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1. COMPANY SETUP

The Companies subscribing for Compliance Operations with LKN need to be set up in the Portal. This would be a one-time activity for a Company or whenever one or more units get added to the Company.

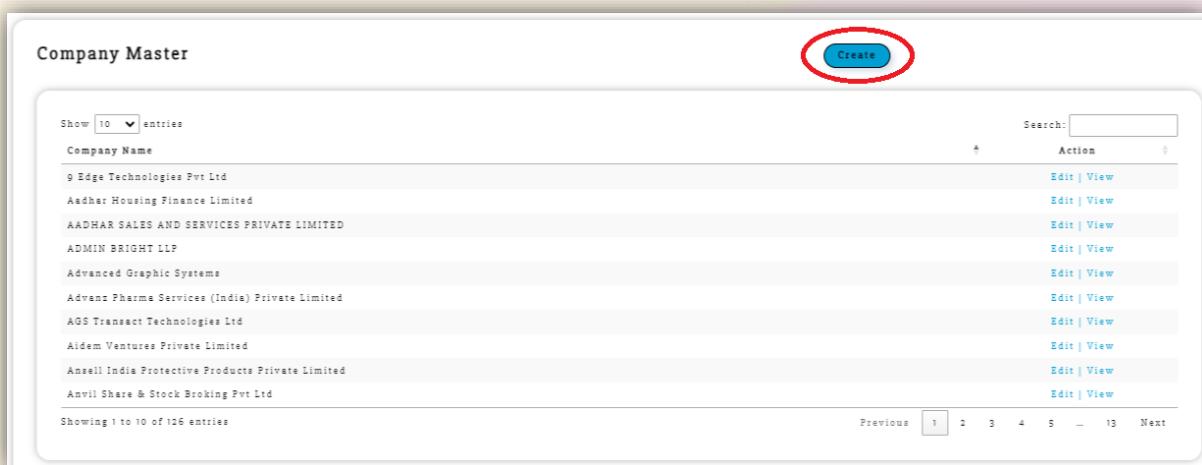
Menu – Company Setup

Order:

Company → Location → Template → Contractor → License → Abstract/Notification

1.1 Company

- Create the companies in the company master by using the **Create** button as shown below.



The screenshot shows a web-based application titled "Company Master". At the top right, there is a blue "Create" button with a red circle drawn around it. Below the title, there are search and filter options: "Show 10 entries" and "Search: []". A table lists various company names with corresponding "Edit | View" links in the "Action" column. The companies listed include: Edge Technologies Pvt Ltd, Aadhar Housing Finance Limited, AADHAR SALES AND SERVICES PRIVATE LIMITED, ADMIN BRIGHT LLP, Advanced Graphic Systems, Advant Pharma Services (India) Private Limited, AGS Transact Technologies Ltd, Alidem Ventures Private Limited, Ansell India Protective Products Private Limited, and Anvil Share & Stock Broking Pvt Ltd. At the bottom of the table, it says "Showing 1 to 10 of 126 entries" and includes navigation links for "Previous" and "Next".

Company Master Create
[Back to Index](#)

 Company Name * :

 Company Address * :

 Contact Person Name * :

 Contact Person Email * :

 Contact Person Mobile No * :

 PF Payment Day * :

 Company Name Short * :

- Further, enter details in the fields in the [Company Master Create](#) screen and submit.
- Upon successful submission, the user can view the inserted company details using the [View](#) Action given in the Company Master index.

Company Master
[Create](#)

Show 10 entries

Company Name

1
33
9 Edge Technologies Pvt Ltd
Aadhar Housing Finance Limited
AADHAR SALES AND SERVICES PRIVATE LIMITED
ADMIN BRIGHT LLP
Advanced Graphic Systems
Advanz Pharma Services (India) Private Limited

 Search:

Action

[Edit | View](#)

SUCCESS

Company Created Successfully!!!!

- The user can edit the details of any Company by using the Edit Action given in the index.

1.2 Location

The user can create the company location in an individual manner as well as upload multiple locations at once.

- While creating individual locations use the **Create** button in the [Location Master](#) screen shown below.

Location Master			
			Upload
Company Name		Location Name	Location Address
g Edge Technologies Pvt Ltd	Mumbai	Millenium Business Park, MIDC Industrial Area, Sector 1, Kopar Khairane, Navi Mumbai, Maharashtra 400710	Edit View
Aadhar Housing Finance Limited	Bangalore Zonal Office	No 3., JYT Towers,, 8th A Main Road,, Corporation Circle, S R Nagar,Bangalore, 560027.	Edit View
Aadhar Housing Finance Limited	Bhopal	Aadhar Housing Finance Limited No 3, Plot no - 10 Zone - 1 M.P.Nahar Bhopal.	Edit View
Aadhar Housing Finance Limited	Bhubaneswar	3rd floor,45/46 ashok nager,Janpath, bhubaneswar751009	Edit View
Aadhar Housing Finance Limited	Chandigarh	SSN TOWERS, 2ND FLOOR, SCO 23, AMBALA ZIRAKPUR ROAD, NEAR CORPORATION BANK,DIST MOHALI, 140603,ZIRAKPUR, Dera Bassi ,Sahibzada Ajit Singh Nagar,DeraBassi, 140603	Edit View
Aadhar Housing Finance Limited	Chennai	11 & 11A, Challa mall, # 109, 1st floor,, Sir theyagaraya road,T.nager Town, Mamalem Teluk, Chennai District - 600017	Edit View
Aadhar Housing Finance Limited	Dehradun	59/3 raipur road , ramtirth mishan dehradun 248001	Edit View
Aadhar Housing Finance Limited	Gurugram	Plot No. 48/5 Amar Arcade , Second Floor , Vill : Gurgaon - i, Teh : Gurgaon , Distt: Gurugram ,state: Haryans	Edit View
Aadhar Housing Finance Limited	Jaipur	C-98, 5th Floor , Sanghi Upasana Tower, Subhash Marg , C Scheme,Jaipur, Rajasthan	Edit View
Aadhar Housing Finance Limited	Kolkata	21,HEMANTA BASU SARANI, 2ND FLOOR, ROOM NO-231,CENTER POINT, KOLKATA, Ward No. -45, BOROUGH - V, KOLKATA MUNICIPAL CORPORATION, P. S. - HARE STREET, P. O. - TELEPHONE BHAWAN S.O. Dist. - KOLKATA, Pin. - 700001	Edit View

Show 10 entries [Search](#)

Action [Edit](#) | [View](#)

Showing 1 to 10 of 945 entries [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [95](#) [Next](#)

Location Master Create		Back to Index	
Company Name :	<input type="button" value="Select a company"/>	State Name :	<input type="button" value="Select a state"/>
Location Name :	<input type="text"/>	Appropriate Government Name :	<input type="text"/>
Establishment Name :	<input type="text"/>	Establishment Address :	<input type="text"/>
Director Name 1:	<input type="text"/>	Director Name 2:	<input type="text"/>
Director Name 3:	<input type="text"/>	Director Name 4:	<input type="text"/>
Director Name 5:	<input type="text"/>	Manager Name :	<input type="text"/>
Authorized Person Name Gratuity Act:	<input type="text"/>	Authorized Person Designation :	<input type="text"/>
Nature Of Buisness:	<input type="text"/>	Male Employment Count :	<input type="text"/>

- Furthermore, in the [Location Master Create](#) screen, select the company from the dropdown which displays the company names from the company master, and then fill in the rest of the fields and submit.

Nature Of Business:	<input type="text"/>	Male Employment Count :	<input type="text"/>
Female Employment Count:	<input type="text"/>	Employees Through Contractor :	<input type="text"/>
Closure Date:	<input type="text"/> yyyy-mm-dd	Horse Power :	<input type="text"/>
Remarks:	<input type="text"/>		
Status:	<input type="checkbox"/>		
SUBMIT			

- While creating multiple locations use the **Upload** button on the Location Master screen shown below.

Location Master

Company Name	Location Name	Location Address	Action
g Edge Technologies Pvt Ltd	Mumbai	Millenium Business Park, MIDC Industrial Area, Sector 1, Kopar Khairane, Navi Mumbai, Maharashtra 400710	Edit View
Aadhar Housing Finance Limited	Bangalore Zonal Office	No 3., JVT Towers., 8th A Main Road., Corporation Circle, S R Nagar,Bangalore. 560027.	Edit View
Aadhar Housing Finance Limited	Bhopal	Aadhar Housing Finance Limited No 3, Plot no - 10 Zone - 1 M.P.Nahar Bhopal.	Edit View
Aadhar Housing Finance Limited	Bhubaneswar	1st floor,45/46 ashok nager,Janpath, bhubaneswar751009	Edit View
Aadhar Housing Finance Limited	Chandigarh	SSN TOWERS, 2ND FLOOR, SCO 29, AMBALA ZIRAKPUR ROAD, NEAR CORPORATION BANK,DIST MOHALI, 140603,ZIRAKPUR, Dera Bassi,Sahibzada Ajit Singh Nagar,DeraBassi, 140603	Edit View
Aadhar Housing Finance Limited	Chennai	11 & 11A, Challa mall, # 109, 1st floor,, Sir theyegaray road,T.nager Town, Mambalam Taluk,Chennai District - 600017	Edit View
Aadhar Housing Finance Limited	Dehradun	59/3 rajpur road , ramtirth mishan dehradun 248001	Edit View
Aadhar Housing Finance Limited	Gurugram	Plot No. 48/5 Amar Arcade , Second Floor , Vil : Gurgaon - i , Teh : Gurgaon , Distt: Gurugram ,state: Haryana	Edit View
Aadhar Housing Finance Limited	Jaipur	C-98, 5th Floor , Sanghi Upasana Tower, Subhash Marg , C Scheme,Jaipur, Rajasthan	Edit View
Aadhar Housing Finance Limited	Kolkata	21,HEMANTA BASU SARANI, 2ND FLOOR, ROOM NO-231,CENTER POINT, KOLKATA, Ward No. - 45, BOROUGH - V, KOLKATA MUNICIPAL CORPORATION, P. S. - HARE STREET, P. O. - TELEPHONE BHAWAN S.O. Dist. - KOLKATA, Pin.. 700001	Edit View

Show 1 to 10 of 945 entries

Previous 1 2 3 4 5 ... 95 Next

- Always download a fresh sample using the **Download Sample** button in the Upload Excel File screen shown below.

Upload Excel File

Download Sample	<input type="button" value="Choosefile"/> No file chosen	Upload																			
* PLEASE REFER THE BELOW TABLES TO ENTER THE COMPANY ID AND STATE ID IN THE EXCEL FILES!!!																					
Show 10 entries	Search: <input type="text"/>	Show 10 entries																			
<table border="1"> <thead> <tr> <th>Id #</th> <th>Company Name</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Skechers South Asia Pvt Ltd</td> </tr> <tr> <td>3</td> <td>TestTechnowin</td> </tr> <tr> <td>4</td> <td>TURTLEMINIT INSURANCE BROKING SERVICES PRIVATE LIMITED</td> </tr> <tr> <td>5</td> <td>Rebel Foods Private Limited</td> </tr> </tbody> </table>	Id #	Company Name	2	Skechers South Asia Pvt Ltd	3	TestTechnowin	4	TURTLEMINIT INSURANCE BROKING SERVICES PRIVATE LIMITED	5	Rebel Foods Private Limited	<table border="1"> <thead> <tr> <th>Id</th> <th>State Name</th> </tr> </thead> <tbody> <tr> <td>1476</td> <td>Andhra Pradesh</td> </tr> <tr> <td>1477</td> <td>Arunachal Pradesh</td> </tr> <tr> <td>1478</td> <td>Assam</td> </tr> <tr> <td>1479</td> <td>Bihar</td> </tr> </tbody> </table>	Id	State Name	1476	Andhra Pradesh	1477	Arunachal Pradesh	1478	Assam	1479	Bihar
Id #	Company Name																				
2	Skechers South Asia Pvt Ltd																				
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1476	Andhra Pradesh																				
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1478	Assam																				
1479	Bihar																				

- Inside the sample Excel, it is mandatory to insert the ‘**company_id**’, ‘**state_id**’, and the ‘**client_id**’ by referring to the tables provided in the [Upload Excel File](#) screen shown below.

