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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*

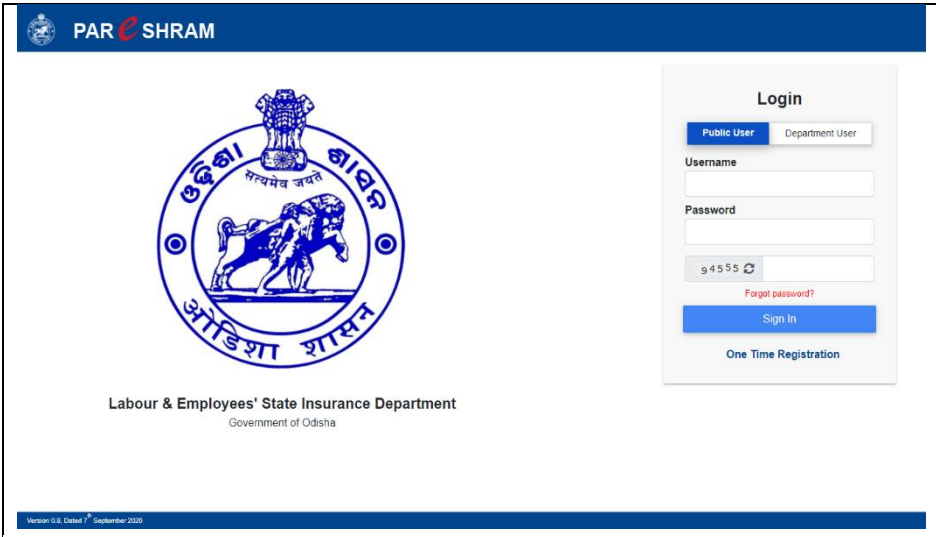

Figure 1- Login Page

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

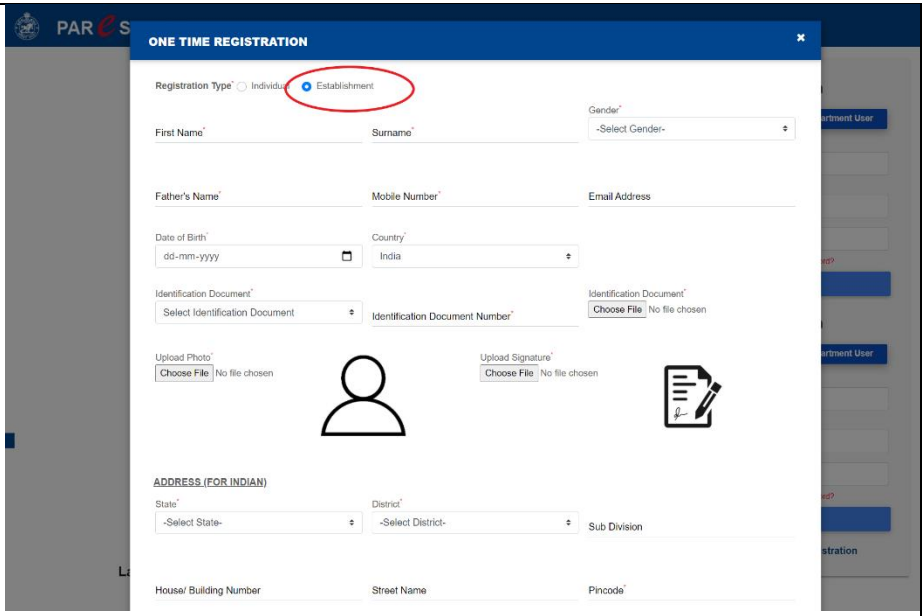

Figure 2- One Time Registration for Establishments

1.2.1 For Indian Users

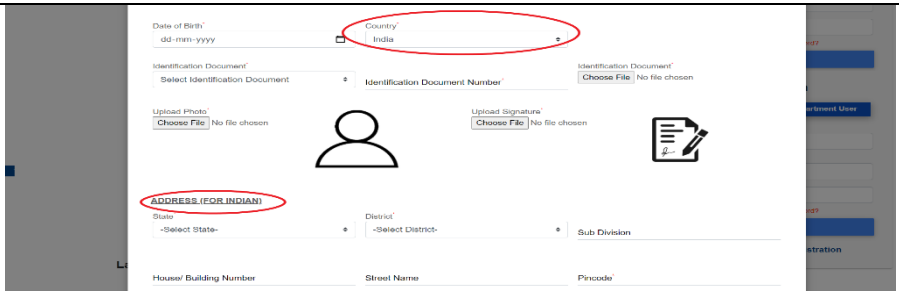

Figure 3- For Indian Users

1.2.2 For Foreign Users

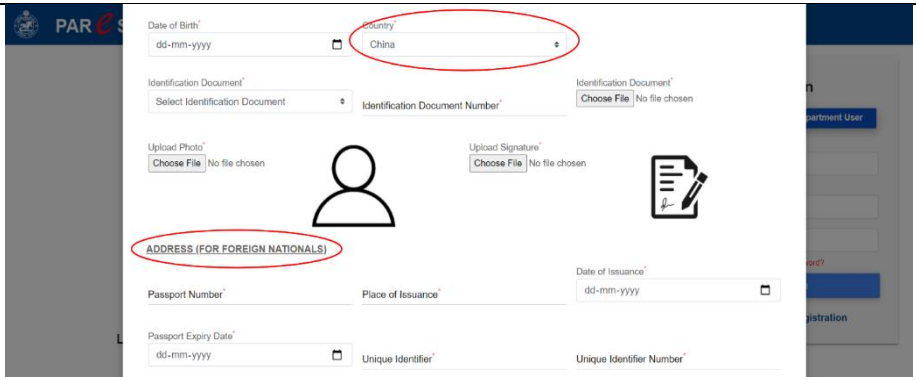

Figure 4- For Foreign Users

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

