

# LIN Data Verification by Establishment/Employer at USSP

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*User Manual v1.0*

<https://shramsuvudha.gov.in>

**Abstract:** This document is a technical communication document intended to give assistance to user for using USSP LIN/data verification system. This user document includes explanation of system and navigational features specific to accomplish establishment/employer data verification activity at USSP.

**Keywords:** Online help, user manual, USSP, LIN, data, verification, modification

M/o Labour & Employment Division (NIC)  
Shram Shakti Bhawan  
Rafi Marg, New Delhi – 110001, India  
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## Glossary

Terms	Definitions
CLC (C)	Chief Labour Commissioner (Central)
DGMS	Directorate General of Mines Safety
Employer/Establishment	A person or an organization that employees people over a place and pays them in exchange of their work
Enforcement Agency (EA)	An agency identified for enforcement of labour laws.
Enforcement Agency User	Any registered user who is an employee of the Enforcement Agency has been authorised to perform various actions on the portal.
EPFO	Employees Provident Fund Organisation
ESIC	Employees State Insurance Corporation
Establishment Representative	Any registered user who has been authorised by Employer/Establishment to use the portal for various activities on its behalf.
LIN	Labour Identification Number
NIC	National Informatics Centre
Regional Head	The EA user authorised to verify the Registration Form filled by Authorised User.
USSP	Unified Shram Suvidha Portal

## 1. Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

The establishment data has been taken from different agencies so the need is felt to keep the data updated by its verification by establishment itself. The portal facilitates Employer/Establishment to verify/modify data. Post modification the data is submitted to Regional Head of source enforcement agency for confirmation. The Regional Head can view the data modifications, provide remarks and approve/reject the changes.

### 1.1. Scope of the Document

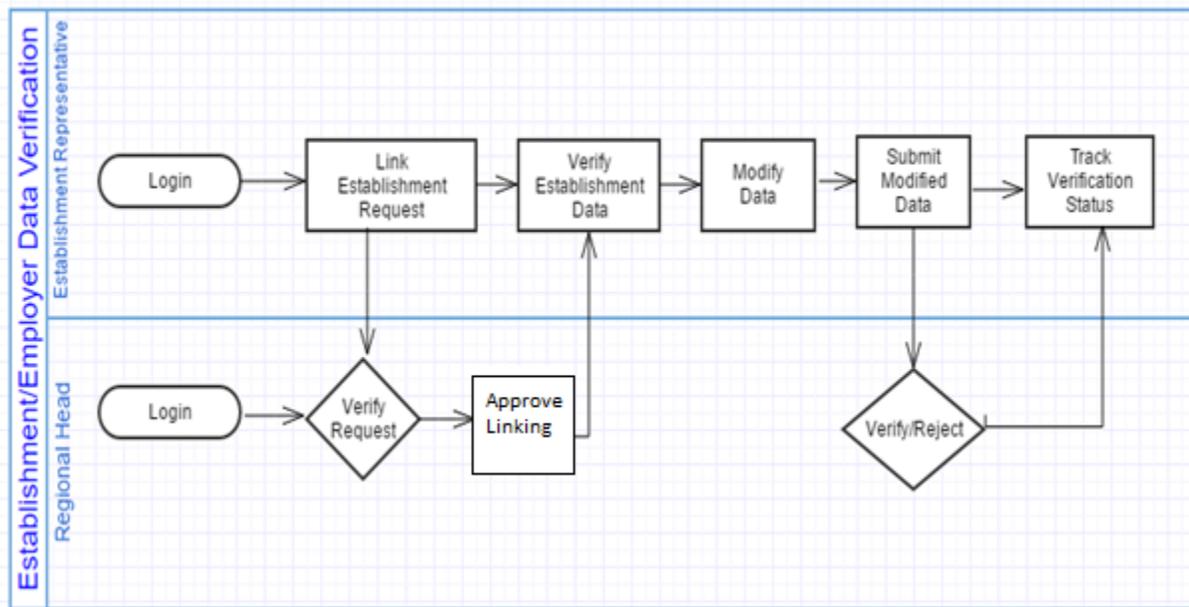
This manual serves as a step by step guide to use the Shram Suvidha Portal Establishment/Employer data verification facility in an easy way with the help of diagrams and screenshots wherever applicable. For other facilities of Shram Suvidha Portal you may refer their respective manuals.