Upload Excel File

[Download Sample](#) No file chosen

* PLEASE REFER THE BELOW TABLES TO ENTER THE COMPANY ID , STATE ID AND CLIENT ID IN THE EXCEL FILES!!!

Show	entries	Search:												
0	10													
<table border="1"> <thead> <tr> <th>Id</th> <th>Company Name</th> </tr> </thead> <tbody> <tr><td>155</td><td>ff</td></tr> <tr><td>171</td><td>BabyCorp</td></tr> <tr><td>172</td><td>44</td></tr> <tr><td>173</td><td>88</td></tr> <tr><td>174</td><td>Greenopia Corp</td></tr> </tbody> </table>			Id	Company Name	155	ff	171	BabyCorp	172	44	173	88	174	Greenopia Corp
Id	Company Name													
155	ff													
171	BabyCorp													
172	44													
173	88													
174	Greenopia Corp													
Showing 131 to 135 of 135 entries Previous 1 ... 10 11 12 13 <input type="button" value="14"/> Next														

Show	entries	Search:																
0	10																	
<table border="1"> <thead> <tr> <th>Id</th> <th>State Name</th> </tr> </thead> <tbody> <tr><td>7001</td><td>Chandigarh</td></tr> <tr><td>7002</td><td>Dadra and Nagar Haveli</td></tr> <tr><td>7003</td><td>Daman and Diu</td></tr> <tr><td>7004</td><td>Lakshadweep</td></tr> <tr><td>7005</td><td>PONDICHERRY</td></tr> <tr><td>7006</td><td>Andaman</td></tr> <tr><td>7009</td><td>Ladakh</td></tr> </tbody> </table>			Id	State Name	7001	Chandigarh	7002	Dadra and Nagar Haveli	7003	Daman and Diu	7004	Lakshadweep	7005	PONDICHERRY	7006	Andaman	7009	Ladakh
Id	State Name																	
7001	Chandigarh																	
7002	Dadra and Nagar Haveli																	
7003	Daman and Diu																	
7004	Lakshadweep																	
7005	PONDICHERRY																	
7006	Andaman																	
7009	Ladakh																	
Showing 31 to 37 of 37 entries Previous 1 2 3 <input type="button" value="4"/> Next																		

Show	entries	Search:																					
0	10																						
<table border="1"> <thead> <tr> <th>Id</th> <th>Company Name</th> <th>Client Name</th> </tr> </thead> <tbody> <tr><td>120</td><td>N Mohanlal & Co Pvt Ltd</td><td>N Mohanlal & Co. Pvt. Ltd.</td></tr> <tr><td>121</td><td>Rahu Health & Medical Tourism Pvt Ltd</td><td>Rahu Health & Medical Tourism Pvt Ltd</td></tr> <tr><td>122</td><td>GPX INDIA PVT LTD</td><td>GPX INDIA PVT LTD</td></tr> <tr><td>123</td><td>GPX India II Private Limited</td><td>GPX India II Private Limited</td></tr> <tr><td>124</td><td>GPX India Services Private Limited</td><td>GPX India Services Private Limited</td></tr> <tr><td>125</td><td>Equinix India Private Limited</td><td>Equinix India Private Limited</td></tr> </tbody> </table>			Id	Company Name	Client Name	120	N Mohanlal & Co Pvt Ltd	N Mohanlal & Co. Pvt. Ltd.	121	Rahu Health & Medical Tourism Pvt Ltd	Rahu Health & Medical Tourism Pvt Ltd	122	GPX INDIA PVT LTD	GPX INDIA PVT LTD	123	GPX India II Private Limited	GPX India II Private Limited	124	GPX India Services Private Limited	GPX India Services Private Limited	125	Equinix India Private Limited	Equinix India Private Limited
Id	Company Name	Client Name																					
120	N Mohanlal & Co Pvt Ltd	N Mohanlal & Co. Pvt. Ltd.																					
121	Rahu Health & Medical Tourism Pvt Ltd	Rahu Health & Medical Tourism Pvt Ltd																					
122	GPX INDIA PVT LTD	GPX INDIA PVT LTD																					
123	GPX India II Private Limited	GPX India II Private Limited																					
124	GPX India Services Private Limited	GPX India Services Private Limited																					
125	Equinix India Private Limited	Equinix India Private Limited																					
Showing 121 to 125 of 125 entries Previous 1 ... 10 11 12 13 14 15 Next																							

- After filling in the necessary information Upload the sample Excel and after the successful upload, the data will be reflected in the location master Index.

Note: It is important to ensure that the correct format of the Excel file is uploaded for the data to reflect in the system. Thus the user must maintain the following protocols in Excel format:

- Do not change or edit the headers.
- Do not add new columns.
- Do not change the sequence of the columns.
- Do not put space before or after the value inserted in the cells.
- Do not add new sheets.
- Make sure to download the fresh Excel sample file each time for uploading, to incorporate any system updates.

1.3 Template

When a location is created or uploaded, a default template of the state it is located in will be drawn from the Audit Utility. If the user wants to change the mapping of the default template, they must use the create button as follows:

- Enter the **Create** button.

Location To Template Mapping			
Company Name	Location Name	Template Name	Action
ADMIN BRIGHT LLP	Mumbai	Default Template	
ADMIN BRIGHT LLP	Udupi	Worldline India Pvt Ltd Karnataka Checklist	
ADMIN BRIGHT LLP	Mangalore	Karnataka	
ADMIN BRIGHT LLP	Patna	Worldline India Pvt Ltd Bihar Checklist	
ADMIN BRIGHT LLP	Cochin	Worldline India Pvt Ltd Kerala Checklist	
ADMIN BRIGHT LLP	Gurugram	Rio Tinto Haryana Checklist	
ADMIN BRIGHT LLP	Ahmadabad	Gujarat	
BabyCorp	Thane (Station)	DSV Group Andra Pradesh	
Easy Home Finance Limited	Akola	Maharashtra Factory Act	
Mswipe Technologies Pvt Ltd	Mumbai	0	

Show 10 entries Search: _____

Showing 1 to 10 of 113 entries Previous 1 2 3 4 5 ... 12 Next

Select Company	--select--
Select Location	--Select--
Select Template	--select--
SUBMIT	

- Select the Company, location, and Template respectively then submit, the location will be mapped to the new template successfully.

Location To Template Mapping

[Create](#)

Show 10 entries

Company Name	Loc
ADMIN BRIGHT LLP	Mu
ADMIN BRIGHT LLP	Udi
ADMIN BRIGHT LLP	Ma
ADMIN BRIGHT LLP	Pat
ADMIN BRIGHT LLP	Coo
ADMIN BRIGHT LLP	Gu
ADMIN BRIGHT LLP	Ahr
BabyCorp	Tha
Easy Home Finance Limited	Akola

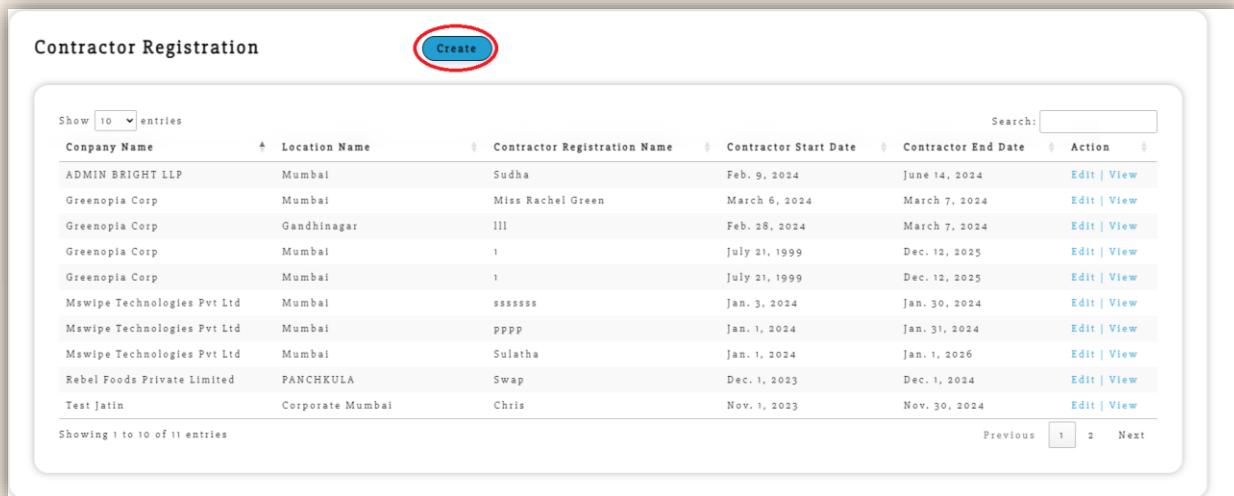
**SUCCESS**Location To Template Mapped
Successfully!!!![OK](#)Search:

Loc	Action
Ma	ia Pvt Ltd Karnataka
Pat	ia Pvt Ltd Bihar Checklist
Coo	ia Pvt Ltd Kerala Checklist
Gu	rana Checklist
Ahr	dra Pradesh
Tha	Maharashtra Factory Act

1.4 Contractor

The user may add the contractor details for any location in the following manner:

- A user can add the contractor to a single location by entering the **Create** button in the [Contract Registration](#) screen shown below.



