Labour Directorate,
Govt. of Odisha

Annexure: FRS Labour

Table of Contents

1. Introduction

This document describes the user-level functional requirements of the Labour & ESI Department application. The system will be a robust application with state-of-art features. The system would encompass services rendered by Labour Directorate and Directorate of Factories and Boilers. Some services within State Action Plan would also be orchestarated through this system.

The application will have a portal interface and will be supported with features like search (single sign on, forms, checklists, approvals, currency of registration/ licence governed under different acts by the Labour department. It is also envisaged that the Portal would provide Management Dashboard with Analytical reports to abet the officials in reviewing the various services rendered by the Department; assiting in taking informed decision and analysing the performance of different offices operating in the state of Odisha and thereby assisting Directorate of Factories & Boilers under Department of Labour & ESI to meet its objecives which as stated as below:

- Enforcement of various Acts governed by Labour Directorate
- Ensuring Industrial Safety & Accidental Prevention
- To Ensure Harmonious Industrial Relations,
- Ensuring conducive Labour atmosphere in the state
- To extend welfare facilities to organized and unorganized sectors
- To protect the interest of organized and unorganized labour in Odisha
- To cause social security of workers / employees through implementation of Relevant Acts
- To create an enabling environment for safety and welfare of Migrant Workmen
- To prohibit engagement of Children (below 14 years) in all occupation / processes and adolescents (between 15 to 18 years) in hazardous occupations
- To eliminate child labour through a convergence model and facilitate through a convergence model
- Ensuring payment of compensation by implementation of various social service schemes
- Time Bound and Transparent delivery of Services under the Statue in a User Friendly Manner

The portal would serve as a façade to provide services to both internal and external stakeholders of the ecosystem in timely, cost effective and transparent manner and thereby abet in improving the ranking of **"Ease of Doing Business"** for the state.

This portal can be accessed by multiple individuals accessing and sharing information, documents, reports etc. and to the extent possible eliminate the need of the businesses to visit government office for service request.

The Portal would be accessible through browser as well mobile devices. It would have features such as analytics features, Information Rights management, workflow management, enterprise service bus, notification and alerts etc.

Annexure: FRS Labour

1.1. Overall Functional Architecture

The overall Functional Architecture of the System is shown in the schematic below:
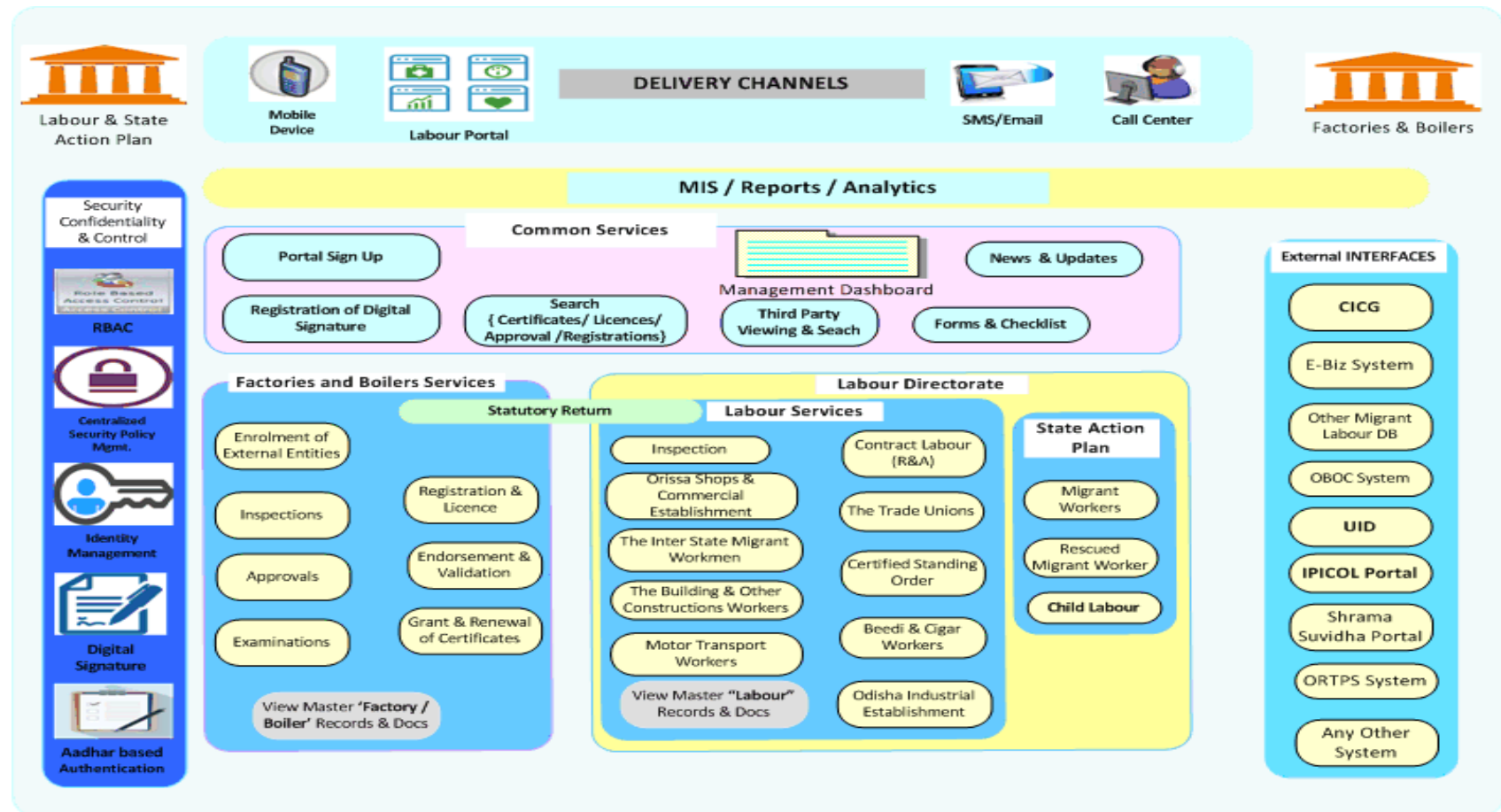
Fig 1: High Level Overall Functional Architecture

Annexure: FRS Labour

1.2. Functional Architecture : Labour and State Action Plan

The functional architecture of Labour & State Action Plan is shown below:

Labour Directorate Services

Orissa Shops & Commercial Establishment
1. New Registration
2. Amendment or Cancellation or Closure of RC

Contract Labour (R&A)
1. New Registration
2. Amendment of RC
3. New Licence or Renewal of Licence to Contractor
4. Amendment of Licence
5. Appeal

The Inter State Migrant Workmen
1. New Certificate of Registration (CoR)
2. Amendment of CoR
3. New Licence or Renewal of Licence to Contractor/Agent
4. Amendment of Licence
5. Appeal

Inspection
1. Uploading of Inspection Report & Online Approval of Draft Prosecution Report

Motor Transport Workers
1. New or Renewal of Certificate of Registration (CoR)
2. Amendment or Cancellation or transfer of CoR

The Beedi and Cigar Workers (CE)
1. New or Renewal of Certificate of Registration (CoR)
2. Cancellation of CoR
3. Appeal

The Building & Other Constructions Workers
1. New Certificate of Registration (CoR)
2. Amendment of CoR
3. Appeal

The Trade Unions Act
1. Certificate of Registration (CoR)
2. Amendment of CoR

Certified Standing Order
1. Certified Standing Order
2. Modification of Standing Order

Odisha Industrial Establishment
1. Approval of Holidays

View Master 'Labour' Records & Docs
1. Search, View, Download and Print Records and Documents

State Action Plan
1. Voluntary Registration of Migrant Workers
2. MIS Data on Rescued Migrant Workers
3. Rescue of Child Labour and Follow Up Action

Fig 2: High Level Labour and State Action Plan Functional Architecture

1.3. Indicative Functional Modules

Act Name		Service
Labour Directorate Services governed under various Acts		
1.	Orissa Shops & Commercial Establishments Act, 1956	1. New Registration of RC
		2. Amendment/Transfer / Cancellation/ Closure of RC
2.	Contract Labour (R&A) Act, 1970 And Its Rules, 1975	1. New RC
		2. Amendment of RC
		3. New License / Renewal of License to Contractor
		4. Amendment of License
		5. Appeal
3.	The Inter State Migrant Workmen (RE&CS) Act, 1979	1. New Certificate of Registration
		2. Amendment of Certification of Registration
		3. New License / Renewal of License to Contractor/ Agent for Recruitment/ Employment
		4. Amendments of License to Agent / Contractor
		5. Appeal for Registration Certificate / License
4.	The Motor Transport Workers Act, 1961 And Its Rules, 1966	1. New Certificate of Registration or Renewal of Certificate of Registration
		2. Amendment or Transfer or Cancellation of Certificate of Registration
5.	The Beedi and Cigar Workers (CE) Act, 1966 And Its Rules, 1969	1. New License / Renewal of License
		2. Cancellation of License
		3. Appeal

Act Name		Service
**Labour Directorate Services governed under various Acts**	
6. `	The Building And Other Construction Workers (Re&Cs), 1996	1. Certificate of Registration
		2. Amendment of Certification of Registration
		3. Appeal
7.	The Trade Unions Act, 1962 And Regulation, 1941	1. Granting Certificate of Registration
		2. Amendment of Certification of Registration
8.	Certified Standing Order (Industrial Employment (Standing Orders))Act, 1946	1. Certified Standing Order
		2. Modification of Certified Standing Order
9.	Odisha Industrial Establishments (National & Festival) Holidays Act, 1969	1. Approval of Holidays
State Action Plan		**Service**
10.	State Action Plan	1. Voluntary Registration of Migrant Workers
		2. MIS Data of Rescued Migrant Worker
		3. Rescue of Child Labour and Follow Up Action
Inspection		**Service**
11.	Inspection	1. Uploading of Inspection Report by the Inspector and Online Approval of Draft Prosecution Report 2. Submission of monthly Report by DLOs, DLCs

12.	Self-Certification/ Voluntary Compliance Scheme	a) Self-Certification of Orissa Shops & Commercial Establishments Act, 1956 And Orissa Rules 1958
		b) Self-Certification for establishment registered under Start-Up Odisha Policy 2016.
		  i. Self-Certification Checklist for the Building And Other Construction Workers' (RE&CS), 1996 And Orissa Rules 2002
		  ii. Self-Certification Checklist for the Inter State Migrant Workmen (RE&CS) Act, 1979 and Orissa

Act Name	Service
Labour Directorate Services governed under various Acts	
	Rules 1980 iii. Self-Certification Checklist for the Contract Labour (R&A) Act, 1970 And Orissa Rules, 1975 iv. Self-Certification Checklist for the Payment Gratuity Act, 1972 and Rules 1974 c) Enrolment under the voluntary compliance scheme for Industries & Commercial Establishments. d) Self-Certification of Factories and Boilers

The system will follow the approach of identifying the creator, editor and approver of the data respectively. The workflow of data entry shall have role based access control for the data entry operators, and other stakeholderss.

All the above-mentioned modules transfer data and interact with each other. The integration requirements and the detailed functional requirements are mentioned in subsequent sections of this document. The functional requirement section has been written in system perspective, i.e it will depict the behaviours of the system upon various conditions and workflow processes.

For exchanging data with external agencies for purposes like registration, CIF Inspection, etc., the system will have interfaces to municipal corporation, e-Biz, UID, CICG and any other relevant agency.

The system is designed in a manner that it can be accessed through any device such as desktop/laptop and compatible mobile devices and can be accessed both over the SWAN/ VPN and the public Internet.

The system will have necessary security features like role based access control, identity management and a centralized security policy.

2. Common Service

2.1. Portal Sign Up

2.1.1. Applicant and / or Business Details

Applicant and / or Business Details	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Sign Up as a User in the Portal	
S No	**Functional Requirements**

1.	- Ability to capture the personal details including but not limited to:
	  i. First Name, Middle Name & Last Name
	  ii. Fathers / Mother's / Spouse Name
	  iii. Gender
	  iv. Date of Birth (DD/ MM/ YYYY)
	  v. Address : Shop Number / House / Building Number ; Street Name; Mohalla / Colony/ Suburb; Block / District Name, State and Country ; Pin/ Post Code
	  vi. Email id(s)
	  vii. Mobile Number(s)

	For Foreign Nationals (Additional Information to be captured)
2.	- Ability to capture the Passport number along with it's place of issuance, 'dates of Issuance and expiry'
3.	- Ability to capture the Unique Identifier, name of the Unique Number relevant to that Country
4.	- Ability to register the Digital Signature of the Applicant
	Business Details

5.	- Ability to capture **Business Details** including but not limited to:
	  a. Name of the firm / business
	  b. ROC Number, if any
	  c. Business Organization type – Sole Proprietor, Partnership, Pvt Ltd Co, Ltd. Co, Co / HUF etc.
	  d. PAN Number
	  e. TIN Number

Applicant and / or Business Details
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

	Sign Up as a User in the Portal
	f. GST Number
6.	- Ability to capture the username and check it's availability
7.	- Ability to capture if the Applicant has transacted business with the Directorate
8.	- Ability to highlight and prompt the Applicant to fill mandatory fields in the portal

2.1.2. Applicant (Having License / Registration)

Applicants License or Registration Details	
Licence or Registration details, if Applicant has transacted business with Directorate	
S No	**Functional Requirements**
9.	- Ability to capture the Licence or Registration details issued under the Governing Act(s) along with its validity
10.	- Ability to attach and Upload the Registration / Licence
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
12.	- Ability to submit the Licence or Registration

2.1.3. Applicant Authentication

Applicant Authentication	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Authentication of User (Both National and Foreign National)	
S No	**Functional Requirements**
	For Applicants Residing in India (either of PAN or Aadhar based Authentication or both)
13.	- Ability to perform Online PAN Validation by Third Party Service Provider such as NSDL
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
15.	- Ability to send instructions to Third Party System (CDAC or NSDL etc.) to send OTP through SMS or email
16.	- Ability to capture the OTP received by the user and validate with the Third Party System
	Case : Validation Successful
17.	- Ability to send email to the registered email id of the applicant
18.	- Ability to Register the Digital Signature of the User (Optional)
19.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
20.	- Ability to allow the user to create new password
21.	- Ability to upload passport size digital photograph
	For Foreign Nationals (On Successful Registration of Digital Signature)
22.	- Ability to send email to the registered email id of the applicant
23.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
24.	- Ability to allow the user to create new password
25.	- Ability to upload passport size digital photograph

Applicant Authentication
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Authentication of User (Both National and Foreign National)

	Case: Validation Unsuccessful
26.	- Ability to disallow signing up in the Portal

2.1.4. MIS Report

Portal Sign Up	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Users Signed Up the Portal group by Country, State, District, Sub Division, Pin / Post Code etc.
Rp.2	- List of User from foreign nationalities signed up the Portal group by Country, Age, Gender etc.
Rp.3	- List of User who have transacted business with the Department group by Directorate, Governing Act
Rp.4	- List of Users who have not transacted business with the Department group by Directorate
Rp.5	- List of Total Aadhaar and / or PAN Based Authentication performed
Rp.6	- Demographic profile of Users grouped by Age, Gender, Country , State, District etc.

