


OFFICE OF DIRECTOR SECONDARY EDUCATION HARAYANA PANCHKULA

No.1/102-2023 e-Gov./IT Cell

Dated, Panchkula the 15.09.2023

A Copy of letter from the Labour Commissioner-cum-Secretary, Haryana building and Other Construction Workers' Welfare board, Panchkula vide Letter No: HBOCWWB/2023/6975 dated 05.08.2023 regarding adoption of the revamped online process for verification of Work Slip (s) of the building and other construction workers by the designated authorities of the Government Departments / Boards/ Corporations/ Undertakings using their HRMS credentials with annexure is forwarded to the following for information and further necessary action -

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurugram.
3. All District Education Officer's in the State.
4. All District Elementary Education Officer's in the State.
5. All DIET's/BITE/GETTI's in the State.
6. All the Headquarter Officers.
7. Registrar Education (Secondary)
8. Superintendent HRG-I & II
9. Superintendent PGT-I,II, III & IV
10. Superintendent HRME- I & II
11. Superintendent Admn. (Elementary)
12. PA/Director Secondary Education.
13. PA/ Additional Director Admn. I.
14. PA/ Joint Director Admn. II.
15. PA/Joint Director Model Sanskriti Schools.
16. PA/Additional Director Academic.
17. IT Cell (HQ) for Website.


Dy. Superintendent eGov./IT
for Director Secondary Education
Haryana Panchkula

PUC -

Diary no - 241 E. Govt/IT/et
14-09-23

Subject: Adoption of the revamped online process for verification of Work Slip (s) of the building and other construction workers by the designated authorities of the Government Departments / Boards/Corporations/ Undertakings using their HRMS credentials.

The Haryana Building and Other Construction Workers Welfare Board (referred as Board) has been established under section 18 of the Building and Other Construction Workers Act, 1996 for the welfare of the workers engaged in the building and other construction works. The building and other construction workers are required to get themselves registered with this Board for available welfare benefits.

One of the most critical requirements for a worker to get registered with the Board is to have worked at least 90 days every year in any one or multiple buildings and other construction works/activities. So far the worker was required to upload on the website of the Board work slip (s) of at least 90 days of works duly signed by any of the designated signing authorities of the Government Departments / Boards/Corporations/ Undertakings in terms of the notification no. 13-2018/Ext. dated 24.01.2018 issued by the Government of Haryana, Labour Department, the copy is enclosed.

Admittedly, the Board has received numerous complaints of forged or fabricated signs of these authorities on the uploaded work slips. Therefore, after careful discussion and deliberation to eliminate this menace, the system of verification of the work slips has been revamped. In this revamped system credentials of the signing authorities on HRMS shall be used.

In this system, the workers shall first fill on the Board's website only the details and particulars of their work done for corresponding years without first getting the work slips signed by any designated authority. Then the workers can download the filled-in work slips and may take printouts for further reference.

As the workers know best where they have worked, therefore, they shall have to physically visit the office or communicate by any means with any one of the nearest signing authorities in their respective local area to request them to verify their work slip (s). It is hereby clarified that the construction workers have been visiting these signing authorities for verification of their work slips but lately, unscrupulous elements have used the scanned sign of these authorities on non-eligible applicants, hence the revamped system is being adopted.


These authorities shall have to visit the Board's website at www.hrylabour.gov.in and use the OTP sent to their mobile as is available on the HRMS portal. The signing authorities shall have access to the work slips of the workers in their districts only. The signing authority can search the work slips of a particular worker using the worker's registration number, user ID or Aadhar ID as is available on the printed work slip format when so approached by the concerned workers to verify their work slips.

The signing authority can verify the work slips of workers on the Board's website www.hrylabour.gov.in using OTP on their mobile number as is available in the HRMS portal if so satisfied with the veracity of the claims of the worker's work done in the building and other construction works/ activities.

The user manual with the screen user interfaces is enclosed herewith and is also available at the Board's website. The signing authorities may also approach any of the field officers of the Labour Department, Haryana in their respective districts to understand this work slips verification flow on Board's website.

