



Labour Department Punjab

Dealing Hand Workflow @ pblabour.gov.in



Dealing Hand Workflow @ pblabour.gov.in

 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:

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for getting above dearances, please login				



3. 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:

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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:

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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.

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- 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.

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

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

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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.

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

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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:

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

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





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

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

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

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	Notasi	Jateder Siegn Bhatt	August 2016	20	30	η.	
	Nishail	Jaboder Dirigh Doubt	October-2010	1tu	2V	0	
	NAVATURE.	Jateván Singh Rhatt	November 2016	20	26	0	
	Total			140	129	11	
	Troving 1 to 7 of 7 etc.	10				Pressue 1	W.C.