Labour Department

Note: same steps can be followed for the other services of Labour Dept.

Following are the list of Services:-

I. Application for continuation of Disability Pension

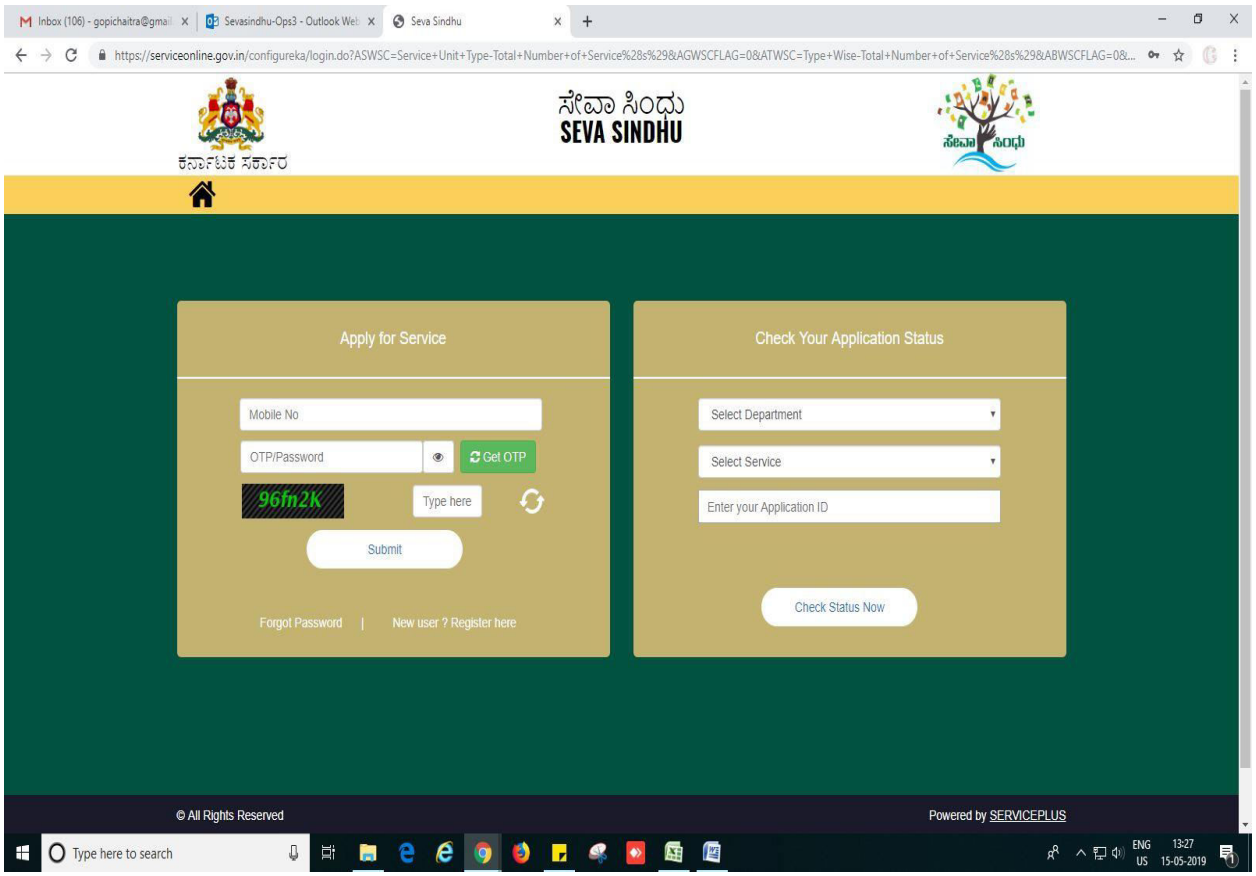
II. Application for Continuation of Pension

Application flow of this manual: Applicant to LI to Joint Secretary to Applicant

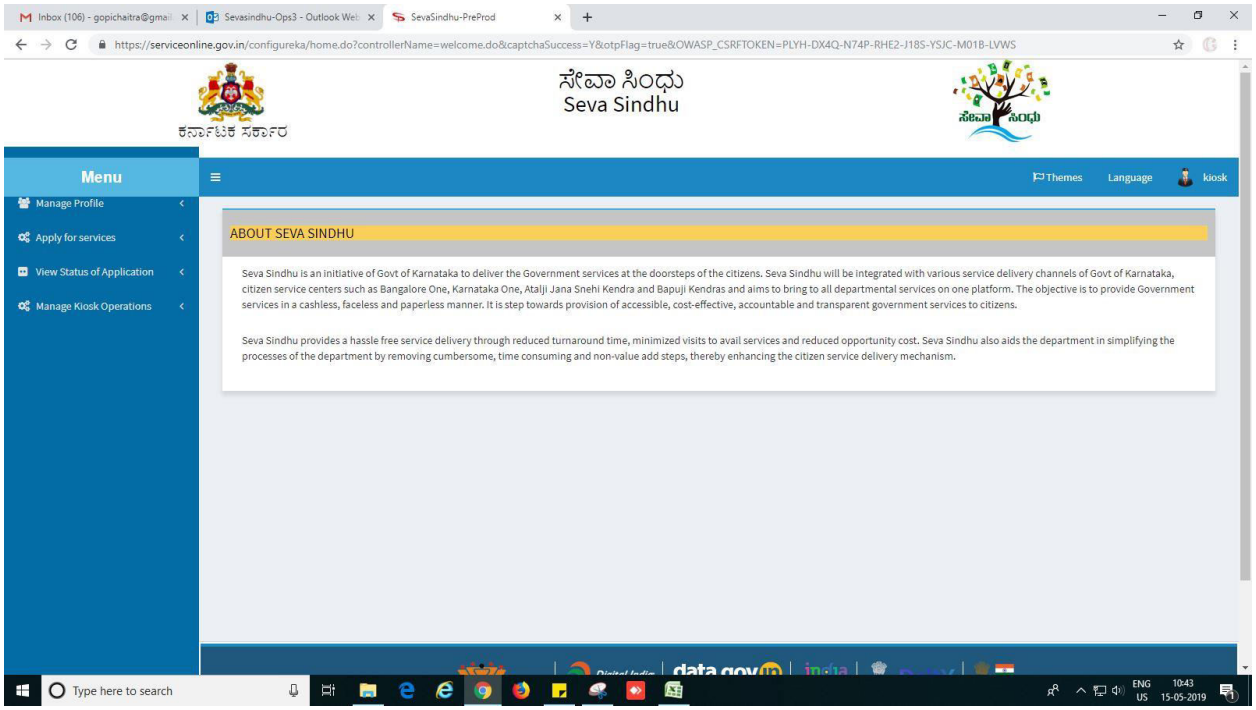
Steps for APPLICANT.

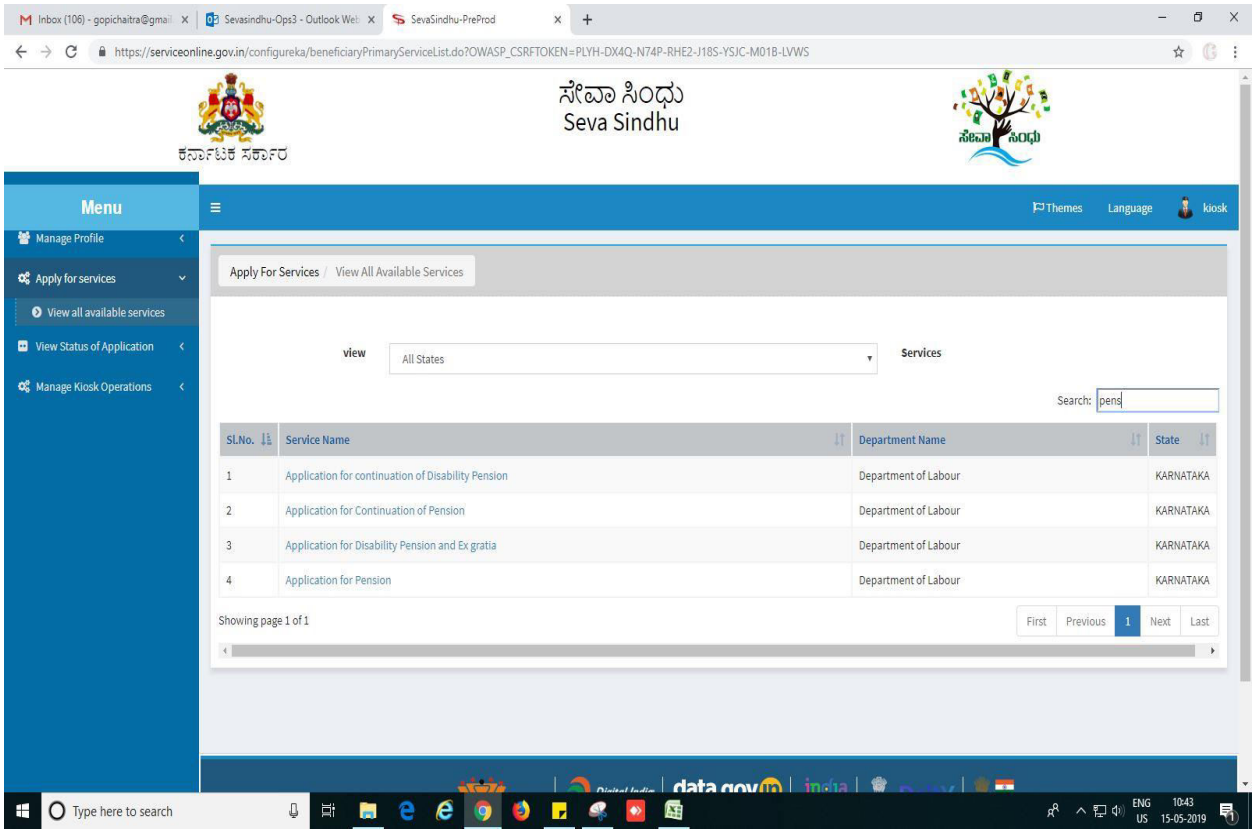
Ex. Application for Pension

1. Register if new user and login or Login if credentials available.

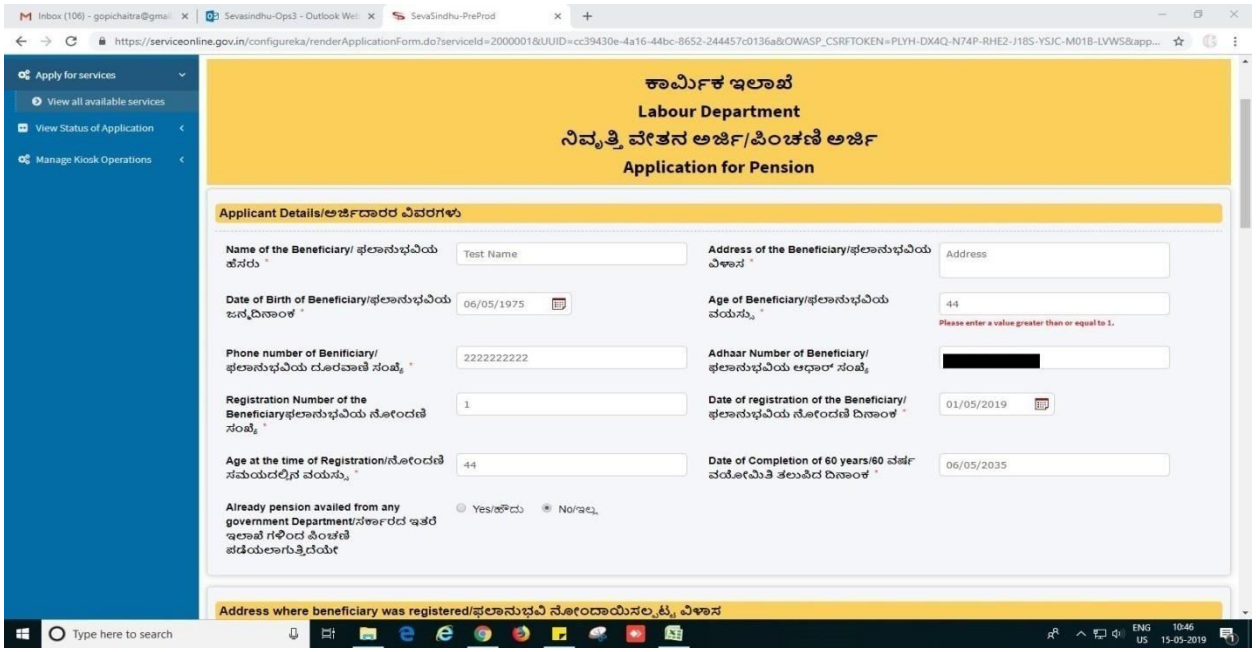


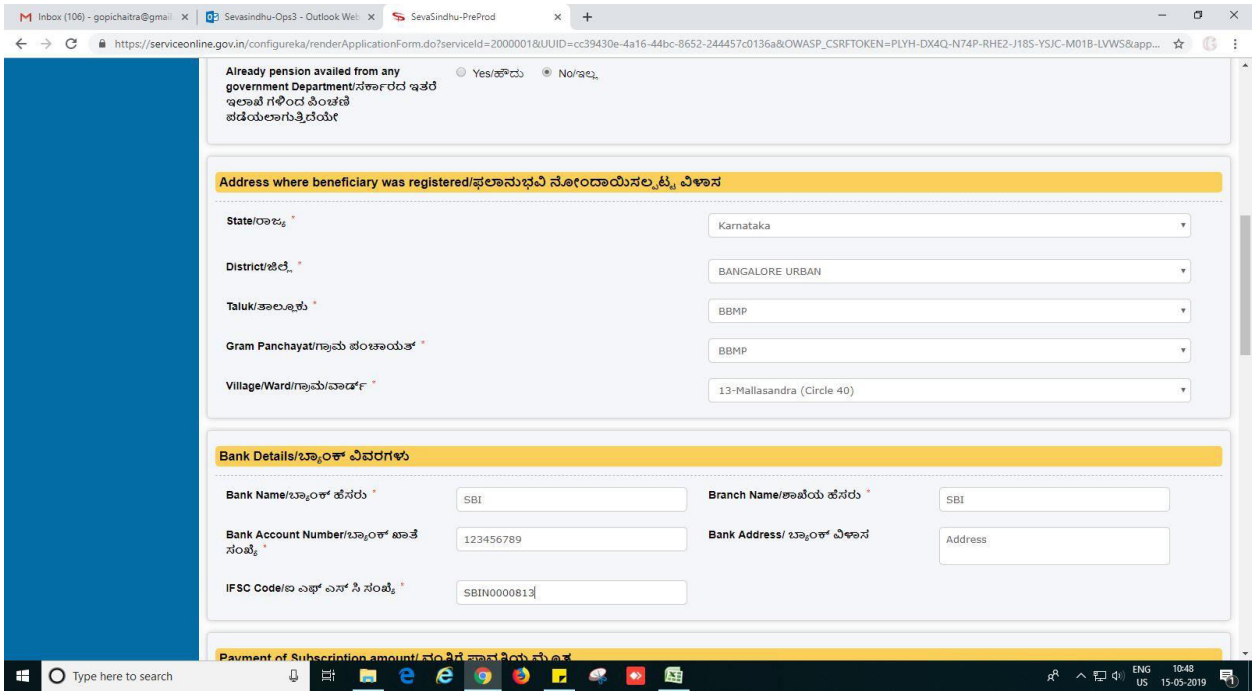
2. Go to MENU->Apply for services->search for desired service->click on it->Application to be filled opens

