

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.

Contributor: Shalaka Chauhan

Reviewer: Marina Joseph

Copy editor: Doel Jaikishen

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YUVA (Youth for Unity and Voluntary Action)
YUVA Centre, Plot 23, Sector 7, Kharghar,
Navi Mumbai – 410210 (INDIA)

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Designed by: Tabish Shakil

 www.yuvaindia.org

 info@ayuvaindia.org

 [@officialyuva](https://twitter.com/officialyuva)

 [@officialyuva](https://www.instagram.com/officialyuva)

 [yuvaindia84](https://www.facebook.com/yuvaindia84)

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1.

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. 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





2.

ABOUT E-SHRAM



A. ABOUT E-SHRAM PORTAL AND E-SHRAM CARD

The e- Shram portal:

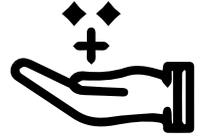
The online portal was launched by the Ministry of Labour and Employment on 26 August 2021 to create a national database of unorganized workers (NDUW).

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 ESIC²/ EPF³/ government employee

3

Not an income taxpayer

4

Aged between 16–59 years

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)⁷ 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/centraliststateview.aspx

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

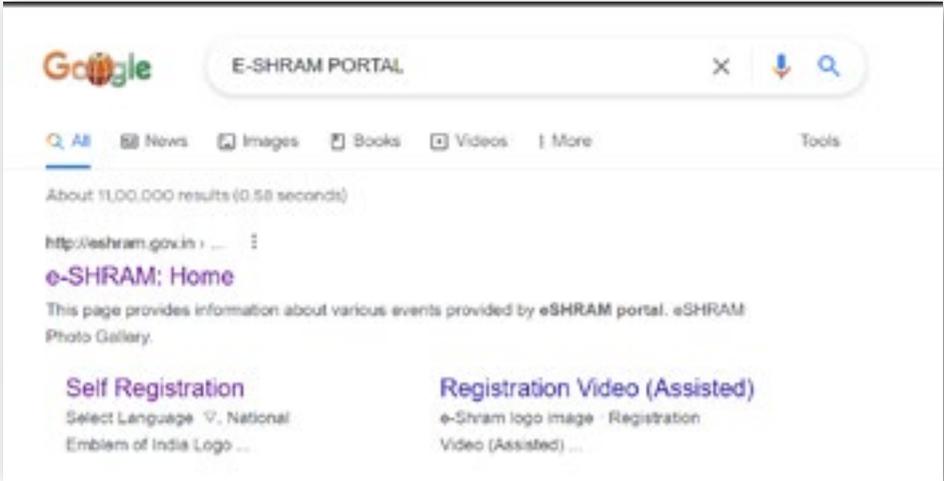


3. TEN STEPS TO SELF REGISTER ON E-SHRAM PORTAL



STEP 1

FIND THE WEBSITE





STEP 2

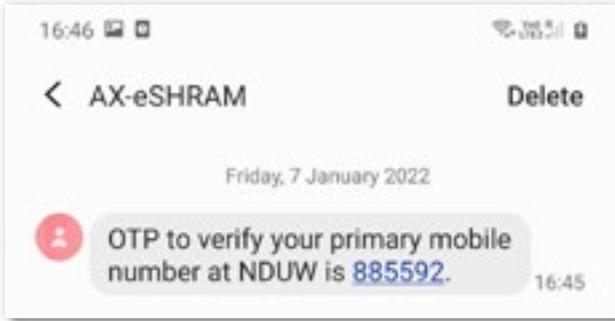
FILL THE SELF REGISTRATION FORM

The screenshot shows the 'SELF REGISTRATION' form. At the top, there is a blue header with the text 'SELF REGISTRATION'. Below the header, the form contains the following fields and options:

- A text input field for 'Aadhaar linked mobile number is preferred' with a red asterisk.
- A Captcha field with the text 'Enter Captcha' and a red asterisk. The captcha image shows the characters 'H1ETKW' and a refresh button.
- Two radio button options for membership: 'Employees' Provident Fund Organization (EPFO)' and 'Employees' State Insurance Corporation (ESIC)'. Both have 'Yes' and 'No' options, with 'No' selected in both.
- A green note: 'Note: By registering on E Shram, you are opting in to receive WhatsApp messages from Ministry of Labour and Employment.'
- A 'Send OTP' button at the bottom.

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

A screenshot of a web form for entering an Aadhaar number. The form has a white background with a light gray border. At the top left, it says "Aadhaar Number" with a red asterisk. Below this are three input fields for the Aadhaar number, with the first one highlighted in pink. To the right of these fields are three radio buttons labeled "Fingerprint", "Iris", and "OTP". The "OTP" radio button is selected and has a blue dot. Below the Aadhaar fields, it says "Enter Captcha" with a red asterisk. There is a captcha image showing the characters "F8F5MJ" and a blue circular refresh icon. To the right of the captcha is an empty input field for the captcha. Below the captcha, it says "View Consent Form" with links for "English / Hindi". At the bottom, there is a checkbox for "I agree to the terms & conditions for registration under eSHRAM Portal" and its Hindi equivalent. Below the checkbox are two buttons: a red "Reset" button and a gray "Submit" button.

After entering the Aadhaar number, the worker will receive another OTP on the registered mobile number.

