A POCKETBOOK GUIDE TO E-SHRAM REGISTRATION
Youth for Unity and Voluntary Action (YUVA) is a non-profit development organisation committed to enabling vulnerable groups to access their rights and address human rights violations. YUVA supports the formation of people’s collectives that engage in the discourse on development, thereby ensuring self-determined and sustained collective action in communities. This work is complemented with advocacy and policy recommendations on issues.

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CONTENTS

1. Introduction 2
   a. Objectives of this pocketbook guide 3
   b. Stakeholders involved in the e-Shram process 4

2. About e-Shram 6
   a. About e-Shram portal and e-Shram card 7
   b. Benefits of e-Shram 8
   c. Eligibility criteria for e-Shram 9
   d. Ways to register on e-Shram 10
   e. Required documents and information for self registrations 11
   f. Important information for self registrations 12

3. Ten Steps to Self Register on e-Shram Portal 14

4. Helpline Numbers for Support and Grievances 24

5. Sources 26
INTRODUCTION

YUVA’s pocketbook guide to e-Shram Registration is designed to support the dissemination of information to ensure maximum registration of informal sector workers in the portal. It guides informal sector workers, NGOs, unions, workers’ collectives, and anyone who can assist workers in self-registration process. The pocketbook can also be a handy tool in organising awareness programmes on e-Shram.

1 Currently, the pocketbook guide is based on the e-Shram portal updated on 05.02.2022. We will keep updating the pocketbook guide as per the progress made by the e-Shram process.
A Pocketbook Guide to E-Shram Registration

A. OBJECTIVES OF THIS POCKETBOOK GUIDE

1. **Create awareness** about the National Database of Unorganised workers (NDUW).

2. **Provide clarity** on the application procedure for the e-Shram card.

3. **Curb false information**/ misinformation regarding the e-Shram card.

4. **Understand the on-ground challenges** and provide feasible suggestions.
B. STAKEHOLDERS INVOLVED IN THE E-SHRAM PROCESS

1. Ministry of Labour and Employment
2. Common Service Centers, State Seva Kendras and Labour Facilitation Centres
3. Informal Sector Workers
4. NGOs, Unions and Citizen’s Collectives
5. Assistance in Self Registrations
6. The Beneficiaries

Portal Creator for the NDUW
Official Registering Entity

Assistance in Self Registrations
2. ABOUT E-SHRAM
A. ABOUT E-SHRAM PORTAL AND E-SHRAM CARD

The e-Shram portal:
The online portal was launched by the Ministry of Labour and Employment on 26 August 2021 to create a national database of unorganized workers (NDUW).

Link to the portal:
https://register.eshram.gov.in/#/user/self

The e-Shram card:
The e-Shram cards have a unique Universal Account Number (UAN) and the workers can avail various benefits of the announced social security schemes via this card anytime, anywhere across the country. The 12-digit UAN number in the e-Shram card is unique to each registered worker, and is linked to their information such as name, address, occupation, skills, educational qualification, and bank details.
B. BENEFITS OF E-SHRAM

1. Registration, enumeration and recognition

2. Link to schemes

Link to schemes: Presently, registered workers are entitled to receive free accidental insurance under PM Suraksha Bima Yojana for one year which includes Rs 2 lakh in case of accidental death and permanent disability and Rs 1 lakh for partial disability. Being a consolidated database of workers e-Shram can, in the future, help the government provide relief required to informal workers (as in the case of the pandemic) and extend additional social security coverage more easily.
C. ELIGIBILITY CRITERIA FOR E-SHRAM

1. Any worker working in an unorganized sector

The term ‘unorganized worker’ has been defined under the Unorganized Workers’ Social Security Act, 2008, as a home based worker, self-employed worker or a wage worker in the unorganized sector. According to the National Commission for Enterprises in the Unorganised Sector (NCEUS), unorganised workers consist of those working in the unorganised enterprises or households, excluding regular workers with social security benefits, and the workers in the formal sector without any employment/social security benefits provided by the employers.

