

Workshop  
on  
Aadhaar seeding  
and Implementation of e-services of  
Haryana Labour Welfare Board

Presentation by  
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# Gravity of the Subject Matter

The e- services of the department and boards were launched by Hon'ble CM on 19.01.2017.

The review meeting was held under the Chairmanship Addl. PSCM on dated 20.03.2017.

Consequent on briefing the Hon'ble CM Haryana, it has been ordered that seeding of Industrial workers data with AADHAAR must be completed before 31.05.2017.

Hence this workshop to engage all the Officers/Officials of the Labour Wing

# Introduction

The Haryana Labour Welfare Board, came into existence on 15-01-1970 vide Section 4 of the Punjab Labour Welfare Fund Act, 1965. As per the Act (ibid), the main purpose of the board is to provide for the constitution of a Fund for the financing of activities to promote welfare of labour in the State of Haryana and for conducting such activities and for certain other purposes.

- **Contribution:-** In January 2002, new section i.e. 9A was inserted in the Act (ibid) vide which provision was made to collect the contribution from the employer as well employee to augment funds of the Board. The rates of contribution prevailing from time to time are given below:-

Period	Employee Contribution (per month)	Employer Contribution (Per month)
January 2002 to March 2007	Re.1/-	Rs. 2/-
April 2007 to March 2012	Rs.5/-	Rs.10/-
April 2012 to till date	Rs. 10/-	Rs.20/-

- The mandate of the Labour Department along with its associated two Welfare Boards is to ensure the safety, health and welfare of the workers, which are statutory rights.
- To ensure the wide and effective reach of benevolent measures of the Haryana Welfare Boards to the industrial workers, it is necessary that their basic data like their working organisation details, ESI, EPF Nos. etc. is available with the Board.
- Therefore, e- services have been launched to capture this data.

# Haryana Labour Welfare Board

<http://hrylabour.gov.in/>

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Not secure | hrylabour.gov.in

Welcome to Labour Department Haryana

Sitemap | Skip to Main Content | Screen Reader Access | A- | A | A+



## LABOUR DEPARTMENT HARYANA

Login with Digital Seva Connect

- Home
- About ▾
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**Sh. Nayab Singh Sai**  
Hon'ble Minister of State

**EASE OF DOING BUSINESS**

**Make In India**

**Department Login**

**User Login**

New User refer to **E-Services**

User Type  
Select User Type ▾

Email

Password

Enter Image Text

[Forgot Password ?](#)

**Manufacturing Establishment**  
  
Factories Act, 1948

**Commercial & Service Establishment**  
  
Shops & Commercial Establishment Act 1958

**Building & Constructions Establishment**  
  
Building & Other Const. Workers Act 1996

**Government**  
Department / Organisation

**Online Registration**  
  
Haryana Labour Welfare Board  
Welfare Schemes

**Building & Ors Const.**  
Workers Welfare board

**Grievance & Complaints**

Exemption under section/s 30

News & Notifications

Verify your Certificate

- The training for Department side procedures has already been imparted to all the officers/officials of the department and welfare boards.
- Today we shall cover the working procedures from the employers/ owners/ occupiers of business units prospective for uploading the data of industrial workers and to ensure the effective use of e-services by all the stake holders

- Since the two e- services of the factory and shop & commercial establishment are live since 2010, therefore, a large number of them is already on Board in database.
- These e- services have been upgraded with various latest feature and integrated with new services.
- Therefore, only a small number of new users would add up as new user.


- The already on Board users have to only login and verify their credential like e-mail, mobile and AADHAAR etc or update the information in their profile BIP and can start using all the newly launched e-services
- The users who have just commenced their business establishment or who have still not come on board shall register as new users



- Since in most of the cases compliance of laws are not directly handled by employers/ owners/ occupiers themselves rather are looked on their behalf by their agents who may be managers or outside the business establishment.
- These agents are likely to shift their jobs and may not have transferred the credentials of unit to employers.
- Therefore, users are given an option to search their credentials in our real time database to prevent duplicity

# Employer Portal

## (only use for not Registered User)

- First “Factory/shop owner” user click on e-services select “Factory Act/Shop Act etc. and read all instruction.
- Click on Check Box button  and Submit
- Search Factory/Shop Name/ Email /Application Id and click on submit button



» Search already existing Factory

### Search already existing Factory

This is a normal search does not authenticate the registration under the law

Factory Name / Factory Email / Application Id:

**Submit**

## Search Results

S.No.	Factory ID	Name of Unit	Address	ADIS&H	BIP Date	Email-ID
1	1147	M/s Indian Oil Corporation Ltd.	Near Double Phatak, Hisar , Tehsil: Hisar, District: Hissar	ADISH-HSR	12-12-2009	Singha@indianoil.co.in
2	1349	M/s Indian Oil Corporation Ltd. (MD),Rewari	Bawal Road,Near Village Karanwas, Tehsil: Rewari, District: Rewari	ADISH-RWR	21-12-2009	tkumar@indianoil.co.in
3	2616	M/s Indian Oil Corporation Limited (Marketing Division	Panipat Marketting Complex, PO Baholi, Panipat, Tehsil: Panipat, District: Panipat	ADISH-PPT-II	31-03-2010	rameshs1@indianoil.in
4	2953	M/s INDIAN OIL CORPORATION LTD PIPE LINE TERMINAL	G T ROAD, AMBALA CANTT, Tehsil: Ambala, District: Ambala	ADISH-AMB	24-09-2010	sharmaamit@indianoil.in
5	3163	M/s Swagat retail outlet Indian Oil Co Ltd.	Nangal Sirohi mahendragarh, Tehsil: Mahendragarh, District: Mahindergarh	ADISH-RWR	26-11-2010	satyadeepunia@gmail.com
6	3621	M/s INDIAN OIL CORPORATION LTD. PANIPAT REFINERY & PETROCHEMICAL COMPLEX, PANIPAT	PANIPAT REFINERY & PETROCHEMICAL COMPLEX, PANIPAT, PIN-132 140, Tehsil: Panipat, District: Panipat	ADISH-PPT-II	13-01-2011	prataps@indianoil.in
7	3906	M/s Indian oil Corp Ltd. Hisar bulk Depot	Hisar Bulk Depot Near Double Phatak Hisar, Tehsil: Hisar, District: Hissar	ADISH-HSR	29-01-2011	dalbirsingh@iocl.co.in

- Based upon the search results, the user has to decide by applications of his mind whether any result matches with his business unit's credentials.
- If yes, he can get his user login ID and password and start the next process of one time verification of e-mail, mobile, AADHAAR etc. and update the workers data.

- The e-mail ID shown in the search result is his user login ID and password can be obtained by using forget password option or from the technical support mail of the department at [mail.hrylabour@gmail.com](mailto:mail.hrylabour@gmail.com)
- If No, the user proceeds to fill in as new data

- By Filling the new BIP you are hereby declaring that name of the factory does not already exist in the Database of the Department [Click here to fill Basic Information Form.](#)

hrylabour.gov.in/shops/front

Welcome to Labour Department Haryana

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- E-Services ▾
- Miscellaneous ▾

» Basic Information Details Proforma for Shops & Commercial Establishments

Home > Registration for Shops & Commercial Establishments

Fields marked \* are mandatory.

### General Information Regarding the Shop/Commercial Establishment

1. Enter Full Name of Shop/Establishment\* :  
  
 Shop  Establishment
2. Address\* :
3. State:  
**Haryana**
4. District\* :
5. Tehsil\* :
6. Village/Town\* :
7. Phone No.(With STD Code) :

- Once the data is submitted as new user, the automation is done to check duplicity of the credentials of the user based upon matching the name, address, district, mobile, e-mail etc. etc.
- In case of distinct credential the system allows him to register immediately otherwise put the data in buffer for human interface of the department.