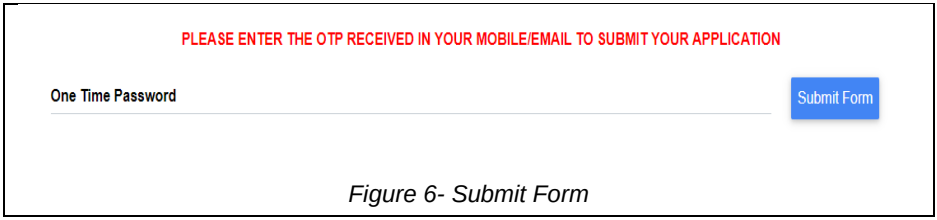

Figure 6- Submit Form

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

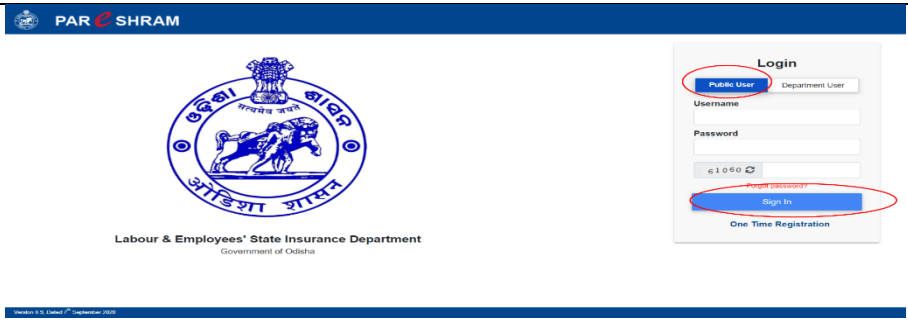

Figure 7- Sign In with temporary Password

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

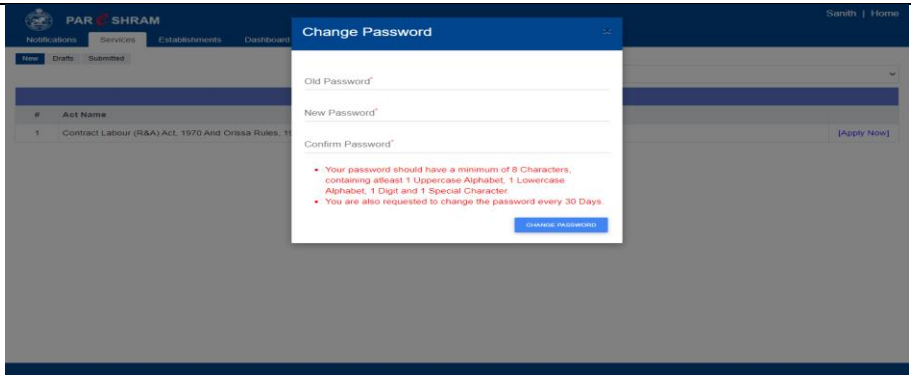

Figure 8- Change Password

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

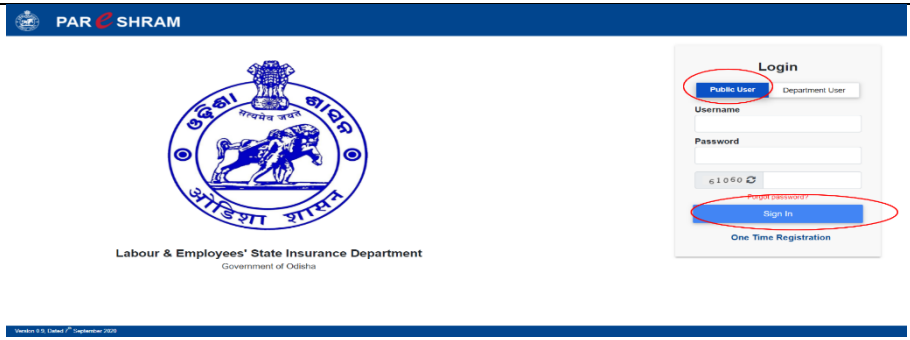

Figure 9- Login as Public User

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)

