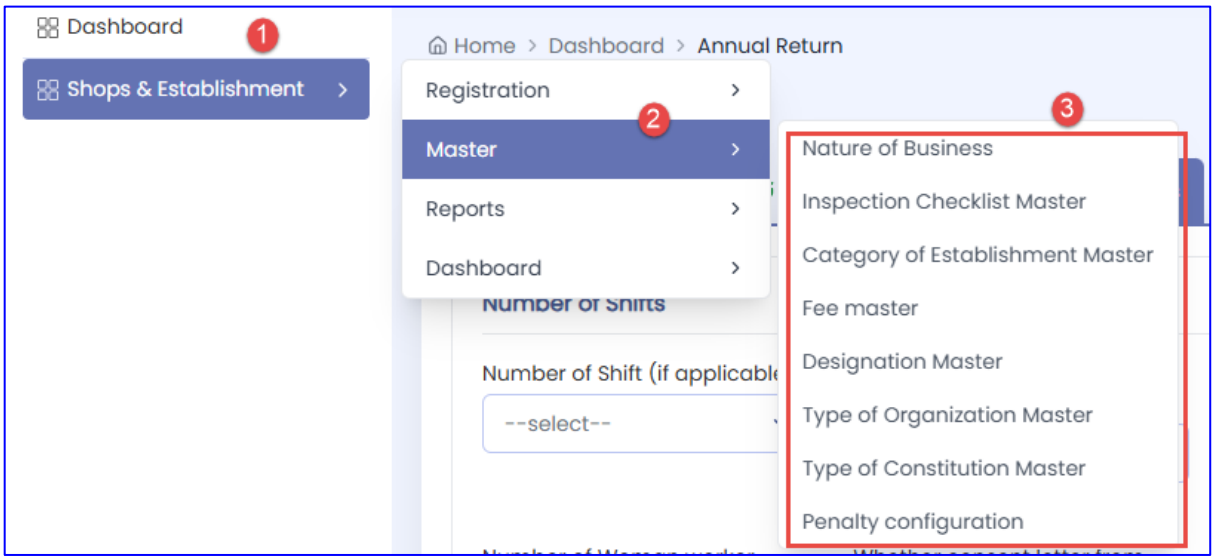


Figure 6-1

6.1 Nature of Business Master

Click on Shops & Establishment → Master → Nature of Business Master from the Dashboard. The Nature of Business Master module enables users to maintain the list of business activities that can be selected while creating Shops and Establishment Registration applications. Users can add new business types, modify existing records, and manage bilingual business descriptions.

Nature of Business Master Listing Page

The Nature of Business Master Listing page displays all configured Nature of Business records available in the system. Users can search existing records, create new business categories, and modify existing entries.

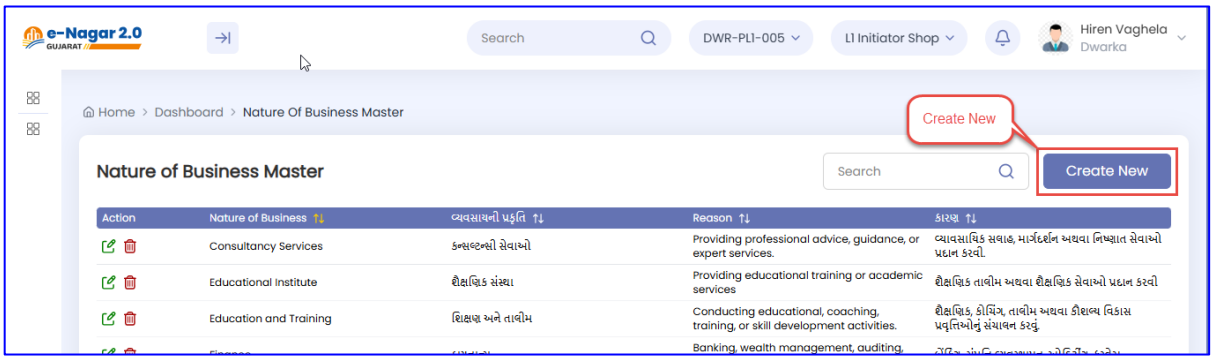


Figure 6-2

Page Components

- Search – Allows users to search Nature of Business records using keywords.
- Create New – Opens the Nature of Business Master Form for creating a new record.Action Icons
- Edit – Opens the selected Nature of Business record for modification.
- Delete – Removes the selected Nature of Business record from the system.

Grid Columns

- Nature of Business – Displays the business activity name in English.
- Nature of Business (Gujarati) – Displays the business activity name in Gujarati.
- Reason – Displays the business description or purpose in English.
- Reason (Gujarati) – Displays the business description in Gujarati.

Nature of Business Master Form

The Nature of Business Master Form allows users to create or modify business activities that will be available during registration.



Figure 6-3

Fields

- Nature of Business – Enter the name of the business activity in English. (Text)
- Nature of Business (Gujarati) – Enter the name of the business activity in Gujarati. (Text)
- Reason – Enter the business description or purpose in English. (Textarea)
- Reason (Gujarati) – Enter the business description or purpose in Gujarati. (Textarea)

Buttons 

- Submit – Saves the Nature of Business record.
- Reset – Clears all entered information.

6.2 Inspection Checklist Master

Click on Shops & Establishment → Master → Inspection Checklist Master from the Dashboard. The Inspection Checklist Master module enables users to configure inspection checklist items and upload supporting reference images used during field inspections.

Inspection Checklist Master Listing Page

The Inspection Checklist Master Listing page displays all configured inspection checklist records. Users can search records, create new checklist items, and modify existing ones.

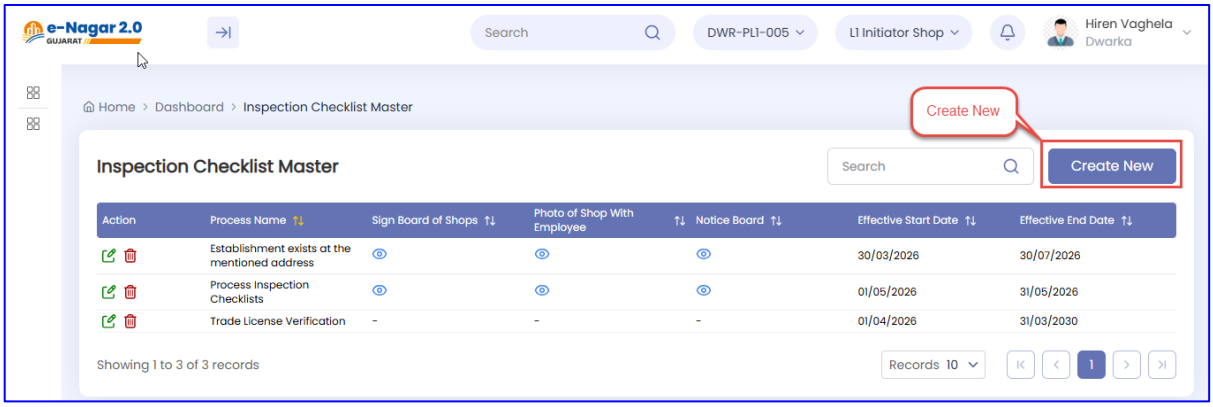


Figure 6-4

Page Components

- Search – Allows users to search checklist records.
- Create New – Opens the Inspection Checklist Master Form.

Action Icons

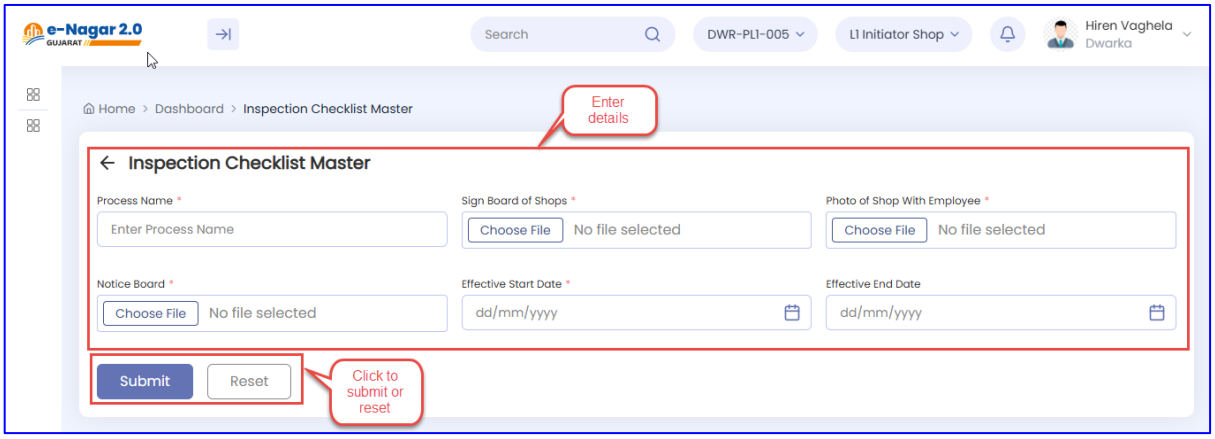
- Edit – Opens the selected checklist record for editing.
- Delete – Deletes the selected checklist record.

Grid Columns

- Process Name – Displays the inspection process name.
- Sign Board of Shops – Displays the uploaded signboard reference image.
- Photo of Shop With Employee – Displays the uploaded shop photograph.
- Notice Board – Displays the uploaded notice board image.
- Effective Start Date – Displays the date from which the checklist becomes effective.
- Effective End Date – Displays the date until which the checklist remains valid.

Inspection Checklist Master Form

The Inspection Checklist Master Form allows users to configure inspection checklist records and upload supporting images.



Fields

- Process Name – Enter the inspection process or checklist name. (Text)
- Sign Board of Shops – Upload the reference image of the shop signboard. (File Upload)
- Photo of Shop With Employee – Upload the reference image showing the shop with employees. (File Upload)
- Notice Board – Upload the notice board reference image. (File Upload)
- Effective Start Date – Select the date from which the checklist becomes active. (Date Picker)
- Effective End Date – Select the date until which the checklist remains active. (Date Picker)

Buttons 

- Submit – Saves the inspection checklist record.
- Reset – Clears all entered information.

6.3 Category of Establishment Master

Click on Shops & Establishment → Master → Category of Establishment Master from the Dashboard. The Category of Establishment Master module enables users to maintain the categories available while registering establishments.

Category of Establishment Master Listing Page

The Category of Establishment Master Listing page displays all establishment categories configured in the system.



Figure 6-5

Page Components

- Search – Allows users to search establishment categories.
- Create New – Opens the Category of Establishment Master Form.

Action Icons

- Edit – Opens the selected category for editing.
- Delete – Deletes the selected category.

Grid Columns

- Category Name (English) – Displays the establishment category in English.
- Category Name (Gujarati) – Displays the establishment category in Gujarati.