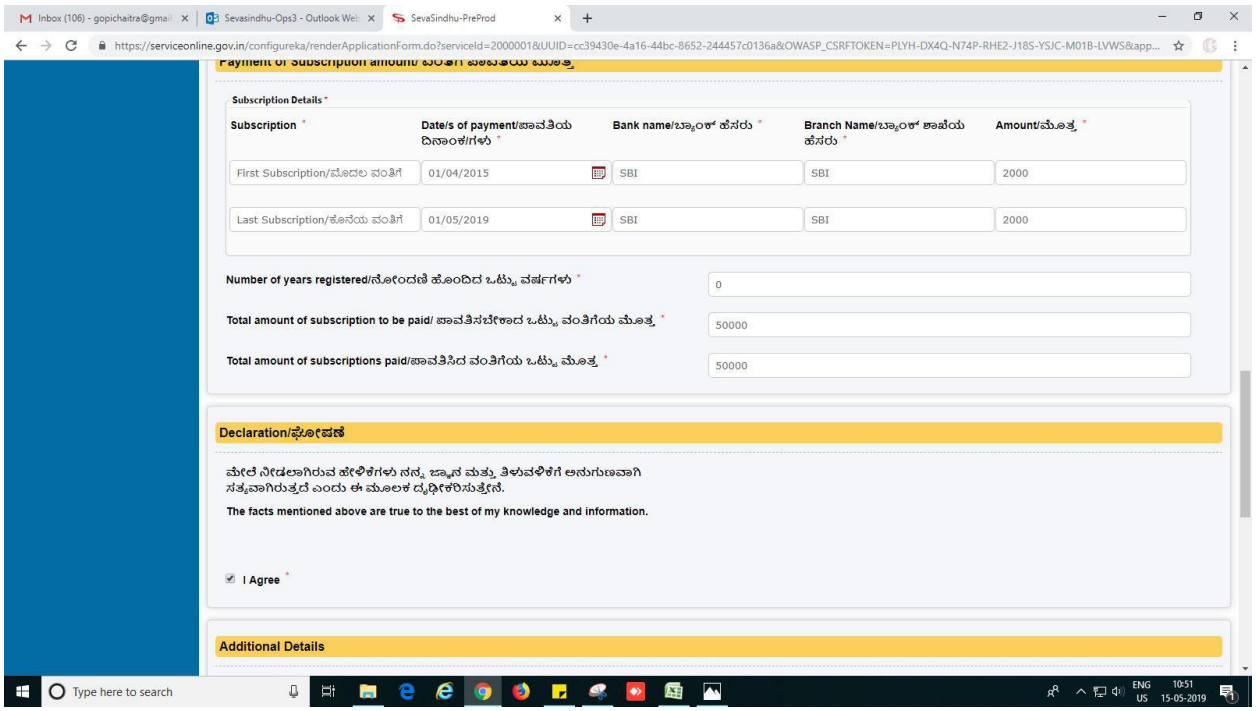




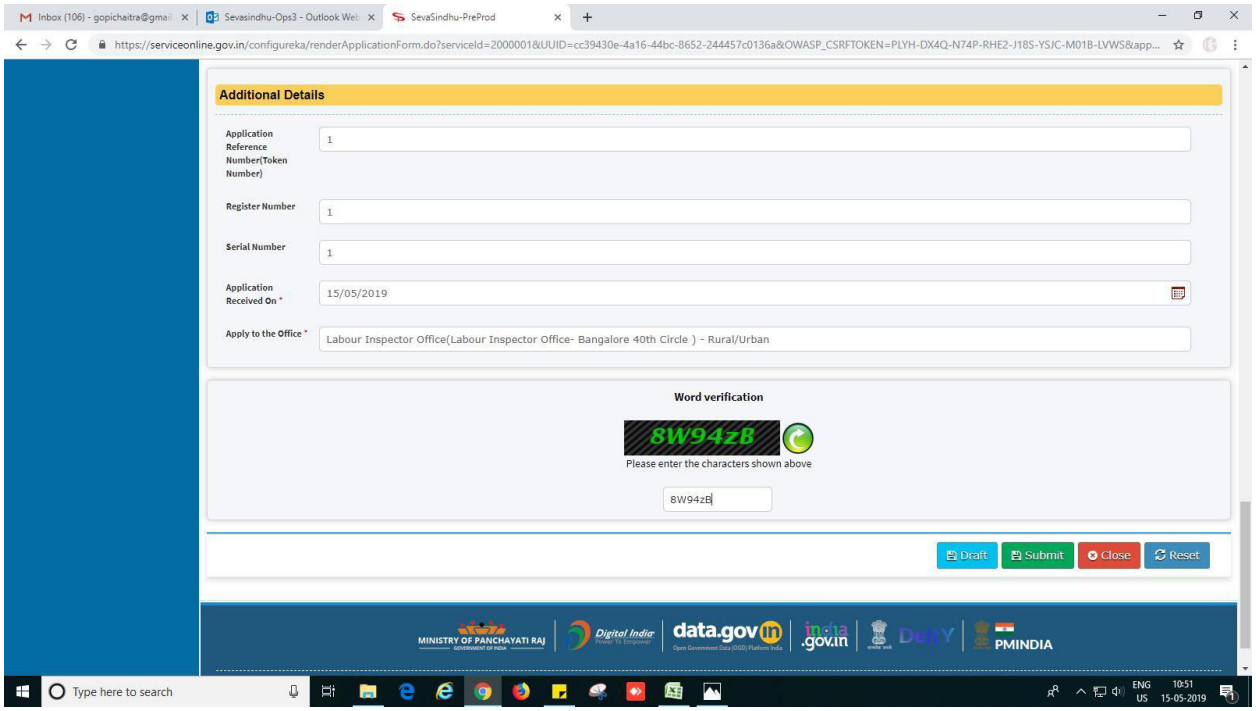
3. Fill in all mandatory fields - > submit



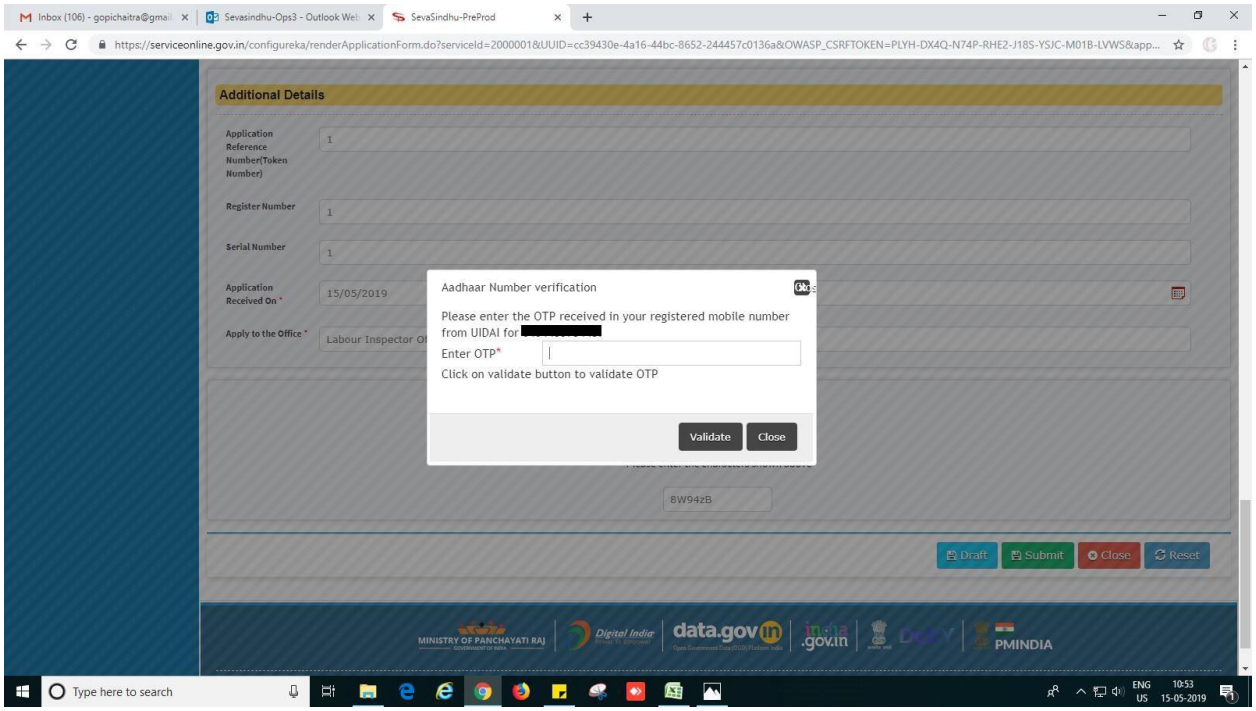


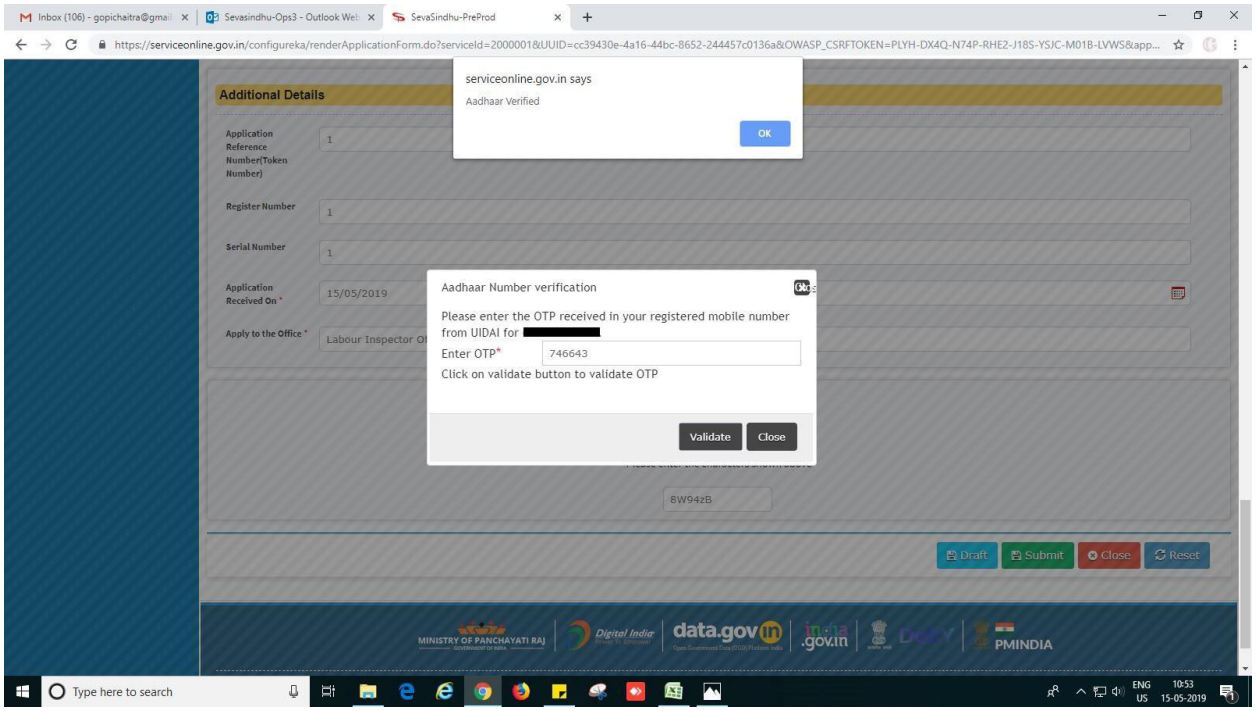


4. Enter captcha and Click on ‘submit’

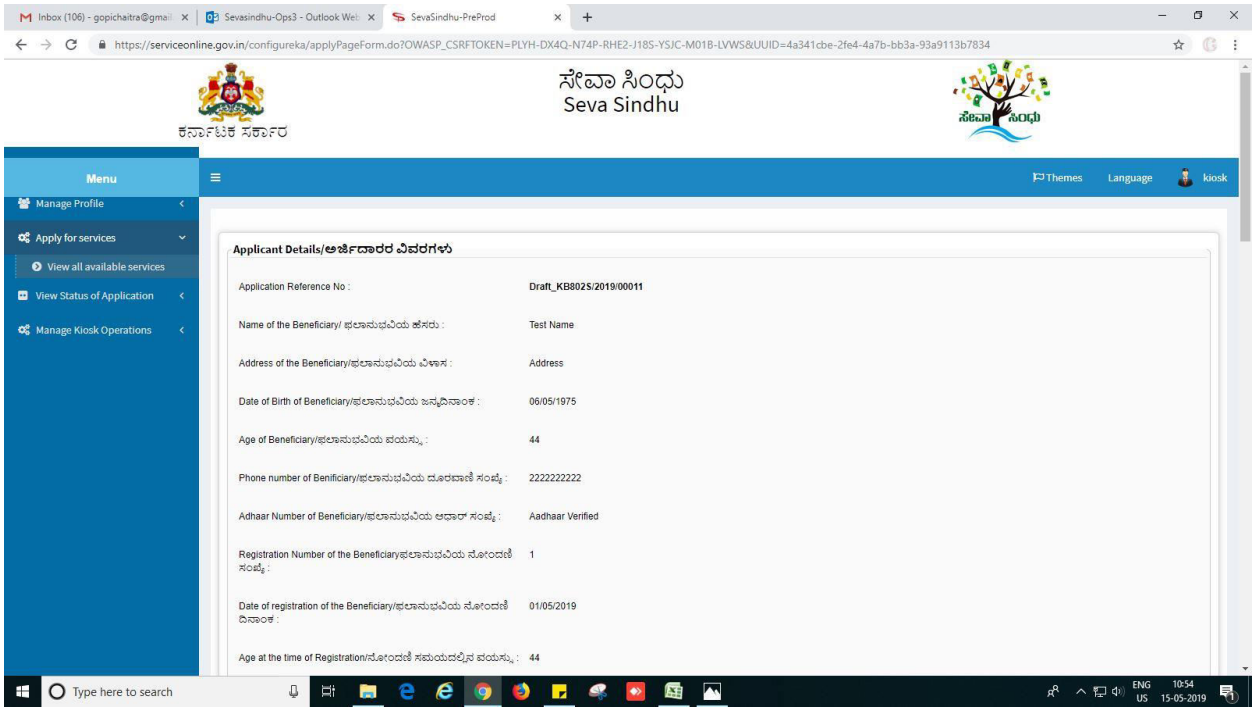


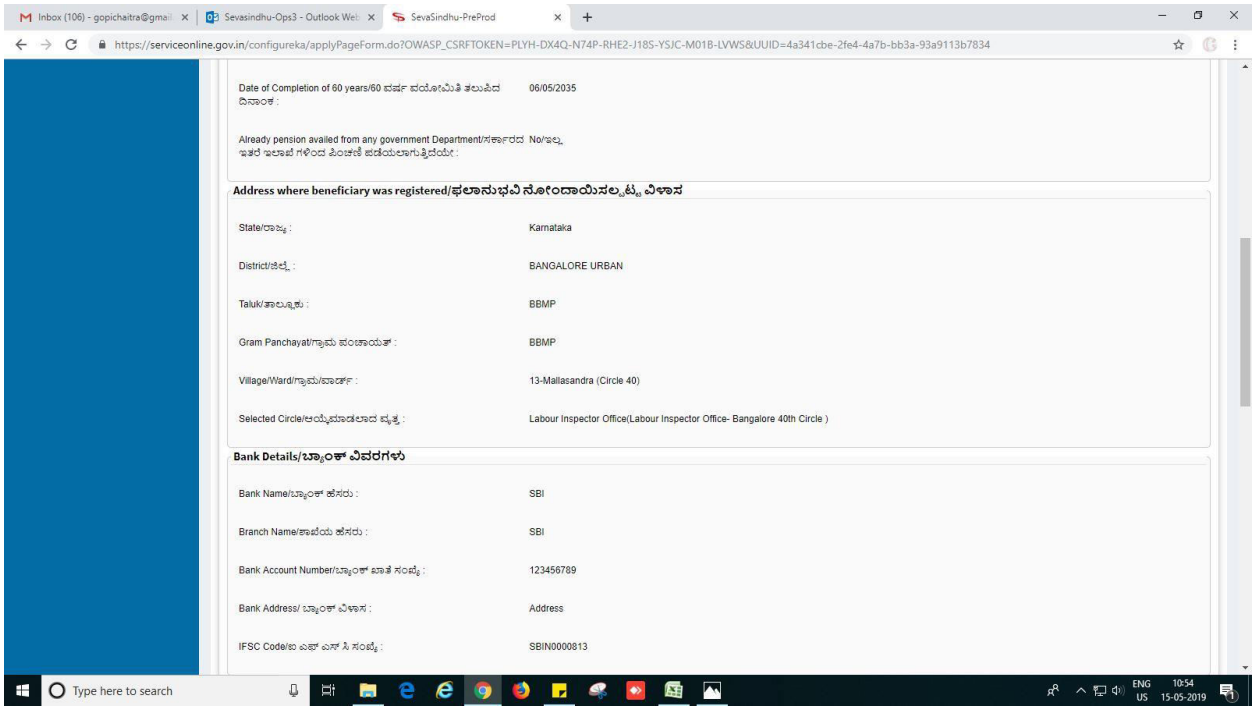
5. Enter OTP and click on ‘Validate’.

