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1 PROCESS FLOW

1.1 Accessing the Application

User can access the application by using the url <https://pareshram-labour.odisha.gov.in/pareshram> in Standard web browsers like Mozilla Firefox, Google Chrome etc.

On the login page that appears, click on *One Time Registration*

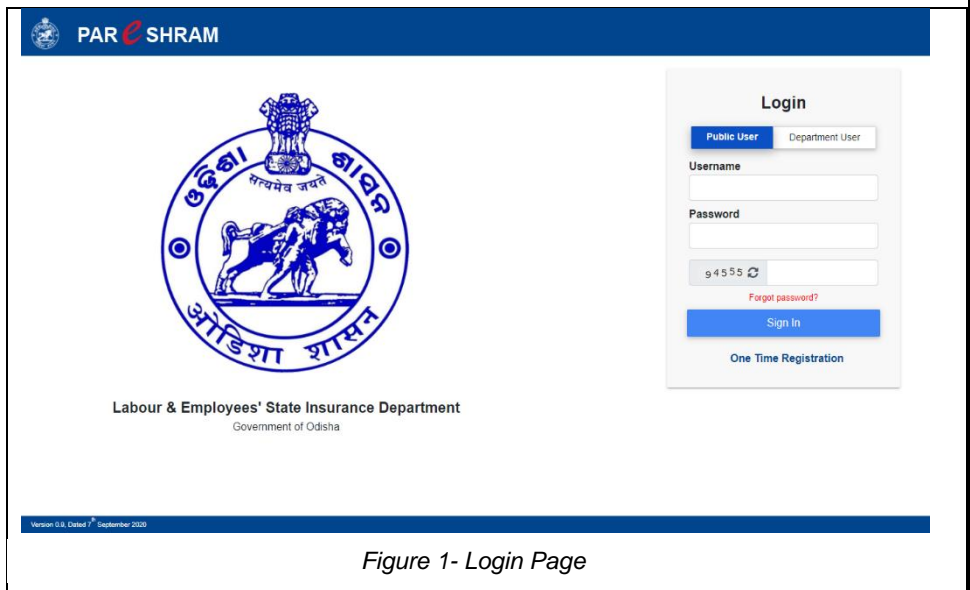


Figure 1- Login Page

1.2 One Time Registration

Once “One Time Registration” is clicked, on the following page choose registration type, enter the necessary details and click on **[Proceed]** Button

ONE TIME REGISTRATION

Registration Type* ☐ Individual ☒ **Establishment**

First Name* Surname* Gender*
-Select Gender-

Father's Name* Mobile Number* Email Address

Date of Birth* dd-mm-yyyy Country* India

Identification Document* Select Identification Document* Identification Document Number* Identification Document* Choose File No file chosen

Upload Photo* Choose File No file chosen Upload Signature* Choose File No file chosen

ADDRESS (FOR INDIAN)

State* District* Sub Division
-Select State- -Select District-

House/ Building Number Street Name Pincode

Figure 2- One Time Registration for Establishments

1.2.1 For Indian Users

Date of Birth* dd-mm-yyyy Country* India

Identification Document* Select Identification Document* Identification Document Number* Identification Document* Choose File No file chosen

Upload Photo* Choose File No file chosen Upload Signature* Choose File No file chosen

ADDRESS (FOR INDIAN)

State* District* Sub Division
-Select State- -Select District-

House/ Building Number Street Name Pincode

Figure 3- For Indian Users

1.2.2 For Foreign Users

PAReSHRAM

Date of Birth^{*}
dd-mm-yyyy

Country^{*}
China

Identification Document^{*}
Select Identification Document

Identification Document Number^{*}

Identification Document^{*}
Choose File | No file chosen

Upload Photo^{*}
Choose File | No file chosen

Upload Signature^{*}
Choose File | No file chosen

Address (FOR FOREIGN NATIONALS)^{*}

Passport Number^{*}

Place of Issuance^{*}

Date of Issuance^{*}
dd-mm-yyyy

Passport Expiry Date^{*}
dd-mm-yyyy

Unique Identifier^{*}

Unique Identifier Number^{*}

Figure 4- For Foreign Users

House/ Building Number

Street Name

Pincode^{*}

Proceed Close

Figure 5- Proceed Button

1.3 Submit Form

Once **[Proceed]** button is clicked, an One Time Password (OTP) will be sent to the registered mobile number, enter the OTP and click on **[Submit Form]** button

