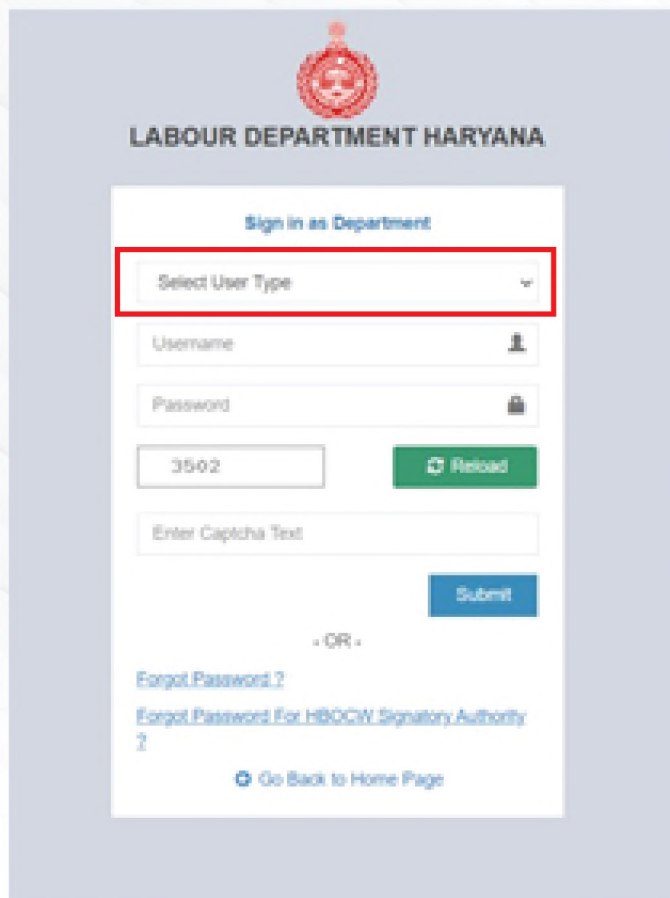


18. Work Slip Approval Process for HBOCW Signatory Authority

HBOCW Signatory Authority Login Page:
User ID details for designation wise is as follows:-



LABOUR DEPARTMENT HARYANA

Sign in as Department

Select User Type

Username

Password

3502

Reload

Enter Captcha Text

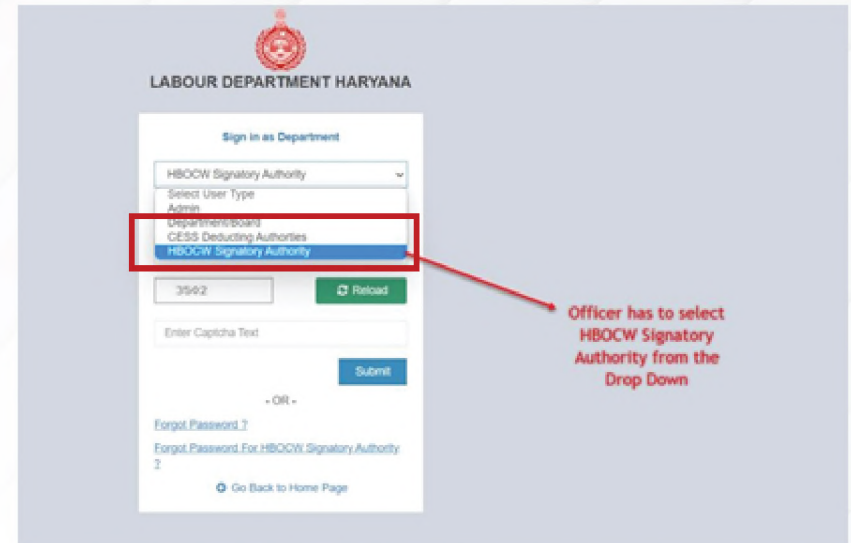
Submit

- OR -

Forgot Password ?

Forgot Password For HBOCW Signatory Authority ?

