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.

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

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| | Applicant Details/ಅರ್ಜಿದಾರರ ವಿವರಗಳ |) | | | | | |
| | Name of the Beneficiary/ ಫಲಾನುಭವಿಯ ಹೆಸರು | Test Name | Address of the Beneficiary/ಫಲಾನುಭವಿಯ ವಿಳಾಸ | Address | | | |
| | Date of Birth of Beneficiary/ಫಲಾನುಭವಿಯ ಜನ ದಿನಾಂಗ್ ' | 06/05/1975 | Age of Beneficiary/ಫಲಾನುಭವಿಯ ವಯಸು. | 44 | | | |
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| | Phone number of Benificiary/ ಫಲಾನುಭವಿಯ ದೂರವಾಣಿ ಸಂಖ್ಯೆ | 222222222 | Adhaar Number of Beneficiary/ ಫಲಾನುಭವಿಯ ಆಧಾರ್ ಸಂಖ್ಯೆ | | | | |
| | Registration Number of the Beneficiaryಫಲಾನುಭವಿಯ ನೋಂದಣೆ ಸಂಖ್ಯೆ * | 1 | Date of registration of the Beneficiary/ ಫಲಾನುಭವಿಯ ನೋರಿದಣೆ ದಿನಾಂಕ " | 01/05/2019 | | | |
| | Age at the time of Registration/ನೋಂದಣಿ ಸಮಯದಲ್ಲಿನ ವಯಸ್ಸು | 44 | Date of Completion of 60 years/60 ವರ್ಷ ವಯೋಮಿತಿ ತಲುಪಿದ ದಿನಾಂಕ | 06/05/2035 | | | |
| | Already pension availed from any government Department/ಸರ್ಕಾರದ ಇತರೆ ಇಲಾಖೆ ಗಳಿಂದ ಪಿಂಚಣೆ ಪಡೆಯಲಾಗುತ್ತಿದೆಯೇ | ಿ Yes/ಹೌದು ☀ №/ಇಲ್ಕ | | | | | |

| Airsady pension avalied from any government Department/ಸರ್ಕಾರದ ಇತ ಇಲಾಖೆ ಗಳಿಂದ ಪಿಂಚಣಿ ಪಡೆಯಲಾಗುತ್ತಿದೆಯೇ | © Yes/ಹೌದು ® №ಇಲ್ಲ 3ರೆ | | | |
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| State/రాజ _క ి | | Karnataka | | |
| District/ಜಿಲ್ಲೆ * | | BANGALORE URBAN | | |
| Taluk/ತಾಲ್ಲೂಶು * | | BBMP | | |
| Gram Panchayat/ಗ್ರಾಮ ಪಂಚಾಯತ್ * | | ВВМР | | |
| Village/Ward/ಗ್ರಾಮ/ವಾರ್ಡ್ * | | 13-Mallasandra (Circle 40) | | |
| Bank Details/ಬ್ಯಾಂಕ್ ವಿವರಗಳು | | | | |
| Bank Name/ಬ್ಯಾಂಕ್ ಹೆಸರು * | SBI | Branch Name/ಶಾಖೆಯ ಹೆಸರು [*] | SBI | |
| Bank Account Number/ಬ್ಯಾಂರ್ ಖಾತೆ ಸಂಖ್ಯೆ * | 123456789 | Bank Address/ ಬ್ಯಾಂಕ್ ವಿಳಾಸ | Address | |
| IFSC Code/ಐ ಎಫ್ ಎಸ್ ಸಿ ಸಂಪ್ಯೆ | SBIN0000813 | | | |