For example, construction workers, industrial workers, agricultural workers, MGNREGA (The Mahatma Gandhi National Rural Employment Guarantee Act) workers, fishermen, waste pickers, ASHA (Accredited Social Health Activist) workers, anganwadi workers, street vendors, domestic workers, home based workers, rickshaw pullers, bidi workers and other workers engaged in similar other occupations in the unorganised sector.

2. Not a member of ESIC\(^2\)/ EPF\(^3\)/ government employee

3. Not an income taxpayer

4. Aged between 16–59 years

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2 | Employees’ State Insurance managed by Employees’ State Insurance Corporation is a statutory body that provides the workers in India with financial aid for medical emergencies.

3 | EPF is the main scheme under the Employees’ Provident Funds and Miscellaneous Act, 1952. The employee and employer each contribute 12% of the employee’s basic salary and dearness allowance towards EPF.
D. WAYS TO REGISTER ON E-SHRAM

1. **Via Common Service Centres (CSCs)**
   - Common Service Centers (CSCs), an entity of the Ministry of Electronics and Information Technology, is working as an enrollment agency with over 4 lakh centers across the country.
   - It offers a FREE remote registration support system.
   NOTE: On the e-Shram website, a tab called ‘CSC locator’ helps locate CSCs at the ward level. Registration on the e-Shram portal is FREE, so make sure a high fee is not charged. Please also make sure that the CSC employee asks and verifies each information of the worker.

2. **Via State Seva Kendra**
   - Over 17,337 State Seva Kendras are facilitating e-Shram registrations
   - This is a free, state registration support system

3. **Via Self Registration**
   - Self-register by visiting the e-Shram portal online
   - You need a smartphone and stable internet connection for this
E. REQUIRED DOCUMENTS FOR SELF REGISTRATIONS

The following documents and details are required:

i. Aadhaar number

ii. Mobile number (Aadhaar linked)

iii. Bank account with IFSC code

In case the registering worker does not have an Aadhaar card or a mobile number that is not linked with Aadhaar, they can visit the nearest Aadhaar Kendra for the same. Bank accounts can be opened at a nearby branch with required documents.
F. IMPORTANT INFORMATION FOR SELF REGISTRATIONS

1. **Social category**

Also known as caste. Please fill in the right category as this information is crucial to have accurate data about the population of various caste groups and their socio-economic status.

For more information, please visit the website of following departments-

a. Department of Social Justice and Empowerment for state wise list of Scheduled Castes (SC).⁴

b. Ministry of Tribal Affairs (Government of India) for the central list of Scheduled Tribes (ST).⁵

c. National Commission for Backward Classes for the central list of Other Backward Classes (OBC).⁶

2. **Nominee details**

The worker’s spouse, children, or parents can all be the beneficiary nominees. If any of them are mentioned as the nominee for e-Shram, after the registered worker’s death they automatically become eligible to the benefits claimed in the scheme. To fill in the details, choose the nominee and add their correct date of birth (as per their Aadhaar or birth certificate). In case of minor children, fill in the details of their potential guardian too.
3 | **Occupation details**

Please read the NCO (National Classification of Occupation) code list (updated on 25.11.21) on the e-Shram portal carefully to fill in the right information. The NCO code list has three rows for sector name (left), family name of occupation (middle) and job role/occupation (right). Occupation is given in the third row, and the other two rows are broader categories that help in the searching process. Please make sure to focus on the third row to be accurate with the occupation/livelihood name. The e-Shram portal also asks for a secondary occupation which could be the registering worker’s side or seasonal occupation. To fill this, please use the same updated NCO code list.

4 | **Bank account details**

Please have the registering worker’s passbook handy to fill in information like IFSC code, account number, account holder name and bank branch.