Go Back to Home Page



LABOUR DEPARTMENT HARYANA

Sign in as Department

HBOCW Signatory Authority

Select User Type

Admin

Department/board

CESS Deducting Authorities

HBOCW Signatory Authority

3502

Reload

Enter Captcha Text

Submit

- OR -

Forgot Password ?

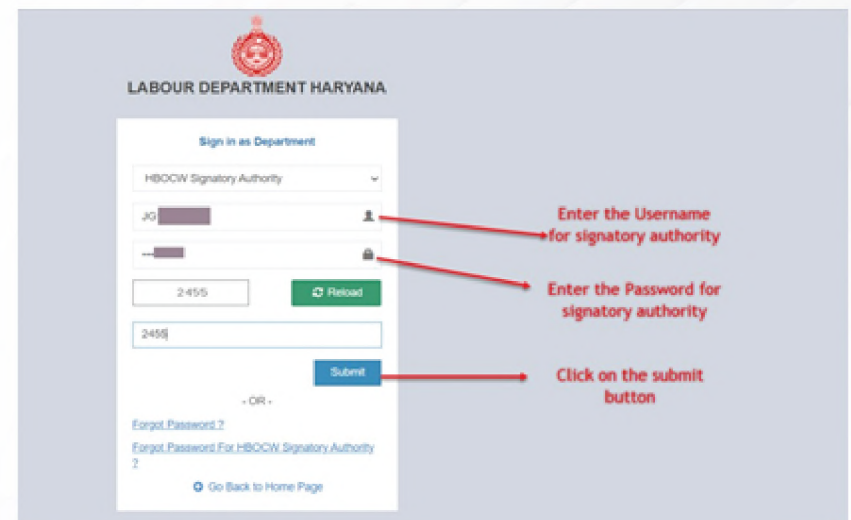
Forgot Password For HBOCW Signatory Authority ?

Go Back to Home Page

Officer has to select HBOCW Signatory Authority from the Drop Down

Kindly select the HBOCW Signatory Authority from the Drop down.

Enter the Username and Password for the HBOCW Signatory Authority as provided by the HRMS – Employee Portal, and further click on the Submit Button.



LABOUR DEPARTMENT HARYANA

Sign in as Department

HBOCW Signatory Authority

JG

2455

Reload

2455

Submit

- OR -

Forgot Password ?

Forgot Password For HBOCW Signatory Authority ?