3. Orissa Shops & Commercial Establishments Act, 1956

3.1. New Registration

3.1.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
Selection of Registration New and Fill Up e-Form, Documents	
New Registration	
1.	- Ability to select relevant e-form (Form 1) for New of Registration for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)
4.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
5.	- Ability to capture the number of years for which Registration is requested
6.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
7.	Ability to allow applicant to upload supported documents required information
8.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
9.	- Ability to save the application at any stage of form / data filling and fill it later
10.	- Ability to provide Self Declaration about the correctness and completeness of the Application
11.	- Ability to add new document, provide clarification at any stage of Application processing
12.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
Online Payment	
13.	- Ability to auto- calculate the payable fees for the service request
14.	- Ability to display the available payment methods to the Applicant

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
15.	- Ability to allow online payment through the selected payment method
16.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

3.1.2. Application Review

Application Processing – Application Review	

Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
17.	- Ability to display Notification about Application for New Registration to the Directorate User
18.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
19.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
20.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
21.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

3.1.3. Application Outcome – New Registration

Application Processing – Application Outcome – New Registration	

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
22.	- Ability to display Notification about Application for New Registration to the Directorate User
23.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
24.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
25.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
26.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New Registration Certification
27.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
28.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New Registration Certification
	Case B: Application Not Approved
29.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

3.1.4.   MIS Reports

<table>
<tr><td colspan="2" align="center">**MIS Reports**</td></tr>
<tr><td colspan="2">**Illustrative List of MIS reports (Not Exhaustive)**</td></tr>
<tr><td align="center">**S No**</td><td align="center">**MIS Report**</td></tr>
<tr><td align="center">Rp.1</td><td>- District wise information of the Monthly Progress Report under O.S. & C.E. ACT.1956</td></tr>
<tr><td align="center">Rp.2</td><td>- List of Applications submitted for New   Registration group by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td align="center">Rp.3</td><td>- List of Application where Documents needs to be resubmitted</td></tr>
<tr><td align="center">Rp.4</td><td>- List of Application at various stages of Application Processing by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td align="center">Rp.5</td><td>- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
</table>

3.2. Amendment or Cancellation or Closure of RC

3.2.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment RC or Cancellation of Existing and Fill Up e-Form, Documents
1.	- Ability to select relevant e-form for Amendment or cancellation or Closure of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
	Case I: Amendment
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
	Case II: Cancellation
7.	- Ability to capture the reasons for Cancellation
8.	- Ability to allow applicant to upload supported documents required information
9.	- Ability to prompt User to fill mandatory data and upload mandatory documents
	Case III: Closure
10.	- Ability to select relevant e-form (Form 16) for Closure for the Governing Act
11.	- Ability to capture the reasons for Closure
12.	- Ability to allow applicant to upload supported documents required information
13.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
14.	- Ability to save the application at any stage of form / data filling and fill it later

	Application Submission and Payment
	Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>
15.	- Ability to provide Self Declaration about the correctness and completeness of the Application
16.	- Ability to add new document, provide clarification at any stage of Application processing
17.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment
18.	- Ability to auto- calculate the payable fees for the service request
19.	- Ability to display the available payment methods to the Applicant
20.	- Ability to allow online payment through the selected payment method
21.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

3.2.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
22.	- Ability to display Notification about Application for Amendment or Cancellation or Closure of Registration to the Directorate User
23.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
24.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
25.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
26.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

3.2.3. Application Outcome

Application Processing – Application Outcome

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
27.	- Ability to display Notification about Application for Amendment or Cancellation or Closure of Registration to the Directorate User
28.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
29.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
30.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
31.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed Registration Certification
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
33.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC or Letter of Cancellation
	Case B: Application Not Approved
34.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
35.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

3.2.4. MIS Reports

<table>
<tr><th colspan="2">MIS Reports</th></tr>
<tr><td colspan="2">Illustrative List of MIS reports (Not Exhaustive)</td></tr>
<tr><th>S No</th><th>MIS Report</th></tr>
<tr><td>Rp.1</td><td>- List of Applications submitted for Amendment or Cancellation or Closure of Registration group by Amendment or Cancellation or Closure, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.2</td><td>- List of Application where Documents needs to be resubmitted</td></tr>
<tr><td>Rp.3</td><td>- List of Application at various stages of Application Processing by Amendment or Cancellation application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.4</td><td>- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
</table>

4. Contract Labour (R&A) Act, 1970 And Its Rules, 1975

4.1. New RC

4.1.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration New and Fill Up e-Form, Documents
	Retrieving Past RC Records
1.	- Ability to find previous RC of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of RC
	New RC
3.	- Ability to select relevant e-form (Form 1) for New RC for the Governing Act
4.	- Ability to auto populate the details of the Applicant in the relevant e-form
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to capture the number of years for which Registration is requested
8.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
9.	Ability to allow applicant to upload supported documents required information
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials |

	Online Payment
15.	- Ability to auto- calculate the payable fees for the service request
16.	- Ability to display the available payment methods to the Applicant
17.	- Ability to allow online payment through the selected payment method
18.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

4.1.2.   Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
19.	- Ability to display Notification about Application for New Registration to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
23.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

4.1.3. Application Outcome – New RC

	Application Processing – Application Outcome – New RC
| Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
| Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
| System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	

S No	Functional Requirements
24.	- Ability to display Notification about Application for New Registration to the Directorate User
25.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
26.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
27.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New Registration Certification
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New Registration Certification
	Case B: Application Not Approved
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

4.1.4.   MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Return on Contract Labour (R&A) Act, 1970 for Registration of Establishment
Rp.2	- List of Applications submitted for New of Registration group by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

4.2. Amendment of RC

4.2.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment RC of Existing and Fill Up e-Form, Documents
1.	- Ability to select relevant e-form for Amendment of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application
10.	- Ability to add new document, provide clarification at any stage of Application processing
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment
12.	- Ability to auto- calculate the payable fees for the service request
13.	- Ability to display the available payment methods to the Applicant
14.	- Ability to allow online payment through the selected payment method
15.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

4.2.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
16.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
20.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

4.2.3. Application Outcome

Application Processing – Application Outcome	

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
21.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Amended Registration Certification
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
27.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC
	Case B: Application Not Approved
28.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

4.2.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Amendment of Registration group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

4.3.   New License / Renewal of License to Contractor

4.3.1.   Application Submission and Payment

New License or Renewal of License
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded   Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of License New or Renewal of Existing and Fill Up e-Form, Documents
	Retrieving Past License Records
1.	- Ability to find previous License of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of License
	New license / Renewal of License Process
3.	- Ability to select relevant e-form (Form IV for New & Form VII for Renewal) for New or Renewal of License for the Governing Act
4.	- Ability to auto populate the details of the Applicant in the relevant e-form
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to capture the number of years for which License / Renewal of License is requested
8.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
9.	Ability to allow applicant to upload supported documents required information
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment

New License or Renewal of License	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
15.	- Ability to auto- calculate the payable fees for the service request
16.	- Ability to display the available payment methods to the Applicant
17.	- Ability to allow online payment through the selected payment method
18.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

4.3.2.   Application Review

	Application Processing – Application Review

| | Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials |

| | System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction. |

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
19.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
23.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

4.3.3. Application Outcome – New or Renewed License

Application Processing – Application Outcome – New or Renewed License	

Directorate User (Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
24.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
25.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
26.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
27.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed License
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New or Renewed License
	Case B: Application Not Approved
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

4.3.4. MIS Reports

New License or Renewal of License	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Return on Contract Labour (R&A) Act, 1970 for Licence of Contractors
Rp.2	- List of Applications submitted for New or Renewal License of Registration group by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

4.4. Amendment of License

4.4.1. Application Submission and Payment

Application Submission and Payment	

Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment License of Existing and Fill Up e-Form, Documents
1.	- Ability to select application for Amendment of License for the Governing Act
2.	- Ability to auto populate the details of the License details in the relevant e-form
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application
10.	- Ability to add new document, provide clarification at any stage of Application processing
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment
12.	- Ability to auto- calculate the payable fees for the service request
13.	- Ability to display the available payment methods to the Applicant
14.	- Ability to allow online payment through the selected payment method
15.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

4.4.2. Application Review

	Application Processing – Application Review

Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
16.	- Ability to display Notification about Application for Amendment of License to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
20.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

4.4.3. Application Outcome

S No	Functional Requirements
	**Amendment of License**

Amendment of License

Directorate User (Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
21.	- Ability to display Notification about Application for Amendment of License to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Amended License
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
27.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended License
	Case B: Application Not Approved
28.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

4.4.4. MIS Reports

<table>
<tr><td colspan="2" align="center">MIS Reports</td></tr>
<tr><td colspan="2">Illustrative List of MIS reports (Not Exhaustive)</td></tr>
<tr><td align="center">S No</td><td align="center">MIS Report</td></tr>
<tr><td align="center">Rp.1</td><td>-   List of Applications submitted for Amendment of License group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td align="center">Rp.2</td><td>-   List of Application where Documents needs to be resubmitted</td></tr>
<tr><td align="center">Rp.3</td><td>-   List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td align="center">Rp.4</td><td>-   List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
</table>

4.5. Appeal

4.5.1. Application Submission and Payment

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
File application for Appeal within a predefined date of order (currently it is 30 days)	
S No	**Functional Requirements**
	Selection of Appeal Application and fill up e-Form, Documents
1.	- Ability to select Appeal application for Registration Certificate or License for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)
	For Orders passed using paper based system
4.	- Ability to capture date of order, unique number of order, along with the Name, Designation and Office Jurisdiction of the Directorate Officer
5.	- Ability to not allow the Appeal application if the date of filing of appeal is greater than a predefined number of days (currently it is 30 days)
6.	- Ability to capture the reasons for appeal in the form of free flow text
7.	- Ability to allow applicant to upload the scanned copy of the Rejection order document
8.	- Ability to allow uploading of supporting documents in support of the appeal application
	For Order passed using Online System
9.	- Ability to allow user to file application within a predefined period after passing of Order (currently it is 30 days)
10.	- Ability to auto populate the date of rejection order, along with details of Directorate Office, Directorate Officer
11.	- Ability to attach the Reject order with the application
12.	- Ability to capture the reasons for appeal and also attach the scanned copy of the order
13.	- Ability to perform validation on date of order for a pre defined period(currently it is 30 days)
14.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
15.	- Ability to allow applicant to upload supported documents required information

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Form Validation	
16.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
17.	- Ability to save the application at any stage of form / data filling and fill it later
18.	- Ability to provide Self Declaration about the correctness and completeness of the Application
19.	- Ability to add new document, provide clarification at any stage of Application processing
20.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
21.	- Ability to auto- calculate the payable fees for the service request by considering the date of receipt
22.	- Ability to display the available payment methods to the Applicant
23.	- Ability to allow online payment through the selected payment method
24.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Appeal Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

4.5.2.   Application Review & Document Resubmission

Application Processing – Application Review & Document Resubmission
Directorate User(Appellate Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
25.	- Ability to display Notification about Application for Appeal of Registration / License to the Directorate User
26.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing, as applicable
	Document Verification & Completeness
	Case 1: Applicant to Resubmit Additional or Provide Clarification
27.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Document Request from another Directorate User
28.	- Ability to send Notification **(SMS/ Email / Portal)** having Tracking Number to another Directorate User to provide additional document relevant to the appeal application
29.	- Ability to peruse the application along with the attachments and capture the Appeal outcome in the form of free flow text, check box, radio buttons, drop down etc.
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

4.5.3. Appeal Outcome & Notifications

Appeal Outcome & Notifications	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Notification to download Appeal Outcome	
S No	**Functional Requirements**
31.	- Ability to send Notification **(SMS/ Email / Portal)** having Appeal Number to Applicant and other relevant Directorate User about the Appeal Outcome
	Case: Appeal Allowed
32.	- Ability to send 2D Digitally Signed Bar Code Registration / License Order in Registered Email / Portal Account of the Applicant
33.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Registration / License Certificate
	Case Appeal Not allowed
34.	- Ability to send 2D Digitally Signed Bar Coded Rejection Letter in Registered Email / Portal Account of the Applicant

4.5.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Appeal of Registration /License group Appeal of Registration / License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Appeal of Registration /License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Total e KYC performed
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

5. The Inter State Migrant Workmen (RE&CS) Act, 1979

5.1. New Certificate of Registration

5.1.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration New and Fill Up e-Form, Documents
	Retrieving Past RC Records
1.	- Ability to find previous RC of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of RC
	3. New Registration
4.	- Ability to select relevant e-Form (Form I)for New RC for the Governing Act
5.	- Ability to auto populate the details of the Applicant in the relevant e-form
6.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
7.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
8.	- Ability to capture the number of years for which Registration is requested
9.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
10.	Ability to allow applicant to upload supported documents required information
11.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
12.	- Ability to save the application at any stage of form / data filling and fill it later
13.	- Ability to provide Self Declaration about the correctness and completeness of the Application
14.	- Ability to add new document, provide clarification at any stage of Application processing
15.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
16.	- Ability to auto- calculate the payable fees for the service request
17.	- Ability to display the available payment methods to the Applicant
18.	- Ability to allow online payment through the selected payment method
19.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

5.1.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
20.	- Ability to display Notification about Application for New Registration to the Directorate User
21.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
22.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
23.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
24.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

5.1.3.　Application Outcome – New Registration

Application Processing – Application Outcome – New Registration	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
25.	- Ability to display Notification about Application for New Registration to the Directorate User
26.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
27.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
28.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
29.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New Registration Certification
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
31.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New Registration Certification
	Case B: Application Not Approved
32.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
33.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

5.1.4.   MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Return on Inter-State Migrant Workmen (RE&CS) Act (Registration of Establishment)
Rp.2	- List of Applications submitted for New of Registration group by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

5.2.   Amendment of Certification of Registration

5.2.1.   Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment RC of Existing and Fill Up e-Form, Documents
1.	- Ability to select relevant e-Form for Amendment of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application
10.	- Ability to add new document, provide clarification at any stage of Application processing
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment
12.	- Ability to auto- calculate the payable fees for the service request
13.	- Ability to display the available payment methods to the Applicant
14.	- Ability to allow online payment through the selected payment method
15.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

5.2.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
16.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
20.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

