

Procedure for Online Disposal of application for various services under the Labour Laws enforced by the Office of the Commissioner of Labour

Introduction

The office of the Commissioner of Labour carried out a detail business process re-engineering of the existing manual office procedure for disposing of the applications received for registration, renewal, amendment of registration certificate or license under the various labour laws. After B.P.R. the present process was redesigned and the multiple steps in the manual procedure were dispensed with. As per the present system the application are directed to the Concern Registering / Licensing Authority for scrutiny and after scrutiny he either approves or rejects the application with reason for rejection. If he approves the application, the same is Digitally Sign and delivered to the applicant via E-mail. If the application is either incomplete or proper fees or documents are not uploaded the same is rejected with reasons of rejection and accordingly E-mail is sent to the applicant.

Procedure for filling application by the user :-

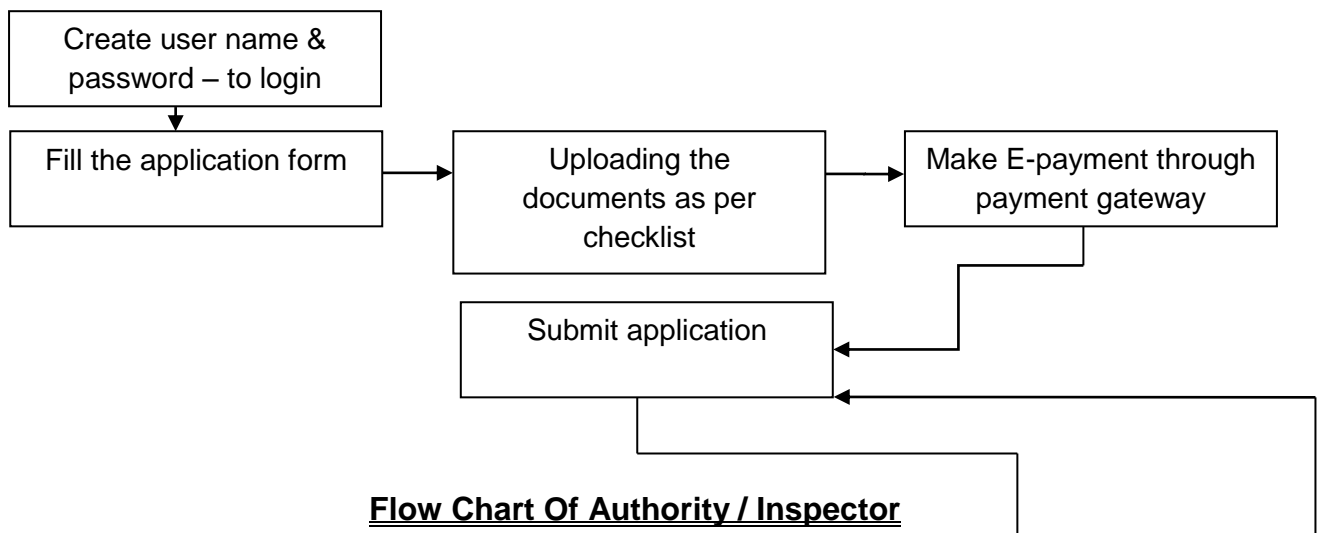
1. The user has to login on the website <http://www.lms.mahaonline.gov.in>
2. The user has to create his user name and password.
3. After login a dashboard of services available online is visible.
4. The user has to select the service and accordingly the concern application form under that service becomes visible to the user.
5. The user has to first fill the application form, thereafter he has to upload documents and finally make payment. This steps are available by default .
6. After payment the user get a message that his application is successfully submitted.

Office Procedure :-

1. A user name and password has been created for all the licensing and registering authority and concern inspector of the department.
2. All this authority have been given a digital dongle to sign the registration certificate or license online.
3. The uploaded application is visible to the concern inspector / authority on his dashboard.

4. The authority has to undertake the following steps to disposed off the application online.
- A) To download the application and scrutinise the same.
 - B) To view the payment receipt in order to verified the payments made by the users.
 - C) To download and view the documents uploaded along with the application.
 - D) He has to mention necessary remarks in the Remarks Tag.
 - E) If the application is approved, it by default goes for digital signature.
 - F) The authority has to attached his digital signature dongle and sign the document.

Flow Chart Of User



Flow Chart Of Authority / Inspector

