

ONLINE REGISTRATION OF ESTABLISHMENT

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Draft Reference Document

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MAHARASHTRA LABOUR WELFARE BOARD
Head Office, Mumbai - 400013

ONLINE REGISTRATION OF ESTABLISHMENTS

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1.HOME PAGE :-

Open the website of Maharashtra Labour Welfare Board (MLWB) as shows below.

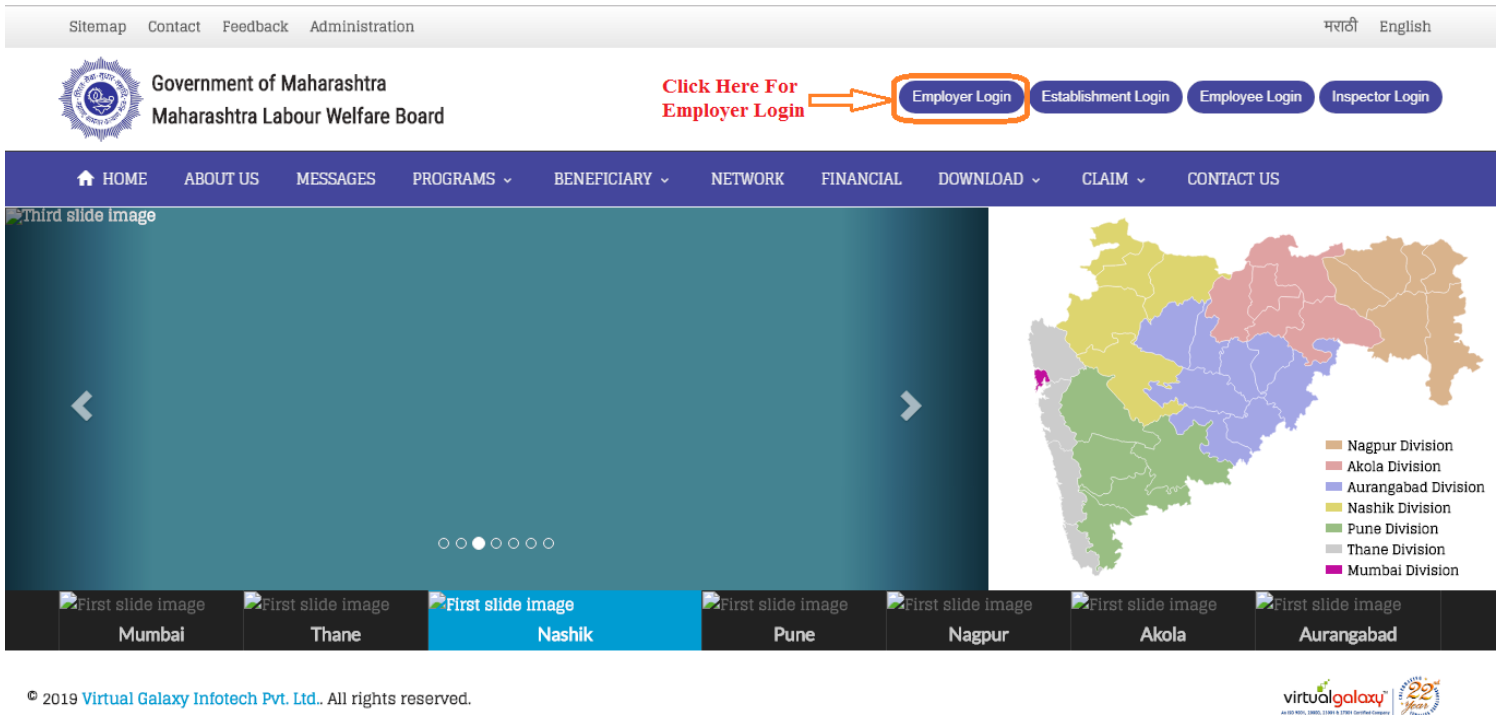


Fig 1: HOME PAGE

In the Home page of MLWB Portal an Employer Login link “**Application for Employer Registration**” is available. Employers are requested to click on this link for proceeding with Employer Registration.

2. INSTRUCTIONS FOR EMPLOYER REGISTRATION :-

The screenshot displays the website interface for the Maharashtra Labour Welfare Board. At the top, there is a navigation bar with links for Sitemap, Contact, Feedback, and Administration, along with language options in Marathi and English. Below this, the Government of Maharashtra logo and the board's name are visible, alongside buttons for Employer Login, Establishment Login, Employee Login, and Inspector Login. A main menu bar contains links for Home, About Us, Messages, Programs, Beneficiary, Network, Financial, Download, Claim, and Contact Us.

The main content area is titled "Employer Login Information" and contains three numbered steps:

1. FOR EMPLOYERS The Employees' Maharashtra Labour Welfare Board and Miscellaneous Provisions Act 1953 applies to the Factories engaged in Industries specified in Schedule I of the Act or to other establishments notified and engaging 5 or more employees. .
2. To facilitate easy compliance by the Big Industries, Micro, Small and Medium Enterprises (MSME), other Establishments EPFO has provided online facilities starting from the registration of the Establishments, filing of monthly returns integrated with online payment of the contributions and charges..
3. The process for all the online facilities are explained through well illustrated documents and FAQs and even the probable entrepreneurs can visit the site and collect the information.

To the right, there is a "Employer Login" form with fields for "ENTER USERNAME" and "ENTER PASSWORD", a "Remember Me" checkbox, and "Login" and "Forget Password" buttons. A link "New Employer click here for registration" is highlighted with a red box and an arrow pointing to it. Below the link, the text "Click Here For New Employer Registration" is written in red.

At the bottom left, the copyright notice reads: "© 2019 Virtual Galaxy Infotech Pvt. Ltd.. All rights reserved." At the bottom right, there is a logo for "virtualgalaxy" and a "22" anniversary logo.

Fig 2: Employer Login/ New Registration

Employer Registration guide is available in the First page of Employer Registration; New user must go through it before registration. Already registered Employers can directly login with their credentials.

If Employer does not have their credentials for login then click on the **New Employer Registration Link** as shows in above figure. This document explains the process of employer.

3. EMPLOYER REGISTRATION :-

On clicking the **New Employer Registration Link**, the following page will open. Employer is required to register its **10 digit alphanumeric PAN Number** and click on **Validate & Next** tab to validate the same to proceed further.

Sitemap Contact Feedback Administration मराठी English

Government of Maharashtra
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Employer Registration

Employer Registration

Register PAN

We need your PAN for validation purpose. Please enter your correct PAN.

Enter your PAN

ESTGK1235R

1) Enter 10 digit PAN Number

Validate & Next Cancel

Employer Details

2) Click for Validate

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virtualgalaxy 22 Years

Fig 3: New Employer Registration

After successfully registering the PAN, the employer has to enter basic employer details for completing the Employer Registration process. The fields marked in red (*) are mandatory and employer has to enter these details along with the Captcha and has to validate the same to proceed further.

Sitemap Contact Feedback Administration मराठी English

Government of Maharashtra
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Employer Registration

Employer Registration

Register PAN

Employer Details

Please provide your employer detail. * fields are mandatory.

First Name * Middle Name Last Name *

Roshan Vitthalrao Kadav

Gender * Father's Name * Date of Birth *

Male Vitthalrao 07/11/1990

Fig 4: Employer Registration Page

- **First Name:** Enter the First Name (mandatory), Middle Name and Last Name. The name should be entered exactly as furnished to Income Tax Department.
- **The Employer PAN:** On entering the PAN of the Employer, a message stating Employer PAN Available will appear which indicate the Employer is not already registered in this portal. PAN will be verified later with the name and online application will be permitted only on successful verification.
- Enter all details which mandatory (*) like [**Gender, Father Name, Date of Birth, Address1, Address2, City, State, District, Country, Pin code, Mobile Number, Email id, etc..**]
- **Username:** Your user name will be your PAN.
- **Captcha:** Enter the Characters shown in the image (CAPTCHA), Click the **Validate Captcha** and Click the **GET OTP** on his/her mobile number.
- **Get OTP:** Clicking on **Get OTP** user will get OTP on his/her mobile same will have to be entered and click for “**I agree to the above declaration**”.
- An e-mail link will also be sent simultaneously to the given email-id, which is to be activated to enable submission of Application for Online Registration of Establishment.
- **Register Me:** Click on **Register Me** then Employer register into MLWB and give Employer Registration successfully message.
- **User Name and Password is sending on user email id and mobile which user enter at registration time.** "**Thanks for Registering your Login Credentials are: - User Name: - ADMIN1592K Password: - ADMIN178" Regards MLWB OFFICER".**

4. INSTRUCTION FOR FILLING ESTABLISHMENT REGISTRATION FORM :-

Once the Employer Registration is successfully completed and the username and password has been obtained. Let us see the step by step procedure of Establishment registration in this document.

Once his/her application is submitted, he/she will not be able to edit any data provided by him/her. So user need to be very careful while entering the details.

1. Open Employer Registration Home Page on MLWB portal.
2. Enter your User Name and Password and click on Login.

Sitemap Contact Feedback Administration

मराठी English

Government of Maharashtra
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Employer Login Information

- 1 FOR EMPLOYERS The Employees' Maharashtra Labour Welfare Board and Miscellaneous Provisions Act 1953 applies to the Factories engaged in Industries specified in Schedule I of the Act or to other establishments notified and engaging 5 or more employees. .
- 2 To facilitate easy compliance by the Big Industries, Micro, Small and Medium Enterprises (MSME), other Establishments EPFO has provided online facilities starting from the registration of the Establishments, filing of monthly returns integrated with online payment of the contributions and charges..
- 3 The process for all the online facilities are explained through well illustrated documents and FAQs and even the probable entrepreneurs can visit the site and collect the information.

Employer Login

Enter User Name

ESTGK1234K

Enter Password

Remember Me

Login Forget Password

New Employer click here for registration

Click on Login

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virtualgalaxy

Fig 5: Establishment Login Page

3. After Successfully Login, it will go to the Employer Dashboard page as shown below. It shows user the details of Employer which entered at the time of Employer Registration such as Employer Name, Pan Number, Aadhaar Number, Mobile Number, Address, etc.

Sitemap Contact Feedback Sat Nov 30, 2019

मराठी English Logout Employer

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

Employer Dashboard

Employer Dashboard

Roshan Vitthalrao Kadav

PAN No.	ESTGK1234K
Aadhaar No.	
Mobile No.	8390207316
Address	Nagpur , Nagpur
DSC	Not Registered

Fig 6: Employer Dashboard

Now he/she are ready to go ahead with **New Establishment Application**, by selecting the new establishment application form option as shown in below figure.

Please ensure that the user (employer) who is registered has put in his PAN and other credentials correctly. The applicant Employer will be responsible for correctness in the application form and for authentication of documents.

Sitemap Contact Feedback Sat Nov 30, 2019

मराठी English Logout Employer

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

Employer Dashboard

Employer Dashboard

Roshan Vitthalrao Kadav

PAN No.	ESTGK1234K
Aadhaar No.	
Mobile No.	8390207316
Address	Nagpur , Nagpur
DSC	Not Registered

NEW ESTABLISHMENT APPLICATION
REVIEW ESTABLISHMENT APPLICATION
UPLOAD MISSING DOCUMENT
UPDATE OLD ESTABLISHMENT

Click Here for New Establishment Registration

Fig 7: New Establishment Registration Menu

After Clicking on **New Establishment Application Menu** following form will be show on the screen.