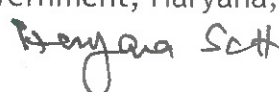
In case of any queries / technical support, the signing authorities may contact Mrs. Jyoti, Programmer - HBOCWWB, Mob. 8264594554 at Email id: hbocwwb@gmail.com.

In view of the above, you are hereby requested to direct the concerned officers/ officials in your organization authorized to verify the work slips of the building and construction workers upon their satisfaction with the veracity of the claim of the concerned worker. They should act as per the procedure enumerated above and verify the work slips promptly and actively without delay.


Labour Commissioner-cum-Secretary,
Haryana Building and Other Construction
Workers' Welfare Board, Panchkula

U.O. No.-HBOCWWB/2023/ 6975

Dated:- 05.08.2023


Additional Chief Secretary to Government, Haryana,
School Education Department,
Chandigarh.

O/o ACS (SE)
Diary No. 46422
Date 6/9/2023

To
No.
PS/ACSSE
06/09.2023

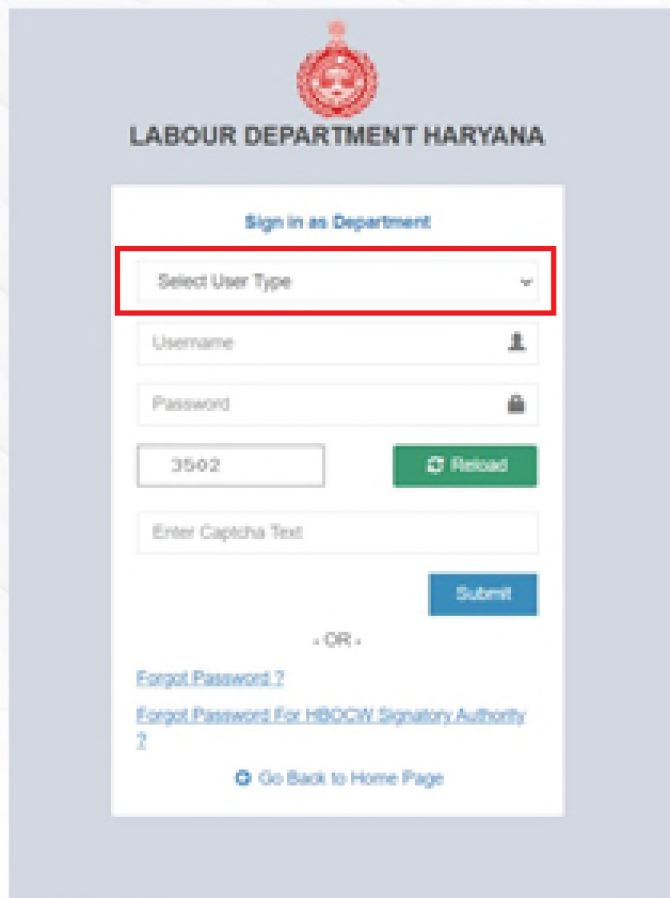
6/25/23
12/1/23

Subd. Dr. Sahni I

OO/T
13/9/23
Project

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

Enter Captcha Text

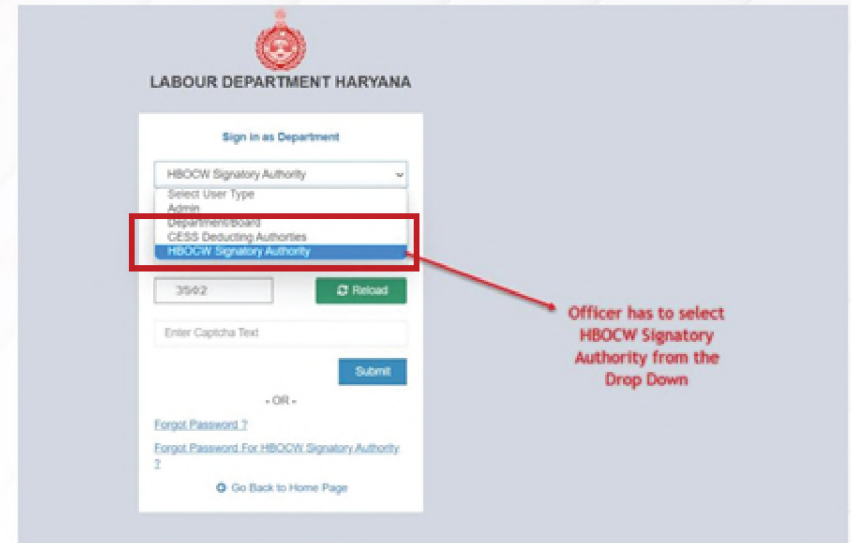
Submit

- 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

Enter Captcha Text

Submit

- OR -

Forgot Password ?