5.2.3. Application Outcome

Application Processing – Application Outcome	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
21.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Amended Registration Certification
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
27.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC
	Case B: Application Not Approved
28.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

5.2.4.   MIS Reports

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Applications submitted for Amendment of Registration group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

5.3. New License / Renewal of License to Contractor/ Agent for Recruitment/ Employment

5.3.1. Application Submission, Capturing Migrant Worker's Details & Payment

Application Submission, Capturing Migrant Worker's Details and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
Selection of License New or Renewal of Existing and Fill Up e-Form, Documents	
1.	- Ability to select relevant e-Forms for New License / Renewal of License to Contractor / Agent for Recruitment / Employment for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to fill the mandatory details such as Name, Age, Address, Place of work of migrant workmen
4.	- Ability to capture the number of years for which License / Renewal of License is requested
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to Capture Total Number of Migrant Workmen for which Licence is being applied
8.	- Ability to upload scanned copy of Form X and Form XI(for renewal)
9.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
Capture Each Migrant Workmen's Personal & Bank Details	
10.	- Ability to capture Name, Age / Date of Birth, Sex, Caste, Address(inclusive of Pin Code)
11.	- Ability to capture the mobile number
12.	- Ability to capture the details of Government Issued ID Card
13.	- Ability to capture OBOC card details (if any)
14.	- Ability to capture the details of MGNREGS Job card
15.	- Ability to capture details of RSBY, BKKY Card details
16.	- Ability to capture Aadhaar details and provision for uploading the scanned copy of Aadhaar card

	Application Submission, Capturing Migrant Worker's Details and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
17.	- Ability to upload photograph of respective workmen
18.	- Ability to capture Bank Details (Name of the Bank, Branch, with MICR and IFSC Code) of the Migrant worker
19.	- Ability to allow applicant to upload supported documents required information
20.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
21.	- Ability to save the application at any stage of form / data filling and fill it later
22.	- Ability to provide Self Declaration about the correctness and completeness of the Application
23.	- Ability to add new document, provide clarification at any stage of Application processing
24.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
**Online Payment**
25.	- Ability to auto- calculate the payable fees for the service request
26.	- Ability to display the available payment methods to the Applicant
27.	- Ability to allow online payment through the selected payment method
28.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

5.3.2. Application Review

Application Processing – Application Review

Directorate User(Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
29.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
30.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
31.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
32.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
33.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

5.3.3.   Application Outcome – New or Renewed License

New License / Renewal of License to Contractor / Agent for Recruitment / Employment	

Directorate User(Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
34.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
35.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
36.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
37.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
38.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed License
39.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
40.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New or Renewed License
	Case B: Application Not Approved
41.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
42.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

5.3.4.   MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Return on Inter-State Migrant Workmen (RE&CS) Act (Licence for Employment and Recruitment)
Rp.2	- List of Applications submitted for New or Renewal of Registration group by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

5.4. Amendments of License to Agent / Contractor

5.4.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment License of Existing and Fill Up e-Form, Documents
1.	- Ability to select application for Amendment of License for the Governing Act
2.	- Ability to auto populate the details of the License details in the relevant e-form
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application
10.	- Ability to add new document, provide clarification at any stage of Application processing
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Online Payment
12.	- Ability to auto- calculate the payable fees for the service request
13.	- Ability to display the available payment methods to the Applicant
14.	- Ability to allow online payment through the selected payment method
15.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

5.4.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
16.	- Ability to display Notification about Application for Amendment of License to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
20.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

5.4.3. Application Outcome

Application Processing – Application Outcome	
Directorate User (Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
21.	- Ability to display Notification about Application for Amendment of License to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Amended License
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
27.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended License
	Case B: Application Not Approved
28.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

5.4.4. MIS Reports

MIS Reports

Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Applications submitted for Amendment of License group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

5.5.   FRS for New License / Renewal of License to Agent for Recruitment

Deleted and Merged with

New License / Renewed License to Contractor for Recruitment / Employer

5.6.   FRS for Amendment / Cancellation of License to Agent

Deleted and Merged

5.7.   FRS for Amendment / Cancellation of License to Contractor/Agent

Deleted and Merged

5.8.   Appeal for Registration Certificate / License

5.8.1.   Application Submission and Payment

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
File application for Appeal within a predefined date of order (currently it is 30 days)	

S No	Functional Requirements
	Selection of Appeal Application and fill up e-Form, Documents
1.	- Ability to select Appeal application for Registration Certificate or License for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)
	For Orders passed using paper based system
4.	- Ability to capture date of order, unique number of order, along with the Name, Designation and Office Jurisdiction of the Directorate Officer
5.	- Ability to not allow the Appeal application if the date of filing of appeal is greater than a predefined number of days (currently it is 30 days)
6.	- Ability to capture the reasons for appeal in the form of free flow text
7.	- Ability to allow applicant to upload the scanned copy of the Rejection order document
8.	- Ability to allow uploading of supporting documents in support of the appeal application
	For Order passed using Online System
9.	- Ability to allow user to file application within a predefined period after passing of Order (currently it is 30 days)
10.	- Ability to auto populate the date of rejection order, along with details of Directorate Office, Directorate Officer
11.	- Ability to attach the Reject order with the application
12.	- Ability to capture the reasons for appeal and also attach the scanned copy of the order
13.	- Ability to perform validation on date of order for a pre defined period(currently it is 30 days)
14.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
15.	- Ability to allow applicant to upload supported documents required information

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Form Validation	
16.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
17.	- Ability to save the application at any stage of form / data filling and fill it later
18.	- Ability to provide Self Declaration about the correctness and completeness of the Application
19.	- Ability to add new document, provide clarification at any stage of Application processing
20.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
21.	- Ability to auto- calculate the payable fees for the service request by considering the date of receipt
22.	- Ability to display the available payment methods to the Applicant
23.	- Ability to allow online payment through the selected payment method
24.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Appeal Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

5.8.2. Application Review & Document Resubmission

Application Processing – Application Review & Document Resubmission
Directorate User(Appellate Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
25.	- Ability to display Notification about Application for Appeal of Registration / License to the Directorate User
26.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing, as applicable
Document Verification & Completeness	
Case 1: Applicant to Resubmit Additional or Provide Clarification	
27.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
Document Request from another Directorate User	
28.	- Ability to send Notification **(SMS/ Email / Portal)** having Tracking Number to another Directorate User to provide additional document relevant to the appeal application
29.	- Ability to peruse the application along with the attachments and capture the Appeal outcome in the form of free flow text, check box, radio buttons, drop down etc.
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

5.8.3.   Appeal Outcome & Notifications

<table>
<tr><td colspan="2">Appeal Outcome & Notifications</td></tr>
<tr><td colspan="2">Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</td></tr>
<tr><td colspan="2">Notification to download Appeal Outcome</td></tr>
<tr><td>S No</td><td>Functional Requirements</td></tr>
<tr><td>31.</td><td>- Ability to send Notification (SMS/ Email / Portal) having Appeal Number to Applicant and other relevant Directorate User about the Appeal Outcome</td></tr>
<tr><td></td><td>Case: Appeal Allowed</td></tr>
<tr><td>32.</td><td>- Ability to send 2D Digitally Signed Bar Code Registration / License Order in Registered Email / Portal Account of the Applicant</td></tr>
<tr><td>33.</td><td>- Ability to send Password Hint Template Notification (Email / Portal) for opening the Registration / License Certificate</td></tr>
<tr><td></td><td>Case Appeal Not allowed</td></tr>
<tr><td>34.</td><td>- Ability to send 2D Digitally Signed Bar Coded Rejection Letter in Registered Email / Portal Account of the Applicant</td></tr>
</table>

5.8.4. MIS Reports

	MIS Reports
	Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Applications submitted for Appeal of Registration /License group Appeal of Registration / License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Appeal of Registration /License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Total e KYC performed
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

6.   The Motor Transport Workers Act, 1961 And Its Rules, 1966

6.1.   New Certificate of Registration or Renewal of Certificate of Registration

6.1.1.   Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration New or Renewal of Existing and Fill Up e-Form, Documents
	Retrieving Past RC Records
1.	- Ability to find previous RC of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of RC
	New Registration or Renewal of Existing
3.	- Ability to select application for New or Renewal of Registration for the Governing Act
4.	- Ability to auto populate the details of the Applicant in the relevant e-form
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to capture the number of years for which Registration / Renewal of Registration is requested
8.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
9.	Ability to allow applicant to upload supported documents required information
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign

Application Submission and Payment		
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials		
		Service Providers such as NSDL or C-DAC or others
Online Payment		
15.	-	Ability to auto- calculate the payable fees for the service request
16.	-	Ability to display the available payment methods to the Applicant
17.	-	Ability to allow online payment through the selected payment method
18.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

6.1.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
19.	- Ability to display Notification about Application for New Registration or Renewal of Registration to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
23.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

6.1.3.   Application Outcome – New or Renewed Registration

Application Processing – Application Outcome – New or Renewed Registration	

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
24.	- Ability to display Notification about Application for New Registration or Renewal of Registration to the Directorate User
25.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
26.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
27.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed Registration Certification
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New or Renewed Registration Certification
	Case B: Application Not Approved
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

6.1.4.   MIS Reports

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- District wise Monthly Return under M.T.W. Act, 1961
Rp.2	- List of Applications submitted for New or Renewal of Registration group by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

6.2. Amendment or Transfer or Cancellation of Certificate of Registration

6.2.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment RC or Transfer of Existing and Fill Up e-Form, Documents
1.	- Ability to select application for Amendment or Transfer or cancellation of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
	Case I: Amendment
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
	Case II: Transfer
7.	- Ability to capture the reasons for Transfer
8.	- Ability to allow applicant to upload supported documents required information
9.	- Ability to prompt User to fill mandatory data and upload mandatory documents
	Case III: Cancellation
10.	- Ability to capture the reasons for Cancellation
11.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
12.	- Ability to prompt User to fill mandatory data and upload mandatory documents
13.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated

Application Submission and Payment		
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials		
14.	-	Ability to save the application at any stage of form / data filling and fill it later
15.	-	Ability to provide Self Declaration about the correctness and completeness of the Application
16.	-	Ability to add new document, provide clarification at any stage of Application processing
17.	-	Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment		
18.	-	Ability to auto- calculate the payable fees for the service request
19.	-	Ability to display the available payment methods to the Applicant
20.	-	Ability to allow online payment through the selected payment method
21.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

6.2.2.   Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
22.	- Ability to display Notification about Application for Amendment or Transfer or Cancellation of Registration to the Directorate User
23.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
24.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
25.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
26.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

6.2.3. Application Outcome

Application Processing – Application Outcome	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
27.	- Ability to display Notification about Application for Amendment or Transfer or Cancellation of Registration to the Directorate User
28.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
29.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
30.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
31.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed Registration Certification
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
33.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC or Letter of Cancellation
	Case B: Application Not Approved
34.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
35.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

6.2.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Amendment or Transfer or Cancellation of Registration group by Amendment or Transfer or Cancellation, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment or Cancellation application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

7. The Beedi and Cigar Workers (CE) Act, 1966 And Its Rules, 1969

7.1. New License / Renewal of License

7.1.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of License New or Renewal of Existing and Fill Up e-Form, Documents
	Retrieving Past License Records
1.	- Ability to find previous License of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of License
	New License or Renewal of Existing
3.	- Ability to select relevant e-Form (Form I) for New or Renewal of License for the Governing Act
4.	- Ability to auto populate the details of the Applicant in the relevant e-form
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to capture the number of years for which License / Renewal of License is requested
8.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
9.	Ability to allow applicant to upload supported documents required information
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing

**Application Submission and Payment**		

Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

14.	-	Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
**Online Payment**		
15.	-	Ability to auto- calculate the payable fees for the service request
16.	-	Ability to display the available payment methods to the Applicant
17.	-	Ability to allow online payment through the selected payment method
18.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

7.1.2. Application Review

Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
19.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
23.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

7.1.3. Application Outcome – New or Renewed License

Application Processing – Application Outcome – New or Renewed License	

Directorate User(Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
24.	- Ability to display Notification about Application for New License or Renewal of License to the Directorate User
25.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
26.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
27.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New or Renewed License
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New or Renewed License
	Case B: Application Not Approved
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

7.1.4.   Monthly Return Submission

Monthly Return Submission
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Monthly Return and Fill Up e-Form
33.	- Ability to select relevant e-Form (Form XI) for Monthly Return for the Governing Act
34.	- Ability to select Month and Year for submission of Month Return
35.	- Ability to auto populate the details of the Applicant, full postal address in the relevant e-form
36.	- Ability to auto populate Licence number and issued date
37.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
38.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
39.	Ability to allow applicant to upload supported documents required information
40.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
41.	- Ability to save the application at any stage of form / data filling and fill it later
42.	- Ability to provide Self Declaration about the correctness and completeness of the Application
43.	- Ability to add new document, provide clarification at any stage of Application processing
44.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
45.	- Ability to submit the Monthly Returns for the Governing Act
46.	- Ability to generate Notification (SMS/ Email / Portal) having Tracking Number for successful submission of application along with Time stamp of Application Submission
47.	- Ability to send notification to the Applicant to submit Monthly Return on or before a specified date

7.1.5.   MIS Reports

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Applications submitted for New or Renewal License of Registration group by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by New or Renewal application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications submitted and not submitted Monthly Return group by Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

7.2.   Cancellation of License

7.2.1.   Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
Selection of Cancellation License of Existing and Fill Up e-Form, Documents	
1.	- Ability to select relevant e-Form for Cancellation of License for the Governing Act
2.	- Ability to auto populate the details of the License details in the relevant e-form
3.	- Ability to capture the reasons for Cancellation
4.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
5.	- Ability to prompt User to fill mandatory data and upload mandatory documents
6.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
7.	- Ability to save the application at any stage of form / data filling and fill it later
8.	- Ability to provide Self Declaration about the correctness and completeness of the Application
9.	- Ability to add new document, provide clarification at any stage of Application processing
10.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
11.	- Ability to auto- calculate the payable fees for the service request
12.	- Ability to display the available payment methods to the Applicant
13.	- Ability to allow online payment through the selected payment method
14.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

7.2.2. Application Review

Application Processing – Application Review
Directorate User(Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
15.	- Ability to display Notification about Application for Cancellation of License to the Directorate User
16.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
17.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
18.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
19.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Licensing Officer)

7.2.3. Application Outcome

Application processing – Application Outcome	
Directorate User (Licensing Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
20.	- Ability to display Notification about Application for Cancellation of License to the Directorate User
21.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
22.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
23.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
24.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Cancellation Letter
25.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
26.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended License
	Case B: Application Not Approved
27.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
28.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

7.2.4.   MIS Reports

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Applications submitted for Cancellation of License group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