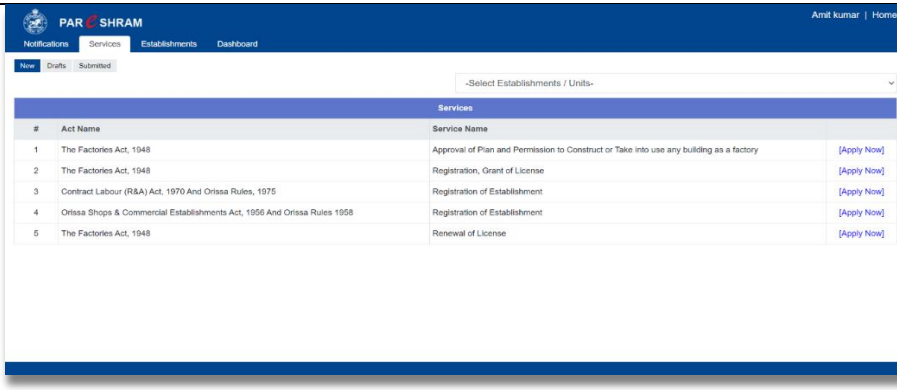

Figure 10- Home Page of Public User

1.6.2 Add Establishments

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

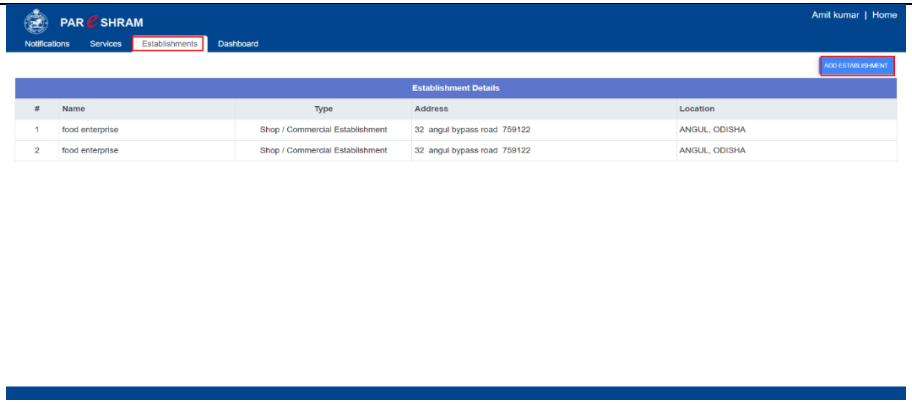

Figure 11-Add Establishments

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

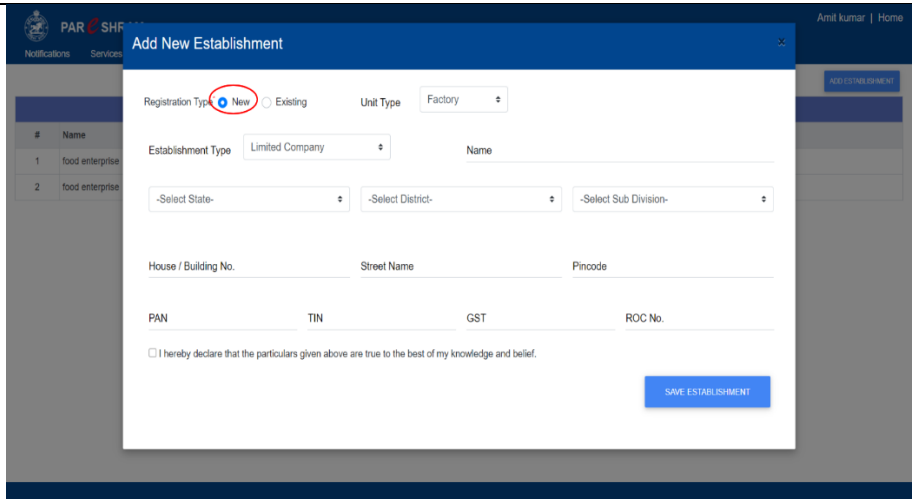

Figure 12- Add Details of New Establishment

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

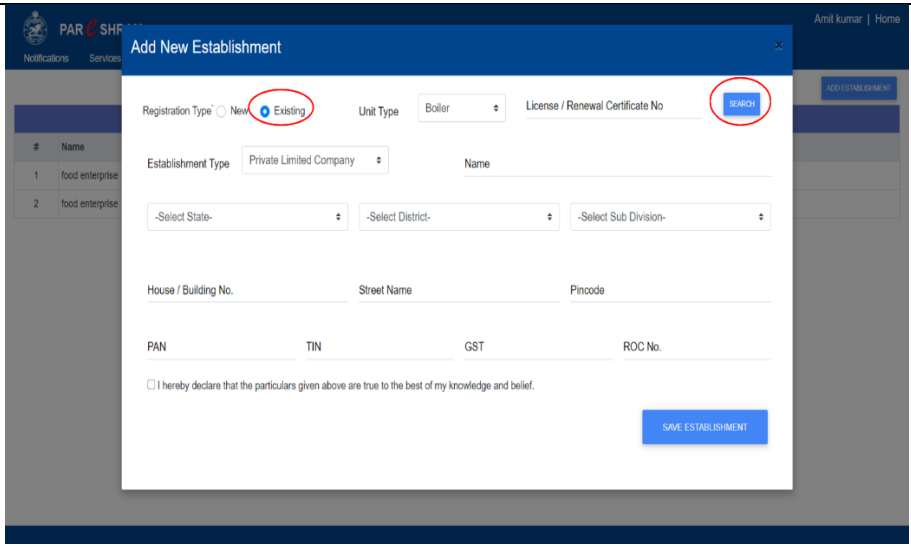

Figure 13- Add Details of Existing Establishment

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

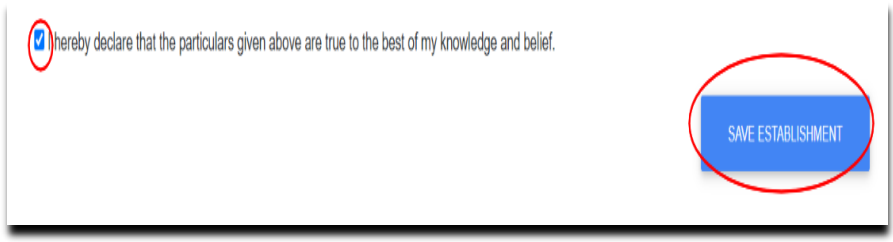

Figure 14- Save Establishment

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

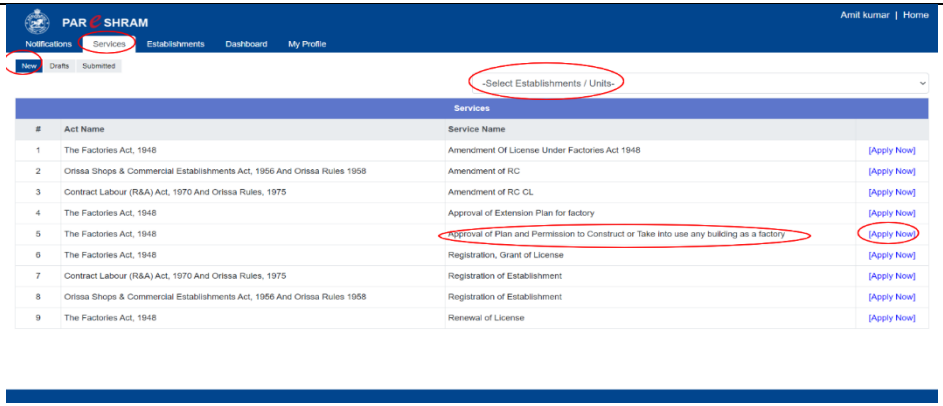

Figure 15- Apply for Services

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.

