



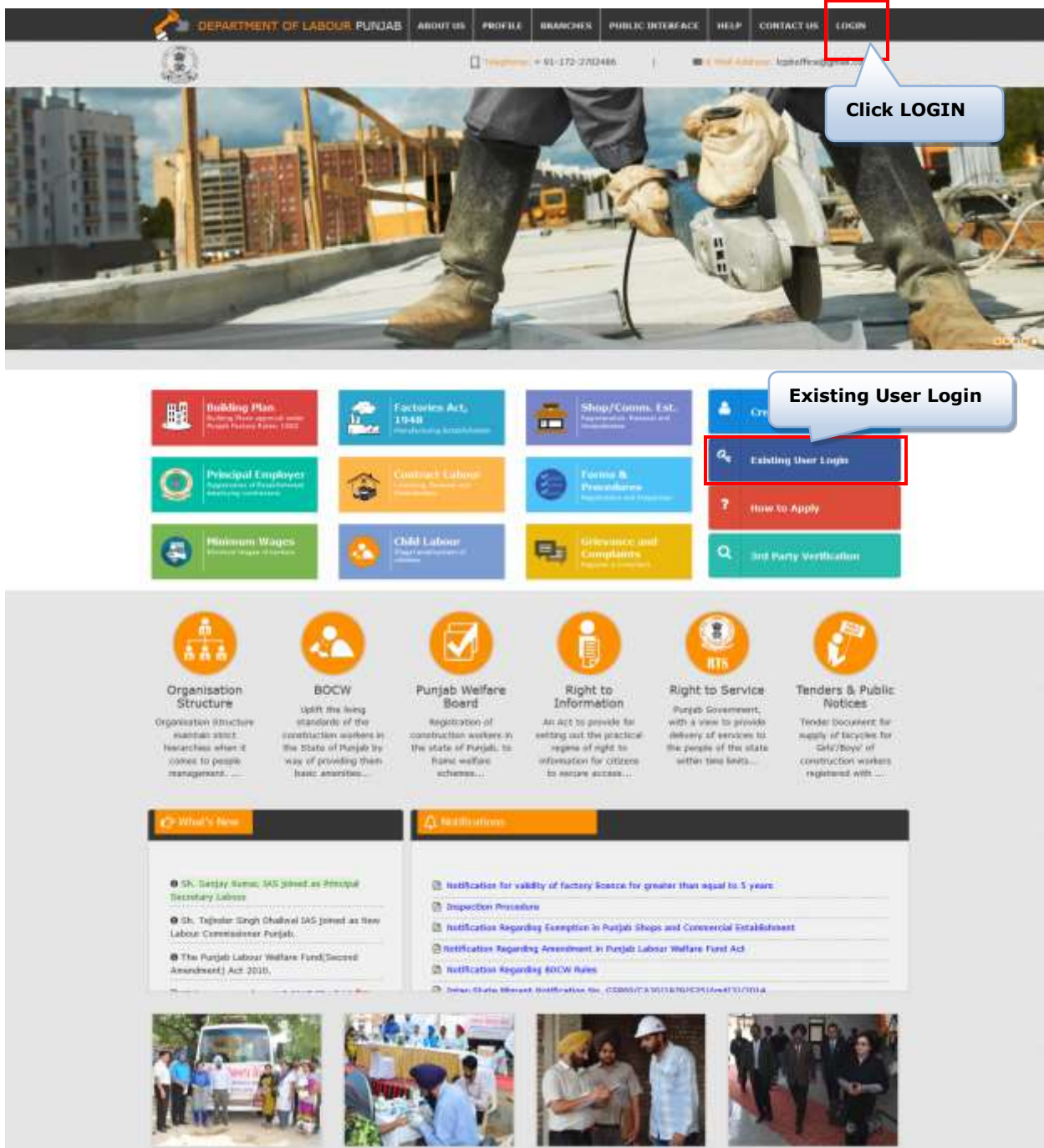
## Labour Department Punjab

Dealing Hand Workflow @ [pblabour.gov.in](http://pblabour.gov.in)