PLEASE ENTER THE OTP RECEIVED IN YOUR MOBILE/EMAIL TO SUBMIT YOUR APPLICATION

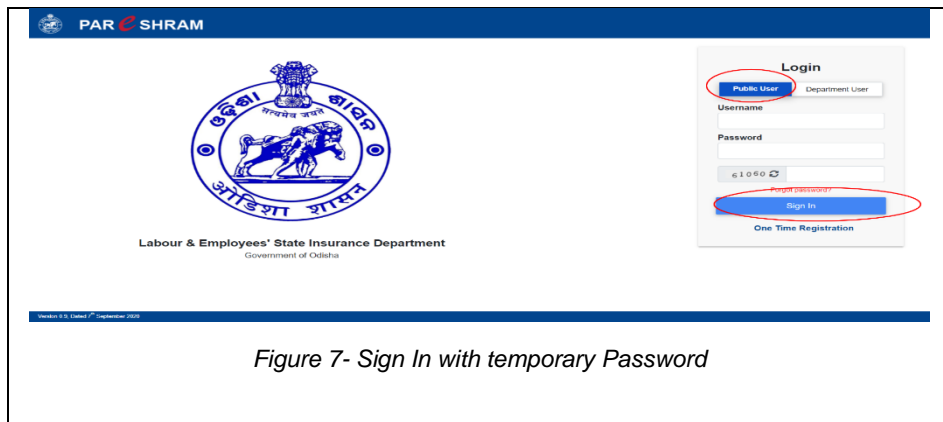
One Time Password

Submit Form

Figure 6- Submit Form

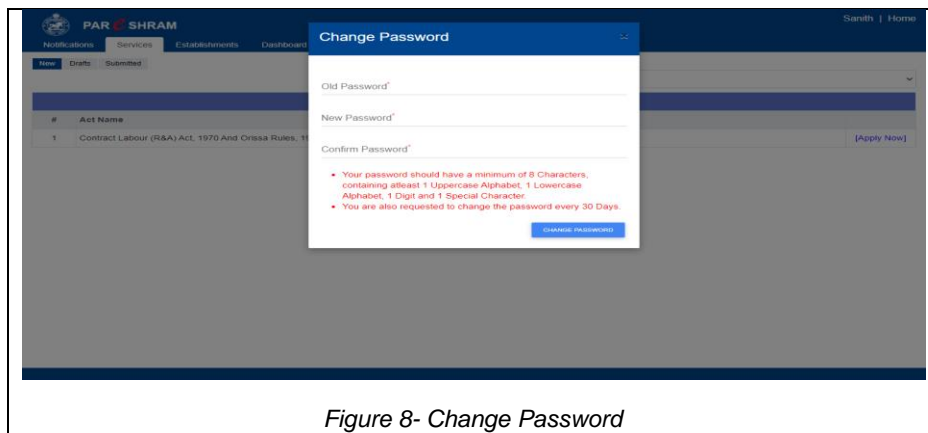
1.4 Login using User Name and Password

Once form is submitted, go to Login page, enter the Username and Password (User Name will be registered mobile number, Password will be received in the mobile number), click on **[Sign In]** button



1.5 Change Password

Once signed in, a *Change Password* window appears and the user can change password by entering the new password and clicking the **[Change Password]** button



1.6 User Login

Once password is changed, go to Login page and Login using User name and New password.

Enter the User Credentials and Click on **[Sign in]** button

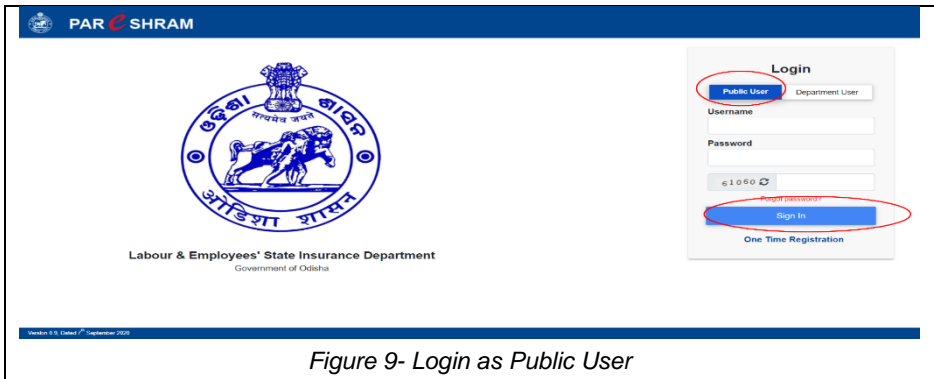


Figure 9- Login as Public User

1.6.1 Home Page of User

Once logged in, applicant can apply for all services on behalf of him or his/her Establishment based on the Registration Type (Individual / Establishment)

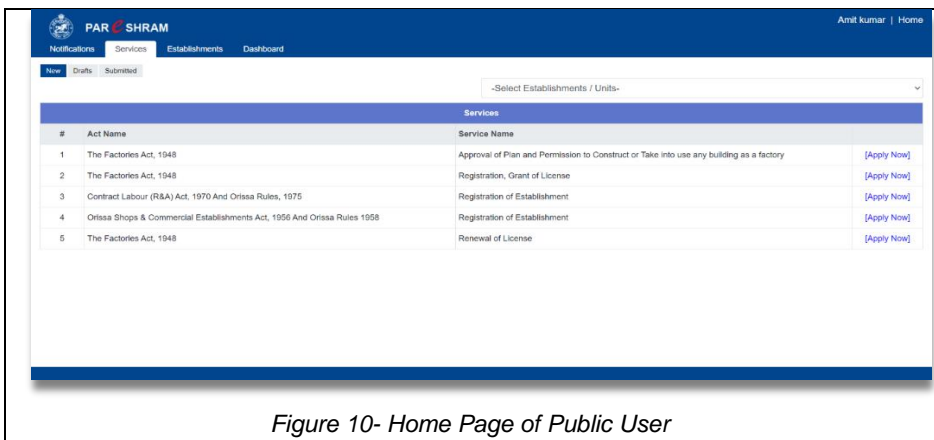


Figure 10- Home Page of Public User

1.6.2 Add Establishments

User can add establishment by clicking **[Add Establishment]** button under *Establishment* tab

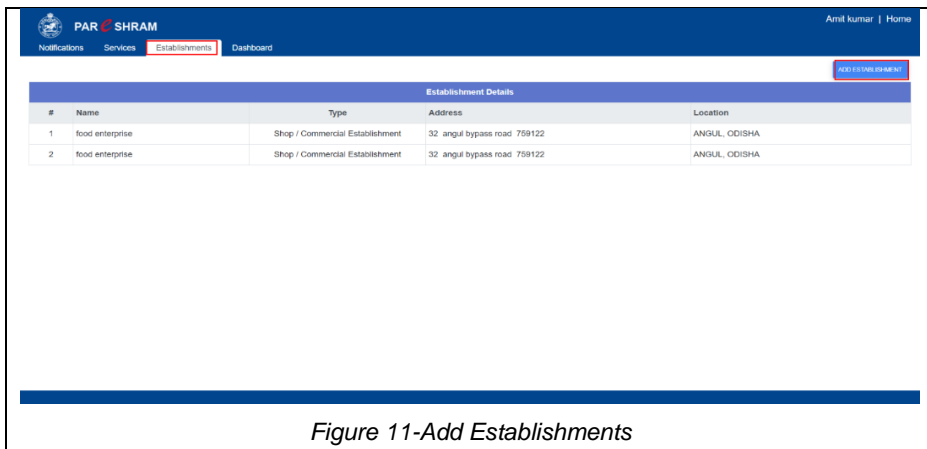


Figure 11-Add Establishments

On the following *Add New Establishment* page, if *Registration type* is selected as *New*, select *Unit Type*