Category of Establishment Master Form

The Category of Establishment Master Form allows users to create and maintain establishment categories.

Fields

- Category Name (English) – Enter the establishment category name in English. (Text)
- Category Name (Gujarati) – Enter the establishment category name in Gujarati. (Text)

Buttons 

- Submit – Saves the establishment category.
- Reset – Clears all entered information.

6.4 Fee Master

Click on Shops & Establishment → Master → Fee Master from the Dashboard. The Fee Master module enables users to configure registration fees applicable for different establishment categories.

Fee Master Listing Page

The Fee Master Listing page displays all configured registration fee records.

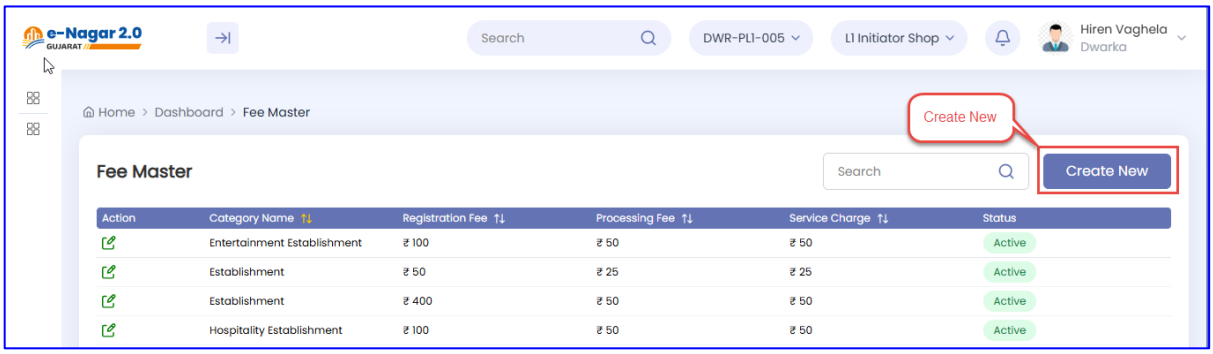


Figure 6-6

Page Components

- Search – Allows users to search fee records.
- Create New – Opens the Fee Master Form.

Action Icons

- Edit – Opens the selected fee record for modification.

Grid Columns

- Category Name – Displays the establishment category.
- Registration Fee – Displays the registration fee amount.
- Processing Fee – Displays the processing fee amount.
- Service Charge – Displays the service charge amount.
- Status – Displays whether the fee record is Active or Inactive.

Fee Master Form

The Fee Master Form allows users to configure registration fees for establishment categories.

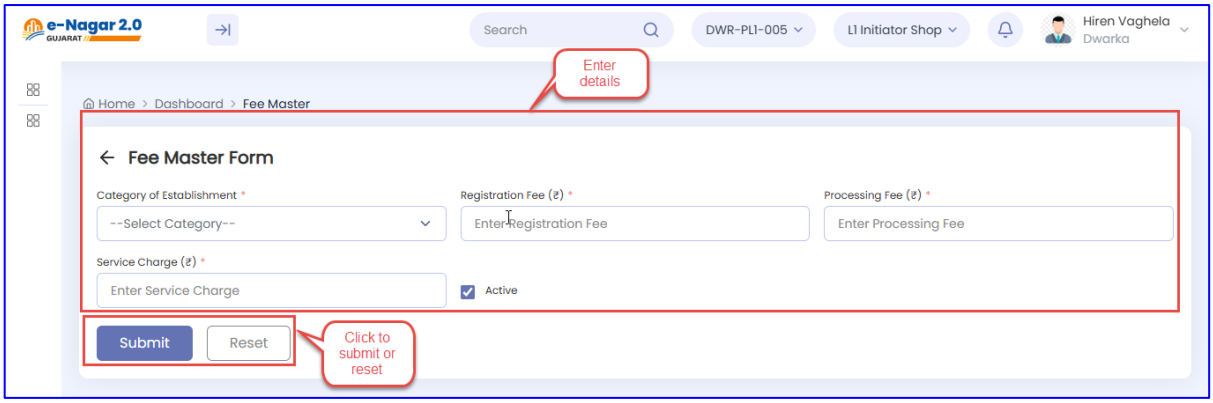


Figure 6-7

Fields

- Category of Establishment – Select the establishment category for which fees will be configured. (Dropdown)
- Registration Fee (₹) – Enter the registration fee applicable to the selected category. (Numeric)
- Processing Fee (₹) – Enter the processing fee applicable to the selected category. (Numeric)
- Service Charge (₹) – Enter the service charge applicable to the selected category. (Numeric)
- Active – Select this checkbox to make the fee configuration active. (Checkbox)

Buttons 

- Submit – Saves the fee configuration.
- Reset – Clears all entered information.

6.5 Designation Master

Click on Shops & Establishment → Master → Designation Master from the Dashboard. The Designation Master module enables users to maintain the list of employee and managerial designations that can be selected while adding Employer or Employee details during the Shops and Establishment Registration process. Users can create, modify, and manage designation records in both English and Gujarati.

Designation Master Listing Page

The Designation Master Listing page displays all designation records configured in the system. Users can search existing designations, create new records, and modify existing ones.

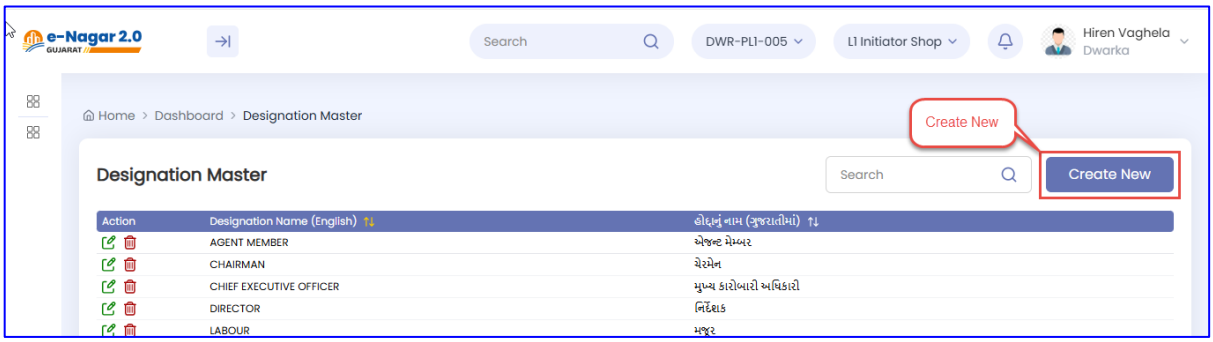


Figure 6-8

Page Components

- Search – Allows users to search designation records using keywords.
- Create New – Opens the Designation Master Form to create a new designation.

Action Icons

- Edit – Opens the selected designation record for modification.
- Delete – Removes the selected designation record from the system.

Grid Columns

- Designation Name (English) – Displays the designation name in English.
- Designation Name (Gujarati) – Displays the designation name in Gujarati.

Designation Master Form

The Designation Master Form allows users to create or update designation records available throughout the registration process.

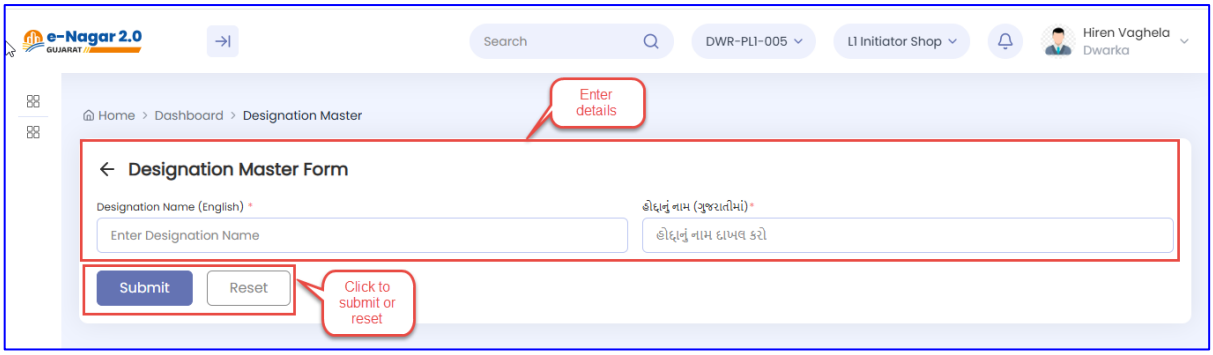


Figure 6-9

Fields

- Designation Name (English) – Enter the designation name in English. (Text)
- Designation Name (Gujarati) – Enter the designation name in Gujarati. (Text)

Buttons 

- Submit – Saves the designation record.
- Reset – Clears all entered information from the form.

6.6 Type of Organization Master

Click on Shops & Establishment → Master → Type of Organization Master from the Dashboard. The Type of Organization Master module enables users to maintain the list of organization types available during establishment registration. These organization types help classify establishments based on their organizational structure.

Type of Organization Master Listing Page

The Type of Organization Master Listing page displays all organization types configured in the system. Users can search records, create new organization types, and modify existing entries.



Page Components

- Search – Allows users to search organization type records.
- Create New – Opens the Type of Organization Master Form for creating a new organization type.

Action Icons

- Edit – Opens the selected organization type for editing.
- Delete – Deletes the selected organization type from the system.

Grid Columns

- Type of Organization (English) – Displays the organization type in English.
- Type of Organization (Gujarati) – Displays the organization type in Gujarati.

Type of Organization Master Form

The Type of Organization Master Form allows users to add or update organization types used throughout the registration process.

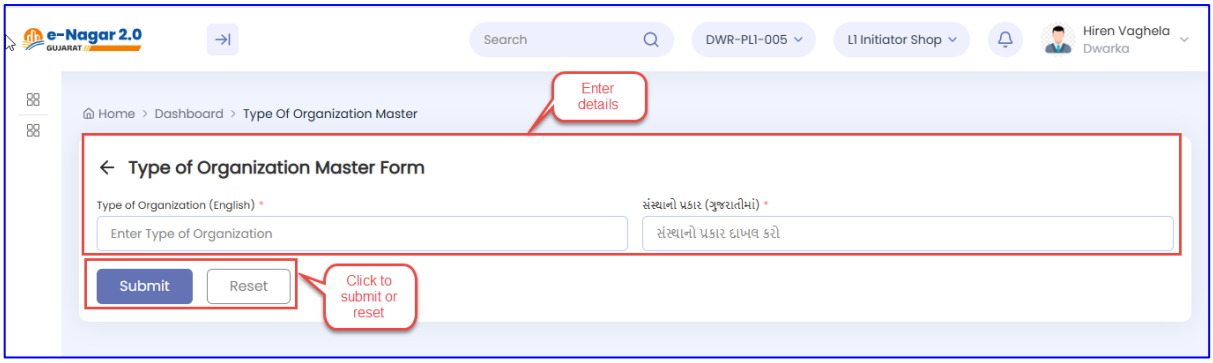


Figure 6-10

Fields

- Type of Organization (English) – Enter the organization type name in English. (Text)
- Type of Organization (Gujarati) – Enter the organization type name in Gujarati. (Text)

Buttons 

- Submit – Saves the organization type.
- Reset – Clears all entered information.