7.3. Appeal

7.3.1. Application Submission and Payment

<table>
<tr><td colspan="2">Application Submission and Payment</td></tr>
<tr><td colspan="2">Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</td></tr>
<tr><td colspan="2">Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</td></tr>
<tr><td colspan="2">File application for Appeal within a predefined date of order (currently it is 30 days)</td></tr>
<tr><td>S No</td><td>Functional Requirements</td></tr>
<tr><td colspan="2">Selection of Appeal Application and fill up e-Form, Documents</td></tr>
<tr><td>1.</td><td>- Ability to select Appeal application for Registration Certificate or License for the Governing Act</td></tr>
<tr><td>2.</td><td>- Ability to auto populate the details of the Applicant in the relevant e-form</td></tr>
<tr><td>3.</td><td>- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)</td></tr>
<tr><td colspan="2">For Orders passed using paper based system</td></tr>
<tr><td>4.</td><td>- Ability to capture date of order, unique number of order, along with the Name, Designation and Office Jurisdiction of the Directorate Officer</td></tr>
<tr><td>5.</td><td>- Ability to not allow the Appeal application if the date of filing of appeal is greater than a predefined number of days (currently it is 30 days)</td></tr>
<tr><td>6.</td><td>- Ability to capture the reasons for appeal in the form of free flow text</td></tr>
<tr><td>7.</td><td>- Ability to allow applicant to upload the scanned copy of the Rejection order document</td></tr>
<tr><td>8.</td><td>- Ability to allow uploading of supporting documents in support of the appeal application</td></tr>
<tr><td colspan="2">For Order passed using Online System</td></tr>
<tr><td>9.</td><td>- Ability to allow user to file application within a predefined period after passing of Order (currently it is 30 days)</td></tr>
<tr><td>10.</td><td>- Ability to auto populate the date of rejection order, along with details of Directorate Office, Directorate Officer</td></tr>
<tr><td>11.</td><td>- Ability to attach the Reject order with the application</td></tr>
<tr><td>12.</td><td>- Ability to capture the reasons for appeal and also attach the scanned copy of the order</td></tr>
<tr><td>13.</td><td>- Ability to perform validation on date of order for a pre defined period(currently it is 30 days)</td></tr>
<tr><td>14.</td><td>- Ability to display the list of mandatory documents to be attached based on e-form inputs</td></tr>
<tr><td>15.</td><td>- Ability to allow applicant to upload supported documents required information</td></tr>
</table>

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Form Validation	
16.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
17.	- Ability to save the application at any stage of form / data filling and fill it later
18.	- Ability to provide Self Declaration about the correctness and completeness of the Application
19.	- Ability to add new document, provide clarification at any stage of Application processing
20.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
21.	- Ability to auto- calculate the payable fees for the service request by considering the date of receipt
22.	- Ability to display the available payment methods to the Applicant
23.	- Ability to allow online payment through the selected payment method
24.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Appeal Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

7.3.2.   Application Review & Document Resubmission

Application Processing – Application Review & Document Resubmission
Directorate User (Appellate Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
25.	- Ability to display Notification about Application for Appeal of Registration / License to the Directorate User
26.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing, as applicable
	Document Verification & Completeness
	Case 1: Applicant to Resubmit Additional or Provide Clarification
27.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Document Request from another Directorate User
28.	- Ability to send Notification **(SMS/ Email / Portal)** having Tracking Number to another Directorate User to provide additional document relevant to the appeal application
29.	- Ability to peruse the application along with the attachments and capture the Appeal outcome in the form of free flow text, check box, radio buttons, drop down etc.
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

7.3.3. Appeal Outcome & Notifications

Appeal Outcome & Notifications

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>

Notification to download Appeal Outcome	
S No	**Functional Requirements**
31.	- Ability to send Notification **(SMS/ Email / Portal)** having Appeal Number to Applicant and other relevant Directorate User about the Appeal Outcome
	Case: Appeal Allowed
32.	- Ability to send 2D Digitally Signed Bar Code Registration / License Order in Registered Email / Portal Account of the Applicant
33.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Registration / License Certificate
	Case Appeal Not allowed
34.	- Ability to send 2D Digitally Signed Bar Coded Rejection Letter in Registered Email / Portal Account of the Applicant

7.3.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Appeal of Registration /License group Appeal of Registration / License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Appeal of Registration /License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Total e KYC performed
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

8.   The Building And Other Construction Workers (Re&Cs), 1996

8.1.   Certificate of Registration

8.1.1.   Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration New and Fill Up e-Form, Documents
	Retrieving Past RC Records
1.	- Ability to find previous RC of the applicant, if applicable, residing in the system based on parameters such as Applicant name, Address, Govt. Issued ID card etc.
2.	- Ability to suggest the applicant for renewal of RC
	New Registration
3.	- Ability to select relevant e-Form (Form I) for New RC for the Governing Act
4.	- Ability to auto populate the details of the Applicant in the relevant e-form
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to capture the number of years for which Registration is requested
8.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
9.	Ability to allow applicant to upload supported documents required information
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Online Payment		
15.	-	Ability to auto- calculate the payable fees for the service request
16.	-	Ability to display the available payment methods to the Applicant
17.	-	Ability to allow online payment through the selected payment method
18.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

8.1.2. Application Review

Application Processing – Application Review	

Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
19.	- Ability to display Notification about Application for New Registration to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
23.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

8.1.3. Application Outcome – New Registration

	Application Processing – Application Outcome – New Registration
	Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.
S No	**Functional Requirements**
24.	- Ability to display Notification about Application for New Registration to the Directorate User
25.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
26.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
27.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New Registration Certification
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the New Registration Certification
	Case B: Application Not Approved
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

8.1.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for New of Registration group by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by New application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

8.2. Amendment of Certification of Registration

8.2.1. Application Submission and Payment

Application Submission and Payment	

Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Amendment RC of Existing and Fill Up e-Form, Documents
1.	- Ability to select relevant e-Form for Amendment of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application
10.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
11.	- Ability to perform Aadhaar based Authentication service of the user provided by Service Providers such as C DAC or NSDL
	Online Payment
12.	- Ability to auto- calculate the payable fees for the service request
13.	- Ability to display the available payment methods to the Applicant
14.	- Ability to allow online payment through the selected payment method
15.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

8.2.2. Application Review

Application Processing – Application review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
16.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
20.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

8.2.3. Application Outcome

Application processing – Application Outcome	

Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
21.	- Ability to display Notification about Application for Amendment of Registration to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Amended Registration Certification
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
27.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC
	Case B: Application Not Approved
28.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

8.2.4. MIS Reports

<table>
<tr><td colspan="2" align="center">MIS Reports</td></tr>
<tr><td colspan="2">Illustrative List of MIS reports (Not Exhaustive)</td></tr>
<tr><td align="center">S No</td><td align="center">MIS Report</td></tr>
<tr><td>Rp.1</td><td>- List of Applications submitted for Amendment of Registration group by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.2</td><td>- List of Application where Documents needs to be resubmitted</td></tr>
<tr><td>Rp.3</td><td>- List of Application at various stages of Application Processing by Amendment, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.4</td><td>- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
</table>

8.3. Appeal

8.3.1. Application Submission and Payment

	Application Submission and Payment
	Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	File application for Appeal within a predefined date of order (currently it is 30 days)
S No	**Functional Requirements**
	Selection of Appeal Application and fill up e-Form, Documents
1.	- Ability to select Appeal application for Registration Certificate or License for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)
	For Orders passed using paper based system
4.	- Ability to capture date of order, unique number of order, along with the Name, Designation and Office Jurisdiction of the Directorate Officer
5.	- Ability to not allow the Appeal application if the date of filing of appeal is greater than a predefined number of days (currently it is 30 days)
6.	- Ability to capture the reasons for appeal in the form of free flow text
7.	- Ability to allow applicant to upload the scanned copy of the Rejection order document
8.	- Ability to allow uploading of supporting documents in support of the appeal application
	For Order passed using Online System
9.	- Ability to allow user to file application within a predefined period after passing of Order (currently it is 30 days)
10.	- Ability to auto populate the date of rejection order, along with details of Directorate Office, Directorate Officer
11.	- Ability to attach the Reject order with the application
12.	- Ability to capture the reasons for appeal and also attach the scanned copy of the order
13.	- Ability to perform validation on date of order for a pre defined period(currently it is 30 days)
14.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
15.	- Ability to allow applicant to upload supported documents required information

Application Submission and Payment	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Form Validation	
16.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
17.	- Ability to save the application at any stage of form / data filling and fill it later
18.	- Ability to provide Self Declaration about the correctness and completeness of the Application
19.	- Ability to add new document, provide clarification at any stage of Application processing
20.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
21.	- Ability to auto- calculate the payable fees for the service request by considering the date of receipt
22.	- Ability to display the available payment methods to the Applicant
23.	- Ability to allow online payment through the selected payment method
24.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Appeal Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

8.3.2. Application Review & Document Resubmission

	Application Processing – Application Review & Document Resubmission

Directorate User(Appellate Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
25.	- Ability to display Notification about Application for Appeal of Registration / License to the Directorate User
26.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing, as applicable
	Document Verification & Completeness
	Case 1: Applicant to Resubmit Additional or Provide Clarification
27.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Document Request from another Directorate User
28.	- Ability to send Notification **(SMS/ Email / Portal)** having Tracking Number to another Directorate User to provide additional document relevant to the appeal application
29.	- Ability to peruse the application along with the attachments and capture the Appeal outcome in the form of free flow text, check box, radio buttons, drop down etc.
30.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

8.3.3. Appeal Outcome & Notifications

Appeal Outcome & Notifications	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>	
Notification to download Appeal Outcome	
S No	**Functional Requirements**
31.	- Ability to send Notification **(SMS/ Email / Portal)** having Appeal Number to Applicant and other relevant Directorate User about the Appeal Outcome
	Case: Appeal Allowed
32.	- Ability to send 2D Digitally Signed Bar Code Registration / License Order in Registered Email / Portal Account of the Applicant
33.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Registration / License Certificate
	Case Appeal Not allowed
34.	- Ability to send 2D Digitally Signed Bar Coded Rejection Letter in Registered Email / Portal Account of the Applicant

8.3.4. MIS Reports

<table>
<tr><th colspan="2">MIS Reports</th></tr>
<tr><td colspan="2">Illustrative List of MIS reports (Not Exhaustive)</td></tr>
<tr><th>S No</th><th>MIS Report</th></tr>
<tr><td>Rp.1</td><td>- List of Applications submitted for Appeal of Registration /License group Appeal of Registration / License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.2</td><td>- List of Application where Documents needs to be resubmitted</td></tr>
<tr><td>Rp.3</td><td>- List of Application at various stages of Application Processing by Appeal of Registration /License, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
<tr><td>Rp.4</td><td>- List of Total e KYC performed</td></tr>
<tr><td>Rp.5</td><td>- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.</td></tr>
</table>

9.   The Trade Unions Act, 1962 And Regulation, 1941

9.1.   Granting Certificate of Registration

9.1.1.   Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to select relevant eform (Form A) for Registration for the Governing Act
2.	- Ability to auto populate the details of the Applicant in the relevant e-form
3.	- Ability to allow the user to enter new details or edit existing details
	Uniqueness of Trade Union Name
4.	- Ability to validate the uniqueness of the Trade Union Name entered, if not prompting to edit details.
	Supporting Document
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs such as a. Draft ByeLaws b. List of Office Bearers c. Resolution of General Body Meeting d. Statement of Liability and assets e. Membership & Subscription Register f. Any Other Document
6.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
7.	- Ability to save the application at any stage of form / data filling and fill it later
8.	- Ability to provide Self Declaration about the correctness and completeness of the Application
9.	- Ability to add new document, provide clarification at any stage of Application processing
10.	- Ability to capture Aadhaar numbers of the applicant members (seven) of the proposed union

		Application Submission and Payment
		Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
11.	-	Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
		Online Payment
12.	-	Ability to auto- calculate the payable fees for the service request
13.	-	Ability to display the available payment methods to the Applicant
14.	-	Ability to allow online payment through the selected payment method
15.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

9.1.2. Application Review & Document Check

Application Review – Document Check	

Directorate User(Registering Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
16.	- Ability to display Notification about Application for Registration to the Directorate User
17.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
18.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
19.	- Ability to allow the Directorate User (DLO) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of free flow text, drop down, text, Combo text, check box etc. as required)
	Document Verification
20.	**Case I: Applicant to Resubmit Additional Document or Provide Clarification**
21.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
22.	**Case II: Mandatory Documents submitted**
23.	- Ability to allow the Directorate User (Registering Officer) to forward it to the another Directorate User (DLO)

9.1.3. Verification & Authentication

Verification and Authentication	
Directorate User(DLO) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
	e-KYC Validation and Outcome
24.	- Ability to send Notification (SMS / Email / Portal) to applicant members to attend for member authentication through eKYC .
25.	- Ability to perform the eKYC of applicant members
26.	- Ability to display the results of eKYC Validation
27.	- Ability to allow the Directorate User (DLO) forward it to the another Directorate User (Registering Officer)

9.1.4. Application Outcome

Application Outcome	

Directorate User(Registering Authority) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Case A: Positive e-KYC
28.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the New Registration Certification
29.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome to Applicant / Other members / Directorate
30.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the RC
	Case B: Negative e-KYC
31.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
32.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome to Applicant / Other members / Directorate

9.1.5. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Report on enforcement of Trade Union Act, 1926
Rp.2	- List of Applications submitted for Registration group by Registration Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application at various stages of Application Processing by Amendment or Cancellation application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.5	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

9.2. Amendment / Cancellation of Certification of Registration

9.2.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
Selection of Amendment RC or Cancellation of Existing and Fill Up e-Form, Documents	
1.	- Ability to select relevant e-Form for Amendment or Cancellation of Registration for the Governing Act
2.	- Ability to auto populate the details of the Registration details in the relevant e-form
	Case I: Amendment
3.	- Ability to capture nature of the Amendment or the reasons for amendment
4.	- Ability to allow the user to enter new details or edit existing details against the reasons for amendment
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to prompt User to fill mandatory data and upload mandatory documents
	Case II: Cancellation
7.	- Ability to capture the reasons for Cancellation
8.	- Ability to allow applicant to upload supported documents required information
9.	- Ability to prompt User to fill mandatory data and upload mandatory documents
10.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
11.	- Ability to save the application at any stage of form / data filling and fill it later
12.	- Ability to provide Self Declaration about the correctness and completeness of the Application
13.	- Ability to add new document, provide clarification at any stage of Application processing
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Online Payment	
15.	- Ability to auto- calculate the payable fees for the service request

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

16.	-	Ability to display the available payment methods to the Applicant
17.	-	Ability to allow online payment through the selected payment method
18.	-	Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with details of Payment & Time stamp of Application Submission