The screenshot shows the 'Add New Establishment' form. The 'Registration Type' is set to 'New' (indicated by a red circle). The 'Unit Type' is set to 'Factory'. Other fields include 'Establishment Type' (Limited Company), 'Name', and various address and identification fields. A red box highlights the 'New' radio button.

Registration Type: ☒ New ☐ Existing Unit Type: Factory

Establishment Type: Limited Company Name: _____

-Select State- -Select District- -Select Sub Division-

House / Building No. Street Name Pincode

PAN TIN GST ROC No.

☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief.

SAVE ESTABLISHMENT

Figure 12- Add Details of New Establishment

If *Registration Type* is selected as *Existing*, select *Unit Type* and *Type Certificate No* and Click on **[Search]** button

PAReSHRAM

Amrit kumar | Home

Notifications Services

Add New Establishment

Registration Type: ☐ New ☒ Existing Unit Type: Boiler License / Renewal Certificate No.

Establishment Type: Private Limited Company Name: _____

-Select State- -Select District- -Select Sub Division-

House / Building No. Street Name Pincode

PAN TIN GST ROC No.

☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Figure 13- Add Details of Existing Establishment

Check the *Declaration* and Click on **[Save Establishment]**

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Figure 14- Save Establishment

1.6.3 Apply for Service

Select the added Establishments/Units from the drop down menu on the top-right corner under *New* Subtab of *Services* Tab

Click on [Apply Now] against service name **“Eg: Approval of Plan and Permission to Construct or Take into use any building as a factory”** to apply for the mentioned service



Figure 15- Apply for Services

1.6.4 Add Details for Application

Once **[Apply Now]** is clicked, on the following page enter the details of application, once details are entered and necessary documents are uploaded click on **[Save]** button.

The screenshot shows the PAReSHRAM web application interface for the 'APPLICATION FOR PERMISSION TO CONSTRUCTOR TAKE INTO USE ANY BUILDING/PREMISES AS A FACTORY'. The form is divided into two sections:

1. APPLICANT DETAILS

Applicant Name*
ArshinArun

Applicant Age*
[]

Select Gender*
Male []

Father's/ Husband's Name*
Arun

2. APPLICANT PERMANENT ADDRESS

Village/ Plot No/ Street/ Lane*
[]

Post Office*
[]

Police Station*
[]

Select State*
ODISHA []

Figure 16- Sample Service

3. FULL NAME AND ADDRESS OF THE FACTORY

Select Firm Type*
-- Select the of Firm Type --

Factory name*

Select District*

-- Select District --

Select Subdivision*

-- Select Subdivision --

Police Station*

Nearest railway station*

Factory address*

Select Risk Category*
Select Risk Category

4. CORRESPONDANCE ADDRESS

☐ Same as above

Correspondence Address

Figure 17- Sample Service

5. PARTICULARS OF PLANTS TO BE INSTALLED

Only png, jpg, pdf and max size 4 MB files allowed

Particulars of plants to be installed*

Process description

Upload process description

Browse

UPLOAD

Process flow chart

Upload process flow chart

Browse

UPLOAD

6. NUMBER OF PERSONS PROPOSED TO BE ENGAGED

Only png, jpg, pdf and max size 4 MB files allowed

Men*

0

Women*

0

TOTAL

0

List of machinery with K.W. rating

List of machinery with K.W. rating

Browse

UPLOAD

Amount of power proposed to be installed(K.W.)*

Figure 18- Sample Service

9. UPLOAD DOCUMENT

Only png, jpg, pdf and max size 4 MB files allowed

Upload Self attested copy of land documents with clear title

Upload Self attested copy of land documents with clear title.

Whether factory is stone crusher and burnt brick kilns *

☐ Yes ☐ No

In case of stone crusher and burnt brick kilns

NOC from district authority in support of fulfilling siting criteria

Memorandum and article of association/self attested partnership deed

Signature

Upload document Upload Signature

☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief.

PAYMENT DETAILS

-- PLEASE SAVE PLAN DETAILS TO MAKE PAYMENT --

Figure 19- Sample Service (Attachments)