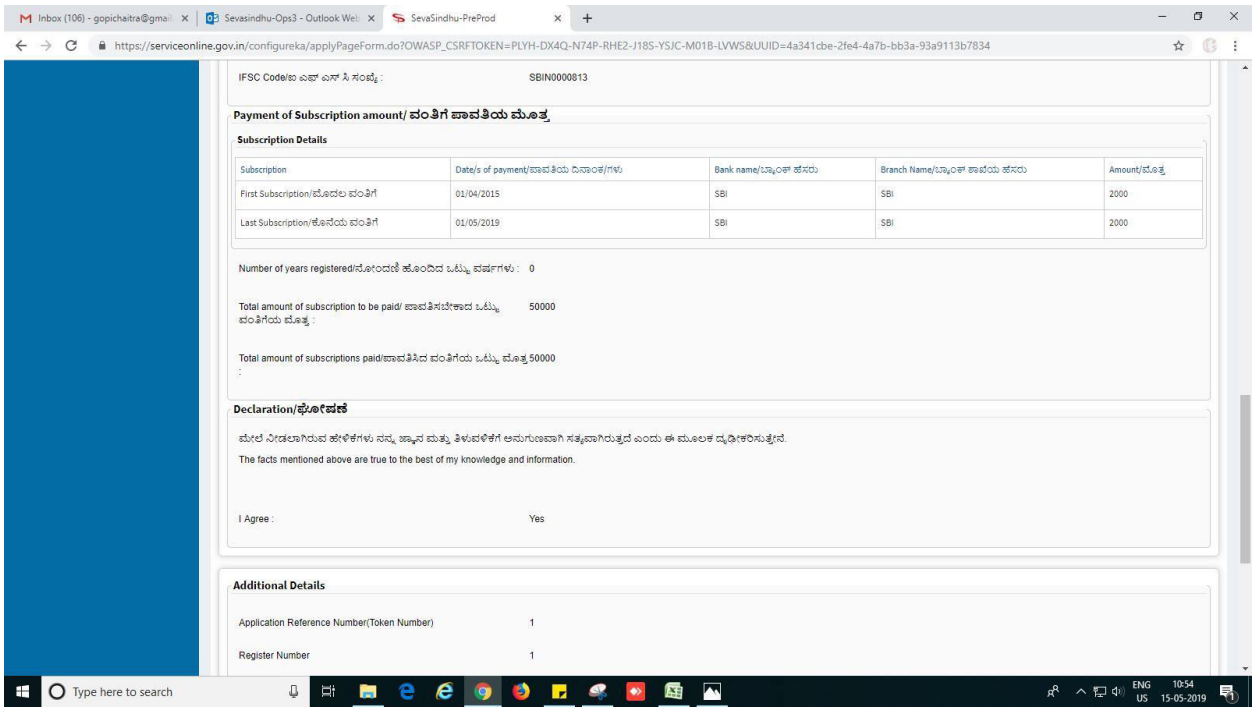




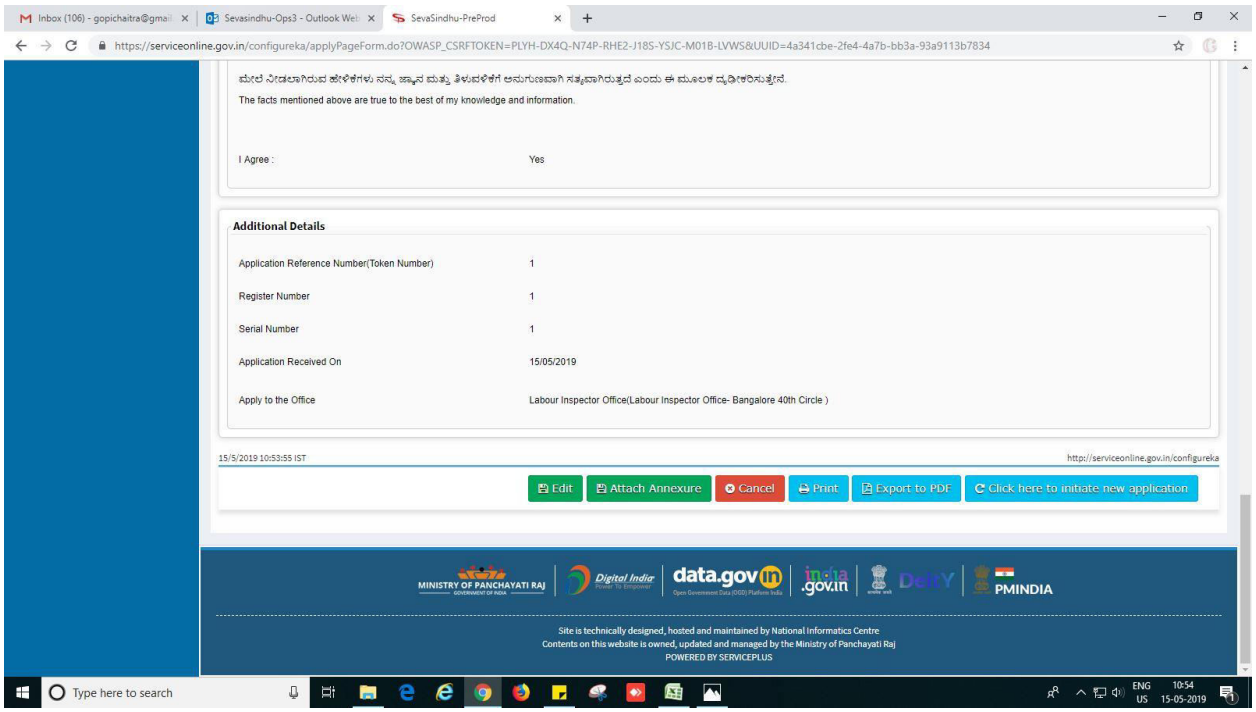
6. Review of the application after submission.