Application for Registration of Establishment

Establishment **New Establishment Application**

Establishment Details

Name of Establishment as per PAN *	PAN / TAN of Establishment *	Employer *
ROSHAN KADAV PVT LTD	ESTGK1234K ✓	Roshan Vitthalrao Kadav
Correspondence Address 1 *	Correspondence Address 2	Country *
Nagpur	Nagpur	India
State *	District *	Taluka *
MAHARASHTRA	NAGPUR	Nagpur (Rural)
City *	PIN Code *	Phone No. *
NAGPUR	440001-Nagpur (Rural)	8312457889
PF Establishment No.	Name of contact person *	Mobile no. of contact person *
	Roshan Kadav	8312457889
E-Mail Id	Class of Establishment *	Category *
example@gmail.com	OTHERS	CONSULTANCY
Sector *	Registration / Deed No. *	Date of Registration with MLWB *
PRIVATE	112233	07/11/2018
Contribution Start Date with MLWB *	Current number of Employees *	
07/11/2017	17	

Whether the establishment is having a Head Office or Branches? *

Head Office Branch

Save As Draft ← Click on Save As Draft After filling details

Warning | Please upload documents after saving as draft for final submit

Fig 8: New Establishment Registration Page


Instruction How To Fill Form:

Step 1:

- 1) **Name of Establishment as per PAN:** The applicant should have a PAN in the name of the establishments/proprietor of the establishment for which he/she is applying. Only in case of Proprietorship firm, the PAN can be in the name of the Proprietor. In such cases the name of the owner's details should be exactly as per the PAN. In such case the same PAN as of the registered owner should be entered, as name of the proprietor will be auto populated in the Employer details.
- 2) **Employer Name:** The name should be entered exactly as furnished to Income Tax Department. Application should be made by the employer if the Act applies on its establishment. For this purpose you may refer to the BOMBAY LABOUR WELFARE FUND ACT, 1953. The list of activities on which the Act applies should also be referred.
- 3) **Address 1 & Address 2:** The employer should have documentary address proof for the address entered.
- 4) **Start Date:** Start Date will be the date when the establishment was started for Contribution Payment.
- 5) **Contact Person:** Enter the Name of Contact Person in Establishment.

- 6) **Mobile Number:** Enter Mobile Number of Contact Person in the Establishment.
- 7) **Class of Establishment:** Selection based on drop down menu list. It is advised that the employer should identify the activity before start filling of the form.
- 8) **Sector of Establishment:** Selection based on drop down menu list. It is advised that the employer should identify the activity before start filling of the form.
- 9) **Registration Number & Date:** The employer should enter the details of the licenses number (Registration/Deed Number & Date) available for the establishment at the time of application.
- 10) **Contribution Start with MLWB & Current Employer No:** Enter the starting date with MLWB and current number of employee in present in Establishment.
- 11) **Head office or Branch:** Click on radio button whether Establishment is having Head office or Branch [If user select the branch option then drop down list of branch will open, user have to select branch from that option].
- 12) Click on **Save As Draft** button after entering all details. Records are stores in system and goes to next step.

Step 2:

- 1) At least one license is mandatory.
- 2) **Note:** Out of the all licenses declared, it is mandatory to upload one license proof document as PDF. In case, license under Sales Tax Act has been declared as proof then submission of this document as PDF is mandatory.
- 3) **Employment Details:** The employer should give the details of the number of employees as on date of application, the scanned copy of the Employment Detail (in PDF format) is to be uploaded.
- 4) Click on **Choose File button** then Upload Document page opens. Select the file which users have to upload one by one. After Uploading all document click on **Save** button to save document in the system.
- 5) On completion of entering all details in the respective items, the applicant has to click the **Save** Button. All validations will take place and the errors if any, will be prompted one by one.
- 6) If user upload wrong document then user can delete that file by click on delete (delete option ). User can also view file or image by clicking on image option (show in blue color).
- 7) In case you have selected the **SAVE** button, for partial save of the form, you may reopen the same form the “Review Application Form” in the “Establishment” main menu option in the homepage.

Upload Documents

* Note : File size should not be greater than 5 MB

Click Here for Upload Documents or File { in pdf Format}

Delete file if user select Wrong Document

Either * At least one document is mandatory		
1	Certificate of Incorporation / Maharashtra Shop & Establishment License	certificacte of incorporation.pdf
2	Small Scale Industries Registration Certificates / Aadhaar udyog / Factory License	registration certificates.pdf
3	Any certificate issued by competent authority	partnership deed.pdf
Or * At least one document is mandatory		
4	P.F./E.S.I.C./P.Tax Code Draft Letter	pf draft letter.pdf
5	First Bank A/c. Opening Date Details	first bank acc.pdf
6	Salary Registers & P.Tax challan	salary register.pdf
* Other documents		
7	Pan card*	pan card.pdf

Choose Proper File Then Click on Save

Fig 9: Upload Document of New Establishment Registration

Step 3 :

- 1) **Captcha:** Enter **Captcha** which is showing on form and then click on **Validate Captcha** Button.
- 2) **Get OPT:** Click on **get OTP** Button. After clicking on get OTP he/she will be received message on his/her mobile and also send email on his/her email id which he/she fill at above page.
- 3) **I Agree:** Check it on **I agree to the above declaration.**
- 4) **Enter OTP No:** After click on get OTP, he/she will be received message on mobile. Enter that OTP No. in field.
- 5) Click on **Final Submit** for submit all details in MLWB Portal.
- 6) **User Name and Password is sending on user email id and mobile which user enter at registration time.**
"Thanks for Registering your Login Credentials are: - User Name: - ADMINA0000006 Password: - ADMIN1592K" Regards MLWB OFFICER".

The screenshot shows the 'Final Submit' step of the registration process. At the top, there is a captcha 'rJ0c' and a 'Validate Captcha' button. Below this, a 'get OTP' button is highlighted with an orange box and an arrow pointing to it, with the text 'Click On get OPT for OPT Number Message on mobile and Email'. Underneath is a declaration section with a checked box for 'I agree to the above declaration.', also highlighted with an orange box and an arrow, with the text 'Click on I Agree'. Below the declaration is a 'Mobile OTP' input field, highlighted with an orange box and an arrow, with the text 'Enter OTP Number'. At the bottom, a 'Final Submit' button is highlighted with an orange box and an arrow, with the text 'Click on Final Submit'. The page footer includes '© 2019 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved.' and the 'virtualgalaxy' logo.

Fig 10: Final Establishment Registration

- 7) After filling all details on Establishment Registration page, you will get Successfully Registration message of Establishment.

The screenshot shows a 'Success' message from the Government of Maharashtra, Maharashtra Labour Welfare Board. The message states: 'Final submission of establishment done successfully !!!! Please note down Establishment No. : AP/1920/200482 Establishment Code : NANARR000002'. Below the message is a button that says 'Click here to Establishment Login'. The page header includes 'Government of Maharashtra Maharashtra Labour Welfare Board' and 'Welcome: ESTGK1234K name : Roshan Vitthalrao Kadav'. The page footer includes '© 2019 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved.' and the 'virtualgalaxy' logo.

Fig 11: Successfully Establishment Registration

5. SAVING THE PARTIALLY FILLED APPLICATION :-

The employer has the option to save a partially filled form after filling the Name & address of the establishment and selection of the Option whether the Act applies or the application is for voluntary coverage.

Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Employer

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

Employer Dashboard

Employer Dashboard

Roshan Vitthalrao Kadav

PAN No.	ESTGK1234K
Aadhaar No.	
Mobile No.	8390207316
Address	Nagpur , Nagpur
DSC	Not Registered

NEW ESTABLISHMENT APPLICATION
REVIEW ESTABLISHMENT APPLICATION
UPLOAD MISSING DOCUMENT
UPDATE OLD ESTABLISHMENT

Click for Review Establishment Application
Click Here for Upload Missing Document
Click Here for Update Old Establishment

Fig 12: Establishment Menu

1) Review Establishment Application :

In Review Establishment Application page user can view Establishment details but not final submitted of establishment registration by some reason like document is not available or other reason at time of registration of establishment, so user can do next process from this page by just click on **Action** button.

Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Employer

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

Review Establishment Application

Click Here for modifies Establishment Application

SN	Application No	Establishment Name	PAN No.	Actions
1	AP/1920/200484	ROSHAN PVT LTD	ESTGK1234K	
2	AP/1920/200483	ROSHAN KADAV PVT LTD	ESTGK1234K	
3	AP/1920/200480	ROSHAN VITTHALRAO KADAV	ESTGK1234K	
4	AP/1920/200479	ROSHAN VITTHALRAO KADAV	ESTGK1234K	

Fig 13: Review Establishment Application

After click on Action button Application Registration of Establishment page will open as shows below, user can view details and click on **Save As Draft**, then user do next process uploading of document, save it, complete final submit and follow same process which is already explained at registration of establishment.

Application for Registration of Establishment

Establishment Details

Name of Establishment as per PAN * : ROSHAN KADAV PVT LTD
 PAN / TAN of Establishment * : ESTGK1234K
 Employer * : Roshan Vitthalrao Kadav

Correspondence Address 1 * : Nagpur
 Correspondence Address 2 : Nagpur
 Country * : India

State * : MAHARASHTRA
 District * : NAGPUR
 Taluka * : Nagpur (Rural)

City * : NAGPUR
 PIN Code * : 440001-Nagpur (Rural)
 Phone No. * : 8312457889

PF Establishment No. :
 Name of contact person * : Roshan Kadav
 Mobile no. of contact person * : 8312457889

E-Mail Id : example@gmail.com
 Class of Establishment * : OTHERS
 Category * : CONSULTANCY

Sector * : PRIVATE
 Registration / Deed No. * : 112233
 Date of Registration with MLWB * : 07/11/2018

Contribution Start Date with MLWB * : 07/11/2017
 Current number of Employees * : 17

Whether the establishment is having a Head Office or Branches? *
 Head Office Branch

Save As Draft ← Click on Save As Draft After filling details

Fig 14: Review Establishment Application

2) Upload Missing Document :

In this user can Upload Document which is missing at the time of registration. Click on **Upload Document** and Uploading file page will be open.

Sitemap Contact Feedback Sat Nov 30, 2019

मराठी English Logout Employer

Welcome: ESTGK1234K
 name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

Upload Missing Documents

Establishment > New Establishment Application > Upload Documents

Click here for Upload Document which Missing

SN	Application No	Establishment Name	PAN No.	Actions
1	AP/1920/200484	ROSHAN PVT LTD	ESTGK1234K	Upload Documents
2	AP/1920/200483	ROSHAN KADAV PVT LTD	ESTGK1234K	Upload Documents
3	AP/1920/200480	ROSHAN VITTHALRAO KADAV	ESTGK1234K	Upload Documents
4	AP/1920/200479	ROSHAN VITTHALRAO KADAV	ESTGK1234K	Upload Documents

Fig 15: Upload Missing Document

Click on **Choose file** option, select folder where he/she put his/her document and save it. If user upload wrong document then user can delete that file by click on delete (in red color show cancel option in below figure). User can also view file or image by clicking on image option (show in blue color).

Note: In case any wrong document / data was uploaded / entered in the application, the applicant owner will be responsible for the same and action will be taken as per the provisions of the Act.