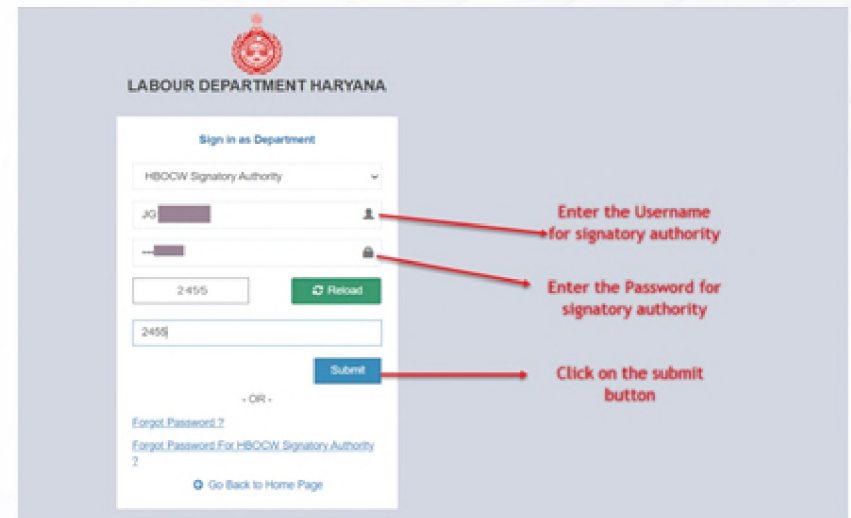
Forgot Password For HBOCW Signatory Authority ?

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

Enter Captcha Text

Submit

- OR -

Forgot Password ?

Forgot Password For HBOCW Signatory Authority ?