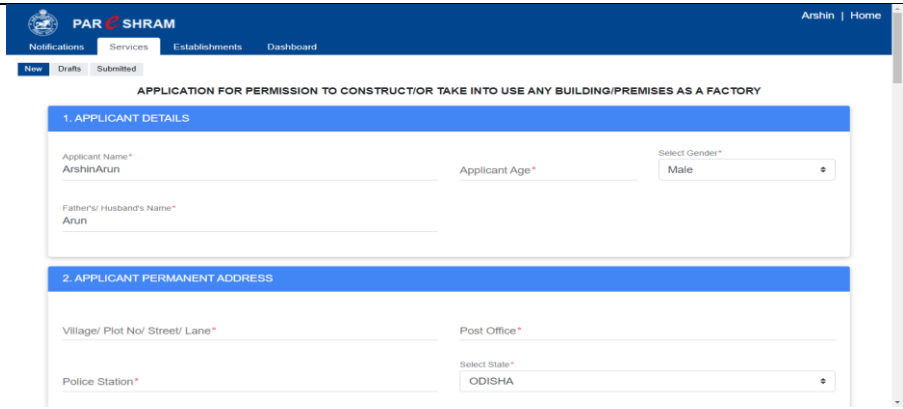

Figure 16- Sample Service

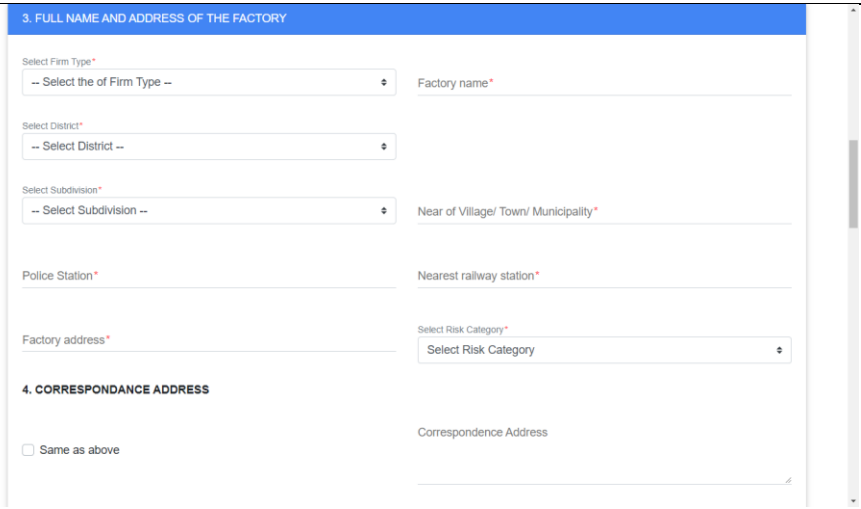

Figure 17- Sample Service

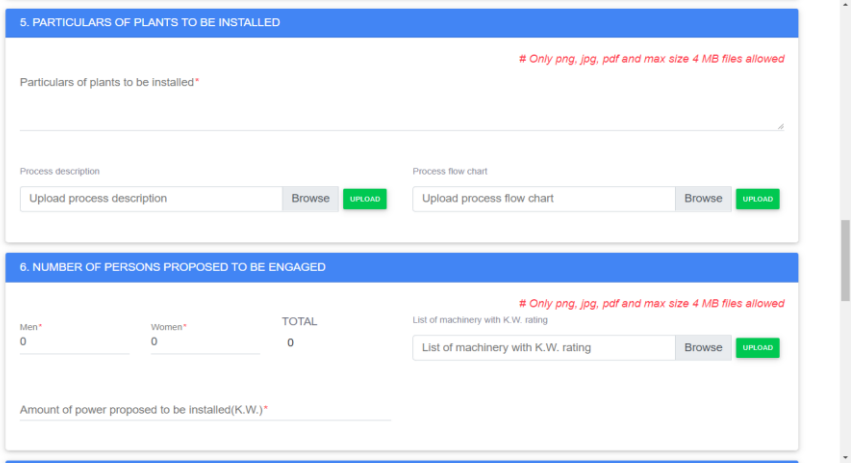

Figure 18- Sample Service

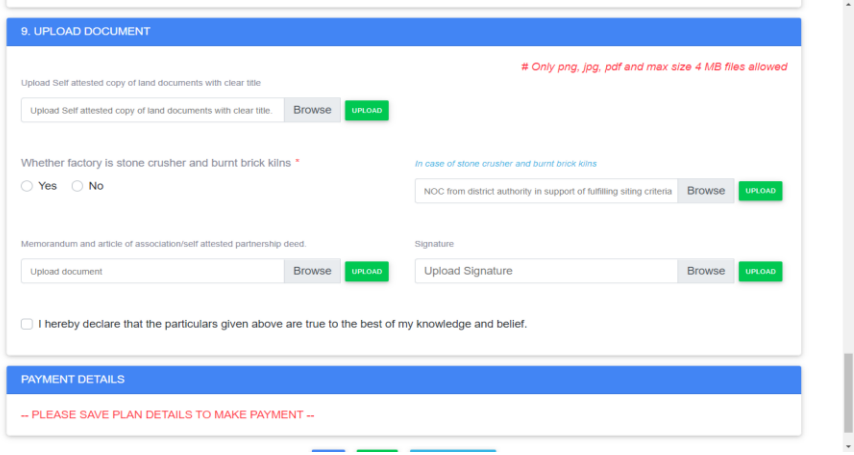

Figure 19- Sample Service (Attachments)

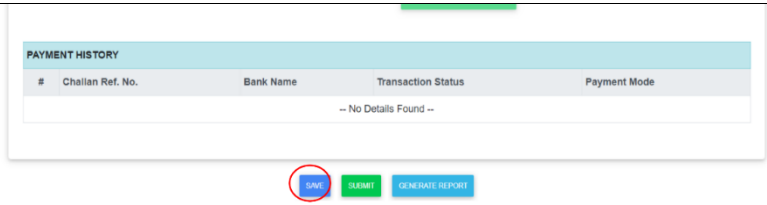

Figure 20- Sample Service (Save Details)

