# USER GUIDE

## FOR THE ANNUAL RETURN

## Under the Trade Union Act 1926



## LABOUR COMMISSIONERATE,

Govt. of West Bengal

# How to Apply ?

**Responsibility:** Trade Union Applicant.

**Step-1:-**
**Activity:** The applicant shall open 'www.wblc.gov.in' and will select e-services and Annual Return of Trade Union / Federation thereafter. A guideline will appear, agreeing which he/she will land up in the log in page. If the applicant is an already registered user, he/she will log in using the credentials. For a new user he/she fills up a Registration Form in the Portal of wblc.gov.in, which includes information of Trade Union / Federation, with Preferred User name & Password and creates a User Credential.

**Step-2:-**
**Activity:** Logs into the System with the Valid Credentials and Captcha.

**Step-3:-**
**Activity:** Lands up into the Dashboard.

**Step-4:-**
**Activity:** Click 'Annual Return' menu option from the left panel of Dashboard.

**Step-5:-**
**Activity:** Put the Registration number of Trade Union / Federation and check availability for return submission. User can submit Annual Return for a single Trade Union or Federation annually.

**Step-6:-**
**Activity:** Fill all the relevant & mandatory fields of each section of the Application like Application Details, Asset & Liability Statement, List of Securities, General Fund Account, etc and Upload the Scanned Signature.

**Step-7:-**

**Activity:** Views the Filled in Information before Final Submit in the Preview page. In case of corrections, rolls back to specific sections through corresponding Rectify link, makes corrections, and Saves the application.

**Step-8:-**

**Activity:** Final Submission of the application. No changes can be made after Final Submission, If you have submitted your return under any affiliated body then it will be submitted after approved by your affiliated body.

**Step-9:-**

**Activity:** User can only view the Application after Final Submission.

# ➢ Procedure for Uploading the Signature:

- While filling in the Online Application Form the applicant will be provided with a link to upload his signature.
- Click on the link "**Upload Signature**" option.
- By clicking "**choose file**", Browse & Select the location where the Scanned Signature file has been saved. Select the file by clicking on it.
- Click the '**Upload file**' button for uploading signature & view on server.
- After verification of signature, click "**Save signature image file**" to complete the upload process & click "Next" to proceed further stages.

# ➢ Guidelines for Scanning the Signature:

Before applying online, applicant will be required to have a scanned (digital) image of his/her signature as per the specifications given bellow:

- The applicant has to sign on white paper.
- The signature must be signed only by the applicant, not by any other person.
- Dimensions - Width 256 pixels' x Height 64 pixels i.e. Width 1.4" /35cm X Height 0.44"/1.06cm (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

➢ **Checklist:**

- Signature of Consent Officer
- Signature of Secretary
- Signature of Treasury

**Timeline:-**

| Sl. No. | Designated officer | Stipulated time limit |
|---------|--------------------|-----------------------|
| Not Available | | |