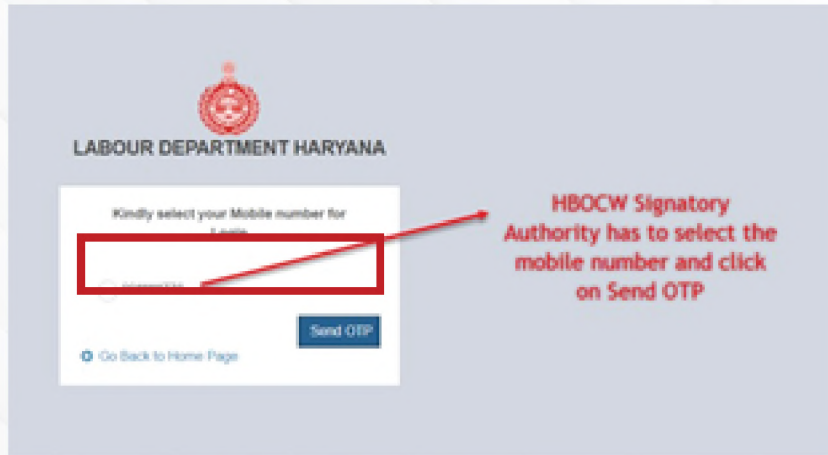
Go Back to Home Page

Enter the Username for signatory authority

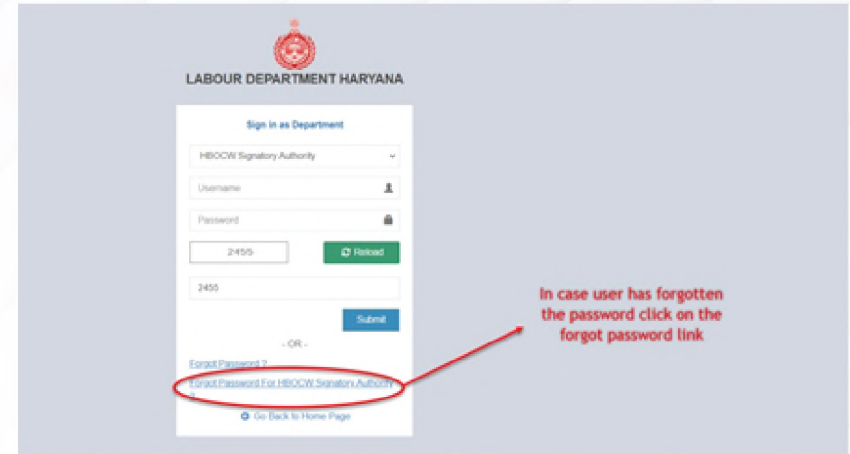
Enter the Password for signatory authority

Click on the submit button

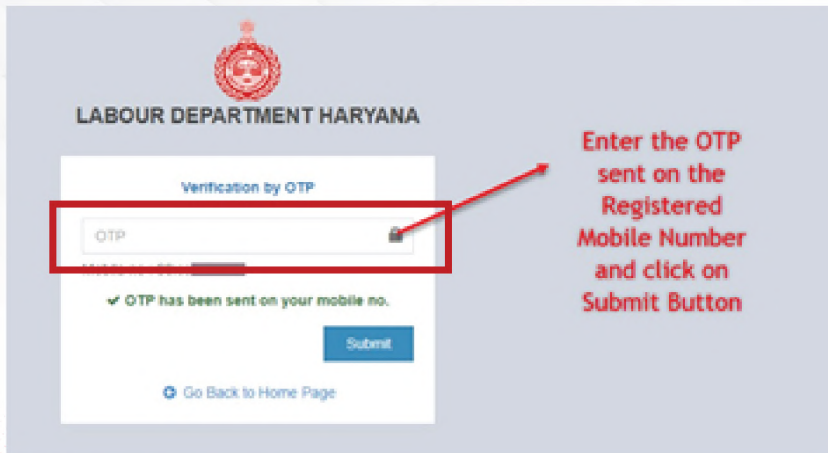
After login officer has to select the Mobile Number which is been linked with HRMS – Employee Portal, and click on the Send OTP.



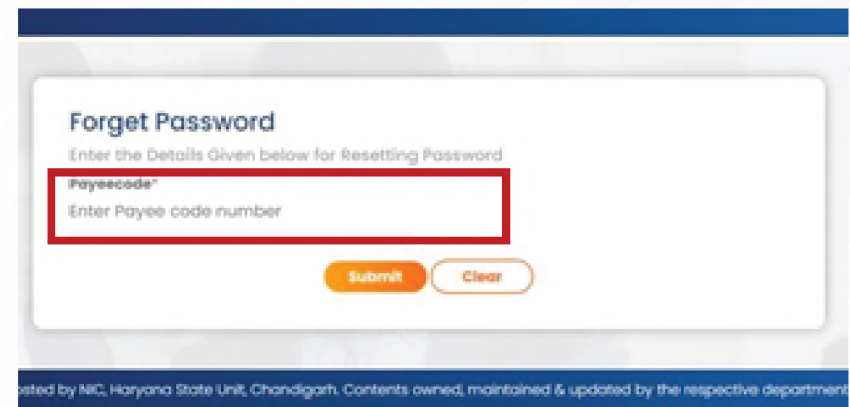
In case HBOCW Signatory Authority has forgotten the password for the login, kindly click on the “Forgot Password for HBOCW Signatory Authority”.



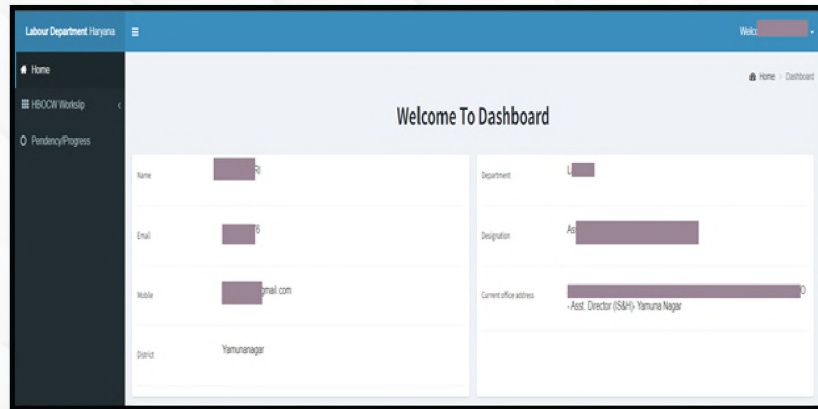
Enter the OTP sent to the Registered Mobile Number linked with HRMS – Employee Portal and further click on the submit button.



