



Integrated MLWB Management System Standard Operating Procedure



MAHARASHTRA LABOUR WELFARE BOARD
Head Office, Mumbai

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





Integrated MLWB Management System Standard Operating Procedure



ONLINE LABOUR/EMPLOYEE

CONTENT

Sr No.	Particulars	Page No.
1.	Home Page	3
2.	Employee/Labour Login	4
3.	Update Personal Details	5
4.	Add/Update Labour/Employee Dependent	6
5.	Receipt	7
6.	Beneficiary Details MIS	8



Integrated MLWB Management System

Standard Operating Procedure



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.

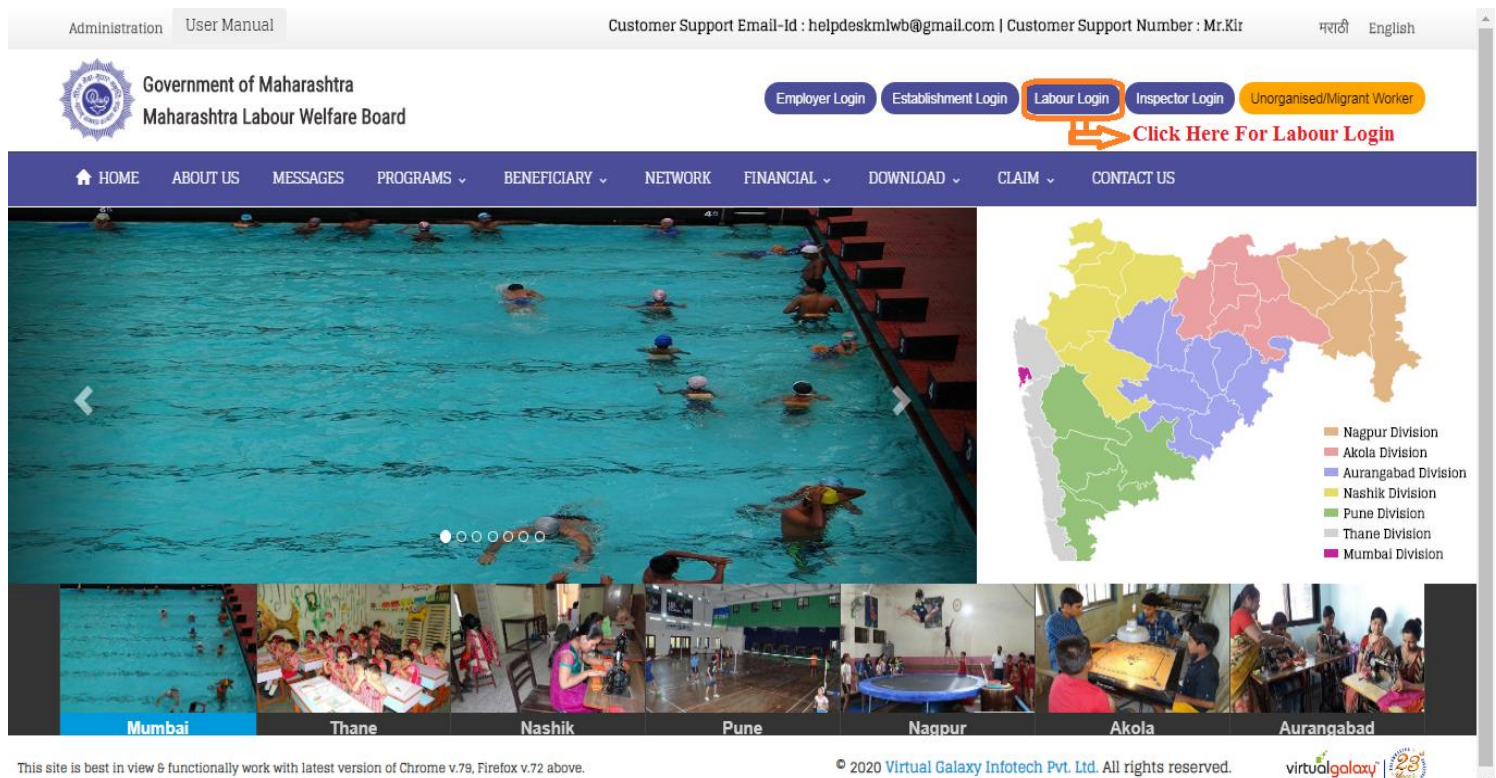


Fig 1: Home Page



Integrated MLWB Management System Standard Operating Procedure



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.

Administration User Manual 768649010 / Mr.Cheten Deshmukh : 8369522506 / MLWB Office : 022-43226830/18/11 | Technical Support Number : 9860539743 / 9819307016 मराठी English

 **Government of Maharashtra**
Maharashtra Labour Welfare Board

Employer Login Establishment Login Labour Login Inspector Login Unorganised/Migrant Worker

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Instructions for Individual login to all Labour/Employee and Application

Part D : Labour Login & Add Labour Dependent

Employee Login using User ID & Password Click on Profile Add/Update Labour Dependent Enter Labour Member Details Click on Save Dependent Record Saved Against Labour Information Number(LIN) Click on Logout

1 2 3 4 5 6

Employee / Labour : Login

20368454 Enter User Name

Enter Password

☐ Remember Me

Login Forgot Password

Click on Login

This site is best in view & functionally work with latest version of Chrome v.79, Firefox v.72 above.


© 2020 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved.



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.


User Manual Wed Apr 08, 2020 मराठी English Logout Member

 **Government of Maharashtra**
Maharashtra Labour Welfare Board

HOME PROFILE REPORTS

Member Dashboard

Member Dashboard



ROSHAN YADAV

Mobile No. 8390207316

Email Id roshanyadav@gmail.com

Aadhaar No. 216514884318

Address Dighori, Umred Road, Nagpur.