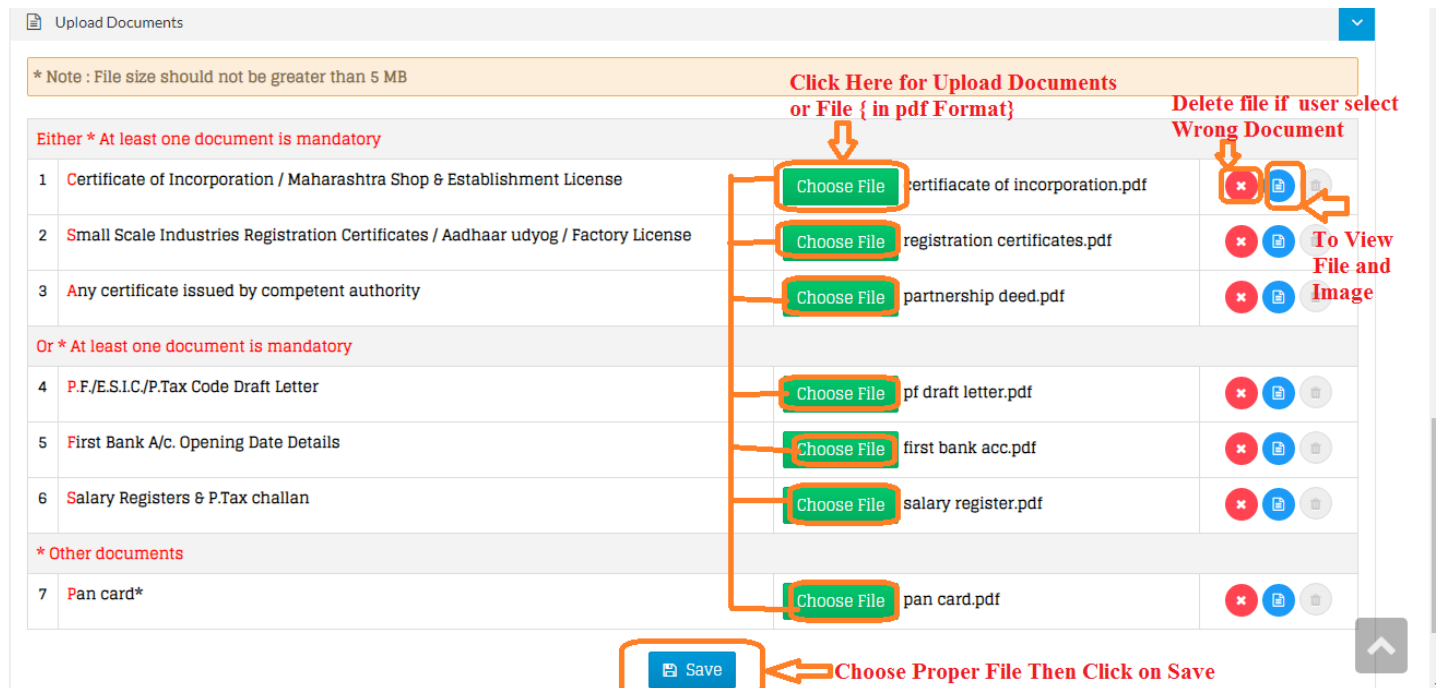


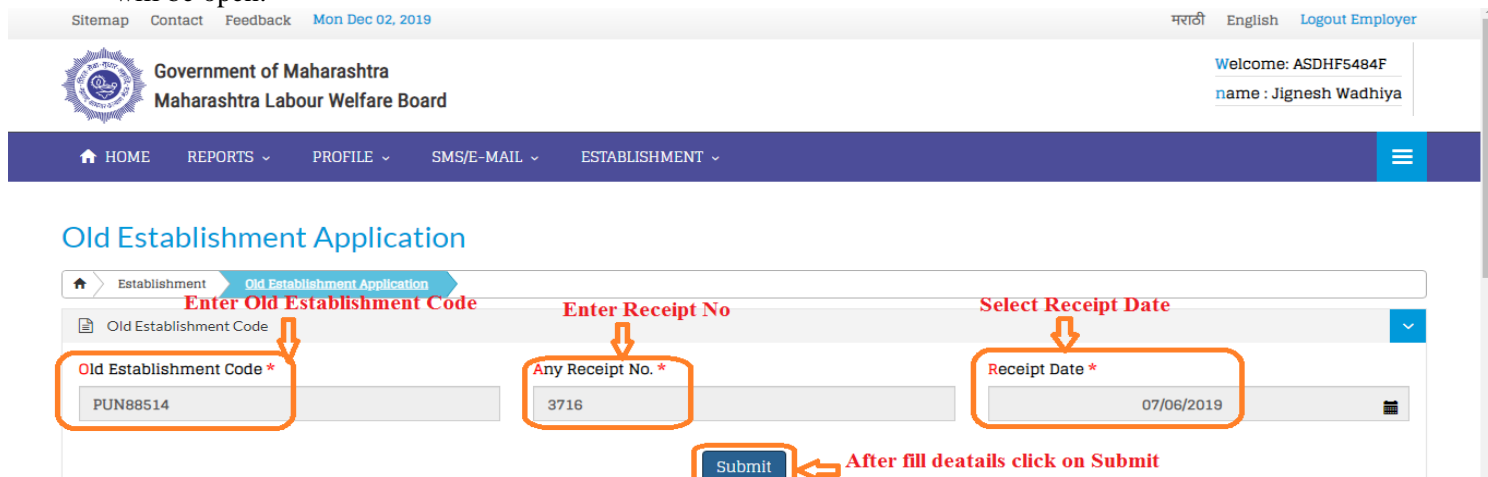
Fig 16: Upload Missing Document

3) Update Old Establishment :

In Update Old Establishment form you can modify details of old establishment. For change old establishment details you need some details:

- 1) Old Establishment Code
- 2) Receipt No.
- 3) Receipt Date

Enter all details then click on **Submit** button. After click on submit button Establishment details page will be open.



Establishment Details

Enter Details Which is Mandatory (*)

Name of Establishment as per PAN * CHORDIA NURSING HOME

PAN / TAN of Establishment * ESTGK1234K ✓

Employer * Jignesh Wadhiya

Correspondence Address 1 * TRIMURTI COMPLEX SALAVE GARDEN

Correspondence Address 2 GANGADHAM SHATRUNJAY MANDIR RD KONDHVA

Country * India

State * MAHARASHTRA

District * PUNE

Taluka * Pune City

City * PUNE

PIN Code * 411001-C D A (O) S.O

Phone No. * 9741256326

PF Establishment No.

Name of contact person * roshan

Mobile no. of contact person * 9741256326

E-Mail Id example@gmail.com

Class of Establishment * OTHERS

Category * E-COMMERCE

Sector * UNDEFINED

Registration / Deed No. * 112266

Date of Registration with MLWB * 16/05/2019

Contribution Start Date with MLWB * 01/06/2011

Current number of Employees * 20

Whether the establishment is having a Head Office or Branches? *
 Head Office Branch

Final Submit ← After filling all details Click on Final Submit

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Fig 17: Old Establishment Application

After click on **Final Submit** data update in the system and give below message.

Sitemap Contact Feedback Mon Dec 02, 2019 मराठी English Logout Employer

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ASDHF5484F
name : Jignesh Wadhiya

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT



Success

Final submission of establishment done successfully !!!!
 Please note down
 Establishment No. : None Establishment Code : PUPUNC000001

[Click here to Establishment Login](#)

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Fig 18: Old Establishment Success Message

6. UPDATE EMPLOYER PROFILE :-

Employer can update their information if employer makes some mistake at time of registration of employer, so select **Update Employer Profile** option from **Profile** tabs then Update Employer Profile Form will open as shown below.

Update Employer Profile

The screenshot shows the 'Update Employer Profile' form. It is divided into several sections:

- Register PAN:** A section for entering the PAN number. The example shows 'ESTGK1234K'. There are 'Validate & Next' and 'Cancel' buttons.
- Employer Details:** A section for providing employer details. It includes fields for First Name, Middle Name, Last Name, Gender, Father's Name, Date of Birth, Address 1, Address 2, City, Country, State, District, PIN code, Mobile No, and Email Id. There is also a Username field.
- Final Submit:** A section for final submission. It includes a 'Final Submit' checkbox, a 'Final Submit' button, and a 'Final Submit' label. There are also 'Enter Captcha' and 'Validate Captcha' buttons. A captcha image is shown with the text 'r J O c'. There are 'Validate Captcha' and 'Reload Captcha' buttons.
- OTP Section:** A section for entering the OTP. It includes a 'get OTP' button, a 'Click Here for get OTP Number on your mobile number And Email on your email id' instruction, a 'I agree to the above declaration.' checkbox, a 'Click on Check box and I Agree' instruction, an 'OTP' input field, a 'Time Remaining : 04:28' timer, and a 'Register Me' button.

Fig 19: Update Employer Details

In this Employer has followed the same process which user at registration of employer, modify details such as:

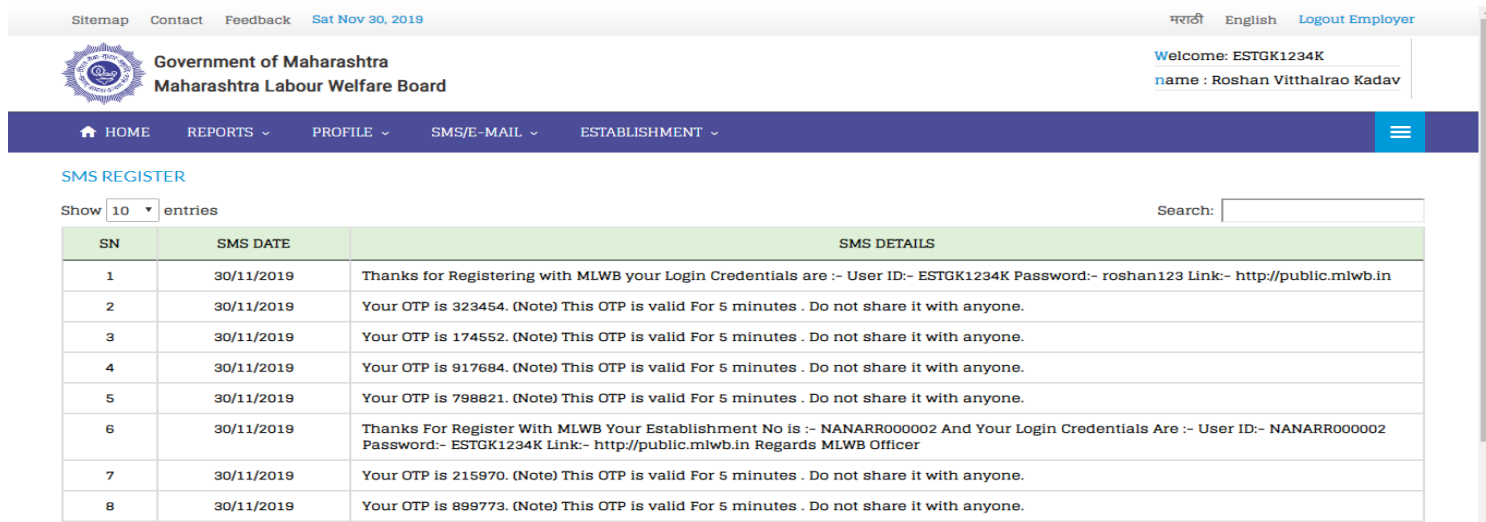
- 1) It shows PAN Number which user enters at the registration time and click on **Validate & Next** button.
- 2) Employer details form will open and modify details which user wants except username field. [* fields are mandatory].
- 3) Enter **Captcha** and click on **Validate Captcha** button.
- 4) Click on **get OTP** button then message and email is sending on user mobile number and email id which user entered above.
- 5) Click on **I agree** and entered **OTP number** which come on user mobile number.
- 6) Finally click on **Register Me** button, records are save in the system and give message successfully update profile of employer.