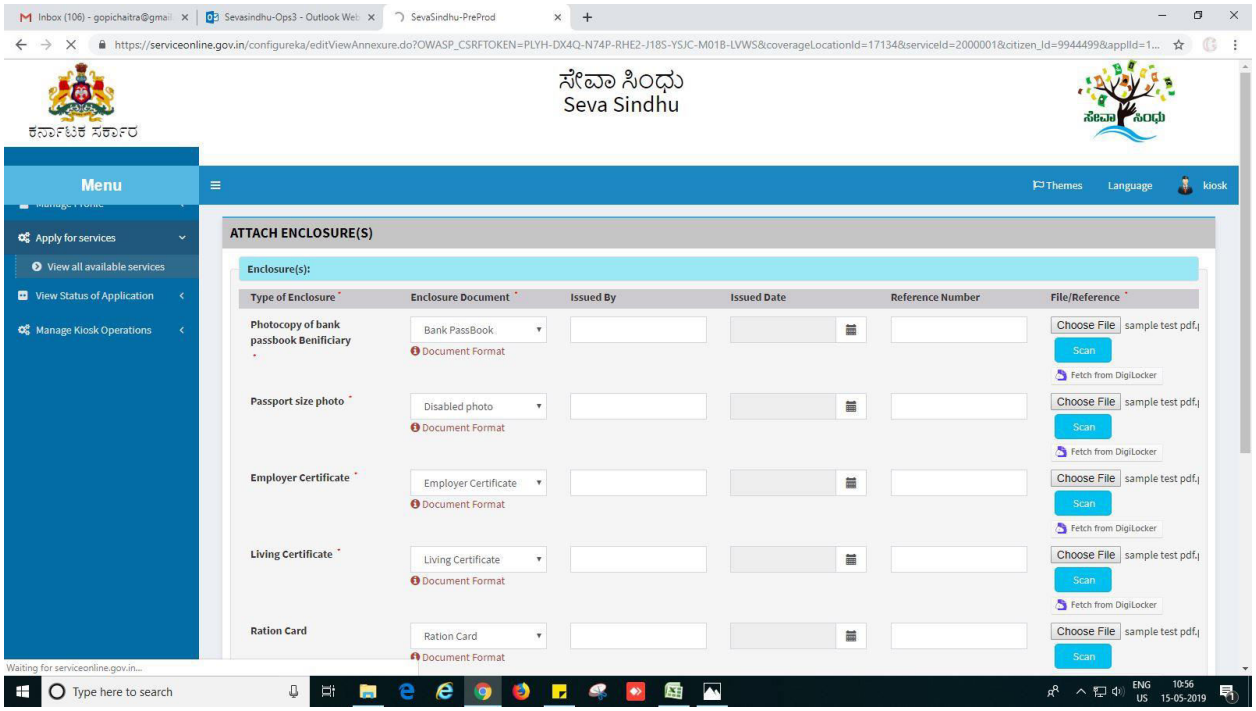




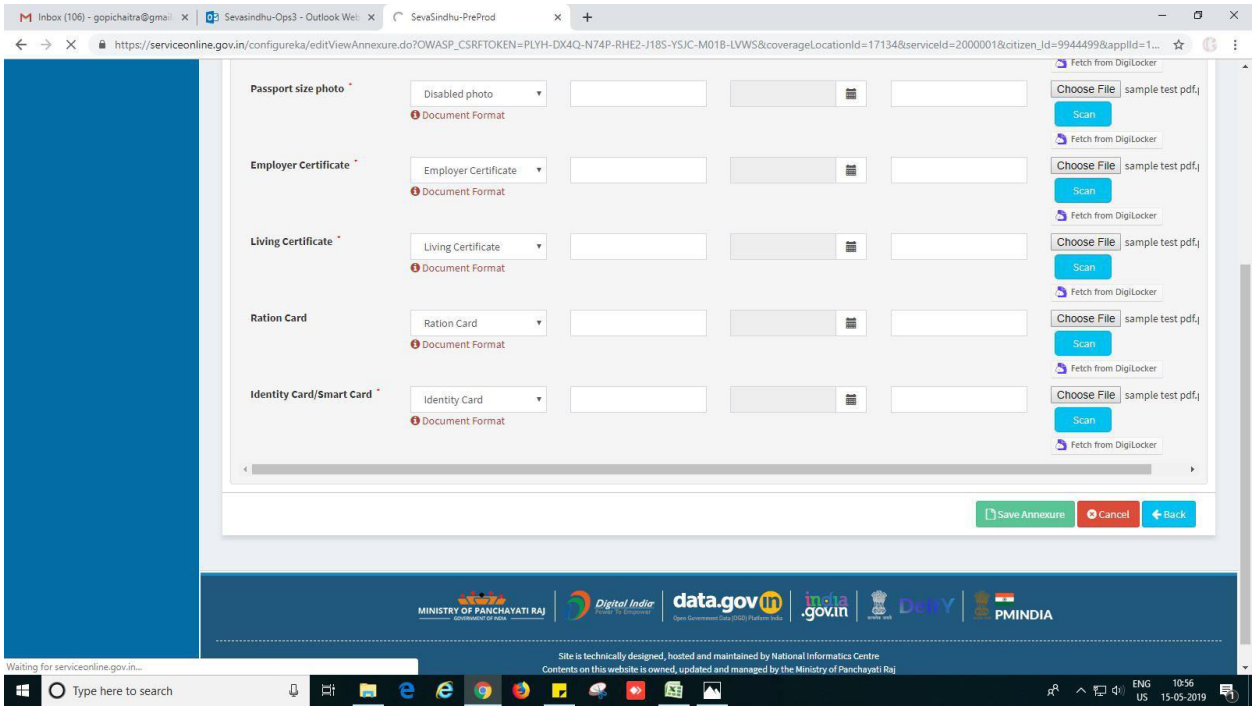


7. Click on edit to if any changes to be done else click on ‘attach annexure’ to attach the documents.

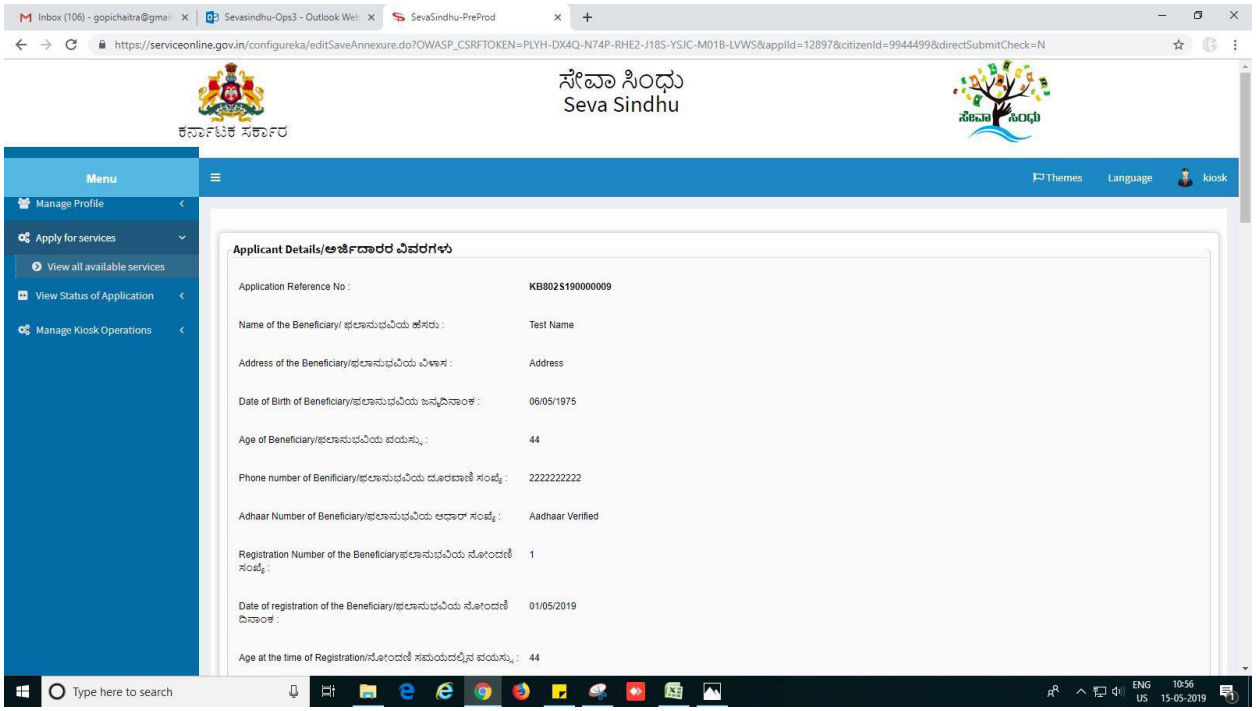


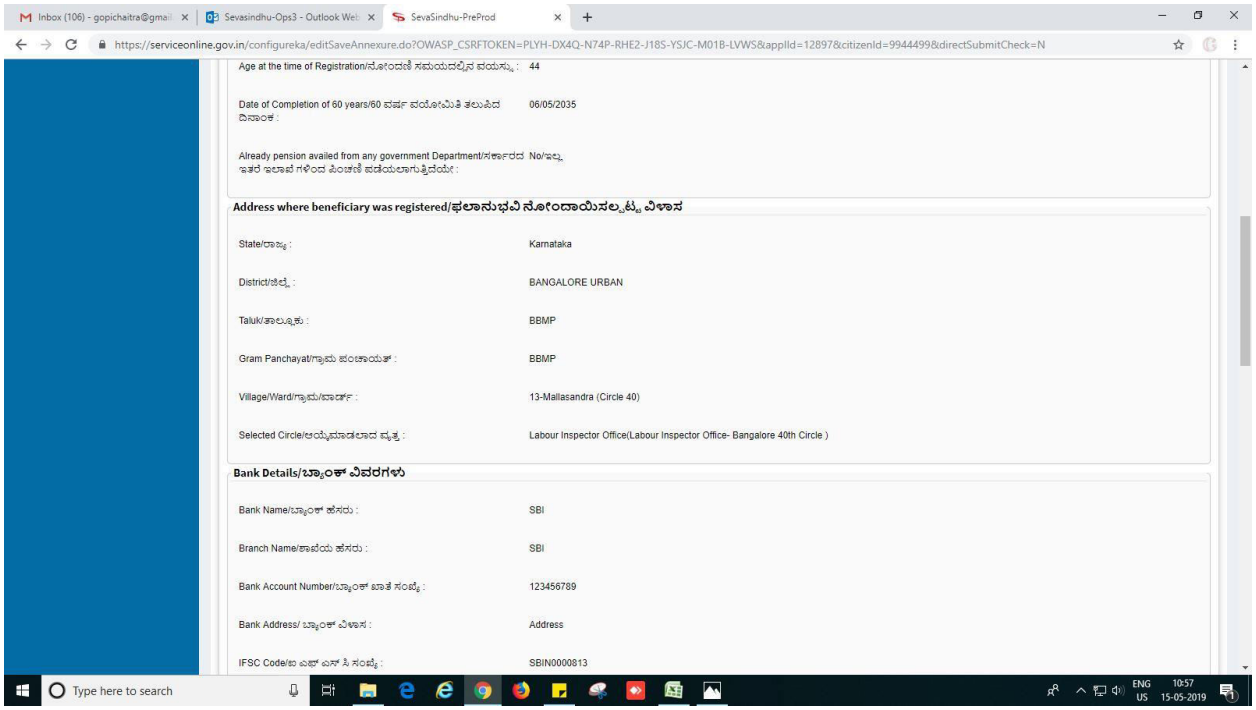


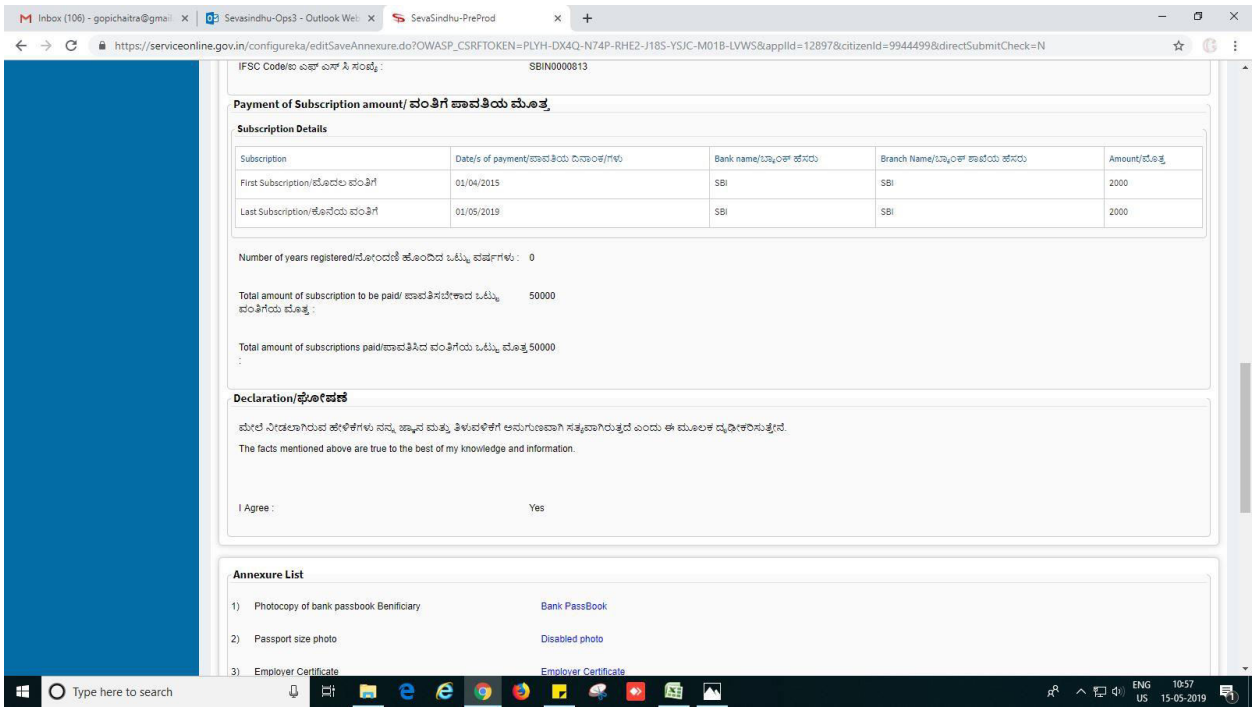
8. Save annexure.



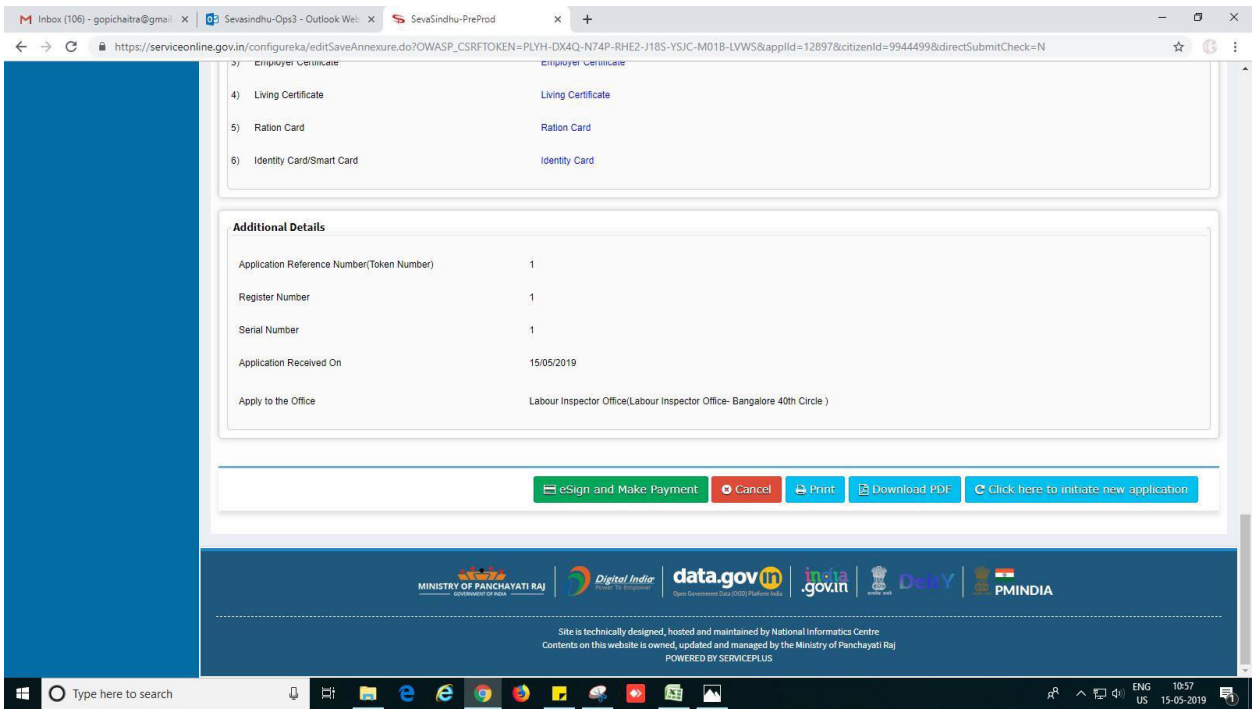
9. Application review after saving the application.



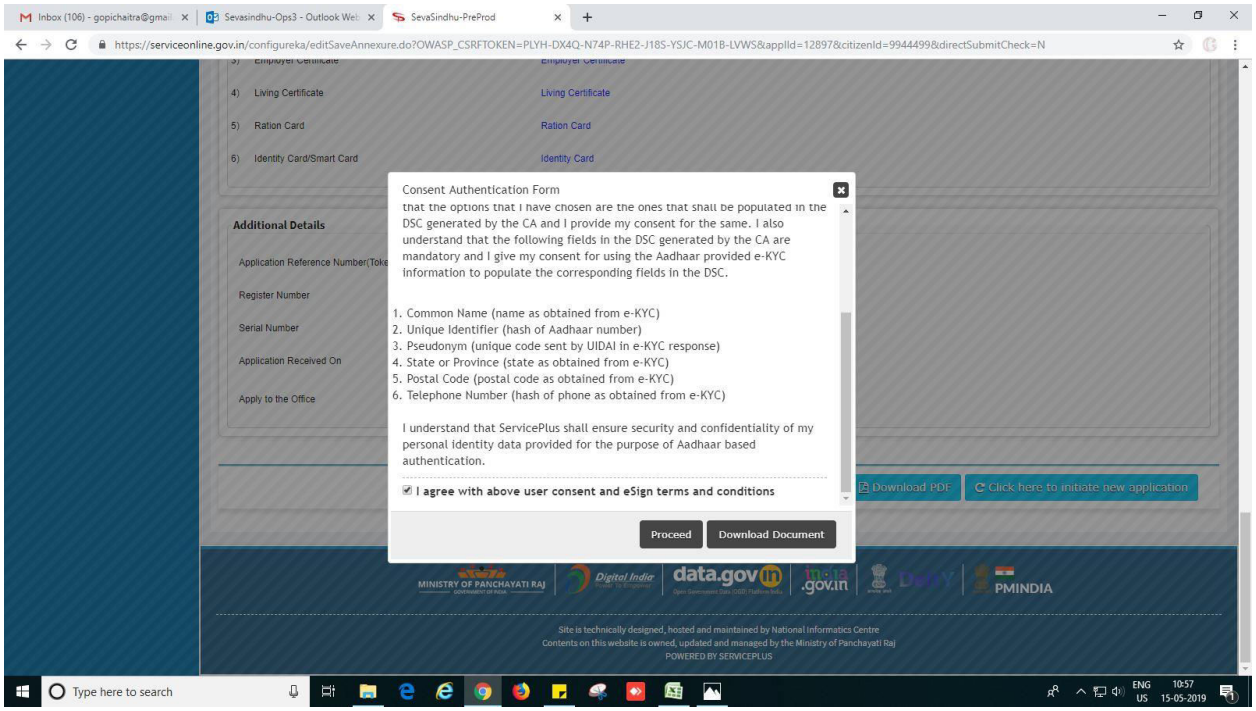




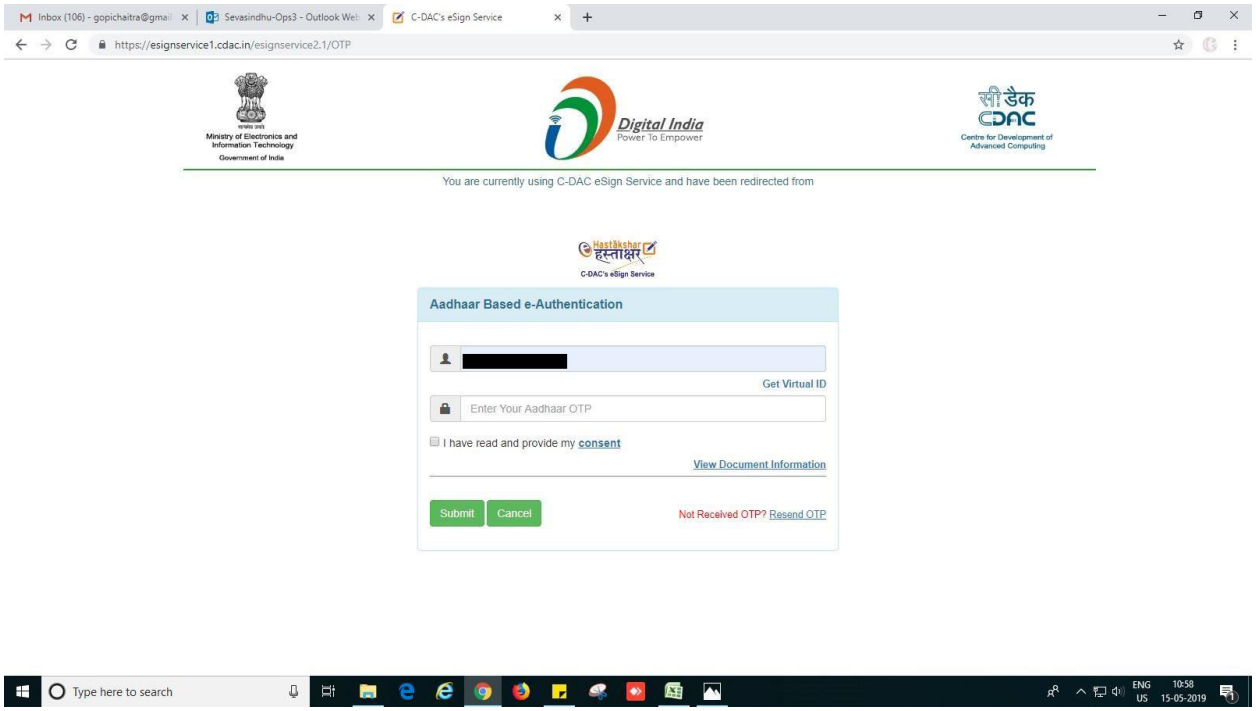
10. Click on E-sign and make payment.



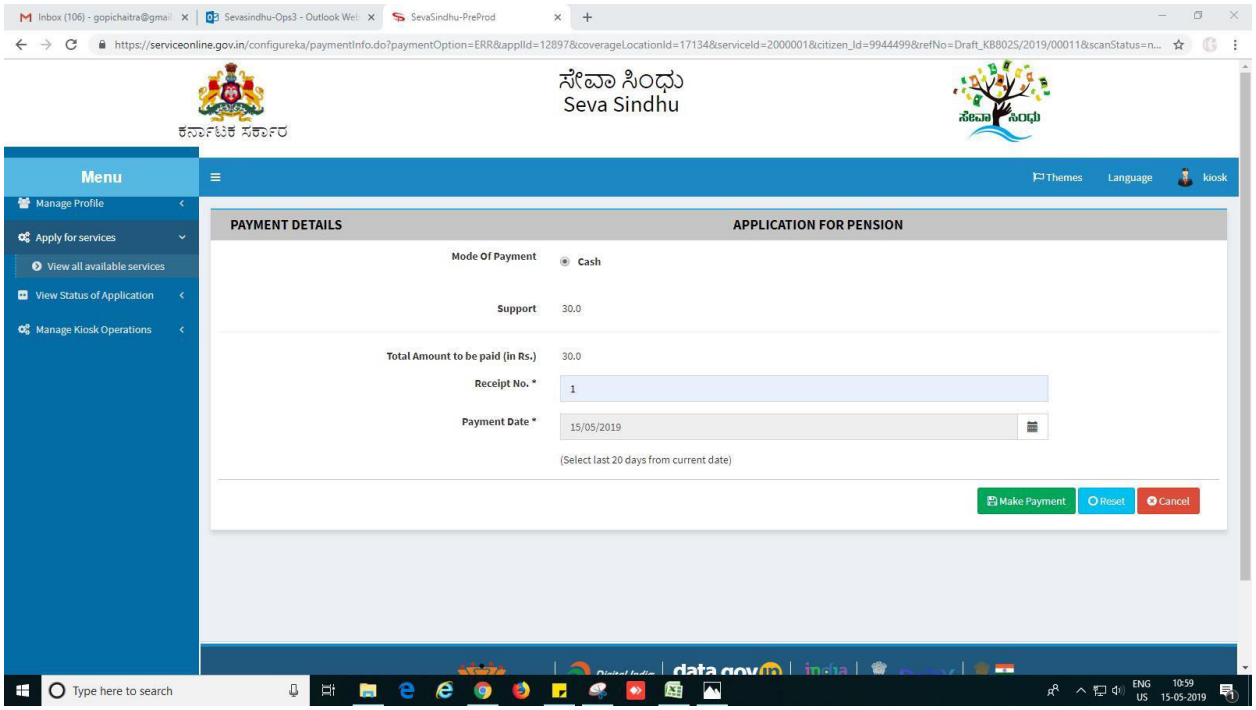
11. Click on tick mark and click on ‘proceed’.



