# MAHARASHTRA LABOUR WELFARE BOARD
## Head Office, Mumbai

## Document of Integrated MLWB Management System
## Standard Operating Procedure

# ONLINE LABOUR/EMPLOYEE

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## 1. HOME PAGE:-

Open the website of the Maharashtra Labour Welfare Board (MLWB) website (https://public.mlwb.in/public) as shows in the below figure.

After successful paid the contribution payment of the Labour/Employee by their Establishment or Organization to the MLWB, then every Labour/Employee will get their individual login credential on the registered mobile number.

In this, labour/employee can update the profile details and also add the family member which dependent on the labour/employee.

If the labour/employee adds a dependent member of the family, then that family member will apply to the schemes, programs and other events that are in the MLWB and take benefit.

At the home page of the MLWB portal, the labour login link is available. The employee/labour has to click on the Labour Login as below figure.

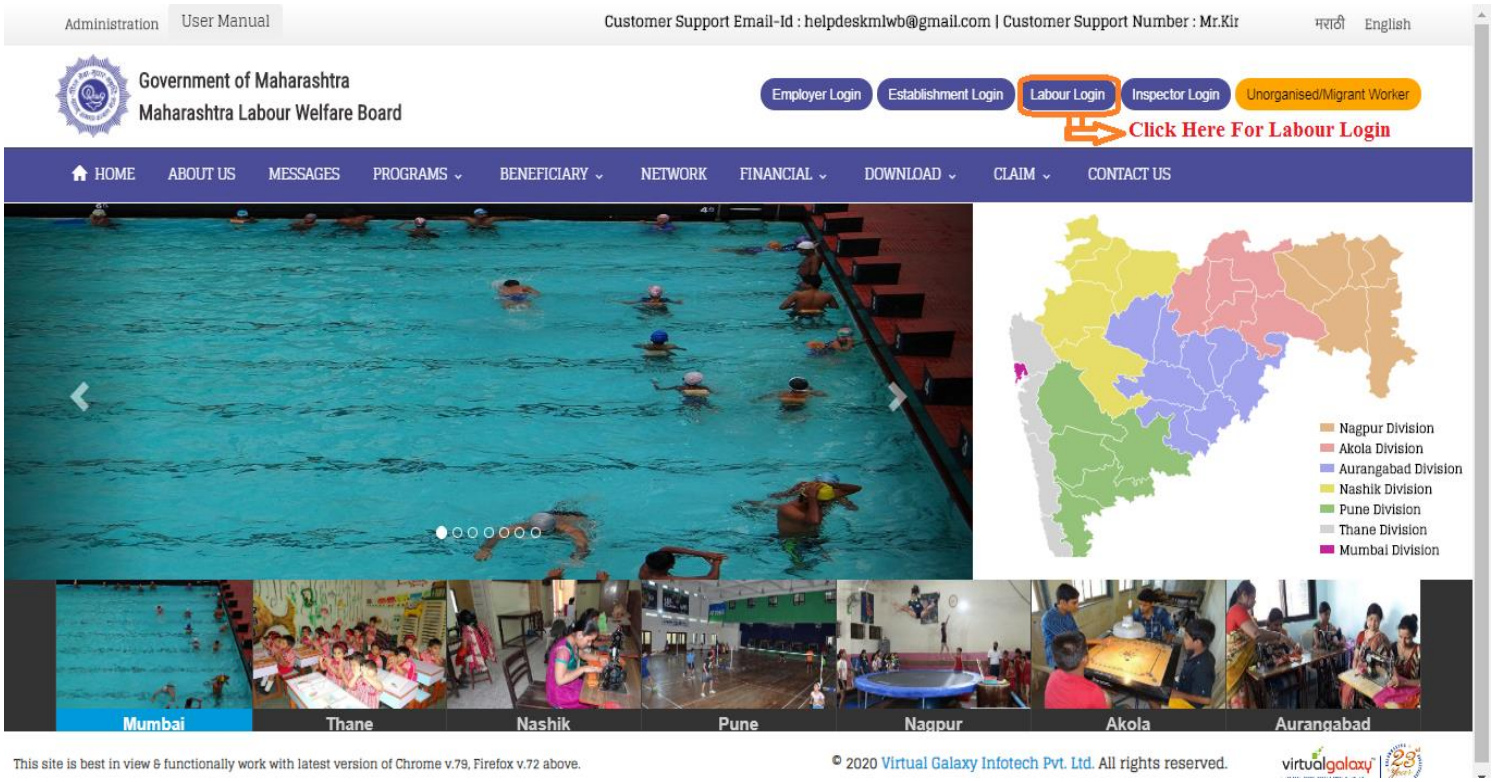



**Fig 1: Home Page**

## 2. EMPLOYEE/LABOUR LOGIN:

Every labour/employee will get their individual login credential on the registered mobile number after approval or paid contribution of the labour/employee by their establishment or organization.

Enter **User Name** and **Password** and click on the **Login** button as shown in below figure.

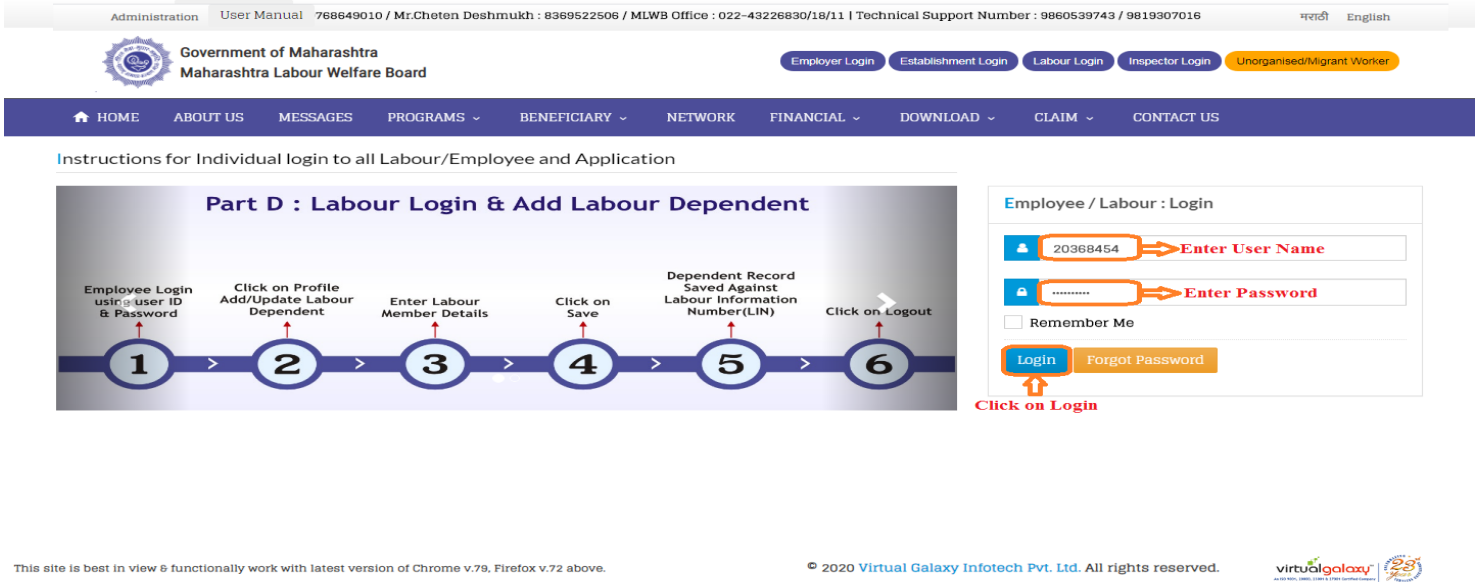



**Fig 2: Employee/Labour Login**

After successful login of the employee/labour, it will show employee/labour User id with Name on the main page.