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## Dealing Hand Workflow @ pblabour.gov.in

1. Open your web browser and go to <http://pblabour.gov.in> web portal, it will open page as shown in screenshot below. Either click on **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal:





2. This will show login page, please enter valid **Username**, **Password**, **Captcha** and press **Submit** button on the screen as shown in screenshot below:





- After logging into the system, e-Labour will display official's dashboard as shown in screenshot below, it is showing Factory Inspections, Factory Licenses and Inspections to be assigned to Labour Wing. On the left side of the dashboard, it is showing **New, Pending, Forward, Objections and Clearance Issued** folders. The **New** licenses folder shall show applications submitted for the first time. When an application is under process same will be shown under **Pending** folder. Click on **New** folder to see the pending applications on the screen as shown in screenshot below:

The screenshot displays the 'Dashboard of Factory' interface. The top navigation bar includes a 'Welcome to Kuldeep Singh (Clerk)' message and user profile icons. The left sidebar lists navigation options: 'New', 'Pending', 'Forward', 'Objections', 'Clearance Issued', and 'Factory BackLog'. The main content area features three summary cards: 'INSPECTION' (140 Completed, 11 Pending), 'FACTORY LICENSE' (5 Completed, 5 Pending), and 'INSPECTION FOR LABOUR WING' (0 Completed, 0 Pending). Below these cards is a table titled 'Factory Ins' with columns for Circle Name, ADP/DDP, Month - Year, Received, Approval, and Pending. The table shows data for various months from December 2016 to November 2016, with a total of 140 Received, 129 Approval, and 11 Pending entries.

Circle Name	ADP/DDP	Month - Year	Received	Approval	Pending
Mohali	Jabinder Singh Bhatti	December-2016	20	16	4
Mohali	Jabinder Singh Bhatti	January-2017	20	17	3
Mohali	Jabinder Singh Bhatti	February-2017	20	17	3
Mohali	Jabinder Singh Bhatti	March-2017	20	19	1
Mohali	Jabinder Singh Bhatti	April-2016	20	20	0
Mohali	Jabinder Singh Bhatti	October-2016	20	20	0
Mohali	Jabinder Singh Bhatti	November-2016	20	20	0
<b>Total</b>			<b>140</b>	<b>129</b>	<b>11</b>



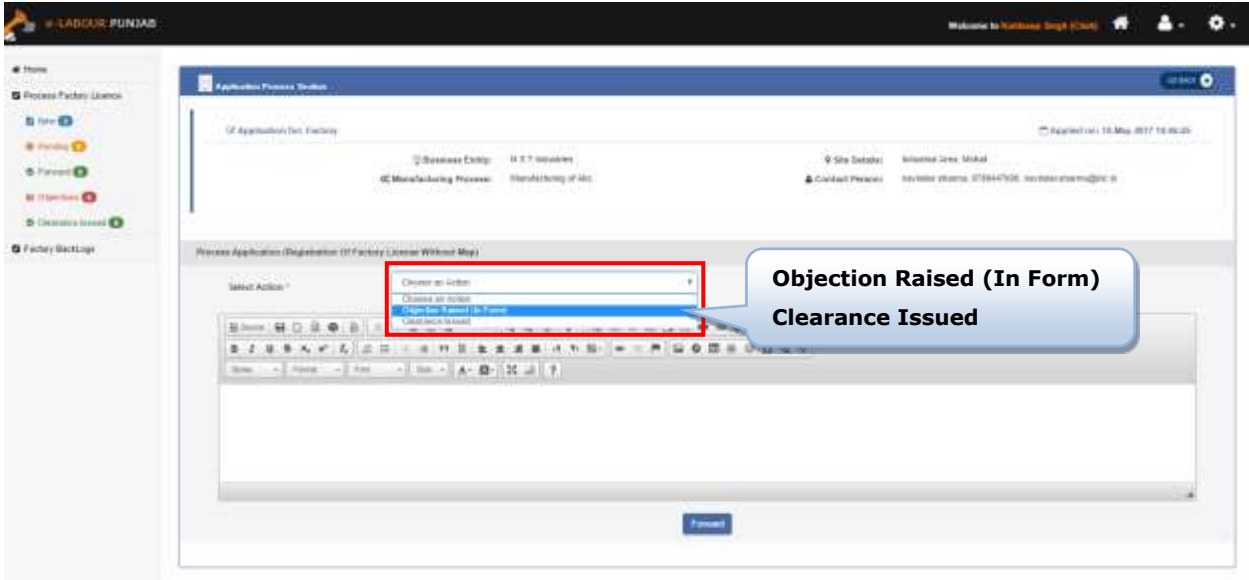
- 4. It will show first time submitted applications for processing. For taking action on pending application click on **Process** button in front of application on the screen as shown below:

PIN	Applicant Name	Factory Name	Manufacturing Process	Application Request	District	Start Date	Action
20160771548	SALINDER SAINI	PVT. LTD. COMPANY	AUTO PARTS	Factory	Mohali/Mohali	22-Jul-2016 18:07:26	Process
20160671154	ABHISHEK MEHAN	PARTNERSHIP	PROCESSING OF HONEY	Factory	Mohali/Mohali	01-Aug-2016 13:00:51	Process
20160887408	RAJINDER BIRGH	SANTECH INDUSTRIES	ALL TYPE OF SHEET METAL FABRICATION/STEEL FURNITURE RAILCOACH COMPONENTS AND TIGWELDING MACHINE	Factory	Mohali/Mohali	13-Aug-2016 15:04:23	Process
20160818748	ANKOOB GOEL	P. O. ENTERPRISE	Automotive parts manufacturing	Factory	Mohali/Mohali	22-Aug-2016 18:00:23	Process
20170515038	harinder sharma	P. S. T. industries	Manufacturing of Abc	Factory	Mohali/Mohali	10-May-2017 10:46:23	Process

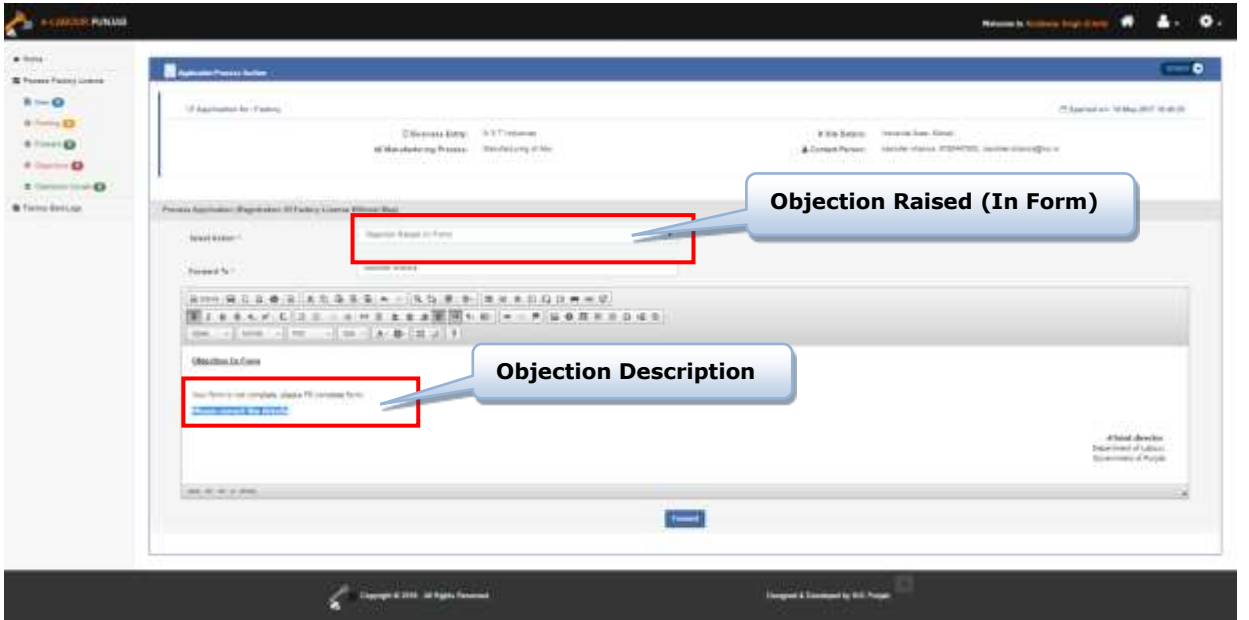
- 5. It will show following screen where official can see Application in Detail with current status i.e. Application Form Submitted and Fee Paid. Please click on Process button for action.