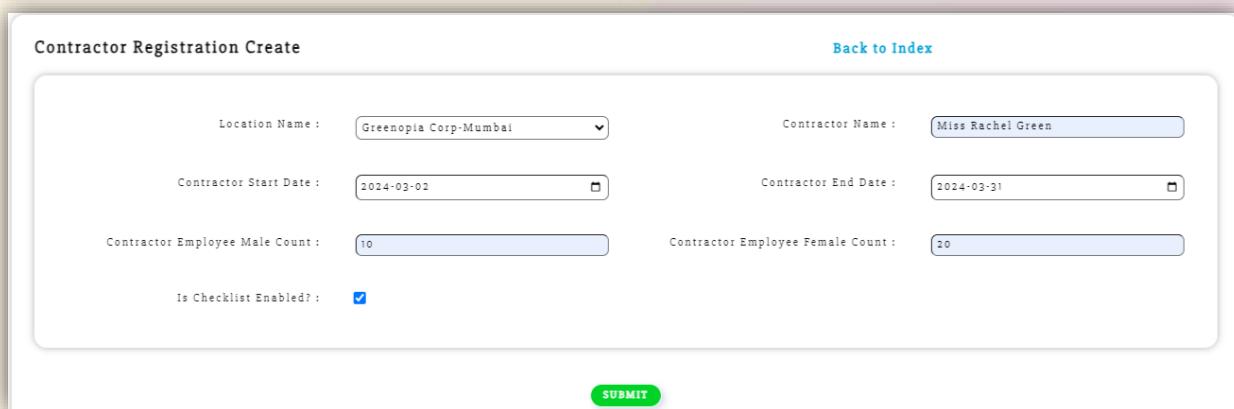
Contractor Registration

Company Name	Location Name	Contractor Registration Name	Contractor Start Date	Contractor End Date	Action
ADMIN BRIGHT LLP	Mumbai	Sudha	Feb. 9, 2024	June 14, 2024	Edit View
Greenopia Corp	Mumbai	Miss Rachel Green	March 6, 2024	March 7, 2024	Edit View
Greenopia Corp	Gandhinagar	III	Feb. 28, 2024	March 7, 2024	Edit View
Greenopia Corp	Mumbai	I	July 21, 1999	Dec. 12, 2025	Edit View
Greenopia Corp	Mumbai	I	July 21, 1999	Dec. 12, 2025	Edit View
Mswipe Technologies Pvt Ltd	Mumbai	ssssss	Jan. 3, 2024	Jan. 30, 2024	Edit View
Mswipe Technologies Pvt Ltd	Mumbai	pppp	Jan. 1, 2024	Jan. 31, 2024	Edit View
Mswipe Technologies Pvt Ltd	Mumbai	Sulatha	Jan. 1, 2024	Jan. 1, 2026	Edit View
Rebel Foods Private Limited	PANCHKULA	Swap	Dec. 1, 2023	Dec. 1, 2024	Edit View
Test Jatin	Corporate Mumbai	Chris	Nov. 1, 2023	Nov. 30, 2024	Edit View

Show 10 entries Search:

Showing 1 to 10 of 11 entries Previous 1 2 Next

- In the [Contractor Registration Create](#) screen fill in all the fields with the necessary contractor details and check the check box that presents the question “Is Checklist Enabled?” if the contractor checklist of compliance needs to be included during the compliance operation.



Contractor Registration Create [Back to Index](#)

Location Name :	<input type="text" value="Greenopia Corp-Mumbai"/>	Contractor Name :	<input type="text" value="Miss Rachel Green"/>
Contractor Start Date :	<input type="text" value="2024-03-02"/>	Contractor End Date :	<input type="text" value="2024-03-31"/>
Contractor Employee Male Count :	<input type="text" value="10"/>	Contractor Employee Female Count :	<input type="text" value="20"/>
Is Checklist Enabled? :	<input checked="" type="checkbox"/>		

SUBMIT

- After submitting successfully, the contractor details can be viewed by using the view action given in the index.
- The user can edit the details for any contractor by using the Edit Action given in the index.

1.5 License

Licenses applicable for each location need to be uploaded or created here.

- To upload a single license, the user must click the **Create** button as shown below.

Location License Index

Upload
Create
Upload Certificate

Search: <input type="text"/>					
Show 10 entries	Company Name	Location Name	License Name	Registration No	Action
	ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View 
	ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View 
	ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View 
	ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View 
	ADMIN BRIGHT LLP	Gurugram	S&E	62@59#S#0027\$2024	Edit View 
	ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/C/0027/2024	Edit View 

Location License Create [Back to Index](#)

Company Name : <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 25px; border-radius: 5px;" type="button" value="Select Company"/>	Location Name : <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 25px; border-radius: 5px;" type="button" value="Select Location"/>
Contractor Name : <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 25px; border-radius: 5px;" type="button" value="Select Contractor"/>	License Name : <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 25px; border-radius: 5px;" type="button" value="Select license"/>
Registration No : <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Registration Date: <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Valid Upto Date: <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	SUBMIT

- Contractor Name should be selected only for Contractor Labour License or BOCW.

Location License Index

Upload
Create
Upload Certificate

Search: <input type="text"/>					
Show 10 entries	Company Name	Location Name	License Name	Registration No	Action
	ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View 
	ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View 
	ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View 
	ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View 
	ADMIN BRIGHT LLP	Gurugram	S&E	62@59#S#0027\$2024	Edit View 
	ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/C/0027/2024	Edit View 


SUCCESS
 License Successfully Created!!!!

- To upload multiple licenses via excel, the user must click on **Upload** button as shown below.

Location License Index

Company Name	Location Name	License Name	Registration No	Action
ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View
ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View
ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View
ADMIN BRIGHT LLP	Gurugram	S&E	62@59^S#0027\$2024	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/C/0027/2024	Edit View

Upload (circled in red)

Create

Upload Certificate

- Always download a fresh sample by selecting the company and using the **Download Sample** button.

Upload Location License Excel File

Greenopia Corp (highlighted with a red box)

Download Sample (highlighted with a red circle)

Choose file No file chosen

Upload

- Inside the sample Excel all the licenses from the license master are included for each location, the user must only fill in the details against the license that they intend to upload and leave the rest as it is.
- It is mandatory to insert the '**Registration No**', '**Registration Date**', and the '**Valid Upto Date**' of the licenses you intend to upload.

Location License Index

Company Name	Location Name	License Name	Registration No	Action
ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View
ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View
ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View
ADMIN BRIGHT LLP	Gurugram	S&E	62@59^S#0027\$2024	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/C/0027/2024	Edit View


SUCCESS
 Success! Your data has been processed successfully.

Upload

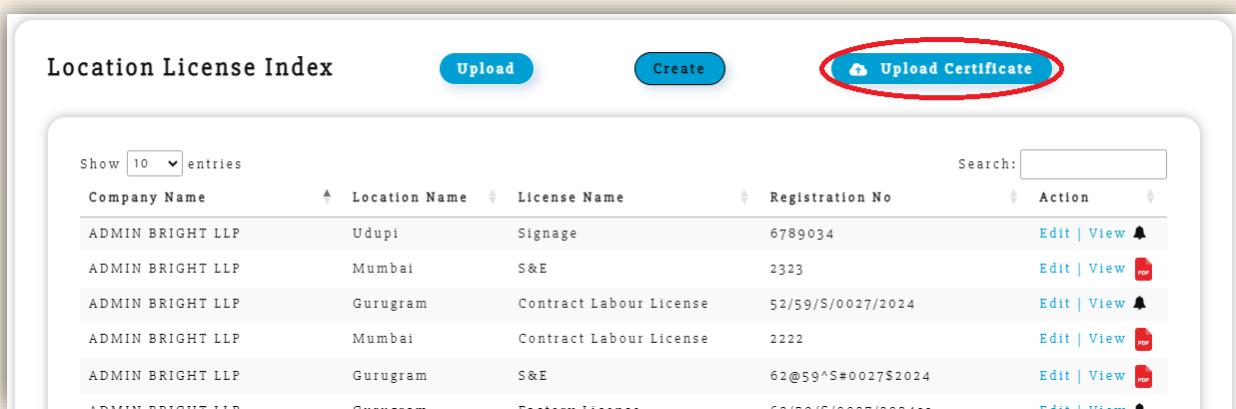
Create

Upload Certificate

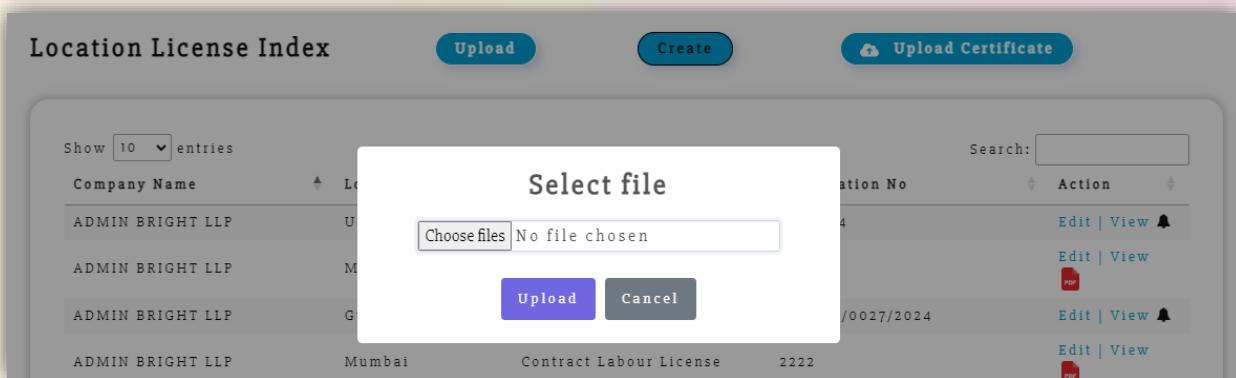
- After filling in the necessary information Upload the sample Excel and after the successful upload, the data will be reflected in the location License Index.

Note: It is important to ensure that the correct format of the Excel file is uploaded for the data to reflect in the system. Thus the user must maintain the following protocols in Excel format:

- Do not change or edit the headers.
- Do not add new columns.
- Do not change the sequence of the columns.
- Do not put space before or after the value inserted in the cells.
- Do not add new sheets.
- Make sure to download the fresh Excel sample file each time for uploading, to incorporate any system updates
- Once the licenses are uploaded the user must now upload the license registration certificate/Documents in pdf format, through the **Upload Certificate** button shown below.



Company Name	Location Name	License Name	Registration No	Action
ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View
ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View
ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View
ADMIN BRIGHT LLP	Gurugram	S&E	62@59^S#0027\$2024	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View



Show 10 entries
Search:

Company Name	Location Name	License Name	Registration No	Action
ADMIN BRIGHT LLP	Udupi	Signage	6789034	Edit View
ADMIN BRIGHT LLP	Mumbai	S&E	2323	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View
ADMIN BRIGHT LLP	Mumbai	Contract Labour License	2222	Edit View
ADMIN BRIGHT LLP	Gurugram	S&E	62@59^S#0027\$2024	Edit View
ADMIN BRIGHT LLP	Gurugram	Contract Labour License	52/59/S/0027/2024	Edit View

- In the option to choose a file the user will have to select all the pdf documents at once for bulk upload.
- The user will also have to make sure that all the PDF files are named with the Registration number of their respective license exactly as it is given in the location license index as shown below.

