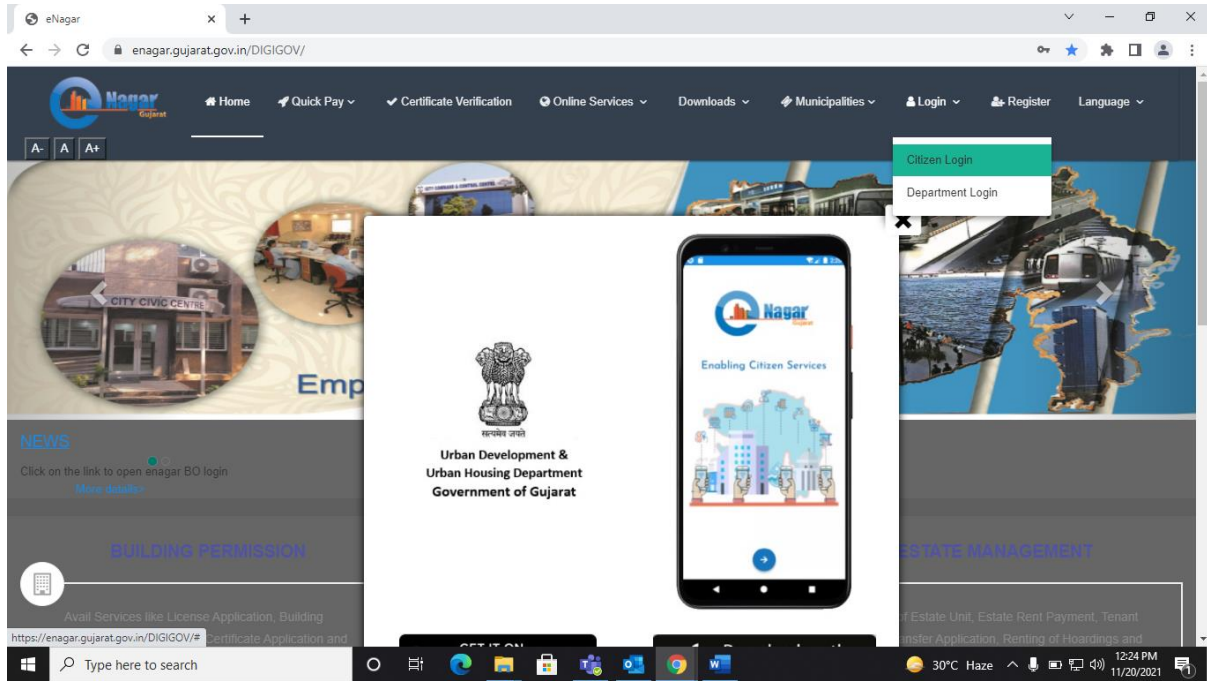
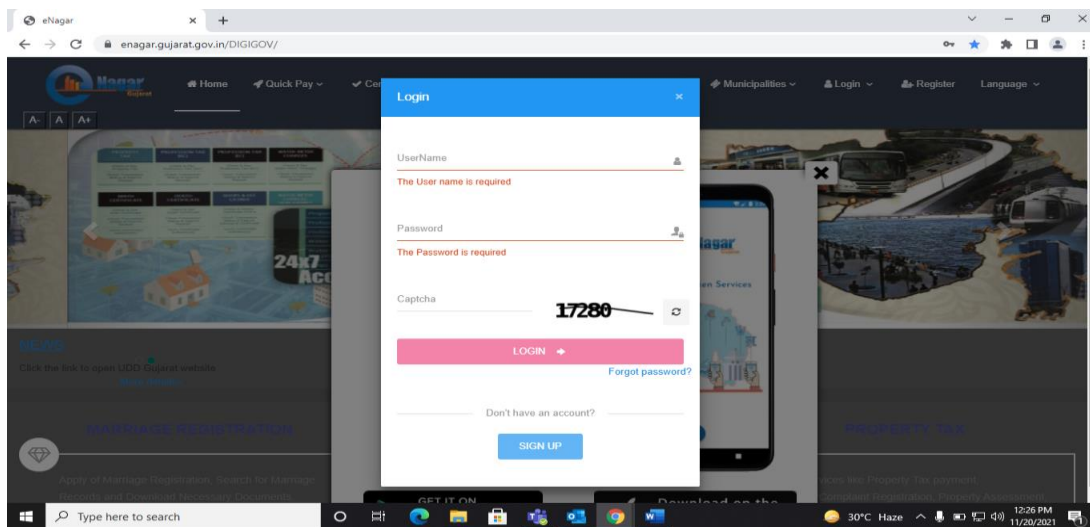


# Shop and Establishment user Manual for Portal

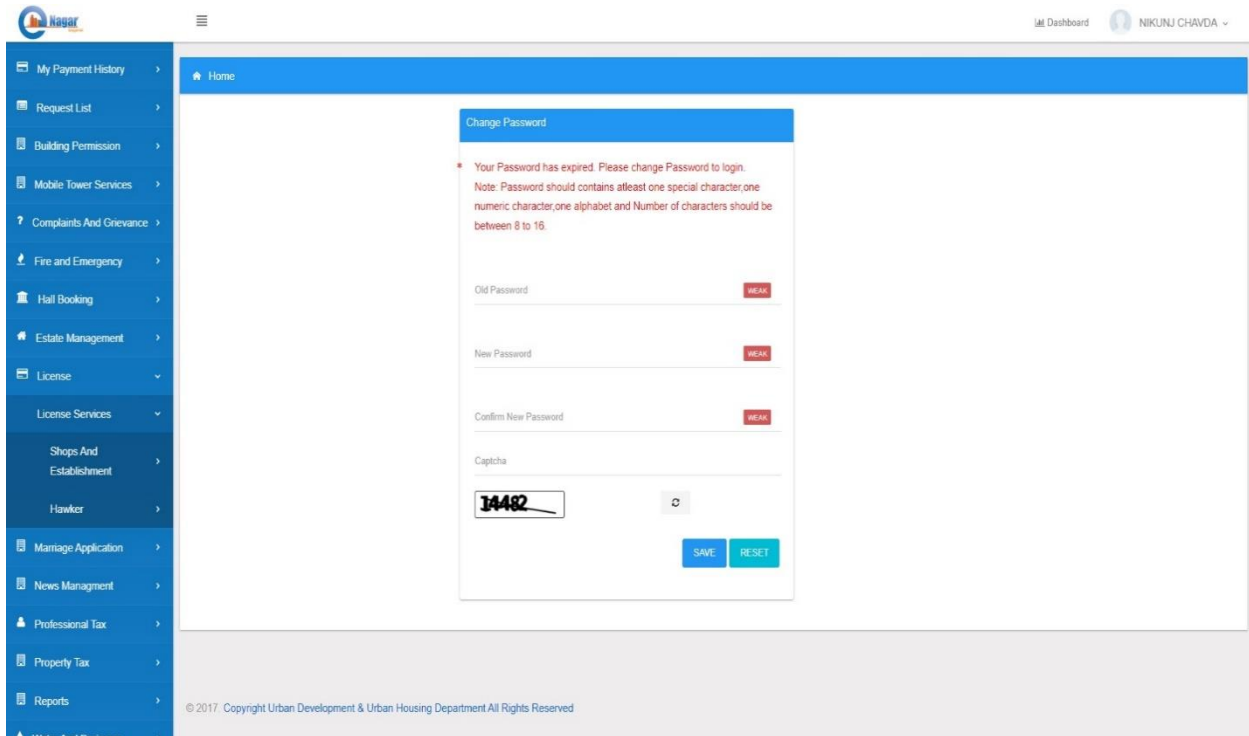
Applicant has to login to the portal with their user ID and password below is the screen for login.



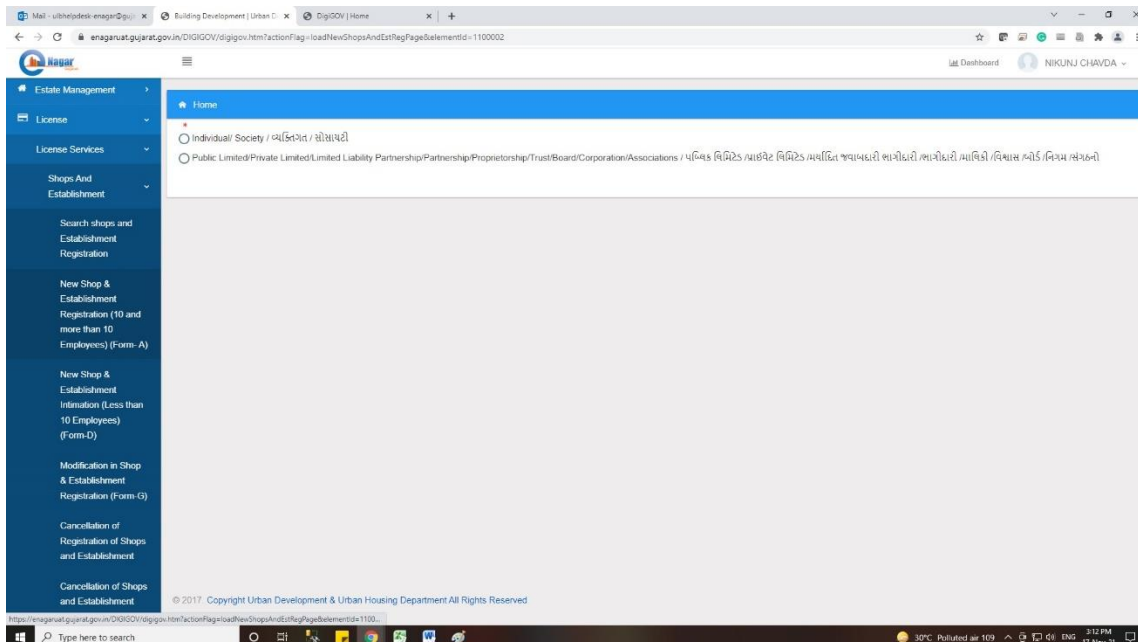
Applicant has to click on citizen login which is shown on above screen shot. After clicking on citizen login below page will open and citizen has to put his/her user id and password.