- 6. The official can perform following tasks (as shown in screenshot below):
  - a. **Objection Raised (In Form)** – If official found any discrepancy in submitted Application Form, then he/she can raise objection using this option.
  - b. **Clearance Issued** – If there is no issue in the Application Form and Fee, the official can issue clearance.

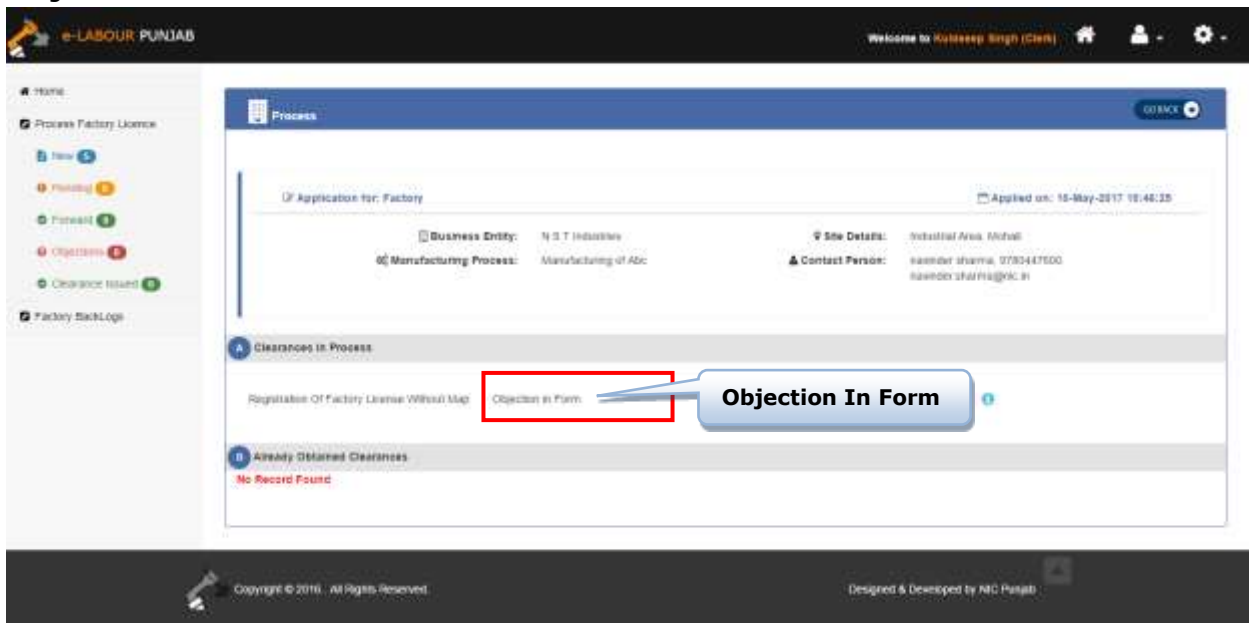


- 7. In case official has on objection, it can be marked into the system as shown in screenshot below:

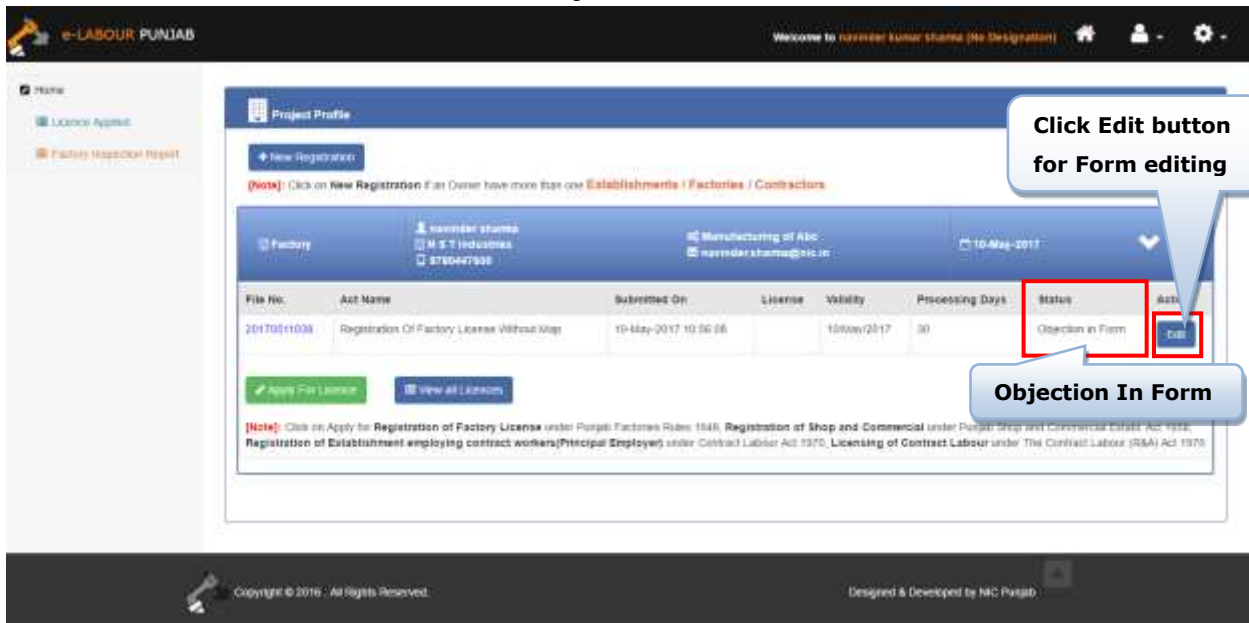




8. Once objection raised by the official, the application status will change to **Objection In Form** as shown in screenshot below:



9. Step No. 9, 10, 11 are for information only, when official raised an objection on application, same will be informed to applicant with following screen, here applicant will need to click on **Edit** button for objection resolution.





10.This will open Application Form for editing, here applicant can edit previously submitted Application Form as shown in screenshot below:

The screenshot displays the 'Form-3' application form for registration and grant of license for the year. The form is divided into several sections:

- Registration Details:** Fields for Type of Registration (Factory Registration Officer), Date of Registration (15/04/2017), License Fee, Name of Factory, Site Address, License Number of Factory, and Commissioner Address.
- Manufacturing Process:** Two sections for 'Name of the factory during the last twelve months' and 'To be carried on in the factory during the next twelve months', each with a 'Name of Manufacturing Process' field.
- Production and Employment:** Fields for 'Name and value of principal products manufactured during the year', 'Maximum number of workmen proposed to be employed on any one day during the year', 'Number of workers to be employed on any one day', 'Nature and total amount of power to be installed', and 'Maximum amount of power (K.W) proposed to be used'.
- Manager and Occupier Information:** Fields for Name and Residential Address of Manager, Name and Residential Address of Occupier, and Occupier's Information.
- Building and Power:** Fields for 'Name of the Building' and 'Address of the Demand of Power of Building'.
- References:** Fields for Reference Number and Reference Date for both (i) the year of approval of the plan for the site and (ii) the year of approval of the plan for the site.
- Signature Section:** A 'Manager Agreement' section with a signature field and a date field (15/04/2017).

Callouts and highlights:

- A blue callout bubble with the text "Application Form Edited" points to the form.
- A red box highlights the "Save and Lock" button at the bottom left.
- A blue callout bubble with the text "Click Save and Lock" points to the "Save and Lock" button.