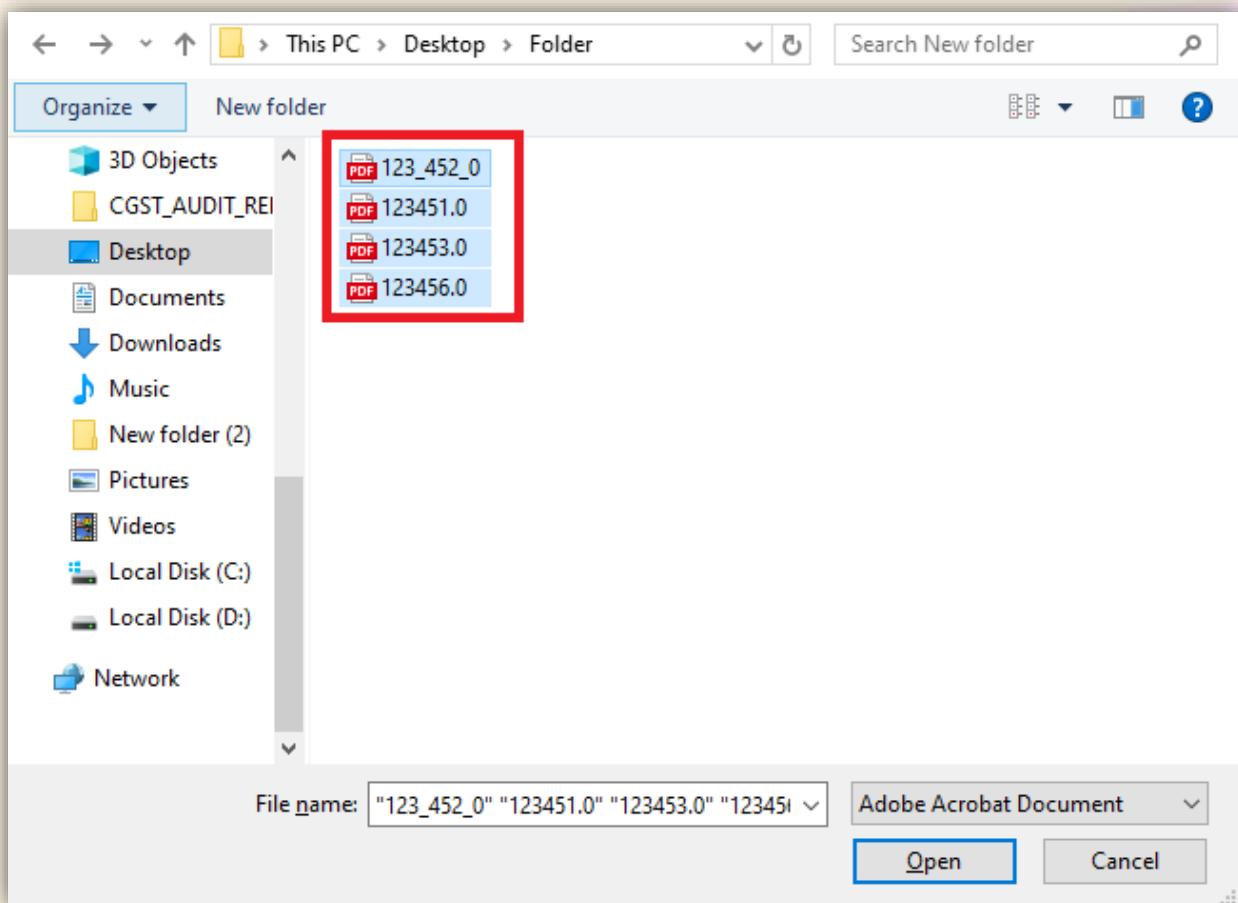
Location License Index
[Upload](#)
[Create](#)
 [Upload Certificate](#)

Company Name	Location Name	License Name	Registration No	Action
Greenopia Corp	Mumbai	Trade	123451.0	Edit View
Greenopia Corp	Mumbai	Factory License	123452.0	Edit View
Greenopia Corp	Mumbai	Contract Labour Registration	123453.0	Edit View
Greenopia Corp	Mumbai	Contract Labour License	123454.0	Edit View
Greenopia Corp	Gandhinagar	Trade	123455.0	Edit View
Greenopia Corp	Gandhinagar	Factory License	123456.0	Edit View
Greenopia Corp	Gandhinagar	Contract Labour Registration	123457.0	Edit View
Greenopia Corp	Gandhinagar	Contract Labour License	123458.0	Edit View

Showing 1 to 8 of 8 entries (filtered from 122 total entries)

Previous Next

Note: While naming the pdf file with the registration no, any special characters in that registration number must be replaced with '_' (underscore symbol) if any, e.g. "123*452/0" Becomes "123_452_0". Otherwise, the pdf file would not get uploaded.



Location License Index
[Upload](#)
[Create](#)
 [Upload Certificate](#)

Show 10 entries					Search:
Company Name	Location Name	License Name	Registration No	Action	
ADMIN BRIGHT LLP	Udaipur	Signage	6789094	Edit View	
ADMIN BRIGHT LLP	Mumbai			Edit View	
ADMIN BRIGHT LLP	Gurgaon	S&E	/0027/2024	Edit View	
ADMIN BRIGHT LLP	Mumbai			Edit View	
ADMIN BRIGHT LLP	Gurgaon	S&E	02@55-S#0027\$2024	Edit View	

Select file

Choose files 4 files

- After the documents are uploaded the Bell () symbol will change to the PDF () file symbol against the respective licenses under the Action column as shown below. Clicking on the pdf symbol will show the uploaded document.

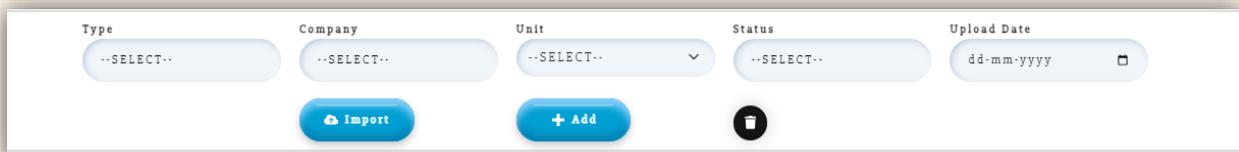
Location License Index
[Upload](#)
[Create](#)
 [Upload Certificate](#)

Show 10 entries					Search: gree
Company Name	Location Name	License Name	Registration No	Action	
Greenopia Corp	Mumbai	Trade	1234510	Edit View	
Greenopia Corp	Mumbai	Factory License	1234520	Edit View	
Greenopia Corp	Mumbai	Contract Labour Registration	123453	Edit View	
Greenopia Corp	Mumbai	Contract Labour License	123454	Edit View	
Greenopia Corp	Gandhinagar	Trade	123455	Edit View	
Greenopia Corp	Gandhinagar	Factory License	123456	Edit View	
Greenopia Corp	Gandhinagar	Contract Labour Registration	123457	Edit View	
Greenopia Corp	Gandhinagar	Contract Labour License	123458	Edit View	
Greenopia Corp	Gandhinagar	BOCW	123450	Edit View	

1.6 Abstract / Notice

When any new company or a new location is created, the state-wise abstracts and notices are required to be assigned (Imported) to Locations belonging to those states.

- To Import the abstracts, select Type, Company, Location(s), State, and Upload Date as shown below.



Type: --SELECT--

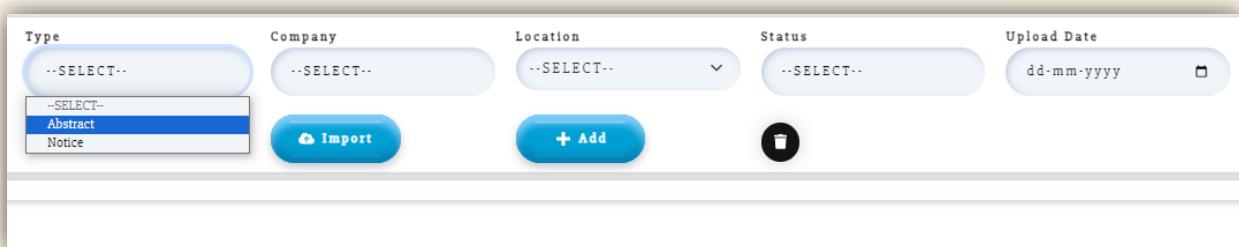
Company: --SELECT--

Unit: --SELECT--

Status: --SELECT--

Upload Date: dd-mm-yyyy

Import **+ Add** **Delete**



Type: --SELECT--

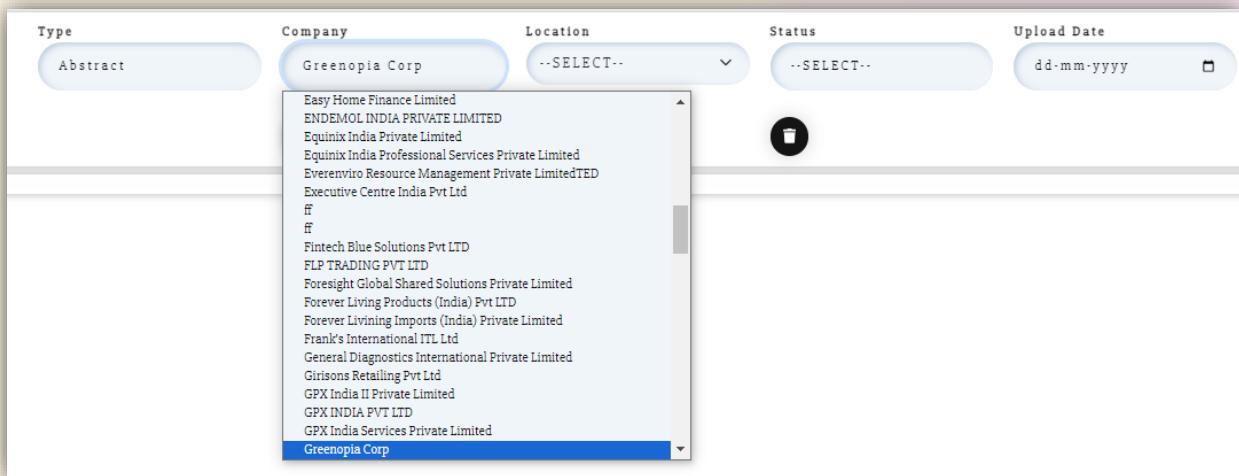
Company: --SELECT--

Location: --SELECT--

Status: --SELECT--

Upload Date: dd-mm-yyyy

Import **+ Add** **Delete**



Type: Abstract

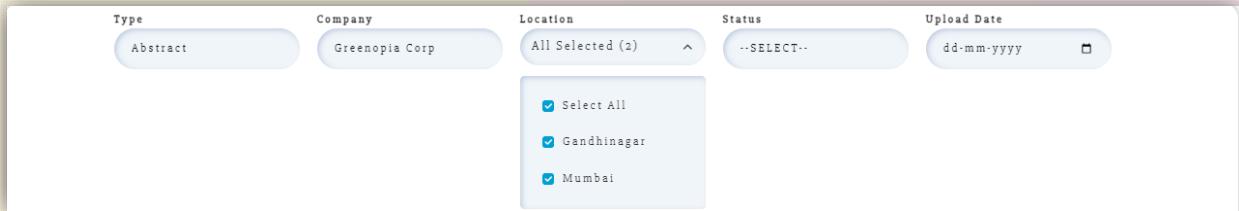
Company: Greenopia Corp

Location: --SELECT--

Status: --SELECT--

Upload Date: dd-mm-yyyy

Import **+ Add** **Delete**



Type: Abstract

Company: Greenopia Corp

Location: All Selected (2)

Status: --SELECT--

Upload Date: dd-mm-yyyy

Select All **Gandhinagar** **Mumbai**

Type: Abstract, Company: Greenopia Corp, Location: All Selected (2), Status: --SELECT--, Upload Date: dd-mm-yyyy

Import, **+ Add**, **Download Abstract**

--SELECT--
Request Abstract
Abstract Requested
Download Abstract

Type: Abstract, Company: Greenopia Corp, Location: All Selected (2), Status: Download Abstract, Upload Date: dd-mm-yyyy

Import, **+ Add**, **Delete**

Location	Act	Abstract	Uploaded Date
All	All	All	All
Mumbai	The Child And Adolescent Labour (Prohibition And Regulation) Act, 2016	Child and Adolescent Labour (Prohibition and regulation)	05/02/2024

March, 2024 **6**

Type: Abstract, Company: Greenopia Corp, Location: All Selected (2), Status: Download Abstract, Upload Date: 06-03-2024

Import, **+ Add**, **Delete**

- The user must use the **Import** button to import the abstracts.

Type: --SELECT--, Company: --SELECT--, Location: --SELECT--, Status: --SELECT--, Upload Date: dd-mm-yyyy

Import, **+ Add**, **Delete**


SUCCESS
 Success! Import data successfully.
OK

- On Selection of the Company, the index will show any existing abstracts along with their Upload Date and Status as shown below, so that the user does not import again for those Locations.

