

STANDARD OPERATING PROCEDURE – E SERVICES FOR BOCWA

Registration of Establishments under BOCWA Act , 1996

Step	Activity	Responsibility	Documents Involved
1	The applicant shall open 'www.wbhc.gov.in' and will select e-services and Registration of Establishment thereafter. A guide line will appear agreeing which he/she will land up in the log in page. If the applicant is an already registered user, he/she will log in using the credentials. For a new user he/she fills up a Common Application Form (CAF) in the Portal of wbhc.gov.in, which includes mainly applicant's Name, Address, Contact Details, E Mail, PAN/Voters ID/Aadhar/Driving License, Trade License Number, any other unique number tagged with that establishment, establishment name and details including address, etc. with Preferred User name & Password and creates a User Credential	Employer	
2	Logs into the System with the Valid Credentials and Captcha	Employer	
3	Lands up into the Dashboard	Employer	
4	Selects BOCWA Online Registration Form from Panel and fills up necessary information about Establishment and uploads self-certified copies of required documents	Employer	<ul style="list-style-type: none">✓ Trade License✓ Article of Association and Memorandum of Association / Partnership Deed✓ Work Order✓ Form I for assessment of CESS✓ Documents in Support of Payment of welfare cess✓ Documents in Support of Correctness of Application✓ Address Proof
5	Views the Filled in Information in the Application Preview Section before Final Submit or in case of corrections he/she rolls back to earlier sections and makes corrections and Saves the application	Employer	
6	Final Submission of the application	Employer	
7	Logs into the system with Credentials	Inspector concerned	
8	Lands up in the Dashboard and selects the Application List from Panel	Inspector concerned	
9	He views all the Applications that has been submitted by the Applicants along with Uploaded PDF Files	Inspector concerned	
10	He opens the application and verifies details one by one and marks Tick (✓) which he finds correct and leaves the one as not verified which he finds Incorrect	Inspector concerned	
11	He may reverts back to applicant for Correction / Rectification with remarks in case any correction or	Inspector concerned	

	rectification is required or may Call the applicant through System if required to answer specific queries or he/she can forward it to the ALC for approval or rejection.		
12	Logs into the system with the Credentials	Employer	
13	Views on the Dashboard the status of application marked for correction by Inspector, if any and can make the corrections and resubmits the application	Employer	
14	Logs into the system with Credentials	Inspector concerned	
15	Verifies or re-verifies the application as the case may be and if found satisfactory forwards the same to the ALC	Inspector concerned	
16	Logs into the system with the Credentials	ALC of the Subdivision	
17	Lands up in the Dashboard and views all the applications forwarded by Inspector and if found satisfactory allows for Payment by the applicant. In case ALC finds something that is not satisfactory in the application he may revert it back either to the applicant or the Inspector as he deems fit. ALC can also reject the application if finds so after observing principles of natural justice.	ALC of the Subdivision	
18	Logs into the system with the Credentials	Employer	
19	Views on the Dashboard the status of application marked for PAYMENT (PAY NOW) by ALC and makes payment Online through GRIPS and digitally signs the Form I and uploads in the system. In case it is returned back by the ALC he views on the Dashboard the status of application marked for correction and makes the corrections and resubmits the application.	Employer	FORM 1 Proof of submission of fees
20	If the applicant cannot sign the application digitally through DSC or else he is required to submit the signed hard copy of the application form before the ALC. He is also required to upload a scanned copy of signed system generated application form	Employer	Original signed application form Proof of submission of fees
21	Logs into the system with the Credentials	ALC of the Subdivision	
22	After satisfactory payment of fees ALC issues Digitally signed Registration Certificate – Form II and Uploads in the system for Applicant to download it from the system	ALC of the Subdivision	
23	Logs into the system with the Credentials and downloads the BOCW Registration Form II digitally signed by ALC	Employer	

24	Track Status of Application through SMS Alerts generated through the System starting from Creating Login Credentials, Submission of Application, Correction Required, Payment of Fees , Status of Approval or Rejection , Status on issue of BOCWA Registration Certificate	Employer	
25	If the application is reverted back to the Inspector by the ALC, he will view the application along with remarks, if any, from the ALC, after logging into the system with credentials. He can either sent back the application to the applicant or forward the same to the ALC with remarks if any.	Inspector concerned	