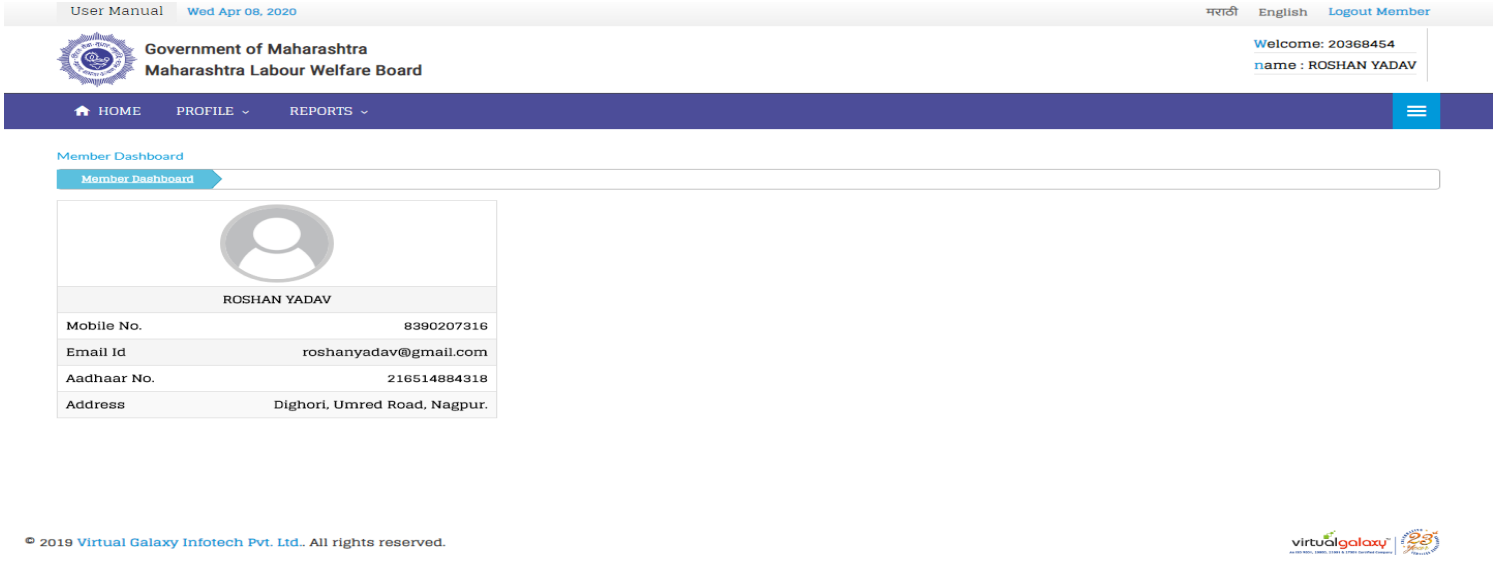



**Fig 3: Employee/Labour Dashboard**

On the Employee/Labour Dashboard, details of the employee/labour shown on the screen like

a. Mobile Number
b. Email Id
c. Aadhaar Number
d. Address.

## 3. UPDATE EMPLOYEE/LABOUR PROFILE DETAILS:-

In this, employees/labour can modify or change their personal details. So select the **Update Personal Details** option from the **Profile** tab, then below page will be open on the screen.