| Subscription * | Date/s of payment/ಪಾವತಿಯ ದಿನಾಂಕ/ಗಳು * | Bank name/23 | ್ಯಂಕ್ ಹೆಸರು * | Branch Name/ಬ್ಯಾಂಕ್ ಶಾಖೆಯ ಹೆಸರು * | Amount/ಮೊತ್ತ |
|--|---|------------------|---------------|--------------------------------------|--------------|
| First Subscription/ಮೊದಲ ವಂತಿಗೆ | 01/04/2015 | SBI | | SBI | 2000 |
| Last Subscription/ಕೊನೆಯ ವಂತಿಗೆ | 01/05/2019 | SBI | | SBI | 2000 |
| Total amount of subscriptions paid/ | ಪಾವತಿಸಿದ ವಂತಿಗೆಯ ಒಟ್ಟು ಮೊತ್ತ. " | | 50000 | | |
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| Apply for services | * | Applicant Details/ಅರ್ಜಿದಾರರ ವಿವರಗಳು | | | | |
| View all available services View Status of Application | * | Application Reference No : | Draft_KB8025/2019/00011 | | | |
| Manage Kiosk Operations | < | 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/ಫಲಾನುಭವಿಯ ಆಧಾರ್ ಸಂಖ್ಯೆ : | Aadhaar Verified | | | |
| | | Registration Number of the Beneficiaryಫಲಾನುಭವಿಯ ನೋಂದಣಿ ಸಂಖ್ಯೆ : | 1 | | | |
| | | Date of registration of the Beneficiary/ಫಲಾನುಭವಿಯ ನೋಂದಣಿ ದಿನಾಂಕ : | 01/05/2019 | | | |
| | | Age at the time of Registration/ನೋಂದಣಿ ಸಮಯದಲ್ಲಿನ ವಯಸ್ಸು : | 44 | | | |

6. Review of the application after submission.

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| | Address where beneficiary was registered/ಫಲಾ | ನುಭವಿ ನೋಂದಾಯಿಸಲ್ಪಟ್ಟ ವಿಳಾಸ | |
| | State/œa≈ _é : | Kamataka | |
| | District/ಜಿಲ್ಲೆ : | BANGALORE URBAN | |
| | Taluk/ತಾಲ್ಕೂರು : | BBMP | |
| | Gram Panchayat/ಗ್ರಾಮ ಪಂಚಾಯತ್ : | BBMP | |
| | Village/Ward/ಗ್ರಾಮ/ವಾರ್ಡ್ : | 13-Mallasandra (Circle 40) | |
| | Selected Circle/ಆಯ್ಕೆಮಾಡಲಾದ ವ್ಯತ್ತ : | Labour Inspector Office(Labour Inspector Office- Bangalore 40th Circle) | |
| | Bank Details/ಬ್ಯಾಂಕ್ ವಿವರಗಳು | | |
| | Bank Name/ಬ್ಯಾಂಕ್ ಹೆಸರು : | SBI | |
| | Branch Name/ಶಾಖೆಯ ಹೆಸರು : | SBI | |
| | Bank Account Number/ಬ್ಯಾಂಕ್ ಖಾತೆ ಸಂಖ್ಯೆ : | 123456789 | |
| | Bank Address/ ಬ್ಯಾಂಕ್ ವಿಳಾಸ : | Address | |
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| Payment of Subscription amount/ ভ | ರಂತಿಗೆ ಪಾವತಿಯ ಮೂತ್ರ | | | |
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| First Subscription/ಮೊದಲ ವಂತಿಗೆ | 01/04/2015 | SBI | SBI | 2000 |
| Last Subscription/ಕೊನೆಯ ಪಂತಿಗೆ | 01/05/2019 | SBI | SBI | 2000 |
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7. Click on edit to if any changes to be done else click on 'attach annexure' to attach the documents.

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| ly for services V | ATTACH ENCLOSURE(S) | | | | | |
| iew all available services | Enclosure(s): | | | | | |
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Application for Pension

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| Manage Profile | • | | | | |
| Apply for services | • | Applicant Details/ಅರ್ಜಿದಾರರ ವಿವರಗಳು | | | |
| View all available services View Status of Application | < | Application Reference No : | KB802\$190000009 | | |
| Manage Kiosk Operations | < | 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/ಫಲಾನುಭವಿಯ ಆಧಾರ್ ಸಂಖ್ಯೆ : | Aadhaar Verified | | |
| | | Registration Number of the Beneficiaryಫಲಾನುಭವಿಯ ನೋಂದಣಿ ಸಂಪ್ಯೆ : | 1 | | |
| | | Date of registration of the Beneficiary/ಫಲಾನುಭವಿಯ ನೋಂದಣಿ ದಿನಾಂಕ : | 01/05/2019 | | |
| | | Age at the time of Registration/ನೋಂದಣಿ ಸಮಯದಲ್ಲಿನ ವಯಸ್ಸು : | 44 | | |