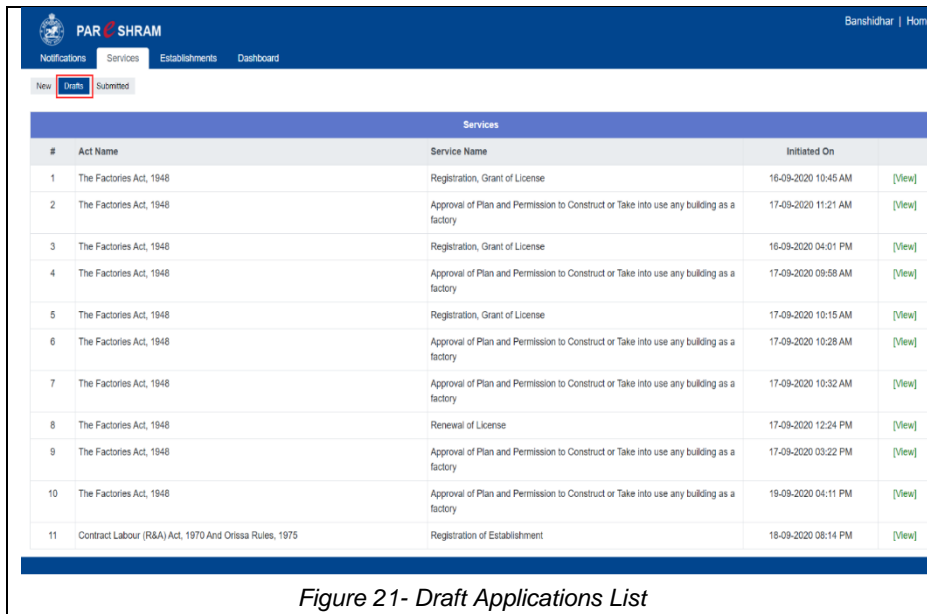
PAYMENT HISTORY

#	Challan Ref. No.	Bank Name	Transaction Status	Payment Mode
-- No Details Found --				

Figure 20- Sample Service (Save Details)

1.6.5 View Draft Applications List

When applications are saved without submitting, it will be listed under *Draft* Subtab of *Services* Tab

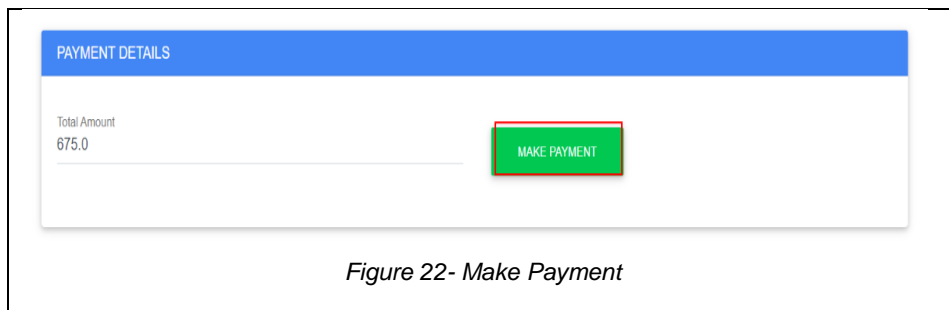


Services			
#	Act Name	Service Name	Initiated On
1	The Factories Act, 1948	Registration, Grant of License	16-09-2020 10:45 AM [View]
2	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	17-09-2020 11:21 AM [View]
3	The Factories Act, 1948	Registration, Grant of License	16-09-2020 04:01 PM [View]
4	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	17-09-2020 09:58 AM [View]
5	The Factories Act, 1948	Registration, Grant of License	17-09-2020 10:15 AM [View]
6	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	17-09-2020 10:28 AM [View]
7	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	17-09-2020 10:32 AM [View]
8	The Factories Act, 1948	Renewal of License	17-09-2020 12:24 PM [View]
9	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	17-09-2020 03:22 PM [View]
10	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	19-09-2020 04:11 PM [View]
11	Contract Labour (R&A) Act, 1970 And Orissa Rules, 1975	Registration of Establishment	18-09-2020 08:14 PM [View]

Figure 21- Draft Applications List

1.6.6 Make Payment

Once saved, for payment click on **[Make Payment]** button which will be redirected to IFMS Page



PAYMENT DETAILS

Total Amount
675.0

MAKE PAYMENT

Figure 22- Make Payment

Confirm Details

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
0200-00-101-0014-02047-000	Fees	3000.00

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
15111	Testing		

Depositor Details

Depositor Name	Address Line1	Address Line2	State
Amrit Kumar	52	Kandopara road	Odisha

Depositor Identification

Identification Type	ID Number

Next

Figure 23- Redirect IFMS Portal

Make Payment

Please select the convenient payment option.

Challan Reference Number 2EC7A575F1

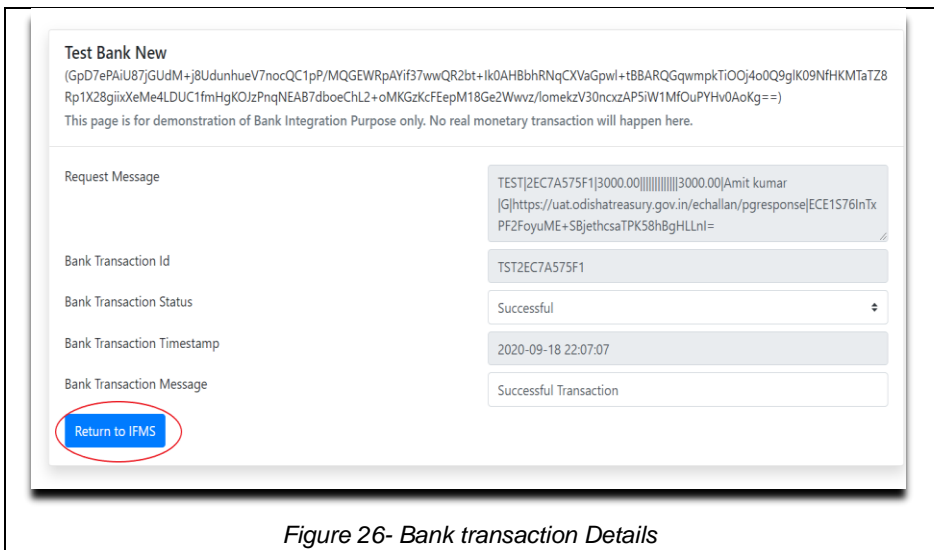
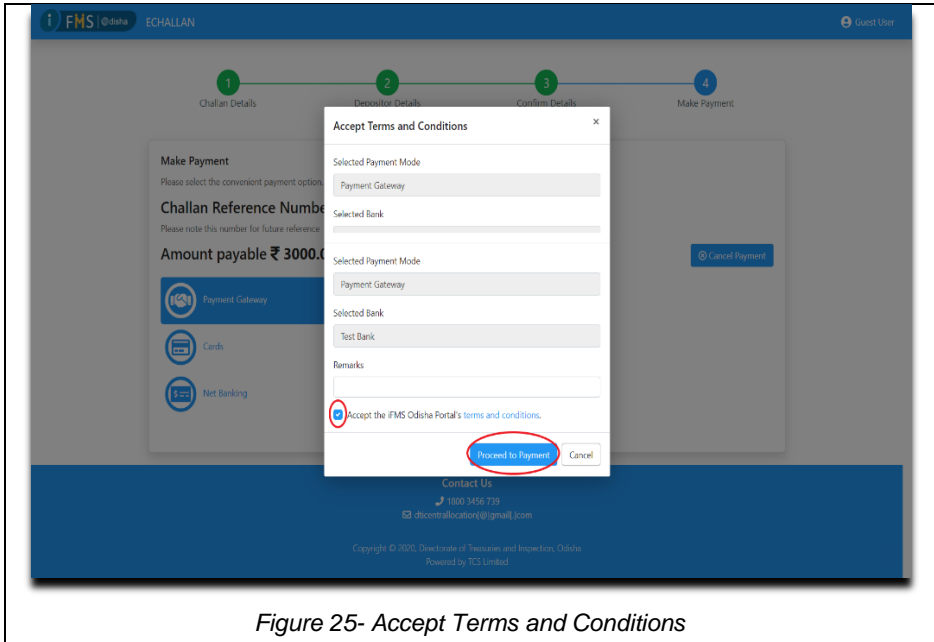
Please note this number for future reference