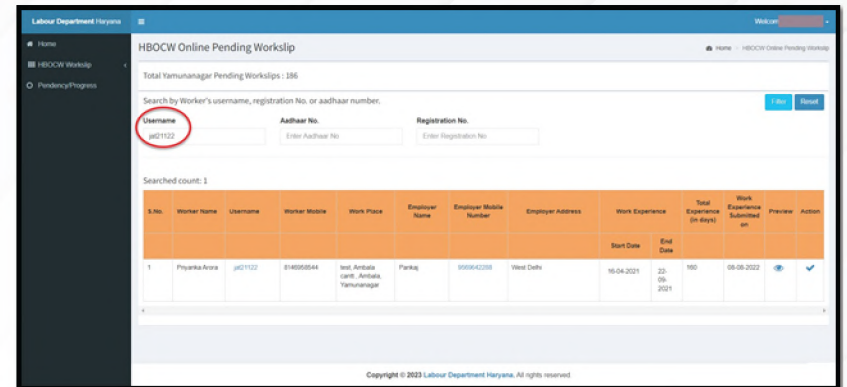
HBOCW Signatory Authority will be redirected to the HRMS Employee Portal –where he can further reset the password.



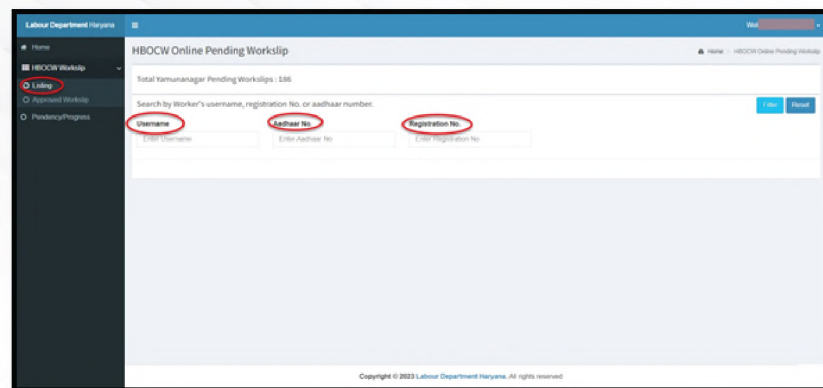
User will be successfully logged in and the home page will be appeared with all the basic mentioned details.



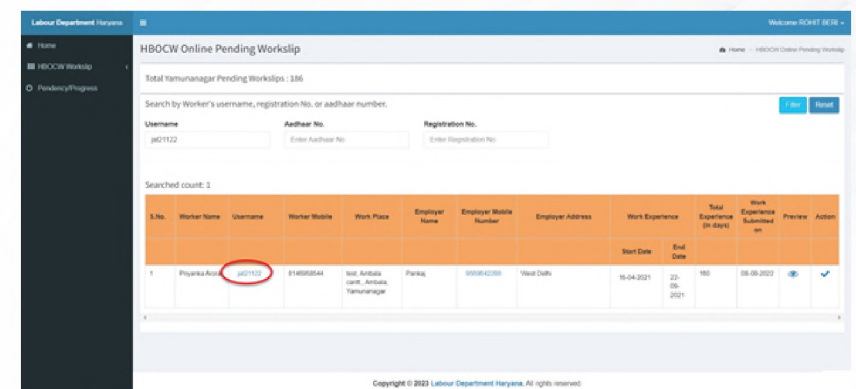
HBOCW Signatory Authority searched with the Username:

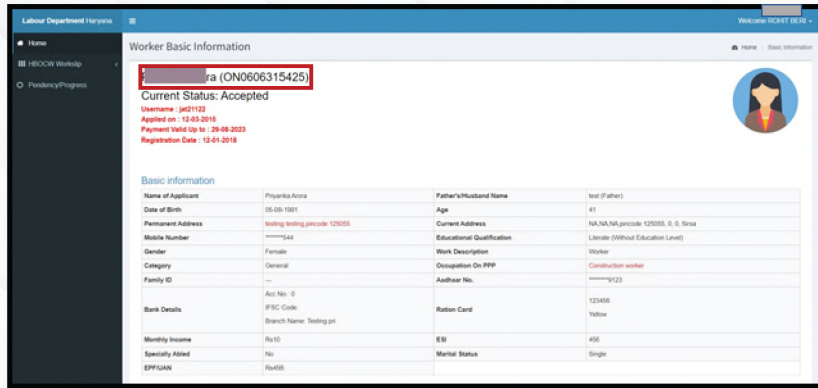


On the listing page HBOCW Signatory Authority can search the beneficiary work slip by Username, Aadhaar Number or Registration No.



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

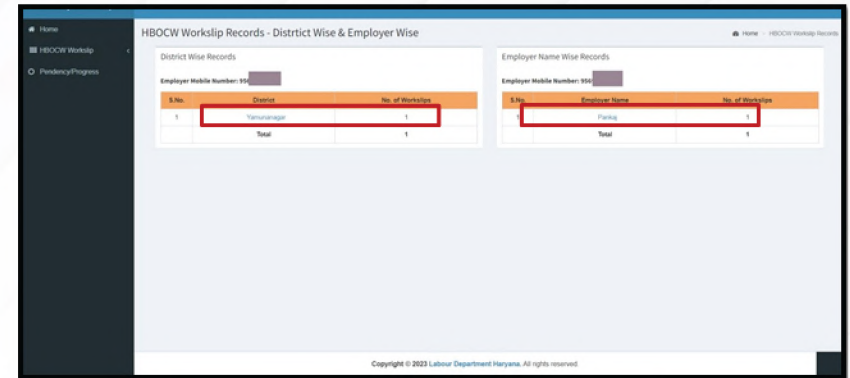




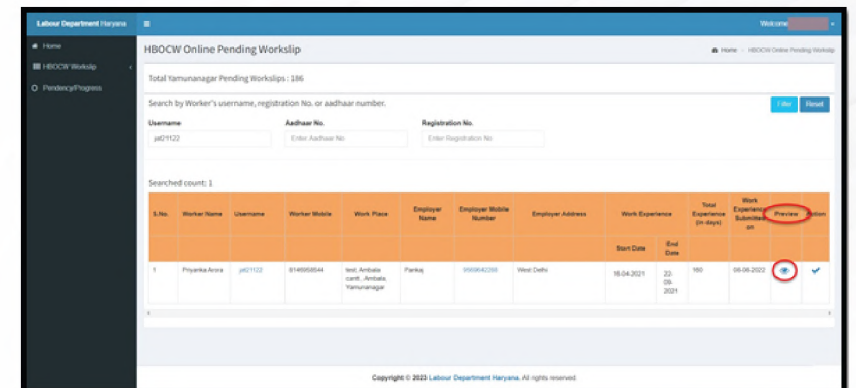
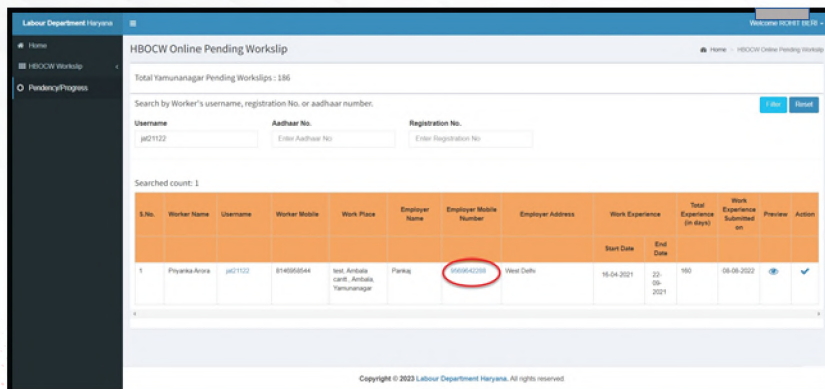
HBOCW Signatory Authority can view the number of work slips for a particular mobile number of the employer by clicking on the mobile number of the employer as shown above.