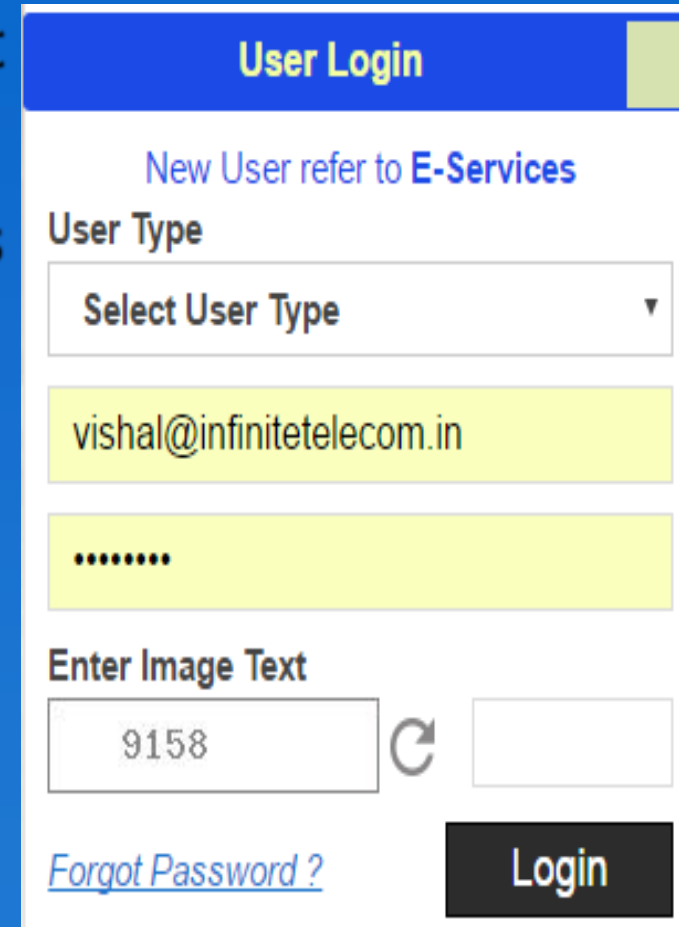
- In case of shop and Commercial Establishment, the concerned LI and in case of Factories/ BOCW, the concerned Assistant Directors have been provided in their respective departmental logins to either reject or accept such buffer applications by applying his mind and if necessary making telephonic conversation with the user.
- The already registered or newly registered may start working by using their user login ID and password



# Employer Portal

(only use for Registered User)

- **User Login-** Establishment owner shall be able to login.
- **User Type-** Select User Type as "Factory Owner/ Shop Owner"
- **Enter Login Detail-** Registered email id and Password
- **Enter Captcha Code**
- **Click Login**



The screenshot shows a web form titled "User Login". At the top, there is a blue header with the text "User Login". Below the header, there is a link that says "New User refer to E-Services". The form contains several fields: a "User Type" dropdown menu with the text "Select User Type" and a downward arrow; an email address field containing "vishal@infinitetelecom.in"; a password field with masked characters "\*\*\*\*\*"; a captcha section with the text "Enter Image Text", a box containing the number "9158", a refresh icon, and an empty box for the user to enter the captcha; a link for "[Forgot Password ?](#)"; and a black "Login" button.

In case of forget password, User can reset the password by clicking "Forget Password".

- The already registered users/ old user who visit the website and login first time after 14.12.2016, when these new e-services were put to public use, are mandatorily required to verify their e-mail, mobile.
- And AADHAAR if user update basic profile information in BIP.
- In some of the user's login mobile may be displayed as 0
- Which is because in earlier version of e-services mobile wouldn't have been filled or

- User may feel that I no longer use this mobile/e-mail or it belonged to my agent who has left now.
- The user can change both of these i.e. mobile and/or e-mail by updating his information in BIP along with AADHAAR.
- The e-mail/ mobile to be updated must be unique in our database and these updations would have to be verified once.
- The one mobile can be used in case a particular occupier has more than one business unit and give same AADHAAR.

# Employer Dashboard

- The "Factory / Shop & Commercial Establishment owner" Select "Welfare Board" from dashboard then click on "Add Contribution".

The screenshot shows the Employer Dashboard with a navigation bar containing: Basic Information, Shop Act, General Application, Contract Act, Interstate Migrant, Welfare Board, Motor Act, and Other Applications. The 'Welfare Board' menu is expanded, showing 'Add Contribution' and 'View Contribution'. A green button labeled '» Contributions' is visible on the left. The breadcrumb trail at the top right reads 'Dashboard > Add Contribution'.

- If Establishment is having 20 workers then owner can add the details of workers (aadhaar no., father name, gender, ESI no., EPF no., mobile no, gross income, date of joining, date of relieving etc.) and click submit button as shown below:-

Name*	Father/Husband Name*	Employee Aadhaar Number/Passport*	ESI No.	EPF No.	Gender*	Mobile No.*	Date of Birth*	Gross
<input type="text" value="kuldeep kumar"/>	<input type="radio"/> Father <input type="radio"/> husband <input type="text" value="krishan lal"/>	<input checked="" type="radio"/> Indian <input type="radio"/> Non-Indian <input type="text" value="954658780509"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text" value="9643093315"/>	<input type="text" value="30-08-1987"/>	<input type="text" value="37000"/>

Submit

If establishment is having more than 20 workers then factory/shop owner have to download the .csv format by clicking on “click here to download the csv file” and then fill the required information and then upload the .csv file.