Amount payable ₹ 3000.00

Payment Gateway

Next

Figure 24- Payment Gateway



User can view the **[Challan Details]** also user can download Challan; After 30

seconds this page redirect to portal otherwise click on *Here* to redirect to portal

You will be redirected to the department site in 30 seconds. To return immediately, click **here**. Please do not press back or refresh button, your transaction will be terminated.

Successful transaction

Challan Details

Head of Account	Purpose	Amount
0230 00 101 0014 02047 000	Fees	3000.00

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
13113	Insling		

Depositor Details

Depositor Name	Address Line1	Address Line2	State
Amit Kumar	32	kendrapara road	Odisha

Transaction Details

e-Challan Reference ID	Name of the Bank	Mode of Payment
2EC7A575F1	Test Bank	Payment Gateway

Bank Transaction ID: TST2EC7A575F1
Bank Transaction Date & Time: 18/09/2020 10:07:07 PM
Bank Transaction Message: Successful Transaction

[Download Challan](#)

Contact Us
 Email: it@centralizedins@gmail.com
 Phone: 9439104000

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 Powered by: IC3 Limited

Figure 27- View Challan Details In IFMS

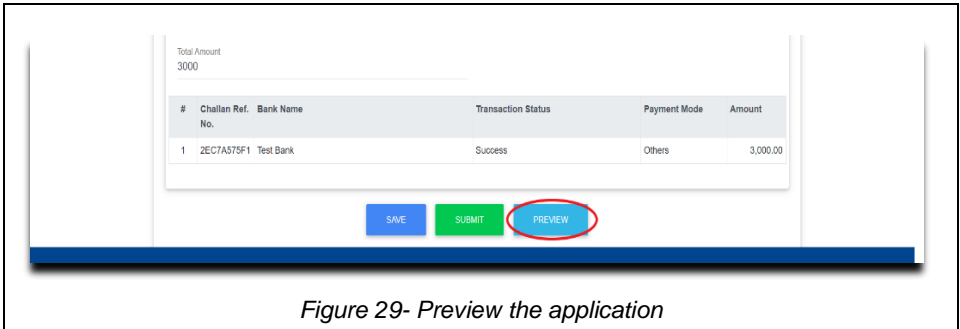
#	Challan Ref. No.	Bank Name	Transaction Status	Payment Mode	Amount
1	2EC7A575F1	Test Bank	Success	Others	3,000.00

SAVE SUBMIT PREVIEW

Figure 28- View Challan Details in the Portal

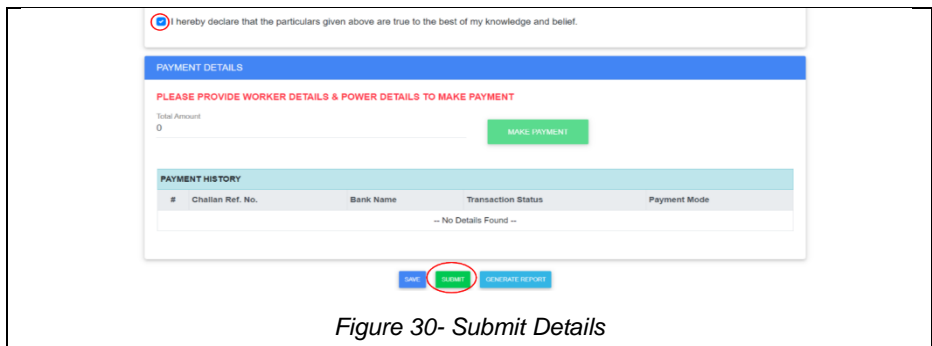
1.6.7 Preview the Application

Once payment is done, user can preview the application by clicking the **[Preview]** button