9.2.2. Application Review

	Application Processing – Application Review
	Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.
S No	**Functional Requirements**
	Check the Completeness and Correctness of the Application and Supporting Documents
19.	- Ability to display Notification about Application for Amendment or Cancellation of Registration to the Directorate User
20.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
21.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
22.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
24.	**Case II: Document Check Over**
25.	- Ability to allow the Directorate User (Registering Officer) to forward it to the another Directorate User (DLO)

9.2.3. Application Outcome

Application Processing – Application Outcome
Directorate User (DLO) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction. **Amendment or Cancellation of RC**

S No	Functional Requirements
26.	- Ability to display Notification about Application for Amendment or Cancellation of Registration to the Directorate User
27.	- Ability to peruse the application provided by the Directorate User (Receiving Officer) and also provide remarks
	Case A: Application Approved
28.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
29.	- Ability to send Password Hint Template Notification (Email / Portal) for opening the Amended RC or Letter of Cancellation
	Case B: Application Not Approved
30.	- Ability to Generate Rejection Letter and allow the Directorate User to Digitally Sign it
31.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

9.2.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Amendment or Cancellation of Registration group by Amendment or Cancellation, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted
Rp.3	- List of Application at various stages of Application Processing by Amendment or Cancellation application, Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Applications with group by Application Outcome (Approved or Rejected), Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

10. Certified Standing Order (Industrial Employment (Standing Orders))Act, 1946

10.1. Certified Standing Order

10.1.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to select relevant e form (application form for Standing Order) for the Governing Act
2.	- Ability to auto populate the details of the applicant in the relevant e-form
3.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
4.	- Ability to capture Trade Union details or Representative of Workmen, as applicable
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to allow applicant to upload supported documents, if required
9.	- Ability to save the application at any stage of form / data filling and fill it later
10.	- Ability to provide Self Declaration about the correctness and completeness of the Application
11.	- Ability to add new document, provide clarification at any stage of Application processing
12.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
13.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application and forwards it to (Certifying Officer)

10.1.2. Review, Schedule Date for Hearing

Review, Schedule Date for Hearing	

Directorate User(Certifying Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
14.	- Ability to display Notification about Application for Standing Order to the Directorate User
15.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
16.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
17.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
	Case a: If Trade Union Exists
18.	- Ability to check / validate the trade union details
	Case b: If Trade Union Does Not Exist
19.	- Ability to display the Representative of Workmen entered by Directorate User (DLO)
20.	- Ability to select the workmen representatives
	Schedule Date for Hearing
21.	- Ability to schedule date for hearing on Standing Order
22.	- Ability to revise the date for hearing on Standing Order
23.	- Ability to upload the written submission.
24.	- Ability to generate Notification (SMS/ Email / Portal) to Trade Union or Workmen Representatives to attend hearing, as applicable
25.	- Ability to record the proceedings of the hearing on Standing Order and it's outcome

10.1.3. Outcome: Certified Standing Order

Outcome – Certified Standing Order
Trade Union Representative / Workmen Representative types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
26.	- Ability to decide the Application (Approve or otherwise) with remarks
27.	- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Standing Order
28.	- Ability to generate Notification **(SMS/ Email / Portal)** to Applicant/ Trade Union / Workmen Representatives / Directorate about the Certified Standing Order or otherwise
29.	- Ability to download and print the copy of Certified standing order

10.1.4. MIS Reports

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- District wise Monthly Report on the working of the Industrial Employment (Standing Orders) Act, 1946
Rp.2	- List of Applications submitted for Certified Standing Order group by Registration Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.3	- List of Application where Documents needs to be resubmitted
Rp.4	- List of Application in various stages of processing

10.2. Modification of Certified Standing Order

10.2.1. Application Submission and Payment

Application Submission and Payment
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to select relevant e-form (application form for Modification of Standing Order) for the Governing Act
2.	- Ability to auto populate the details of the applicant in the relevant e-form
3.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
4.	- Ability to capture Trade Union details or Representative of Workmen, as applicable
5.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
6.	- Ability to tag supporting documents provided in previous applications (previous applications made to the Directorate for other service requests), as applicable, in the Portal Account of the Applicant.
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to allow applicant to upload supported documents, if required
9.	- Ability to save the application at any stage of form / data filling and fill it later
10.	- Ability to provide Self Declaration about the correctness and completeness of the Application
11.	- Ability to add new document, provide clarification at any stage of Application processing
12.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
13.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application and forwards it to (Certifying Officer)

10.2.2. Review & Schedule Date for Hearing

Review, Schedule Date for Hearing	

Directorate User (Certifying Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>

System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
14.	- Ability to display Notification about Application for Standing Order to the Directorate User
15.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
16.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
17.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
	Case a: If Trade Union Exists
18.	- Ability to check / validate the trade union details
	Case b: If Trade Union Does Not Exist
19.	- Ability to display the Representative of Workmen entered by Directorate User (DLO)
20.	- Ability to select the workmen representatives
	Schedule Date for Hearing
21.	- Ability to schedule date for hearing on Standing Order
22.	- Ability to revise the date for hearing on Standing Order
23.	- Ability to upload the written submission.
24.	- Ability to generate Notification **(SMS/ Email / Portal)** to Trade Union or Workmen Representatives to attend hearing, as applicable
25.	- Ability to record the proceedings of the hearing on Standing Order and it's outcome

10.2.3. Outcome - Modified Certified Standing Order

<table>
<tr><td colspan="2" align="center">Outcome – Certified Standing Order</td></tr>
<tr><td colspan="2">Trade Union Representative / Workmen Representative types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u></td></tr>
<tr><td colspan="2">System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.</td></tr>
<tr><td>S No</td><td align="center">Functional Requirements</td></tr>
<tr><td></td><td></td></tr>
<tr><td>26.</td><td>- Ability to decide the Application (Approve or otherwise) with remarks</td></tr>
<tr><td>27.</td><td>- Ability to Generate 2D Bar Coded Document and allow the Directorate User to Digitally Sign the Standing Order</td></tr>
<tr><td>28.</td><td>- Ability to generate Notification (SMS/ Email / Portal) to Applicant/ Trade Union / Workmen Representatives / Directorate about the Certified Standing Order or otherwise</td></tr>
<tr><td>29.</td><td>- Ability to download and print the copy of Certified standing order</td></tr>
</table>

10.2.4. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for Modified Certified Standing Order group by Registration Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.2	- List of Application where Documents needs to be resubmitted

11. Odisha Industrial Establishments (National & Festival) Holidays Act, 1969

11.1. Approval of Holidays

11.1.1. Application Submission

Application Submission
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to select relevant e-Form (Form I) for the Governing Act
2.	- Ability to auto populate the details of the applicant in the relevant e-form
3.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
4.	- Ability to auto populate the list of mandatory National holidays
5.	- Ability to display list of tentative (Festival) holidays
6.	- Ability to select / edit / delete date of festival holidays (Non Mandatory)
7.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
8.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application and forwards it to (Inspector)

11.1.2. Application Review

Application Processing – Application Review
Directorate User(Inspector) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Application Verification
9.	- Ability to display Notification about Application for approval of holidays to the Directorate User
10.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
11.	- Ability to allow Directorate User to forward it to Trade Union / Employer
	Application Verification
	Case a: If Trade Union Exists
12.	- Ability to generate Notification **(SMS/ Email / Portal)** to Trade Union for suggestions / objections
	Case b: If Trade Union Does Not Exist
13.	- Ability to generate Notification **(SMS/ Email / Portal)** to Employer / Workmen Representative to display suggestions / objections on notice board

11.1.3. Validating & Acquiring Suggestions / Objections

	Validation & Acquiring Suggestion / Objections **TRADE UNION EXISTS**
	Trade Union Representative / Workmen Representative types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.
S No	**Functional Requirements**
	Validation and Suggestions (If Trade Union Exists)
14.	- Ability to display Notification about Application for approval of holidays list
15.	- Ability to respond to notification within a stipulated timeframe
16.	- Ability to populate the list of holidays forwarded by directorate user
17.	- Ability to capture suggestions / objections (In the form of Text)
18.	- Ability to forward the list with suggestions it to the Directorate User
19.	- Ability to generate Notification **(SMS/ Email / Portal)** to Directorate User for approval of holidays list
	Validation and Suggestions (If Trade Union Does Not Exists)
20.	- Ability to display Notification to Employer about to display in the notice board for suggestions and Objections
21.	- Ability to respond to notification within a stipulated timeframe
22.	- Ability to forward the list with suggestions it to the Directorate User
23.	- Ability to generate Notification **(SMS/ Email / Portal)** to Directorate User for approval of holidays list

11.1.4. Application Outcome

Application Outcome
Directorate User (Inspector) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Suggestions and Objections
24.	- Ability to display Notification sent by Trade Union / Employer to Directorate User for approval of holidays list along with the Suggestions
25.	- Ability to approve the list of holidays and forwards it to the Employer
26.	- Ability to generate Notification **(SMS/ Email / Portal)** to Directorate User / Trade Union / Employer for downloading the approved list

11.1.5.   MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Applications submitted for approval of holidays group by Registration Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.

12. State Action Plan

12.1. Voluntary Registration of Migrant Worker

12.1.1. Capture Details of Migrant Workers

Capture Details of Migrant Worker
- Gram Panchayat User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded   - Gram Panchayat User logs on to the Application desktop / laptop / device deployed in the device. System does not Internet Connectivity (works in standalone mode)   Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials *Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system* *Note 2: Details of MoU with Destination states are digitized and reside in the system*
Migrant Worker details are entered in the System. System works in Online/ Offline Mode with features to extract data in a structured format and synchronize with central system

S No	Functional Requirements
	Capture Personal Details
	Case: Migrant Worker had earlier Registered with the Department @ Gram Panchayat
1.	- Ability to search Migrant Worker details based on search parameters such as Aadhaar Card Number, OBOC No, Bank Details, Mobile number and populate the details in the screen
2.	- Ability to retrieve Migrant Worker detail using Unique Number provided in the **Migrant Worker Card**
3.	- Ability to edit the details of the Migrant Worker auto-populated in the system
	Case: Migrant Worker had not earlier Registered with the Department @ Gram Panchayat
	Capture Personal & Family Details
4.	- Ability to perform e-KYC of the Migrant Worker (Optional) - **(Gram Panchayat has Internet Connectivity)**

	Capture Details of Migrant Worker
	- Gram Panchayat User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded - Gram Panchayat User logs on to the Application desktop / laptop / device deployed in the device. System does not Internet Connectivity (works in standalone mode) Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials *Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system* *Note 2: Details of MoU with Destination states are digitized and reside in the system*

5.	- Ability to capture the Personal & Family details of the Migrant Worker such as
	   a. Name, Age / Date of Birth, Sex, Caste, Address(inclusive of Pin Code)
	   b. Name, Age / Date of Birth, Sex of the other members of the family members migrating with the Migrant Worker
	   c. Age / Date of Birth, Sex of the other members of the family members **not** migrating with the Migrant Worker
	   d. Details of Children within 6 – 14 years of age
	   e. Details of Children within 15 - 18 years of age

6.	- Ability to capture the mobile number of Migrant Worker
7.	- Ability to capture the **Name** and **mobile number** of **Next of Kin** not Migrating outside Odisha
	Capture Identity Proof & Bank Details
8.	- Ability to capture Bank Details (Name of the Bank, Branch, with MICR and IFSC Code) of the Migrant worker
9.	- Ability to capture the details Government Issued ID card
10.	- Ability to capture the OBOC Card details, if any
11.	- Ability to capture the details of MGNREGS Job Card
12.	- Ability to capture the period of work under MGNREGS
13.	- Ability to capture details of RSBY, BKKY Card details etc.
14.	- Ability to perform Authentication of Migrant Worker using Aadhaar based authentication services provided by Third Party Service Providers such as C-DAC or NSDL - **(Gram Panchayat has Internet Connectivity)**
15.	- Ability to scan and upload Aadhaar Card, or any other Government Issued ID Card

12.1.2. Capturing Destination and Migrant Agent Details

Capturing Destination and Migrant Agent Details

- Gram Panchayat User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
- Gram Panchayat User logs on to the Application desktop / laptop / device deployed in the device. System does not Internet Connectivity

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system

Note 2: Details of MoU with Destination states are digitized and reside in the system

Capture details of Destination State / Migration Agent / Employing Agency	
S No	**Functional Requirements**
	Through Migration Agent / Employer

16.	_ Ability to capture the details of Migration Agent / Employing Agency, if applicable, such as
	    a. Name, Licence Number & Address with Mobile / Telephone Number
	    b. Name of the Employer, Address with Mobile / Telephone Number
	    c. Advance given by the Migration Agent

	Suo Motu
17.	_ Ability to capture the name and mobile number of another **Migrant Worker / Relative / Local Resident** at Destination Place
18.	_ Ability to capture the Destination State with Address, if applicable
19.	_ Ability to capture the expected date of return of Migrant Worker to Odisha

12.1.3. Generation of Migrant Worker Card

Generation of Migrant Worker Card
▪ Gram Panchayat User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded ▪ Gram Panchayat User logs on to the Application desktop / laptop / device deployed in the device. System does not Internet Connectivity Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials *Note 1: Name, Address and Contact details of Odisha Association/ Helpdesk in different states / districts are digitized and reside in the system* *Note 2: Details of MoU with Destination states are digitized and reside in the system*
Generate Migrant Worker Card, take print and hand it over to the Migrant Worker

S No	Functional Requirements
20.	_ Ability to populate the Migrant Worker Card with details such as Name of each Migrant Worker with Age, Sex and Bank Details etc.