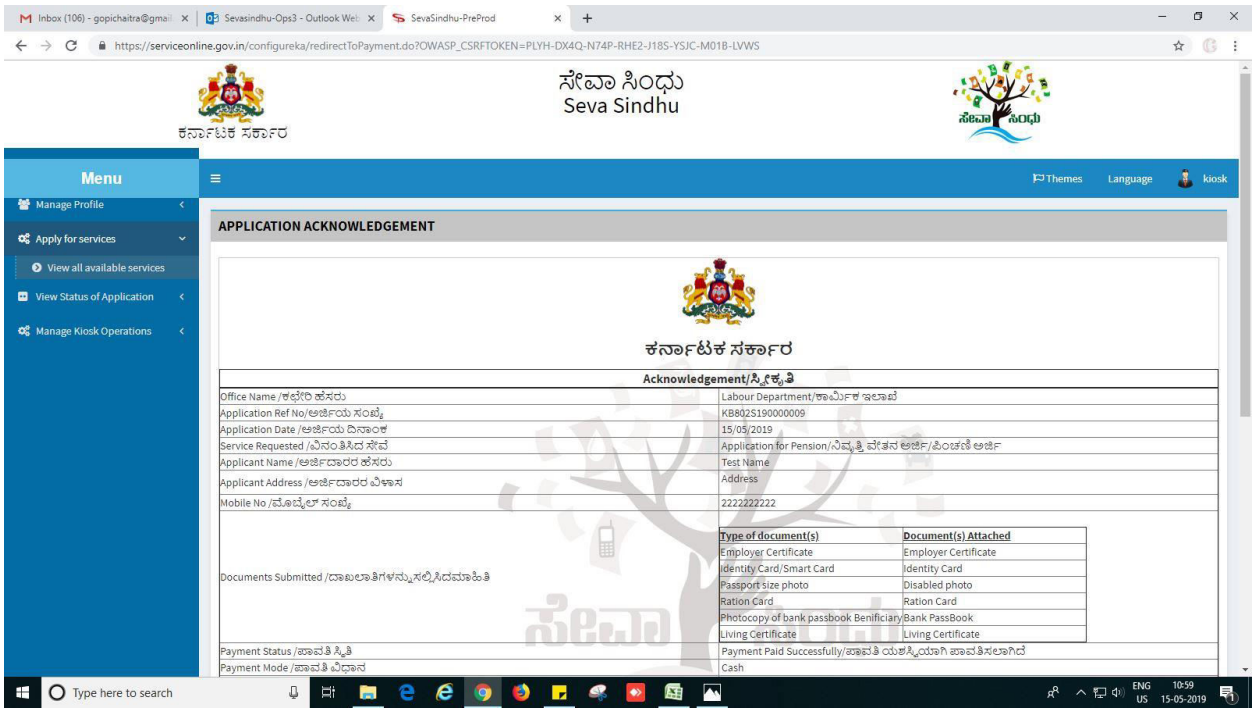
12. Enter Aadhaar number click on ‘get OTP’, enter OTP.

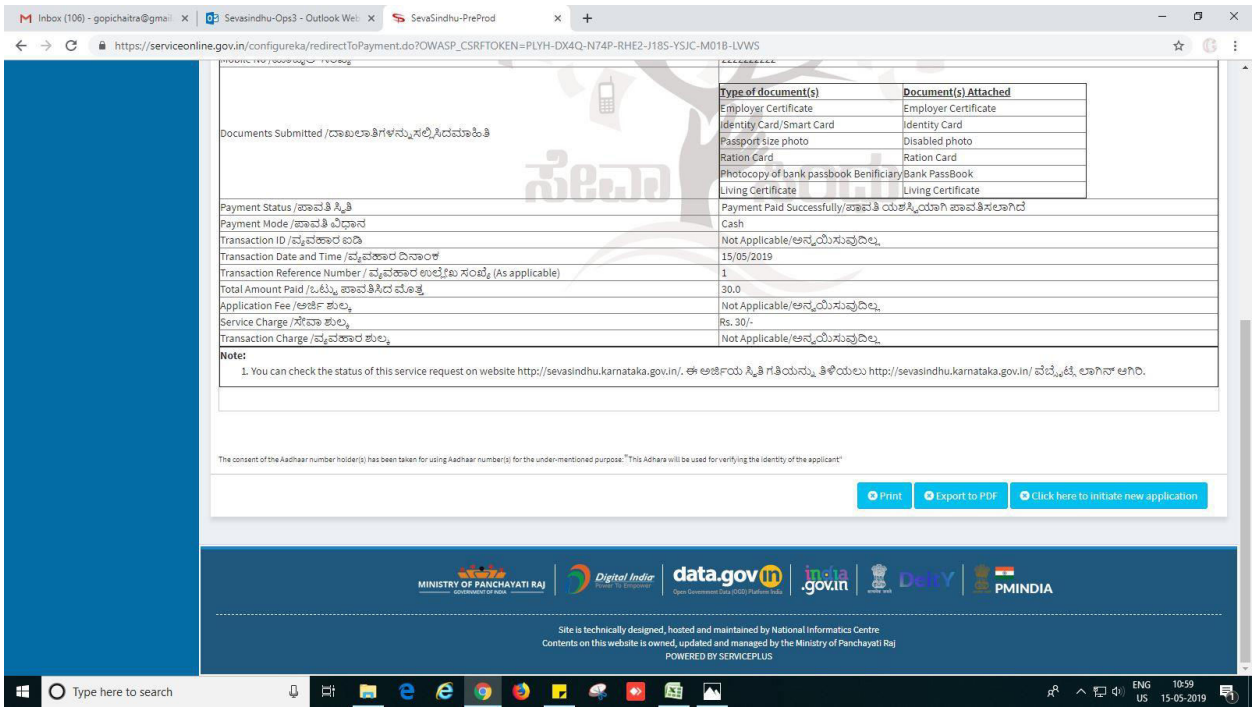


13. Make payment and Click on ‘submit’

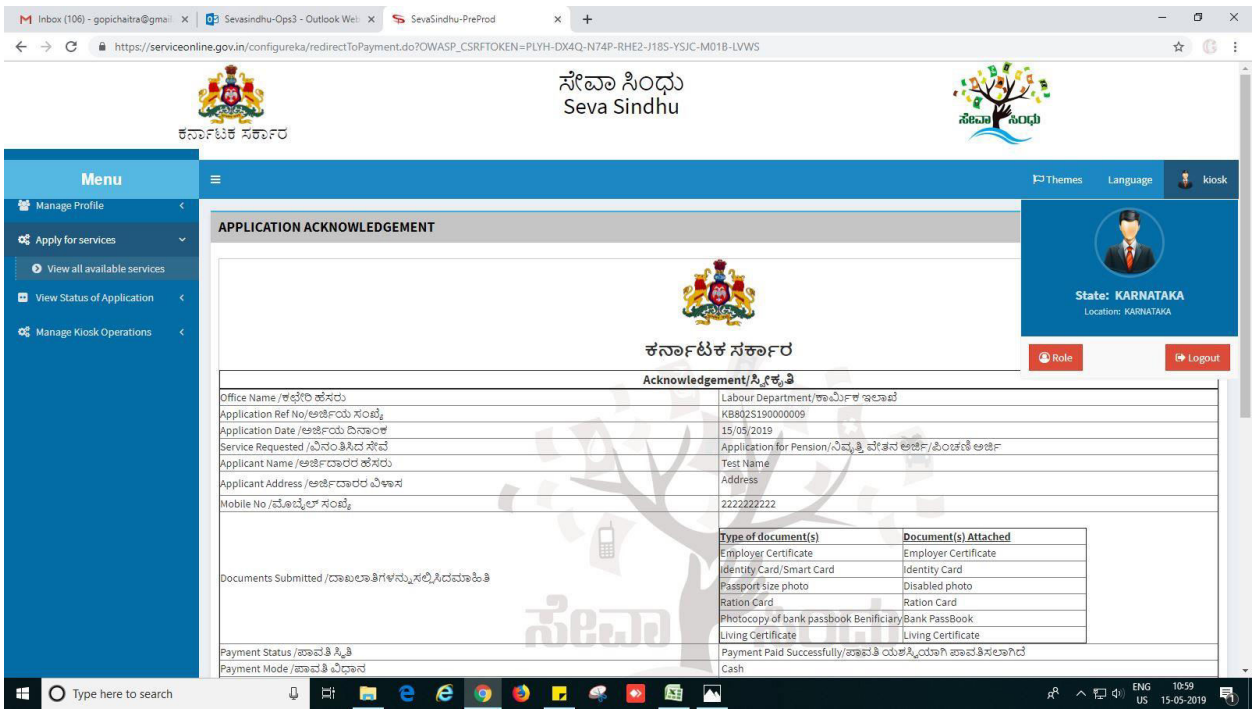


14. Acknowledgement. One can take the print of it or can export to PDF.



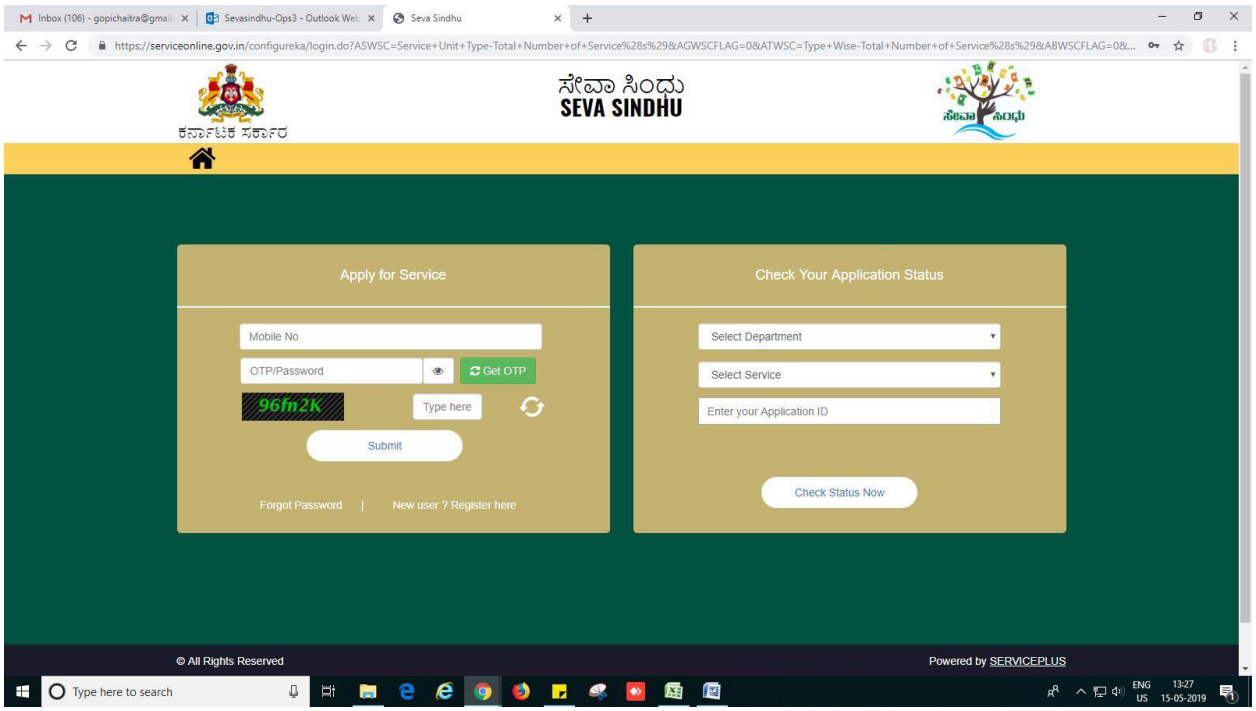


15. ‘Click here to initiate new application’ or Logout.

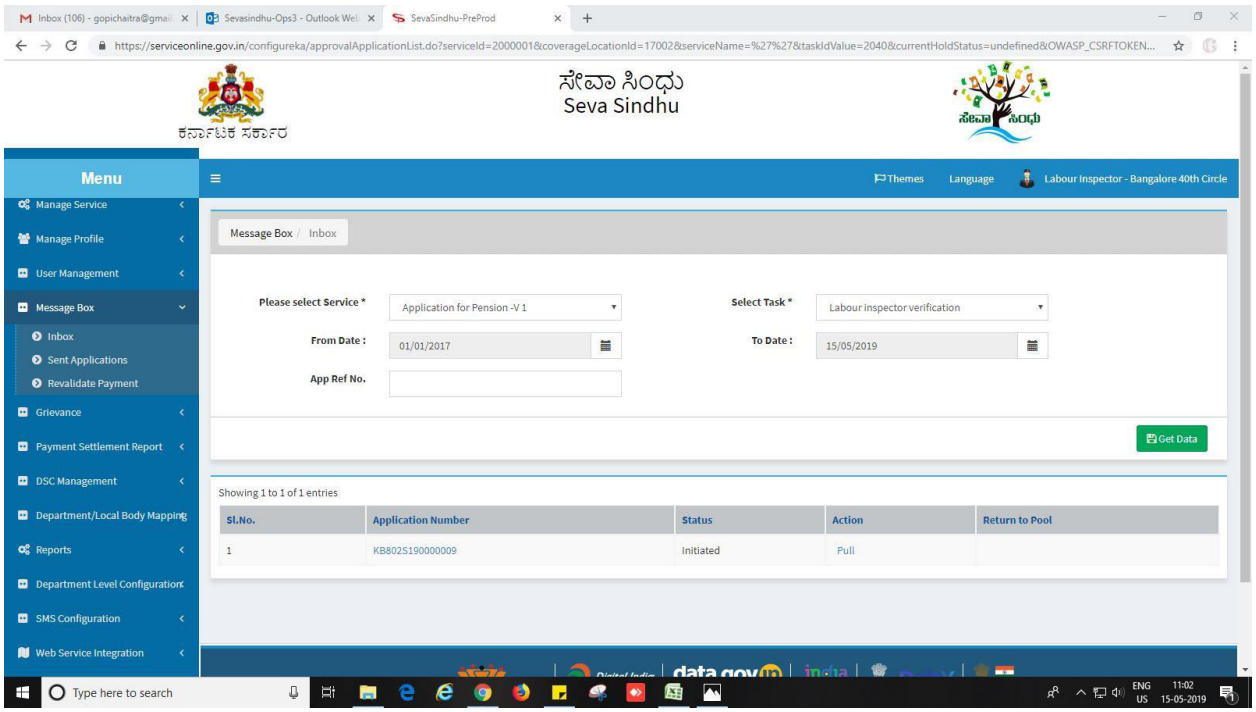


Steps to be performed by LABOUR INSPECTOR

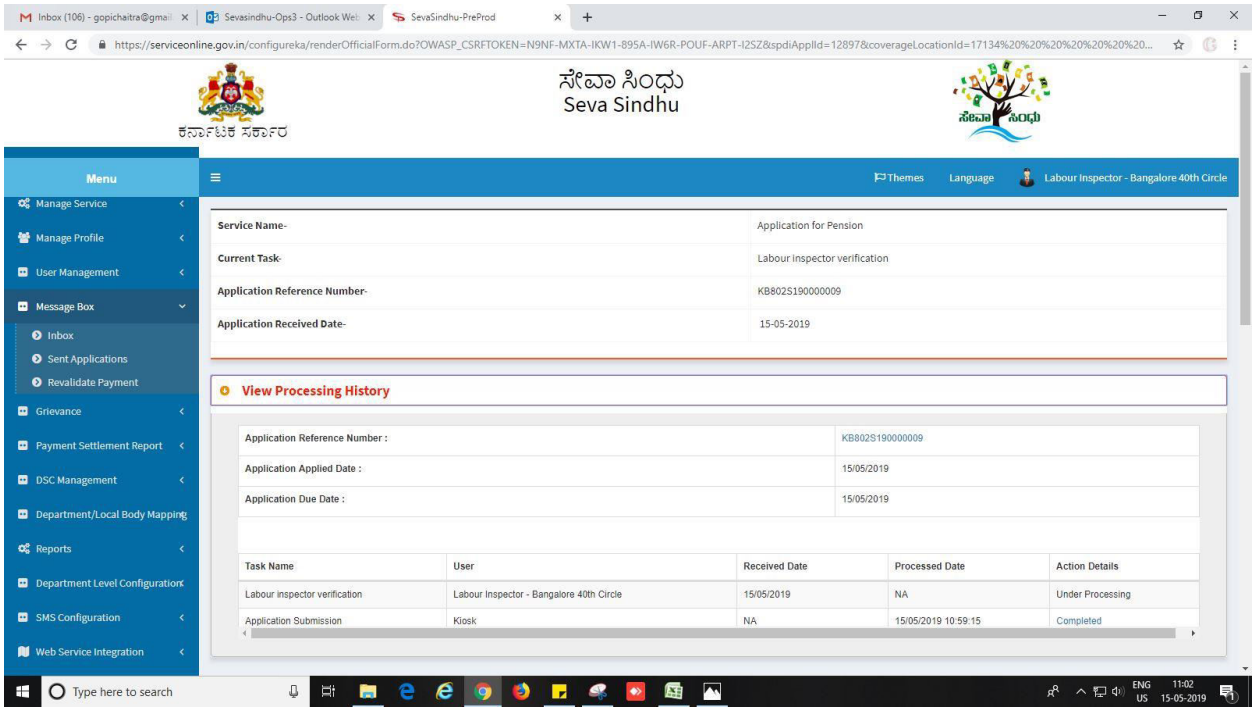
1. For office use: - login to Labour Inspector.
2. Login to Labour Inspector page.