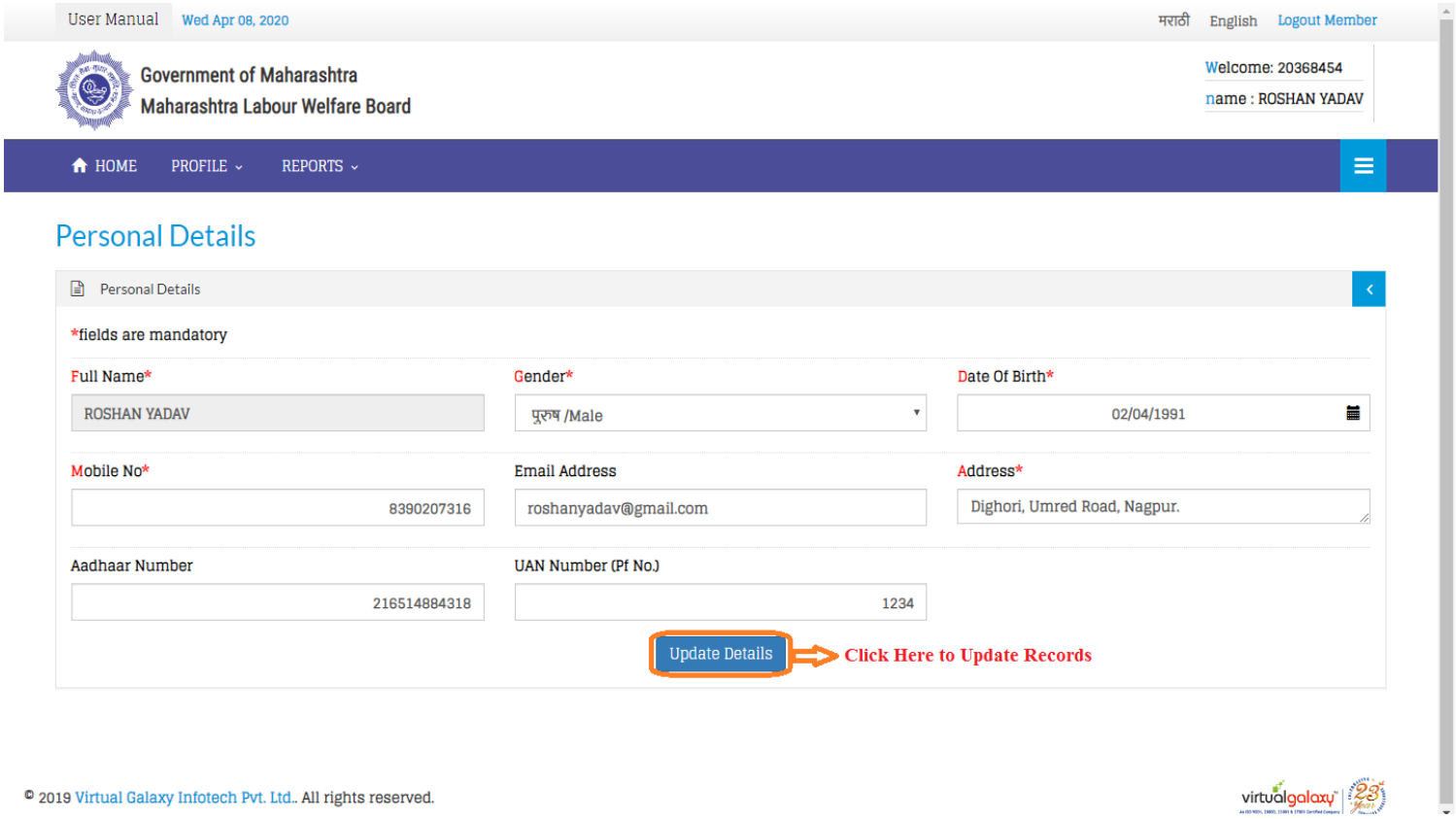



**Fig 4: Employee/Labour Update Profile**

Employee/Labour can modify or change their details such as:

The fields marked as red * are compulsory and other fields are optional.

a. Full Name
b. Gender
c. Date of Birth
d. Mobile Number
e. Email Address
f. Address
g. Aadhaar Number
h. UAN Number (Pt No.)

Modify all details and click on **Update Details** button, then the user will get a message on the screens **"Please Confirm You Want to Save Changes" And "Yes/Cancel"**. Click **Yes** button data is update and save in the system.

## 4. LABOUR/EMPLOYEE DEPENDENT REGISTRATION:-

In this, labour/employee can add a dependent member of the family, then that family member will apply to the schemes, programs and other events that are in the MLWB and take benefit. So select the **Add/Update Labour Dependent** option from the **Profile** tabs, then below page will be open on the screen.