7. POST SUBMISSION ACTIVITIES OF EMPLOYER :-

No Document has to be submitted physically by the owner to the MLWB office. The user-id and password will be intimated to the applicant owner through SMS to his mobile number and registered email-id. It is also available under the Reports function of Employer Login.

1) SMS Register :

In SMS Register you can see employer login credentials and OTP Number details.



Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Employer

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

SMS REGISTER

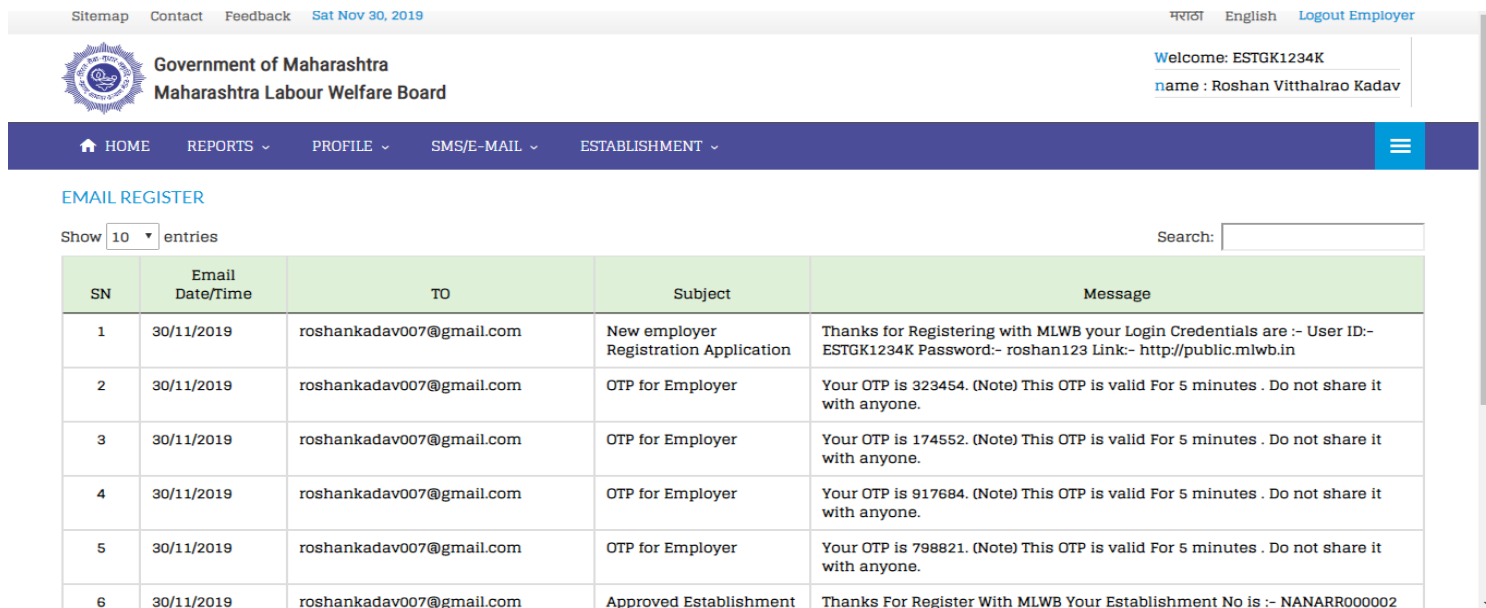
Show 10 entries Search:

SN	SMS DATE	SMS DETAILS
1	30/11/2019	Thanks for Registering with MLWB your Login Credentials are :- User ID:- ESTGK1234K Password:- roshan123 Link:- http://public.mlwb.in
2	30/11/2019	Your OTP is 323454. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
3	30/11/2019	Your OTP is 174552. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
4	30/11/2019	Your OTP is 917684. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
5	30/11/2019	Your OTP is 798821. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
6	30/11/2019	Thanks For Register With MLWB Your Establishment No is :- NANARR000002 And Your Login Credentials Are :- User ID:- NANARR000002 Password:- ESTGK1234K Link:- http://public.mlwb.in Regards MLWB Officer
7	30/11/2019	Your OTP is 215970. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
8	30/11/2019	Your OTP is 899773. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.

Fig 20: SMS Register

2) E-Mail Register :

In E-Mail Register you can see employer login credentials and OTP Number details.



Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Employer

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ESTGK1234K
name : Roshan Vitthalrao Kadav

HOME REPORTS PROFILE SMS/E-MAIL ESTABLISHMENT

EMAIL REGISTER

Show 10 entries Search:

SN	Email Date/Time	TO	Subject	Message
1	30/11/2019	roshankadav007@gmail.com	New employer Registration Application	Thanks for Registering with MLWB your Login Credentials are :- User ID:- ESTGK1234K Password:- roshan123 Link:- http://public.mlwb.in
2	30/11/2019	roshankadav007@gmail.com	OTP for Employer	Your OTP is 323454. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
3	30/11/2019	roshankadav007@gmail.com	OTP for Employer	Your OTP is 174552. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
4	30/11/2019	roshankadav007@gmail.com	OTP for Employer	Your OTP is 917684. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
5	30/11/2019	roshankadav007@gmail.com	OTP for Employer	Your OTP is 798821. (Note) This OTP is valid For 5 minutes . Do not share it with anyone.
6	30/11/2019	roshankadav007@gmail.com	Approved Establishment	Thanks For Register With MLWB Your Establishment No is :- NANARR000002

Fig 21: E-Mail Register

Note: A separate Establishment login is provided, so that the Owner need not himself be involved for the remittance and can get it delegated to any authorized person to do the routine activities.

The applicant owner as well as other owners declared in the owners' details will be responsible for any default under the Act / Schemes.

8. ESTABLISHMENT LOGIN PAGE :-

After Successfully Registration of the Establishment, Establishment has got their login credentials. Enter User Name and Password then click on login as shown in below figure.

Establishment Login Information guide is available in the First page of Establishment Login Page; new user must go through it before registration. Already registered Employers can directly login with their credentials.

Sitemap Contact Feedback Administration

मराठी English

Click here for open Establishment login

Employer Login Establishment Login Employee Login Inspector Login

Government of Maharashtra
Maharashtra Labour Welfare Board

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Establishment Login Information

- 1 The employers can register their establishments with the maharashtra labour welfare board. The registration of establishments can be done by providing details such as the name of the establishment, PAN number, contact details, etc. Details of benefits for registered employers are also provided.
- 2 Establishments (Registration) has been enacted by the Maharashtra Government to provide for registration and regulation of all establishments in the state with a view to prescribe the minimum standards of facilities and services provided by them.
- 3 The establishments registration is applicable to all types of establishments from the public and private sectors, whichever belonging to the Maharashtra State Government..

Establishment Login

Enter User Name

NANARR000002

Remember Me

Login Forget Password

Enter Password

Click on Login

Fig 22: Establishment Login

9. ESTABLISHMENT DASHBOARD :-

After successfully login, it will show Establishment User id with Name on the main page.

Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Establishment

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Establishment Dashboard

Establishment Dashboard

Rec. Date	Rec. No.	Period	Slab	Male	Female	EEC	ERC	Penal Int.	Total
-----------	----------	--------	------	------	--------	-----	-----	------------	-------

ROSHAN KADAV PVT LTD	
Estb. Code	NANARR000002
Date Of Registration	2017-12-17
Owner Reg No.	112233
Contact Person	roshan
Contact Person Mob No	8390207316
Email Id	roshankadav007@gmail.com
Address	Nagpur , Nagpur

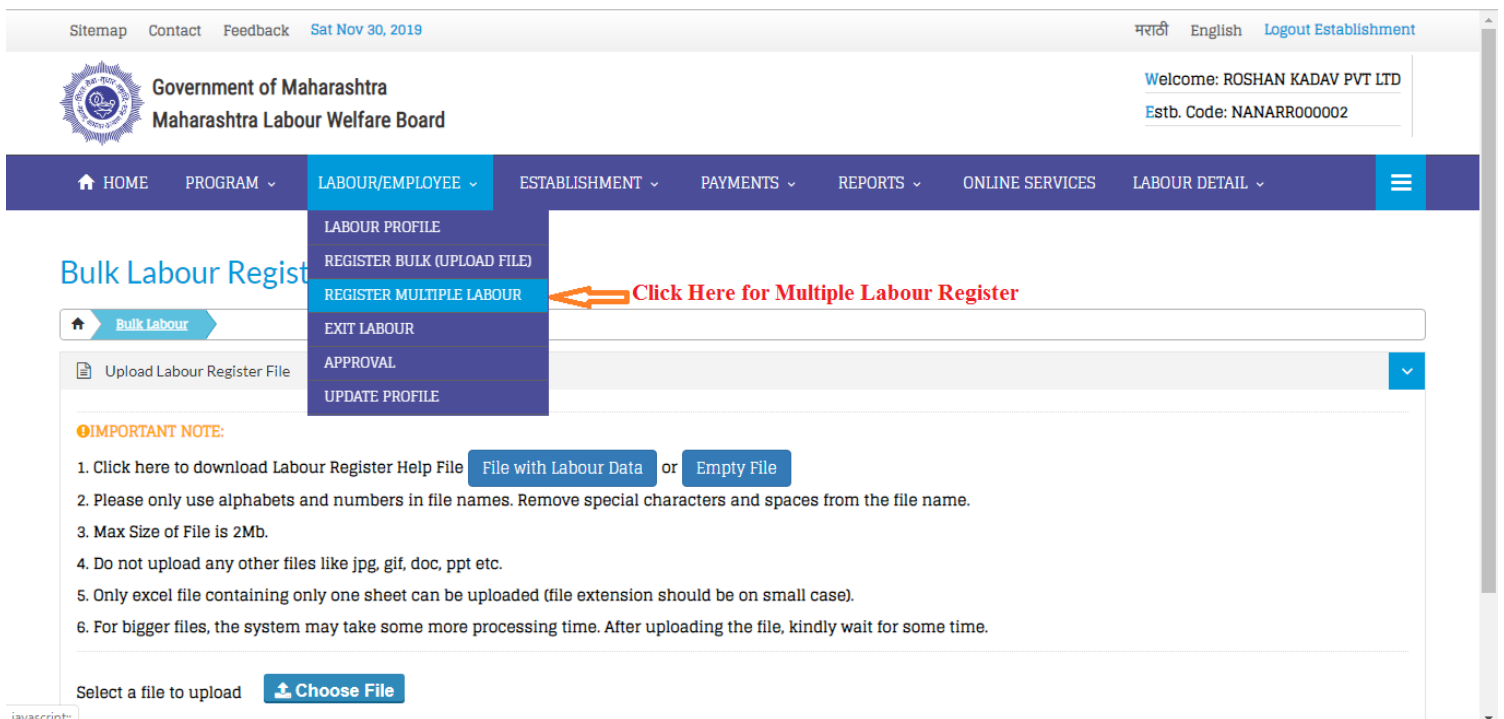
Fig 23: Establishment Dashboard

On the Establishment Dashboard, details related to the establishment shown on the screen like

- Establishment Code
- Date of Registration
- Owner Register Number
- Contact Person
- Contact Person Mobile Number
- Email Id
- Address

10. MULTIPLE LABOUR/EMPLOYEE REGISTRATION :-

To register the multiple labour/employee, select the option **Register Multiple Labour** from **Labour/Employee** tabs.