### 1.2. Roles and Activities for Data Verification

User Role	Common Name	Activity
Establishment Representative	Establishment	<ul style="list-style-type: none"> <li>• Link establishment</li> <li>• Verify/Modify establishment data:               <ol style="list-style-type: none"> <li>1. Basic information</li> <li>2. Identifiers</li> <li>3. Profile information</li> <li>4. eContacts</li> <li>5. Related offices</li> <li>6. Principal employer/ contractor</li> </ol> </li> <li>• View/Submit data for verification</li> <li>• Track verification process</li> </ul>
Regional Head	Enforcement Agency	<ul style="list-style-type: none"> <li>• Verify data to link LIN</li> <li>• View revised data</li> <li>• Reject or verify data with reasons</li> </ul>

### 1.3. Process Flow for Data Verification

Below figure demonstrates the verification of Establishment/ Employer information process at Unified Shram Suvidha Portal. Process involves two users, Establishment Representative and Regional Head.



### 1.4. Prerequisites for Data Verification

There are certain required prior conditions need to be fulfilled by the establishment representative before performing establishment/employer information verification activities:

- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at [portal](#).
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through '[know your LIN](#)' option provided at Portal main page.
  - If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.
  - If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.

## 2. Getting Started

### 2.1. How to login?

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.

<https://shramsuvudha.gov.in>

Below screen will be displayed, here enter login details (user id, password and verification code).

Click on the submit button to view the landing page.

### 2.2. How to log out?

Once you have successfully logged in, you will see landing page of your account. To exit from your account click log out option at far right of your screen.

Welcome SOPNANND DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 25:05:2016-10:41:29

[Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

### 2.3. Navigation on USSP

Now that you are at your account landing page, you are able to choose various features of USSP and perform various activities. At far left side of your account is main menu having a list of options to choose from.

## 2.4. USSP Features

- Multi-language support
- Email/SMS Integration
- Alerts/Reminders through SMS/Email
- Digitally Signed documents
- Information Traceability
- On-line help
- On-line Feedback
- Multiple roles support

## 2.5. General Feature Layouts

The System has a user-friendly GUI to provide ease of use and effectiveness to you.

### 2.5.1. Form Layout

The form allows the user to enter the specific details. Validation is performed on each field before save operation. The common features included in each form are:

- Every form has a **header** which clearly specifies the Form Title, Form ID, if it is a new form or a one for editing the available content.
- All the forms will have an option to “**Submit**”.
- Similarly every form has a “**Back**” option to go back to the pervious page.
- The controls provided in each form allow you to “**Reset**” the form contents.
- The form allows only tabbed navigation using keyboard.

### 2.5.2. Report Layout

The common features included in each report are:

- Every report will have a header which will clearly specify the Name of the Office, Report Title, and Date.
- All the forms will have an option to “**Close/return**” to main screen. In addition each report will have an option to “**Print**” report.
- The controls provided in each report will allow a user to “**Navigate**” the report pages.
- The report footer will display details like report version and report acronym.

### 2.5.3. Error Page Layout

The interface allows you to view error related details while login session is available or not.

- Error Code
- Error Message
- Possible Solution

### 3. Verification/Modification Activity by Establishment Representative

Here you will learn how to perform activities of data verification Process as an employer/establishment representative. This section describes the steps you need to follow to link establishment LIN and then verify/modify data.

#### 3.1. Linking Establishment

If you want to be a representative of any establishment currently represented by other employer, you need to link establishment LIN. After linking establishment you can verify/modify establishment data. The steps to start out this activity are as under -

##### 3.1.1. Link Establishment

Once you logs into the [Unified Portal](#), left hand side menu displays the Link Establishment option.

1. Click Link Establishment, you will see 'Link Establishment Form'.
2. Provide the details- LIN, previous representative mobile number and email id. Click on submit. Portal sends an OTP on previous employee mobile number and a link on email id for confirmation.
3. If there is no confirmation received from previous representative within stipulated time, you have to provide the LIN and click Generate Authorisation Letter button. Take the print of letter and send it to specified regional head.