Make sure the date format of your system and CSV file should be **dd-mm-yyyy**

**Click here to download the CSV file** 

Choose file No file chosen

Please upload a CSV file with a valid format

**Upload**

If date of relieving is before 31.12.2016 then aadhaar no. is not required. While entering of present employee please add 'A' before aadhaar no. & don't give space between numbers and establishment owner have to fill all the details in prescribed (CSV) format given below:-

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Relation(Father/Husband)	Relation- Person- Name	Nationality( If Indian add '0' and if non-indian please add '1')	Workers-Adhar- number(Please add 'A' before Aadhaar number) OR Passport (Please add 'P' before Passport number)	ESI-No.	EPF-No.	Gender( Male or Female)	Mobile	DOB(Format : dd-mm- yyyy)	Gross- Wage	Date-Of- Joining(Format: dd-mm-yyyy)	Date-Of- Relieving(Format : dd-mm-yyyy)	
2	workers name	For Fateher Type "Father" and Ladies can add details of "Husband"	Father/ Husband Name	If Indian type "0"	A 1234567891234567			Male/ Female	9876543211	dd-mm-yyyy	Salary	dd-mm-yyyy	dd-mm-yyyy	

- The most important in the process is filling of the data in this downloaded .csv file, the .csv file is same as excel file.
- The data must be filled only in this downloaded file as its header are predefined.
- The Date format in this file is to be kept mandatorily in dd-mm-yyyy mode.
- The details of workers like name spelling, DoB etc. must be the same as entered on AADHAAR card as real time verification is done with UID

- In case workers strength is high, it is strongly recommended that separate .csv file of maximum batch of 100 workers details be prepared by the employers and uploaded one by one through his login such that it does not overload UID website while doing real-time verification of AADHAAR at a time.



- The mandatory fields can not be left blank like AADHAAR, mobile etc.
- The system give a false report wherever any data does not found to be correct and seed the correct data.
- The employers can upload this data again after it's correction.
- Also the data of particular employee can be uploaded whenever he is relieved or new ones joins duty in the their business units.

➤ The “Factory / Shop & Commercial Establishment owner” Select “Welfare Board” from dashboard then click on “View Contribution” to view the employees contribution details and pay the contribution payment online through (Master card /Visa Credit or Debit card banking etc.)

**Basic Information** Shop Act General Application Contract Act Interstate Migrant **Welfare Board** Motor Act Other Applications

» Contributions

**List of the Contribution to be submitted to the Haryana Welfare Board**

For 2015 payment, you can claim your payment by uploading your demand draft details from the payment portal. For 2016 payment, you can download the employee list and take this list along with your draft details to the bank.

Sr.No.	Year	Number of Employee	Total Contribution for Year (In Rs.)	Total Interest (In Rs.)	Total Contribution (In Rs.)	Payment Status	Action
1	2015	2	240	68	308	Unpaid	<a href="#">View</a> <a href="#">Pay</a>
2	2016	2	720	11	731	Approved Schemes	<a href="#">View</a> <a href="#">Pay</a> <a href="#">PDF</a>
3	2017	2	240	---	240	Unpaid	<a href="#">View</a> <a href="#">Pay</a>

» Contribution Payment

Dashboard > Add Contribution Record > Contribution Record > Make Contribution Payment

**Available modes of Payment :**

Online Payment (via Credit card, Debit card) You can pay online using Mastercard / Visa Credit or Debit cards (Additional 2.206 % Facilitation Charges inclusive of 10.3% Service Tax)

Please Select mode of payment : Select Mode of Payment

Payment For Year	Total Employee	Total Contribution Amount (In Rs.)
2017	2	240

- Similarly the contractors supplying workers to the Principal Employers are required to upload the industrial workers data.
- The Principal Employer while obtaining RC (fresh or amendment) through our e-service map the IDs of his/her contractor (s).
- The contractors are of two categories whose establishment is
  - (i) Situated in Haryana, and
  - (ii) Situated outside Haryana.

- The establishments situated in Haryana are required to get their first registration under Shop & Commercial Act and are allotted by the system an ID called Shop ID or BIP (Basic Information Performa).
- The establishments situated outside Haryana are required to generate their LIN No. at Sharam Suvidha Portal of Ministry of Labour & Employment, GoI.
- These IDs are mapped by Principal Employer while obtaining the RC through e- Service.