9. Application review after saving the application.

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| | Age at the time of Registration/ನೋಂದಣಿ ಸಮಯದಲ್ಲಿನ ವ | ಯಸ್ಥು: 44 | |
| | Date of Completion of 60 years/60 ವರ್ಷ ವಯೋಮಿತಿ ತಲುಂ ದಿನಾಂಕ : | ಹಿದ 06/05/2035 | |
| | Already pension availed from any government Department/2 ಇತರೆ ಇಲಾಖೆ ಗಳಿಂದ ಪಿಂಚಣಿ ಪಡೆಯಲಾಗುತ್ತಿದೆಯೇ : | ಸರ್ಕಾರದ No/xey | |
| | Address where beneficiary was registered/ಫಲಾನ | ನುಭವಿ ನೋಂದಾಯಿಸಲ್ಪಟ್ಟ ವಿಳಾಸ | |
| | State/ರಾಜ್ಯ : | Kamataka | |
| | District/ಜಿಲ್ಲೆ : | BANGALORE URBAN | |
| | Taluk/ತಾಲ್ಕೂಕು : | BBMP | |
| | Gram Panchayat/ಗ್ರಾಮ ಪಂಚಾಯತ್ : | BBMP | |
| | Village/Ward/ಗ್ರಾಮ/ಪಾರ್ಡ್: | 13-Mallasandra (Circle 40) | |
| | Selected Circle/ಆಯ್ಕೆಮಾಡಲಾದ ವ್ಯತ್ತ : | Labour Inspector Office(Labour Inspector Office- Bangalore 40th Circle) | |
| | Bank Details/ಬ್ಯಾಂಕ್ ವಿವರಗಳು | | |
| | Bank Name/ಬ್ಯಾಂಕ್ ಹೆಸರು : | SBI | |
| | Branch Name/ಶಾಖೆಯ ಹೆಸರು : | SBI | |
| | Bank Account Number/ಬ್ಯಾಂಕ್ ಖಾತೆ ಸಂಖ್ಯೆ : | 123456789 | |
| | Bank Address/ ಬ್ಯಾಂಕ್ ವಿಳಾಸ : | Address | |
| | IFSC Code/ಐ ಎಫ್ ಎಸ್ ಸಿ ಸಂಖ್ಯೆ : | SBIN0000813 | |

| IFSC C009/80 200* 204* X AOSUS . | SBIN0000813 | | | |
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| Payment of Subscription amount/ ವ | ಂತಿಗೆ ಪಾವತಿಯ ಮೂತ್ರ | | | |
| Subscription Details | | | | |
| Subscription | Date/s of payment/ಪಾವತಿಯ ದಿನಾಂಕ/ಗಳು | Bank name/ಬ್ಯಾಂಕ್ ಹೆಸರು | Branch Name/ಬ್ಯಾಂಕ್ ಶಾಖೆಯ ಹೆಸರು | Amount/ಮೊತ್ತ |
| First Subscription/ಮೊದಲ ವಂತಿಗೆ | 01/04/2015 | SBI | SBI | 2000 |
| Last Subscription/ಕೊನೆಯ ಪಂತಿಗೆ | 01/05/2019 | SBI | SBI | 2000 |
| | ನತಿಸಬೇಕಾದ ಒಟ್ಟು 50000 | | | |
| ಪಂತಿಗೆಯ ಮೊತ್ತ : Total amount of subscriptions paid/ಜಾವತಿಸಿ : | ನ ಪಂತಿಗೆಯ ಒಟ್ಟು ಮೊತ್ತ 50000 | | | |
| ಪಂತಿಗೆಯ ಮೊತ್ತ : Total amount of subscriptions paidtಪಾವತಿಸಿ : Declaration/ಫೊಳೀತುವೆ ಮೇಲೆ ನೀಡಲಾಗಿರುವ ಹೇಳಿಕೆಗಳು ನನ್ನ ಜ್ಞಾನ The facis mentioned above are true to the b | ನ ಪಂತಿಗೆಯ ಒಟ್ಟು ಮೊತ್ತ 50000 ನ ಪಂತಿಗೆಯ ಒಟ್ಟು ಮೊತ್ತ 50000 1 ಮತ್ತು ತಿಳುವಳಿಕೆಗೆ ಅನುಗುಣವಾಗಿ ಸತ್ಯವಾಗಿರುತ್ತದೆ ಎಂದು ಕ stof my knowledge and information. | ತ ಮೂಲಕ ದೃಡೀಕರಿಸುತ್ತೇನೆ. | | |
| ಪಂತಿಗೆಯ ಮೊತ್ತ : Total amount of subscriptions paid/ಪಾಜಿತಿಸಿ Declaration/ಫೆ ಲೀರಪಣೆ ಮೇಲೆ ನೀಡಲಾಗಿರುವ ಹೇಳಿಕೆಗಳು ನನ್ನ ಡ್ಯಾಕ The facts mentioned above are true to the b | ತಸದುಕಾದ ಸಿದ್ದು 50000 ದ ಪಂತಿಗೆಯ ಒಟ್ಟು ಮೊತ್ತ 50000 ! ಮತ್ತು ತಿಳುವಳಿಕೆಗೆ ಅನುಗುಣವಾಗಿ ಸತ್ಯವಾಗಿರುತ್ತದೆ ಎಂದು e et of my knowledge and information. Yes | ಈ ಮೂಲಕ ವೃಡೀಕರಿಸುತ್ತೇವೆ. | | |
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10. Click on E-sign and make payment.