11. Editing and Saving of Application Form by the applicant will resolve the objection raised by the official and status of application will change to **Objection Resolved** as shown in screenshot below:

The screenshot shows the 'Application Form Submitted Successfully' page. The application is for a 'Factory' with the following details:

- Business Entity: M S T Industries
- Manufacturing Process: Manufacturing of Abc
- Site Details: Industrial Area, Mohali
- Contact Person: Navinder Sharma, 9790447600, navinder.sharma@nic.in

The 'Payment Details' section shows:

- File No: 20170511038
- Applied For: Registration Of Factory License Without Map
- Establishment Name: M S T Industries
- License for: 5 Year(s)
- Status: **Objection Resolved**
- Amount: ₹2950.00
- Submitted on: 10-May-2017 12:59:20

A callout box points to the 'Objection Resolved' status. Below the details, a message states: 'Your application has been object successfully, please click on 'Pay Now' to complete your application.' Buttons for 'Pay Now' and 'Back to Details' are visible.

The screenshot shows the 'Project Profile' page. A table lists the application details:

File No.	Act Name	Submitted On	License	Validity	Processing Days	Status	Action
20170511038	Registration Of Factory License Without Map	10-May-2017 12:59:20	<a href="#">Download PDF</a>	10-May-2017	30	<b>Objection Resolved</b>	In Process

A callout box points to the 'Objection Resolved' status in the table. Below the table, there are buttons for 'Apply For License' and 'View all Licenses'. A note at the bottom provides information about registration and licensing under various acts.



12. Now, in official dashboard, the application will automatically forward to **Pending** folder of concerned official as shown in screenshot below:

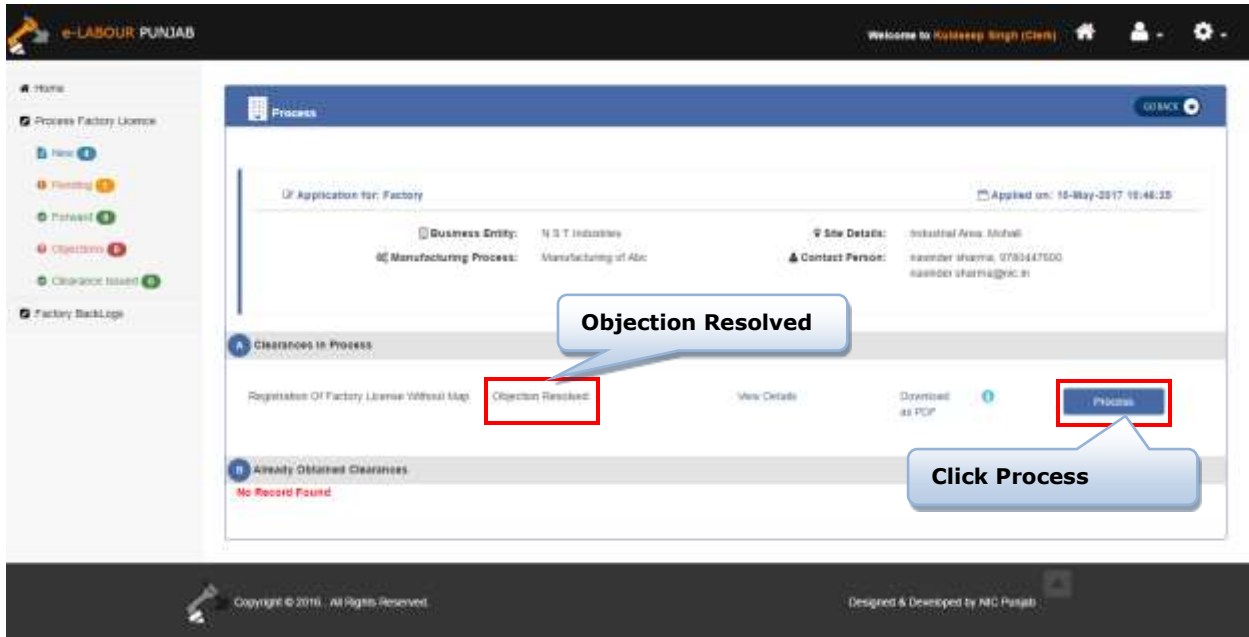
The screenshot shows the e-Labour Punjab dashboard. A callout box labeled "Pending Folder" points to the "Pending" button in the left sidebar. The main dashboard features three summary cards: "INSPECTION" (140 Completed, 11 Pending), "FACTORY LICENCE" (5 Completed, 5 Pending), and "INSPECT ENLABOUR TO LABOUR EMP". Below these is a "Factory Inspection: Summarized Reports" table.