21.	_ Ability to auto-populate the Migrant Worker Card in a pre-printed format with Support Information such as:
	  a. Details of Odisha Association / Helpdesk in different States / Districts such as Name and contact number of key office bearers
	  b. Details of Emergency Contact with Address of the Destination State Labour Office
	  c. Toll Free Number of Shramik Sahayata Helpline(Odisha)

22.	_ Ability to auto-populate the details of schools for Migrant worker children at **Odisha District/ Location** along with Address and contact number
23.	_ Ability to print the Migrant Worker card in a pre-printed format with a Unique Migrant Worker Card Number
24.	_ Ability to send Notification (SMS /Email / Portal) to the **Destination State / District / Location- Odisha Association** about the Migrant Worker and in the Mobile of the Migrant Worker, if available

12.1.4. Modify Migrant Worker Contact or Temporary Registration thru SSH

Modify Migrant Worker Contact or Temporary Registration thru SSH	

Shramik Sahayata Helpline Call Executive receives call from the Migrant Worker

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system

Note 2: Details of MoU with Destination states are digitized and reside in the system

Migrant Worker Calls Toll Free Number of **Shramik Sahayata Helpline** and provides Mobile Number Address Change at the Destination

S No	Functional Requirements
	Migrant Worker Voluntarily Registered in the System
25.	_ Ability to retrieve Migrant Worker details based on search parameters such as Aadhaar Card Number, OBOC No, Bank Details, Mobile number and populate the details in the screen
26.	_ Ability to add the new mobile number of the Migrant Worker
27.	_ Ability to add the new address of the Migrant Worker
	Migrant Worker not Voluntarily Registered in the System *"Migrant worker provides details of another Voluntarily Registered Migrant Worker such as Name, Mobile Number, Agent Details, Unique Migrant Card Number etc."*
28.	_ Ability to verify the Reference of another Migrant Worker Voluntarily Registered in the System.
	On Successful Reference
29.	_ Ability to capture the Personal Information of the Migrant Worker along with the members of the family who have migrated with him / her.
30.	_ Ability to capture the details of the members who have not migrated with the Migrant worker
31.	_ Ability to capture the mobile number, address and expected date of return of the Migrant Worker
32.	_ Ability to send OTP to the mobile number of the Migrant Worker

Modify Migrant Worker Contact or Temporary Registration thru SSH	

Shramik Sahayata Helpline Call Executive receives call from the Migrant Worker

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system

Note 2: Details of MoU with Destination states are digitized and reside in the system

33.	_	Ability to capture the OTP in the system and generate a Temporary Migrant Unique Id and send to the Migrant Worker mobile
34.	_	Ability to send the Emergency Contact Number & Name of the Odisha Association Officer bearers to the mobile number of the Migrant Worker
35.	_	Details of Emergency Contact with Address of the Destination State Labour Offices with which Odisha has signed MoU
36.	_	Ability to send Notification (SMS /Email / Portal) to the **Destination State / District / Location- Odisha Association** about the Migrant Worker and in the Mobile of the Migrant Worker, if available, with date and time stamp

12.1.5.   Recording of Grievance

Recording of Grievance

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Note 1: Name, Address and Contact details of Odisha Association/ Helpdesk in different states / districts are digitized and reside in the system

Note 2: Details of MoU with Destination states are digitized and reside in the system

Record the Grievance of the Migrant Worker, if any, on return to Odisha

Record Grievance of Migrant Worker, thru Toll Free Number of Shramik Sahayata Helpline

S No	Functional Requirements
	Identifying Migrant Worker over SSH Toll Free Number
37.	- Ability to identify the Migrant Worker using parameters such as Name, Mobile Number, Agent Details, Unique Migrant Card Number etc.
	Grievance recording over SSH Toll Free Number or On Return of Migrant Worker to Odisha

38.	- Ability to capture the grievance of the Migrant Workers in the categories such as
	    a. Grievance Related to Wages
	    b. Grievance Related to Medical Facility
	    c. Grievance Related to Education Facility
	    d. Grievance Related to Physical Assault
	    e. Any Other

39.	- Ability to tag the grievance with the Licence number of the Migrant Agent, if applicable

12.1.6. MIS Report

Voluntary Registration of Migrant Worker	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Migrant Worker Voluntarily Registered in the System group by Gram Panchayat, Sub Division, District
Rp.2	- List of Migrant Worker Voluntarily Registered in the System migrating with Migration Agent group by Gram Panchayat, Sub Division, District
Rp.3	- List of Migrant Worker Voluntarily Registered in the System migrating Suo Motu group by Gram Panchayat, Sub Division, District
Rp.4	- List of Migrant Worker Voluntarily Registered (Temporary)in the System through Shramik Sahayata Helpline Toll Free Number group by Gram Panchayat, Sub Division, District
Rp.5	- List of Migrant Worker Voluntarily Registered who have provided new Mobile number / address through Shramik Sahayata Helpline Toll Free Number group by Gram Panchayat, Sub Division, District
Rp.6	- List of e-KYC done at Gram Panchayat group by Gram Panchayat, Sub Division, District
Rp.7	- List of Migrant Worker Voluntarily Registered who have registered Grievance group by Grievance Type, Migration Agent, Gram Panchayat, Sub Division, District
Rp.8	- List of Grievance received group by Destination State, District, Agent, if applicable, Employer recorded through Shramik Sahayata Helpline Toll Free Number or Return Visit of the Migrant Worker

12.2. MIS Data of Rescued Migrant Worker

12.2.1. Log Information about Migrant Worker in Distress

Log Information about Migrant Worker in Distress	
Shramik Sahayata Helpline Call Executive receives call from the Migrant Worker Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials *Note 1: Name, Address and Contact details of Odisha Association in different states / districts are digitized and reside in the system* *Note 2: Details of MoU with Destination states are digitized and reside in the system*	
Department gets information about Migrant Worker who is in distress either through Media / Call / Family Member / Friends / Villager / Any other source	
S No	**Functional Requirements**
1.	_ Ability to capture the name, sex, Address and probable destination state where the Migrant Worker has migrated
	Case: Migrant Worker Voluntary Registered @ Directorate
2.	_ Ability to search Migrant Worker details based on search parameters such as Gram Panchayat, Aadhaar Card Number, OBOC No, Bank Details, Mobile number and populate the details in the screen
3.	_ Ability to capture the name, address and mobile number of the person who provided the information with date and time stamp
	Case: Migrant Worker Voluntary Not Registered @ Directorate
4.	_ Ability to send Notification (SMS / Email / Portal) to conduct enquiry about Migrant Worker in the village with date and time stamp
5.	_ Ability to capture the name, address and mobile number of the person who provided the information with date and time stamp

12.2.2. Conduct Enquiry at District Level

<table>
<tr><td align="center">Conduct Enquiry at District Level</td></tr>
<tr><td>District Officials (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Note 1: Name, Address and Contact details of Odisha Association in different states / districts are digitized and reside in the system

Note 2: Details of MoU with Destination states are digitized and reside in the system</td></tr>
</table>

	Conduct Enquiry for Missing Migrant Worker (under Distress)
S No	**Functional Requirements**
6.	_ Ability to assign or reassign District Officials to conduct enquiry about the Missing Migrant Worker with date and time stamp
7.	_ Ability to capture the Enquiry Report in a pre-printed format with date and time stamp
8.	_ Ability to send Notification (SMS / Email / Portal) to Directorate Officials about the submission of Enquiry Report with date and time stamp

12.2.3. Establish Communication with Destination State

Establish Communication with Destination State
Directorate Officials (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials *Note 1: Name, Address and Contact details of Odisha Association in different states / districts are digitized and reside in the system* *Note 2: Details of MoU with Destination states are digitized and reside in the system*

On affirmation in the Enquiry Report about the Migrant Worker has migrated outside Odisha	
S No	**Functional Requirements**
9.	_ Ability to write email to the Destination State Labour Office / Labour Commissioner
10.	_ Ability to write email to the Destination State / District / Location Odisha Association / Helpdesk registered email id(s)
11.	_ Ability to send Notification (SMS / Email / Portal) with details of Missing Migrant Worker to Destination State / District / Location Odisha Association / Helpdesk with date and time stamp
12.	_ Ability to capture the response from the Odisha Association / Helpdesk/ Labour Commissioner with date and time stamp
13.	_ Ability to capture the travel details of the Rescued Migrant Worker

12.2.4. Rescue and Rehabilitate

Rescue and Rehabilitate
District Officials (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
Note 1: Name, Address and Contact details of Odisha Association / Helpdesk in different states / districts are digitized and reside in the system
Note 2: Details of MoU with Destination states are digitized and reside in the system

S No	Functional Requirements
14.	_ Ability to assign or reassign officer to work to rehabilitate the Rescued Migrant Worker
15.	_ Ability to capture the details of date / time of arrival of Rescued Migrant Worker
16.	_ Ability to capture the Passbook Details of the Rescued Migrant Worker, if available
17.	_ Ability to capture the details of employer / migration agent etc. at the Destination state along with address
18.	_ Ability to capture details to create Migrant Worker Card & Passbook, if migrated through an Agent / Employer
19.	_ Ability to capture whether the Migrant Worker has Aadhaar Card and OBOC Card
20.	_ Ability to capture details of Aadhaar Card, OBOC Card and Bank Account details
21.	_ Ability to recommend Rehabilitation Benefits (one or more) to the Migrant Worker such as a. Predefined Monetary Relief b. Linking with Welfare Schemes of Government c. Cycle d. Predefined amount of Monetary Support to build house e. Any other Rehabilitation Benefits

12.2.5.   MIS Reports

MIS Data of Rescued Migrant Worker	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	_ List of Migrant Workers for which Information was logged group by Gram Panchayat, Sub Division, District and Destination State/ District
Rp.2	_ List of Voluntary Registered Migrant Workers Voluntary Registered for which Information was logged group by Gram Panchayat, Sub Division, District and Destination State/ District
Rp.3	_ List of Enquiry reports where enquiry report was positive group by Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.4	_ List of Missing Migrant Workers where email / phone calls have been made by Directorate Officials group by Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.5	_ List of Missing Migrant Workers where response has been received by Directorate Officials group by Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.6	_ List of Missing Migrant Workers arriving to Odisha group by date, time, Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.7	_ List of Missing Migrant Workers for whom OBOC Card was recommended to be created group by date, time, Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.8	_ List of Missing Migrant Workers for whom Rehabilitation has been recommended and its details group by date, time, Gram Panchayat, Sub Division, District, Official Name, District and Destination State/ District
Rp.9	_ List of Destination State/ District from where Migrant Workers are rescued group by Value (High – Low)
Rp.10	_ List of Agents / Employers from where Migrant Workers have been rescued group by value (High – Low)

12.3. Rescue of Child Labour & Follow Up Action

12.3.1. Log Information and Communicate with DLMCL

Log Information about Child Labour
Directorate Officials (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

Department gets information about Child Labour either through Media / Call / Family Member / Friends / Villager / Any other source	
S No	**Functional Requirements**
1.	_ Ability to capture the name, sex, probable location where the where the Child Worker is working
2.	_ Ability to capture the name, address and mobile number of the person who provided the information with date and time stamp
3.	_ Ability to send Notification (SMS / Email / Portal) to the DLMCL team member with date and time stamp

12.3.2. Rescue and Rehabilitate

Rescue and Rehabilitate
Child Welfare Committee (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
Note 1 : System has the list and details of Rehabilitation Center

	Rescue and Rehabilitate the Child Worker
S No	**Functional Requirements**
4.	_ Ability to assign or reassign officer to work rehabilitate the Rescued Migrant Worker
5.	_ Ability to capture the name and other details of the Erring Employer and the business type (such as Brick Kiln, Hotels / Factories etc.)
6.	_ Ability to capture the Aadhaar details of Erring Employer, if available
7.	_ Ability to capture the Name, Date of Birth / Aadhaar details of the Rescued Child Worker
8.	_ Ability to capture the Address, Parents name, Next of Kin name, mobile number of rescued Child Worker

9.	_ Ability to capture the Rehabilitation Plan of the Rescued Child Worker such as
	    a. Sent back to Parents
	    b. Sent to Rehabilitation Center
	    c. Any Other Plan

10.	_ Ability to send Notification (SMS/ Email / Portal) to the Directorate Officials about the Rescue of Child Worker with date and time stamp

12.3.3. Initiate Prosecution

Initiate Prosecution	
DLMCL (User) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
Initiate Prosecution against the Erring Employer	
S No	**Functional Requirements**

11.	_ Ability to capture the details of Prosecution Case details with Police / Labour department, as applicable, such as
	  a. FIR Number and Police Station Name
	  b. Labour Case Number with Office Name

12.	_ Ability to send Notifications (SMS / Email / Portal) to Directorate Officials with details of Prosecution case
13.	_ Ability to capture the details of outcome of the Prosecution Case
14.	_ Ability to capture the details of imposed penalty and the outcome from Court / Quasi Court / Labour Office
15.	_ Ability to date and time stamp the details of Fine imposed, collected, punishment etc.
16.	_ Ability to send Notifications (SMS / Email / Portal) to Directorate Officials with details of case and outcome with date

12.3.4. MIS Reports

	Rescue of Child Labour and Follow Up Actions
**Illustrative List of MIS reports (Not Exhaustive)**

S No	MIS Report
Rp.1	_ List of Child Workers for which Information was logged group by Gram Panchayat, Sub Division, District
Rp.2	_ List of Rescued Child Workers for which Information was logged group by Gram Panchayat, Sub Division, District and Erring Employers and their business type (such as Brick Kiln, Hotels / Factories etc.)
Rp.3	_ List of Rescued Child Worker who have been rehabilitated group by Rehabilitation Type (Sent to Parents / Sent to Rehabilitation Centers etc.)
Rp.4	_ List of District / Sub Division/ Block / Erring Employer and business type (such as Brick Kiln, Hotels / Factories etc.) from where Rescued Child Workers are rescued group by Value (High – Low)
Rp.5	_ List of Erring Employers with Business Type (such as Brick Kiln, Hotels / Factories etc.) group by Gram Panchayat, Sub Division, District
Rp.6	_ List of Rescued Child Worker group by Gram Panchayat, Sub Division, District
Rp.7	_ List of Prosecution in different stages group Gram Panchayat, Sub Division, District and Erring Employers and their Business Type
Rp.8	_ List of Prosecution where fine / penalty has been recovered group by Gram Panchayat, Sub Division, District and Erring Employers and their Business Type
Rp.9	_ List of Prosecution where fine / penalty could not be recovered group by Gram Panchayat, Sub Division, District and Erring Employers and their Business Type

13. Inspection

13.1. Uploading of Inspection Report & Online Approval of Draft Prosecution Reports

13.1.1. Schedule Inspection

13.1.1.1. CICG Schedule or Composite Inspection Scheme

CICG Schedule or Composite Inspection Scheme
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note: Registration / Licence documents have been digitized and the details reside in the system

Inspection Schedule under CICG or Composite Inspection Scheme	
S No	**Functional Requirements**
1.	_ Ability to interface with CIF System to exchange data (bi-directional) about the **'Inspections scheduled by CIF'** or **Inspection Scheduled by Labour Directorate**
2.	_ Ability to populate the Inspection Scheduled by CIF under CICG schedule
	Inspection Scheduling by Directorate Officials
3.	_ Ability to display the "E**stablishments"** not inspected by CIF
4.	_ Ability to schedule inspection of Establishment not inspected by CICG
5.	_ Ability to schedule Inspection under Composite Inspection Scheme of '**Establishments'**
6.	_ Ability to capture the reason and the Inspection Schedule & Time
7.	_ Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines
8.	_ Ability to identify any specific Inspecting Official and assign to the Inspection Process or remove from Inspection Process
9.	_ Ability to form a Inspecting Team (with contact details) to carry out specified Inspection

CICG Schedule or Composite Inspection Scheme
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System *Note: Registration / Licence documents have been digitized and the details reside in the system*

	Inspection Scheduling by System

10.	_ Ability to generate Inspection Schedule based on predefined parameters such as
	   a. Category of Establishment such as registered under Various Acts governed by the Labour Directorate
	   b. Inspection already completed
	   c. Any other parameter(s)

11.	_ Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines

13.1.1.2.   Inspection Schedule on Complaint

Schedule Inspection on Complains
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note: Registration / Licence documents have been digitized and the details reside in the system

Inspection Scheduling on Complains	
S No	**Functional Requirements**
	Inspection Scheduling by Directorate Officials
1.	_ Ability to schedule inspection of Establishment on amongst others for the Complaints received
2.	_ Ability to capture the reason and the Inspection Schedule & Time
3.	_ Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines
4.	_ Ability to identify any specific Inspecting Official and assign to the Inspection Process or remove from Inspection Process
5.	_ Ability to form a Inspecting Team (with contact details) to carry out specified Inspection

13.1.2. Notification to Inspecting Officials

Notification to Inspecting Officials
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded *Note: Registration / Licence documents have been digitized and the details reside in the system* *Inspection Officials details such as jurisdiction, contact details reside in the system*

Notification to Inspecting Officials about the Inspection Schedule	
S No	**Functional Requirements**
1.	_ Ability to send Notification (SMS / Email / Portal) to relevant Inspecting Officials based on Jurisdiction & Authority about the Inspection Schedule
2.	_ Ability send Notification to the identified Inspection Officials / Others who have been assigned to the Inspection Process
3.	_ Ability to date and time stamp the Notification

13.1.3. Inspection Process & Composite Inspection Report

Inspection Process & Composite Inspection Report
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note: Registration / Licence documents have been digitized and the details reside in the system
Note: System has details of Establishment such as name of the proprietor / competent manager, address etc.