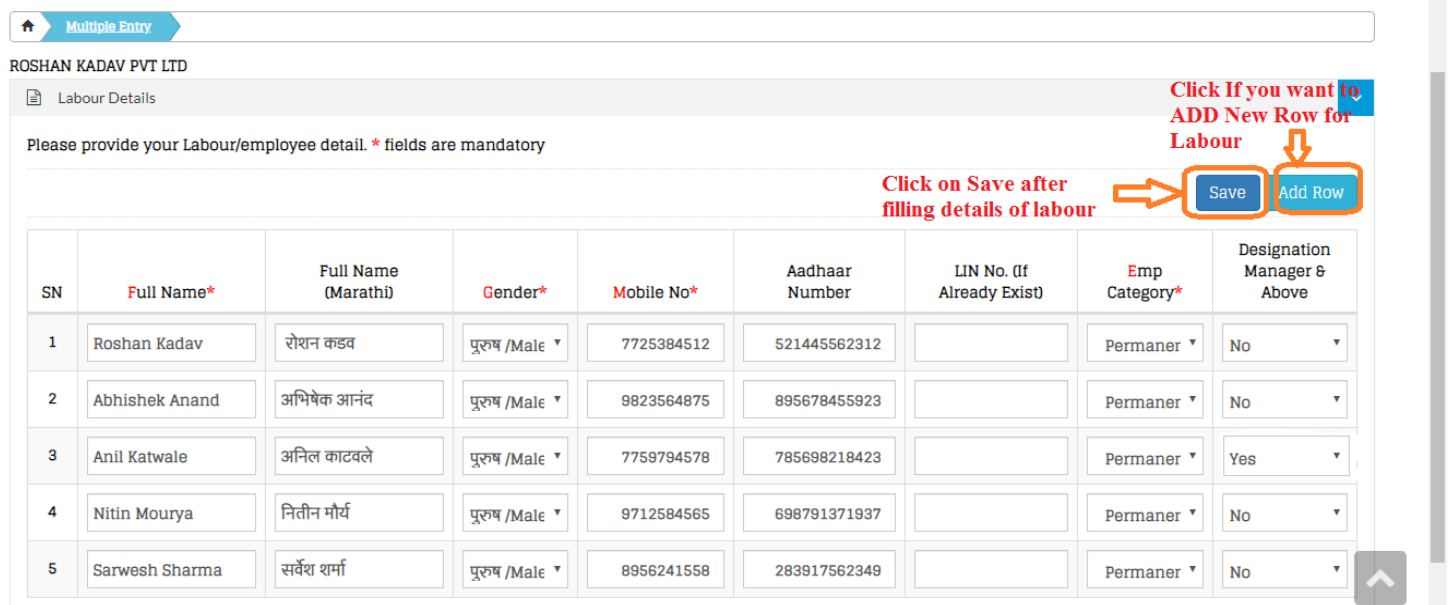


The screenshot shows the Maharashtra Labour Welfare Board website. The navigation menu includes HOME, PROGRAM, LABOUR/EMPLOYEE, ESTABLISHMENT, PAYMENTS, REPORTS, ONLINE SERVICES, and LABOUR DETAIL. The LABOUR/EMPLOYEE menu is expanded, showing options like LABOUR PROFILE, REGISTER BULK (UPLOAD FILE), REGISTER MULTIPLE LABOUR, EXIT LABOUR, APPROVAL, and UPDATE PROFILE. An orange arrow points to the 'REGISTER MULTIPLE LABOUR' option with the text 'Click Here for Multiple Labour Register'. Below the menu, there is an 'IMPORTANT NOTE' section with instructions for uploading files, and a 'Choose File' button.

Fig 24: Multiple Labour/Employee Menu

Following Window will be open to enter details of Multiple Labour/Employee.

Multiple Labour Registration



The screenshot shows the 'Multiple Entry' form for 'ROSHAN KADAV PVT LTD'. The form includes a 'Labour Details' section with a table for entering employee information. The table has columns for SN, Full Name*, Full Name (Marathi), Gender*, Mobile No*, Aadhaar Number, LIN No. (if Already Exist), Emp Category*, and Designation Manager & Above. There are 'Save' and 'Add Row' buttons at the bottom right of the table. Red annotations indicate 'Click If you want to ADD New Row for Labour' pointing to the 'Add Row' button and 'Click on Save after filling details of labour' pointing to the 'Save' button.

SN	Full Name*	Full Name (Marathi)	Gender*	Mobile No*	Aadhaar Number	LIN No. (if Already Exist)	Emp Category*	Designation Manager & Above
1	Roshan Kadav	रोशन कडव	पुरुष /Male	7725384512	521445562312		Permaner	No
2	Abhishek Anand	अभिषेक आनंद	पुरुष /Male	9823564875	895678455923		Permaner	No
3	Anil Katwale	अनिल काटवले	पुरुष /Male	7759794578	785698218423		Permaner	Yes
4	Nitin Mourya	नितीन मौर्य	पुरुष /Male	9712584565	698791371937		Permaner	No
5	Sarwesh Sharma	सर्वेश शर्मा	पुरुष /Male	8956241558	283917562349		Permaner	No

Fig 25: Multiple Labour/Employee Registration

Require entering the data in mandatory field which is shown with red color (*) sign, rest are optional. Require to enter the data in

- Full Name
- Full Name [Marathi] is optional
- Gender
- Mobile Number which are mandatory fields
- Aadhaar Number
- LIN Number (If Already Exit) is optional
- Employee Category And
- Designation Manager & Above is optional.

If users want to add more labour details then click on **Add Row** button. After clicking another new row added in form and user fill their details one by one.

After fill the details of employee, Press the **SAVE** button to save the record in the system. Data save in the system and show the confirmation message window with message **"Please confirm you want to register!" "Yes/Cancel"**. Press the Yes button to finally save the record in the system.

After Click on yes, he/she go to the Labour Approval Page as shown below figure. Click on check box which labour he/she approve labour one by one or bulk. Then Approve Labour by clicking on **Approve** button. It shows the confirmation message on window **"Please confirm you want to register!" "Yes/Cancel"**. Press the Yes button to finally save the record in the system and system show the Successful message on the screen.

Record store in the system and generate the LIN number to the register Labor/Employee and the message on the registered mobile no. **"Thanks for Registering with MLWB your LIN No is:-1819S0000006 and your Login Credentials are: - User ID: - 1819S0000006 Password: - 9680850856" Regards MLWB OFFICER"**.

Sitemap Contact Feedback Sat Nov 30, 2019

मराठी English Logout Establishment

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Labour Approval

ROSHAN KADAV PVT LTD

Labour Details

Please provide your Labour/employee detail. *fields are mandatory

Click Here For Approve Labour

Approve

Click for Bulk Select

SN	Full Name*	Full Name (Marathi)	Gender*	Mobile No*	Aadhaar Number	LIN No. (If Already Exist)	Emp Category*	Designation Manager & Above	<input type="checkbox"/>
1	Roshan Kadav	रोशन कडव	पुरुष /Mal	772538451	521445562312		Permane	No	<input type="checkbox"/>
2	Abhishek Anand	अभिषेक आनंद	पुरुष /Mal	982356487	895678455923		Permane	No	<input type="checkbox"/>
3	Anil Katwale	अनिल काटवले	पुरुष /Mal	775979457	785698218423		Permane	Yes	<input type="checkbox"/>
4	Nitin Mourya	नितीन मौर्य	पुरुष /Mal	971258456	698791371937		Permane	No	<input type="checkbox"/>
5	Sarwesh Sharma	सर्वेश शर्मा	पुरुष /Mal	895624155	283917562349		Permane	No	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

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Fig 26: Multiple Labour/Employee Approval

11. BULK LABOUR/EMPLOYEE REGISTRATION (UPLOAD EXCEL FILE) :-

Instead of enter the details; require uploading the bulk labour/employee data select the option **Register Bulk (Upload file)** from the tab **Labour/Employee** on main menu. Window will be open with option "**File with Labour Data**" or "**Empty file**".

Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Establishment

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Bulk Labour Registration

Bulk Labour

Upload Labour Register File

Click Here for Download Excel File with Labour Data

IMPORTANT NOTE:

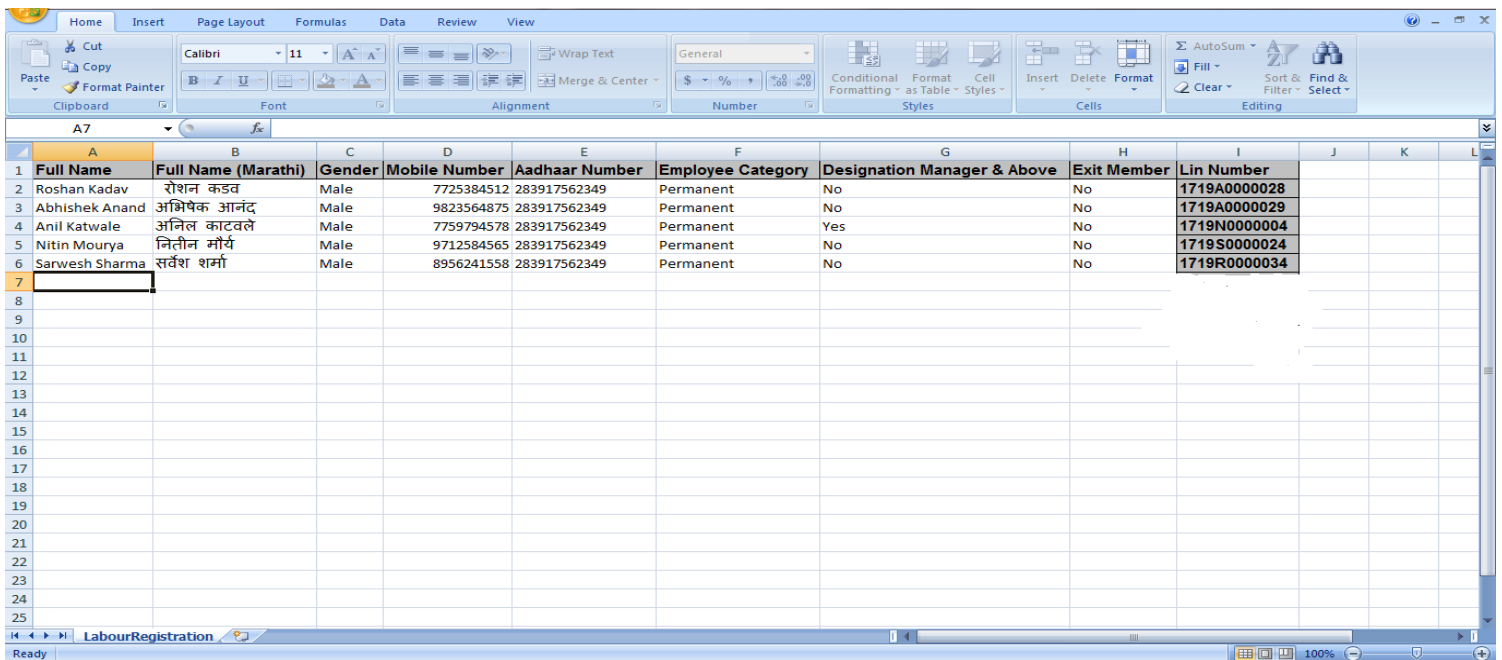
1. Click here to download Labour Register Help File **File with Labour Data** or **Empty File** **Click Here for Empty Excel File format**
2. Please only use alphabets and numbers in file names. Remove special characters and spaces from the file name.
3. Max Size of File is 2Mb.
4. Do not upload any other files like jpg, gif, doc, ppt etc.
5. Only excel file containing only one sheet can be uploaded (file extension should be on small case).
6. For bigger files, the system may take some more processing time. After uploading the file, kindly wait for some time.