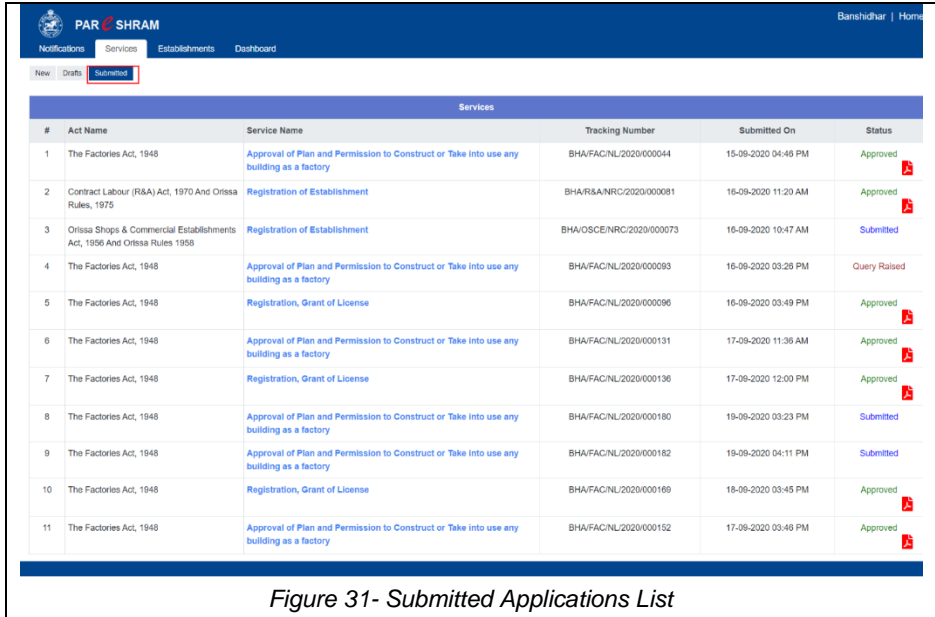
1.6.8 Submit the application

Once previewed, user can submit the application by clicking the **[Submit]** button



1.6.9 View Submitted Applications List

Once applications are submitted, it will be listed under *Submitted* Subtab of *Services* Tab

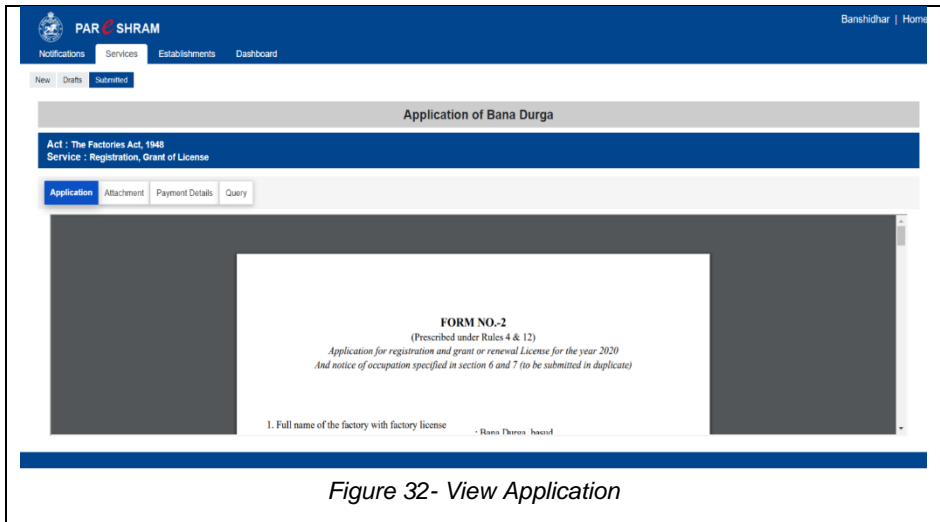


The screenshot displays the PAReSHRAM web application interface. At the top, there is a navigation bar with the PAReSHRAM logo and the user name 'Banshidhar | Home'. Below the navigation bar, there are tabs for 'Notifications', 'Services', 'Establishments', and 'Dashboard'. The 'Services' tab is active, and within it, the 'Submitted' subtab is selected. The main content area shows a table titled 'Services' with the following columns: '#', 'Act Name', 'Service Name', 'Tracking Number', 'Submitted On', and 'Status'. The table contains 11 rows of application data, each with a status icon (e.g., 'Approved', 'Submitted', 'Query Raised').

#	Act Name	Service Name	Tracking Number	Submitted On	Status
1	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/00014	15-09-2020 04:48 PM	Approved
2	Contract Labour (R&A) Act, 1970 And Orissa Rules, 1975	Registration of Establishment	BHA/R&A/NRC/2020/000081	16-09-2020 11:20 AM	Approved
3	Orissa Shops & Commercial Establishments Act, 1956 And Orissa Rules 1956	Registration of Establishment	BHA/OSCE/NRC/2020/000073	16-09-2020 10:47 AM	Submitted
4	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000093	16-09-2020 03:28 PM	Query Raised
5	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000096	16-09-2020 03:49 PM	Approved
6	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000131	17-09-2020 11:36 AM	Approved
7	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000136	17-09-2020 12:00 PM	Approved
8	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000180	19-09-2020 03:23 PM	Submitted
9	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000182	19-09-2020 04:11 PM	Submitted
10	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000169	18-09-2020 03:45 PM	Approved
11	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000152	17-09-2020 03:46 PM	Approved