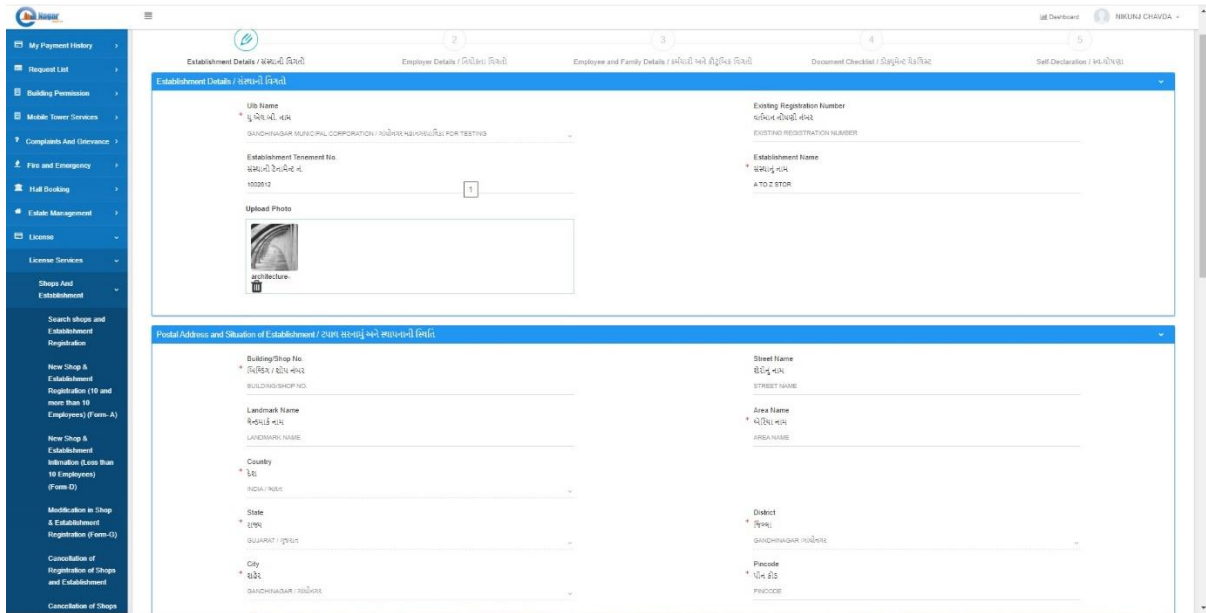
After login in portal below Home page will open in this home page citizen has to click on Shop and Establishment menu as show in below screenshot.



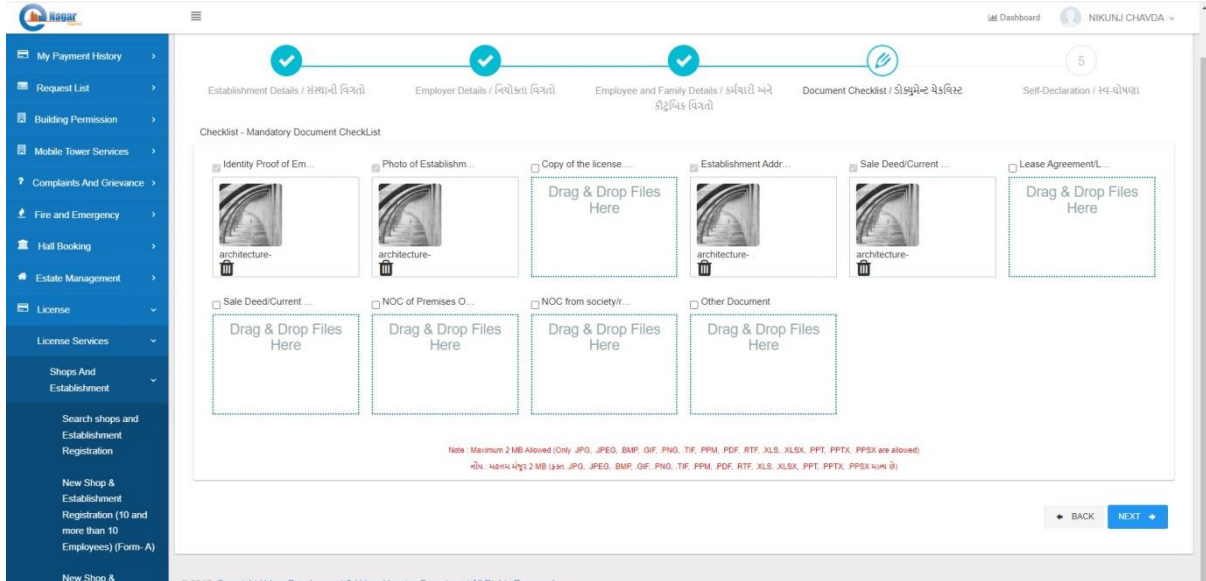
After clicking on the shop and Establishment menu if citizen has to registered for more than 10 employees than citizen has to click on New Registration of Shop and Establishment menu and after clicking on new registration citizen has to select the individual or Public as shown on below screen shot.



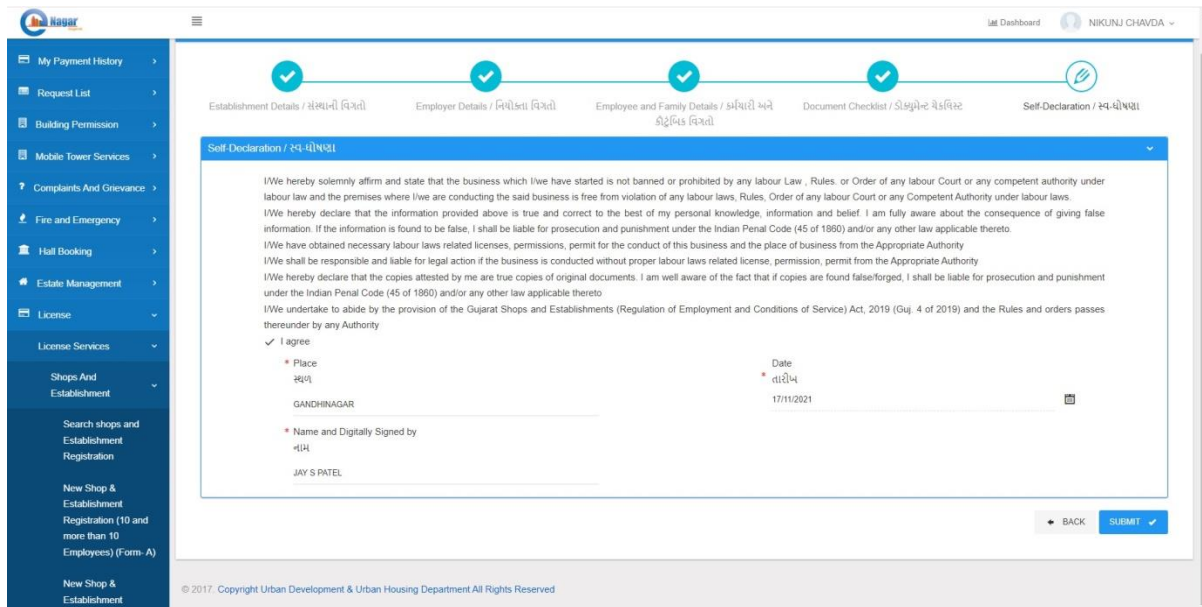
After selection of individual below screen will open in which applicant has to fill up all the mandatory filled (\*) which are shown in form without filling of mandatory filled system will not allow the applicant to submit the form.