Type	Company	Location	Status	Upload Date
Abstract	Greenopia Corp	--SELECT--	--SELECT--	dd-mm-yyyy <input type="button" value=""/>
<input type="button" value="Import"/>	<input type="button" value="+ Add"/>	<input type="button" value="Delete"/>	Search: <input type="text"/>	
Show <input type="button" value=""/> entries				
Select All	Location	Act	Abstract	Uploaded Date
All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>
<input type="checkbox"/>	Gandhinagar	Payment Of Gratuity Act,1972	Gratuity Act - Form U	00/00/0000
<input type="checkbox"/>	Mumbai	Payment Of Gratuity Act,1972	Gratuity Act - Form U	05/03/2024
<input type="checkbox"/>	Mumbai	The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	05/03/2024
<input type="checkbox"/>	Mumbai	The Payment Of Wages Act, 1936	Payment of Wages Act FORM V	05/03/2024
<input type="checkbox"/>	Mumbai	The Workmen's Compensation Act, 1923	Workmens Compensation Act, 1923 FORM - F	05/03/2024
<input type="checkbox"/>	Mumbai	The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	05/03/2024

- If the user wishes to delete the existing abstracts, they can select one abstract or multi-select the abstracts and use the **Delete** button to delete the abstracts as shown below.

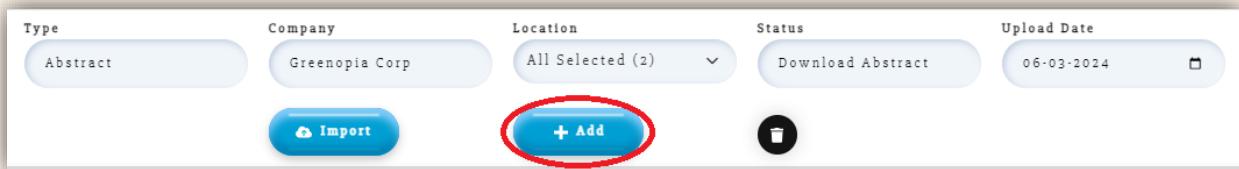
Type	Company	Location	Status	Upload Date
Abstract	Greenopia Corp	--SELECT--	--SELECT--	dd-mm-yyyy <input type="button" value=""/>
<input type="button" value="Import"/>	<input type="button" value="+ Add"/>	<input style="background-color: red; color: white; border-radius: 50%;" type="button" value="Delete"/>	click here to delete the selected data <input type="button" value=""/>	Search: <input type="text"/>
Show <input type="button" value=""/> entries				
Select All	Location	Act	Abstract	Uploaded Date
All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>	All <input type="button" value=""/>
<input checked="" type="checkbox"/>	Gandhinagar	Payment Of Gratuity Act,1972	Gratuity Act - Form U	00/00/0000
<input checked="" type="checkbox"/>	Mumbai	Payment Of Gratuity Act,1972	Gratuity Act - Form U	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	The Payment Of Wages Act, 1936	Payment of Wages Act FORM V	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	The Workmen's Compensation Act, 1923	Workmens Compensation Act, 1923 FORM - F	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	05/03/2024

Type	Company	Location	Status	Upload Date
--SELECT--	--SELECT--	--SELECT--	--SELECT--	dd-mm-yyyy <input type="button" value=""/>
<input type="button" value="Import"/>	<input type="button" value="+ Add"/>	<input type="button" value="Delete"/>	Search: <input type="text"/>	

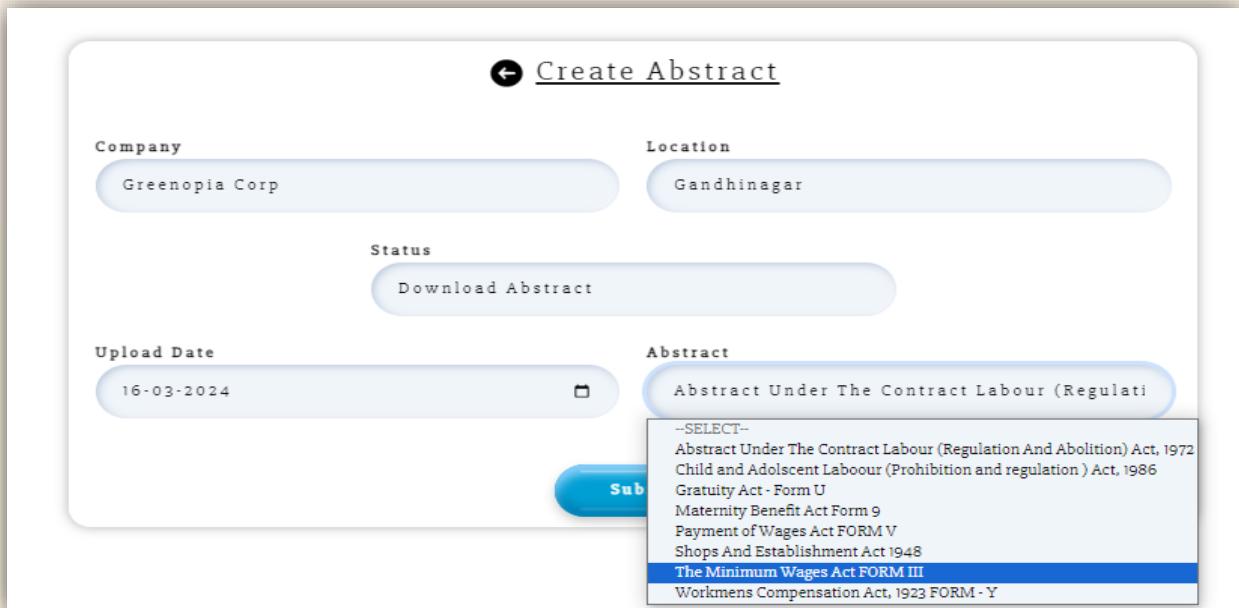

SUCCESS
 Success! Delete data successfully.

User can also import a single abstract for a Location if only a selective abstract is updated or added.

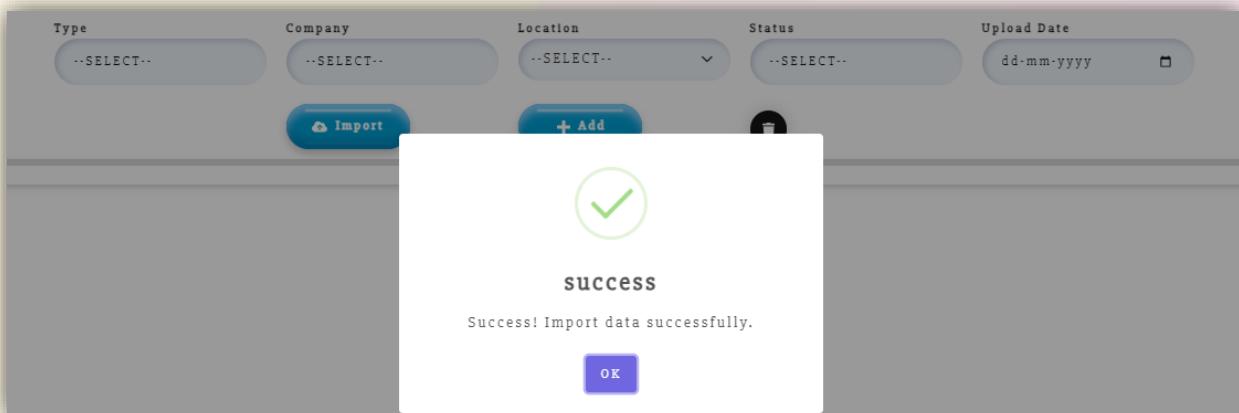
- To import a single abstract, the user must enter the **Add** button as shown below.



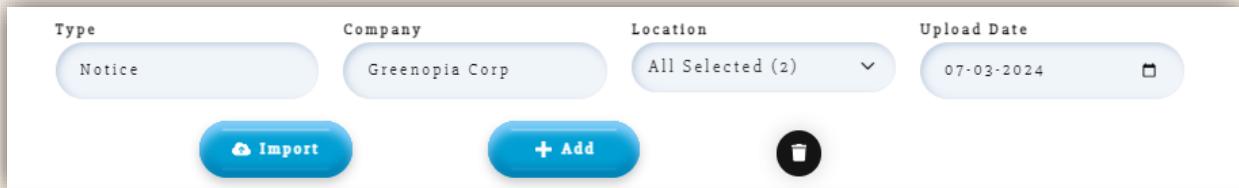
- Fill in all the fields given in the Create Abstract screen shown below.



- Select the required abstract and submit it.



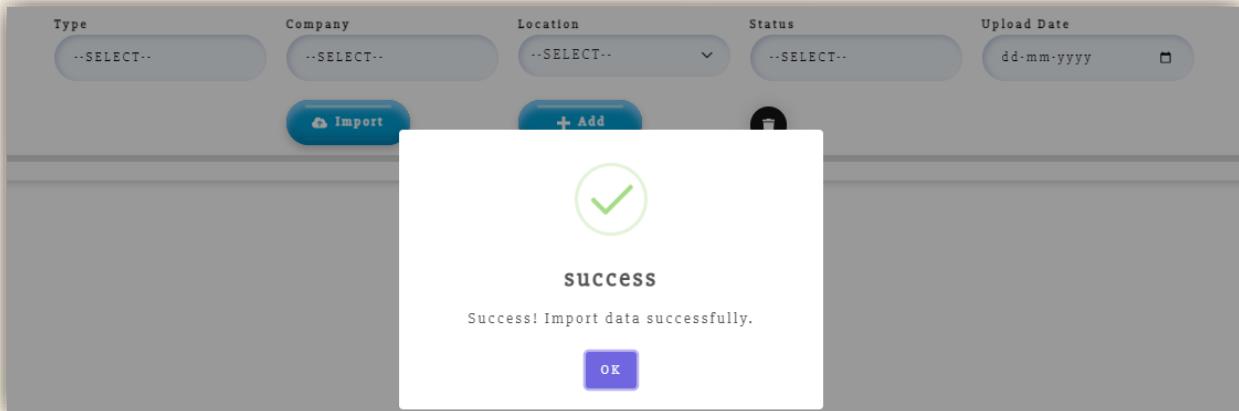
- To Import the notice, select Type, Company, Location, and Upload Date as shown below.



Type: Notice
Company: Greenopia Corp
Location: All Selected (2)
Upload Date: 07-03-2024

Import **+ Add** **Delete**

- The user must now use the **Import** button to import the notice.



- On Selection of the Company, the index will show any existing notices along with their Upload Date and Status as shown below, so that the user does not import again for those Locations.



<input type="checkbox"/> Select All	Location	Act	Notice	Uploaded Date
All	All	All	All	All
<input type="checkbox"/>	Gandhinagar	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	07/03/2024
<input type="checkbox"/>	Mumbai	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	07/03/2024
<input type="checkbox"/>	Mumbai	Certificate Of Maintenance	Test_Vishal Mhalim	07/03/2024
<input type="checkbox"/>	Gandhinagar	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	05/03/2024
<input type="checkbox"/>	Mumbai	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	05/03/2024
<input type="checkbox"/>	Mumbai	Certificate Of Maintenance	Test_Vishal Mhalim	05/03/2024

- If the user wishes to delete the existing notices, they can select singularly or multi-select the notices and use the **Delete** button to delete the abstracts as shown below.