1.6.5 View Draft Applications List

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

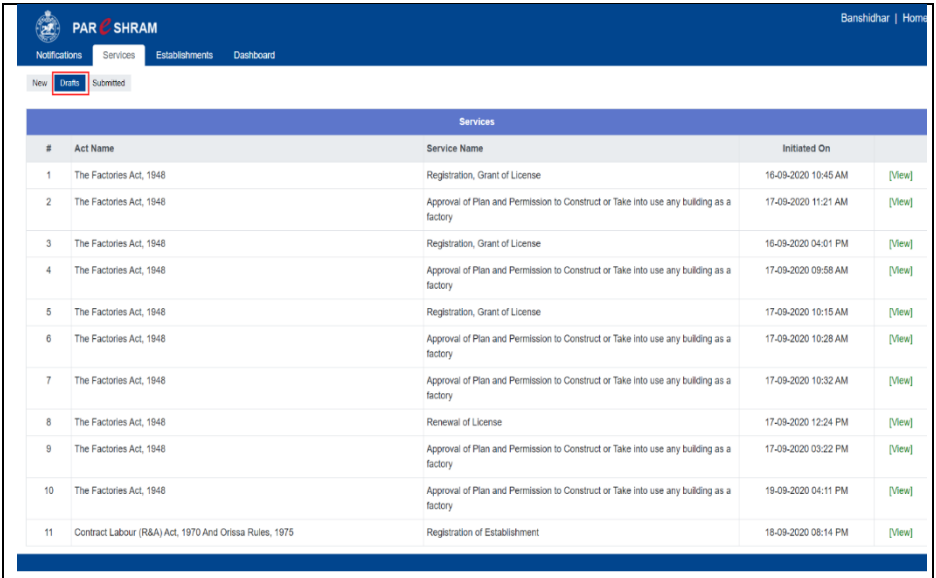

Figure 21- Draft Applications List

1.6.6 Make Payment

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

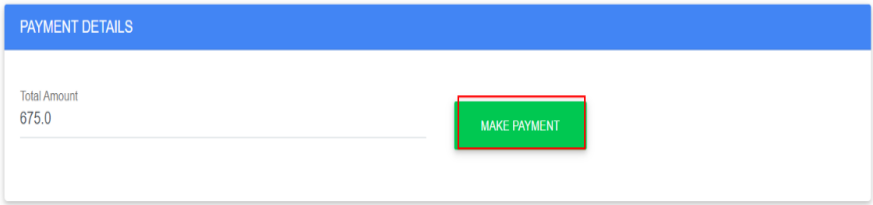

Figure 22- Make Payment

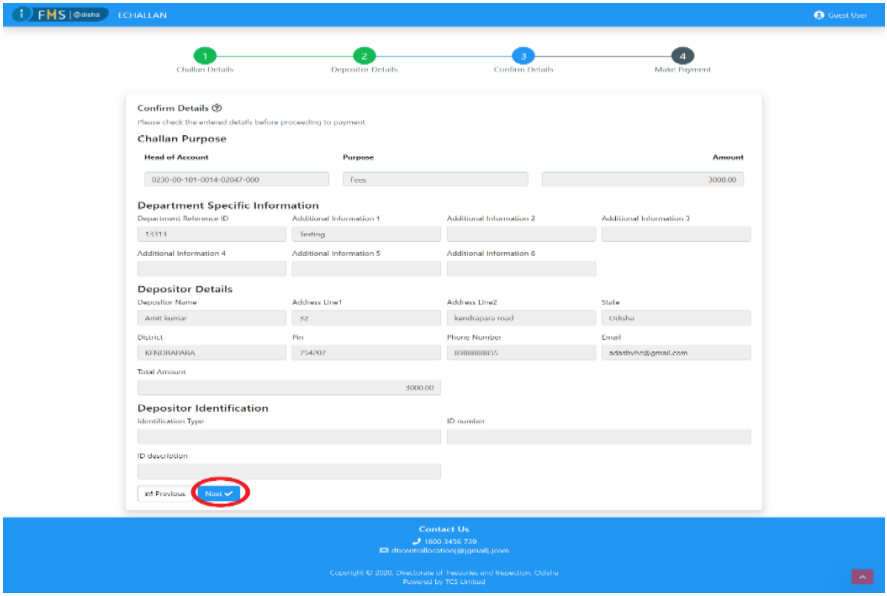

Figure 23- Redirect IFMS Portal

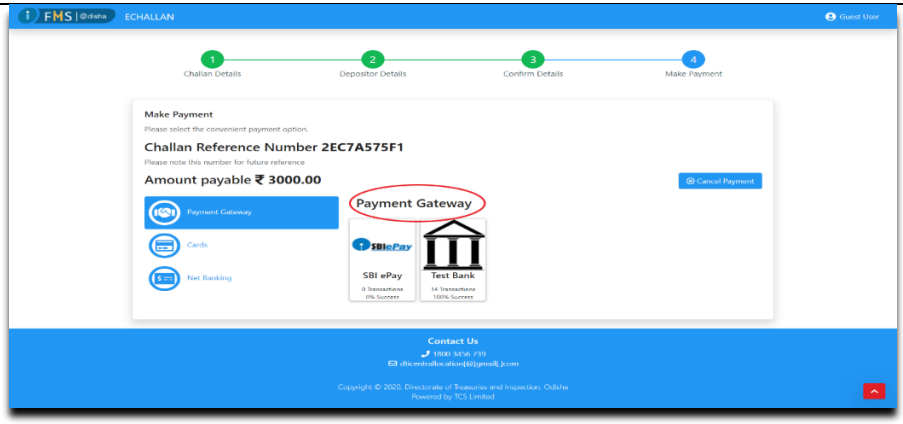

Figure 24- Payment Gateway

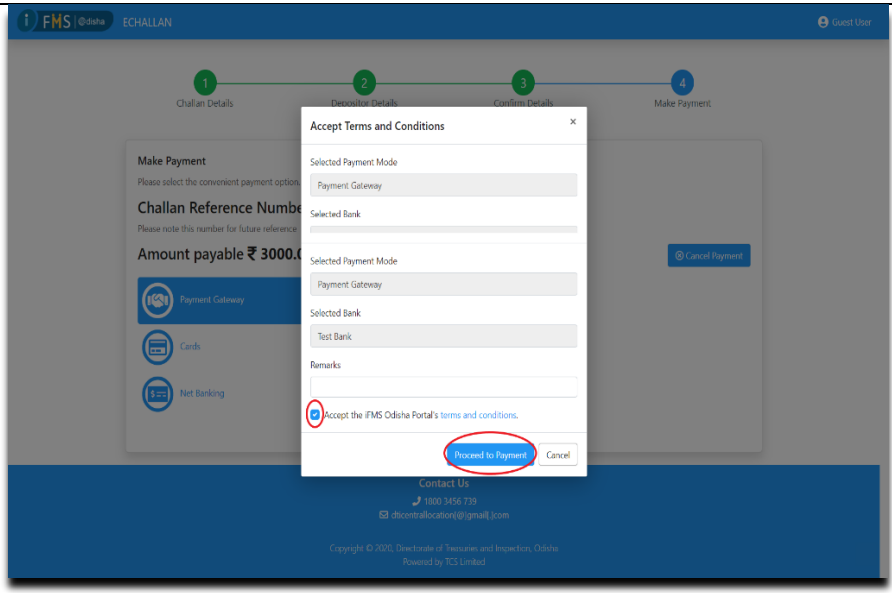

Figure 25- Accept Terms and Conditions

Figure 26- Bank transaction Details

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

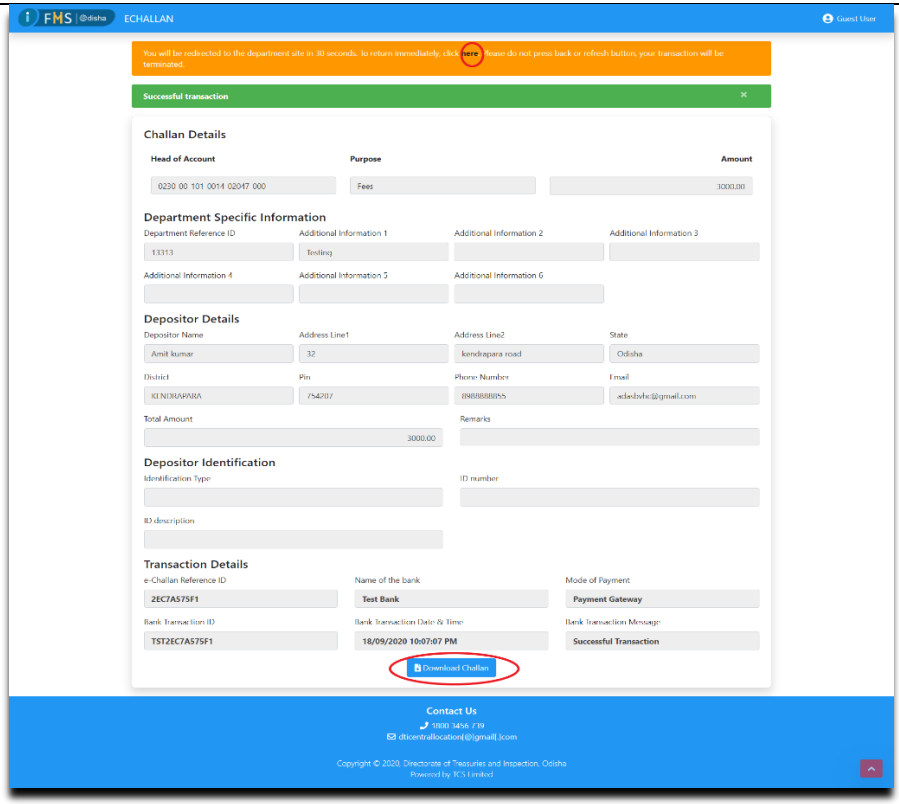