The screenshot shows the 'Establishment Link' page. On the left is a sidebar menu with options: Establishments, Verify Data, File Annual Return, Your Inspection, Link Establishment (highlighted with a red arrow and callout 1), Monthly EPFO/ ESIC Return (BETA Version), and Download. The main content area is titled 'Establishment Link' and contains two forms. The first form, 'Link Establishment Form', has fields for LIN Number, Registered Mobile Number, and Registered Email Id, with a 'submit' button. A red arrow and callout 2 point to the submit button. Below this is a section for users without previous details, with fields for LIN Number, Mobile Number (pre-filled with 9702683858), and Email Id (pre-filled with kiranconsultancy2008@gr), and a 'Generate Authorisation Letter' button. A red arrow and callout 3 point to this button.

##### 3.1.2. View Linked Establishments

Once the LIN is linked with establishment data, you will see increase in the number of establishments represented by you and name of your establishment in establishments list and verify data list.

## 3.2. Verify/ Modify Data

It allows you to verify data for the establishments represented by you and then modify the data if required. Modifications are verified by the regional head and then updated in the USSP.

### 3.2.1. Verify Establishment Data

As Establishment Representative you can update the establishment related details by selecting 'Verify Data' option from main menu of Unified Portal. USSP establishment data is organized in 6 forms for verification and modification.

1. Click **Verify Data**, now you will see Verify Data dashboard. The Verify Data Dashboard lists the establishments represented by you with corresponding details and modify option under Action/Status column.
2. Click **Modify** option to edit the establishment data and submit it for verification.

S.No	Establishment	Address	Identifier	Sector/Industry	Related Entities	Action/Status	Identifier Status
1	<a href="#">Indira Helth - Life Style Pvt.Ltd.</a>	The Apollo Clinic, Mumbai Naka, Nasik, Maharashtra - 422011	LIN 1-8303-0344-8 EPFO KDNSK0054403000	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modified / Submit</a>	
2	<a href="#">Jagnarayan B. Saroj</a>	Vaidhe Apt.2nd Flr.no.204 Nr Natau Hindi High School, Kolsewadi,, Thane, Maharashtra - 421301	LIN 1-5006-7132-4 EPFO THTHA0202062000 ESIC 34000038690001001	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	
3	<a href="#">Lav Software Pvt Ltd</a>	Bengluru Tilak Nagar, Jayanagar, Bengaluru, Karnataka - 580041	LIN 1-8793-0888-0 ESIC 34000072520000899	Section - J	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	
4	<a href="#">M.s Real Security Services(i) Pvt.Ltd.</a>	Vandana Cottage Near Masjid Post Office J.k.gram, Canallo Ngr., Thane, Maharashtra - 400606	LIN 1-1496-1932-8 EPFO THTHA0203836000 ESIC 34000167260001001	Section - S	0 Contractor / Sub-Contractor 0 Offices	<a href="#">Modify</a>	

### 3.

#### 3.2.

##### 3.2.2. Verify/Modify Establishment Basic Information

Once you click on modify option under Action/Status field, you can verify/modify establishment data divided in 6 forms under different categories.

Basic information is establishment data provided by an enforcement agency to generate the establishment LIN. You can update **Basic Information Form** by filling fields under New Data column and click on next option to update other related details:-

Establishment Verification (Basic Information)		
<a href="#">Back to list</a>		
Addya Automotive Components Pvt Ltd (1-5484-5558-4) Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311		
Establishment	Existing Data	New Data
Establishment Name *	Addya Automotive Components Pvt Ltd	Addya Automotive Components Pvt Ltd
Establishment Name as per PAN		
Premise No./Name, Sub-Locality/Colony *	Cnt Bi 2401 At Khupari	Cnt Bi 2401 At Khupari
Locality/Area/Suburb	Tal Wada	Tal Wada
State *	Maharashtra	Maharashtra
District *	Thane	Thane
PIN Code *	421311	421311
Set-up Date *		23-04-2008
Hazardous *	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Dangerous *	No	<input checked="" type="radio"/> Yes <input type="radio"/> No

\* Update will take place only after data is verified by any of the following.  
1. Kantilal Champaklal Oza, Assistant P F Commissioner Of Employees Provident Fund Organization Thane  
(koozaepfo2014@gmail.com, 9768271576)

[First](#) [Next](#)

##### 3.2.3. Verify/Modify Establishment Identifiers

Identifiers are the unique code given by enforcement agencies for an establishment, for e.g. Permanent Account Number (PAN) is a code that acts as identification of person/establishments, those who pay Income Tax issued by the Income Tax Department (EA).