Type: Notice Company: Greenopia Corp Location: --SELECT-- Upload Date: dd-mm-yyyy

Import **+ Add** **Delete**

click here to delete the selected data

Select All	Location	Act	Notice	Uploaded Date
<input checked="" type="checkbox"/>	Gandhinagar	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	07/03/2024
<input checked="" type="checkbox"/>	Mumbai	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	07/03/2024
<input checked="" type="checkbox"/>	Mumbai	Certificate Of Maintenance	Test_Vishal Mhalim	07/03/2024
<input checked="" type="checkbox"/>	Gandhinagar	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	Minimum Wages Act 1948	Notice of Rates of Minimum Wages	05/03/2024
<input checked="" type="checkbox"/>	Mumbai	Certificate Of Maintenance	Test_Vishal Mhalim	05/03/2024

Type: --SELECT-- Company: --SELECT-- Location: --SELECT-- Status: --SELECT-- Upload Date: dd-mm-yyyy

Import **+ Add** **Delete**


SUCCESS
 Success! Delete data successfully.

- A user can also import a single notice for a Location if only a selective notice is updated or added.
- To import a single notice, the user must enter the **Add** button as shown below.

Type: Notice Company: Greenopia Corp Location: All Selected (2) Upload Date: 07-03-2024

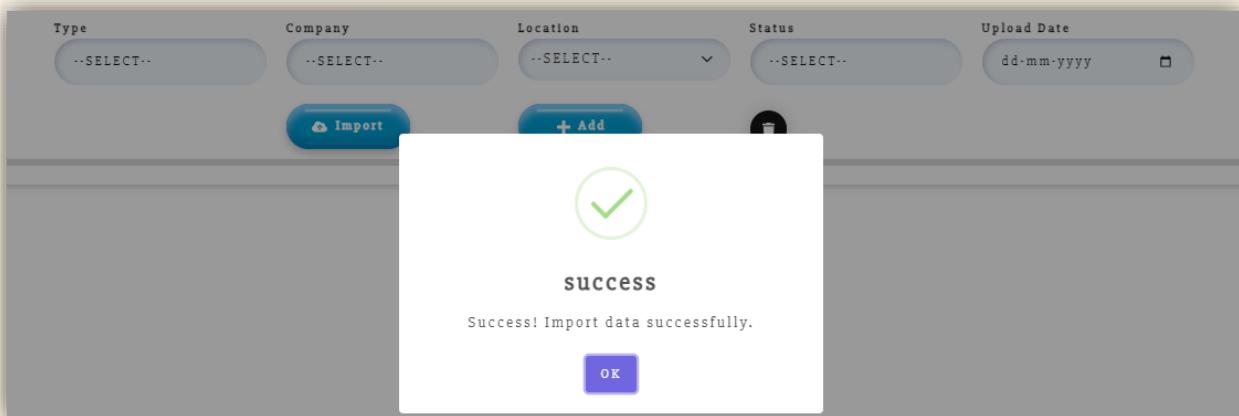
Import **+ Add** **Delete**

- Fill in all the fields given in the Create Notice screen shown below.

[!\[\]\(3ef21aa7dd0eb7679399f97a05491862_img.jpg\) Create Notice](#)

Company <input type="text" value="Greenopia Corp"/>	Location <input type="text" value="Mumbai"/>
Upload Date <input type="text" value="07-03-2024"/> 	Notice <input type="text" value="Notice of Rates of Minimum Wages"/> --SELECT-- Notice of Rates of Minimum Wages Test_Vishal Mhalim
<input type="button" value="Submit"/>	

- Select the necessary Notice and submit.

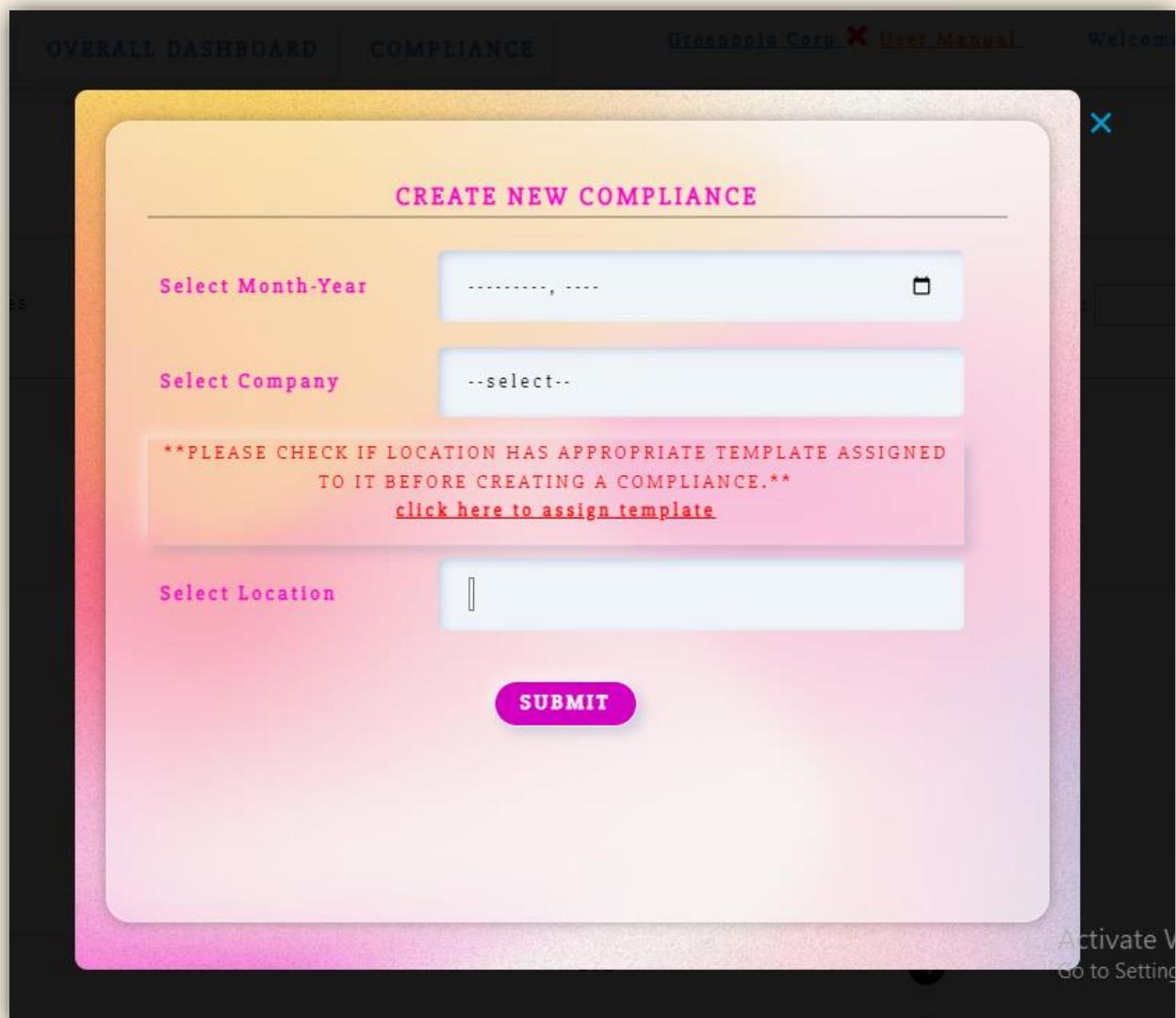


2. MONTHLY OPERATIONS

Menu – Monthly Operations

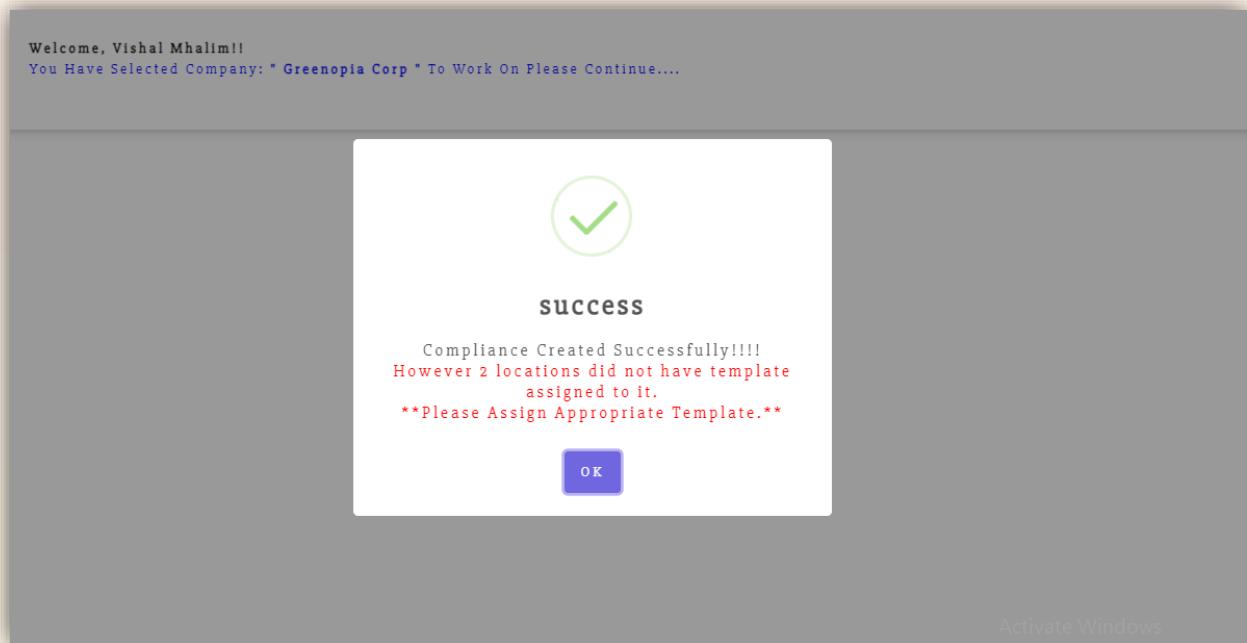
2.1 Operation Setup

- Create new compliance by selecting the Month and Year, Company, and Locations. Before submitting the user must ensure that the required template is mapped for all the locations by clicking on the ‘assign template’ link.



The screenshot shows a modal window titled "CREATE NEW COMPLIANCE". The window contains three input fields: "Select Month-Year" (dropdown menu), "Select Company" (dropdown menu), and "Select Location" (dropdown menu). Below these fields is a note: "PLEASE CHECK IF LOCATION HAS APPROPRIATE TEMPLATE ASSIGNED TO IT BEFORE CREATING A COMPLIANCE." followed by a link "click here to assign template". At the bottom is a "SUBMIT" button.

- If the template is not assigned during the Operation Setup for one or more locations, the following error message will show on submitting. However, for other Locations where the Template was assigned compliance will be created for the selected month and year
- The user should map the templates for failed locations and attempt to create the compliance again.
- The locations would be available in the dropdown till the time compliance is created for the Month and year



- If the Operation Setup of any locations is already done for the selected Month and Year, then the location will not be available for Compliance creation.

