

**Instructions for obtaining Online Services under
Various Acts and Rules provided by the
Labour Department, Government of Karnataka, Karnataka State**

1.	The applicant need to select the Act for applying online services
2.	Please select the concerned Online Application Form and fill all the data as per the application form.
3.	Upon Submitting application the applicant can verify the details and also Temporarily Save the data and once all the information is keyed in the applicant can finally save and continue for payment
4.	The Applicant shall scan his/her latest documents with max. Size of 250kb for each document in .pdf format & 50kb of signature file in .jpg format and upload the same while submitting the Online applications. . The applicants shall not upload any other documents (except the specified documents) at the stage of submitting the online application
5.	The Applicant will get the application number after successfully entering all the data and uploading of documents, finally clicking on Save and continue for payment button
6.	The Applicant can Reset the data at any point of time if he wants to re-enter the data
7.	The applicant can print the application form after the successful completion of data entry
8.	The Applicants are requested to make the online payment of the required fees and security deposits wherever applicable through E-payment Net Banking mode only.
9.	CASH/DEMAND DRAFTS/CHEQUES will not be accepted for payment of fees and security deposits by the department
10.	The department is using the services of KHAJANE-II for all its online payment and hence applicants must do payment through online mode only
11.	The Applicants who are not having Net Banking facility are requested to obtain the same by contacting their banks before applying online for the various services of the labour department
12.	The labour department is not responsible for any delay or interruption in the Internet services while applying for online services by the Applicants
13.	Applicants are requested to keep all the necessary documents ready in the prescribed format and the scanned documents must be uploaded as per application format
14.	The Applicants can view the certificates on the Home page of the Website by entering the required certificate numbers
15.	The Applicants can download the Form-V from the Website
16.	The Applicants can check the payment status of the failure transaction and re-print the receipt of successful transaction

17.	The Applicant has to select the proper Division / District-Sub-division / Taluk /Hobli / Ward for which he/she is applying for the online service
18.	The Applicant has to provide proper Mobile Numbers and E-mail Id's while entering the information
19.	The Applicant has to create his own e-mail Id in case if he/she is not having the same
20.	The Applicant has to note down the Application number for future reference. In case of any problems, Applicants should contact the respective department with the Application Number only.
21.	The Applicant has to enter the correct and precise information as per the application format and upload authenticated documents of his/her establishment only
22.	The Applicant will pay the License fee and Security deposit fee separately, one after another with same procedure. The Applicant should note down the application number(Dept Reference Number). for both transactions.
23.	The Applicant can know the Payment status through Verify Payment link by using Application number (Dept Reference Number).
24.	In case of Security deposit payment failure, Applicant will enter the Application number(Dept Reference Number) in Security deposit payment(in case of failure) under Payment details link to continue for the security deposit payment.
25.	The Applicant can take the successful transaction receipts at Receipt Reprint link by using their Application number and Mobile Number. Please enter the correct mobile number.
26.	In case of Payment failure, wait some 10-15 minutes and then do double verification at verify payment link. Because khajane-II server takes some time to synchronize.
27.	Payment Gateway takes some time to process your request. So wait patiently until the request is processing. Don't click more times or refresh or back button.