Figure 27- View Challan Details In IFMS

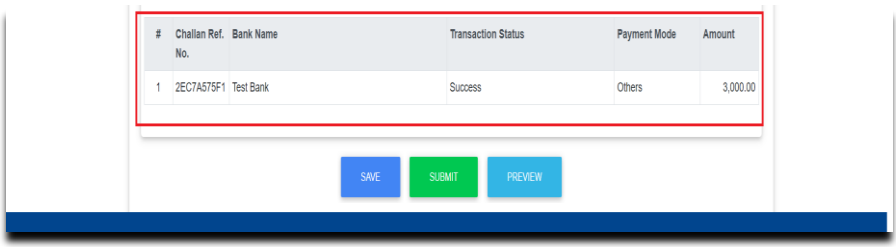

Figure 28- View Challan Details in the Portal

1.6.7 Preview the Application

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

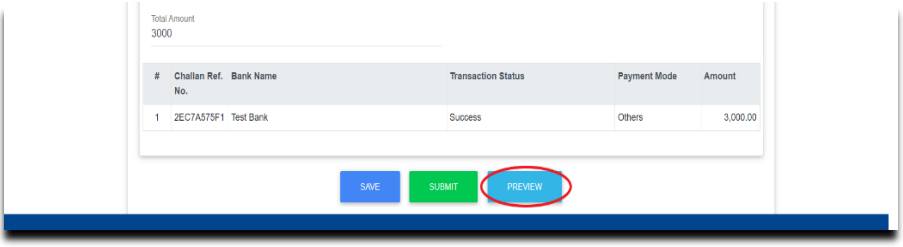

Figure 29- Preview the application

1.6.8 Submit the application

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

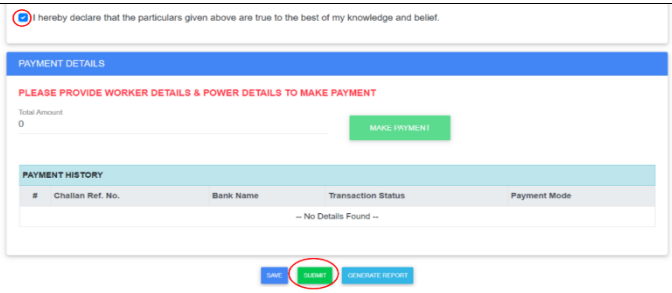

Figure 30- Submit Details

1.6.9 View Submitted Applications List

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

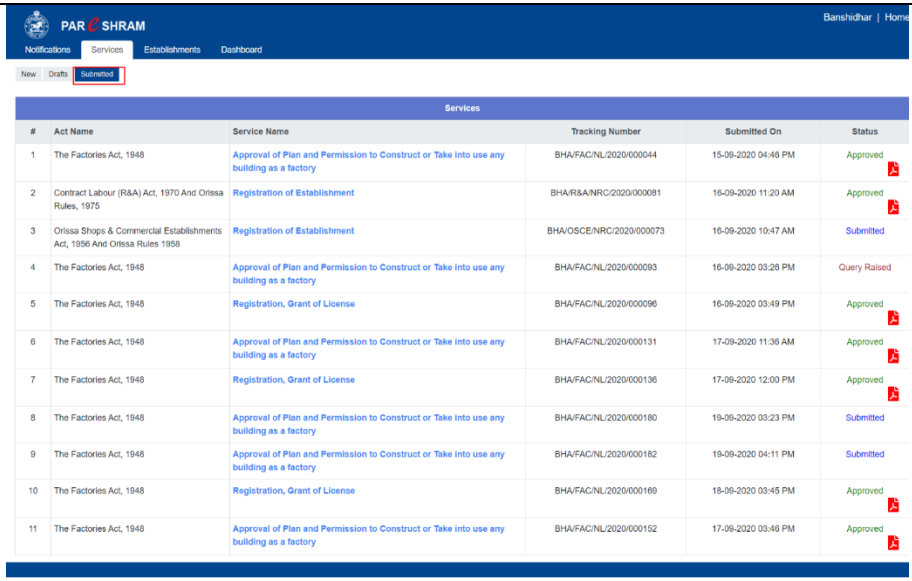

Figure 31- Submitted Applications List