Once you click next at Form 1, system displays the **Identifier Form**.

1. To update identifier value click existing value of the identifier.
2. To update establishment name as on identifier, click identifier name.
3. To delete new entry, click new under action.
4. To upload identifier documents, click new identifier value.
5. To add new identifier, click on the Add New Identifier.
6. Click next or previous to edit other establishment details.

**Establishment Verification (Identifier) Form 2/6**

Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

S.No	Identifier	Existing Value	Action	New Value
1	ESIC	24000474370001001	Correct	
2	EPFO NO	THTHA0099033000	Correct	
	BIP ID		New	2223423332

\*Click on the identifier to update establishment name as registered in the system to correct the identifier.  
\*Click on existing identifier value to verify/correct.  
\*Click on the new identifier value to view or upload supporting documents.

[Add New Identifier...](#)

Previous Next

### 3.2.4. Verify/Modify Establishment Profile Information

Profile information is data about establishment describing its type details and other details.

Click next at Form 2, system displays the **Profile Information** Form as under. Update the field data under New Data Column. When you choose Economic activity, system display new fields related to economic activity selected:-

**Establishment Verification (Profile Information) Form 3/6**

Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

Establishment Details	Existing Data	New Data
Establishment Type *	Commercial Establishment	Commercial Establishment <input type="checkbox"/> Social Establishment <input type="checkbox"/>
Seasonal *	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Ownership Type	Central Government	Central Government
Section (F-Construction)	C - Manufacturing	C - Manufacturing
Economic Activity as per National Industrial Classification	011/ 0111/	011 / 0111 /

\*Click Here to know your Group/Class/Subclass.

### 3.2.5. Verify/Modify Establishment eContacts

'eContacts' are establishment contact details like mobile number, email, fax, Facebook id etc.

Once you click the next on above form 3, you reach the **eContacts Form** as under.

1. Click on contact values to edit them.
2. Click on the create New Contact link to add new contact type.

Welcome SOPNANND DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 26:04:2016-10:33:52

[Home](#) [User Profile](#) [Change Password](#) [Log Out](#)

**Establishment Verification (eContacts) Form 4/6**

[Back to list](#)

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

Contact Type	Contact Value
Mobile	80100898222.
Land Line	011-8979675 , 345-3453555.
Email	ksp001@gmail.com.
Fax	3453455555 , 3453453453.
Facebook	mahi.ksp0098.
Skype	@mahi.

[\\*Create New Contact...](#)

[Previous](#) [Next](#)

Fill the Add New Contact form and click save.

**Add New Contact**

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

Contact Type \*

Contact Value\*

[\\*Create New Contact...](#)

[Previous](#) [Next](#)

### 3.2.6. Verify/Modify Establishment Related Offices Data

Related offices are other employers associated with establishment as its head office, branch, local office etc.

Once you click next on form 4, you land to Related Offices form.

1. Click relation to edit existing details.
2. Click Add related offices link to add new relation.

**Establishment Verification (Related Offices) Form 5/6**

[Back to list](#)

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

S No	LIN	Establishment Name	Address	Relation
1	1-6774-7114-4	Shivsagar Veg Restaurant	Business Square,272 , Gokulnagar, Thane West , Thane , Maharashtra - 400601	<a href="#">Local Office</a>

[\\*Add related offices...](#)

[Previous](#) [Next](#)

### 3.2.7. Verify/Modify Establishment Principal/Contractor Data

Principal/Contractor form is for relating establishment's principal, contractor or sub-contractor organisation.

Once you click next on form 5, you land to Principal Employer/ Contractor form.

1. Click relation to edit existing details.
2. Click Add related offices link to add new relation.
3. Click View & Submit button to view all the changes you have made and finally submit the changes for verification to Regional Head.

