

# User Manual

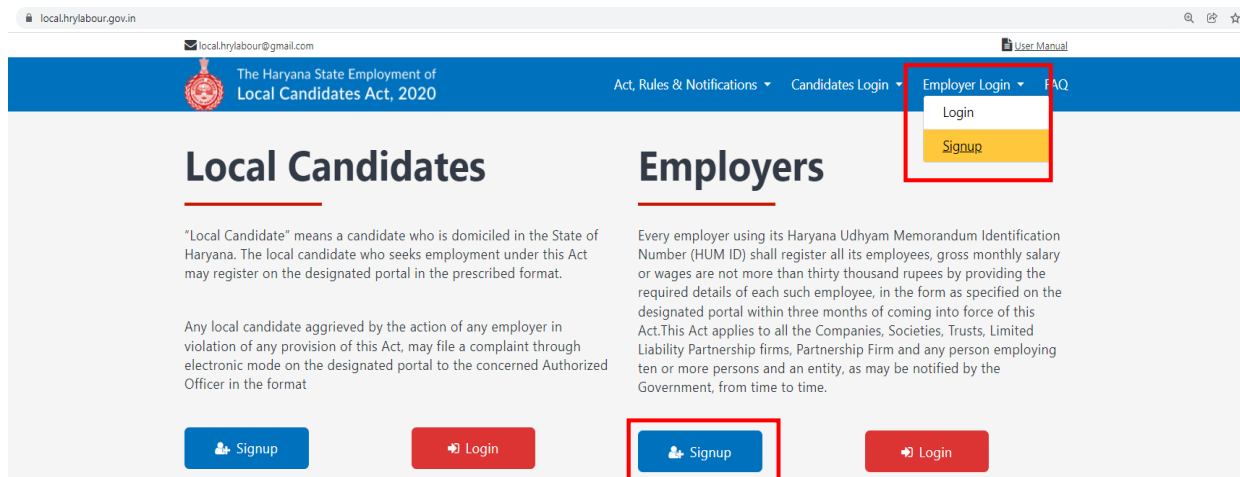
This user manual depicts the steps for registration of an employer, if the employer is not already registered with Labour portal <https://hrylabour.gov.in/> and also explains the process for the login. An employer can be a Company, Society, Trust, Limited Liability Partnership firm, Partnership Firm and any person employing ten or more persons and an entity, as may be notified by the Government, from time to time.

## Registration of an Employer

### Steps for registration of an Employer:

If an employer is not already registered on the Labour portal <https://hrylabour.gov.in/>, then it has to make a registration using following steps.

- Click on “**Signup**” under “**Employer Login**” or “**Signup**” under Employer section as shown below.



- Select the **Employer Type** as Factory /Shop & Commercial Establishment /BOCW Establishment /Others.
- Enter the **HUM number**.
- Click on “**Submit**” button.

**NOTE:** If an employer doesn't have a HUM number, then first generate the HUM number.

The screenshot shows the 'Employer Registration' form on the Haryana State Employment of Local Candidates Act, 2020 portal. The form includes the following fields and instructions:

- Employer Type:** A dropdown menu with 'Shops & Comm. Estt' selected.
- HUM Number:** A text input field containing 'HQF23AEC01'.
- Instruction:** A red box highlights the text: "Do you have HUM Number? If Yes, then please Enter the number otherwise generate it by Haryana Udyam Memorandum Portal". A red arrow points from this text to the right, with the label "Click here to generate HUM number".
- Additional Note:** "(If you are already registered on Haryana Labour Portal, Kindly proceed further by Employer 'Login'.)"
- Buttons:** 'Submit' and 'View More' buttons are visible at the bottom of the form.

- You have to fill a registration form as shown below. After submitting the registration form, login ID and password will be generated successfully.