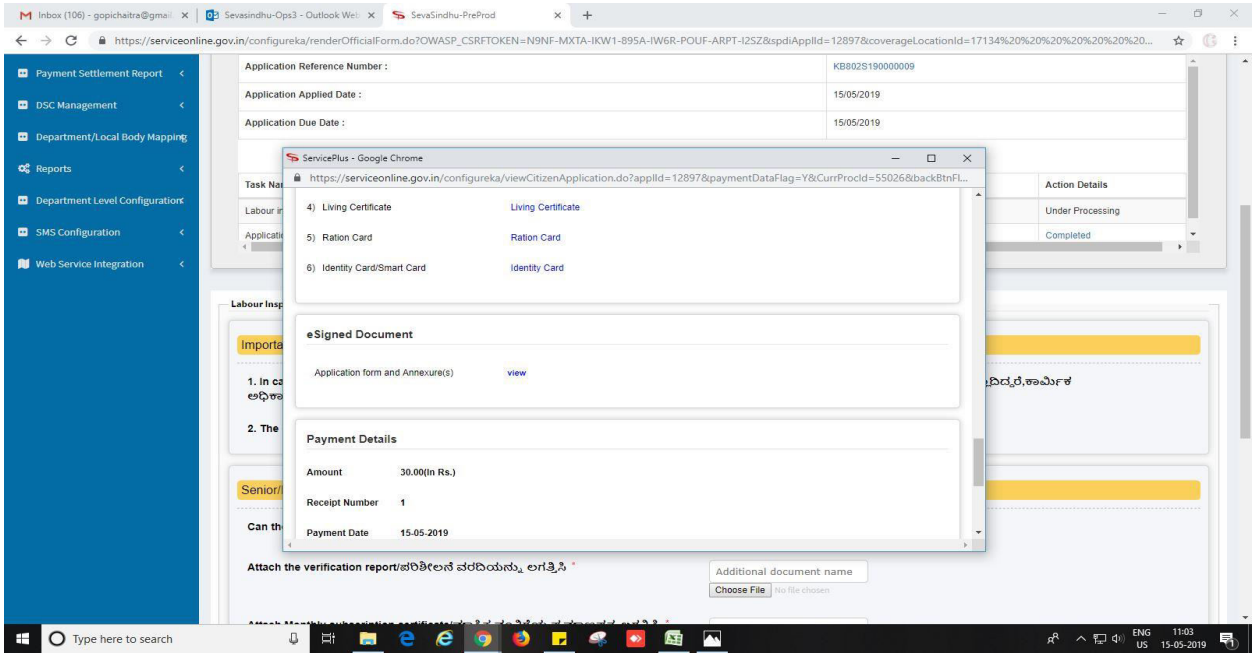


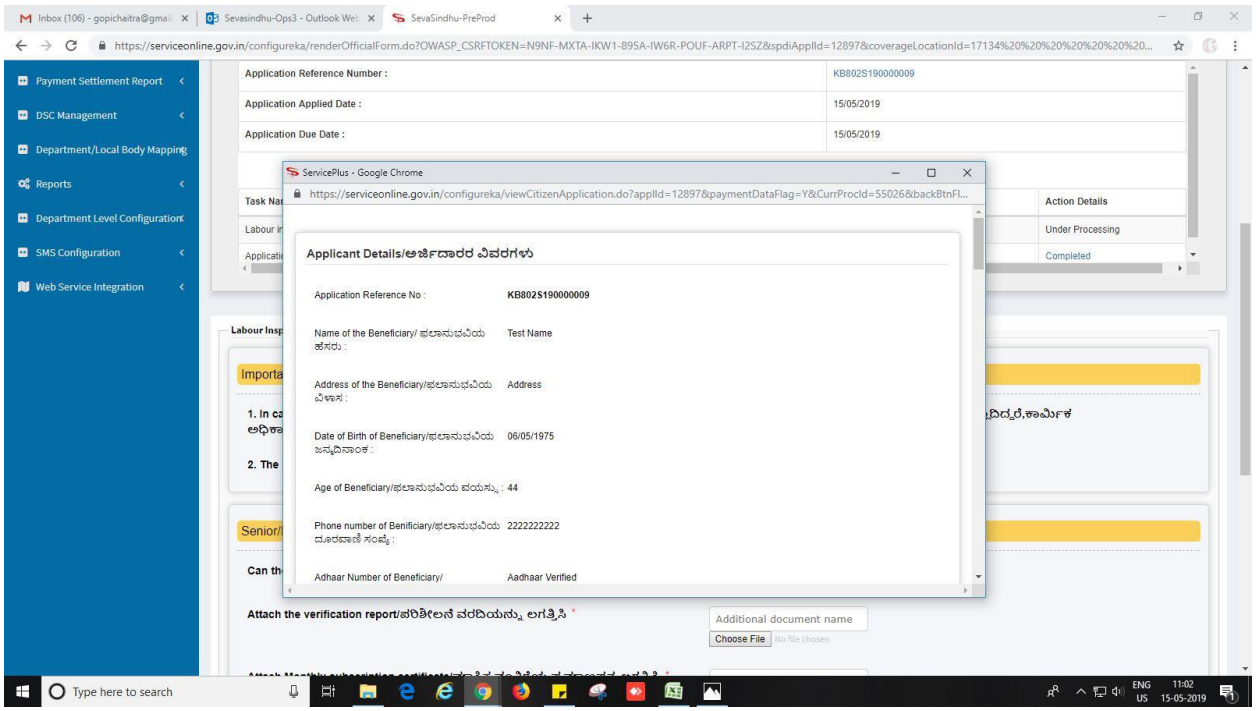
3. Go to->MENU->message box->inbox-> Click on ‘pull’

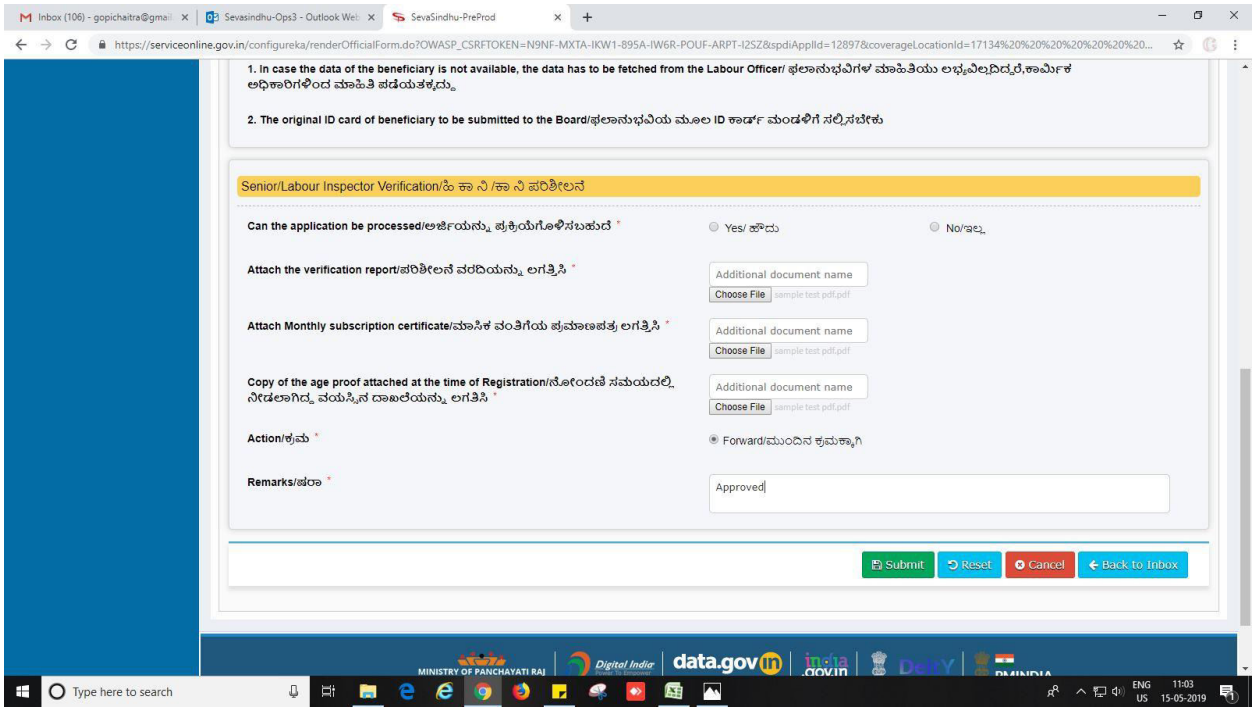


4. Click on ‘View Processing History’->click on ‘Completed’ to verify the applicant’s application.
5. Fill mandatory fields.
6. Write remarks. Click on ‘submit’.
7. Fill all mandatory fields.
8. Attach the documents.
9. Write remarks.
10. Click on ‘submit’.

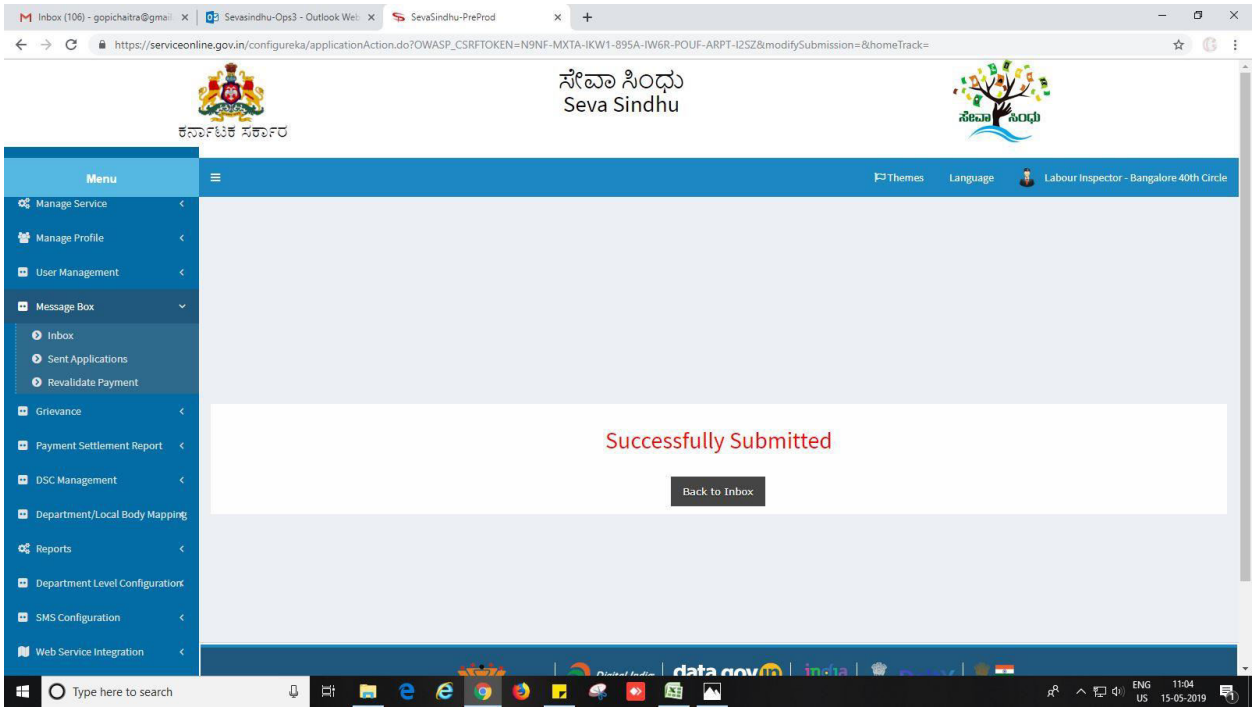





Payment Settlement Report
DSC Management
Department/Local Body Mapping
Reports
Department Level Configuration
SMS Configuration
Web Service Integration
Application Reference Number :
KB802S190000009
Application Applied Date :
15/05/2019
Application Due Date :
15/05/2019
Action Details
Under Processing
Completed
ServicePlus - Google Chrome
Applicant Details/ಅರ್ಜಿದಾರರ ವಿವರಗಳು
Application Reference No :
KB802S190000009
Name of the Beneficiary/ ಫಲಾನುಭವಿಯ ಹೆಸರು :
Test Name
Address of the Beneficiary/ಫಲಾನುಭವಿಯ ವಿಳಾಸ :
Address
Date of Birth of Beneficiary/ಫಲಾನುಭವಿಯ ಜನ್ಮದಿನಾಂಕ :
06/05/1975
Age of Beneficiary/ಫಲಾನುಭವಿಯ ವಯಸ್ಸು :
44
Phone number of Benificiary/ಫಲಾನುಭವಿಯ ದೂರವಾಣಿ ಸಂಖ್ಯೆ :
2222222222
Adhaar Number of Beneficiary/
Aadhaar Verified
Attach the verification report/ಪರಿಶೀಲನೆ ವರದಿಯನ್ನು ಲಗತ್ತಿಸಿ
Additional document name
Choose File
Type here to search

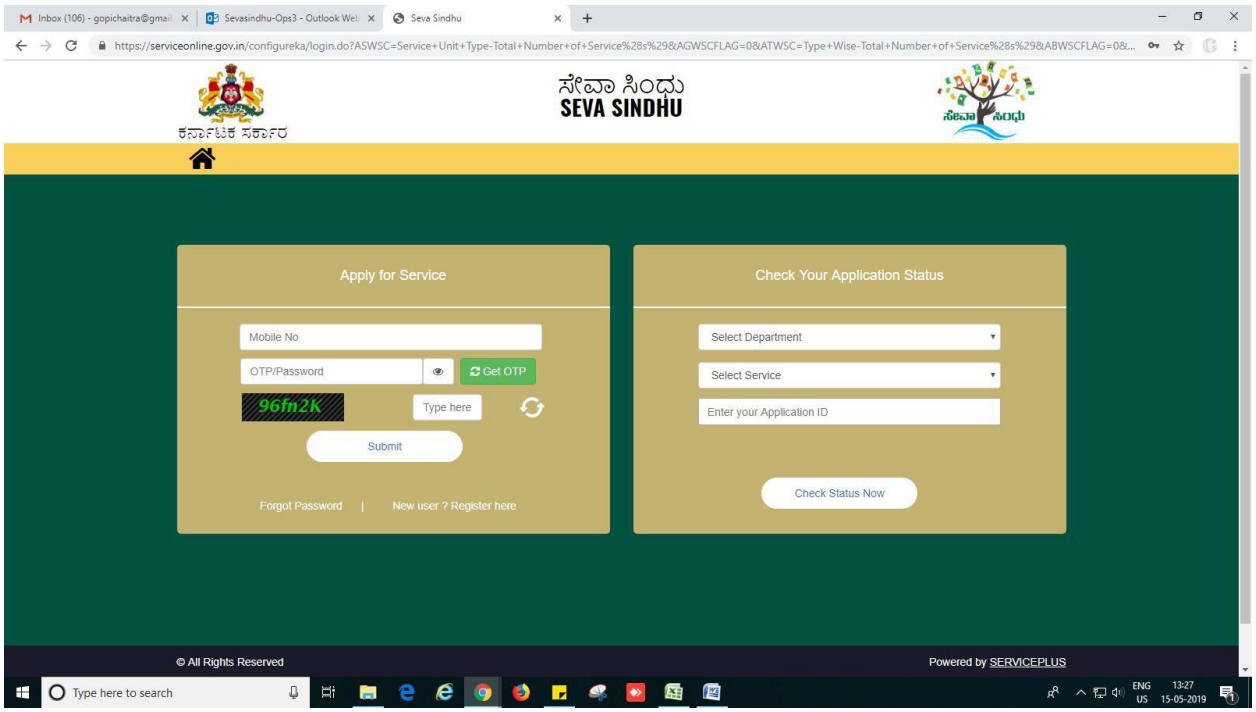

1. In case the data of the beneficiary is not available, the data has to be fetched from the Labour Officer/ ಫಲಾನುಭವಿಗಳ ಮಾಹಿತಿಯು ಲಭ್ಯವಿಲ್ಲದಿದ್ದರೆ,ಕಾರ್ಮಿಕ ಅಧಿಕಾರಿಗಳಿಂದ ಮಾಹಿತಿ ಪಡೆಯತಕ್ಕದ್ದು
2. The original ID card of beneficiary to be submitted to the Board/ಫಲಾನುಭವಿಯ ಮೂಲ ID ಕಾರ್ಡ್ ಮಂಡಳಿಗೆ ಸಲ್ಲಿಸಬೇಕು
Senior/Labour Inspector Verification/ಹಿ ಕಾ ನಿ /ಕಾ ನಿ ಪರಿಶೀಲನೆ
Can the application be processed/ಅರ್ಜಿಯನ್ನು ಪ್ರಕ್ರಿಯೆಗೊಳಿಸಬಹುದೆ
Yes/ ಹೌದು
No/ಇಲ್ಲ
Attach the verification report/ಪರಿಶೀಲನೆ ವರದಿಯನ್ನು ಲಗತ್ತಿಸಿ
Additional document name
Choose File
sample test pdf.pdf
Attach Monthly subscription certificate/ಮಾಸಿಕ ವಂತಿಗೆಯ ಪ್ರಮಾಣಪತ್ರ ಲಗತ್ತಿಸಿ
Copy of the age proof attached at the time of Registration/ನೋಂದಣಿ ಸಮಯದಲ್ಲಿ ನೀಡಲಾಗಿದ್ದ ವಯಸ್ಸಿನ ದಾಖಲೆಯನ್ನು ಲಗತ್ತಿಸಿ
Action/ಕ್ರಮ
Forward/ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ
Remarks/ಷರಾ
Approved
Submit
Reset
Cancel
Back to Inbox
MINISTRY OF PANCHAYATI RAJ
Digital India
data.gov.in
india.gov.in
DeitY
Type here to search