**Establishment Verification (Principal Employer/Contractor) Form 6/6**  
Back to list

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari , Tal Wada , Thane , Maharashtra - 421311

S No	LIN	Establishment Name	Address	Relation
1	1-6774-7114-4	Shivsagar Veg Restaurant	Business Square,272 , Thane West , Thane , M 400601	Contractor

[Add related principal employer/contractor...](#)

Previous Last

### 3.2.8. View/Submit Verified Form

You will see all the changes you have made at all the 6 forms.

1. Click printer icon to print the details and click the pdf icon to download the pdf.
2. Please select the declaration Checkbox provided above submit button.
3. Click submit button at the end of pdf to finally submit the details for verification.

You may submit the forms later on also at Verification dashboard by choosing the submit option under Action/status column.

**Shram Shuvidha Portal**  
Ministry of Labour and Employment  
Establishment Verification Form

**Addya Automotive Components Pvt Ltd (1-5484-5558-4)**  
Cnt Bi 2401 At Khupari, Tal Wada, Thane, Maharashtra - 421311

Date: 10/08/2015

A. Basic Information		
Establishment	Existing Data	New Data
1. Establishment Name	Addya Automotive Components Pvt Ltd	Addya Automotive Components Pvt Ltd
2. Establishment Name as per PAN		
3. Premise No./Name, Sub-Locality/Colony	Cnt Bi 2401 At Khupari	Cnt Bi 2401 At Khupari
4. Locality/Area/Suburb	Tal Wada	Tal Wada
5. State	Maharashtra	Maharashtra
6. District	Thane	Thane
7. PIN Code	421311	421311
8. Set-up Date		23-04-2008
9. Hazardous	No	Yes
10. Dangerous	No	Yes

B. Profile Information		
1. Establishment Type	Commercial Establishment	
2. Seasonal	No	
3. Ownership Type	Central Government	
4. Economic Activity as per National Industrial Classification	Section	Manufacturing
	Group/Class/Subclass	011/ 0111/
5. Any Other Additional Information	More Info	

C. eContacts		
S No.	Contact Type	Contact Value
1	Email	ksp001@gmail.com,
2	Fax	3453455555, 3453453453,
4	Facebook	mahi.ksp0098,
5	Skype	@mahi,
6	Land Line	345-3453555, 011-8979675,
7	Mobile	80100898222,

D. Identifier						
S No.	Identifier Name	Issuing Offices	Existing Value	Action	New Value	Status
1	ESIC NO	ESIC Registration Number	24000474370001001	Correct		Verified
2	EPFO NO	EPFO Registration Number	THTHA0099033000	Correct		Verified
3	BIP ID	Haryana Registration Number		New	2223423332	Pending

E. Related Offices				
S No.	LIN	Establishment Name	Establishment Address	Relation
1	1-6774-7 114-4	Shivsagar Veg Restaurant	Business Square, 272 , Gokhale Road, Thane West , Thane , Maharashtra - 400601	Local Office

F. Principal Employer/Contractor				
S No.	LIN	Establishment Name	Establishment Address	Relation
1	1-6774-7	Shivsagar Veg Restaurant	Business Square, 272 , Gokhale Road, Thane West , Thane , Maharashtra - 400601	Contractor

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Submitted By : Sopnand Das  
Date :

### 3.2.9. Track Verification Process

You can track verification status at Verify Data Dashboard. Verification status may be modified, rejected and verified. Click on verification status to view the remarks provided by the regional head. You can view identifier verification status under identifier status (it may be under verification, rejected or verified).

**Shram Suvidha**  
(Registration of Units for LIN, Reporting Inspection & Grievance Redressal System)  
Ministry of Labour & Employment

Welcome SOPNANND DAS (kiranconsultancy2008@gmail.com). You have logged in as Establishment Representative. 26:04:2016-10:03:53