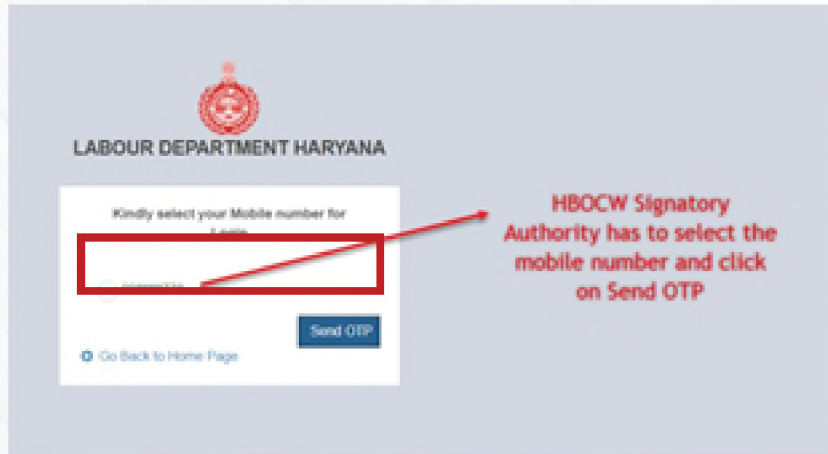
Go Back to Home Page

Enter the Username for signatory authority

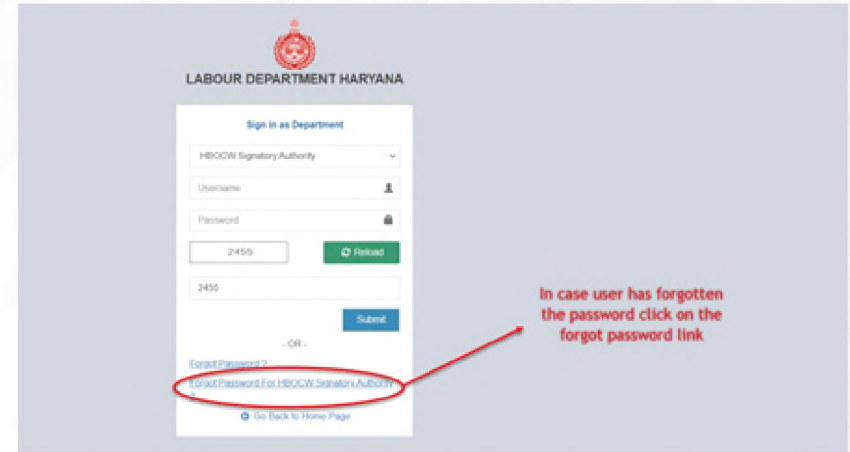
Enter the Password for signatory authority

Click on the submit button

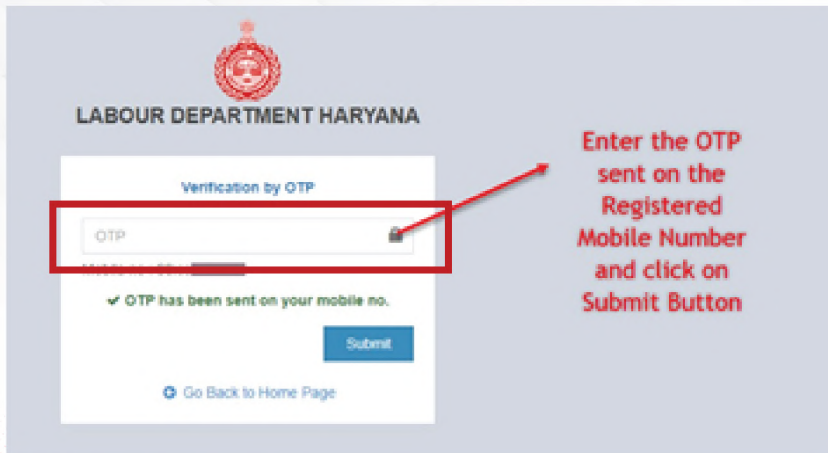
After login officer has to select the Mobile Number which is been linked with HRMS – Employee Portal, and click on the Send OTP.



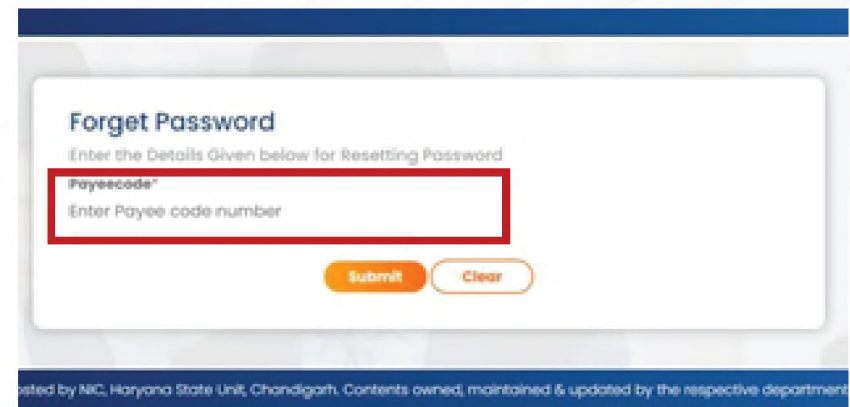
In case HBOCW Signatory Authority has forgotten the password for the login, kindly click on the “Forgot Password for HBOCW Signatory Authority”.