6.7 Type of Constitution Master

Click on Shops & Establishment → Master → Type of Constitution Master from the Dashboard. The Type of Constitution Master module enables users to maintain the list of constitution types available while registering an establishment. These records define the legal constitution under which an establishment operates.

Type of Constitution Master Listing Page

The Type of Constitution Master Listing page displays all constitution types configured in the system. Users can search, create, and update constitution records.

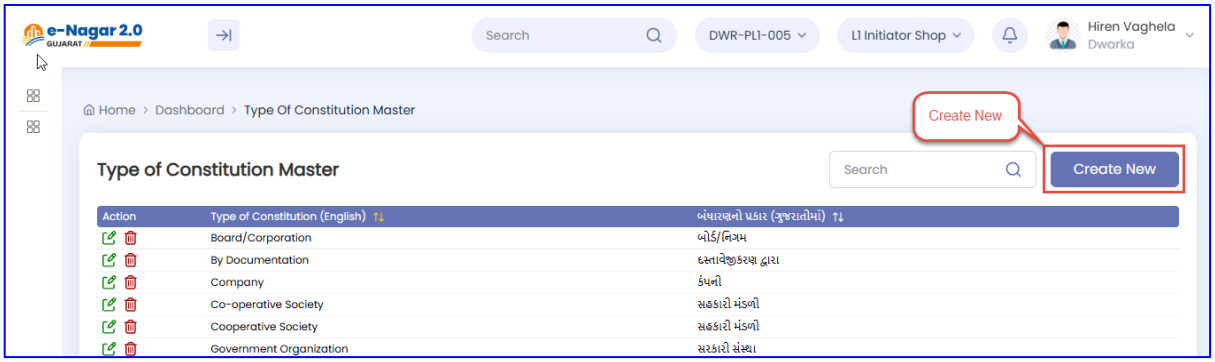


Figure 6-11

Page Components

- Search – Allows users to search constitution records.
- Create New – Opens the Type of Constitution Master Form.

Action Icons

- Edit – Opens the selected constitution record for editing.
- Delete – Deletes the selected constitution record.

Grid Columns

- Type of Constitution (English) – Displays the constitution type in English.
- Type of Constitution (Gujarati) – Displays the constitution type in Gujarati.

Type of Constitution Master Form

The Type of Constitution Master Form allows users to create and maintain constitution types used during establishment registration.



Figure 6-12

Fields

- Type of Constitution (English) – Enter the constitution type in English. (Text)
- Type of Constitution (Gujarati) – Enter the constitution type in Gujarati. (Text)

Buttons 

- Submit – Saves the constitution type.
- Reset – Clears all entered information from the form.

6.8 Penalty Master

Click on Shops & Establishment → Master → Penalty Master from the Dashboard. The Penalty Master module enables users to configure penalty charges applicable for delayed registrations or other penalty conditions defined by the department. These penalty configurations are automatically considered during fee calculation wherever applicable.

Penalty Master Listing Page

The Penalty Master Listing page displays all configured penalty records. Users can create new penalty configurations and modify existing records.

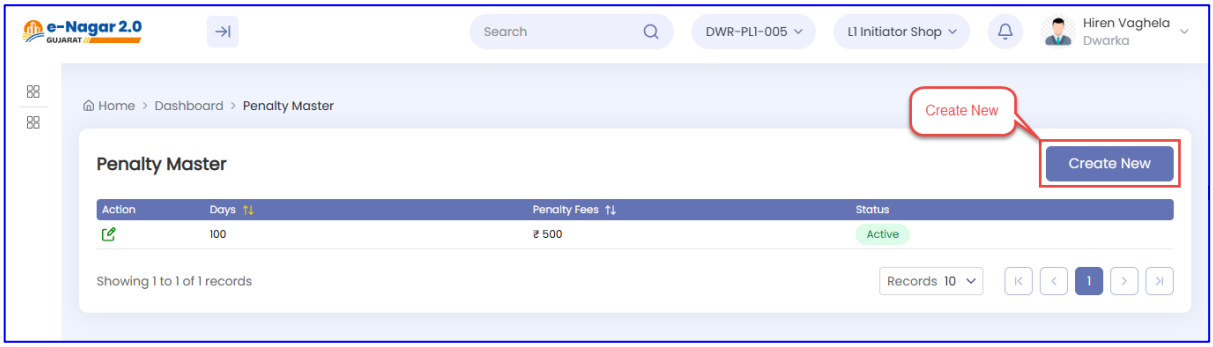


Figure 6-13

Page Components

Create New – Opens the Penalty Master Form for creating a new penalty configuration.

Action Icons

- Edit – Opens the selected penalty configuration for modification.

Grid Columns

- Days – Displays the number of delayed days after which the penalty becomes applicable.
- Penalty Fees – Displays the penalty amount configured for the specified number of days.
- Status – Displays whether the penalty configuration is Active or Inactive.

Penalty Master Form

The Penalty Master Form allows users to configure penalty rules used by the system during fee calculation.

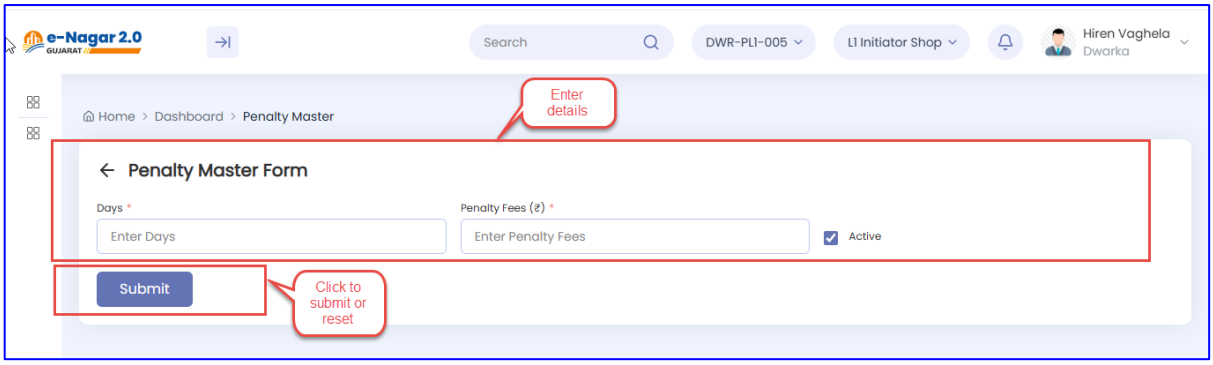


Figure 6-14

Fields

- Days – Enter the number of delayed days after which the penalty will be applied. (Numeric)
- Penalty Fees (₹) – Enter the penalty amount applicable for the specified delay period. (Numeric)
- Active – Select this checkbox to make the penalty configuration active and available for fee calculation. (Checkbox)

Buttons 

- Submit – Saves the penalty configuration.
- Reset – Clears all entered information from the form.

7 Reports Module

Navigation:
Shops & Establishment → Reports

The **Reports** module provides a centralized interface for generating and exporting various reports related to the Shops & Establishment module. It enables users to retrieve registration, intimation, modification, application tracking, collection, annual return, and active registration details using multiple search criteria. Users can filter records based on dates, registration details, establishment information, business category, zone, ward, and other parameters to generate accurate reports. The module also allows users to customize report columns (where applicable) and export the generated reports in **PDF** or **Excel** format for record keeping, analysis, and administrative purposes.

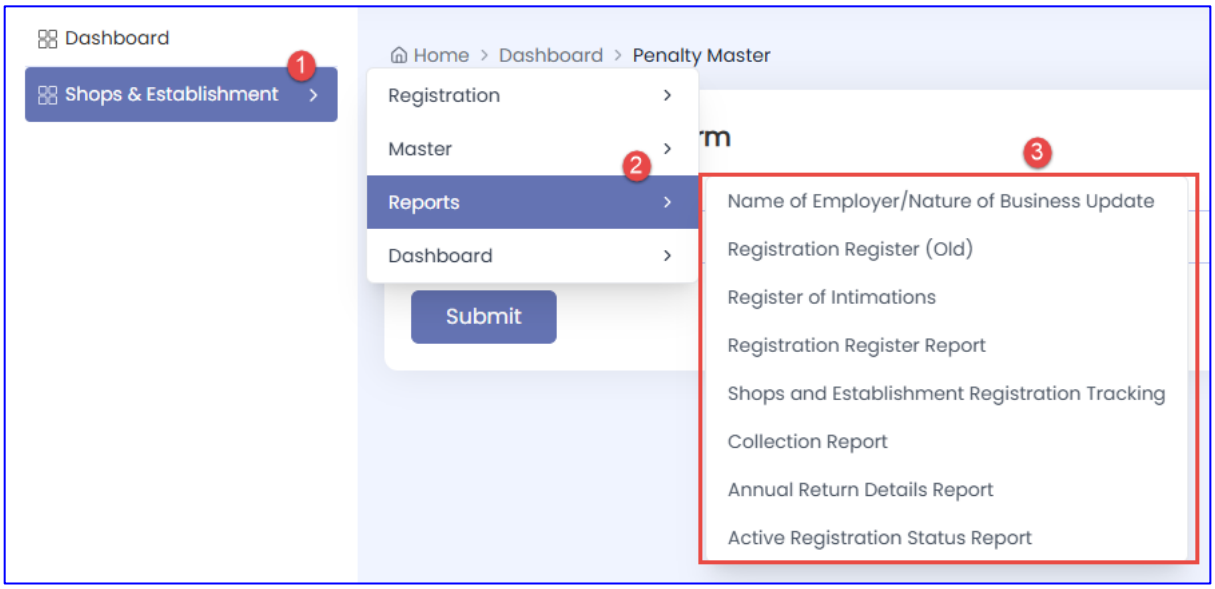


Figure 7-1

7.1 Name of Employer / Nature of Business Update Report

Click on Shops & Establishment → Reports → Name of Employer / Nature of Business Update Report from the Dashboard. The **Name of Employer / Nature of Business Update Report** allows users to view and generate reports of establishments where the employer name or nature of business has been updated. Users can search records using various filters, export the report in PDF or Excel format, and review details of the updated employer name and business nature.