Home User Profile Change Password Log Out

**List of Establishment for Verification**

S.No	EstablishmentAddress	Identifier	Sector/Industry	Related Entities	Action/Status	Identifier Status
1	<a href="#">Atesting Pvt Ltd</a> I-282 Tilak Nagar, Jayanagar, Lohardaga, Jharkhand - 560041	LIN 1-7374-1049-1 EPFO THTHA0021764000 ESIC 33000113600001101	Section - F	5 Contractor / Sub-Contractor 6 Offices	<a href="#">View / Submitted</a>	
2	<a href="#">A S</a> Bangalore !@# , Bengluru, Karnataka - 110001	LIN 1-5770-7909-5	Section - J	6 Contractor / Sub-Contractor	<a href="#">View / Submitted</a>	1 Under Verification
3	<a href="#">2 Testing Ltd</a> , Bengluru, Karnataka -	LIN 1-9507-4428-4 EPFO THTHA0205041000 ESIC 34000291851100200	Section - J	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Rejected View / Submitted</a>	
4	<a href="#">Addya Automotive Components Pvt Ltd</a> Cnt Bi 2401 At Khupari Tal Wada, Thane, Maharashtra - 421311	LIN 1-5484-5558-4 EPFO THTHA0099033000 ESIC 24000474370001001	Section - C	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Modified / Submit</a>	
5	<a href="#">Atesting Pvt Ltd</a> 101 Lajpat Nagar New Delhi, South Delhi, Delhi - 110069	LIN 1-9444-6352-5 EPFO DSNHP0939715555	Section - J	0 Contractor / Sub-Contractor 0 Offices	<a href="#">View / Submitted</a>	2 Under Verification
6	<a href="#">Atesting Pvt Ltd 101</a> 102 Rajouri Garden, Bengluru, Karnataka - 560041	LIN 1-2241-0158-1 EPFO THTHA0206051000	Section - B	0 Contractor / Sub-Contractor 1 Offices	<a href="#">Modified / Submit</a>	
7	<a href="#">Avadh Corporation</a> Vandan Collage,near Masjid	LIN 1-7951-1474-5 EPFO THTHA0205041000	Section - S	1 Contractor / Sub-Contractor 1 Offices	<a href="#">Verified View / Submitted</a>	1 Reject

This ends the verify/modify data activity from the establishment representative perspective.

## Annexure

### A. Validations

You need to consider below points while filling the **forms** at portal to validate the accuracy.

- Form fields marked \* are mandatory.
- Special Characters not allowed except "." (Dot) and space.
- Valid alphanumeric character includes special characters- Dot [.), Slash [/], At [@], Comma [,], Hyphen [-], Brackets [(and)] and Space.
- Date Validation Criteria
  - a. Should accept in Day, Month and Year format.
  - b. Day, Month and Year should be numeric.
- Email- Alphanumeric, DOT, @, hyphen, underscores.

### B. Send feedback

Here you can give us your feedback and suggestions which can be used as basis of improvement and help.

1. Once you are logged into your USSP account, at the top most bar you will see the 'Feedback' option.

The screenshot displays the Shram Suvidha portal interface. At the top, there is a navigation bar with the following elements: a 'Feedback' link (highlighted with a red box), 'Skip to Main Content', 'Screen Reader Access', 'Site Map', and a 'Select Language' dropdown menu. Below the navigation bar, the header features the Ministry of Labour & Employment logo and the text 'श्रम एवं रोजगार मंत्रालय', 'MINISTRY OF LABOUR & EMPLOYMENT', and 'Shram Suvidha (Registration of Units for LIN, Reporting Inspection & Return)'. A welcome message for a user named 'returnTest' is visible, along with links for 'Home', 'User Profile', 'Change Password', and 'Log Out'. On the left side, there is a sidebar menu with options: 'Establishments', 'Verify Data', 'File Annual Return', 'Your Inspection', and 'Link Establishment'. The main content area displays a large 'Welcome to Shram Suvidha Portal' message and a personalized greeting: 'Returntest Returntest Returntest , Welcome Returntest Returntest Returntest , To Shram Suvidha Portal'.

2. Click the feedback option; you will see Feedback & Suggestion form. Fill and submit the form.

**Feedback & Suggestion** ✕

**Feedback Topic\***

**Name\***

**Email Id\***

**Mobile**

**Landline Number**

**Comment\***

### C. Contact us

You can also send your feedback or any queries to Shram Suvidha Portal Team at [websupport-mol@nic.in](mailto:websupport-mol@nic.in) .