

**BrihanMumbai MahanagarPalika  
Shops & Establishment**

**No.CI/6831/SEA/OD, DT.27.03.2017**

**CIRCULAR**

**Subject: Modification in the online procedure to be adopted for  
registration/renewal and change in registration certificate under  
Shops & Establishment  
Act.**

**Reference: No CI/5107/SEC Dt.26.12.2016  
No. DMC/Special/2984 Dt.21.03.2017**

1) Vide above referred circular, directions have been issued to grant / approve registration certificate immediately on the basis of correctness of documents attached for registration through online system. While implementing the said procedure, it is found that if the name board of the Establishment/photo of the establishments are not found clear enough, difficulty arises to verify online application thereby delaying the decision of granting registration certificate in many cases. Hence the directions are hereby given not to keep pending any application due to non display of name board of the Establishment/and of defaced /unclear photo of the Establishment. If the other documents such as application, Pan Card and undertaking are found correct the registration may be granted on the same day on receipt of application. Verification regarding name board of the Establishment/photo of the Establishment may be made at the time of site visit.

2) The IT Department has provided the facility to the establishment for uploading the register & records required to be kept under Maharashtra shops & Establishment Act, 1948 through internet for the inspection of inspector. Inspectors are not required to visit those Establishments which are availing the benefits of the said facility. To promote the use of this facility among the employer of the Establishments, and to encourage them to upload register and records through online, the demo for uploading the records is to be conducted by inspectors in their areas. Each administrative ward shall conduct at least 25 such demo and submit the report of the same along with the address of the concerned Establishments to Chief Inspector (Shops & Estt) MCGM.

3) In case of difficulty, while applying for the registration and change in registration certificate and payment of fees through online system, the employer of the establishment can make complaint at [payment@mcgm.gov.in](mailto:payment@mcgm.gov.in). Applicant may be intimated in this behalf.

Sd/-  
Dt.23.03.2017  
Shri. A.D.Gosavi  
ChiefInspector  
(Shops & Estt).

Sd/-  
Dt.27.03.2017  
Shri.Prakash Patil  
DMC(Special)