Circle Name	ADP/DDP	Month - Year	Received	Approved	Pending
Mohali	Jabinder Singh Bhatti	December-2016	20	16	4
Mohali	Jabinder Singh Bhatti	January-2017	20	17	3
Mohali	Jabinder Singh Bhatti	February-2017	20	17	3
Mohali	Jabinder Singh Bhatti	March-2017	20	19	1
Mohali	Jabinder Singh Bhatti	August-2016	20	20	0
Mohali	Jabinder Singh Bhatti	October-2016	20	20	0
Mohali	Jabinder Singh Bhatti	November-2016	20	20	0
<b>Total</b>			<b>140</b>	<b>129</b>	<b>11</b>

13. In the next step, click on **Process** button for processing of application.

The screenshot shows a record for an application. The record details are: ID: 20170511038, Name: navinder shanha, Address: N S T Industries, Description: Manufacturing of Abc, Type: Factory, Location: Mohali, Mohali, Date: 10-May-2017, Time: 10:46:25. A "Process" button is highlighted with a red box and a callout box labeled "Click Process".

14. It will show application details page, click on **Process** button on the screen as shown in screenshot below:





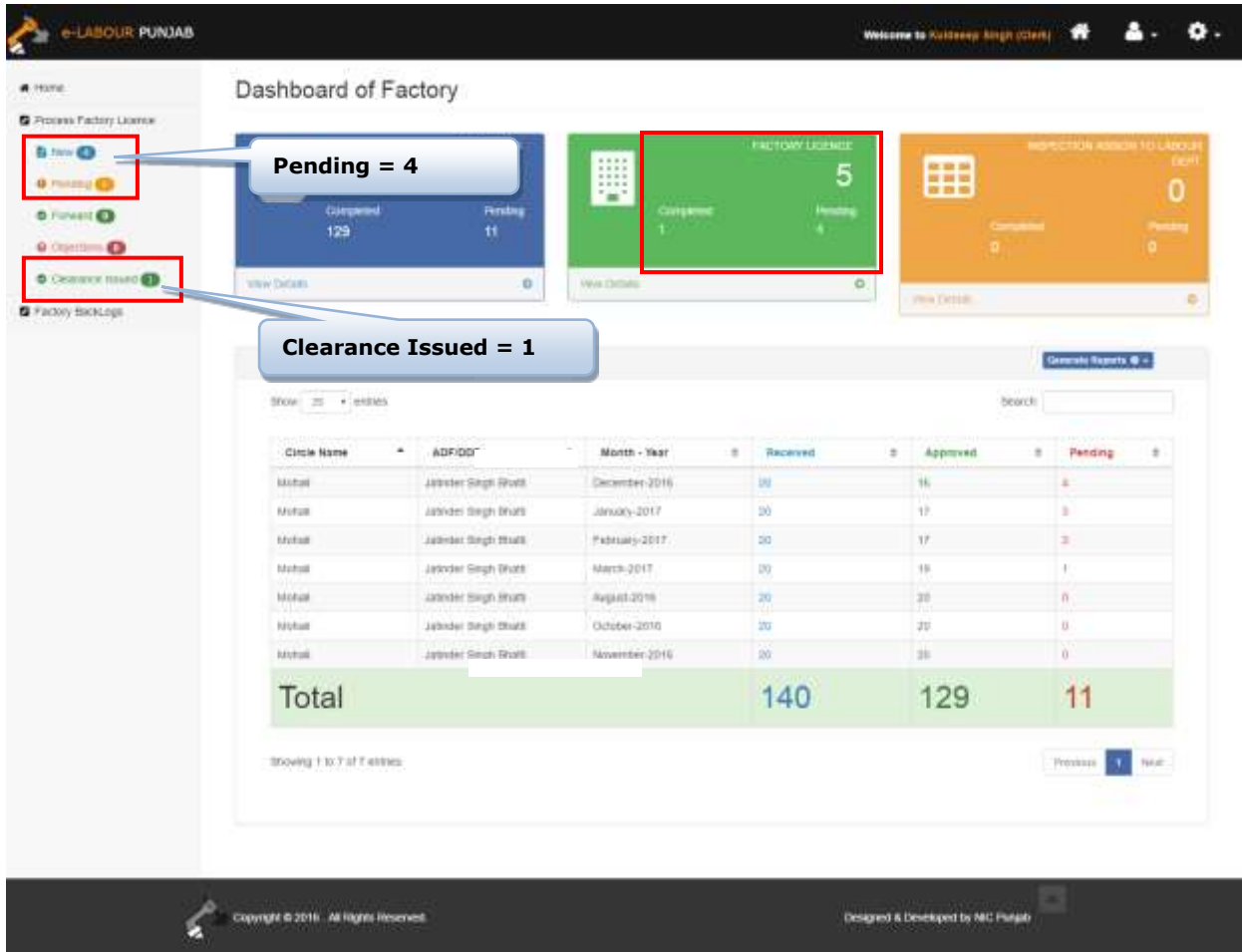
15. The applicant has resolved the objection, now official can issue clearance to applicant as shown in screenshot below:

The screenshot displays the 'Application Process Section' for a 'Factory License' application. The interface includes a sidebar with navigation options like 'New', 'Pending', 'Forward', 'ObjClear', 'Clearance Issued', and 'Factory BackLog'. The main content area shows application details such as 'Business Entity: N & T Industries', 'Manufacturing Process: Manufacturing of Acid', and 'Site Details: Industrial Area, Mohal'. The 'Process Application (Registration Of Factory License Without Map)' section contains several fields and buttons:

- Select Action:** A dropdown menu with 'Clearance Issued' selected.
- Forward To:** A text field containing 'ravinder sharma'.
- Clearance Issue On:** A date field with '10May2017'.
- Clearance Expired On:** A date field with '11Dec2021'.
- License No.:** A text field with 'L1001'.
- Upload Clearance:** A section with an '+ ATTACHMENT' button, a note '(In PDF format Less Than 4 MB)', and a 'View Clearances' link.
- Clearance Issued Description:** A large text area containing the text 'Clearance Issued'.
- Forward:** A blue button at the bottom right of the form.

Five callout boxes with blue backgrounds and white text point to these specific elements: 'Clearance Issued', 'License No. and Dates', 'Upload Clearance', 'Clearance Issued Description', and 'Click for Issuance'.

16. The dashboard will reflect the same as given on screenshot below:



The screenshot displays the 'Dashboard of Factory' interface. On the left, a sidebar contains navigation options: 'Home', 'Process Factory License', 'New' (4), 'Pending' (5), 'Forecast' (3), 'Objectives' (2), 'Clearance Issued' (1), and 'Factory Backlogs'. The main dashboard area features three summary cards: 'Completed' (129) and 'Pending' (11) for the overall process; 'FACTORY LICENSE' with 'Completed' (1) and 'Pending' (4); and 'INSPECTION ISSUES TO LABOUR DEPT' with 'Completed' (0) and 'Pending' (0). Below these is a table with columns for Circle Name, ADFIDD, Month - Year, Received, Approved, and Pending. The table shows data for various months from December 2016 to November 2016, with a total of 140 received, 129 approved, and 11 pending licenses. A footer contains copyright information and credits to NIC Punjab.