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| | 3) Employer Certificate | Employer Cermicale | |
| | 4) Living Certificate | Living Certificate | |
| | 5) Ration Card | Ration Card | |
| | 6) Identity Card/Smart Card | Identity Card | |
| | Additional Details | | |
| | Application Reference Number(Token Number) | 1 | |
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| 4) Living Certificate | Living Certificate | 0000088 |
| 5) Ration Card | Ration Card | |
| 6) Identity Card/Smart Card | Identity Card | |
| Additional Details | Consent Authentication Form that the options that 1 have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also | |
| Application Reference Number(Toke | understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC. | |
| Register Number Serial Number | Common Name (name as obtained from e-KYC) Junique Identifier (hash of Aadhaar number) Securdown (undue code sector bu IIIDAII in e-KYC (seconse) | |
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| | I understand that ServicePlus shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication. | |
| | I agree with above user consent and eSign terms and conditions | v application |
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11. Click on tick mark and click on 'proceed'.

12. Enter Aadhaar number click on 'get OTP', enter OTP.

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13. Make payment and Click on 'submit'

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| Manage Profile < | PAYMENT DETAILS | APPLICATION FOR PENSION | |
| Apply for services View all available services | Mode Of Payment | Cash | |
| View Status of Application < | Support | 30.0 | |
| 🖁 Manage Kiosk Operations 🛛 < | Total Amount to be paid (in Rs.) Receipt No. * | 30.0 | |
| | Payment Date * | 15/05/2019 | |
| | | (Select last 20 days from current date) | |
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14. Acknowledgement. One can take the print of it or can export to PDF.

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| | Application Ref No/ಅರ್ಜಿಯ ಸಂಖ್ಯೆ | KB80 | 25190000009 | | | | |
| | Application Date /ಅರ್ಜಿಯ ದಿನಾಂಕ | 15/0 | 5/2019 | | | | |
| | Service Requested /ವಿನಂತಿಸಿದ ಸೇವೆ | Appl | ication for Pension/ನಿವೃತ್ತಿ : | ವೇತನ ಅರ್ಜಿ/ಪಿಂಚಣಿ ಅರ್ಜಿ | | | |
| | Applicant Name /ಅರ್ಜಿದಾರರ ಹೆಸರು | Test | Name | Amb . | | | |
| | Applicant Address /ಅರ್ಜಿದಾರರ ವಿಳಾಸ | Addr | ress | | | | |
| | Mobile No /ಮೊಬೈಲ್ ಸಂಖ್ಯೆ | 2222 | 222222 | | | | |
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| | | Empl | loyer Certificate | Employer Certificate | | | |
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| Tran | saction ID /ವ.ವಹಾರ ಐಡಿ | Not Applicable/ಅವ ಯಿಸುವಾದೀು | |
| Tran | saction Date and Time /ಮ.ವಹಾರ ದಿನಾಂಕ | 15/05/2019 | |
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Steps to be performed by LABOUR INSPECTOR

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

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

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- 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'.

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11. Successful submission

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Steps to be performed by JOINT SECRATORY

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

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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'.

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

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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.

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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.

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Application for Pension



6. Sanction order(automatic downloaded copy)

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