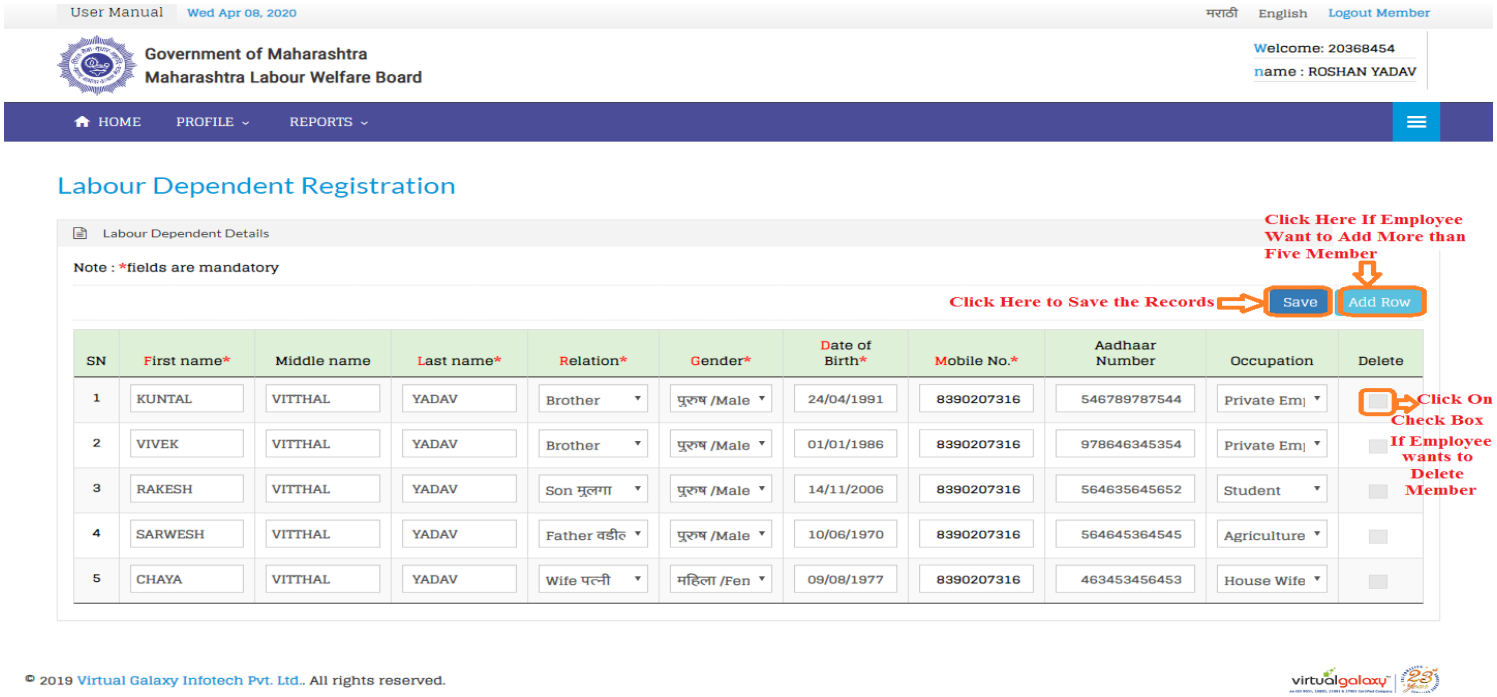



**Fig 5: Employee/Labour Dependent Registration**

Labour/Employee has to add the important details of the family member as follow:

1) The fields marked as red * are compulsory and other fields are optional.
2) **First Name:** Enter first name of the member.
3) **Middle Name:** Enter middle name of the member.
4) **Last Name:** Enter last name of the member.
5) **Relation:** Select relation from drop down list such as mother, father, brother, sister, son, etc…
6) **Gender:** Select gender form drop down list.
7) **Date of Birth:** Enter Date of Birth.
8) **Mobile Number:** Enter the mobile number of the member.
9) **Aadhaar Number:** Enter aadhaar number of the member.
10) **Occupation:** Select occupation from drop down list such as private employee, student, retired, housewife, etc…
11) Click on **Save** button after filling all details of the family member,then records are saved in the system.

**Note:**

1) If the family member is more than five member then click **Add Row** button, a new row is added at below side.
2) If the labor/employee wants to delete the extra member, so click on the **Delete Check Box** as shown in above figure. Click on the **Save** button, then that member will be deleted from the list.