- Also the Principal Employers, who had obtained RCs in offline mode in yester years and are not yet required to get it amended, shall only map such Shop IDs/LIN No. of their contractors.
- After this mapping is done, the contractors can upload the data of workers supplied by them to different Principal Employers from their respective logins through the .csv file discussed above.

- The .csv file to be uploaded by the contractor is different as he has also to indicate IDs of the Principal Employers to whom he has supplied the workers so that workers data is correctly reflected against the respective Principal Employers.
- The rest of the processes and issues are same as explained in above slides in respect of .csv files.

➤ Successful registration page will appear after clicking on "submit". SMS and email will be sent to registered mobile no

## Successfully Registered!

Thanks for your registration.

You can login into the web site with the following credentials, to proceed further.

User Name : neh50485

Login

## पंजीकरण सफलतापूर्वक हो गया है!

अपना पंजीकरण के लिए धन्यवाद।

आप आगे बढ़ने के लिए निम्न पहचान के साथ वेबसाइट में प्रवेश कर सकते हैं।

उपयोगकर्ता नाम : neh50485

लॉग इन करें

➤ Fill up **basic information details** Performa (address, account number with ifsc code, email id, password, profile image ) after fill up the details user name and password will be generated.

### » Basic Information Details proforma for Workers

Fields marked \* are mandatory. (क्षेत्र चिह्नित \* अनिवार्य हैं।)

#### General Application For Registration (पंजीकरण के लिए सामान्य आवेदन)

1. Name of Applicant (आवेदक का नाम) \* :

Neha

2. Father / Husband Name (पिता / पति का नाम) \* :

Father (पिता)  Husband (पति)

dad

3. Permanent Address (स्थायी पता) \* :



4. Current Address (वर्तमान पता) \* :

Select District ▼

Select Tehsil ▼

Select Village/Area ▼

5. Mobile No. (मोबाइल नंबर) \* :

9878985054

6. D.O.B. (जन्म तिथि) \* :

16-05-1987

or Age

29

7. Aadhaar No (आधार कार्ड संख्या) \* :

470203812419

8. Bank Details (बैंक विवरण) \* :

a). A/C No. (खाता संख्या) \* :

13. Gross Income (कुल आमदनी) \* :

50000

14. Email (ईमेल) :

15. Password (पासवर्ड चुनें) \* :

16. Confirm Password (पासवर्ड चुनें) \* :

17. Profile Image (खाते की फोटो) :

No file chosen

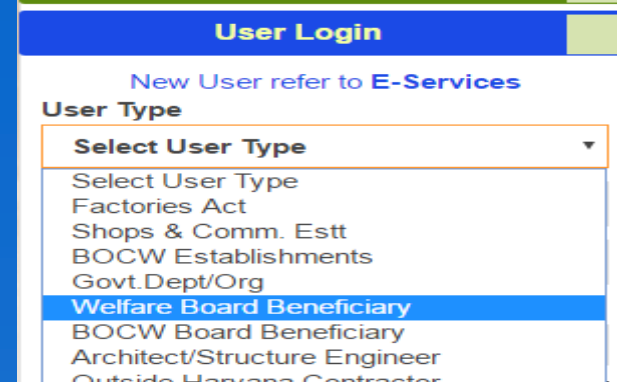
Only image type jpg,jpeg,png,gif are allowed !

**Submit**

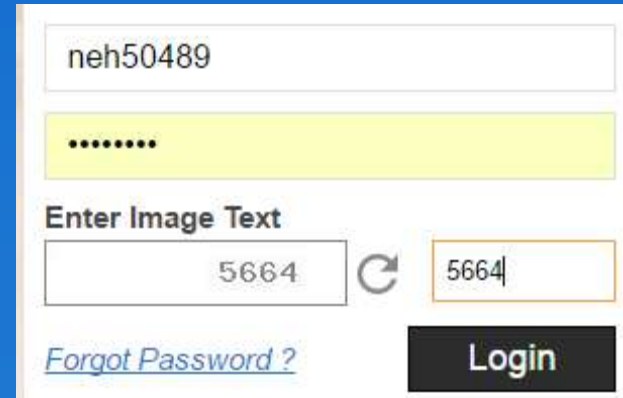
# Registration on Employee Portal

## (For use of Registered User)

- **User Login-** Establishment employee shall be able to login.
- **User Type-** Select User Type as "Welfare Board Beneficiary"
- **Enter Login Detail-** User Name and Password
- **Enter Captcha Code**
- **Click Login**