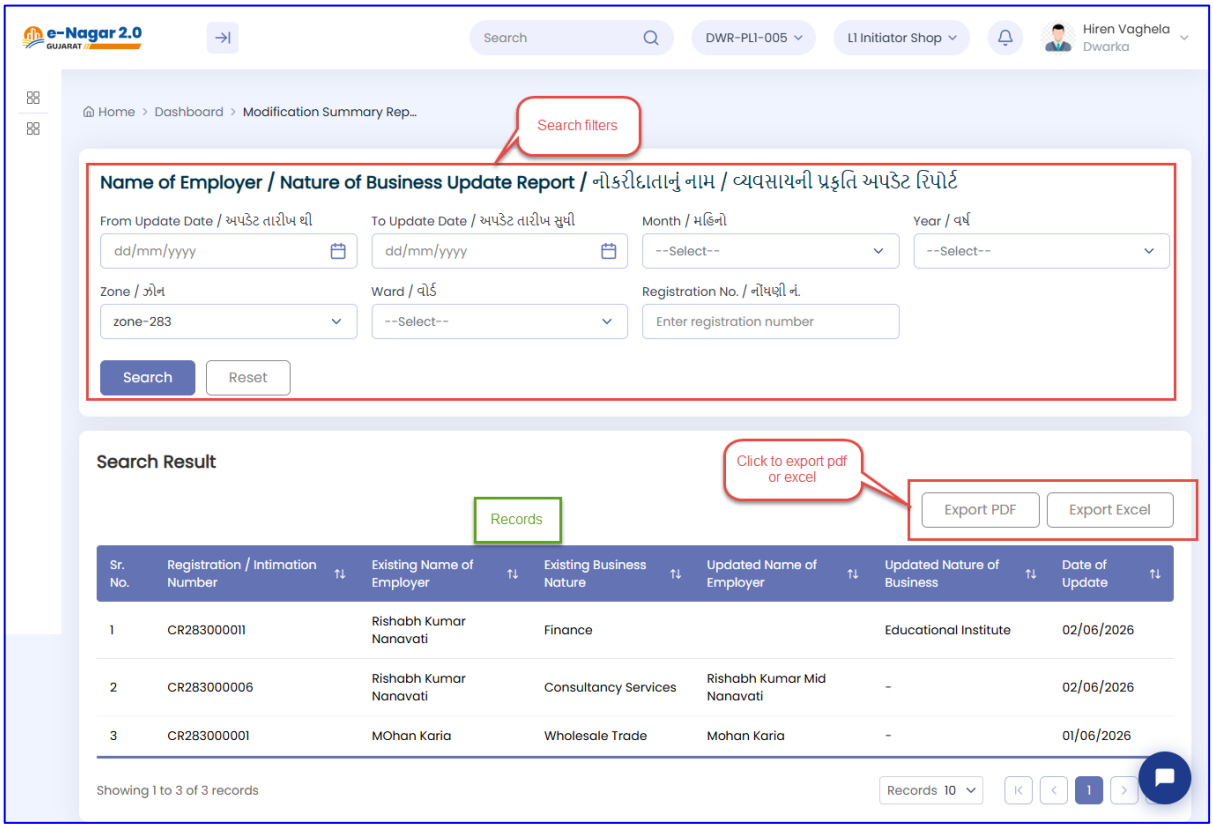


Figure 7-2

Name of Employer / Nature of Business Update Report

Search Filters

- **From Update Date** – Select the starting update date to search records updated from a specific date. (Date Picker)
- **To Update Date** – Select the ending update date to search records updated up to a specific date. (Date Picker)
- **Month** – Select the month for which updated records are to be displayed. (Dropdown)
- **Year** – Select the year for the report. (Dropdown)
- **Zone** – Select the municipal zone for filtering records. (Dropdown)
- **Ward** – Select the ward within the selected zone. (Dropdown)

- **Registration No.** – Enter the registration number to search a specific establishment. (Text)
- **Search** – Displays records matching the selected search criteria.
- **Reset** – Clears all selected filters and restores the default search screen.

Search Result Columns

- **Sr. No.** – Displays the serial number of the record.
- **Registration / Intimation Number** – Displays the registration or intimation number.
- **Existing Name of Employer** – Displays the employer name before modification.
- **Existing Business Nature** – Displays the previously registered nature of business.
- **Updated Name of Employer** – Displays the modified employer name.
- **Updated Nature of Business** – Displays the updated business activity.
- **Date of Update** – Displays the date on which the modification was approved.

Buttons 

- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

7.2 Registration Register (Old)

Click on Shops & Establishment → Reports → Registration Register (Old) from the Dashboard. The **Registration Register (Old)** report enables users to search and generate reports of registered establishments. Users can filter records, select the required report columns, and export the report in PDF or Excel format.

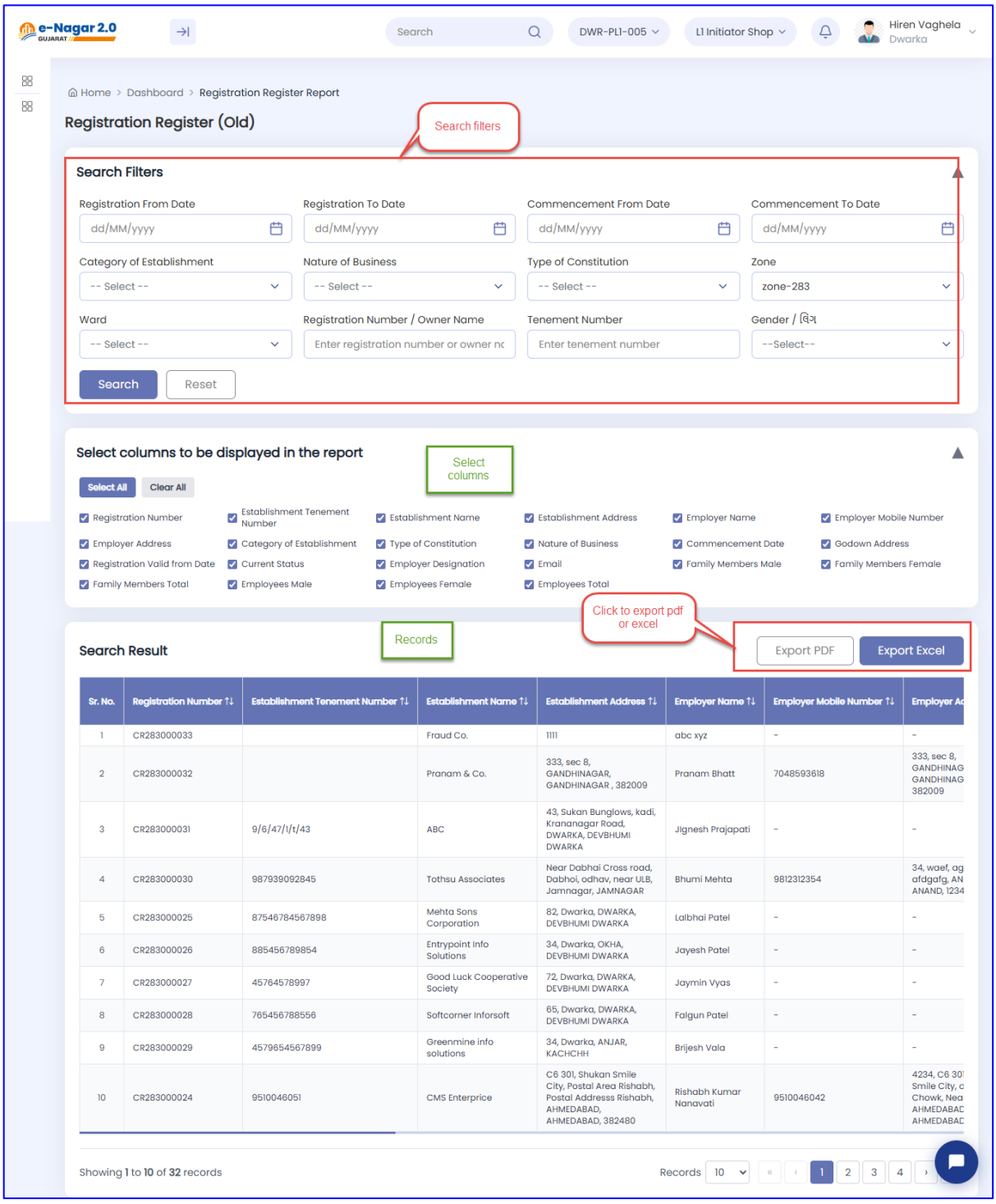
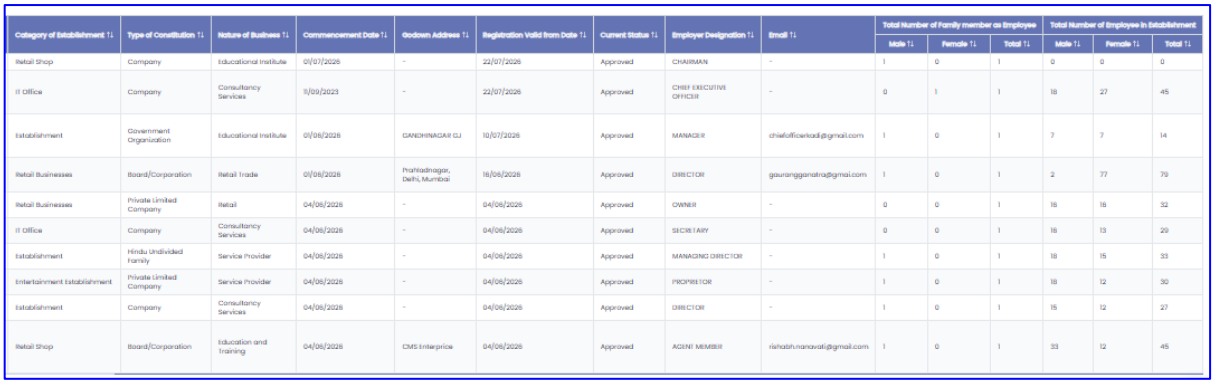