## 5. RECEIPT :-

In this, the employee/labour can see the complete information about what kind of fee has been paid to the MLWB and also see the details of the family member's receipt. Labour/employee can view the receipt and also take the printout, So select the **Receipt** option from the **Reports** tabs, then below page will be open on the screen.

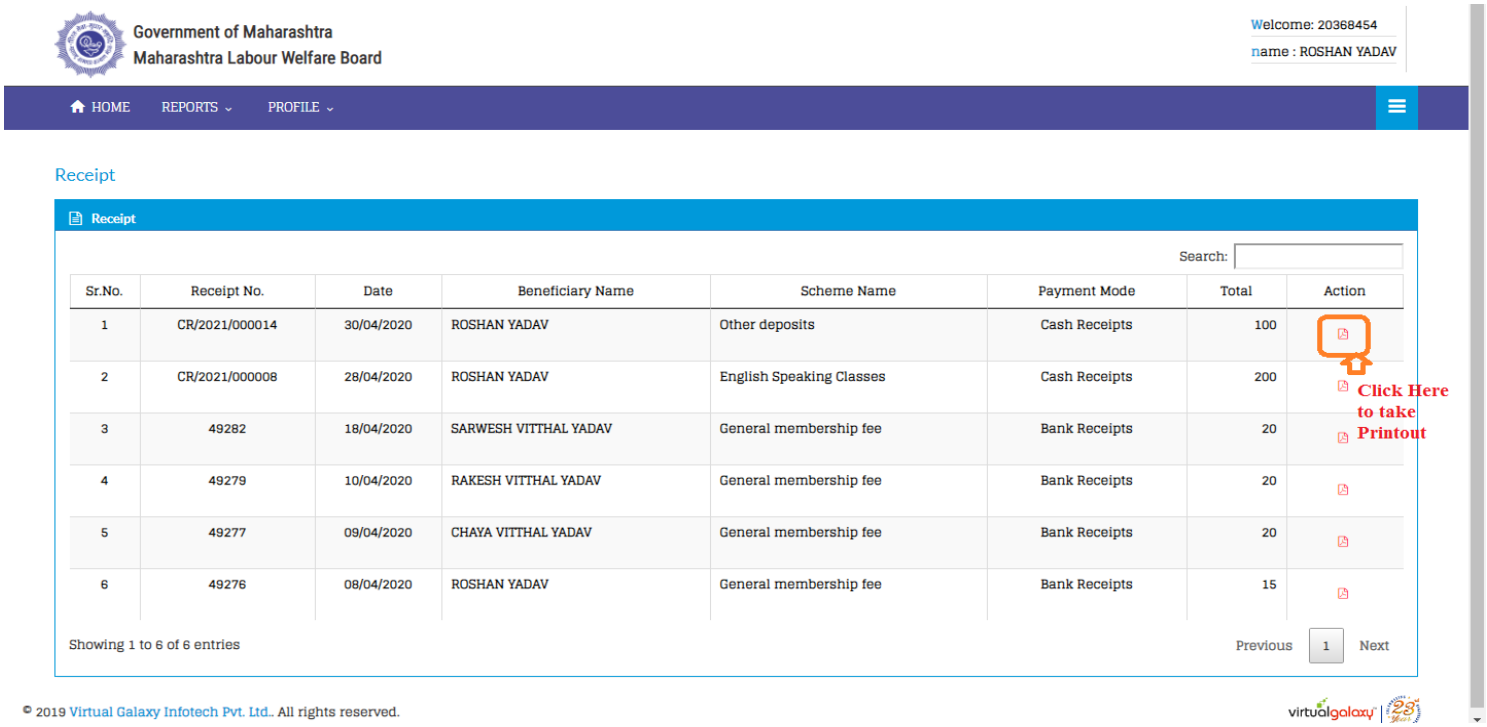
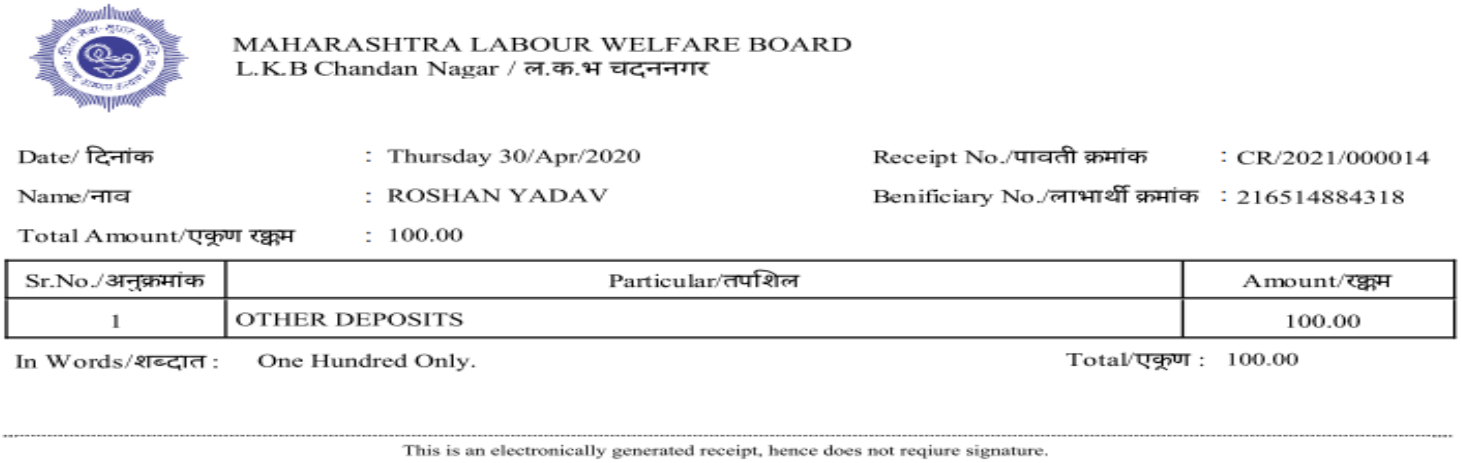