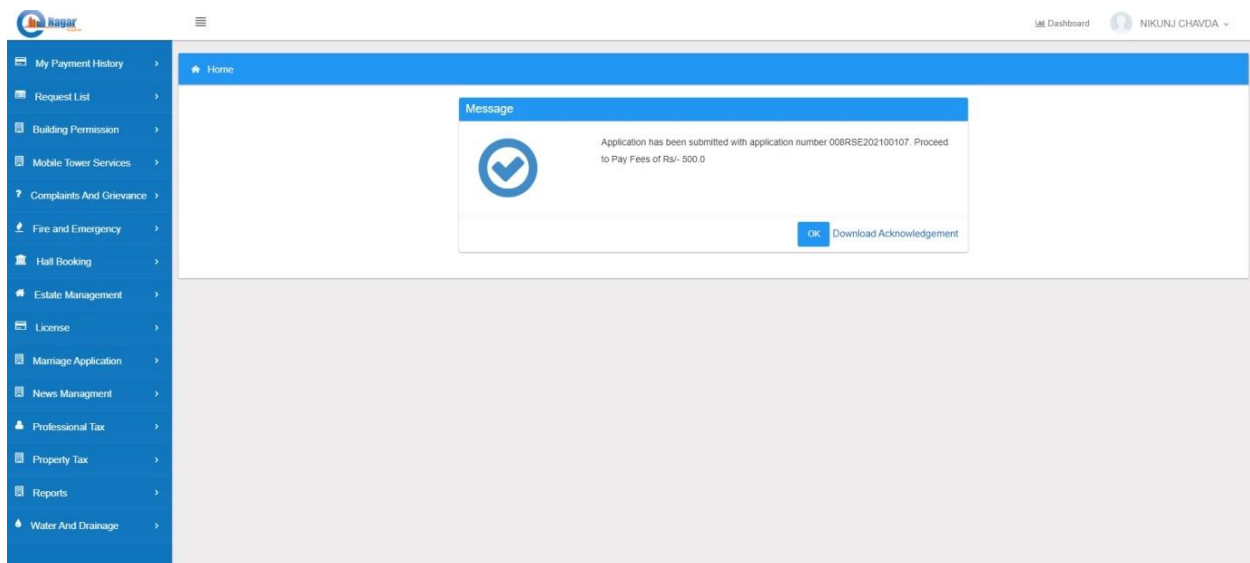
After filling all the mandatory filed applicant has to upload the mandatory documents in the below shown screen. With uploading the mandatory documents system will not allow to submit the application.



After uploading all the mandatory documents applicants has the put the place name as shown in the below screen and applicant has to press the submit button.



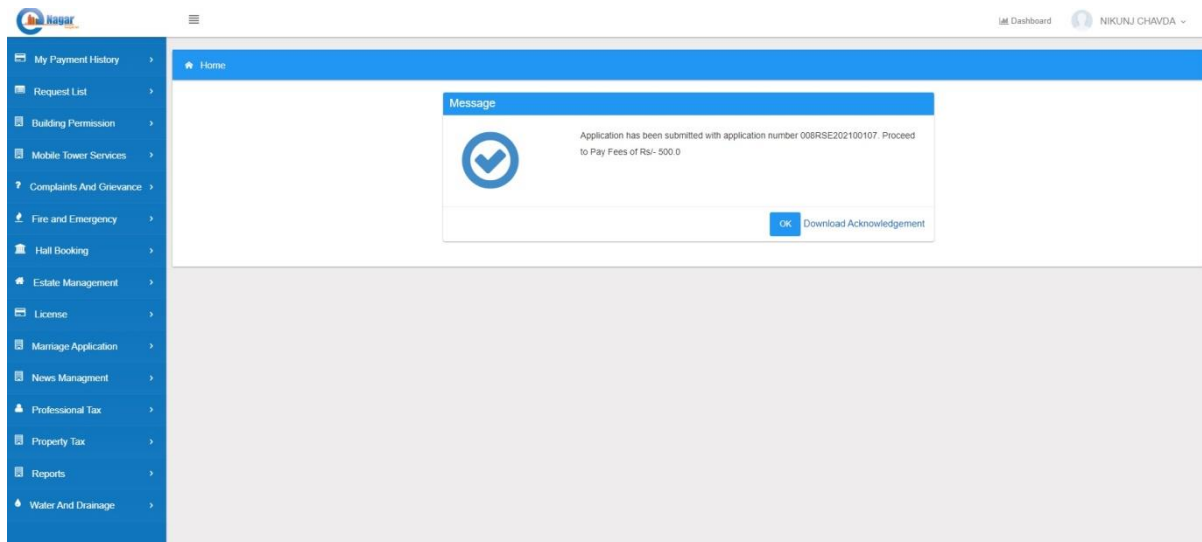
After submitting the application system will show the alert message with the enagar application number and fees amount which applicant needs to pay for new registration as shown in below screenshot and a link is given to download the Acknowledgment Receipt.



On Clicking the link “Download Acknowledgment” Acknowledgment Receipt will download below is the screen shot of Acknowledgment Receipt.

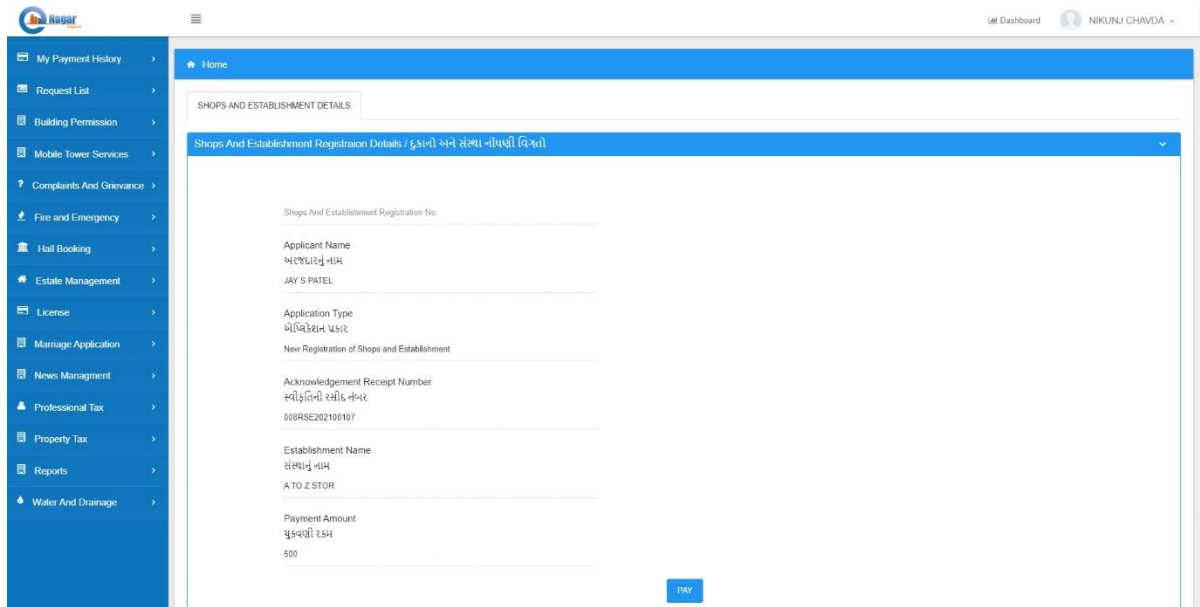
		<h2 style="margin: 0;">GANDHINAGAR MUNICIPAL CORPORATION</h2>			
<p>Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11, Gandhinagar-382011</p> <h3 style="margin: 0;">Acknowledgement Receipt</h3>					
<b>Application Number</b>	: 008RSE202100107	<b>Application Date</b>	: 17-11-2021 03:10 PM		
<b>Application Name</b>	: NEW REGISTRATION OF SHOPS AND ESTABLISHMENT	<b>Mobile Number</b>	: 9999999999		
<b>Applicant Name</b>	: JAY S PATEL	<b>Email</b>	:		
<b>Applicant Address</b>	: 001, PLOT NO 668/2, GANDHINAGAR, GANDHINAGAR, GUJARAT - 382006				
<b>Establishment Name</b>	: A TO Z STOR				
<b>Establishment Address</b>	: -, GANDHINAGAR, GANDHINAGAR, GANDHINAGAR , GUJARAT - 382006				
<b>Employer Name</b>	: JAY S PATEL				
<b>Commencement Date</b>	: 01-11-2021				
<b>Nature of Business</b>	: MOBILE SHOP / MOBILE SERVICE CENTER				
<p>Note: This is computer generated receipt and doesn't require any signature and stamp.</p>					

After downloading of the acknowledgment receipt applicant has to pay the fees for the new registration. Applicant has to press the “OK” button as shown in below screen shot.



Applicant will press OK button then system will redirect to pay the fees as shown in below screen shot.






Applicant has to press the button PAY and as soon as fees for the new registration is paid then. please find below screen shot of payment receipt application will move to their respective Authority/ULB/Nagarpalika for the approval.