Select a file to upload **Choose File** **Click Here for Choose Excel File Note: Fill Excel as per proper format**

Fig 27: Bulk Labour/Employee Registration (Upload Excel File)

12. EXCEL FORMAT FOR BULK MEMBER REGISTRATION :-

If user selects the **File with Labour Data** option then system will show the Member Registration Excel File which already filled by labour/employee data as shows below. Member Registration Excel file will save on the local disk with already registered & approved labor/employee data.

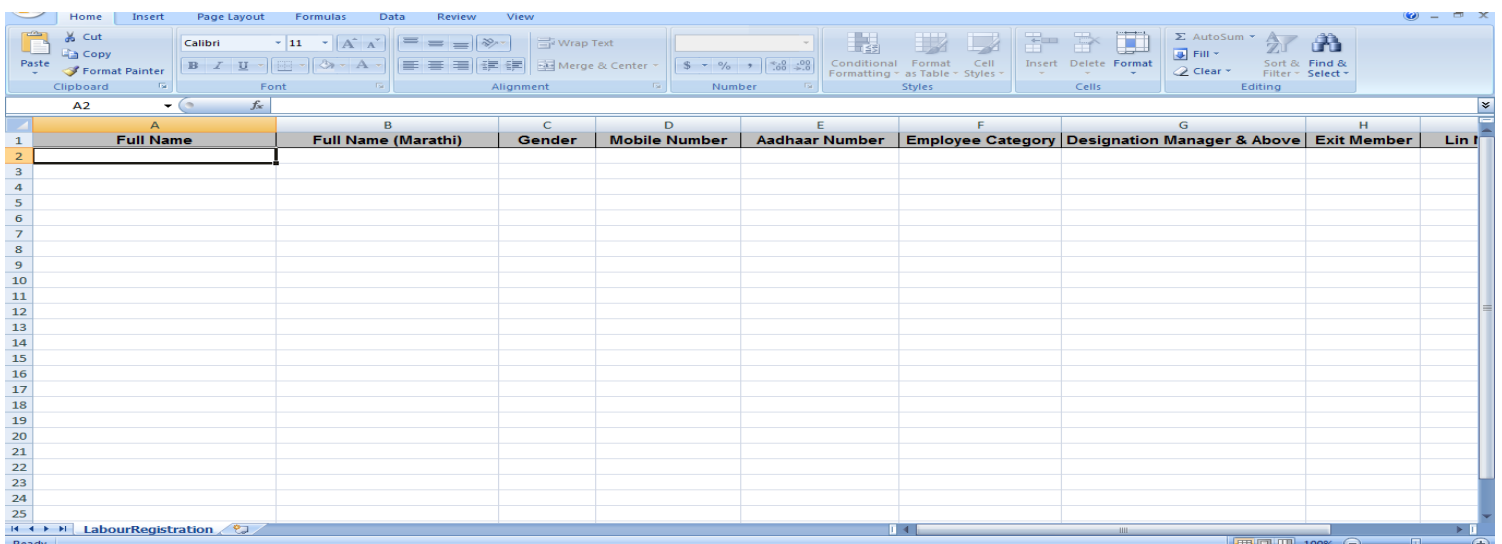


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
	Full Name	Full Name (Marathi)	Gender	Mobile Number	Aadhaar Number	Employee Category	Designation Manager & Above	Exit Member	Lin Number			
1												
2	Roshan Kadav	रोशन कडव	Male	7725384512	283917562349	Permanent	No	No	1719A0000028			
3	Abhishek Anand	अभिषेक आनंद	Male	9823564875	283917562349	Permanent	No	No	1719A0000029			
4	Anil Katwale	अनिल काटवले	Male	7759794578	283917562349	Permanent	Yes	No	1719N0000004			
5	Nitin Mourya	नितीन मौर्य	Male	9712584565	283917562349	Permanent	No	No	1719S0000024			
6	Sarwesh Sharma	सर्वेश शर्मा	Male	8956241558	283917562349	Permanent	No	No	1719R0000034			
7												
8												
9												
10												
11												
12												
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16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Fig 28: Excel file for Bulk Member Registration

If user selects the **Empty file** option then system will show the Member Registration Excel with empty. Empty Member Registration Excel file will save on the local disk to fill the labour/employee data as shows below figure.



The screenshot shows an empty Excel spreadsheet with the following headers:

	A	B	C	D	E	F	G	H	I	J	K	L
	Full Name	Full Name (Marathi)	Gender	Mobile Number	Aadhaar Number	Employee Category	Designation Manager & Above	Exit Member	Lin Number			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

Fig 29: Empty Excel format for Bulk Member Registration

Fill all details of Labour/Employee in Excel sheet as per downloaded file such as Full name, Full Name [Marathi], Gender(male or female available in drop down list just select it), Mobile Number, Aadhaar Number, Employee Category [Select form drop down list], Designation Manager & Above[Yes/No], Exit Member[Yes/No], LIN Number(if available).

After filling all details in excel sheet he/she need to upload the filled Member Registration Excel file in system. Press the **Choose File button** in **BULK LABOUR REGISTRATION FORM**. After select the Choose File option, system will ask the file to upload the data.

After upload the file, system will show the message **Upload Successful** and goes to **Labour Approval Page**.

There are two ways user can **Approve the Labour /Employee**:

- 1) When he/she upload the excel file from **Choose File** option. After upload the file, system will show the message Upload Successful and goes directly to **Labour/Approval Page**.
- 2) Another way is to select the option **APPROVAL** from **LABOUR/EMPLOYEE** tab on main menu.

Process is same form both ways to approve Labour/Employee as shown below figure.

The screenshot shows a web interface for 'Labour Approval' under the company 'ROSHAN KADAV PVT LTD'. It features a 'Labour Details' section with a form to provide employee information. A red arrow points to an 'Approve' button with the text 'Click Here for Approve Labour/Employee'. Below the form is a table with columns for SN, Full Name, Full Name (Marathi), Gender, Mobile No, Aadhaar Number, LIN No. (if Already Exist), Emp Category, and Designation Manager & Above. Each row has a checkbox in the Designation Manager & Above column. A red arrow points to these checkboxes with the text 'Click on Check box which you have to Approve labour'.

SN	Full Name*	Full Name (Marathi)	Gender*	Mobile No*	Aadhaar Number	LIN No. (if Already Exist)	Emp Category*	Designation Manager & Above
1	Roshan Kadav	रोशन कडव	पुरुष /Mal	831234567	123112564587		Permane	No
2	Abhishek Anand	अभिषेक आनंद	पुरुष /Mal	982356487	283917562349		Permane	No
3	Anil Katwale	अनिल काटवले	पुरुष /Mal	775979457	283917562349		Permane	Yes
4	Nitin Mourya	नितीन मौर्य	पुरुष /Mal	971258456	283917562349		Permane	No
5	Sarwesh Sharma	सर्वेश शर्मा	महिला /Fe	895624155	283917562349		Permane	No
6	Nilesh Jadhav	निलेश जाधव	पुरुष /Mal	895624155	283917562349		Permane	No

Fig 30: Bulk Member Approval

Details of the Labour/Employee shown in the respective fields are disabling. User selects the **Check box** for Approval and Press the **Approve** Button.

After press the Approve button, System shows the confirmation message box with message **"Please Confirm you want to approve! Are you sure wanted to approve? "**


On the confirmation message box, press the Yes button to approve the employee data.

Record store in the system and generate the LIN number to the register Labor/Employee and the message on the registered mobile no. **"Thanks for Registering with MLWB your LIN No is:-1819S000006 and your Login Credentials are: - User ID: - 1819S000006 Password: - 9680850856" Regards MLWB OFFICER"**.

13. APPROVE REGISTERED LABOUR/EMPLOYEE INFORMATION :-

To shows the details of Approved Labour from the list. Select the option **Labour Profile** from the **Labour/Employee** tabs then following page will open.
It will shows you all details of labour/employee such as LIN Number, Full Name, Full Name [Marathi], Gender, Mobile Number, Aadhaar Number and Employee Category.

Sitemap Contact Feedback Mon Dec 02, 2019 मराठी English Logout Establishment

 Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Labour

ROSHAN KADAV PVT LTD

Labour Details

Approved Labour

Search:

SN	LIN Number	Full Name	Full Name (Marathi)	Gender	Mobile No	Aadhaar Number	Emp Category
1	1719N0000004	Vivek Yadav	विवेक यादव	Male	7759794578	657832981553	Permanent कायमस्वरूपी
2	1719A00000029	Nilesh Jadhav	निलेश जाधव	Male	9823564875	124587562623	Permanent कायमस्वरूपी
3	1719S00000025	Sarwesh Sharma	सर्वेश शर्मा	Male	8956241558	283917562349	Permanent कायमस्वरूपी
4	1719N00000005	Nitin Mourya	नितीन मौर्य	Male	9712584565	698791371937	Permanent कायमस्वरूपी
5	1719A00000031	Anil Kawale	अनिल काटवले	Male	9823469786	785698218423	Permanent कायमस्वरूपी
6	1719A00000030	Abhishek Anand	अभिषेक आनंद	Male	9823564875	895678455923	Permanent कायमस्वरूपी
7	1719R00000034	Sarwesh Sharma	रोशन कडव	Male	8956241558	521445562312	Permanent कायमस्वरूपी
8	1719S00000024	Nitin Mourya	नितीन मौर्य	Male	9712584565	128945235684	Permanent कायमस्वरूपी

Showing 1 to 8 of 8 entries Previous 1 Next

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Fig 31: Approve Registered Labour/Employee Information

14. EXIT LABOUR/EMPLOYEE :-

To remove the Labour/Employee from the list, select the option **Exit Labour** from the **Labour/Employee** tabs then following page will open.

Sitemap Contact Feedback Sat Nov 30, 2019 मराठी English Logout Establishment

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Exit Labour

ROSHAN KADAV PVT LTD

LIN Number

Enter Labour / Employee LIN Number

We need your LIN Number to get your details. Please enter your correct LIN Number.

Enter Your LIN Number * 1719A0000028 Get Details Click for Get Details of Labour / Employee

Labour Details

Please provide your Labour/employee detail. * fields are mandatory

Full Name* Full Name (Marathi) Gender*

ROSHAN KADAV रोशन कडव पुरुष /Male

Mobile No * Aadhaar Number UAN Number (Pf No.)

8956241558 521445562312

Emp Category* Exit Reason* Enter Exit Reason Exit Date* Enter Exit Date

Permanent कायमस्वरूपी RETIREMENT सेवा निवृत्ती 11/09/2019

Save Reset Click on Save After Filling Deatails

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Fig 32: Exit Labour/Employee

- 1) System will ask the labor/Employee to enter **LIN Number** to mark as exit.
- 2) Press the **GET details** button and it show the record of Labour/Employee.
- 3) Select the **Exit Reason** from drop down list.
- 4) Enter the **Exit Date**.
- 5) Press the **Save** button to remove the labour/employee from the labour/employee list. System will show the confirmation message box **YES/CANCEL**, if users press the Yes button then Labour/Employee details is not shows in the labour/employee list.
- 6) To confirm the Labour/Employee has been removing from the List. Select the **Labour Profile** from the **Labour/Employee** tab. Exit Labour/Employee details will not show in the tabular data List.