Under *Application* subtab user can view the application

Figure 32- View Application

Under *Attachments* subtab user can view attached documents

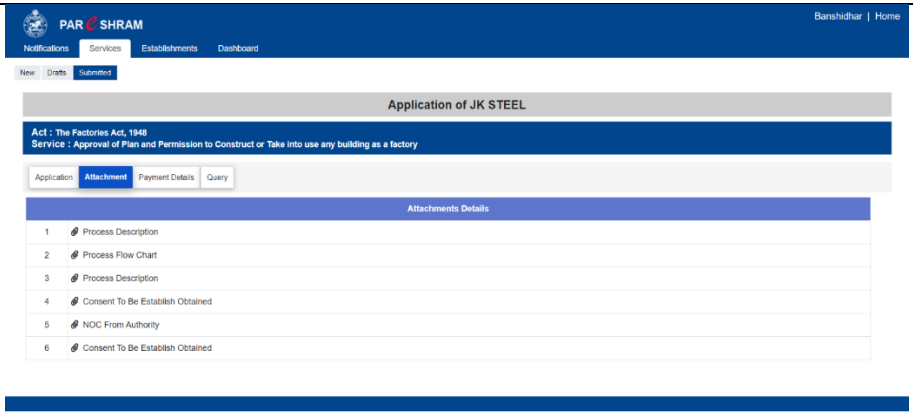

Figure 33- View Attached Documents

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

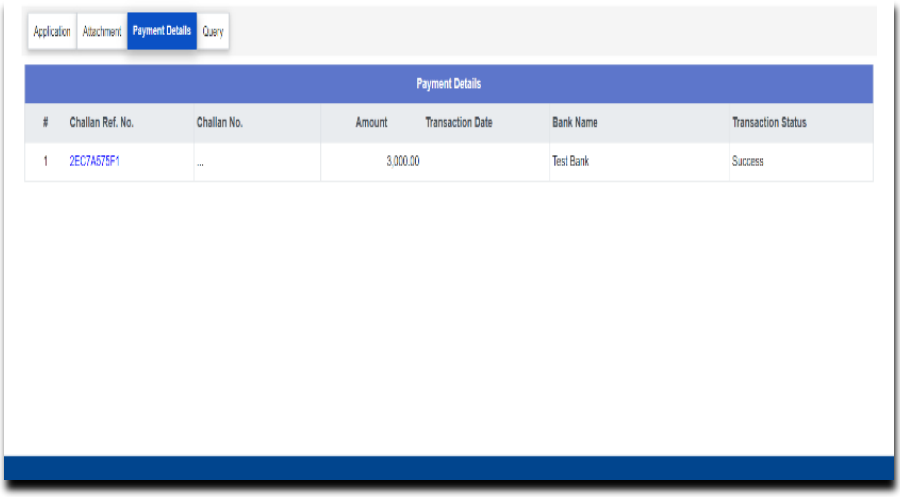

Figure 34- View Payment Details

1.6.10 Applicant Dashboard View

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

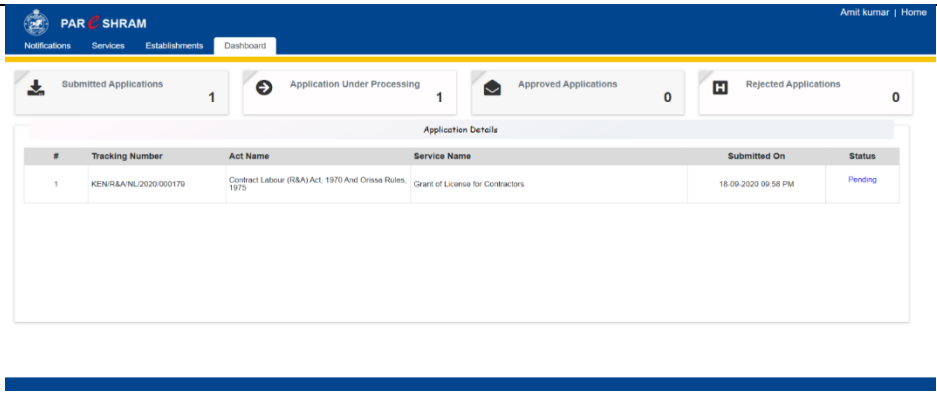

Figure 35- Applicant Dashboard View

1.6.11 View/Reply to Query

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

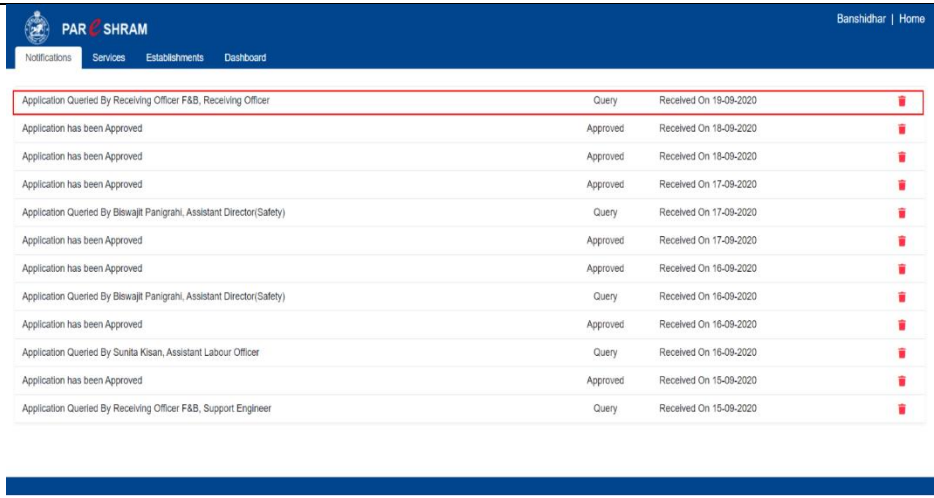