Payment Head		Amount	
Registration Fee		500.0	
Total		500	

<b>Amount In Words</b>	: RUPEES FIVE HUNDRED ONLY.
<b>Received By</b>	: Vaghela Dharmendrasinh karansinh
<b>Received At</b>	: Shops and Establishment -Office
<b>Stamp &amp; Signature</b>	:


<b>Application Number</b>	: 008RSE202100108	<b>Establishment Name</b>	: JAY ENT
<b>Pay Mode</b>	: CASH		
<b>Applicant Address</b>	: 001, PLOT 668/2, GANDHINAGAR, GANDHINAGAR, GUJARAT - 382006		
<b>Payee Name</b>	: JAY D PATEL	<b>Email</b>	:
<b>Application Name</b>	: NEW REGISTRATION OF SHOPS AND ESTABLISHMENT	<b>Mobile Number</b>	: 9999999999
<b>Receipt Number</b>	: B008SNE2122000052	<b>Payment Date</b>	: 17-11-2021 03:41 PM



## GANDHINAGAR MUNICIPAL CORPORATION

Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11, Gandhinagar-382011

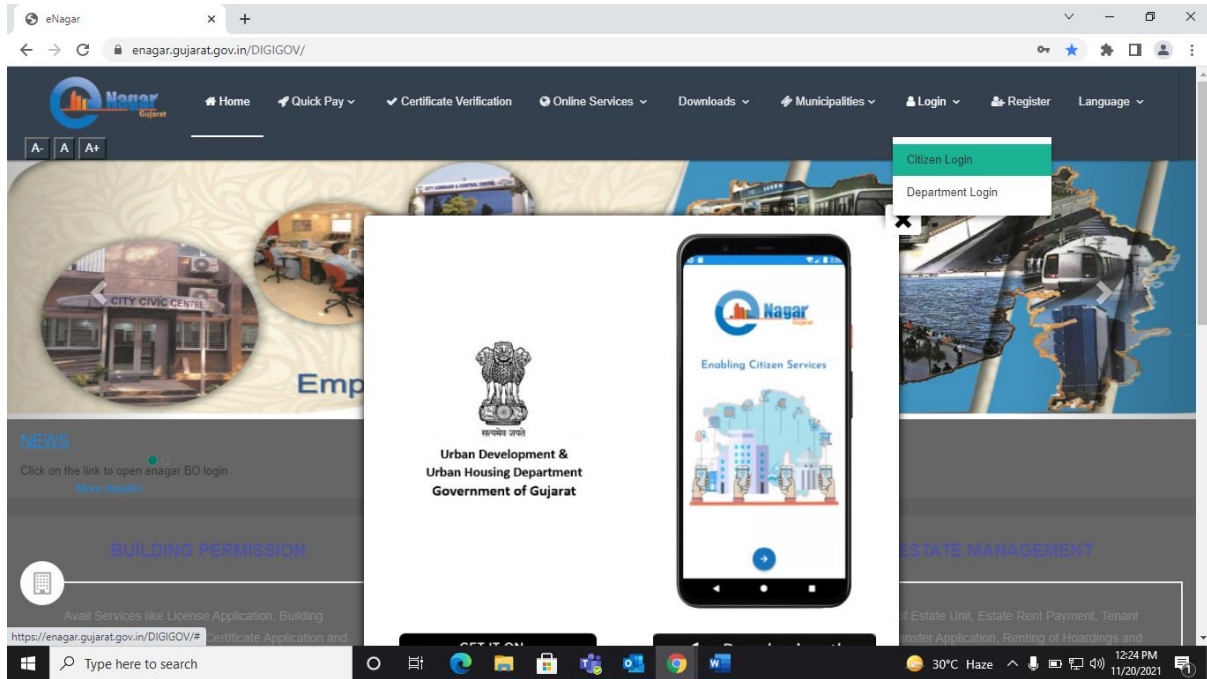
**Payment Receipt**



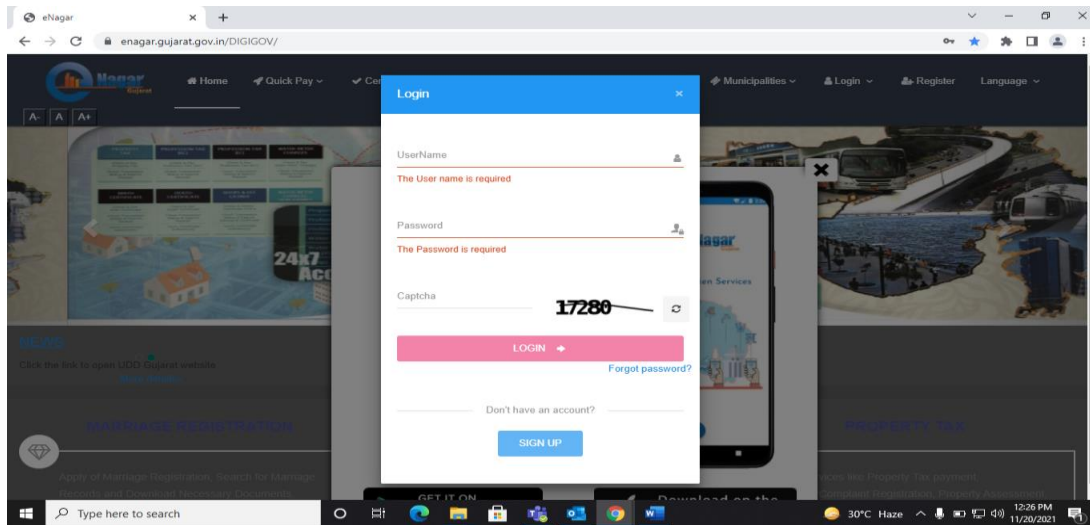
On the successful payment applicant will download the receipt from the payment history by putting the track id.

# Shop and Establishment user Manual for Portal user for New Shop and Establishment Intimation (Less Than 10 Employees) (FORM-D)

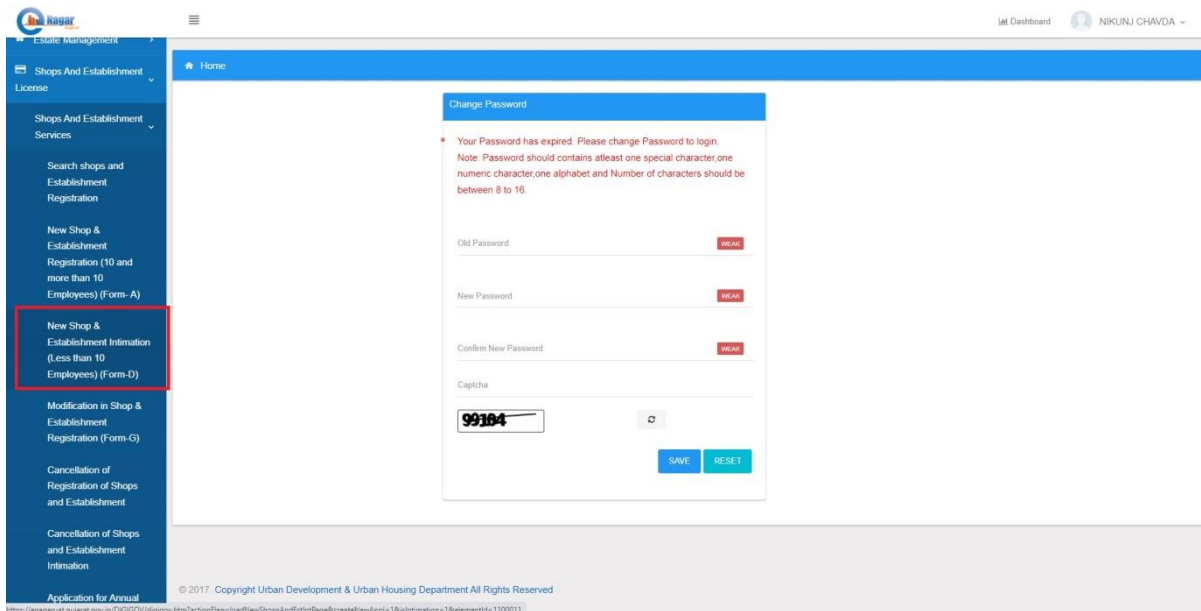
Applicant has to login to the portal with their user ID and password below is the screen for login.



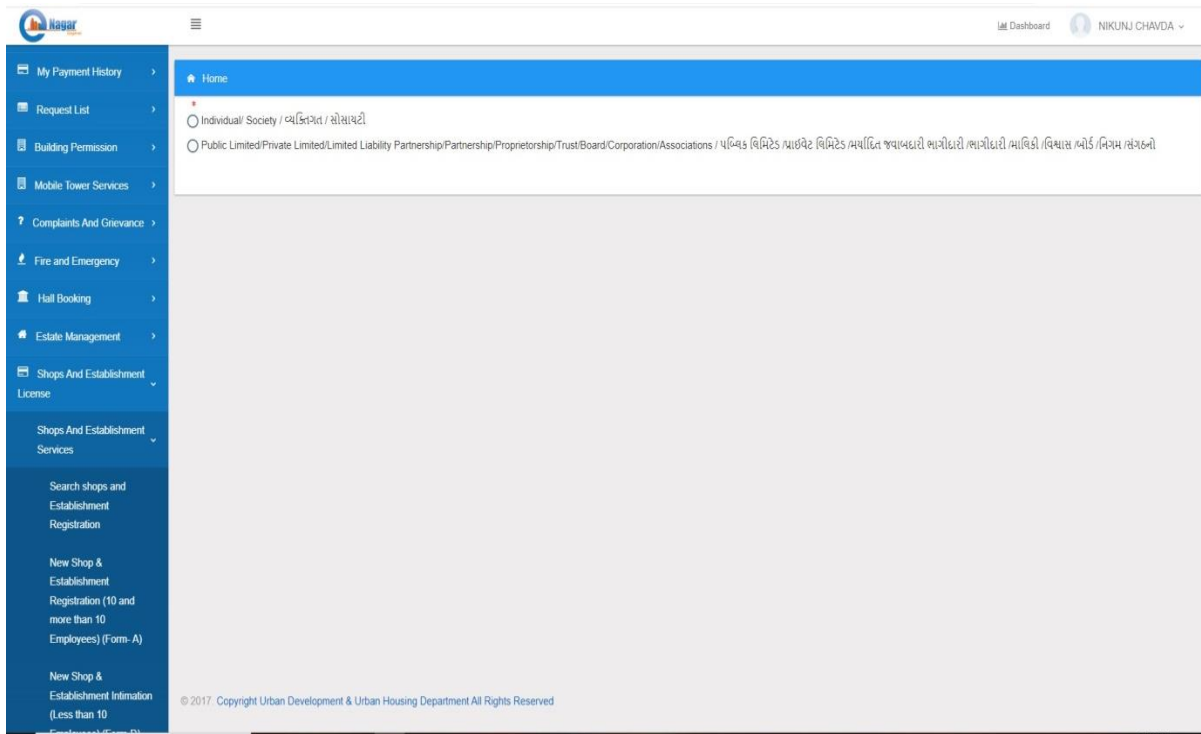
Applicant has to click on citizen login which is shown on above screen shot. After clicking on citizen login below page will open and citizen has to put his/her user id and password.