Figure 7-3



Category of Establishment	Type of Constitution	Nature of Business	Commencement Date	Godown Address	Registration Valid from Date	Current Status	Employer Designation	Email	Total Number of Family member as Employee			Total Number of Employee in Establishment		
									Male	Female	Total	Male	Female	Total
Retail Shop	Company	Educational Institute	01/07/2026	-	22/07/2026	Approved	CHAIRMAN	-	1	0	1	0	0	0
It Office	Company	Consultancy Services	11/09/2023	-	22/07/2026	Approved	CHIEF EXECUTIVE OFFICER	-	0	1	1	18	27	45
Establishment	Government Organization	Educational Institute	01/08/2026	GANDHINAGAR GJ	10/07/2026	Approved	MANAGER	chiefofficerkadi@gmail.com	1	0	1	7	7	14
Retail Businesses	Board/Corporation	Retail Trade	01/08/2026	Prahladnagar, Delhi, Mumbai	18/08/2026	Approved	DIRECTOR	gaurangganatra@gmail.com	1	0	1	2	77	79
Retail Businesses	Private Limited Company	Retail	04/08/2026	-	04/08/2026	Approved	OWNER	-	0	0	1	16	16	32
It Office	Company	Consultancy Services	04/08/2026	-	04/08/2026	Approved	SECRETARY	-	0	0	1	16	13	29
Establishment	Hindu Undivided Family	Service Provider	04/08/2026	-	04/08/2026	Approved	MANAGING DIRECTOR	-	1	0	1	18	15	33
Entertainment Establishment	Private Limited Company	Service Provider	04/08/2026	-	04/08/2026	Approved	PROPRIETOR	-	1	0	1	18	12	30
Establishment	Company	Consultancy Services	04/08/2026	-	04/08/2026	Approved	DIRECTOR	-	1	0	1	15	12	27
Retail Shop	Board/Corporation	Education and Training	04/08/2026	CMS Enterprice	04/08/2026	Approved	AGENT MEMBER	rishabh.nanavati@gmail.com	1	0	1	33	12	45

Figure 7-4

Registration Register (Old)

Search Filters

- **Registration From Date** – Select the registration start date. (Date Picker)
- **Registration To Date** – Select the registration end date. (Date Picker)
- **Commencement From Date** – Select the commencement start date. (Date Picker)
- **Commencement To Date** – Select the commencement end date. (Date Picker)
- **Category of Establishment** – Select the establishment category. (Dropdown)
- **Nature of Business** – Select the business activity. (Dropdown)
- **Type of Constitution** – Select the constitution type. (Dropdown)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Registration Number / Owner Name** – Enter the registration number or owner name. (Text)
- **Tenement Number** – Enter the establishment tenement number. (Text)
- **Gender** – Select the gender. (Dropdown)
- **Search** – Displays records matching the selected criteria.
- **Reset** – Clears all search filters.

Select Columns to be Displayed in Report. Users can select the columns to be displayed in the exported report.

Available options include:

- Registration Number
- Establishment Tenement Number
- Establishment Name
- Establishment Address
- Employer Name
- Employer Mobile Number
- Employer Address
- Category of Establishment

- Type of Constitution
- Nature of Business
- Commencement Date
- Godown Address
- Registration Valid From Date
- Current Status
- Employer Designation
- Email
- Family Members (Male/Female/Total)
- Employees (Male/Female/Total)

Buttons 

- **Select All** – Selects all available report columns.
- **Clear All** – Removes all selected columns.
- **Search** – Displays matching records.
- **Reset** – Clears all search filters.
- **Export PDF** – Downloads the report as a PDF.
- **Export Excel** – Downloads the report in Excel format.

Search Result Columns

The Search Result section displays the selected columns based on the user's selection. Depending on the selected options, the report may include:

- Sr. No.
- Registration Number
- Establishment Tenement Number
- Establishment Name
- Establishment Address
- Employer Name
- Employer Mobile Number
- Employer Address
- Category of Establishment
- Type of Constitution
- Nature of Business
- Commencement Date
- Godown Address
- Registration Valid From Date
- Current Status
- Employer Designation

- Email
- Family Members (Male/Female/Total)
- Employees (Male/Female/Total)

7.3 Register of Intimations

Click on Shops & Establishment → Reports → Register of Intimations from the Dashboard.
The **Register of Intimations** report allows users to search and generate reports for establishments registered through the Intimation process. Users can filter records using multiple search criteria, customize the report by selecting required columns, and export the report in PDF or Excel format.

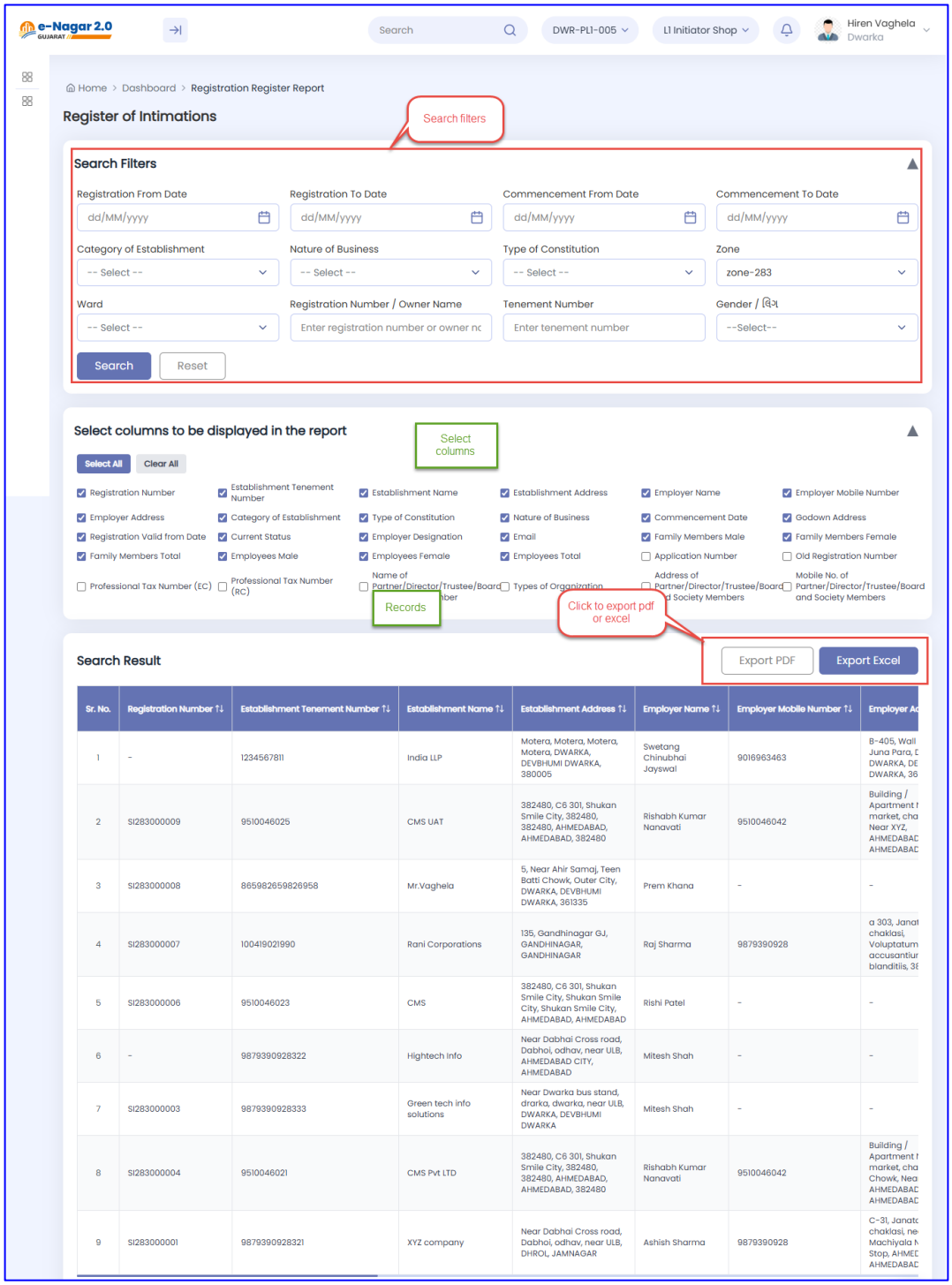
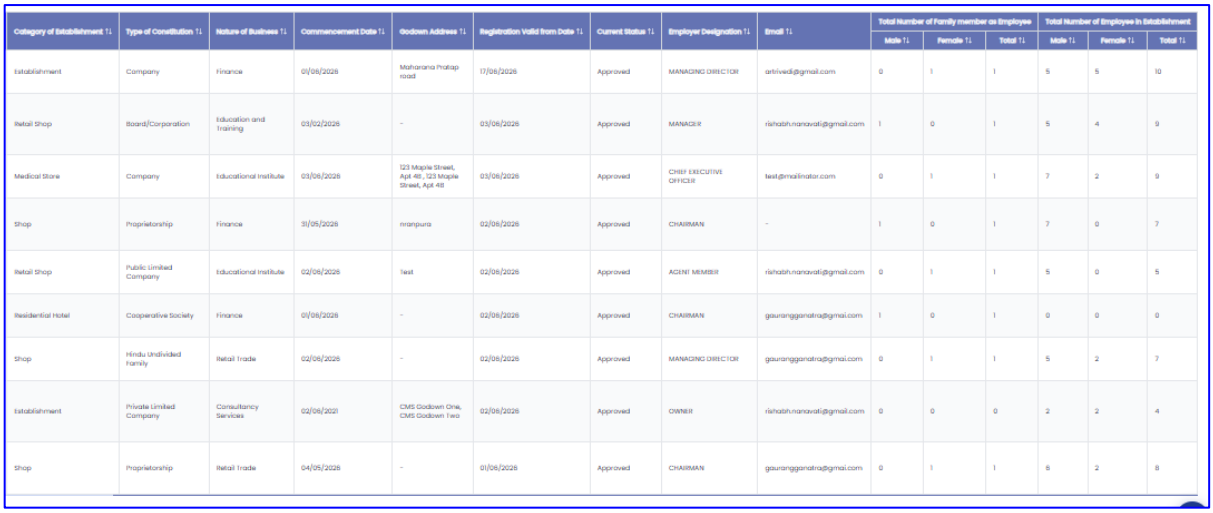


Figure 7-5



Category of Establishment	Type of Constitution	Nature of Business	Commencement Date	Godown Address	Registration Valid from Date	Current Status	Employer Designation	Email	Total Number of Family member as Employee			Total Number of Employee in Establishment		
									Male	Female	Total	Male	Female	Total
Establishment	Company	Finance	01/08/2026	Maharana Pratap road	17/08/2026	Approved	MANAGING DIRECTOR	arbivedi@gmail.com	0	1	1	5	5	10
Retail Shop	Board/Corporation	Education and training	03/02/2026	-	03/08/2026	Approved	MANAGER	rishabh.nanavati@gmail.com	1	0	1	5	4	9
Medical Store	Company	Educational Institute	03/08/2026	123 Maple Street, Apt 4B , 123 Maple Street, Apt 4B	03/08/2026	Approved	CHIEF EXECUTIVE OFFICER	test@mailinator.com	0	1	1	7	2	9
Shop	Proprietorship	Finance	31/05/2026	mrampura	02/08/2026	Approved	CHAIRMAN	-	1	0	1	7	0	7
Retail Shop	Public Limited Company	Educational Institute	02/08/2026	Test	02/08/2026	Approved	AGENT MEMBER	rishabh.nanavati@gmail.com	0	1	1	5	0	5
Residential Hotel	Cooperative Society	Finance	01/08/2026	-	02/08/2026	Approved	CHAIRMAN	gauranggganatra@gmail.com	1	0	1	0	0	0
Shop	Hindu Undivided Family	Retail Trade	02/08/2026	-	02/08/2026	Approved	MANAGING DIRECTOR	gauranggganatra@gmail.com	0	1	1	5	2	7
Establishment	Private Limited Company	Consultancy Services	02/08/2021	CMS Godown One, CMS Godown Two	02/08/2026	Approved	OWNER	rishabh.nanavati@gmail.com	0	0	0	2	2	4
Shop	Proprietorship	Retail Trade	04/05/2026	-	01/08/2026	Approved	CHAIRMAN	gauranggganatra@gmail.com	0	1	1	6	2	8

