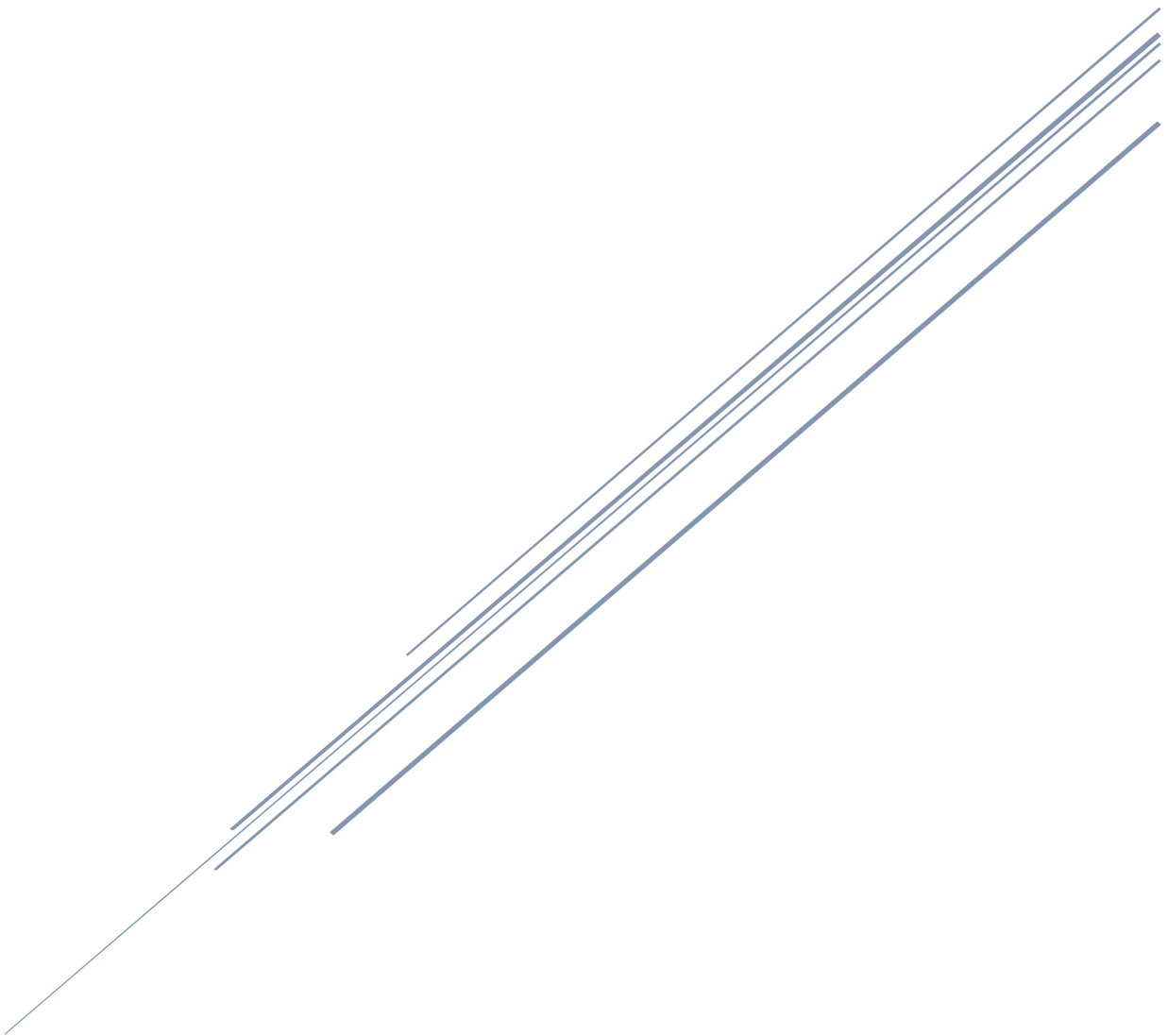


Procedure and Checklist for Renewal of Employment Registration



**Labour and Employment Department
Government of Himachal Pradesh**

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A. Application for Renewal of Employment Registration

a) Checklist

- No documents required.

b) Procedure/ Service Delivery Process

- Go to URL: <https://eemis.hp.nic.in/> (Homepage Employment Exchange MIS portal) click on “**Online Renewal**” for Employment renewal.
- User enters all the requisite information asked and clicks on “**Get Details**”.
- On successful submission of the application, the application is forwarded to the department for final certificate generation.
- The concerned Employment Exchange incharge logs in through his/ her credentials and checks all the applications for a particular time period and approves the certificate generation.
- On successful generation of final certificate from the department, user can download the final certificate from online portal.

C. Applicable Fees

- No fees is applicable for this service.

D. Timelines:

- Timeline of **7 days** for the service delivery is mandated under the HPPSG Act 2011
Direct link to access the notification:
<https://emerginghimachal.hp.gov.in//themes/backend/uploads/Updated%20OPSG%20notification.pdf>