X

CREATE NEW COMPLIANCE

Select Month-Year March, 2024

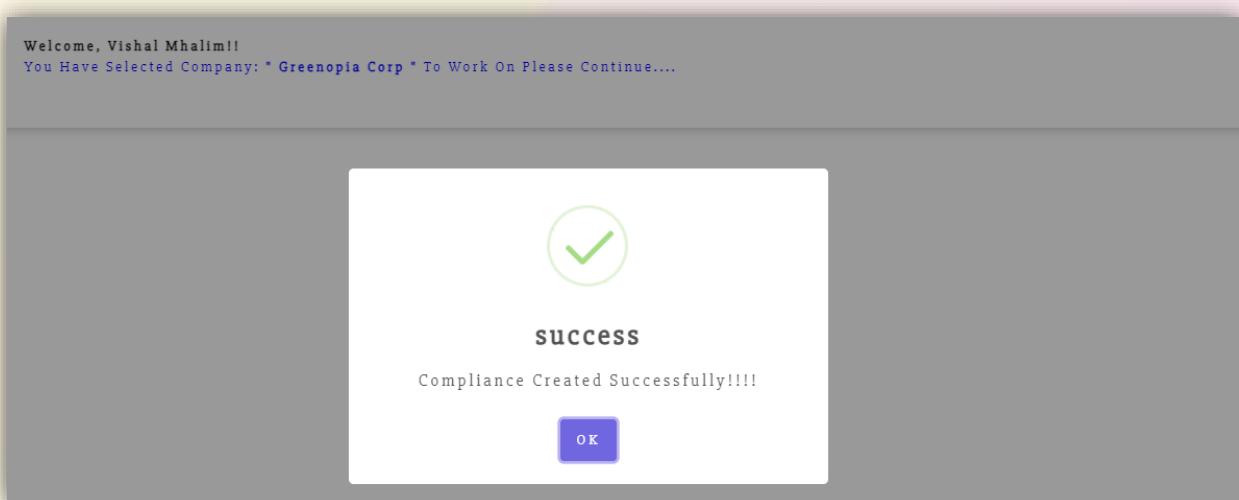
Select Company Greenopia Corp

PLEASE CHECK IF LOCATION HAS APPROPRIATE TEMPLATE ASSIGNED TO IT BEFORE CREATING A COMPLIANCE.
[click here to assign template](#)

Select Location Mumbai
Gandhinagar

SUBMIT

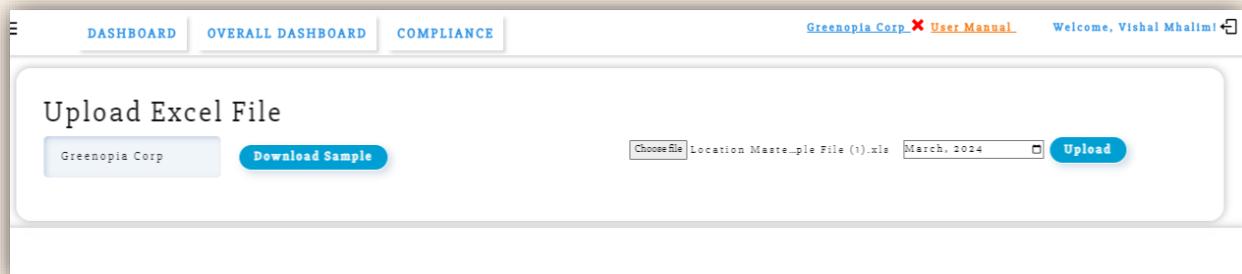
- If the Compliance was successfully created for all the selected locations the success message is displayed as below.



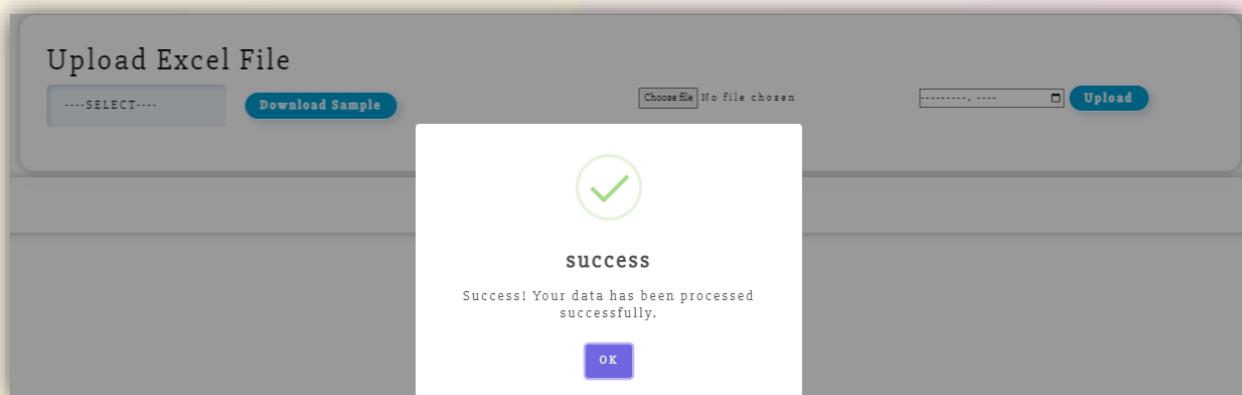
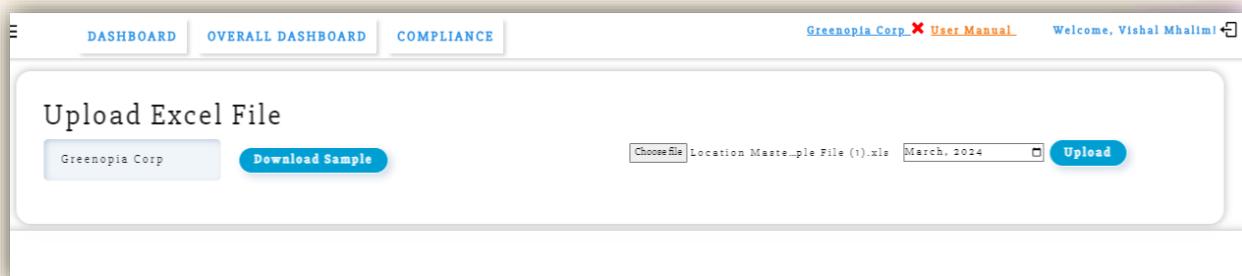
2.2 Location

The monthly updating of the locations is mandatory

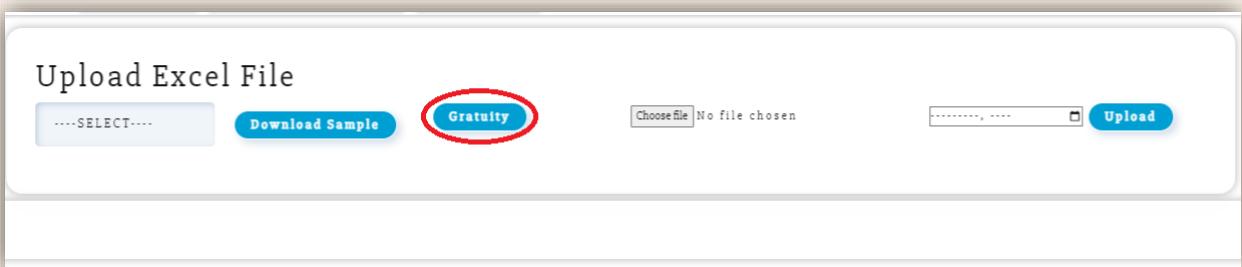
- Always download a fresh sample using the **Download Sample** button in the Upload Excel File screen as shown below.



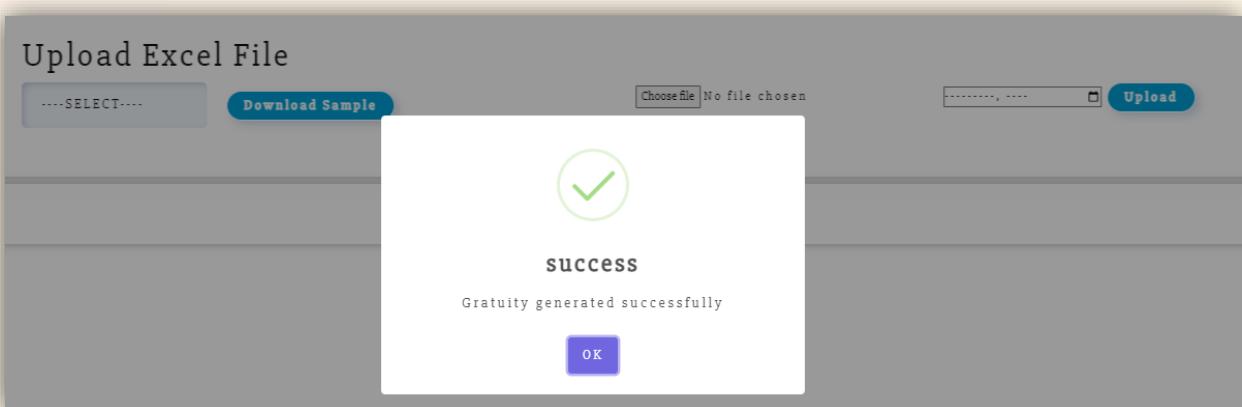
- Inside the sample Excel file, all the locations and their details drawn from the location master already exist, the user must only update the changed details and leave the rest as it is.
- The updated Sample Excel file must be uploaded by selecting the month and year corresponding to the period of operation.



- During the upload if the '**authorized_person_name_gratuity_act**' and/or '**authorized_person_designation**' column in the sample excel file is updated for one or more locations, after uploading a **Gratuity** button will appear to generate the Gratuity Notice, as shown below.



- It is mandatory to generate the Gratuity Notice to comply with the changes, by clicking on the **Gratuity** button.
- The Gratuity notice is generated for all the location for which the 'authorized_person_name_gratuity_act' and/or 'authorized_person_designation' was changed.



2.3 Contract Registration

- Always download a fresh sample using the **Download Sample** button in the [Upload Contract Registration Excel File](#) screen as shown below.

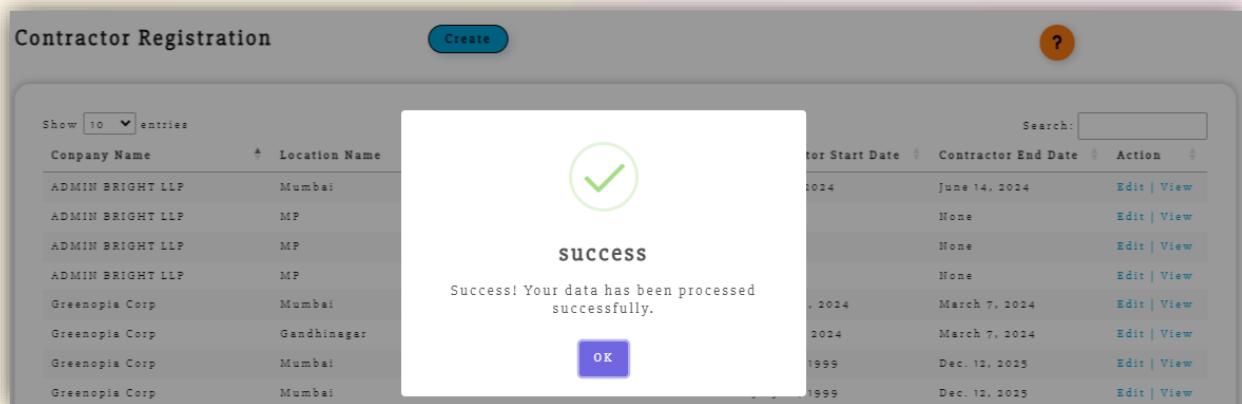


The screenshot shows a web interface for 'Contractor Sample File (6).xls'. It includes a 'Choose file' button, a date input field set to 'March, 2024', and an 'Upload' button. A 'Download Sample' button is also visible.

- Inside the sample Excel file, all the contractors and their details drawn from the Contractor master already exist, the user must only update the required details and leave the rest as it is.
- The updated Sample Excel file must be uploaded by selecting the month and year corresponding to the period of operation.