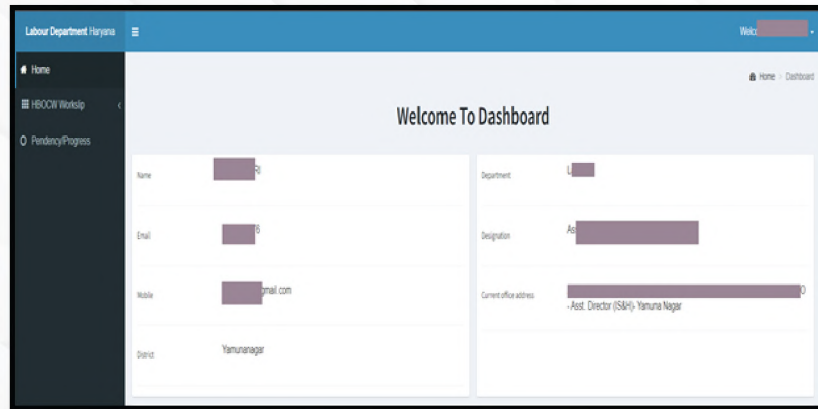
Enter the OTP sent to the Registered Mobile Number linked with HRMS – Employee Portal and further click on the submit button.



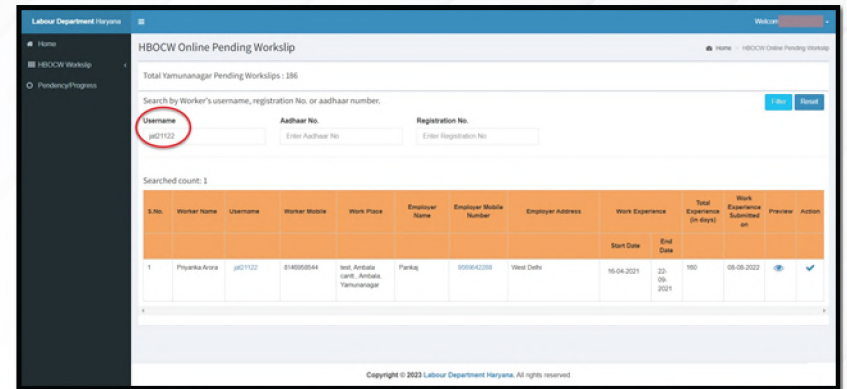
HBOCW Signatory Authority will be redirected to the HRMS Employee Portal –where he can further reset the password.



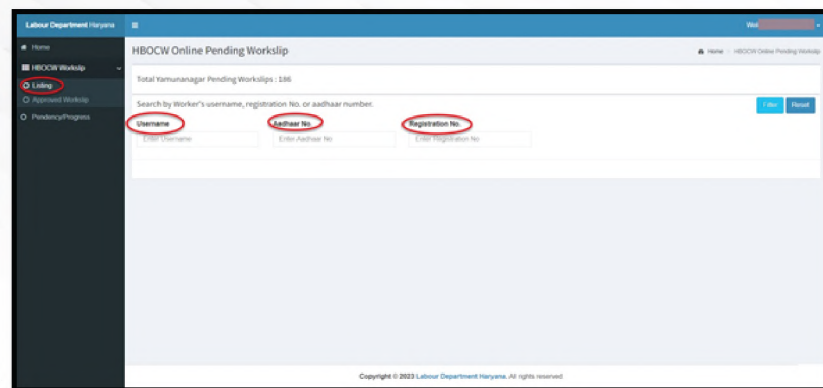
User will be successfully logged in and the home page will be appeared with all the basic mentioned details.



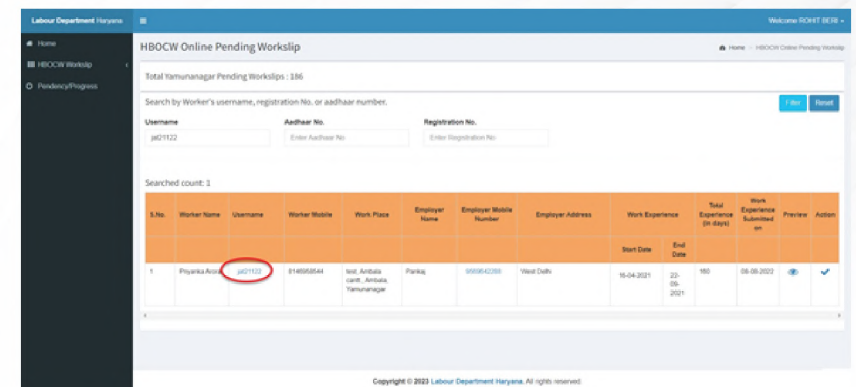
HBOCW Signatory Authority searched with the Username:

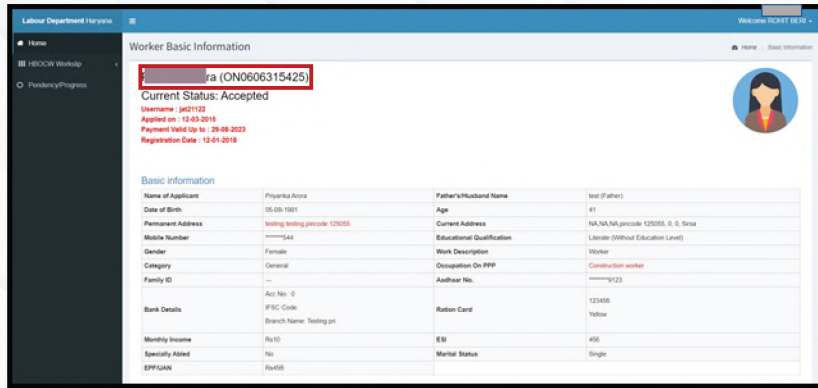


On the listing page HBOCW Signatory Authority can search the beneficiary work slip by Username, Aadhaar Number or Registration No.



HBOCW Signatory Authority can also view the worker details by clicking on username:

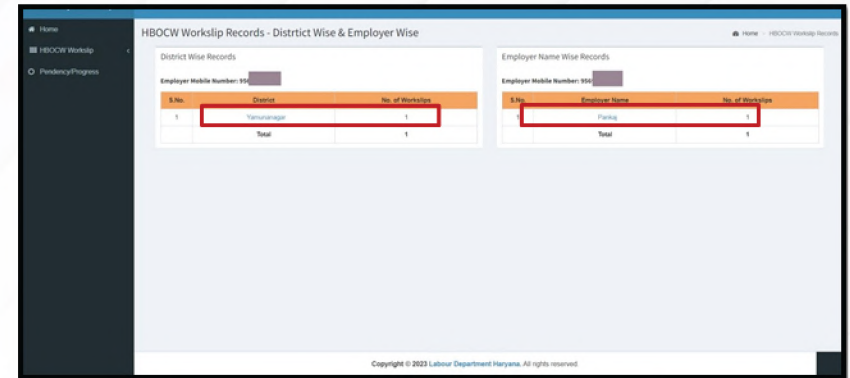




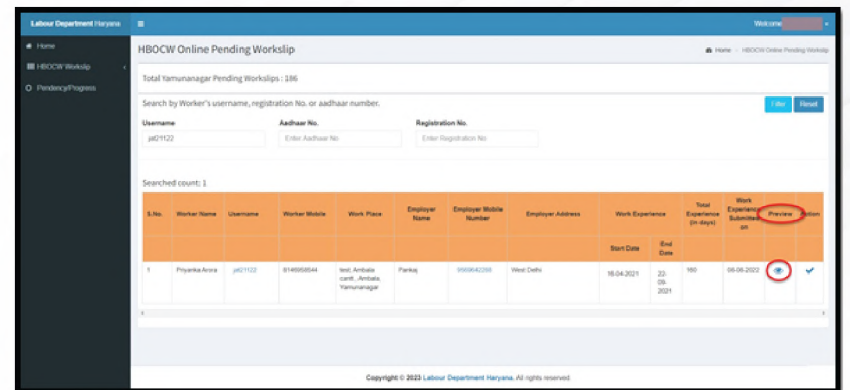
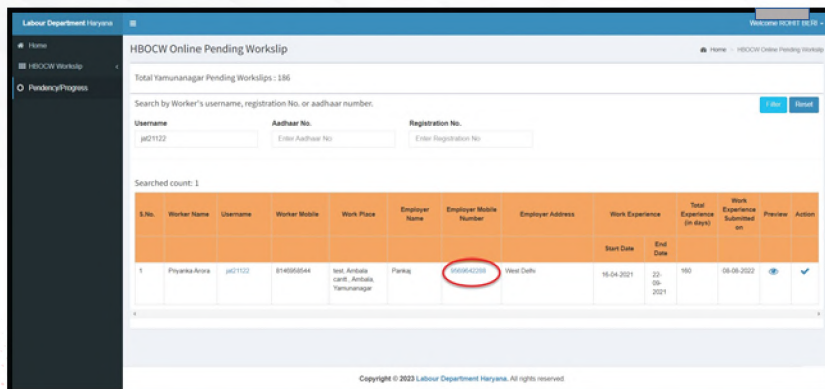
HBOCW Signatory Authority can view the number of work slips for a particular mobile number of the employer by clicking on the mobile number of the employer as shown above.

District wise Workslips: HBOCW Signatory Authority can view the number of work slips district wise for the selected mobile number of employer.

Employer Name wise Workslips: HBOCW Signatory Authority can view the number of work slips for the selected mobile number of the employer according to the name of the employer.



To Preview the work slip, click on the eye button mentioned in the screen shot below:





PR [REDACTED] RA / 8886