After login in portal below Home page will open in this home page citizen has to click on New Shop and Establishment Intimation menu as show in below screenshot.

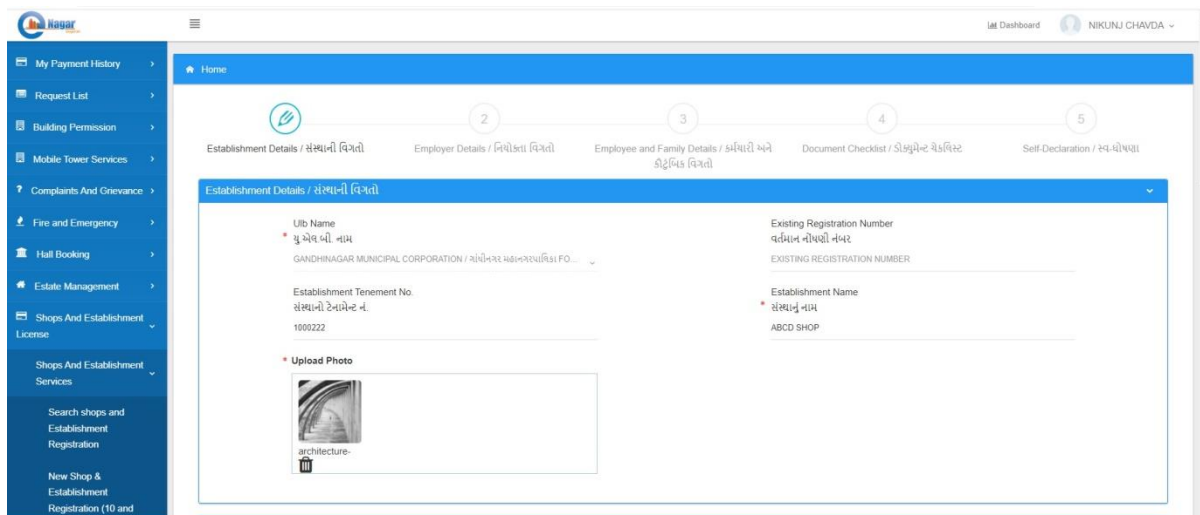


After clicking on the shop and Establishment menu if citizen has to registered for more than 10 employees than citizen has to click on New Shop and Establishment intimation menu and after clicking on new registration citizen has to select the individual or Public as shown on below screen shot.

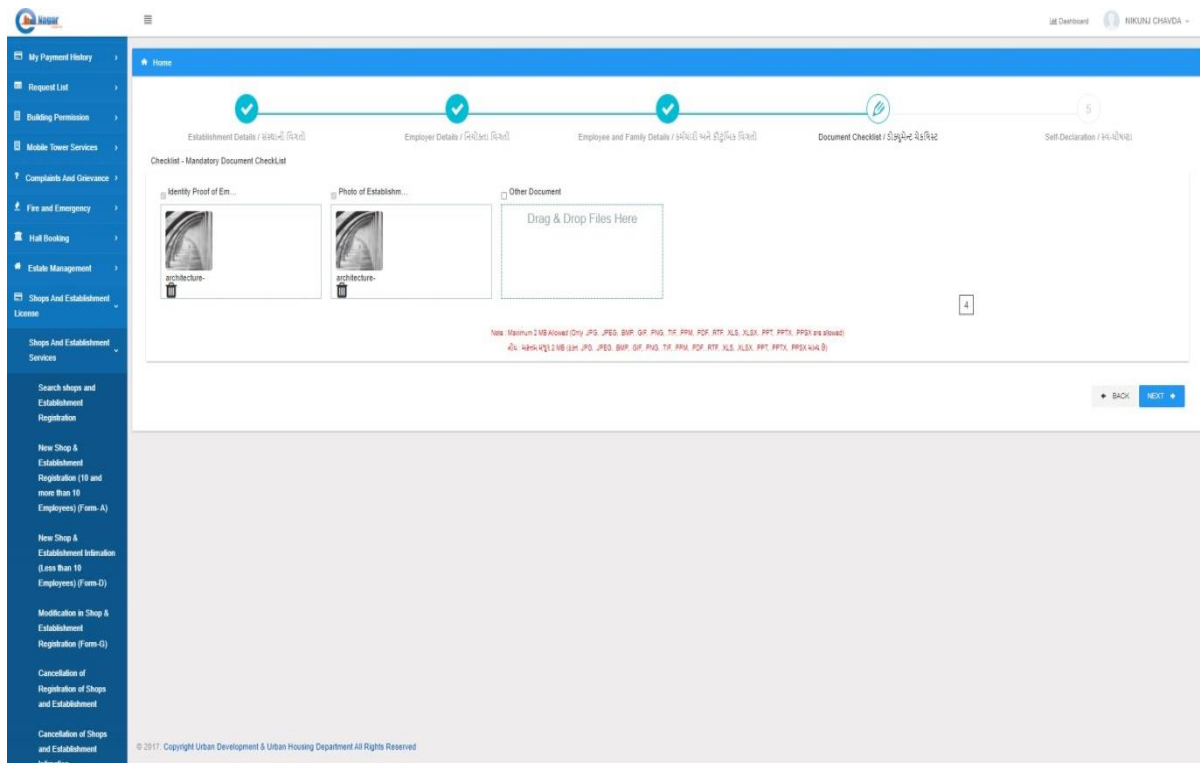


After selection of individual below screen will open in which applicant has to fill up all the mandatory filled (\*) which are shown in form without filling of mandatory filled system will not allow the applicant to submit the form.





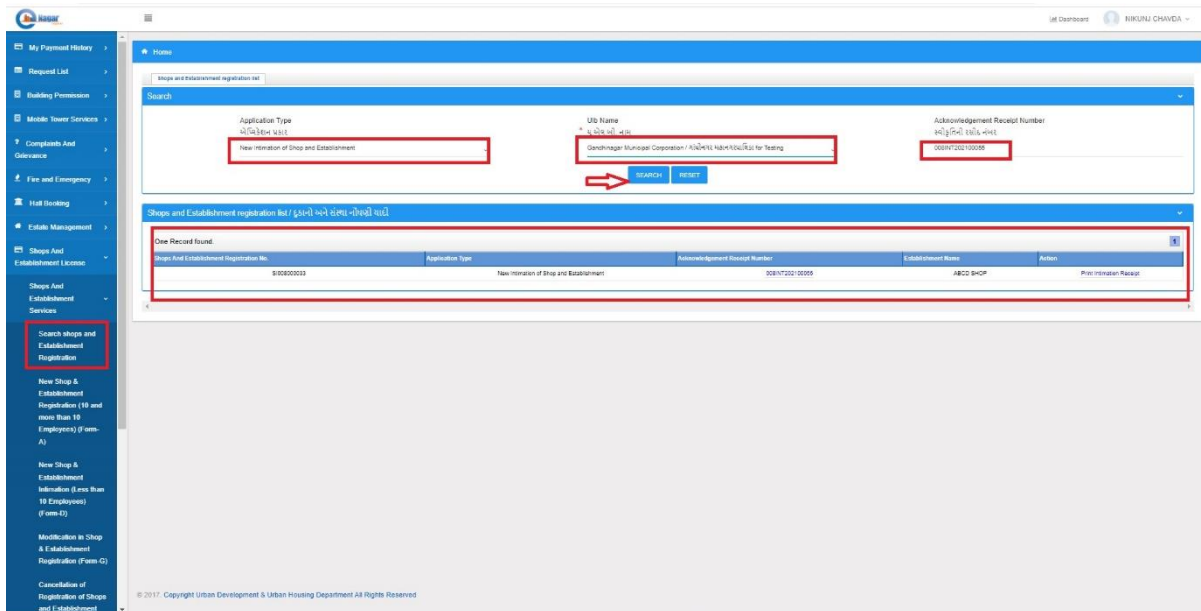
After filling all the mandatory filed applicant has to upload the mandatory documents in the below shown screen. With uploading the mandatory documents system will not allow to submit the application.