© 2019 Virtual Galaxy Infotech Pvt. Ltd.. All rights reserved.



Fig 3: Employee/Labour Dashboard

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

- Mobile Number
- Email Id
- Aadhaar Number
- 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.

User Manual Wed Apr 08, 2020 मराठी English Logout Member

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: 20368454
name : ROSHAN YADAV

HOME PROFILE REPORTS

Personal Details

Personal Details

*fields are mandatory

Full Name* Gender* Date Of Birth*

ROSHAN YADAV पुरुष /Male 02/04/1991

Mobile No* Email Address Address*

8390207316 roshanyadav@gmail.com Dighori, Umred Road, Nagpur.

Aadhaar Number UAN Number (Pf No.)

216514884318 1234

Update Details Click Here to Update Records

© 2019 Virtual Galaxy Infotech Pvt. Ltd.. All rights reserved.

virtualgalaxy 23

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.

- Full Name
- Gender
- Date of Birth
- Mobile Number
- Email Address
- Address
- Aadhaar Number
- 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.

User Manual Wed Apr 08, 2020 मराठी English Logout Member

Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: 20368454
name : ROSHAN YADAV

HOME PROFILE REPORTS

Labour Dependent Registration

Labour Dependent Details

Note : *fields are mandatory

Click Here If Employee Want to Add More than Five Member

Click Here to Save the Records

Save Add Row

SN	First name*	Middle name	Last name*	Relation*	Gender*	Date of Birth*	Mobile No.*	Aadhaar Number	Occupation	Delete
1	KUNTAL	VITTHAL	YADAV	Brother	पुरुष /Male	24/04/1991	8390207316	546789787544	Private Em	<input type="checkbox"/>
2	VIVEK	VITTHAL	YADAV	Brother	पुरुष /Male	01/01/1986	8390207316	978646345354	Private Em	<input type="checkbox"/>
3	RAKESH	VITTHAL	YADAV	Son भुलगा	पुरुष /Male	14/11/2006	8390207316	564635645652	Student	<input type="checkbox"/>
4	SARWESH	VITTHAL	YADAV	Father वडील	पुरुष /Male	10/06/1970	8390207316	564645364545	Agriculture	<input type="checkbox"/>
5	CHAYA	VITTHAL	YADAV	Wife पत्नी	महिला /Fem	09/08/1977	8390207316	463453456453	House Wife	<input type="checkbox"/>

Click On Check Box If Employee wants to Delete Member

© 2019 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved.



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.



Integrated MLWB Management System

Standard Operating Procedure



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.



Government of Maharashtra
Maharashtra Labour Welfare Board

Welcome: 20368454
name : ROSHAN YADAV

HOME REPORTS PROFILE

Receipt

Receipt							
Search: <input type="text"/>							
Sr.No.	Receipt No.	Date	Beneficiary Name	Scheme Name	Payment Mode	Total	Action
1	CR/2021/000014	30/04/2020	ROSHAN YADAV	Other deposits	Cash Receipts	100	
2	CR/2021/000008	28/04/2020	ROSHAN YADAV	English Speaking Classes	Cash Receipts	200	
3	49282	18/04/2020	SARWESH VITTHAL YADAV	General membership fee	Bank Receipts	20	
4	49279	10/04/2020	RAKESH VITTHAL YADAV	General membership fee	Bank Receipts	20	
5	49277	09/04/2020	CHAYA VITTHAL YADAV	General membership fee	Bank Receipts	20	
6	49276	08/04/2020	ROSHAN YADAV	General membership fee	Bank Receipts	15	

Showing 1 to 6 of 6 entries

Previous 1 Next

Click Here to take Printout

© 2019 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved.



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
Name/नाव : ROSHAN YADAV
Total Amount/एकूण रक्कम : 100.00

Receipt No./पावती क्रमांक : CR/2021/000014
Beneficiary No./लाभार्थी क्रमांक : 216514884318

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 require signature.

Fig 7: Receipt



Integrated MLWB Management System

Standard Operating Procedure



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.

User Manual Mon May 18, 2020

मराठी English Logout Member

Welcome: 20368454
name : ROSHAN YADAV

HOME REPORTS PROFILE

Beneficiary Detail MIS

Details

Lin Number: 20368454 Establishment Name: NAHINR000003 - ROSHAN FABRICATION PVT LTD
Name: ROSHAN YADAV Address: Dighori, Umred Road, Nagpur.
Mobile No.: 8390207316

ROSHAN YADAV ROSHAN YADAV RAKESH VITTHAL YADAV CHAYA VITTHAL YADAV SARWESH VITTHAL YADAV

Shows Name of the Employee/Labour and their Family Member

Click Here to View Schemes

Click Here to View Activity

Click Here to View Program

Show 10 entries Search:

Membership No	Center Name	Scheme Year	Scheme Name	Application No	Application Date	Membership Expiration	Remark
564635645652	L.K.B Chandan Nagar / ल.क.भ चंदननगर	2020	परदेशी उच्च शिक्षण शिष्यवृत्ती / Foreign Higher Education Scholarships	6	21/04/2020	31/03/2021	DBT Scholership Application
564635645652	L.K.B Chandan Nagar / ल.क.भ चंदननगर	2020	क्रीडा शिष्यवृत्ती / Sports Scholarships	4	18/04/2020	31/03/2021	DBT Scholership Application

Showing 1 to 2 of 2 entries

Schemes Details

Previous 1 Next

© 2019 Virtual Galaxy Infotech Pvt. Ltd.. All rights reserved.

virtualgalaxy

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.