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:

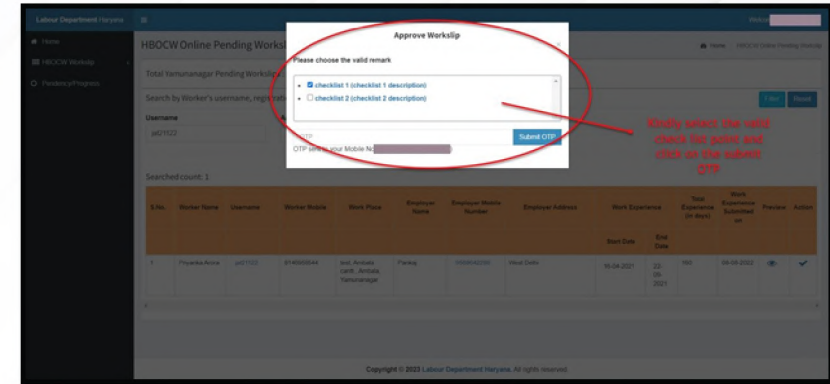
(नियोजक अथवा ठेकेदार/पंचायत सचिव/ग्राम सचिव/कानूनगो व पटवारी खण्ड विकास एवं पंचायत अधिकारी/सामाजिक शिक्षा एवं पंचायत अधिकारी/ तहसीलदार व नायब तहसीलदार/जिला विकास एवं पंचायत अधिकारी/सहायक निदेशक, औद्योगिक सुरक्षा एवं स्वास्थ्य/सहायक श्रम आयुक्त/श्रम निरीक्षक/ सभी सरकारी विभागों/बोर्ड व निगमों के सभी उपमंडल 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."

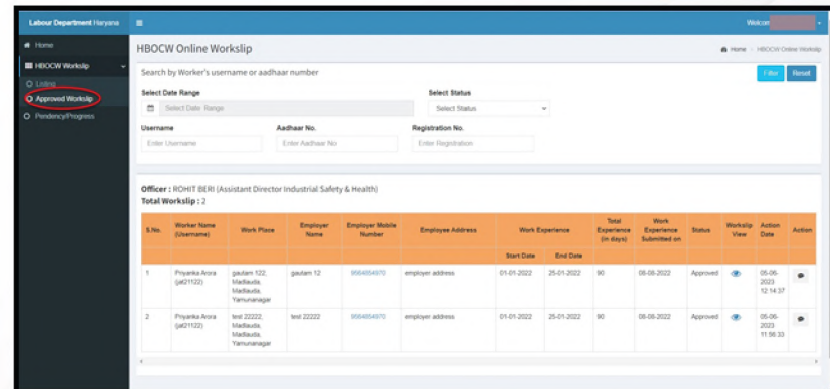
Work slip Approval

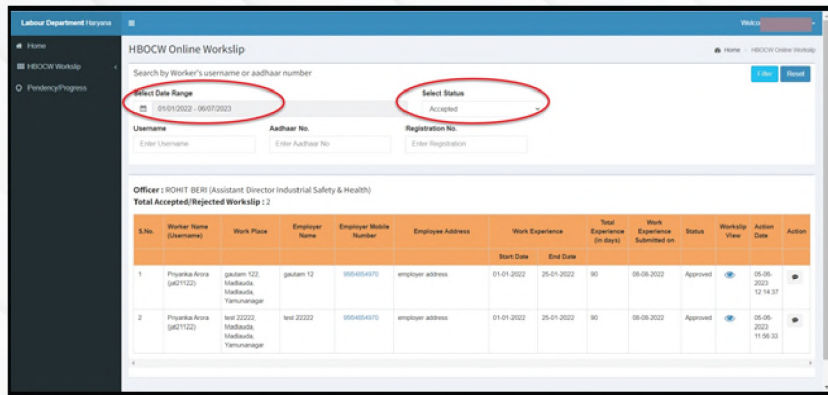
To Approve the work slip, click on the check () as shown in screenshot

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