Figure 7-6

Register of Intimations

Search Filters

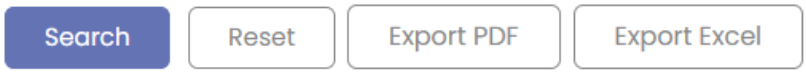
- **Registration From Date** – Select the starting registration date for the report. (Date Picker)
- **Registration To Date** – Select the ending registration date for the report. (Date Picker)
- **Commencement From Date** – Select the commencement start date. (Date Picker)
- **Commencement To Date** – Select the commencement end date. (Date Picker)
- **Category of Establishment** – Select the category of establishment. (Dropdown)
- **Nature of Business** – Select the nature of business. (Dropdown)
- **Type of Constitution** – Select the legal constitution of the establishment. (Dropdown)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Registration Number / Owner Name** – Enter the registration number or owner name to search a specific record. (Text)
- **Tenement Number** – Enter the establishment tenement number. (Text)
- **Gender** – Select the gender for filtering records. (Dropdown)
- **Search** – Displays records matching the selected criteria.
- **Reset** – Clears all selected filters.

Select Columns to be Displayed in the Report. Users can select the required columns before exporting the report.

Available columns include:

- Registration Number
- Establishment Tenement Number
- Establishment Name

- Establishment Address
- Employer Name
- Employer Mobile Number
- Employer Address
- Category of Establishment
- Type of Constitution
- Nature of Business
- Commencement Date
- Godown Address
- Registration Valid From Date
- Current Status
- Employer Designation
- Email
- Family Members (Male/Female/Total)
- Employees (Male/Female/Total)
- Application Number
- Old Registration Number
- Professional Tax Number (EC)
- Professional Tax Number (RC)
- Name of Partner/Director/Trustee/Board and Society Member
- Address of Partner/Director/Trustee/Board and Society Members
- Mobile No. of Partner/Director/Trustee/Board and Society Members
- Types of Organization

Buttons 

- **Select All** – Selects all report columns.
- **Clear All** – Removes all selected report columns.
- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

Search Result Columns

The Search Result section displays the selected columns based on the user's selection and includes establishment, employer, registration, employee, and organizational details.

7.4 Registration Register Report

Click on Shops & Establishment → Reports → Registration Register Report from the Dashboard. The **Registration Register Report** enables users to generate detailed reports of establishments registered under the Shops and Establishments Act. Users can search records using registration, establishment, and business information, customize the report columns, and export the report.

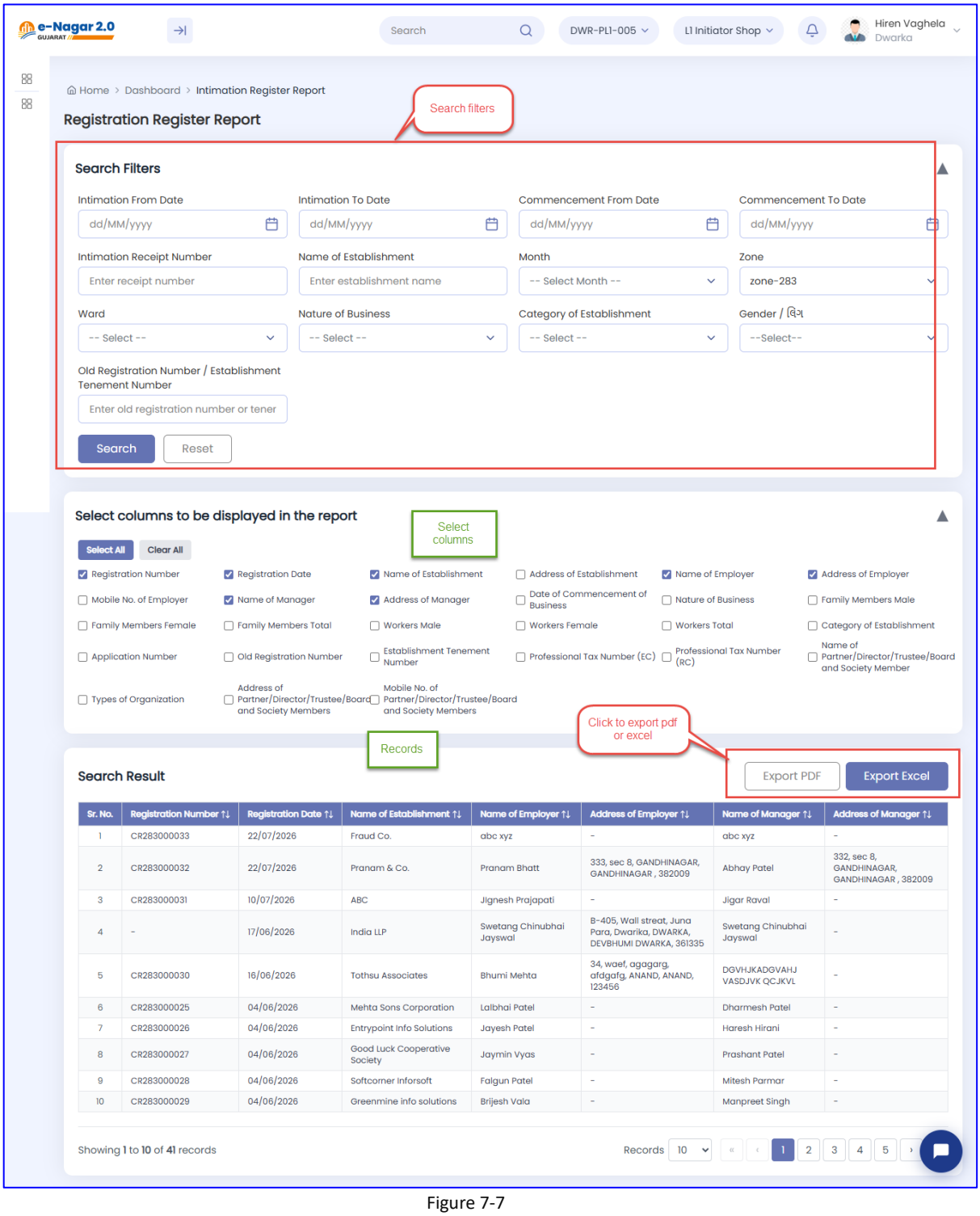


Figure 7-7

Registration Register Report

Search Filters

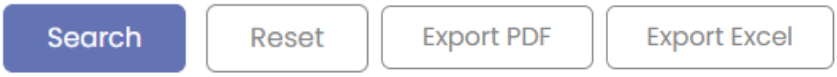
- **Intimation From Date** – Select the report start date. (Date Picker)
- **Intimation To Date** – Select the report end date. (Date Picker)
- **Commencement From Date** – Select the commencement start date. (Date Picker)
- **Commencement To Date** – Select the commencement end date. (Date Picker)
- **Intimation Receipt Number** – Enter the receipt number. (Text)
- **Name of Establishment** – Enter the establishment name. (Text)
- **Month** – Select the reporting month. (Dropdown)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Nature of Business** – Select the business activity. (Dropdown)
- **Category of Establishment** – Select the establishment category. (Dropdown)
- **Gender** – Select the gender. (Dropdown)
- **Old Registration Number / Establishment Tenement Number** – Enter the old registration number or tenement number. (Text)
- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.

Select Columns to be Displayed in the Report. Users can choose the required report columns before exporting.

The available columns include:

- Registration Number
- Registration Date
- Name of Establishment
- Address of Establishment
- Name of Employer
- Address of Employer
- Mobile Number of Employer
- Name of Manager
- Address of Manager
- Date of Commencement of Business
- Nature of Business
- Category of Establishment
- Family Members (Male/Female/Total)
- Workers (Male/Female/Total)
- Application Number
- Old Registration Number

- Establishment Tenement Number
- Professional Tax Number (EC)
- Professional Tax Number (RC)
- Types of Organization
- Name, Address and Mobile Number of Partner/Director/Trustee/Board and Society Members

Buttons 

- **Select All** – Selects all report columns.
- **Clear All** – Clears all selected report columns.
- **Search** – Displays matching records.
- **Reset** – Clears all search filters.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

Search Result Columns

Displays all selected establishment, employer, manager, worker, registration, and organization details.

7.5 Shops and Establishment Registration Tracking Report

Click on Shops & Establishment → Reports → Shops and Establishment Registration Tracking Report from the Dashboard. The **Shops and Establishment Registration Tracking Report** allows users to monitor applications submitted under the Shops and Establishment module. It provides details about registration, intimation, modification, cancellation, and other application types along with their processing status.