11. Successful submission

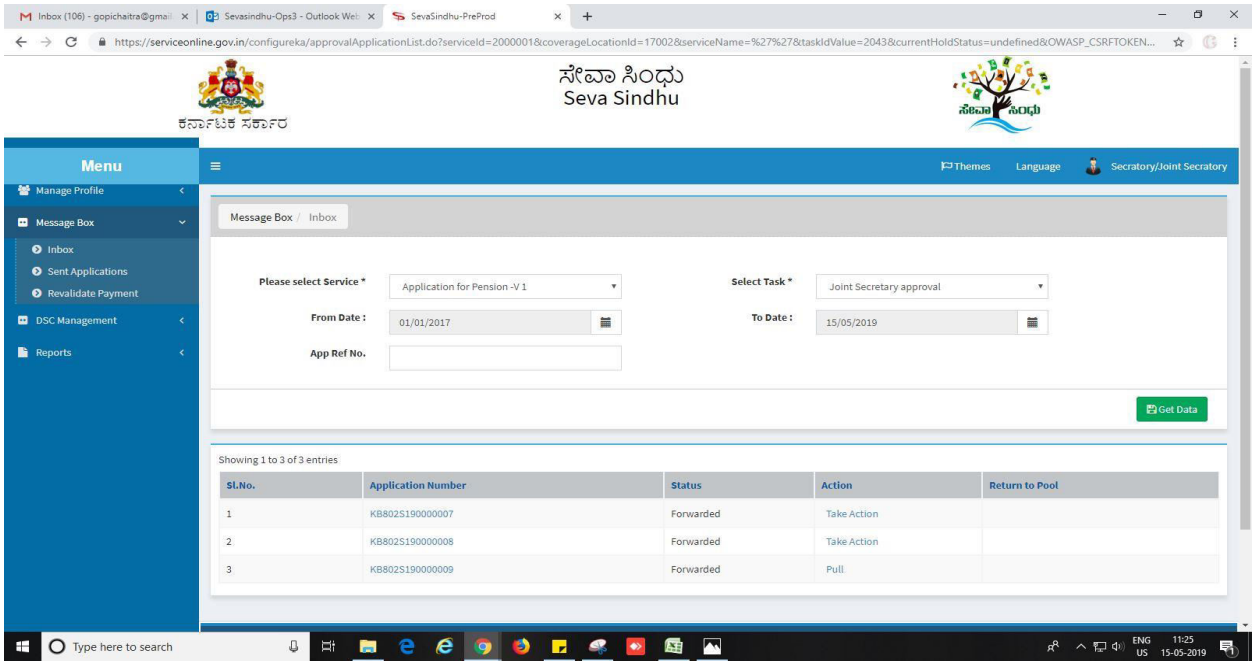


Steps to be performed by JOINT SECRATORY

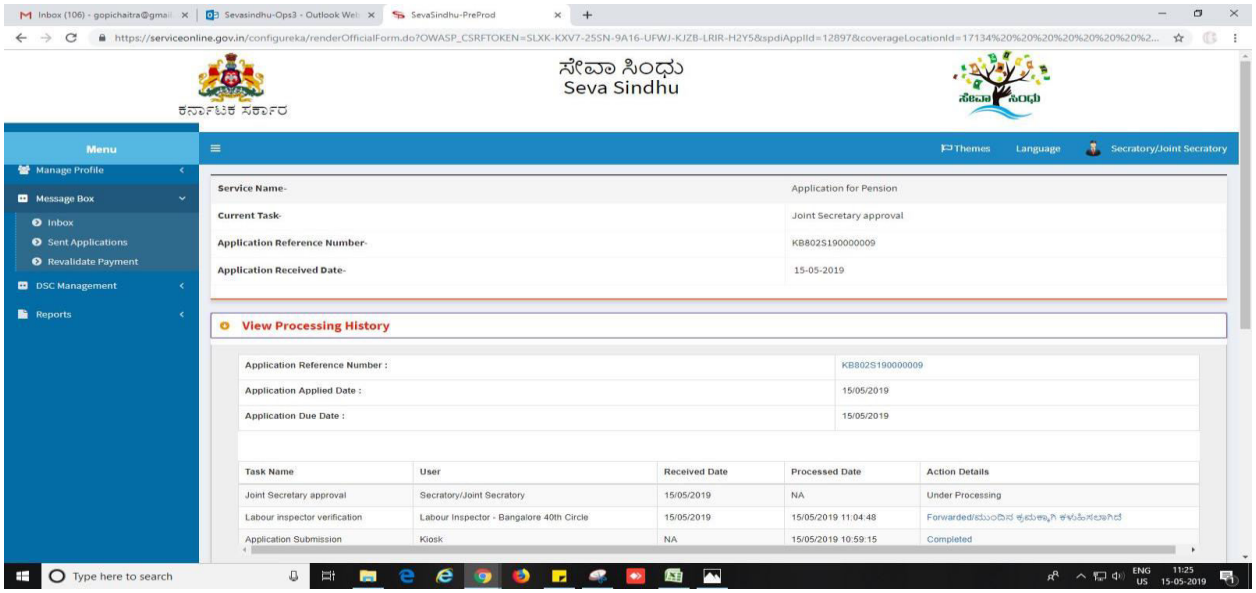
1. For office use: - login to Joint Secretary.
2. Login to Joint Secretary page.

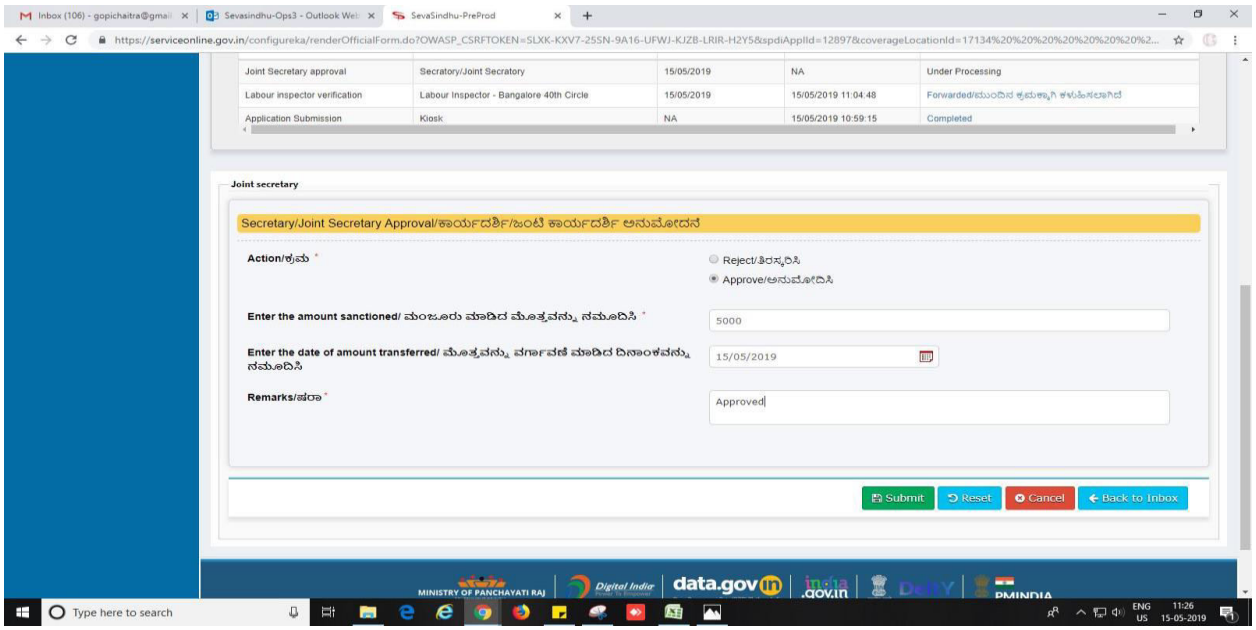


3. Go to->MENU->message box->inbox-> Click on ‘pull’.

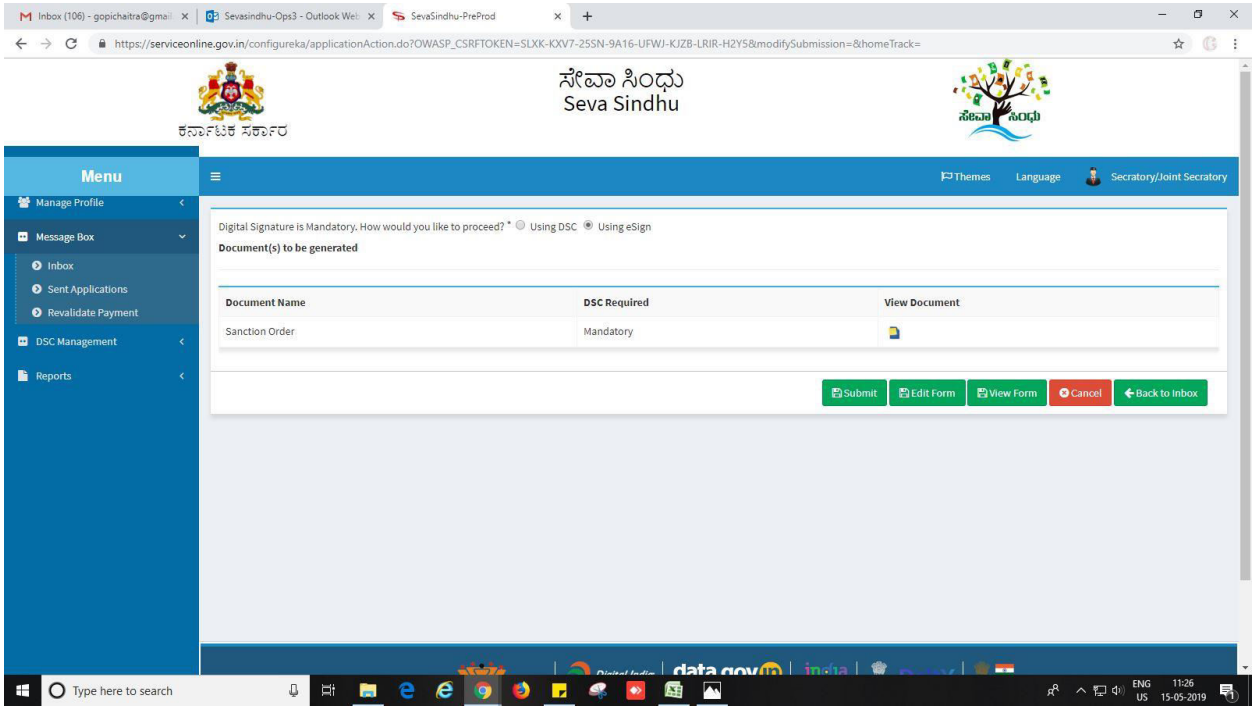


4. Click on ‘View Processing History’->click on ‘Completed’ to verify the applicant’s application.
5. Fill mandatory fields.
6. Write remarks. Click on ‘submit’.
7. Fill all mandatory fields.
8. Attach the documents.
9. Write remarks.
10. Click on ‘submit’.

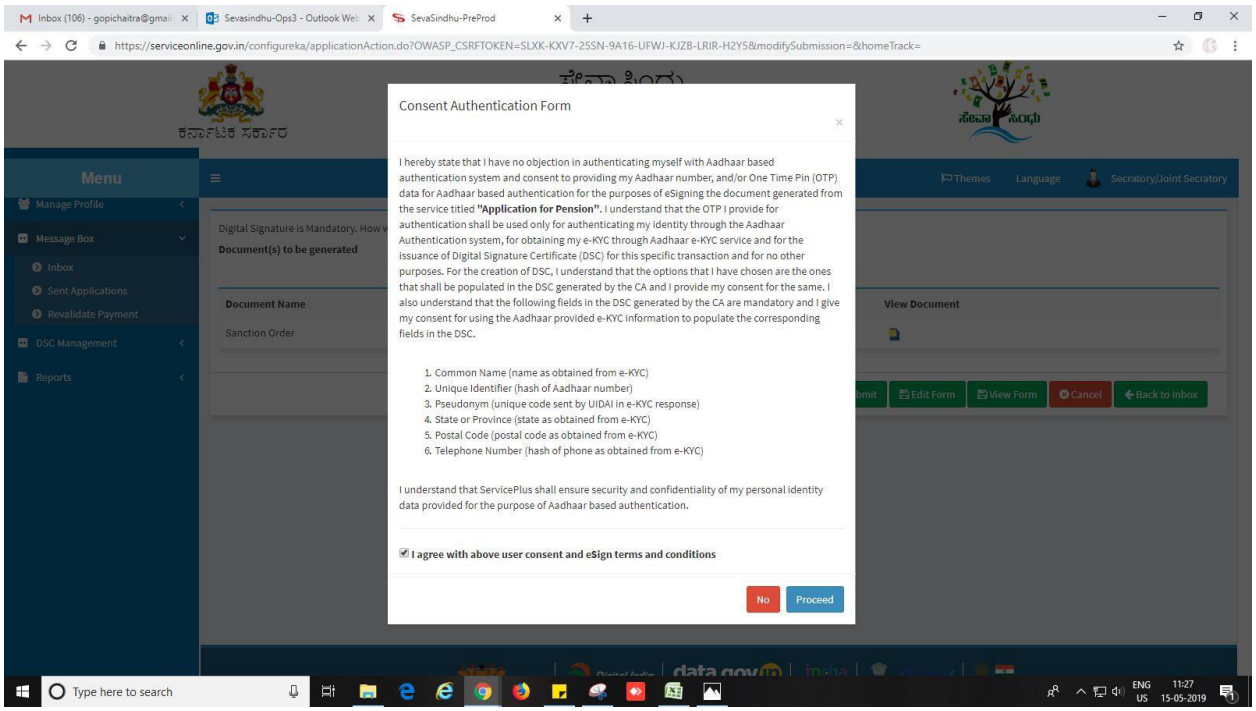




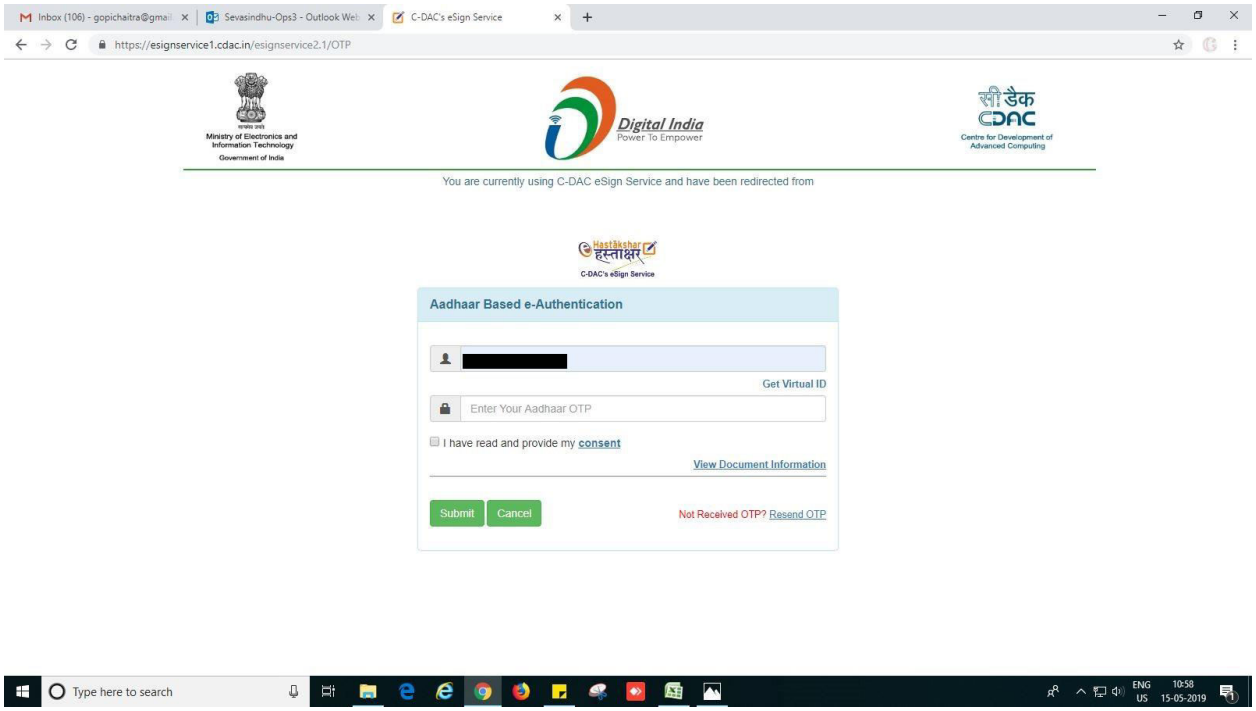
11. Select e-sign or sign using DSC. Click on ‘submit’