Figure 31- Submitted Applications List

Under *Application* subtab user can view the application



PAReSHRAM Banshidhar | Home

Notifications Services Establishments Dashboard

New Drafts Submitted

Application of Bana Durga

Act : The Factories Act, 1948
Service : Registration, Grant of License

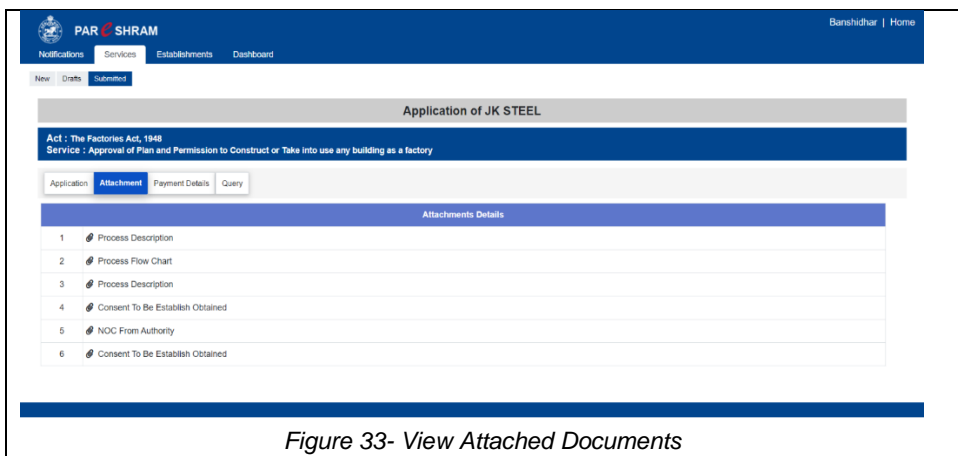
Application Attachment Payment Details Query

FORM NO.-2
(Prescribed under Rules 4 & 12)
Application for registration and grant or renewal License for the year 2020
And notice of occupation specified in section 6 and 7 (to be submitted in duplicate)

1. Full name of the factory with factory license - Rama Theras, Invered

Figure 32- View Application

Under *Attachments* subtab user can view attached documents



PAReSHRAM Banshidhar | Home

Notifications Services Establishments Dashboard

New Drafts Submitted

Application of JK STEEL

Act : The Factories Act, 1948
Service : Approval of Plan and Permission to Construct or Take into use any building as a factory

Application Attachment Payment Details Query

Attachments Details

1	Process Description
2	Process Flow Chart
3	Process Description
4	Consent To Be Establish Obtained
5	NOC From Authority
6	Consent To Be Establish Obtained

Figure 33- View Attached Documents

Under *Payment Details* subtab, user can view the payment details

Application	Attachment	Payment Details	Query
-------------	------------	-----------------	-------

Payment Details						
#	Challan Ref. No.	Challan No.	Amount	Transaction Date	Bank Name	Transaction Status
1	2EC7A575F1	...	3,000.00		Test Bank	Success

Figure 34- View Payment Details

1.6.10 Applicant Dashboard View

Applicant has the provision to view various details/ status of the Applications Submitted.

PAR e SHRAM		Amit kumar Home	
Notifications	Services	Establishments	Dashboard

Submitted Applications	1	Application Under Processing	1	Approved Applications	0	Rejected Applications	0
------------------------	---	------------------------------	---	-----------------------	---	-----------------------	---

Application Details					
#	Tracking Number	Act Name	Service Name	Submitted On	Status
1	KEN/R&A/NL/2020/000179	Contract Labour (R&A) Act, 1970 And Orissa Rules, 1975	Grant of License for Contractors	19-09-2020 09:58 PM	Pending

Figure 35- Applicant Dashboard View

1.6.11 View/Reply to Query

Any query raised by department will be listed under *Notifications*



The screenshot displays the PAReSHRAM application interface. At the top, there is a navigation bar with the PAReSHRAM logo and the text 'Banshidhar | Home'. Below the navigation bar, there is a menu with 'Notifications', 'Services', 'Establishments', and 'Dashboard'. The main content area shows a list of queries and their status. The first query is highlighted with a red border. The table below contains the following data:

Application Queried By	Query	Received On	Action
Application Queried By Receiving Officer F&B, Receiving Officer	Query	Received On 19-09-2020	
Application has been Approved	Approved	Received On 18-09-2020	
Application has been Approved	Approved	Received On 18-09-2020	
Application has been Approved	Approved	Received On 17-09-2020	
Application Queried By Biswajit Panigrahi, Assistant Director(Safety)	Query	Received On 17-09-2020	
Application has been Approved	Approved	Received On 17-09-2020	
Application has been Approved	Approved	Received On 16-09-2020	
Application Queried By Biswajit Panigrahi, Assistant Director(Safety)	Query	Received On 16-09-2020	
Application has been Approved	Approved	Received On 16-09-2020	
Application Queried By Sunita Kisan, Assistant Labour Officer	Query	Received On 16-09-2020	
Application has been Approved	Approved	Received On 15-09-2020	
Application Queried By Receiving Officer F&B, Support Engineer	Query	Received On 15-09-2020	

Figure 36- View Received Query

User can view the query and respond back by clicking the reply button under **Query** Tab; On the following page that appears Upload and browse the document, add reply and click on **[Save]** button, it will be auto forwarded to Department User