Data Capture @ Inspection Process using Field Going Devices (Works Online and Offline Mode)

S No	Functional Requirements
1.	_ Ability to capture the details of the Inspecting Officials based on login credentials along with geo tags
2.	_ Ability to auto- populate the details of the Establishment where Inspection would be carried out
3.	_ Ability to auto-populate the Acts under which the Establishment has Registered or obtained Licence the details thereof
4.	_ Ability to auto - populate the date on which previous Inspection was carried out
5.	_ Ability to auto-populate / capture the name / address of Occupier / Manager person responsible for the supervision of the Establishment
6.	_ Ability to generate a **Composite Inspection Format** (clear elicitation of mandatory fields under each Act along with other fields) where data and remarks would be captured
7.	_ Ability to capture data as per the **Composite Inspection Format** in the form of drop down, check box, combo.text, image box and remarks box etc.
8.	_ Ability to auto – populate / capture the number of workers employed in the Establishment as Regular Worker(male/ female), Temporary(male/ female), Contract Labour (male and female) under categories such as Unskilled, Semi-Skilled, Skilled, Highly Skilled and Supervisors
9.	_ Ability to capture the rate of wages paid to the workers employed in the Establishment as Regular Worker(male/ female), Temporary(male/ female), Contract Labour (male and female) under categories such as Unskilled, Semi-Skilled, Skilled, Highly Skilled and Supervisors
10.	_ Ability to capture narrative in the form of free flow text for any parameter of in the

		Inspection Process & Composite Inspection Report

Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System

Note: Registration / Licence documents have been digitized and the details reside in the system

Note: System has details of Establishment such as name of the proprietor / competent manager, address etc.

		Composite Inspection Format
11.	_	Ability to record violations and non-compliances, take pictures of violations and non-compliances (time and geo tagged), and write remarks against such violations & non-compliances, as applicable under the various acts
12.	_	Ability to prompt to fill in data as per mandatory fields in the **Composite Inspection Format**
13.	_	Ability to save the application at any stage of form / data filling and fill it later
14.	_	Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
15.	_	Ability to generate **Inspection Report** with details of Violations and Non-Compliance under different acts governed by the Labour Directorate
16.	_	Ability to attach the Violations and Non-Compliances with relevant (time and geo tagged)
17.	_	Ability to scan and attach any other documents, if required
18.	_	Ability to capture the "D**ateline"** to submit **"Compliance Report by the Establishment User "**
19.	_	Ability to Digitally Sign 2D Bar Coded Inspection Report having details of Violations and Non-Compliance grouped under different Acts
20.	_	Ability to send Notification(SMS / Email/ Portal) to the **Directorate Official** and to **Establishment User** to download the **Inspection Report with details of Violations and Non-Compliance**
21.	_	Ability to allow the Inspecting official to edit within predefined time hours of submission the Inspection Report and resubmit as new version
22.	_	Ability to make the latest submission as the relevant and final Inspection Report

13.1.4. Compliance, Submission of Compliance Report; Show Cause & Prosecution Report

13.1.4.1. Download Composite Inspection Report

<table>
<tr><td colspan="2" align="center">Download Composite Inspection Report</td></tr>
<tr><td colspan="2">Establishment Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System</td></tr>
<tr><td colspan="2" align="center">Notification about the Composite Inspection Report</td></tr>
<tr><td align="center">S No</td><td align="center">Functional Requirements</td></tr>
<tr><td></td><td align="center">Download Inspection Report</td></tr>
<tr><td>1.</td><td>_ Ability to view and download the Composite Inspection Report with details of Violations and Non-Compliance</td></tr>
<tr><td>2.</td><td>_ Ability to notify the Directorate Official that Composite Inspection Report with details of Violations and Non-Compliance has been viewed or downloaded by the Factory Owner</td></tr>
</table>

13.1.4.2. Submission of Compliance within Date Line

Compliance Report Submission

Establishment Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System

Submission of Compliance Report	
S No	**Functional Requirements**
	Compliance Report Submission
	Establishment User
1.	_ Ability to allow the User to seek extension of time for submission of Compliance Report, along with ability to capture reasons for such extension and to attach supporting document(s), as required
2.	_ Ability to send Notification (SMS/ Email / Portal) for such extension seeking time along with date and time stamp
	Directorate User
3.	_ Ability to allow the User to allow / partially allow/ reject the request for extension of time for submission of Compliance Report
4.	_ Ability to send Notification (SMS/ Email / Portal) about the outcome of request for extension seeking time for submission of Compliance Report along with date and time stamp
	Establishment User
5.	_ Ability to allow **Establishment User** to upload Compliance action / report against each Violation and Non Compliance item along with Remarks
6.	_ Ability to upload for each Compliance action against each Violation and Non Compliance item within each Act, as applicable
7.	_ Ability to prompt **Establishment User** to provide action each Violation & Non-Compliance Item
8.	_ Ability to save the application at any stage of form / data filling and fill it later
9.	_ Ability to perform Aadhaar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others

		Compliance Report Submission
		Establishment Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System
10.	_	Ability to generate Compliance Report with Images and Remarks against each Violation and Non-Compliance item
11.	_	Ability to e-Sign / Digitally Sign the Compliance Report and submit it with date and time stamp
12.	_	Ability to send a copy of the Compliance Report to the **Directorate User** / **Establishment User**(Email / Portal) along with Date and Time Stamp
13.	_	Ability to send Notification(SMS/ Email / Portal) to **Directorate Officials** and Authorized **Establishment User** about submission of Compliance Report with Date and Time stamp
	Directorate User	
14.	_	Ability to peruse / review the Compliance Report by the **Directorate User**
15.	_	Ability to approve / partially / reject the Compliance Report submitted by the Establishment User along with assigning reason for the same
16.	_	Ability to prepare **Draft Prosecution Report** / Claims(if applicable) for the violations under the various Acts

13.1.4.3. Non Submission of Compliance Report within Date Line

S No	Functional Requirements
	Non Submission of Compliance Report within Date Line
	Establishment Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System
S No	**Functional Requirements**
	Upload Compliance Action, Dateline; Show Cause & Revised Date line
1.	_ Ability to send reminders (SMS/ Email / Portal) to upload Compliance Report to the **Establishment User** before **Dateline** in a predefined frequency
	Compliance Report not submitted within Date Line & Issuance of Show Cause
2.	_ Ability to prompt the Directorate User about non submission of Compliance Report
3.	_ Ability to allow Directorate User to Issue 2D Bar Coded Digitally Signed **Show Cause** to the Establishment User with **Revised Date Line** to submit Compliance Report
4.	_ Ability to send Notification (SMS / Email / Portal) to the Establishment User about Issuance of Show Cause along with Date & Time Stamp
5.	_ Ability to send reminders (SMS/ Email / Portal) to upload Compliance Report to the **Establishment User** before **Revised Dateline as per Show Cause** in a predefined frequency
	Establishment User
6.	_ Ability to allow the User to seek extension of Revised timeline for submission of Compliance Report, along with ability to capture reasons for such extension and to attach supporting document(s), as required
7.	_ Ability to send Notification (SMS/ Email / Portal) for such extension seeking time along with date and time stamp
	Directorate User
8.	_ Ability to allow the User to allow / partially allow/ reject the request for extension of time for submission of Compliance Report
9.	_ Ability to send Notification (SMS/ Email / Portal) about the outcome of request

		Non Submission of Compliance Report within Date Line
		Establishment Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System</u>
		for extension seeking time for submission of Compliance Report along with date and time stamp
		Establishment User
		Compliance Report submitted within Revised Date Line & Issuance of Show Cause
10.	_	Ability to send Notification (SMS / Email / Portal) about the submission of Compliance Report along with date and time stamp

13.1.4.4. Online Claims Preparation

Online Claims Preparation
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System *For Violation in Minimum Wages Act,1948 ; Payment of Wages Act, 1936 and Equal Remuneration Act, 1976*

S No	Functional Requirements
	Non Submission of Compliance Report within as per Show Cause Revised Date Time
	Violations under the Acts on which Claims have to initiated
1.	_ Ability to allow the Users to prepare Claims for violations – non compliances detected in the Acts where there is provisions for Claims initiation
2.	_ Ability to save / edit and fill the claims preparation and fill it up later
3.	_ Ability to generate Digitally Signed 2D Bar Coded Claims File(s) under each Act in which violations have been identified with the relevant details
4.	_ Ability to save / print the Digitally Signed 2D Bar Coded Claims File(s)
5.	_ Ability to capture the date on which the Claims is initiated against the violating Establishment
6.	_ Ability to capture the amount received by the Workmen against the Claims for violation under different Acts along with date and time stamp

13.1.4.5. Online Approval of Draft Prosecution Report

Generation and Approval of Draft Approval Report	

Directorate User (Inspecting and / Or Approving) User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System

S No	Functional Requirements
	Non Submission of Compliance Report within as per Show Cause Revised Date Time
1.	**Generate Draft Prosecution Report**
2.	_ Ability to prompt the Directorate User about Non Submission of Compliance Report within Revised Date Line as per Show Cause (Date Line)
3.	_ Ability to allow Directorate User to generate separate Draft Prosecution Report(s) under different Acts in prescribed(s) format for approval of the Approving Authority
4.	_ Ability to auto populate the Establishment Details in the Draft Prosecution Report
5.	_ Ability to save/ edit the Draft Prosecution Report before Submission to Approving Authority
	Approval of Draft Prosecution Report
6.	_ Ability to send Notification to the Approving Authority about Submission of Draft Prosecution Report
7.	_ Ability to allow the Approving Authority to seek clarification from the Directorate User about the Draft Prosecution Report
8.	_ Ability to edit the Draft Prosecution Report, if required and approve the Draft Prosecution Report by the Approving Authority
9.	_ Ability to send Notification to the Directorate User about the Approval of Draft Prosecution Report
10.	_ Ability to generate Digitally Signed 2D Bar Coded Prosecution Report for Prosecution
11.	_ Ability to save, print the Prosecution Report

Generation and Approval of Draft Approval Report		
Directorate User (Inspecting and / Or Approving) User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System</u>		
12.	_	Ability to allow the capture of Date of Filing of Prosecution against Establishment

13.1.5. MIS Reports

Uploading of Inspection Report by the Inspection & Online Approval of Draft Prosecution Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- District wise Monthly Report on Inspections under various labour Laws
Rp.2	- Dashboard of Inspection on parameters such as CICG / CIF and Complains with respective dates of Inspection
Rp.3	- Detail Schedule of Inspections with their current stage, name of the Establishment details, Group by Governing Act
Rp.4	- List of Establishment where Inspections are scheduled group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.5	- List of Establishment where Inspections are under different stages group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.6	- List of Establishment where Inspection Reports have been submitted group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.7	- List of Establishment where Compliance Reports have been submitted group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.8	- List of Establishment where Compliance Reports have not been submitted along with Dateline group by Directorate Jurisdiction, Directorate Officer Inspection Type etc.
Rp.9	- List of Establishment where Revised Date line has been requested for Submission of Compliance Report , along with the Outcome(allowed / partially allowed/ rejected) with Dateline group by Directorate Jurisdiction, Directorate Officer Inspection Type etc.
Rp.10	- List of Establishment against whom Show Cause has been issued group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.11	- List of Establishment where Revised Date line has been requested for Submission of Compliance Report after Show Cause , along with the Outcome(allowed / partially allowed/ rejected) with Dateline group by Directorate Jurisdiction, Directorate Officer Inspection Type etc.
Rp.12	- List of Establishment against whom Draft Prosecution Report has been prepared or pending group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.

Uploading of Inspection Report by the Inspection & Online Approval of Draft Prosecution Reports	
Illustrative List of MIS reports (Not Exhaustive)	
Rp.13	- List of Establishment against whom Draft Prosecution Report has been approved or pending approval group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.14	- List of Establishment against whom Prosecution Report has been submitted for approval group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.15	- List of Establishments against whom Prosecution has been filed along with the date
Rp.16	- List of Establishment against whom Claims (with claims amount) has been prepared under different Acts group by Directorate Jurisdiction, Directorate Officer, Inspection Type etc.
Rp.17	- List of Establishment against whom Claims (with claims amount) has been initiated group by Directorate Jurisdiction, Directorate Officer, Inspection Type, Act etc.
Rp.18	- List of Establishments against whom Claims amount has been recovered along with the date group by Directorate Jurisdiction, Directorate Officer, Inspection Type, Act etc.

13.2. Miscellaneous Monthly Returns/ Reports

The following reports shall be prepared and submitted to the Labour Directorate on monthly basis by DLCs/ DLOs/ ALOs of respective district as per the prescribed format.