Figure 36- View Received Query

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

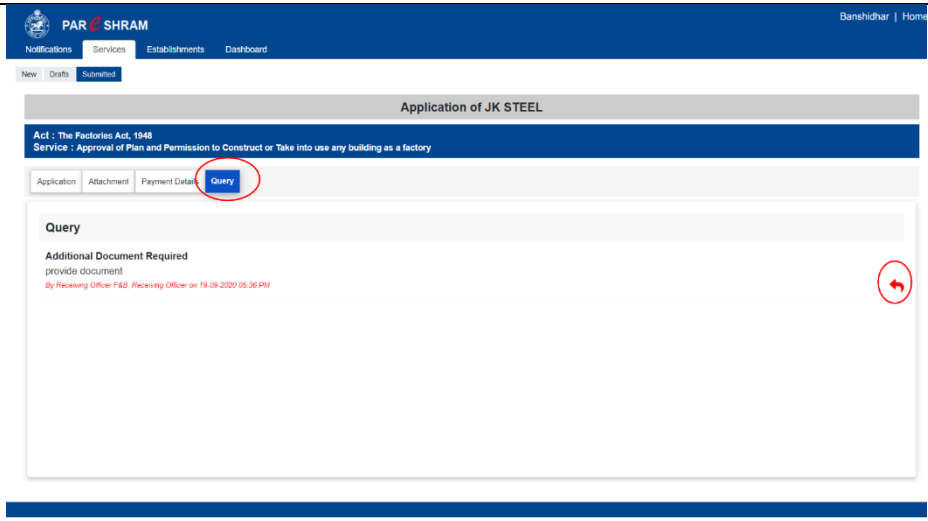

Figure 37- View Query Details

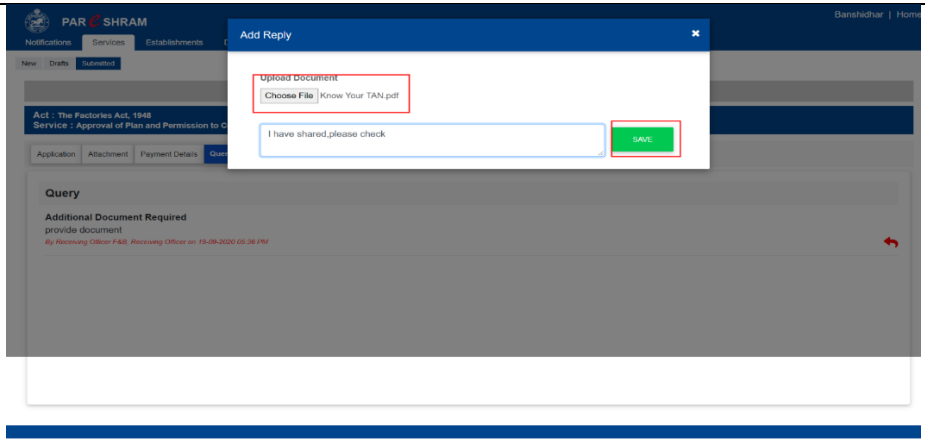

Figure 38- Add Reply

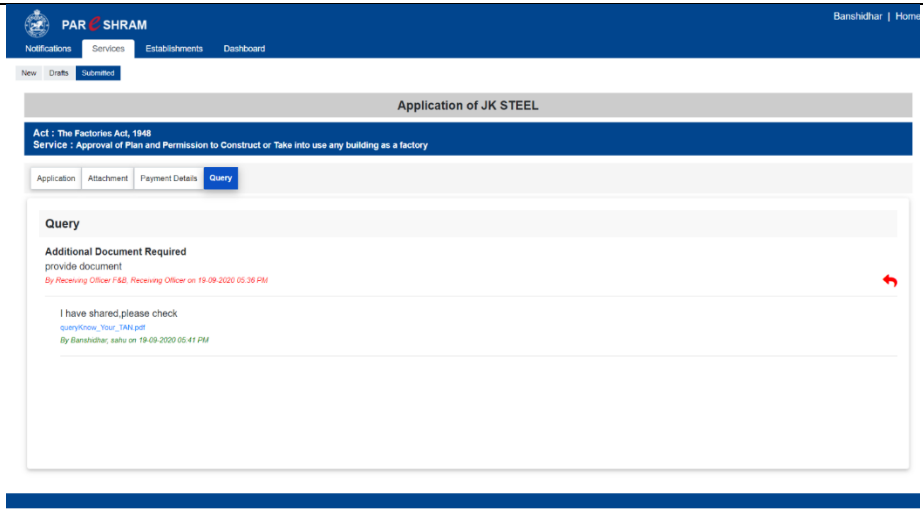

Figure 39- View Attachment and reply

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.

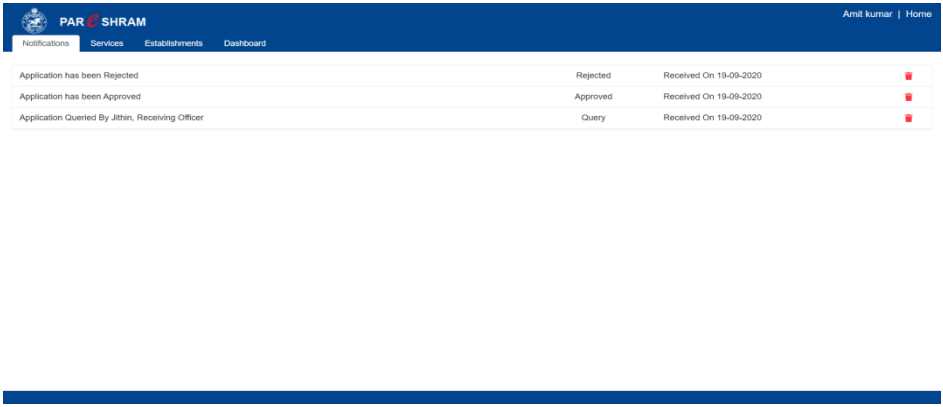

Figure 40- View Approved/ Rejected Notification

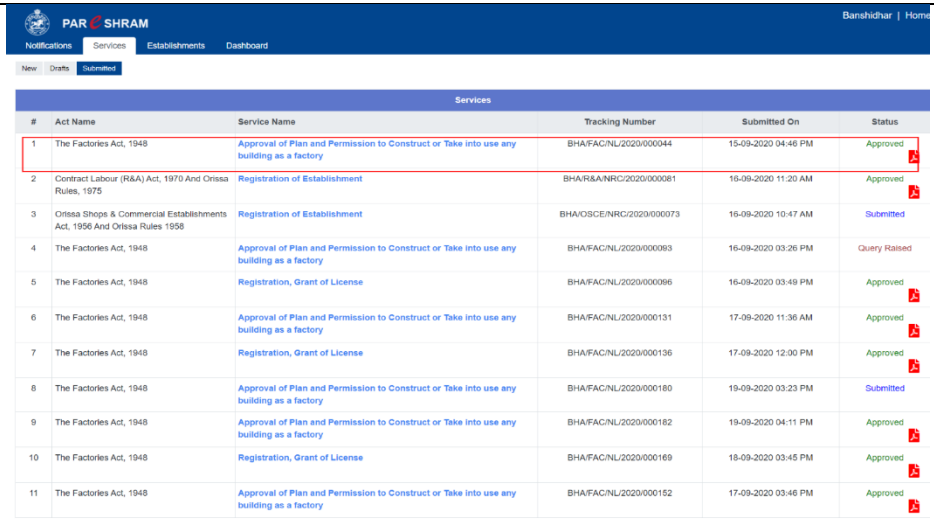

Figure 41- Approved/ Rejected Certificate

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

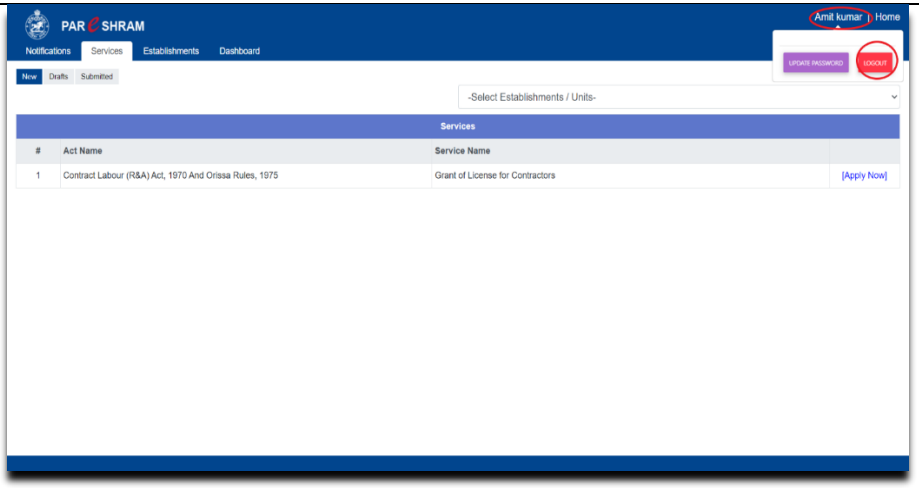

Figure 42- Logging out from Portal