12. Tick mark and click on proceed.

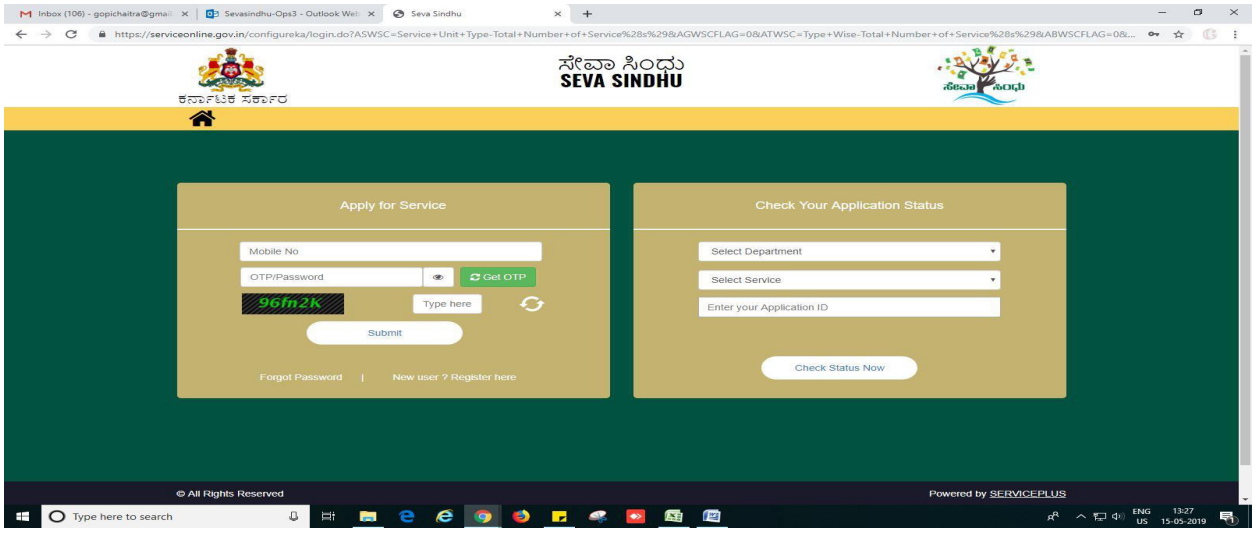


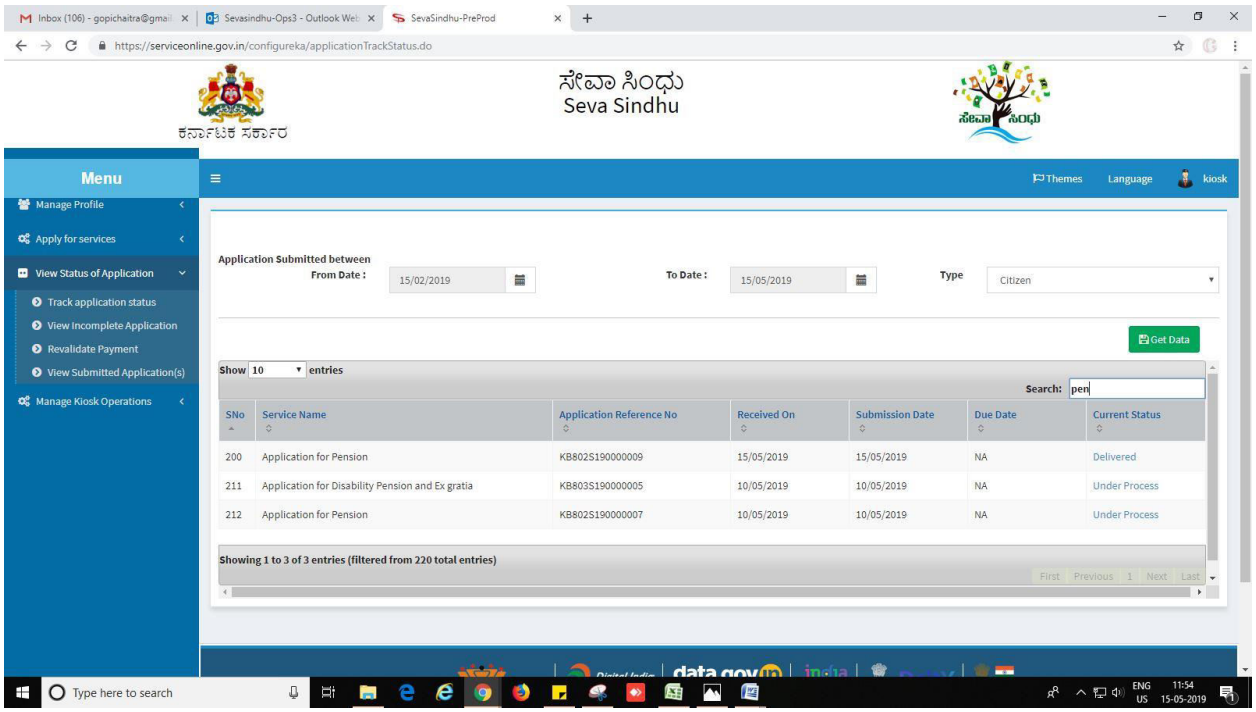
13. Demo of e-sign: - Enter Aadhaar number and click on get OTP.
14. Enter OTP and submit.

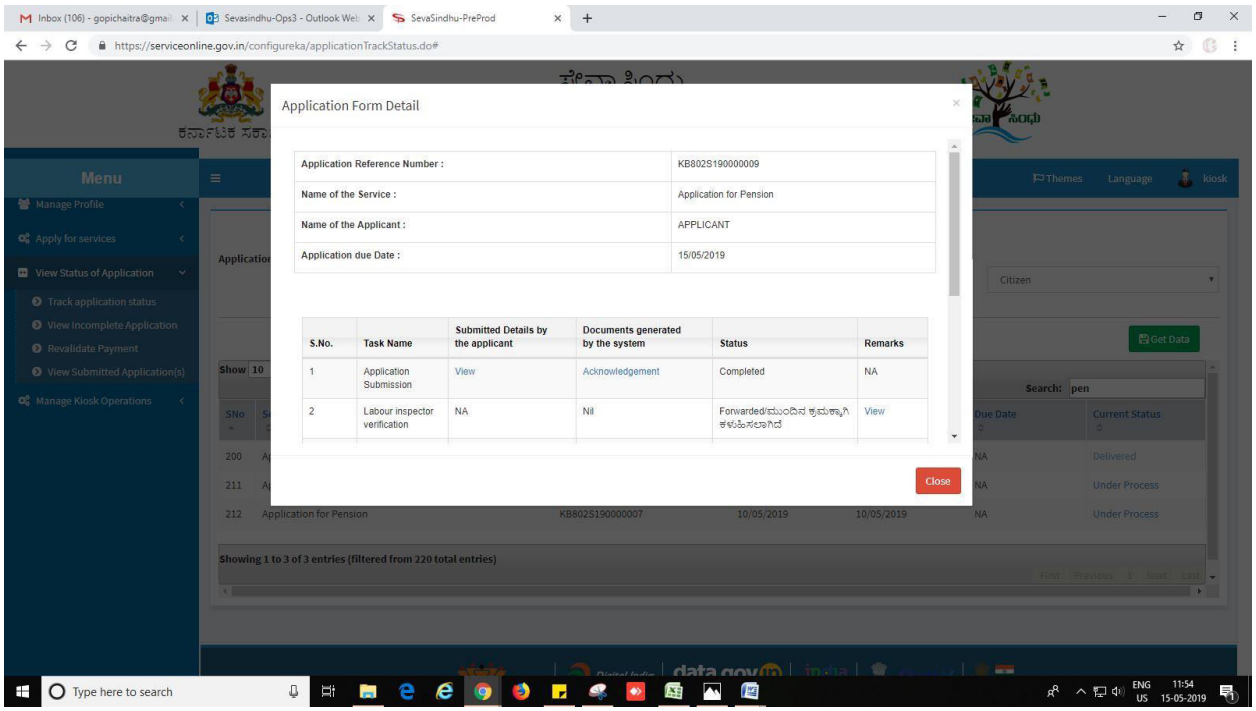


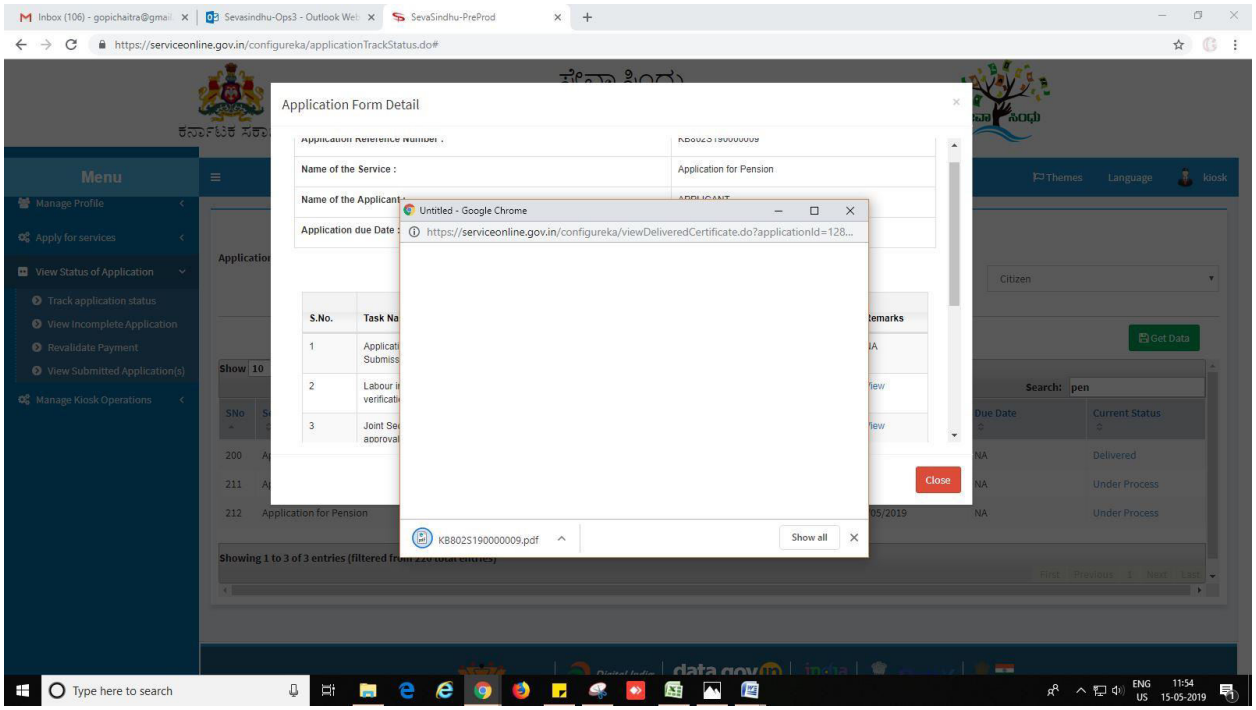
Application approval/rejection certificate delivery certificate to APPLICANT.

1. Application acknowledgement reflection in applicant's page.
2. Go to->View status of application->View submitted application->it will list out the approved or rejected forms.
3. Below listed one approved and one rejected form. For the reference only.
4. Click on 'Rejected' to see the endorsement certificate. If
5. Click on 'Delivered' to see the approval certificate.

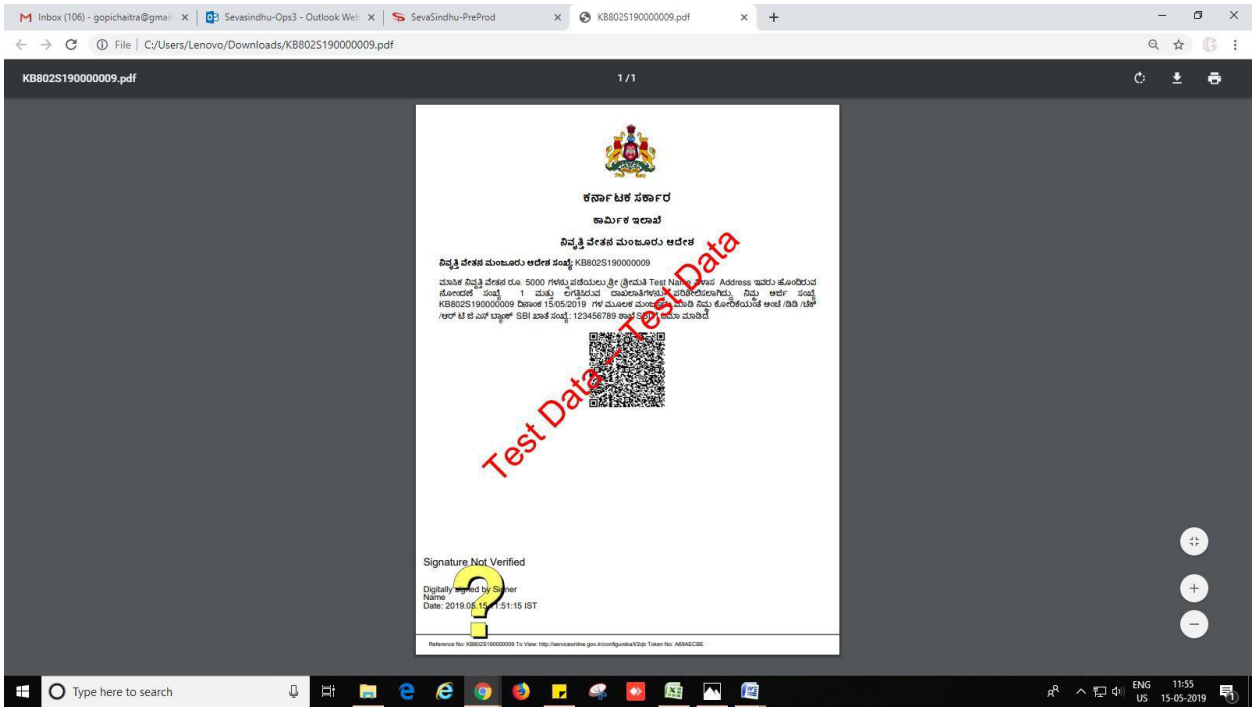





Application Form Detail
Application Reference Number : KB802S190000009
Name of the Service : Application for Pension
Name of the Applicant : APPLICANT
Application due Date : 15/05/2019
S.No. | Task Name | Submitted Details by the applicant | Documents generated by the system | Status | Remarks
1 | Application Submission | View | Acknowledgement | Completed | NA
2 | Labour inspector verification | NA | Nil | Forwarded/ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ ಕಳುಹಿಸಲಾಗಿದೆ | View
Close


Application Form Detail
Untitled - Google Chrome
https://serviceonline.gov.in/configureka/viewDeliveredCertificate.do?applicationId=128...
KB802S190000009.pdf
Show all
Close

6. Sanction order(automatic downloaded copy)



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