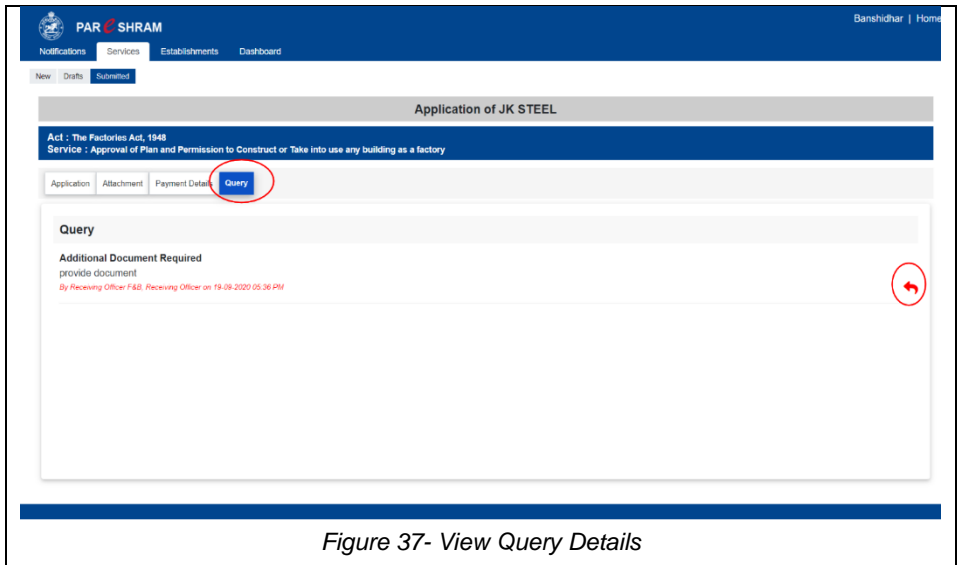


Figure 37- View Query Details

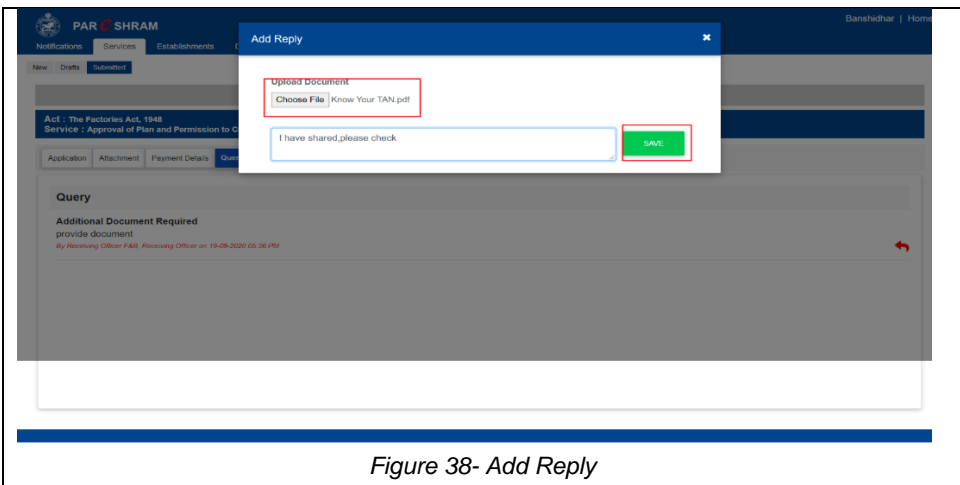


Figure 38- Add Reply



Figure 39- View Attachment and reply


1.6.12 View and Download Application Outcome

Applicant will be notified through SMS/ Email/ Portal on the status of their submitted applications.

Once approved or rejected it will be notified and the user can download the digitally signed application outcome (License/ RC / Permit etc.) under *Submitted* Subtab of *Service* Tab.

PAReSHRAM			Amit kumar Home
Notifications	Services	Establishments	Dashboard
Application has been Rejected	Rejected	Received On 19-09-2020	
Application has been Approved	Approved	Received On 19-09-2020	
Application Queried By Jttn, Receiving Officer	Query	Received On 19-09-2020	

Figure 40- View Approved/ Rejected Notification



Notifications

Services

Establishments

Dashboard

New

Drafts

Submitted

Services					
#	Act Name	Service Name	Tracking Number	Submitted On	Status
1	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000044	15-09-2020 04:46 PM	Approved
2	Contract Labour (R&A) Act, 1970 And Orissa Rules, 1975	Registration of Establishment	BHA/R&A/NRC/2020/000081	16-09-2020 11:20 AM	Approved
3	Orissa Shops & Commercial Establishments Act, 1956 And Orissa Rules 1956	Registration of Establishment	BHA/OSCE/NRC/2020/000073	16-09-2020 10:47 AM	Submitted
4	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000093	16-09-2020 03:26 PM	Query Raised
5	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000096	16-09-2020 03:49 PM	Approved
6	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000131	17-09-2020 11:36 AM	Approved
7	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000136	17-09-2020 12:00 PM	Approved
8	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000180	19-09-2020 03:23 PM	Submitted
9	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000182	19-09-2020 04:11 PM	Approved
10	The Factories Act, 1948	Registration, Grant of License	BHA/FAC/NL/2020/000169	18-09-2020 03:45 PM	Approved
11	The Factories Act, 1948	Approval of Plan and Permission to Construct or Take into use any building as a factory	BHA/FAC/NL/2020/000152	17-09-2020 03:46 PM	Approved

Figure 41- Approved/ Rejected Certificate

1.6.13 User Log Out

User can logout from the portal by clicking the applicant name on top-right corner of the page and then clicking the **[Logout]** button

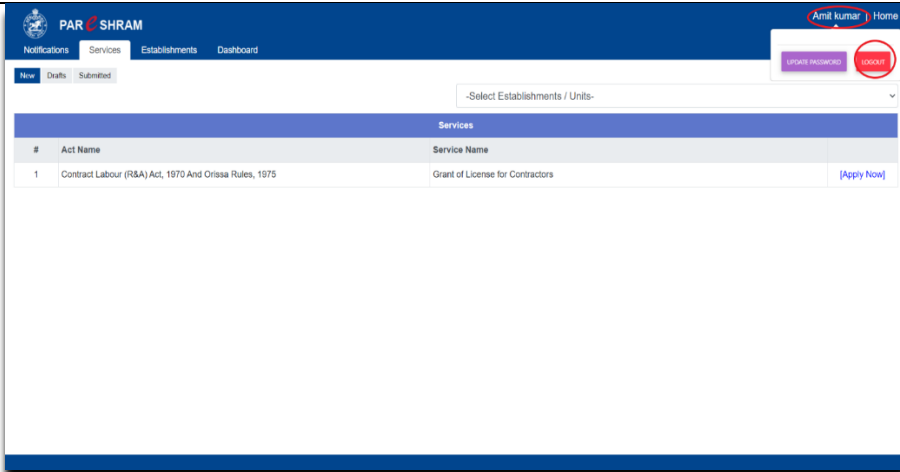


Figure 42- Logging out from Portal