The screenshot shows the 'Basic Information Details Proforma for Shops & Commercial Establishments' registration form on the Labour Department Haryana portal. The form includes the following fields and instructions:

- General Information Regarding the Shop/Commercial Establishment:**
  - Enter Full Name of Shop/Establishment \*: AK INDUSTRY
  - Address \*: #1628,SECTOR TEST
  - State: Haryana
  - District \*: Select from list
  - Tehsil \*: Select your tehsil eg. Dadri
  - Village/Town \*: Select your Village/Town eg. Behal
  - Email Address \*: (This Email will be used as your Login ID) jat21122
  - Create Password \*: ...
  - Confirm Password \*: \*\*\*\*\*
- Employer(MD/Director/Partner/Proprietor/CEO):**
  - Full Name \*: Enter the full name of the Employer Proprietor
  - Do you have Indian Citizenship? (If you are Indian then upload your Aadhaar Card. Make sure Employer name and aadhaar card name should be same.):
    - Yes (selected) / No
    - Aadhaar Card No. [input field]
    - Choose File: No file chosen

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12. Father's Name \* :

13. Address \* :

14. State \* :  (If you are out side of India then give your address of work place)

15. District \* :

16. Tehsil \* :

17. Village/Town \* :

18. Mobile No \* :

**Other Information**

19. Date of Commencement of Establishment/Business \* :

20. Already a valid Registration under the Act? \* :  Yes  No

21. Type of Ownership \* :

22. Nature of Business \* :

**Area of Circle**

23. Circle of Concerned Labour Inspector. Before selecting please verify the jurisdiction under which your shop lies. \* :

24. Status of the Shop \* :  Working  Closed

25. Whether on Rent \* :  Yes  No

26. Type of Establishment \* :  Employed  Non Employed

**DECLARATION : \***

I do hereby declaration that the statement given above is true and correct to the best of my Knowledge. In case any information is found to be concealed, my registration number may be canceled and I shall be liable for furnishing false information

**Submit**

# Employer Login


- A registered employer can login into their account through “Login” under **Employer Login** or “Login” under Employer section as shown below.

The screenshot shows the website header with the email 'local.hrylabour@gmail.com' and a 'User Manual - candidate Registration' link. The main navigation bar includes 'Act, Rules & Notifications', 'Candidates Login', 'Employer Login', and 'FAQ'. The 'Employer Login' dropdown menu is open, showing 'Login' and 'Signup' options. The page is divided into two sections: 'Local Candidates' and 'Employers'. The 'Employers' section contains a description of the Haryana Udhya Memorandum Identification Number (HUM ID) and a 'Login' button highlighted with a red box. The 'Local Candidates' section contains a description of the local candidate and a 'Signup' button.

- Select the “**Employer Type**” as Factory/ Shop & Comm. Estt / BOCW Establishment / Others.
- Enter your registered **E-mail ID** (username), **password** and **captcha** for login.
- Click on “**Submit**” button.

The screenshot shows the 'Sign In as Employer' form. The form is titled 'Sign In as Employer' and is enclosed in a red box. It contains the following fields: 'Employer Type' (a dropdown menu with 'Shops & Comm. Estt' selected), 'Email' (a text input field with 'harjot.singh@gmail.com'), 'Password' (a text input field with masked characters '.....'), and a 'Forgot Password?' link. Below the password field is a captcha verification section with two input boxes, each containing the number '2374' and a refresh icon. At the bottom of the form is a blue 'Submit' button.

- After login, an employer can register their employees who are receiving salary not more than Rs. 30,000 per month.



The Haryana State Employment of  
Local Candidates Act, 2020

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Home / Registration of Employees

### Registration of Employees

Register employees receiving monthly gross wages not more than thirty thousand rupees.

[Click here to view Uploaded Employees List](#)

Step 1 (Employee Registration) / Step 2 (Employees Verification) **0** / Step 3 (Declaration) **0**

<b>Employee Name *</b> <input type="text" value="Enter Employee Name"/>	<b>Employee Aadhaar Number *</b> <input type="text" value="Enter Aadhaar Number"/>	<b>Father/Husband Name *</b> Select Relation <input type="text" value="Enter Name"/>
<b>Gender *</b> Select Gender	<b>Designation *</b> <input type="text" value="Enter Designation"/>	<b>Category *</b> Select Category
<b>Classification *</b> Select Classification	<b>Appointment Date / Joining Date *</b> dd-mm-yyyy <input type="text"/>	<b>Gross Wages *</b> <input type="text" value="Enter Gross Wages"/>
<b>State of Domicile *</b> Select State		

[Save](#)