5 | **Certificates**

The portal asks for the income, education and occupational certificates but it is also not mandatory to upload them.

4 | Link to the State wise list of Scheduled Castes https://socialjustice.nic.in/UserView/index?mid=76750

5 | Link to the central list of Scheduled Tribes https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf

6 | Link to the central list of Other Backward Classes
   http://www.ncbc.nic.in/user_panel/centralliststateview.aspx

7 | Link to e-Shram NCO code list https://register.eshram.gov.in/assets/file/NCO-codes5.pdf
3.

TEN STEPS TO SELF REGISTER ON E-SHRAM PORTAL
STEP 1
FIND THE WEBSITE
STEP 2  
**FILL THE SELF REGISTRATION FORM**

NOTE: Please use the mobile number registered with worker’s Aadhaar. If the mobile number is not registered with Aadhaar, please do so at the nearest Aadhaar Kendra.
STEP 3
ENTER THE OTP NUMBER AND SUBMIT

Enter the OTP number and submit
STEP 4
ENTER WORKER’S AADHAAR NUMBER

After entering the Aadhaar number, the worker will receive another OTP on the registered mobile number.
STEP 5
ENTER THE PERSONAL INFORMATION

NOTE: Only the questions with red stars are compulsory. Please double-check before filling in the social category (SC, ST, OBC and General) and nominee details.
STEP 6
ENTER THE RESIDENTIAL DETAILS

NOTE: Native state and district and current state and district would be different if the worker has migrated.
STEP 7
ENTER THE EDUCATION AND INCOME DETAILS
STEP 8
ENTER THE OCCUPATION AND SKILLS INFORMATION

NOTE: Please read the NCO (National Classification of Occupation) code list very carefully to fill the primary occupation and secondary occupation, if any. Primary occupation signifies the main occupation of the worker. Secondary occupation means the side or seasonal or additional job that the worker is engaged in.

For skills, there are options on how the worker has acquired the skills required for the job. It has options like vocational training, self learning, hereditary, etc.
STEP 9
ENTER BANK ACCOUNT DETAILS

NOTE: If the bank account details are seeded with Aadhaar, it will be automatically generated.

STEP 10
AFTER PREVIEW, PLEASE SUBMIT AND DOWNLOAD THE E-SHRAM CARD.

NOTE: On successful registration, you may get it printed from a nearby printer.
4.

HELPLINE NUMBERS FOR SUPPORT AND GRIEVANCES
**Help line number of Ministry of Labour and Employment:**

The toll-free helpline is available at **14434** (8:00 AM to 8:00 PM Monday to Saturday) in Hindi, English, Tamil, Bengali, Kannada, Malayalam, Marathi, Odia, Telugu and Assamese languages.

For grievances, you can visit the link and lodge your complaint- [https://gms.eshram.gov.in/gmsportal/#/portal/Grievances](https://gms.eshram.gov.in/gmsportal/#/portal/Grievances)

**Labour helpline number of YUVA:**

**022-27740750**

The Labour Helpline set up by the non-profit Youth for Unity and Voluntary Action (YUVA) has been instrumental in ensuring just wages, access to welfare and safe working conditions for informal sector workers. By supporting wage recovery, facilitating access to social security schemes and empowering workers with rights awareness, the Helpline aims to ensure decent work for informal sector workers.

YUVA’s Labour Helpline is only available for workers in Mumbai, Navi Mumbai, Akola, Nagpur, Bhopal, New Delhi, Guwahati and Ranchi.

For more information, please visit [https://yuvaindia.org/](https://yuvaindia.org/)
5. SOURCES
ABOUT YUVA

Youth for Unity and Voluntary Action (YUVA) is a non-profit development organisation committed to enabling vulnerable groups to access their rights and address human rights violations. YUVA supports the formation of people’s collectives that engage in the discourse on development, thereby ensuring self-determined and sustained collective action in communities. This work is complemented with advocacy and policy recommendations on issues.

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