After uploading all the mandatory documents applicants has to put the place name as shown in the below screen and applicant has to press the submit button.

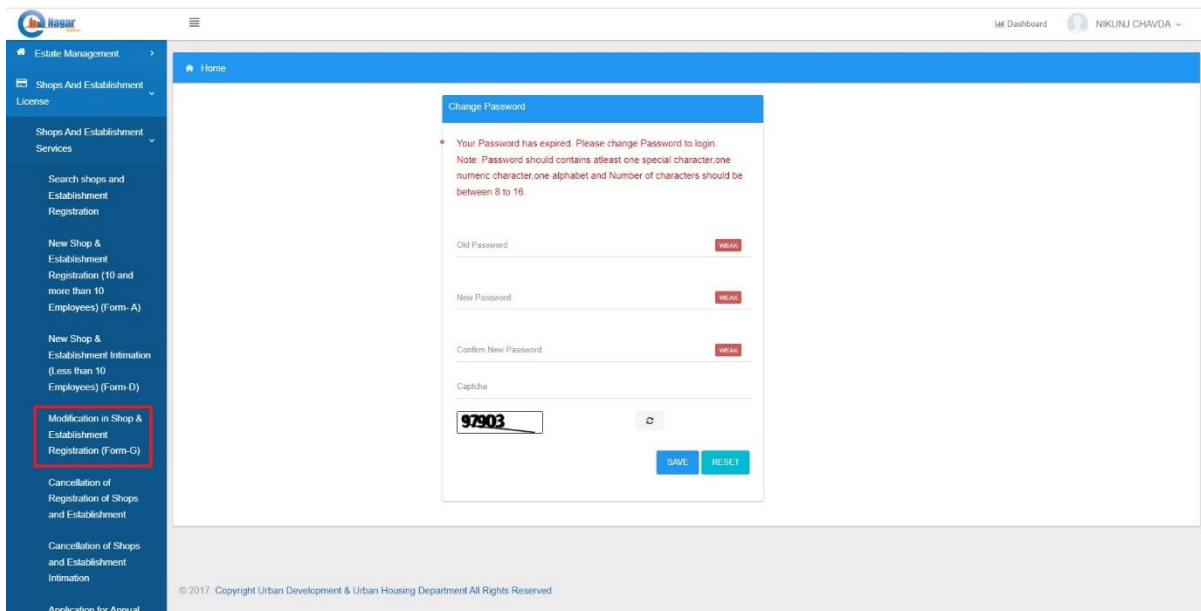


Applicant will download the intimation receipt from search screen also as shown in below screen shot.

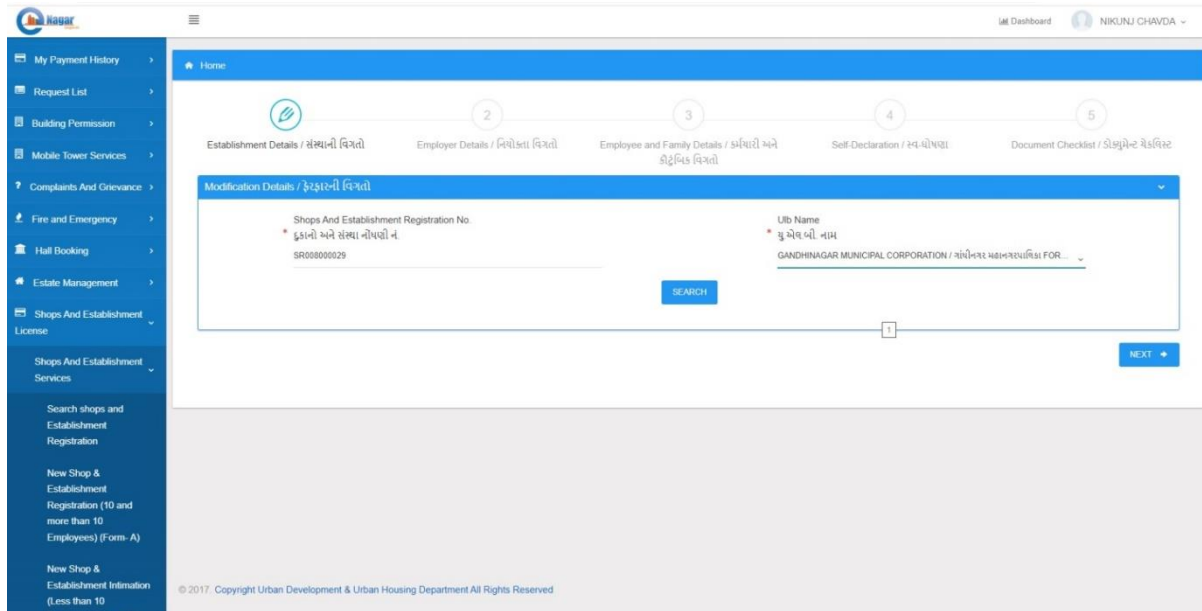


### User Manual for the Shop and Establishment for the Modification (Form-G) for Portal

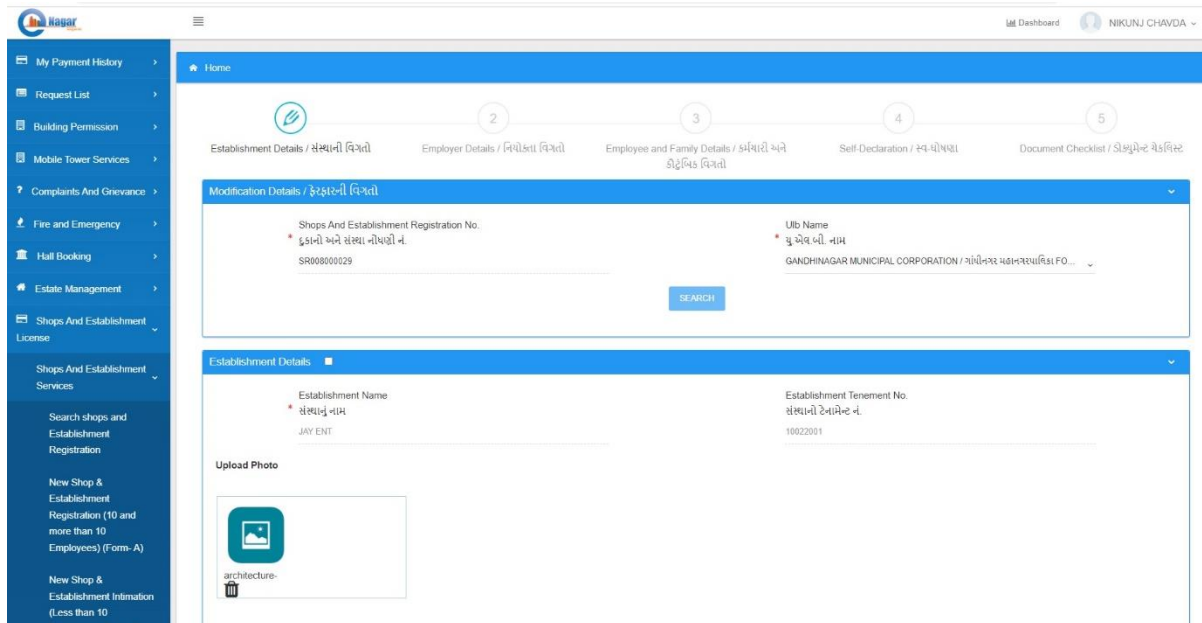
Applicant has to login in Portal from their user id and password and if he/she wants to modify the details in shop and establishment than he/she needs to follow the below steps. After login by its user id and password he/she needs to click in shop and Establishment and Shop and Establishment services and then click Modification in shop and Establishment Registration (From-G) as shown in below screen shot.



On clicking of Modification in shop and Establishment Registration (Form-G) below screenshot page will open in that user needs puts its Registration number and needs to select its ULB and needs to press search button.



After pressing the search button his old data is fetched in the system and reflect in the system and filled which needs to modify user can modified and submit the application.



User has to upload the document if there is any below is the screen shot to upload the document. Below is the screen shot.

Dashboard NIKUNJ CHAVDA

Home

Establishment Details / સંસ્થાની વિગતો ✓    Employer Details / ઇમ્પ્લોયરની વિગતો ✓    Employee and Family Details / કર્મચારી અને સંબંધિત વિગતો ✓    Self Declaration / સ્વ-ઘોષણા ✓    Document Checklist / સંસ્થાનાં દસ્તાવેજો

Checklist - Mandatory Document Checklist

Identity Proof of Em...     Photo of Establishm...     Sale Deed/Current ...     Lease AgreementL...     Sale Deed/Current ...     NOC of Premises O...

Drag & Drop Files Here

Old Registration Ce...     Certificate of Partne...     NOC from society: ...     Certificate of Regsl...     Other Document

Drag & Drop Files Here

Note : Maximum 2 MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .PDF, .RTF, .XLS, .XLSX, .PPT, .PPTX, .PPSX are allowed)  
 નોંધ : મહત્તમ સુધી 2 MB (ફાઇલો .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .PDF, .RTF, .XLS, .XLSX, .PPT, .PPTX, .PPSX હોવા જોઈએ)

BACK SUBMIT

On pressing of the submit button below screen will open to confirm the modification.