**Fig 6: Employee/Labour Receipt**

It shows the receipt details such as receipt number, date, beneficiary name, schemes name, payment mode, total, and action.

For taking the printout of the receipt click on the action button as shown in the above figure. After clicking on the action following receipt shows on the screen. The employee/labour can download and take the print out of the receipt.



MAHARASHTRA LABOUR WELFARE BOARD
L.K.B Chandan Nagar / ल.क.भ चदननगर

Date/ दिनांक : Thursday 30/Apr/2020
Receipt No./पावती क्रमांक : CR/2021/000014
Name/नाव : ROSHAN YADAV
Benificiary No./लाभार्थी क्रमांक : 216514884318
Total Amount/एकूण रक्कम : 100.00

| Sr.No./अनुक्रमांक | Particular/तपशिल | Amount/रक्कम |
|---|---|---|
| 1 | OTHER DEPOSITS | 100.00 |

In Words/शब्दात : One Hundred Only.
Total/एकूण : 100.00

This is an electronically generated receipt, hence does not reqiure signature.

**Fig 7: Receipt**

## 6. BENEFICIARY DETAILS :-

In this, employee/labour or a family member can see the information about how many times they applied to the schemes, programs, activities.

The labour/employee view the beneficiary, schemes and activity details, So select the **Labour Card** option from the **Reports** tabs, then below page will be open on the screen.

