



## Procedure to send SCN to the employer

### Step1:

- Go to the admin page by entering the user Name and password.
- Click on the ongoing inspection Tab, then identify the compliance report along with Inspecting officers remarks under the heading "status"
- Click the corresponding establishment View button under the heading "Action"

Registration No	Name	Status	Action
AIL1TVM01825	rayertreders	Issue Inspection Order	View

**Inspection**

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**Establishment Details**

License or Registration Number	AIL1TVM01825
Address of the Establishment	15/1a, Polur road, Tiruvannamalai, Tiruvannamala
Nature of Business	textile
Age	57
Previous Inspection date	1/1/70



**Notice**

Inspection Order [View](#)

[Issue Show Cause / Compounding](#)

Step 2:

CLICK on the check box “Name of the Establishment” and fill the Description and click ‘Issue’. Finally the SCN will be generated and sent to the user login.

**Show Cause Notice** ×

Issue for

Name of the Establishment

Employers / Partners

Description

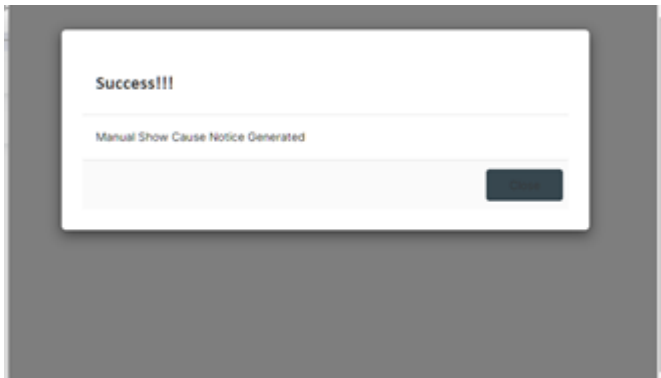
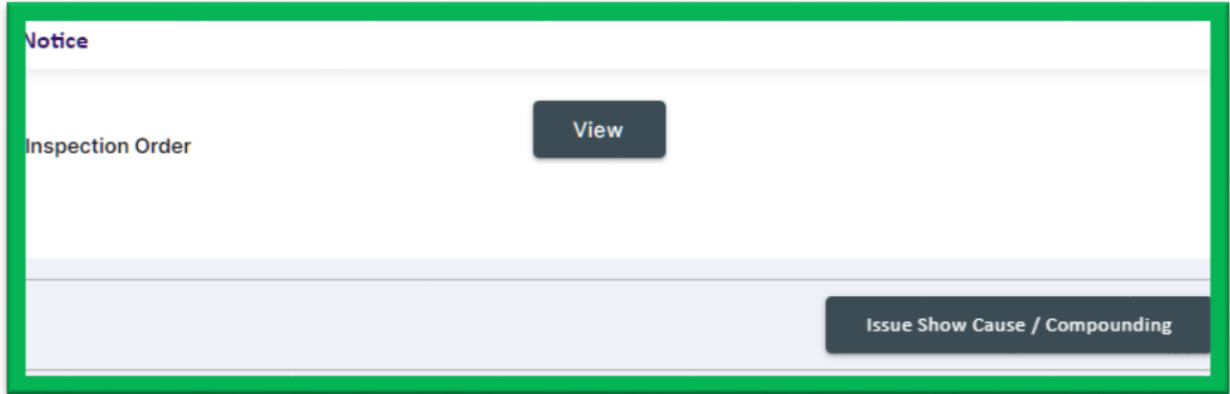
[Issue](#) [Close](#)

For more than one employer separate SCN needs to be attached.



Step3 :

Click Show Cause / Compounding tab.



Step 4:





இணையவழி தகவல்  
தொழிலாளர் துறை

ONLINE PORTAL  
LABOUR DEPARTMENT



- View the Show Cause Notice.
- If you want to make any corrections, download it and complete the corrections along signature of the officer and upload in the appropriate box. The corrected copy will be sent to the employer and the superior officer. Otherwise the computer generated Show Cause Notice will be sent without signature.