DigiGOV - Google Chrome

enagaruat.gujarat.gov.in/DIGIGOV/digigov.htm?viewName=view-dialog-oldAndNewValuesCompare

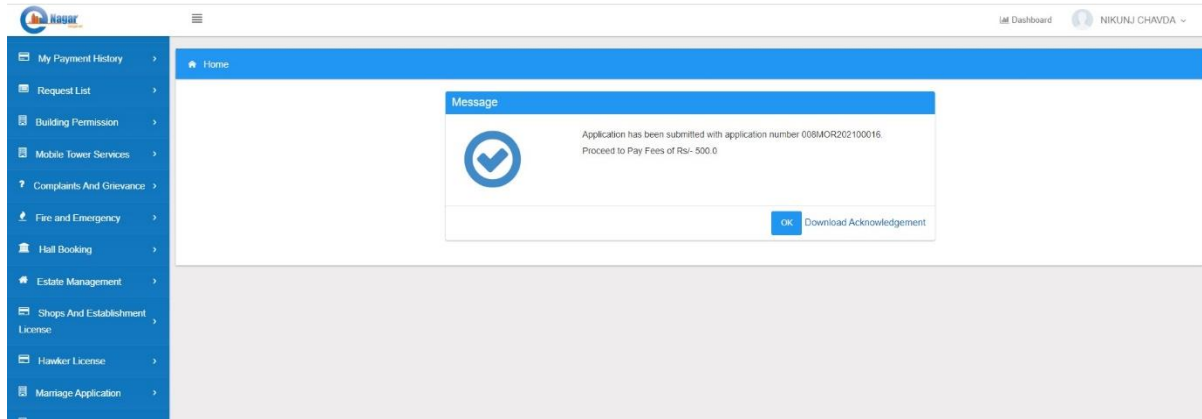
Field Name	Old Value	New Value
Establishment Details		
House Name	001	0002
Establishment Category and Nature of Business		
Nature Of Business	Mobile shop / Mobile service center	ACCOUNTING SERVICES

**Do you want to Proceed?**



CONFIRM CANCEL



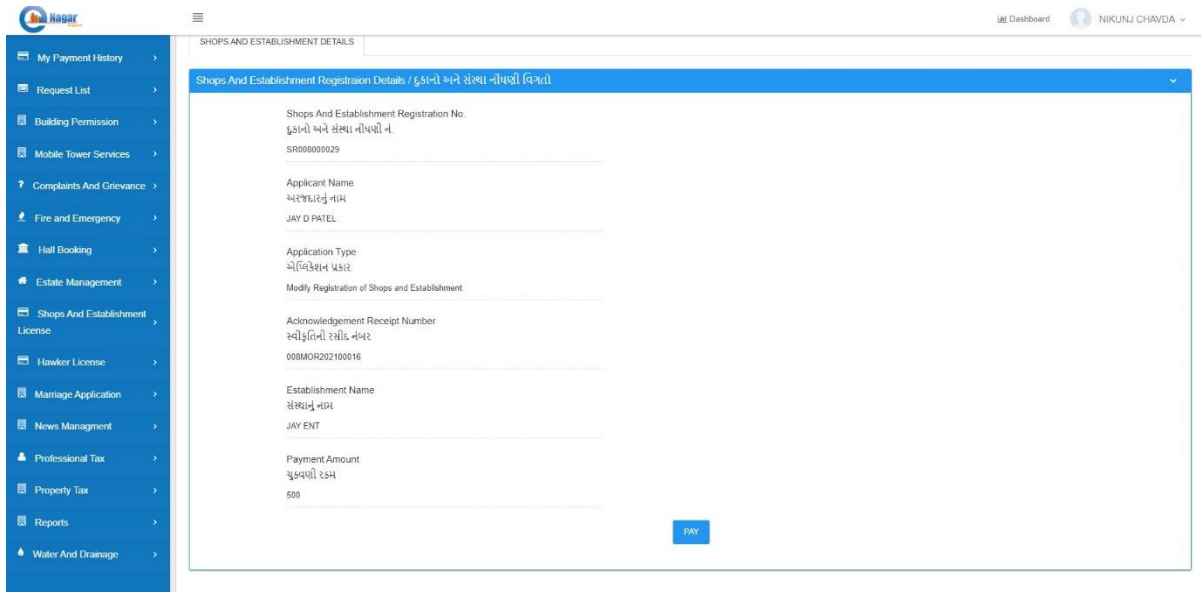
By confirming the modification user needs to pay the fees of modification he/she will get the alert message of Application has submitted along with the application number and the fees amount which user needs to pay as shown in below screen shot and having the link in the alert message to download the acknowledgment.



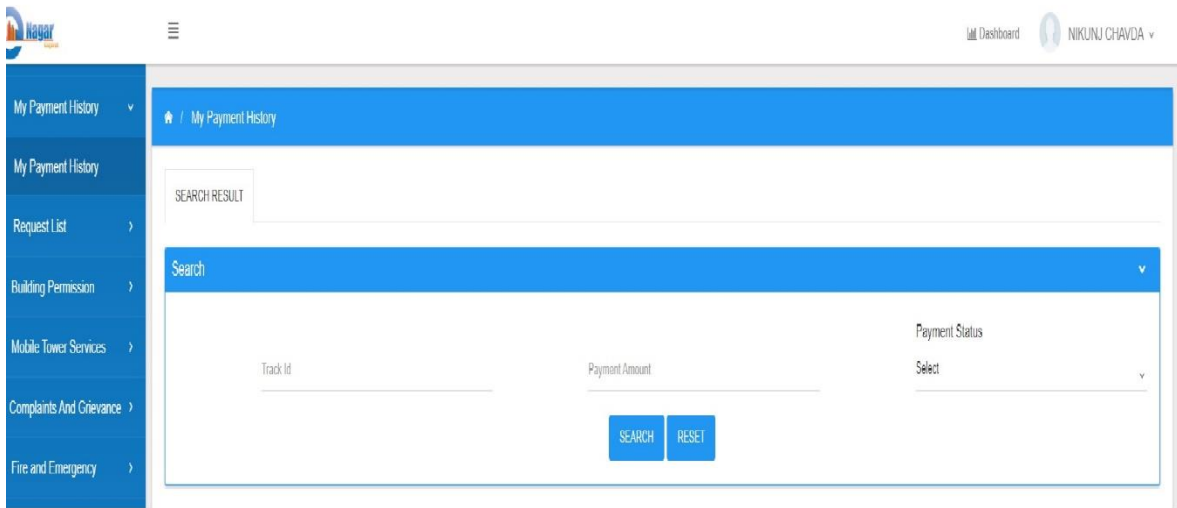
Below is the screen shot of the Acknowledgement Receipt.

 <b>GANDHINAGAR MUNICIPAL CORPORATION</b> 			
Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11, Gandhinagar-382011 <u>Acknowledgement Receipt</u>			
<b>Application Number</b>	: 008MOR202100016	<b>Application Date</b>	: 20-11-2021 03:14 PM
<b>Application Name</b>	: MODIFICATION OF SHOPS AND ESTABLISHMENT REGISTRATION	<b>Mobile Number</b>	: 9999999999
<b>Applicant Name</b>	: JAY D PATEL	<b>Email</b>	:
<b>Applicant Address</b>	: 001, PLOT 668/2 - 382006		
<b>Establishment Name</b>	: JAY ENT		
<b>Establishment Address</b>	: 0002, PLOT NO:-668/1, GANDHINAGAR, GANDHINAGAR , GUJARAT - 382006		
<b>Employer Name</b>	: JAY D PATEL		
<b>Commencement Date</b>	: 01-04-2021		
<b>Nature of Business</b>	: ACCOUNTING SERVICES		
Note: This is computer generated receipt and doesn't require any signature and stamp.			

After pressing the OK button user needs to pay the fees and below screen will open to pay the fees.



On the payment of the modification user can download the receipt from the payment history screen by putting the track id. Below is the screen of payment history.



Please find below the payment receipt screen shot.