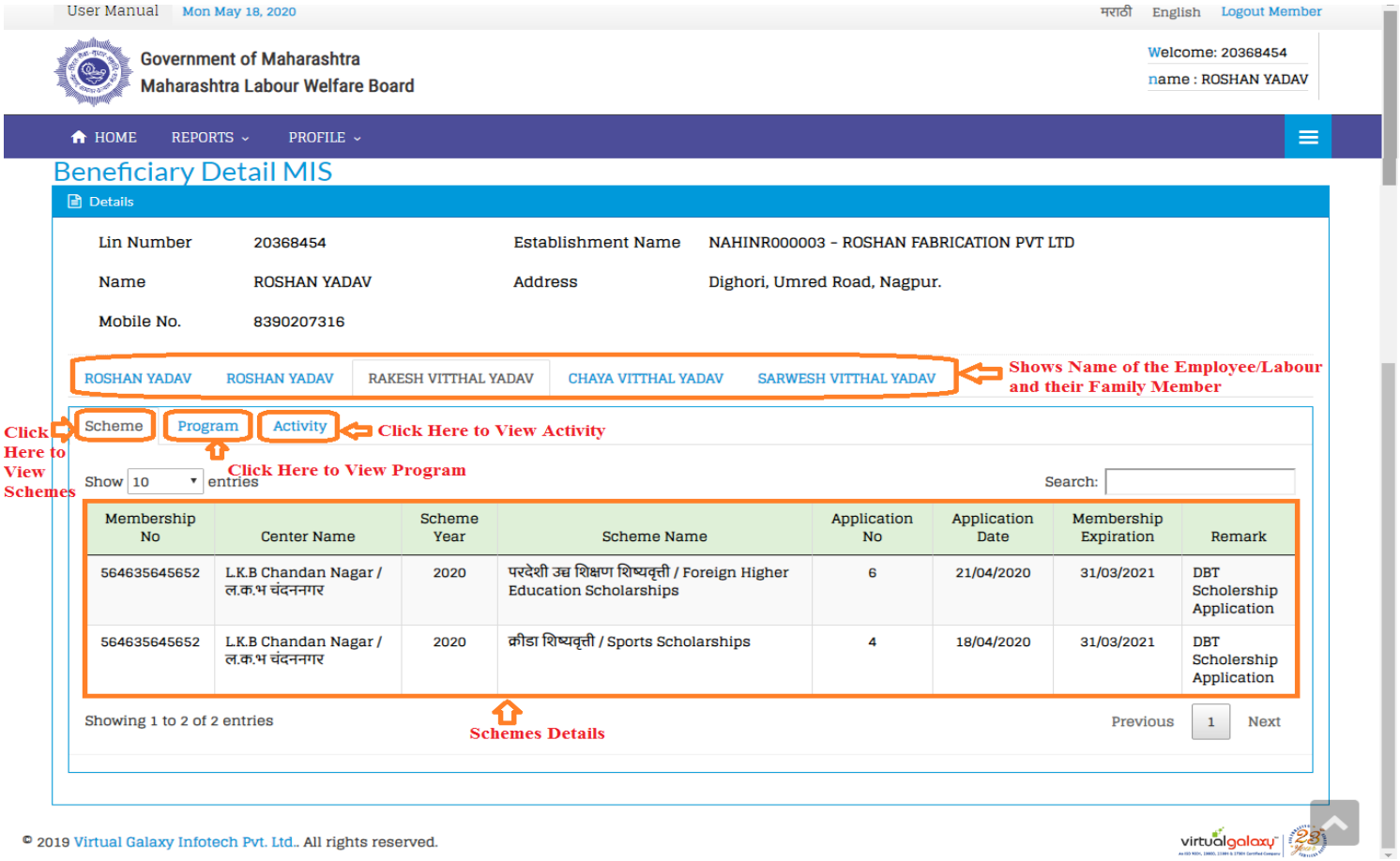



**Fig 6: Employee/Labour Receipt**

It shows the details of employee/labour such as Lin Number, Name, address, Mobile Number, Establishment Name, Code and also shows the family member details.

In this the employee/labour can view the three types of information such as:

1) Scheme: Click on the Schemes tab, then the details of the scheme of the employee/labour or family member will be shown on the screen such as Membership Number, Center Name, Scheme Year, Schemes Name, Application Number, Application Date, Membership Expiration, and Remark.
2) Program: Click on the Program tab, then the details of the program of the employee/labour or family member will be shown on the screen such as Membership Number, Center Name, Program Year, Program Name, Application Number, Application Date, Membership Expiration, and Remark.
3) Activity: Click on the Activity tab, then the details of the activity of the employee/labour or family member will be shown on the screen such as Membership Number, Center Name, Activity Year, Activity Name, Membership Expiration, and Remark.