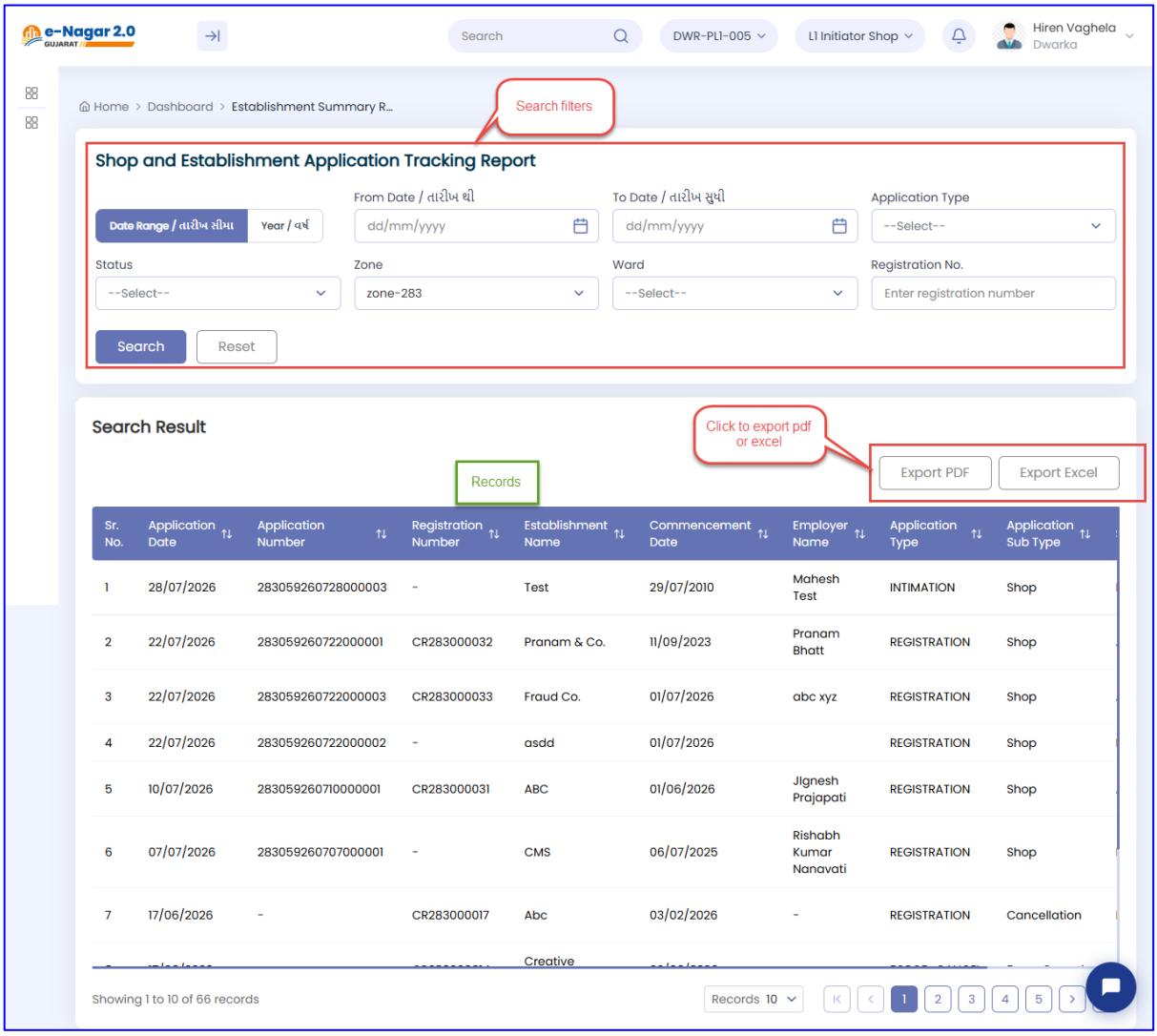


Figure 7-8

Shops and Establishment Registration Tracking Report

Search Filters

- **Date Range / Year** – Select whether to search using a date range or year.
- **From Date** – Select the starting application date. (Date Picker)
- **To Date** – Select the ending application date. (Date Picker)
- **Application Type** – Select the application type. (Dropdown)
- **Status** – Select the application status. (Dropdown)

- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Registration No.** – Enter the registration number. (Text)
- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.

Search Result Columns

- **Sr. No.** – Displays the serial number.
- **Application Date** – Displays the application submission date.
- **Application Number** – Displays the application number.
- **Registration Number** – Displays the registration number.
- **Establishment Name** – Displays the establishment name.
- **Commencement Date** – Displays the business commencement date.
- **Employer Name** – Displays the employer name.
- **Application Type** – Displays the application type.
- **Application Sub Type** – Displays the application subtype.

Buttons 

- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

7.6 Collection Report

Click on Shops & Establishment → Reports → Collection Report from the Dashboard. The **Collection Report** provides a summary of registration and modification fee collections. Users can filter records based on date, month, zone, and ward, and export the report.

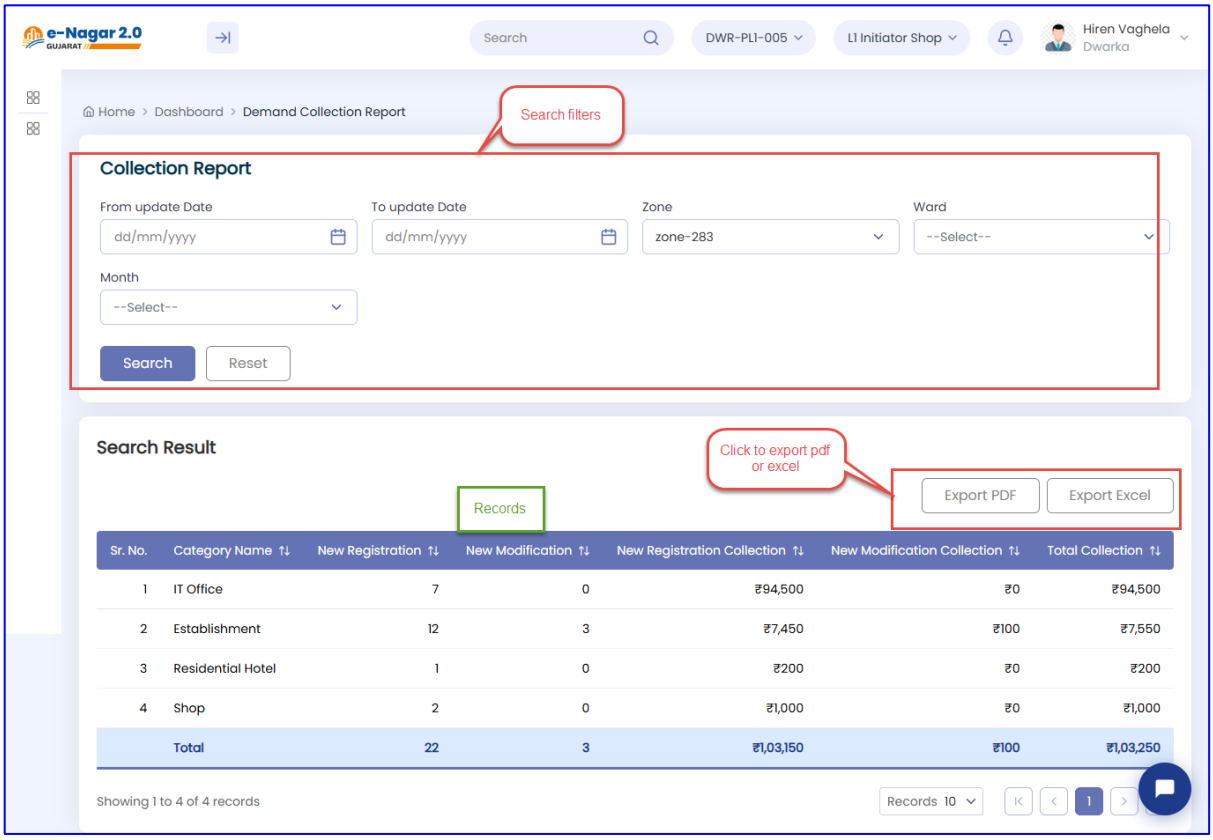


Figure 7-9

Collection Report

Search Filters

- **From Update Date** – Select the report start date. (Date Picker)
- **To Update Date** – Select the report end date. (Date Picker)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Month** – Select the reporting month. (Dropdown)
- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.

Search Result Columns

- **Sr. No.** – Displays the serial number.
- **Category Name** – Displays the establishment category.
- **New Registration** – Displays the number of new registrations.

- **New Modification** – Displays the number of modification applications.
- **New Registration Collection** – Displays the amount collected from new registrations.
- **New Modification Collection** – Displays the amount collected from modifications.
- **Total Collection** – Displays the total revenue collected.

Buttons 

- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

7.7 Annual Return Details Report

Click on Shops & Establishment → Reports → Annual Return Details Report from the Dashboard. The **Annual Return Details Report** enables users to generate detailed annual return reports submitted by registered establishments. The report contains workforce information, statutory compliance details, welfare measures, accident information, and other labour-related details.