15. LABOUR/EMPLOYEE PROFILE UPDATE :-

To update the profile of Labour/Employee, select the option **Update Profile** from the **Labour/Employee** tabs. For update profile of labour/employee follow the following process:

- 1) Enter LIN Number of Labour/Employee.
- 2) Click on Get Details button then it will show the details of Labour/Employee.
- 3) User can modify details of Labour/Employee which they want to change.
- 4) Click on save button then it show message **“Please Confirm You Want To Save”** and **“are you sure want save?” “YES/CANCEL”**, Click on YES then information of labour/employee save in system.

The screenshot shows the 'Profile Update' page for ROSHAN KADAV PVT LTD. The page has a header with 'Sitemap', 'Contact', 'Feedback', and the date 'Wed Dec 04, 2019'. The main header includes the Government of Maharashtra logo and the Maharashtra Labour Welfare Board name. A navigation menu at the top contains 'HOME', 'PROGRAM', 'LABOUR/EMPLOYEE', 'ESTABLISHMENT', 'PAYMENTS', 'REPORTS', 'ONLINE SERVICES', and 'LABOUR DETAIL'. The 'Profile Update' section is active, showing a 'LIN Number' field with the value '1719R0000034' and a 'Get Details' button. Below this is a 'Labour Details' section with fields for 'Full Name*', 'Full Name (Marathi)', 'Gender*', 'Mobile No*', 'Aadhaar Number', 'UAN Number (Pf No.)', 'Emp Category*', and 'Designation Manager & Above'. The 'Save' and 'Reset' buttons are at the bottom of the form. Red annotations with arrows point to the LIN number field, the 'Get Details' button, and the 'Save' button.

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Fig 33: Exit Labour/Employee

16. ESTABLISHMENT DETAILS :-

To View Establishment Details, select the option **View Establishment Details** from the **Establishment** tabs.

It will show all details of establishment which he/she has entered at time registration of establishment such as Establishment Code, Name of Establishment, Address, Pin Code, E-mail Id, Pan Number, Registration Number, Start Date, Name of Owner/Employer, Establishment Phone Number, Contact Person, Contact Person Phone Number, Class of the Establishment, Sector of the Establishment, Category of the Establishment

Sitemap Contact Feedback Wed Dec 04, 2019 मराठी English Logout Establishment

 Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: ROSHAN KADAV PVT LTD
Estb. Code: NANARR000002

HOME PROGRAM LABOUR/EMPLOYEE ESTABLISHMENT PAYMENTS REPORTS ONLINE SERVICES LABOUR DETAIL

Establishment Details

Establishment Code	:	NANARR000002
Name of Establishment	:	ROSHAN KADAV PVT LTD
Address	:	Nagpur Nagpur; City: NAGPUR; District: 364; State: 22; 1; 553967
PIN CODE	:	440001
E-Mail Id	:	roshankadav007@gmail.com
PAN issued by Income Tax Department	:	ESTGK1234K
Registration/Deed No.	:	553967
Date of Registration	:	17/12/2017
Start Date	:	17/12/2017
Name of the Owner/Employer	:	Roshan Vitthalrao Kadav
Establishment Phone No.	:	8390207316
Contact Person	:	roshan
Contact Person Phone	:	8390207316
Class of the Establishment	:	OTHERS
Sector of the Establishment	:	PRIVATE
Category of the Establishment	:	CONSULTANCY

Fig 34: View Establishment Details

17. ELECTRONIC CHALLAN CUM RETURN (ECR) :-

To Generate Challan, user have go to the Payment option, Select the option **ECR With New Records** from the **Payment** tabs then following page will open.

Select the period for contribution payment made by establishment to generate contribution challan.

Electronic Challan cum Return (ECR)

[Back to Dashboard](#)

Generate Challan

Establishment : ROSHAN KADAV PVT LTD

Period * : 06-2019

Search:

SN	Period	LIN	Name	Aadhaar	Employee Contribution (E.E.C.)	Establishment Contribution (E.R.C.)	Penal Interest	Total Contribution	Payment status
1	06-2019	1719A0000029	Abhishek Anand	124587562623	12	36	3	51	
2	06-2019	1719A0000030	Abhishek Anand	895678455923	12	36	3	51	
3	06-2019	1719S0000024	Nitin Mourya	128945235684	12	36	3	51	
4	06-2019	1719N0000005	Nitin Mourya	698791371937	12	36	3	51	
5	06-2019	1719A0000028	Roshan Kadav	456712367895	12	36	3	51	

Total No. of Employees (Contribution Unpaid) : 8 Total : 96.00 288.00 24.00 408.00

[Generate Challan](#)

First Select the Period form list

Click Here for Generate Challan

Fig 35: Electronic Challan cum return (ECR)

Data will be displayed with Period, LIN Number, Name of Labour , Aadhaar Number, EEC, ERC and Penal Interest (if applicable), Total Contribution and Payment Status.

Click on Generate Challan Button for further process.

In-Process Challan

Show All entries

Search:

SN	TRN	Period	Payment status	Number Of Employee	Employee Contribution (E.E.C.)	Establishment Contribution (E.R.C.)	Penal Interest	Total Contribution	Select All
4		06-2019			12	36	3	51	
5		06-2019			12	36	3	51	
6		06-2019			12	36	3	51	
7		06-2019			12	36	3	51	
8		06-2019			12	36	3	51	

Total No. of Employees (Contribution Unpaid) : 8 Total : 96.00 288.00 24.00 408.00

No data available in table

Please Confirm Challan Generation!

Are you sure want to generate challan?

[YES](#) [CANCEL](#)

Fig 36: Challan Generation

After clicking Generate challan popup will open i.e. are you sure want to generate challan?

- A) If yes then click on **YES**
- B) Otherwise click on **Cancel**

After click on yes, it shows details information of Establishment such as TRN, Period, Payment Status, Number of Employee, EEC, ERC, Panel Interest, Total Contribution, Select all.

Show entries Search:

SN	TRN	Period	Payment status	Number Of Employee	Employee Contribution (E.E.C)	Establishment Contribution (E.R.C)	Penal Interest	Total Contribution	Select All
1	1084	06-2019	Payment is Due	8	96	288	25	408	<input type="checkbox"/>

Previous Next

Total Number of Challan : 1 Amount to pay : 408.00/-

← Click Here to Pay Amount Online

Recent Challan ▼

SN	TRN	Period	Payment status	Number Of Employee	Employee Contribution (E.E.C)	Establishment Contribution (E.R.C)	Penal Interest	Total Contribution
No data available in table								

Fig 37: Challan Generation

Click on Show ALL entries, according to that you will get the record:

- i. Select radio button (i.e. given right side for each record) to which challan you have to pay.
- ii. According to selection show total number of challan & total Amount to pay.
- iii. Check it and click on pay button

The payment gateway screen will be displayed as follows:

18. PAYMENT GATEWAY :-

After clicking on pay button there will open one popup

- i. In that show total amount you have to pay.
- ii. Enter phone number & email ID field.
- iii. Select payment mode i.e. Card, Net banking, Wallet, UPI/QR and more.

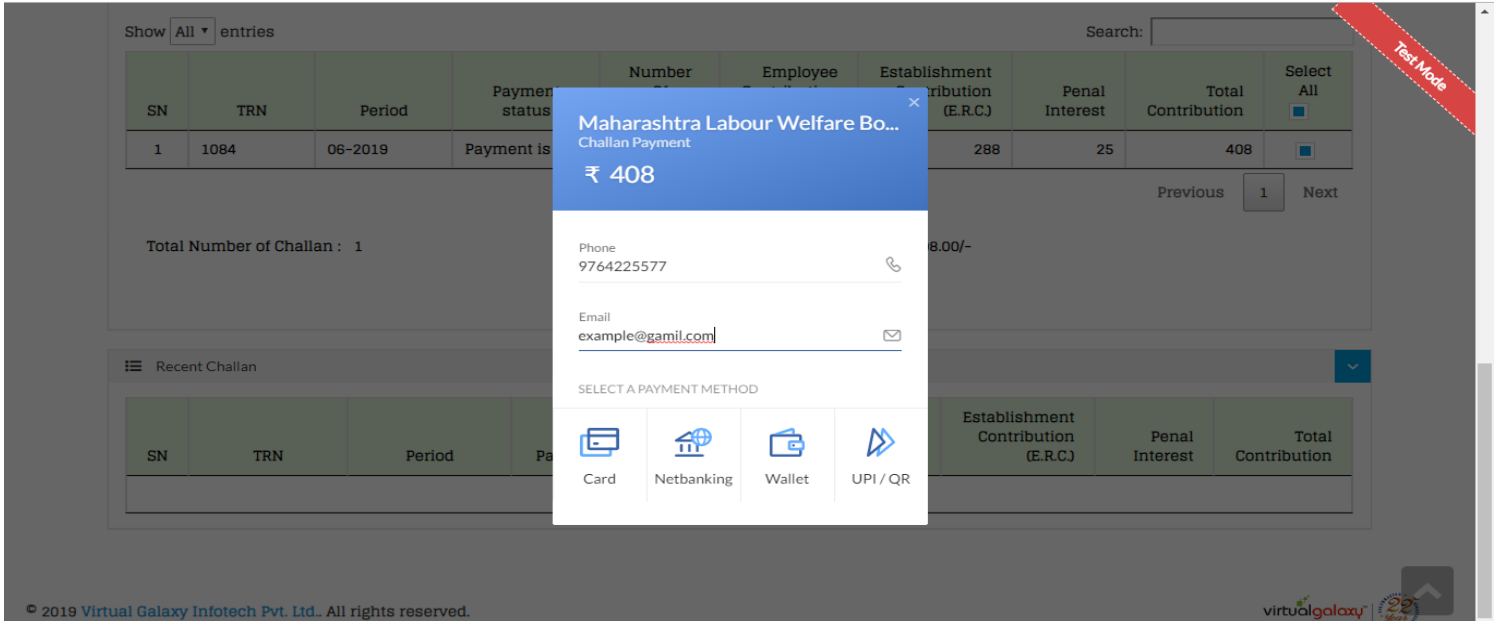


Fig 38: Payment Gateway

After Clicking pay button there will open one popup,

- iv. In that show total amount you have to pay
- v. Enter phone number & email ID field.
- vi. Select payment mode i.e. Card, Net banking, Wallet and more.