The screenshot shows the 'User Login' page. At the top, there is a blue header with the text 'User Login'. Below the header, there is a sub-header 'New User refer to E-Services'. Underneath, there is a section titled 'User Type' with a dropdown menu labeled 'Select User Type'. The dropdown menu is open, showing a list of user types: 'Select User Type', 'Factories Act', 'Shops & Comm. Estt', 'BOCW Establishments', 'Govt.Dept/Org', 'Welfare Board Beneficiary' (which is highlighted in blue), 'BOCW Board Beneficiary', 'Architect/Structure Engineer', and 'Outside Havana Contractor'.



The screenshot shows the login form. It has a text input field for the user name containing 'neh50489'. Below it is a password input field with a yellow background and a masked password '.....'. There is a section for the captcha code with the label 'Enter Image Text'. It shows a captcha image with the number '5664' and a refresh button. To the right of the captcha image is another input field containing '5664'. At the bottom left, there is a link for 'Forgot Password?'. At the bottom right, there is a black 'Login' button.

In case of forget password, User can reset the password by clicking "Forget Password".

# Online application for Welfare Schemes

Employee can take the benefits of Welfare Scheme run by Haryana Labour Welfare Board by clicking on schemes on the top of dashboard of worker and list of schemes will appear and then click on "View Details". Worker can apply for that scheme for which he/she is eligible.

The screenshot displays the user interface of the Haryana Labour Welfare Board's online application portal. At the top, there is a navigation bar with tabs for "My Account", "Employee History", "Family Detail", and "Schemes". Below this, a green button labeled "» New Schemes" is visible. To the right, there is a breadcrumb trail: "Home > Scheme List". Below the navigation, there are two tabs: "New Schemes" (active) and "Applied Schemes". The main content area shows a list of two welfare schemes, each with a description and a "Not Eligible" status button.

Scheme Name	Description	Status
1. श्रमिकों के बच्चों के लिए छात्रवृत्ति योजना	यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1976 में आरंभ की गई थी। इस योजना का उेश्य श्रमिकों के बच्चों को अपनी पढ़ाई जारी रखने हेतु वित्तीय सहायता प्रदान करना है। दिनांक 23-02-2015 से केवल परीक्षा पास क.....	Not Eligible
2. श्रमिकों की लड़कियों के लिए पहली कक्षा से आठवीं कक्षा तक स्कूल की वर्दी, किताबें व कापियां आदि खरीदने हेतु वित्तीय सहायता	यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-02-2009 को आरंभ की गई थी। इस योजना के अन्तर्गत हरियाणा राज्य की औद्योगिक व कमर्षियल इकाईयों में कार्यरत श्रमिकों की लड़कियों को पहली कक्षा से आठवीं कक्षा तक.....	Not Eligible

Employee has to upload required some documents for applied welfare scheme for example (Date of Birth Certificate, Education Certificate, Ration Card etc.)

Name of Applicant:	Neha
Father's / Husband Name:	JK Mehra
Aadhaar Number:	47005610449
Sports Certificate:	<input type="text"/>
Birth Certificate *	<input type="button" value="Choose File"/> No file chosen Please Upload a .png, .jpg, .gif, .doc, .docx file max 2MB size only
Education Certificate *	<input type="button" value="Choose File"/> No file chosen Please Upload a .png, .jpg, .gif, .doc, .docx file max 2MB size only
Ration Card *	<input type="button" value="Choose File"/> No file chosen Please Upload a .png, .jpg, .gif, .doc, .docx file max 2MB size only

- User can check the details of schemes for which he/she has already applied for by just clicking on "Applied Schemes"
- List of applied schemes will appear and worker can check the details for which he/she has already avail the benefits

# Notification

The worker will get notification of approval or rejection or for any objection raised by the departmental officers. To check the notification worker has to click on "Notification".

These e-services are also integrated with ASKs (Atal Seva Kender) to facilitate the workers reach to the Board via e-services.

# Progress so far and target ahead

- In the last three and half months data of 1,00,081 workers have only been uploaded against the tentative target of around 12-15 lakhs.
- Therefore all the Officers/Official of the Labour Wing along with employees of HLW Board shall have to take it as mission mode to accomplish the target by 31.05.2017 as ordered by Hon'ble CM.

**Thanks  
for your  
kind attention**

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