STEP 5

ENTER THE PERSONAL INFORMATION

A screenshot of a web form titled "Personal Information". The form is divided into two sections: "Personal Information" and "Nominee Details".
Personal Information Section:

- Registered Mobile Number:** A dropdown menu for country code (showing "+91") and a text input field for the number (showing "9826613023").
- Emergency Mobile Number:** A dropdown menu for country code (showing "+91") and a text input field for the number (showing "Emergency Mobile No. ").
- Email:** A text input field (showing "Email ID").
- Marital Status:** A dropdown menu (showing "--").
- Social Category:** A dropdown menu (showing "--").
- Blood Group:** A dropdown menu (showing "--").
- Inherently Aided:** Radio buttons for "Yes" and "No", with "No" selected.

Nominee Details Section:

- Name:** A text input field (showing "Name").
- Nominee Date of Birth:** A text input field (showing "dd-mm-yyyy") with a calendar icon.
- Gender:** A dropdown menu (showing "--").
- Relationship with you:** A dropdown menu (showing "--").

At the bottom of the form, there are two buttons: "Cancel" and "Save & Continue".

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

The screenshot shows a web form titled "Residential Details". It contains several input fields and a checkbox. The form is organized into sections:

- Residential Details:**
 - Home / Native state: Dropdown menu.
 - Home / Native district: Dropdown menu.
 - State Specific id: Text input field.
- Current Address:**
 - Urban Rural : Radio buttons.
 - House Number: Text input field.
 - Locality: Text input field.
 - State: Dropdown menu.
 - District: Dropdown menu.
 - Sub District/Taluk: Dropdown menu.
 - Pin code: Text input field.
- Shipping of current location: Dropdown menu.
- Is permanent address same as current address?

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



The screenshot shows a registration form with the following fields and options:

- Education Qualification:** A dropdown menu with a downward arrow.
- Education Qualification *:** A dropdown menu with a downward arrow.
- Education Certificate:** A file upload button labeled "Choose File" with the text "No file chosen" below it. Below the button, it says "Allowed file type: pdf, png, jpg, jpeg only, max size 1 MB."
- Monthly Income Slab *:** A dropdown menu with a downward arrow.
- Income Certificate:** A file upload button labeled "Choose File" with the text "No file chosen" below it. Below the button, it says "Allowed file type: pdf, png, jpg, jpeg only, max size 1 MB."

At the bottom of the form, there are two buttons: "Logout" on the left and "Save & Continue" on the right.

STEP 8

ENTER THE OCCUPATION AND SKILLS INFORMATION



The screenshot shows a registration form titled "REGISTRATION FORM". At the top, there is a red notice: "Note: NCO codes have been changed on 25/11/21. Please clear the cache of your browser and download the new NCO code PDF file. Please search using job title/ Occupation. (Click here to view PDF)".

The form is divided into two main sections: "Occupation and Skills" and "Skills to be upgraded".

Occupation and Skills:

- Primary Occupation:** A dropdown menu with "Auto Search & go" and a magnifying glass icon.
- Working experience in Primary Occupation (in years):** A dropdown menu with a downward arrow.
- Secondary Occupation:** A dropdown menu with "Auto Search & go" and a magnifying glass icon.
- Occupation Certificate:** A "Choose File" button with a magnifying glass icon. Below it, text reads "Allowed file type: pdf, png, zip, jpeg only, max size 1 Mb".
- How did you acquire Skill?** A dropdown menu with a downward arrow.
- Skills to be upgraded:** A dropdown menu with a downward arrow.

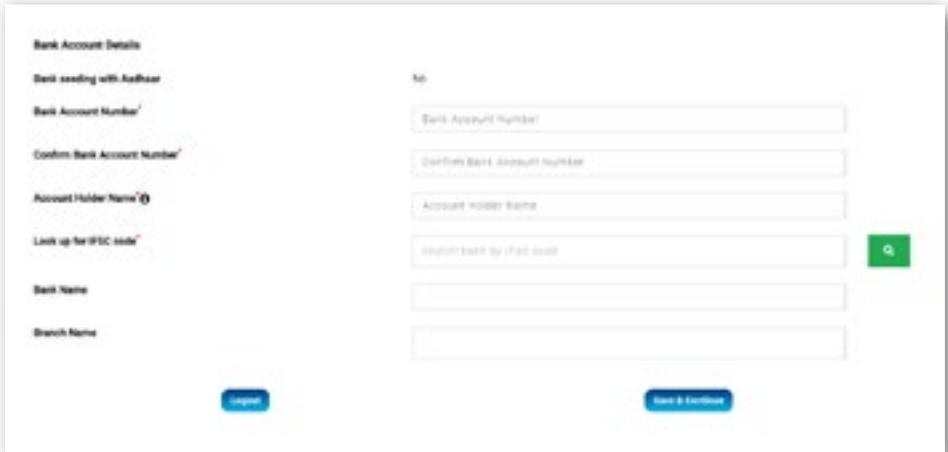
At the bottom of the form, there are two buttons: "Logout" and "Save & Continue".

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>

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.

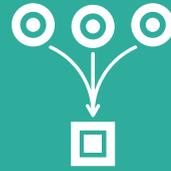
YUVA's Labour Helpline is only available for workers in Mumbai, Navi Mumbai, Akola, Nagpur, Bhopal, New Delhi, Guwahati and Ranchi.

For more information, please visit

<https://yuvaindia.org/>

5.

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