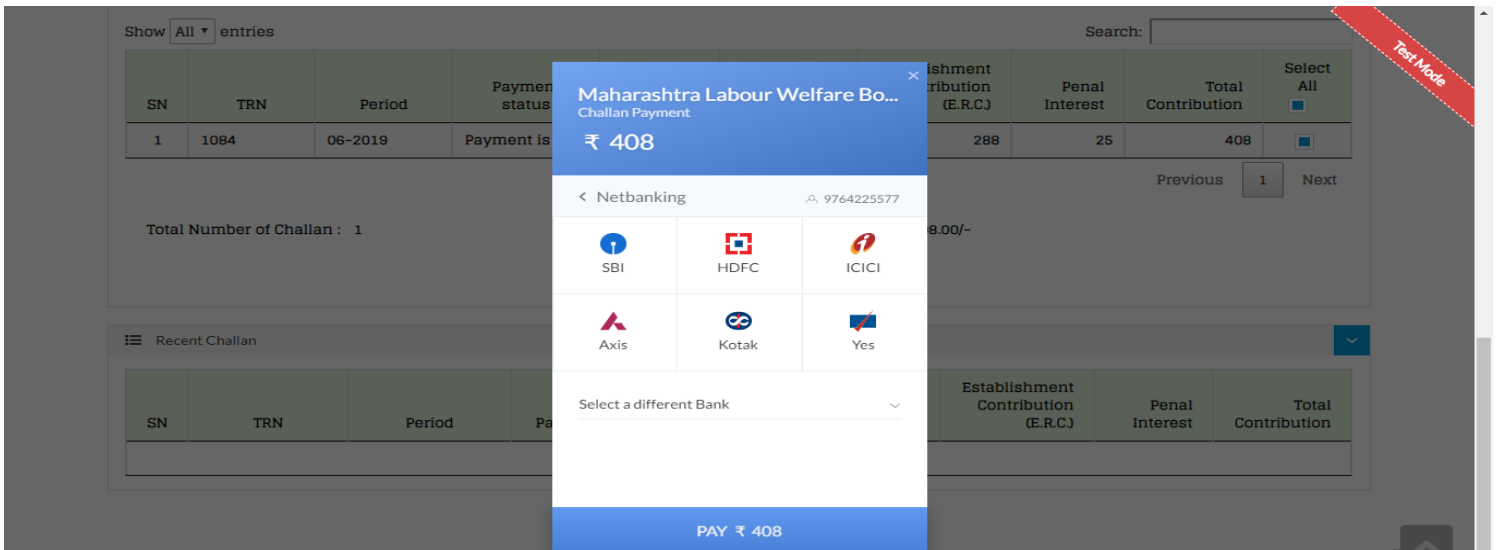
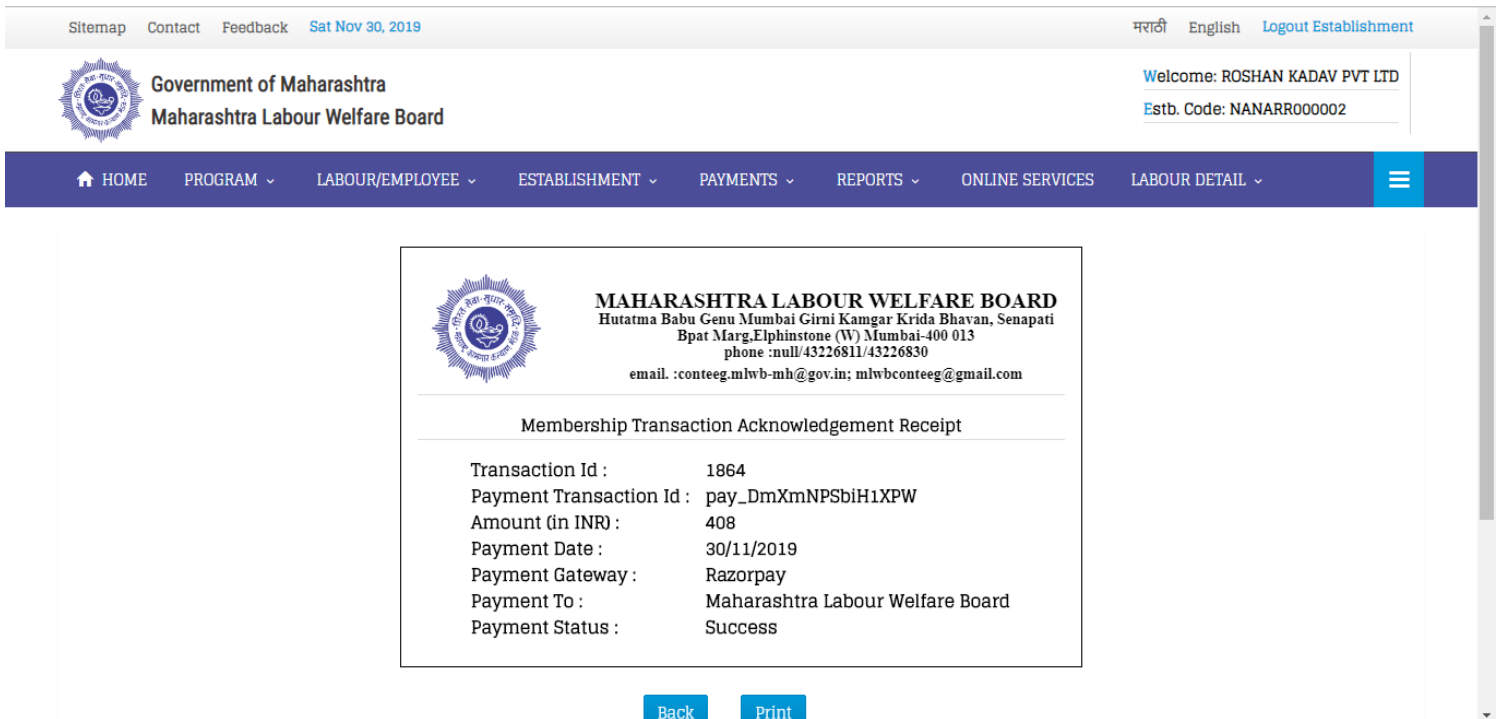


Fig 39: Bank Option For Payment Gateway

- vii. If you select Net Banking → then you have to select Bank Name from the list → Click on Pay button.
viii. After that user will get payment confirmation message as shows below.



The screenshot displays the Maharashtra Labour Welfare Board website. The header includes a navigation menu with links for Sitemap, Contact, Feedback, and the date Sat Nov 30, 2019. There are language options for Marathi and English, and a Logout Establishment link. The main header features the Government of Maharashtra logo and the text 'Government of Maharashtra Maharashtra Labour Welfare Board'. A welcome message for 'ROSHAN KADAV PVT LTD' and its establishment code 'NANARR000002' is visible. A dark blue navigation bar contains links for HOME, PROGRAM, LABOUR/EMPLOYEE, ESTABLISHMENT, PAYMENTS, REPORTS, ONLINE SERVICES, and LABOUR DETAIL. The central content area shows a 'Membership Transaction Acknowledgement Receipt' with the following details:

MAHARASHTRA LABOUR WELFARE BOARD	
Hutatma Babu Genu Mumbai Girmi Kamgar Krida Bhavan, Senapati Bpat Marg, Elphinstone (W) Mumbai-400 013 phone : null/43226811/43226830 email : conteeg.mlwb-mh@gov.in; mlwbconteeg@gmail.com	
Membership Transaction Acknowledgement Receipt	
Transaction Id :	1864
Payment Transaction Id :	pay_DmXmNPSbiH1XPW
Amount (in INR) :	408
Payment Date :	30/11/2019
Payment Gateway :	Razorpay
Payment To :	Maharashtra Labour Welfare Board
Payment Status :	Success

Below the receipt, there are two buttons: 'Back' and 'Print'.

Fig 40: Payment Confirmation

- ix. Establishment can take printout by pressing the print button.

19. EMPLOYEE/LABOUR LOGIN :-

After Successfully Approval of the Labour/Employee by the Establishment or Organization, Labour/Employee has got their login credentials. Enter User Name and Password then click on login as shown in below figure
On the First page of Labour/Employee Login, Information guide is available; new labour/employee must go through it before login. Already registered labour/employee can directly login with their credentials.

Instructions for "Individual login to all Labour/Employee"

- 1 Enter your username as well as password and click on "Login" button to enter to your dashboard.
- 2 Employees can view their personal details, payment and allowance details etc. using this individual login facility.
- 3 Any corrections / missed entry in the data, if found, the employees should approach their Divisional Office / Establishment Section / Head Office for correction / updation.
- 4 All Divisional Offices and Head Office are again directed to update the personal details of all employees, working under their control, in MLWB immediately.

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Fig 41: Employee/Labour Login

20. EMPLOYEE/LABOUR DASHBOARD :-

After successfully login, it will show Employee/labour User id with Name on the main page.

Member Dashboard

ROSHAN KADAV	
Mobile No.	8390207316
Email Id	example@gmail.com
Aadhaar No.	521445562312
Address	Dighori, Umred Road, Nagpur

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Fig 42: Employee/Labour Dashboard

On the Employee/Labour Dashboard, details related to the employee/labour shown on the screen like

- a. Mobile Number
- b. Email Id
- c. Aadhaar Number
- d. Address.

21. UPDATE EMPLOYEE/LABOUR PROFILE DETAILS :-

In this employee/labour can modify their personal details, select **Update Personal Details** option from **Profile** tab. Employee/Labour can change their details such as

- a. Full Name
- b. Gender
- c. Date of Birth
- d. Mobile Number
- e. Email Address
- f. Address
- g. Aadhaar Number
- h. UAN Number (Pt No.)



Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: 1719R0000034

name : ROSHAN KADAV

HOME PROFILE ▾ DOWNLOAD ▾ REPORTS ▾

Personal Details

Personal Details

*fields are mandatory

Full Name* ROSHAN KADAV	Gender* पुरुष /Male	Date Of Birth* 01/11/1990
Mobile No* 8316209073	Email Address example@gmail.com	Address* Dighori, Umred Road, Nagpur
Aadhaar Number 521445562312	UAN Number (Pf No.) 7891596	

[Update Details](#)

Fig 43: Update Employee/Labour Profile Details

After filling all details click on **Update Details** button, user will get message on screen **“Please Confirm You Want to Save Changes” And “Yes/Cancel”**. Click YES button data is update and save in the system.

22. LABOUR/EMPLOYEE DEPENDENT REGISTRATION :-

In Labour/Employee Dependent Registration form, labour/employee can added their family member details which help to apply scheme, event and program, select option **Add/Update Labour Dependent** from **Profile** tabs.



Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: 1719R0000034

name : ROSHAN KADAV

HOME PROFILE DOWNLOAD REPORTS

Labour Dependent Registration

Labour Dependent Details

Note : *fields are mandatory

Click on Add Row if Member is more than five

Click Here to Save Details

Save Add Row

SN	First name*	Middle name	Last name*	Relation*	Gender*	Date of Birth*	Mobile No.*	Aadhaar Number	Occupation	Delete
1	Rohan	Mukesh	Kadav	Brother	पुरुष /Male	01/12/19९	981256455	12345678912	Private Emp	
2	Mukesh	Prakash	Kadav	Father वडील	पुरुष /Male	10/07/19९	991256455	45612378945	Private Emp	
3	Maya	Mukesh	Kadav	Sister	महिला /Fem	14/09/19९	781256455	78985214736	Student	
4	Chanda	Mukesh	Kadav	Mother आई	महिला /Fem	30/10/19९	771256455	15935745675	House Wif	
5	Rakesh	Mukesh	Kadav	Brother	पुरुष /Male	14/01/19९	923256455	35715925896	Student	

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Fig 44: Employee/Labour Dependent Registration

Labour has to add the important details of family member as follow:

- 1) **First Name:** Enter First Name of member.
- 2) **Middle Name:** Enter Middle Name of member.
- 3) **Last Name:** Enter Last Name of member.
- 4) **Relation:** Select Relation from drop down list such as mother, father, brother, sister, son, etc.
- 5) **Gender:** Select Gender form drop down list.
- 6) **Date of Birth:** Enter Date of Birth.
- 7) **Mobile Number:** Enter Mobile Number of member.
- 8) **Aadhaar Number:** Enter Aadhaar Number of member.
- 9) **Occupation:** Select Occupation from drop down list such as private employee, student, retired, house wife, etc.
- 10) Click on **Save** button after filling all details of family member and records is saved in the system.
- 11) If family member is more than five member then click **Add Row** button, new row is added at below side.