निर्माण कामगार के रूप में किये गये कार्य के लिए प्रमाण-पत्र
(FROM: 16-APR-2021 TO: 22-SEP-2021)
अधिकतम एक वर्ष तक ही भरा जाये

प्रमाणित किया जाता है कि श्री/सुश्री/श्रीमति [REDACTED] पुत्र/पुत्री/पत्नी श्री TEST निवासी NA,NA,NA,PINCODE 125055, , SIRSA ने निर्माण कामगार के रूप में उपरोक्त विार्णित एक वर्ष के अवधि में कुल 160 दिनों तक कार्य किया है जिसका विवरण निम्न प्रकार से है-

| | |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| निर्माण कार्य स्थल का नाम व पता / NAME AND ADDRESS OF CONSTRUCTION SITE : | TEST, AMBALA CANTT,AMBALA,YAMUNANAGAR |
| कार्य प्रारम्भ की तिथि / WORK START DATE : | 16-APR-2021 |
| कार्य समाप्ति की तिथि / WORK END DATE : | 22-SEP-2021 |
| नियोजक/ठेकेदार का नाम, पता व फोन नं0 / NAME, ADDRESS AND PHONE NUMBER OF THE EMPLOYER/CONTRACTOR : | PANKAJ, WEST DELHI, AMBALA CANTT, AMBALA, YAMUNANAGAR (9569642288) |

जारी करने वाला प्राधिकारी / ISSUING AUTHORITY:
नाम / NAME :
पद / POST :

स्थान / LOCATION:
जारी करने की तिथि / DATE OF ISSUE:

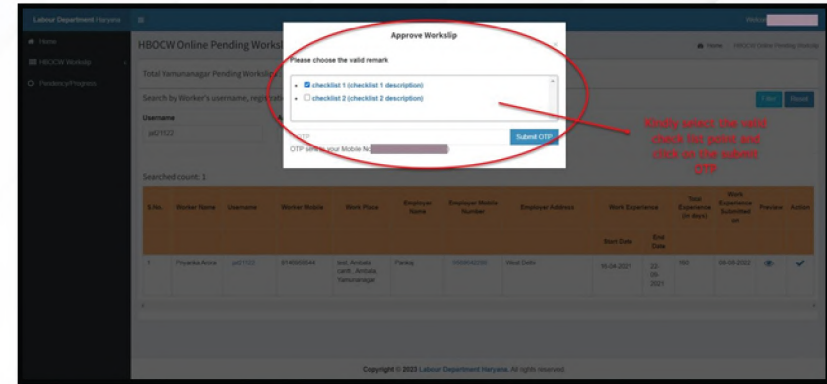
(नियोजक अथवा ठेकेदार/पंचायत सचिव/ग्राम सचिव/कानूनगो व पटवारी खण्ड विकास एवं पंचायत अधिकारी/सामाजिक शिक्षा एवं पंचायत अधिकारी/ तहसीलदार व नायब तहसीलदार/जिला विकास एवं पंचायत अधिकारी/सहायक निदेशक, औद्योगिक सुरक्षा एवं स्वास्थ्य/सहायक श्रम आयुक्त/श्रम निरीक्षक/ सभी सरकारी विभागों/बोर्ड व निगमों के सभी उपमंडल अभियंता व कनिष्ठ अभियंता/राज्य की नगरपालिका, नगर निगम, नगर परिषदों तथा नगर निगमों के सभी सचिव, कार्यकारी अधिकारी, नगर निगम अभियंता तथा कनिष्ठ अभियंता में से किसी एक द्वारा प्रमाणित)

"THIS WORKSLIP IS SYSTEM GENERATED AND DIGITALLY APPROVED, SIGNATURE NOT REQUIRED."

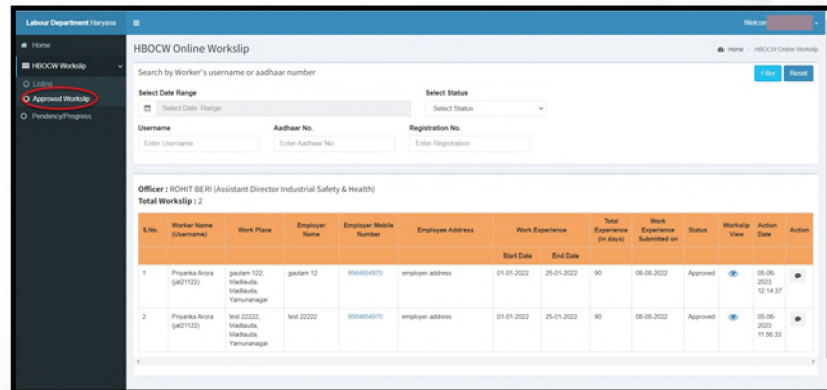
Work slip Approval

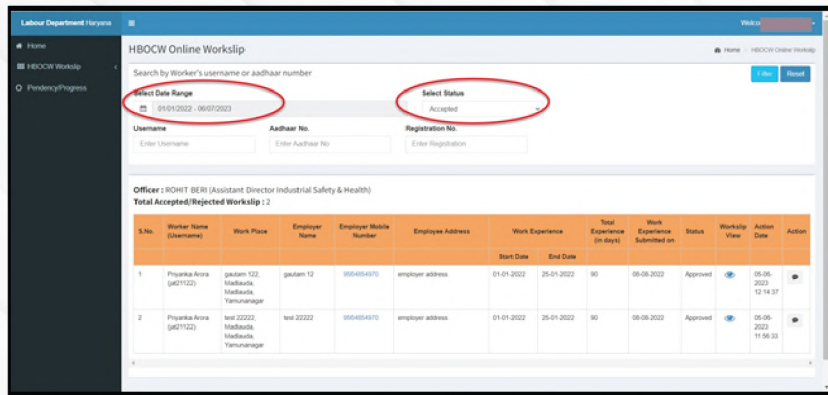
To Approve the work slip, click on the check () as shown in screenshot

By selecting the valid remark from the list, Enter the OTP which is sent to registered mobile number and then click on Submit OTP to Approve the work slip.



On the Approval of the Work slip page HBOCW Signatory Authority can search the beneficiary "Approved" work slip by Username, Registration No. or Aadhaar number. Officer can also search via status or with the particular Date range when the work slip is been submitted by the beneficiary.





HBOCW Signatory Authority can also view the action made on the particular work slip by clicking on icon () under action as shown in the below screen shot