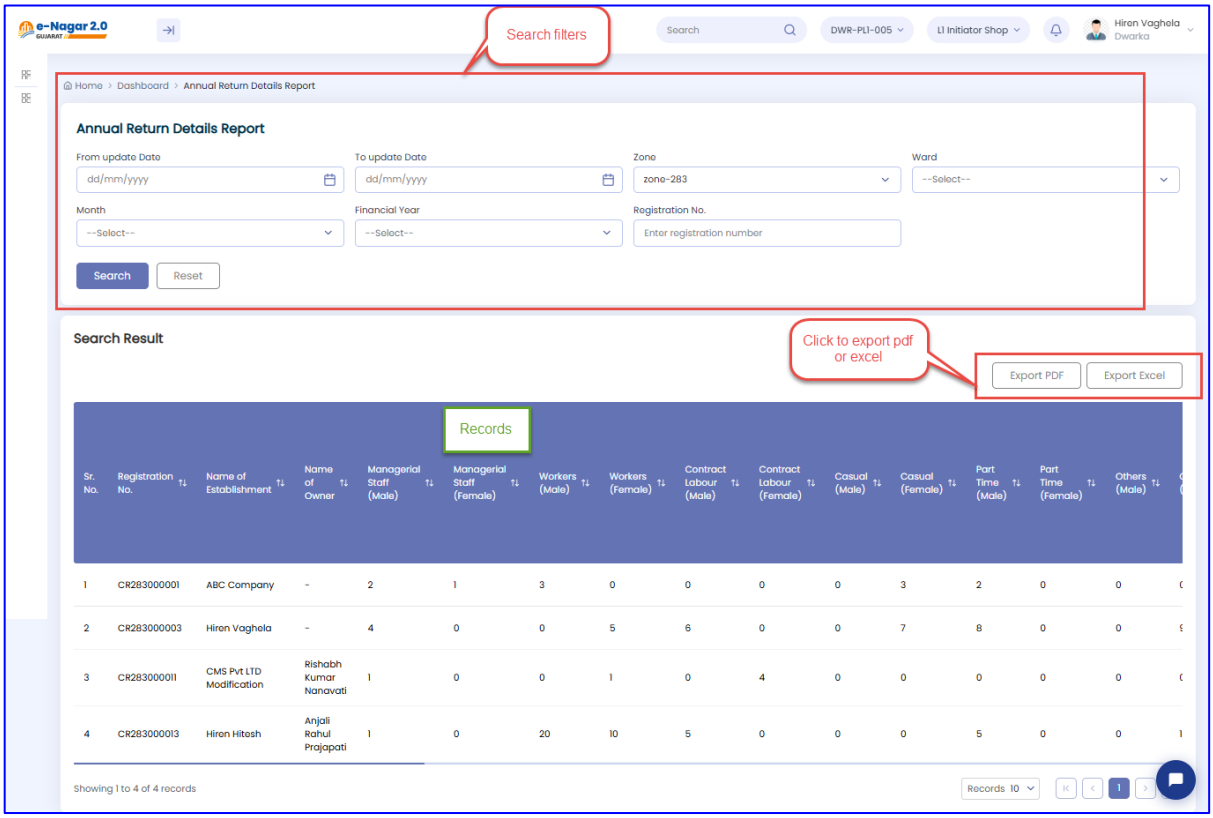


Figure 7-10

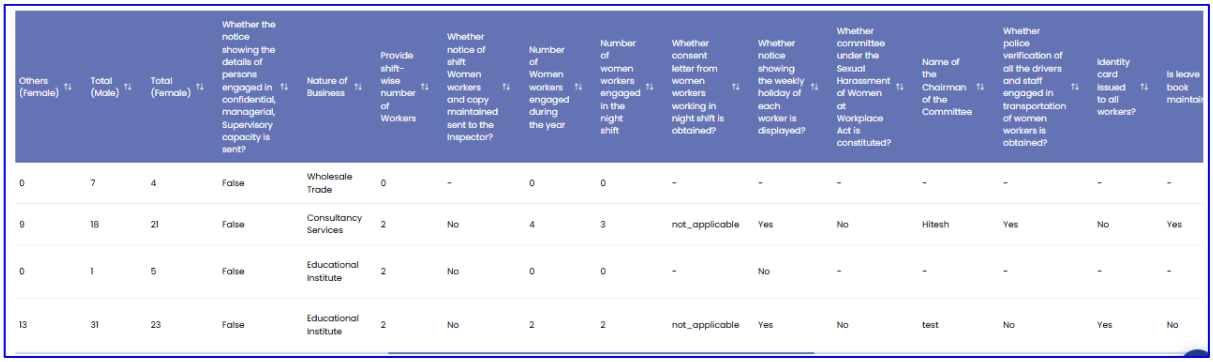
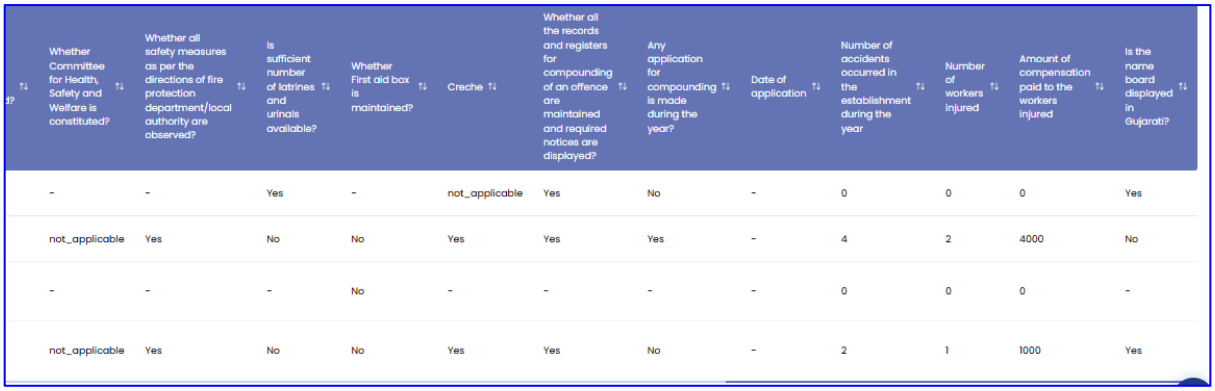


Figure 7-11



Whether Committee for Health, Safety and Welfare is constituted?	Whether all safety measures as per the directions of fire protection department/local authority are observed?	Is sufficient number of latrines and urinals available?	Whether First aid box is maintained?	Creche	Whether all the records and registers for compounding of an offence are maintained and required notices are displayed?	Any application for compounding is made during the year?	Date of application	Number of accidents occurred in the establishment during the year	Number of workers injured	Amount of compensation paid to the workers injured	Is the name board displayed in Gujarati?
-	-	Yes	-	not_applicable	Yes	No	-	0	0	0	Yes
not_applicable	Yes	No	No	Yes	Yes	Yes	-	4	2	4000	No
-	-	-	No	-	-	-	-	0	0	0	-
not_applicable	Yes	No	No	Yes	Yes	No	-	2	1	1000	Yes

Figure 7-12

Annual Return Details Report

Search Filters

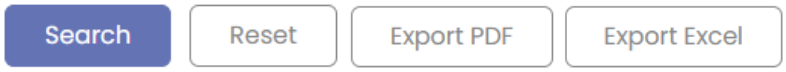
- **From Update Date** – Select the starting update date. (Date Picker)
- **To Update Date** – Select the ending update date. (Date Picker)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Month** – Select the reporting month. (Dropdown)
- **Financial Year** – Select the financial year. (Dropdown)
- **Registration No.** – Enter the registration number. (Text)
- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.

Search Result Columns

The report displays comprehensive annual return information including:

- Registration Number
- Name of Establishment
- Name of Owner
- Managerial Staff (Male/Female)
- Workers (Male/Female)
- Contract Labour (Male/Female)
- Casual Workers (Male/Female)
- Part-time Workers (Male/Female)
- Other Workers (Male/Female)
- Total Employees
- Nature of Business
- Shift-wise Workers
- Women Workers
- Weekly Holiday Details

- Sexual Harassment Committee Details
- Chairman Name
- Identity Card Issued Status
- Leave Book Status
- Safety Measures
- Welfare Committee Details
- First Aid Availability
- Creche Availability
- Accident Details
- Compensation Paid
- Gujarati Display Board Status
- Other statutory compliance information recorded in the annual return.

Buttons 

- **Search** – Displays matching records.
- **Reset** – Clears all search criteria.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

7.8 Active Registration Status Report

Click on Shops & Establishment → Reports → Active Registration Status Report from the Dashboard. The **Active Registration Status Report** enables users to search and generate reports for active, inactive, cancelled, or suspended registrations. Users can filter records using establishment and registration details and export the report.

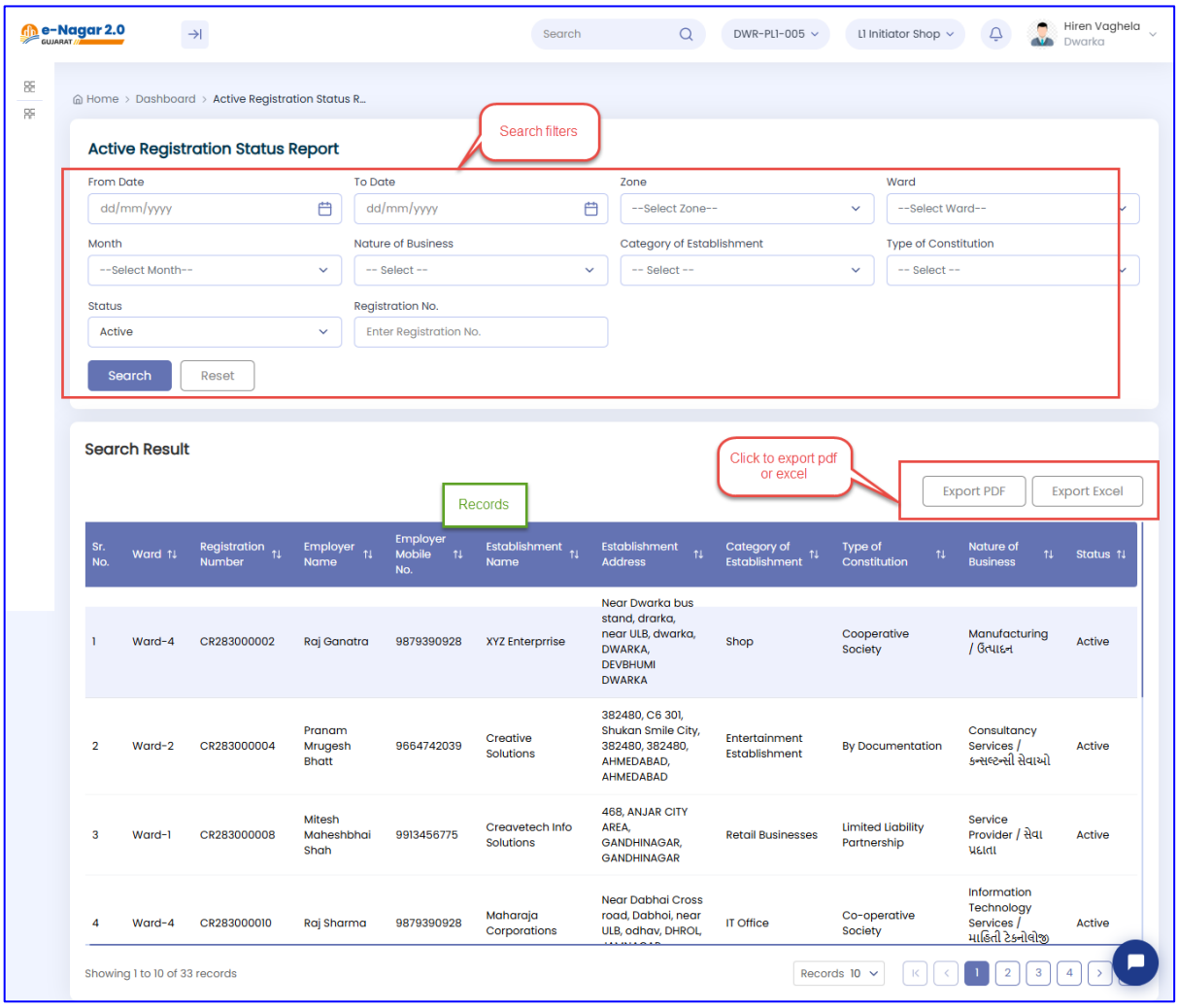


Figure 7-13

Active Registration Status Report

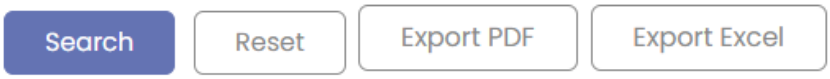
Search Filters

- **From Date** – Select the report start date. (Date Picker)
- **To Date** – Select the report end date. (Date Picker)
- **Zone** – Select the municipal zone. (Dropdown)
- **Ward** – Select the ward. (Dropdown)
- **Month** – Select the reporting month. (Dropdown)
- **Nature of Business** – Select the business activity. (Dropdown)
- **Category of Establishment** – Select the establishment category. (Dropdown)

- **Type of Constitution** – Select the constitution type. (Dropdown)
- **Status** – Select the registration status. (Dropdown)
- **Registration No.** – Enter the registration number. (Text)
- **Search** – Displays matching records.
- **Reset** – Clears all selected search criteria.

Search Result Columns

- **Sr. No.** – Displays the serial number.
- **Ward** – Displays the ward.
- **Registration Number** – Displays the registration number.
- **Employer Name** – Displays the employer name.
- **Employer Mobile Number** – Displays the employer's contact number.
- **Establishment Name** – Displays the establishment name.
- **Establishment Address** – Displays the establishment address.
- **Category of Establishment** – Displays the establishment category.
- **Type of Constitution** – Displays the legal constitution.
- **Nature of Business** – Displays the business activity.
- **Status** – Displays the current registration status.

Buttons 

- **Search** – Displays records matching the selected search criteria.
- **Reset** – Clears all search filters.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.