## GANDHINAGAR MUNICIPAL CORPORATION



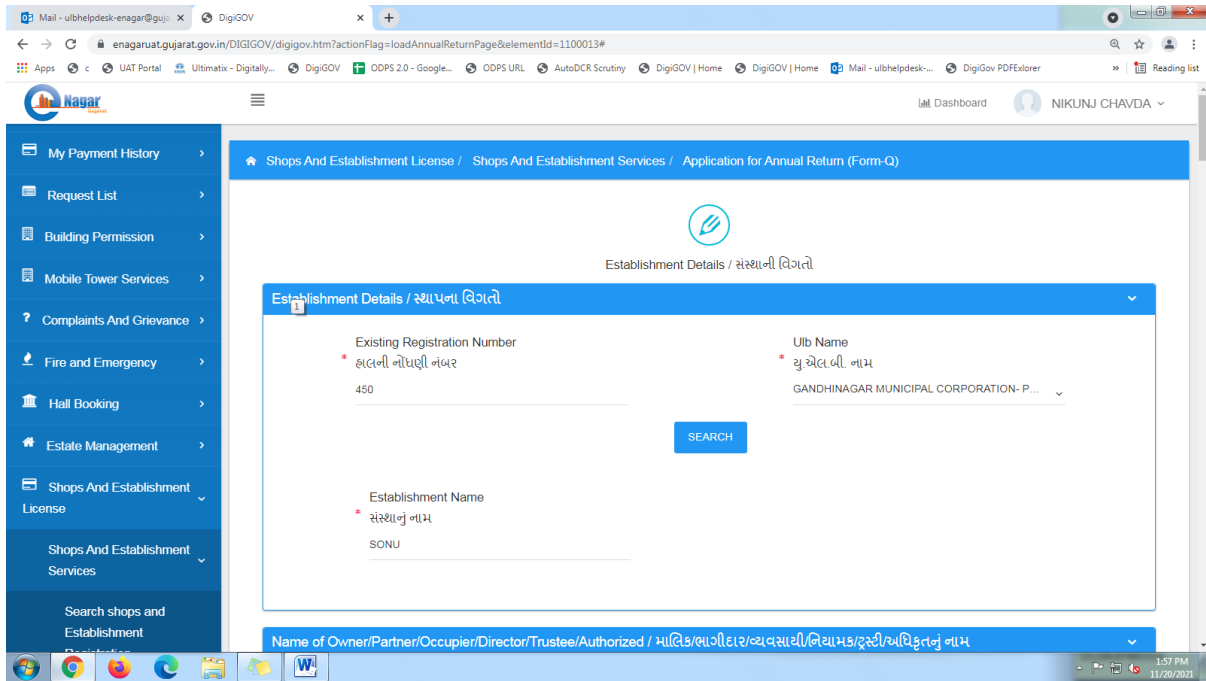
Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11,  
Gandhinagar-382011

### Payment Receipt

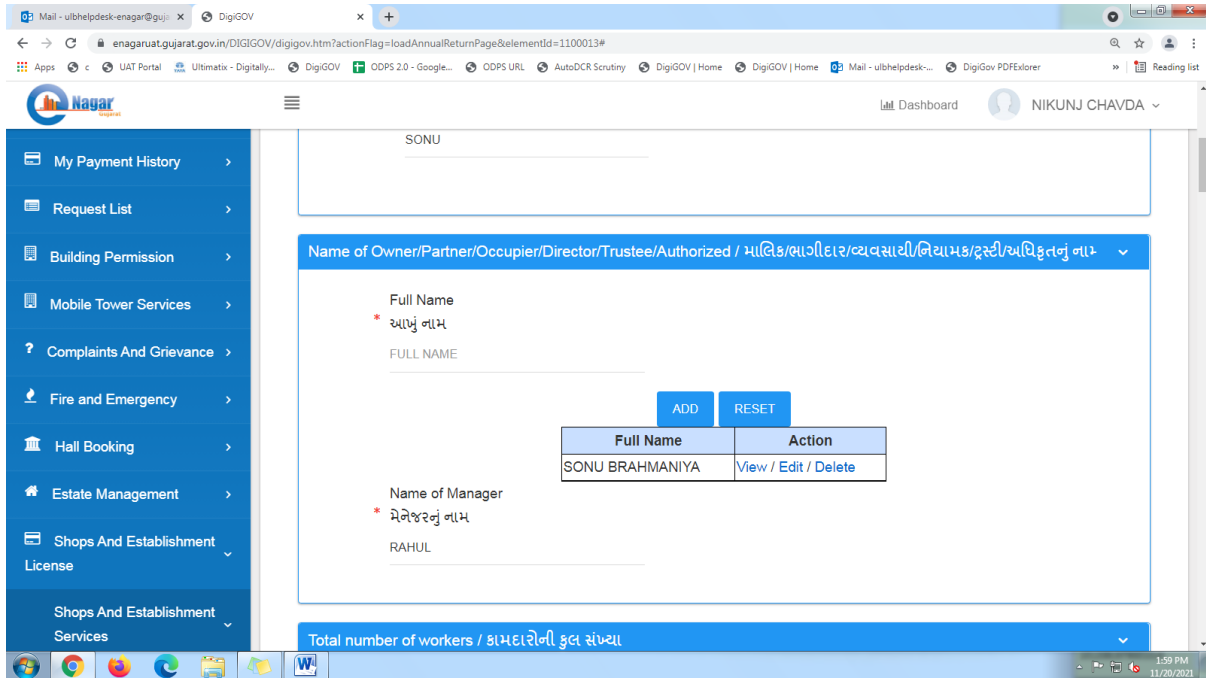
<b>Receipt Number</b> :	O008SNE2122000051	<b>Payment Date</b> :	20-11-2021 03:16 PM						
<b>Application Name</b> :	MODIFICATION IN SHOPS AND ESTABLISHMENT REGISTRATION	<b>Mobile Number</b> :	9999999999						
<b>Payee Name</b> :	JAY D PATEL	<b>Email</b> :							
<b>Applicant Address</b> :	001, PLOT 668/2 - 382006								
<b>Pay Mode</b> :	ONLINE	<b>Track Id/Merchant Order No.</b> :	303901						
<b>Application Number</b> :	008MOR202100016	<b>Establishment Name</b> :	JAY ENT						
<b>Establishment Address</b> :	0002, PLOT NO:-668/1, GANDHINAGAR, GANDHINAGAR , GUJARAT - 382006	<b>Shops and Establishment Registration Number</b> :	SR008000029						
<table border="1"><thead><tr><th>Payment Head</th><th>Amount</th></tr></thead><tbody><tr><td>Modification fee</td><td>500</td></tr><tr><td>Total</td><td>500</td></tr></tbody></table>				Payment Head	Amount	Modification fee	500	Total	500
Payment Head	Amount								
Modification fee	500								
Total	500								
<b>Amount In Words</b> :	RUPEES FIVE HUNDRED ONLY.								
Note: This is computer generated receipt and doesn't require any signature and stamp.									

## User Manual for the Portal for Application of Annual Return (Form-Q)

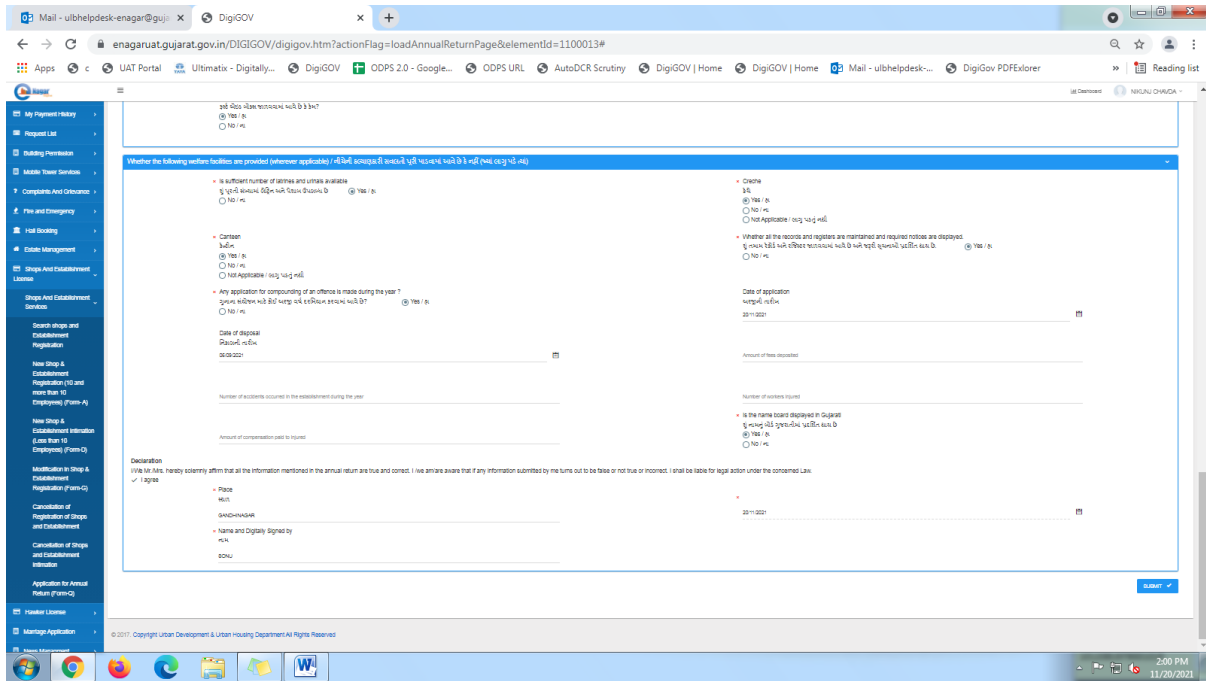
Portal user needs to login with its user id and password and click on shop and Establishment service and click on Application of Annual Return (Form-Q) below is the screen shot of the screen will open.



In this user needs to put the Existing Registration number select ULB and put the Establishment name and press the search button. All the detail of the existing registration number will be fetch and display in the fields and user needs to fill the other mandatory fields which are blank.



User needs to tick on the box declaration as shown in below screen shot and press the submit button.



On pressing the submit button application is submitted and getting the alert message with acknowledgement number to note for reference. Below is the screen shot.