S No	Monthly Returns/ Reports
Rp.1	Monthly Report on Prosecutions under various labour Laws
Rp.2	Monthly Progress Report on the implementation of Beedi and Cigar Workers (Condition of Employment) Act, 1966 Issue of Identify Cards to the workers
Rp.3	Monthly statement showing the position of inspection, prosecution and claim petitions filed on the administration of the Payment of Wages Act, 1936
Rp.4	Monthly Report on the enforcement of M.W. Act 1948
Rp.5	Monthly Return on complaint for the month
Rp.6	Monthly Return of E.C. Cases for the month
Rp.7	Return of claim cases under payment of gratuity act for the month
Rp.8	Return on claim cases under minimum wages act for the month
Rp.9	Monthly Return on the State of Industrial Relations for the month
Rp.10	Monthly Return on Retrenchment, Lay-off and Closure for the month
Rp.11	Monthly Report on violence for the month or a date range
Rp.12	Status Report on implementation of the notification prohibition of employment on children as on domestic servants on Dhabas, Road side Eatores, Restaurants, Motels etc. W.E.F
Rp.13	District wise Monthly report on the working of the Industrial dispute

13.2.1. Returns/ Reports Fill-up and Submission

Returns/ Reports Fill-up and Submission
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded. Enters Login / Password and Captcha and logs in to the System

S No	Functional Requirements
	Selection of Returns/ Reports, Fill-up and Submission
1.	- Ability to select relevant Returns/ Reports for the Governing Act
2.	- Ability to select month and year
3.	- Ability to auto populate the existing details in the relevant Returns/ Reports
4.	- Ability to allow the user to enter new details (in the form of text. Combo text, check box etc. as required)
5.	- Ability to save the application at any stage of form / data filling and fill it later
6.	- Ability to submit the Returns/ Reports to the Directorate office.
7.	- Ability to generate Notification through Portal for successful submission of Returns/ Reports and forwards it to the Directorate office.

13.2.2. MIS Reports

Monthly Returns/ Report	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Reports**
Rp.1	- District wise for submission and non-submission of Monthly Returns/ Reports
Rp.2	- District wise yearly consolidated report for submission and non-submission Returns/ Reports
Rp.3	- Any Other User Defined Report

14. Self-Certification and Voluntary Compliance Scheme

14.1. Self- Certification under Orissa Shops & Commercial Establishments Rules 1958

14.1.1. Application Submission

Application Submission
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to select relevant e-Form (Form 15) of the Governing Rule for the ensuing calendar year
2.	- Ability to auto populate the details of the applicant in the relevant e-form
3.	- Ability to auto populate the Registration Number, Name and Address of the Establishment
4.	- Ability to display list of Number of Employees Employed
5.	- Ability to allow the user to enter new details or edit existing details (in the form of text. Combo text, check box etc. as required)
6.	- Ability to save the application at any stage of form / data filling and fill it later
7.	- Ability to submit the application before a specified (31st December) of each year
8.	- Ability to provide Self Declaration about the correctness and completeness of the Application
9.	- Ability to add new document, provide clarification at any stage of Application processing
10.	- Ability to perform Aadhar based Authentication (for both Manager and Occupier) provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
	Application Submission & Tracking Number
11.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with Time stamp of Application Submission
12.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application to the Directorate Jurisdiction Office

14.1.2. Application Review

	Application Processing – Application Review
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
	Check the Completeness and Correctness of the Application and Supporting Documents
13.	- Ability to display Notification about Application for review to the Directorate User
14.	- Ability to allow the Directorate User to review the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
15.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

14.1.3. Application Outcome

	Application Processing – Application Outcome
	Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
	Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials
	System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.

S No	Functional Requirements
16.	- Ability to display Notification about Application for Review to the Directorate User
17.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
18.	- Ability to send Notification to the Applicant to submit Additional Document or provide

Application Processing – Application Outcome		
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials		
		clarification, as required
	Case II: Document Check Over	
19.	-	Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved	
20.	-	Ability to send Notification (SMS / Email / Portal) about the Application Outcome
	Case B: Application Not Approved	
21.	-	Ability to send Notification (SMS / Email / Portal) about the Application Outcome

14.1.4.   MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Application/Undertakings Self Certification undertaking with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.2	- List of Application/Undertakings where clarification/ additional document was requested
Rp.3	- List of successful and unsuccessful under Self Certification undertaking group by Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- Any Other User Defined Report

14.2. Self-Certification for establishment registered under Start-Up Odisha Policy 2016.

Government of Odisha introduces Self Certification Scheme for the purpose of exemption from inspection under 4 Labour Acts. For Establishment registered under Odisha Startup Policy.

14.2.1. Self-Certification Checklist for The Building And Other Construction Workers' (RE&CS), 1996 And Orissa Rules 2002

14.2.2. Application Submission

Application Submission
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

S No	Functional Requirements
	Selection of Registration and Fill Up e-Form, Documents
1.	- Ability to auto populate the details of the applicant in the relevant e-form
2.	- Ability to enter the Registration Number of the Establishment registered under Odisha Startup Policy
3.	- Ability to attach relevant supporting documents related to registration of Establishment under Odisha Startup Policy
4.	- Ability to select the following e-Forms (in single or multiple option) a. Building & Other Construction Workers (RE&CS) Act, 1996 b. The Payment Of Gratuity Act, 1972 c. The Inter-State Migrant Workmen (RE&CS) Act, 1979 d. The Contract Labour (Regulation And Abolition) Act, 1970
5.	- Ability to enter the details in the relevant e-Forms of the concerned Act (in the form of text. Combo text, check box etc. as required)
6.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage and submit the application for verification
9.	- Ability to provide Self Declaration about the correctness and completeness of the Application

Application Submission	
Applicant / User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
10.	- Ability to add new document, provide clarification at any stage of Application processing
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e-Sign Service Providers such as NSDL or C-DAC or others
Application Submission & Tracking Number	
12.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with Time stamp of Application Submission
13.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application to the Directorate Jurisdiction Office

14.2.3. Application Review

Application Processing – Application Review	
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
Check the Completeness and Correctness of the Application and Supporting Documents	
14.	- Ability to display Notification about Application for Review to the Directorate User
15.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
16.	- Ability to allow the Directorate User to review the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
17.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

14.2.4. Application Outcome

Application Processing – Application Outcome	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
18.	- Ability to display Notification about Application for Review to the Directorate User
19.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
20.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
21.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
22.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome
	Case B: Application Not Approved
23.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome

14.2.5. MIS Reports

MIS Reports	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Application for enrollment with Self Certification Scheme with Directorate

MIS Reports
Illustrative List of MIS reports (Not Exhaustive)

		Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.2	-	List of Application for enrollment where clarification/ additional document was requested
Rp.3	-	List of Successful and unsuccessful application for enrollment under Self Certification Scheme group by Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	-	Any Other User Defined Report

14.3. Enrolment under Voluntary Compliance Scheme for Industries & Commercial Establishments.

The Voluntary Compliance Scheme has been introduced to simplify the process of implementation of Labour Laws in Industries and Commercial Establishment except hazardous factories/ establishments.

14.1.1. Application to join under Voluntary Compliance Scheme

Application to join under Voluntary Compliance Scheme	
Applicant types the URL of the Portal in Desktop/ laptop/ device. Enters Login/ Password and Captcha and logs into the system. System allows Authorized User to fill relevant e-form (Form I), attach documents and submit the application	
S No	**Functional Requirements**
1.	- Ability to select relevant e-form (Form I) to join Voluntary Compliance Scheme
2.	- Ability to auto-populate the application form including Details of the Establishment, Name, Address and Contact Detail of the Employer
3.	- Ability to choose type of ownership from the below list a. Proprietary b. Partnership c. Company
4.	- Ability to fill remaining fields of the application (in the form of text. Combo text, check box etc. as required)
5.	- Ability to attach the Affidavit (by the Owner / Occupier / Manager on a Non judicial Stamp Paper) as per From II.
6.	- Ability to display the list of mandatory documents to be attached based on e-form inputs
7.	- Ability to perform validation on e-form such that mandatory fields and logical field gets validated
8.	- Ability to save the application at any stage and submit the application for verification
9.	- Ability to provide Digitally Signed Self Declaration about the correctness and completeness of the Application
10.	- Ability to facilitate online help on type of applicant to provide Digitally Signed Self Declaration based on type of ownership

Application to join under Voluntary Compliance Scheme	
Application Submission & Tracking Number	
11.	- Ability to generate Notification **(SMS/ Email / Portal)** having **Tracking Number** for successful submission of application along with Time stamp of Application Submission
12.	- Ability to send Notification to the Directorate Official about successful submission of application along with Time stamp of Application Submission
Option for Quitting the Scheme	
13.	- Ability to quit the scheme by the occupier at any time by giving pre-decided Cut-Off timeline from the date of opting to quit
14.	- Ability to put the status of the applicant as suspended till completion of Inspection process/ investigation of a complaint (if any) and compliance of report satisfactorily. - In this scenario, ability to prevent the applicant to quit from the scheme

14.1.2. Application Review

Application Processing – Application Review	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System sends Notifications to Relevant Directorate Officials and Applicant	
S No	**Functional Requirements**
15.	_ Ability to provide the time period of max 30 days for Application Review from the date of application submission
16.	_ Ability to send Notification (SMS/ Email/ Portal) to the Designated Official for review of Application
17.	_ Ability to peruse the documents attached and submitted with the application
18.	_ Ability to provide comments on the completeness or otherwise of the documents
19.	_ Ability to send Notification (SMS/ Email/ Portal) to Applicant to submit additional document or provide clarification on the document submitted with date and time stamp

Application Processing – Application Review
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials

20.	_	Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

14.3.1. Application Outcome

Application Processing – Application Outcome	
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	**Functional Requirements**
21.	- Ability to display Notification about Application for Review to the Directorate User
22.	- Ability to peruse the application along with the Remarks provided by the Directorate User (Receiving Officer)
	Document Verification
	Case I: Applicant to Resubmit Additional Document or Provide Clarification
23.	- Ability to send Notification to the Applicant to submit Additional Document or provide clarification, as required
	Case II: Document Check Over
24.	- Ability to approve or reject the application with remarks for such decision
	Case A: Application Approved
25.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome of joining the Voluntary Compliance Scheme
	Case B: Application Not Approved
26.	- Ability to send Notification (SMS / Email / Portal) about the Application Outcome of

Application Processing – Application Outcome
Directorate User (Registering Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>

		joining the Voluntary Compliance Scheme

14.3.2. MIS Report

Portal Sign Up
Illustrative List of MIS reports (Not Exhaustive)

S No	MIS Report
Rp.1	- List of Application for enrollment of joining under Voluntary Compliance Scheme with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.2	- List of Application submitted for joining where clarification/ additional document was requested
Rp.3	- List of Successful and unsuccessful application joining under Voluntary Compliance Scheme group by Directorate Jurisdiction Offices, Applicant District / Sub Division / Pin Code etc.
Rp.4	- List of Application of the Voluntary Compliance Scheme quit the scheme group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.5	- List of Application in the suspended status group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.6	- Any Other User Defined Report

14.1.3.   Filling of Combined Annual Return

Form Fill Up and Submission

After joining the Voluntary Compliance Scheme authorized user allow to submit the Combined Annual Return.

Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System

Note1: Registration / Licence documents have been digitized and the details reside in the system.

Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company

System allows Authorized User to fill Combined Annual Return and Submit to Directorate

S No	Functional Requirements
27.	- Ability to send Reminders / Notifications (SMS/ Email / Portal) to submit the Combined Annual Return from a certain date (1⁻Feb of the succeeding year) in a pre-defined frequency before a pre-decided Cut-Off Date (15 days extra) for such submission
28.	- Ability to auto-populate the Establishment details (non-editable) such as Name, Address, Date of Commencement, Authorized Occupier or Manager etc. in relevant e-Form (Currently - Form III)
29.	- Ability to auto-populate the Registration Number, Industrial Classification of the Factory (non- editable) in e-Form(Currently - Form III)
30.	- Ability to fill remaining fields of the e-Form (Currently - Form III) with system prompting for filling the mandatory fields
31.	- Ability to prompt the Applicant to fill mandatory fields in the e-Form (Currently - Form III)
32.	- Ability to Digitally Sign the e-Form (Currently - Form III) once all the mandatory fields are filled by the Applicant
33.	- Ability to Digitally Self Declaration about the correctness and completeness of the Application (Optional, if the Applicant has Digital Signature)
34.	- Ability to save the application at any stage of form / data filling and fill it later
35.	- Ability to re submit Combined Annual Return, if suggested by the Directorate User before a pre-decided date
36.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
37.	- Ability to submit the duly filled in e-Form (Currently - Form III)

Form Fill Up and Submission
After joining the Voluntary Compliance Scheme authorized user allow to submit the Combined Annual Return.
Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note1: Registration / Licence documents have been digitized and the details reside in the system.
Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company

38.	- Ability to send Acknowledgement Receipt for successful submission of the Combined Annual Return with a Unique Tracking Number (SMS/Email / Portal) with date and time stamp
39.	- Ability to mark the Acknowledgment as **"On Time Submission"** or **"Late Submission"** based on the date of Submission and the pre-decided last date of Submission
40.	- Ability to send a copy of the Submitted Combined Annual Return (Email / Portal) to the Applicant

14.3.3. Review/ Validation of Combined Annual Returns

Review/ Validation of Combined Annual Returns
Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note1: Registration / Licence documents have been digitized and the details reside in the system.
Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company
System allows Authorized Directorate User to validate Data of Combined Annual Returns

S No	Functional Requirements
41.	- Ability to send Notification (SMS/ Email/ Portal) to the Designated Official for review of Application
42.	- Ability to peruse the documents attached and submitted with the application
43.	- Ability to provide comments on the completeness or otherwise of the documents
44.	- Ability to send Notification (SMS/ Email/ Portal) to Applicant to submit additional

Review/ Validation of Combined Annual Returns
Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded
Enters Login / Password and Captcha and logs in to the System
Note1: Registration / Licence documents have been digitized and the details reside in the system.
Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company

	document or provide clarification on the document submitted with date and time stamp
45.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

14.3.4. MIS Report

Portal Sign Up	
Illustrative List of MIS reports (Not Exhaustive)	
S No	**MIS Report**
Rp.1	- List of Combined Annual Reports Filed at any time group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.2	- List of Combined Annual Reports Filed within the Pre – Defined Cutoff Date group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.3	- List of Combined Annual Reports filed after the Cut Off Date group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.4	- List of Combined Annual Reports which were reviewed by Directorate Officers group with Directorate Jurisdiction Officers, Designations, , Districts, Sub Division , Pin Code, Industry Category etc
Rp.5	- List of Combined Annual Returns where clarifications / data resubmission was suggested by the Directorate Officer group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.6	- List of Combined Annual Returns where Resubmissions were done within the

Portal Sign Up	
Illustrative List of MIS reports (Not Exhaustive)	
	revised time, group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.7	- List of Combined Annual Returns where Resubmissions were done beyond the cutoff date group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.8	- Any Other User Defined Report