The screenshot shows a web interface for 'Contractor Sample File (6).xls'. It includes a 'Choose file' button, a date input field set to 'March, 2024', and an 'Upload' button. A 'Download Sample' button is also visible.



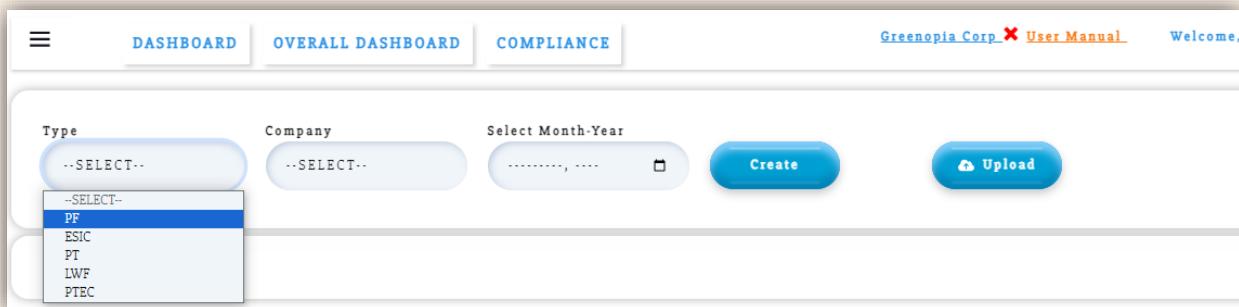
The screenshot shows a 'Contractor Registration' page with a table of contractor data. A modal window displays a green checkmark icon and the word 'SUCCESS'. The message says: 'Success! Your data has been processed successfully.' with an 'OK' button.

Company Name	Location Name
ADMIN BRIGHT LLP	Mumbai
ADMIN BRIGHT LLP	MP
ADMIN BRIGHT LLP	MP
ADMIN BRIGHT LLP	MP
Greenopia Corp	Mumbai
Greenopia Corp	Gandhinagar
Greenopia Corp	Mumbai
Greenopia Corp	Mumbai

2.4 Remittance

The user can create the remittance in an individual manner as well as upload multiple remittances at once.

- While creating individual remittances select all the fields and click the **Create** button on the screen as shown below.

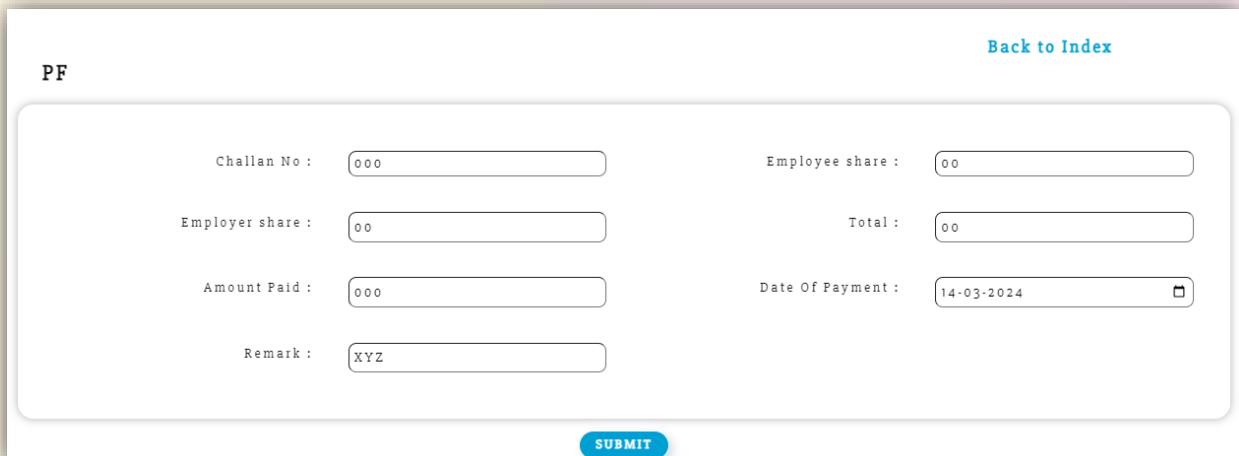


This screenshot shows the L K Nakashe Consultants dashboard. In the top navigation bar, there are tabs for DASHBOARD, OVERALL DASHBOARD, and COMPLIANCE. On the right side, there are links for Greenopia Corp, User Manual, and Welcome. Below the navigation, there are three input fields: 'Type' (with a dropdown menu showing options like PF, ESIC, PT, LWF, PTEC, and a placeholder '...SELECT...'), 'Company' (placeholder '...SELECT...'), and 'Select Month-Year' (placeholder '.....,'). To the right of these fields are two buttons: a blue 'Create' button and a blue 'Upload' button with a cloud icon.

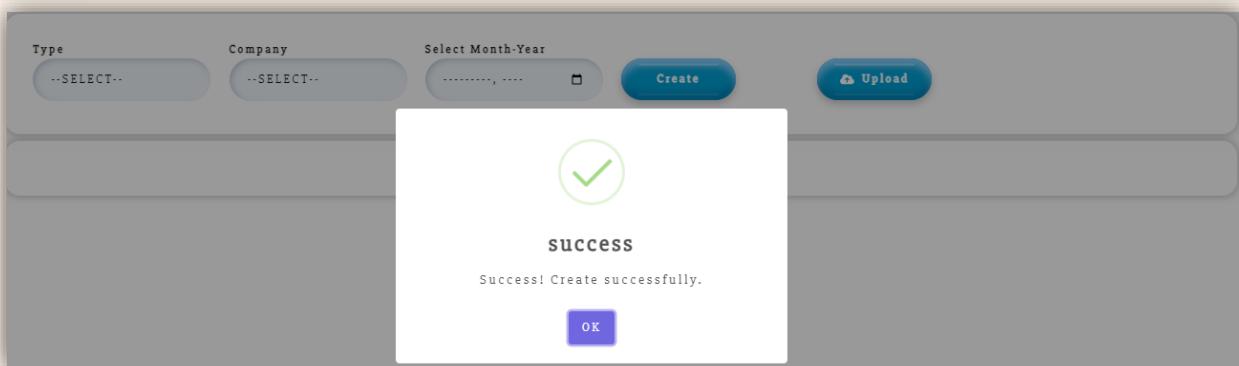


This screenshot shows the L K Nakashe Consultants dashboard after selecting the PF type. The 'Type' field now displays 'PF'. The 'Company' field shows 'Greenopia Corp'. The 'Select Month-Year' field shows 'May, 2024'. The 'Create' button is highlighted with a red circle. Below this, a table lists remittance entries. The table has columns for Company Name, Period, Challan No, and Action. It shows two entries for 'Greenopia Corp': one for July 2024 with Challan No 2, and another for May 2024 with Challan No 54. Each entry has 'Edit' and 'Delete' buttons. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' buttons.

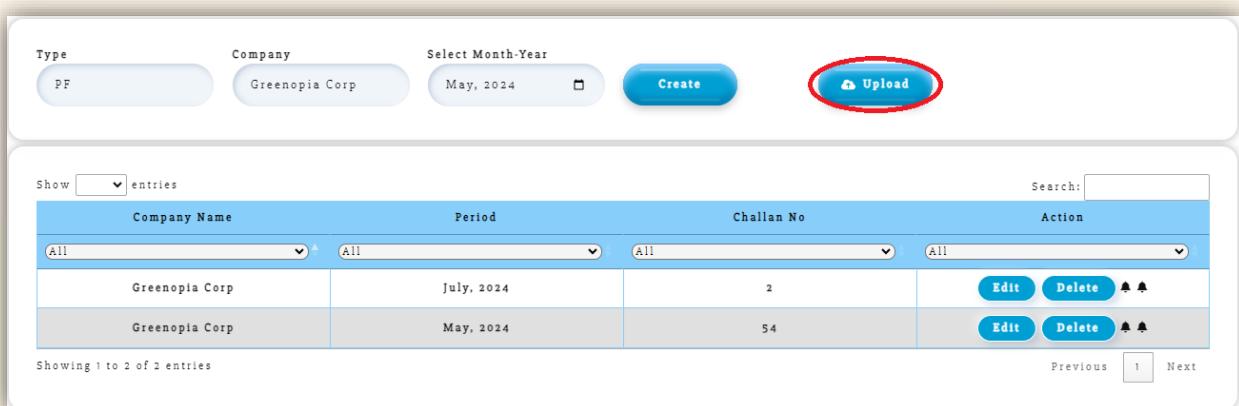
- Further fill the details in the given fields for the selected remittance type, company, and Month Year and submit.



This screenshot shows the PF remittance creation form. The title 'PF' is at the top left. At the top right is a 'Back to Index' link. The form contains six input fields: 'Challan No : 000', 'Employee share : 00', 'Employer share : 00', 'Total : 00', 'Amount Paid : 00', and 'Date Of Payment : 14-03-2024'. Below these is a 'Remark : XYZ' field. At the bottom center is a blue 'SUBMIT' button.

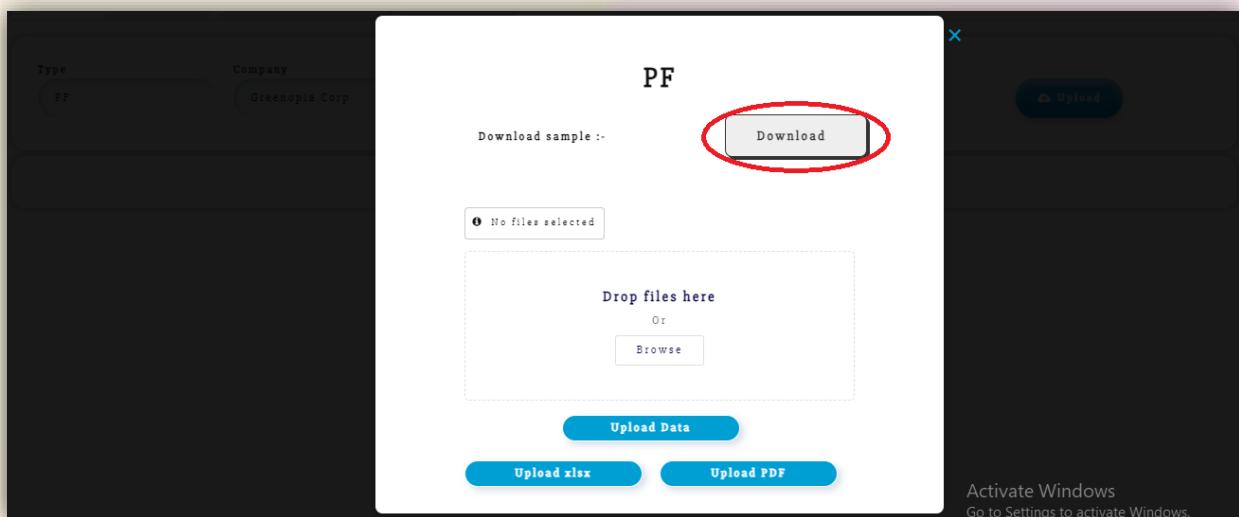


- While creating multiple remittances select all the fields and click the **Upload** button on the screen as shown below.



Company Name	Period	Challan No	Action
All	All	All	All
Greenopia Corp	July, 2024	2	Edit Delete Print
Greenopia Corp	May, 2024	54	Edit Delete Print

Showing 1 to 2 of 2 entries



PF

Download sample :-

Download (button circled in red)

No files selected

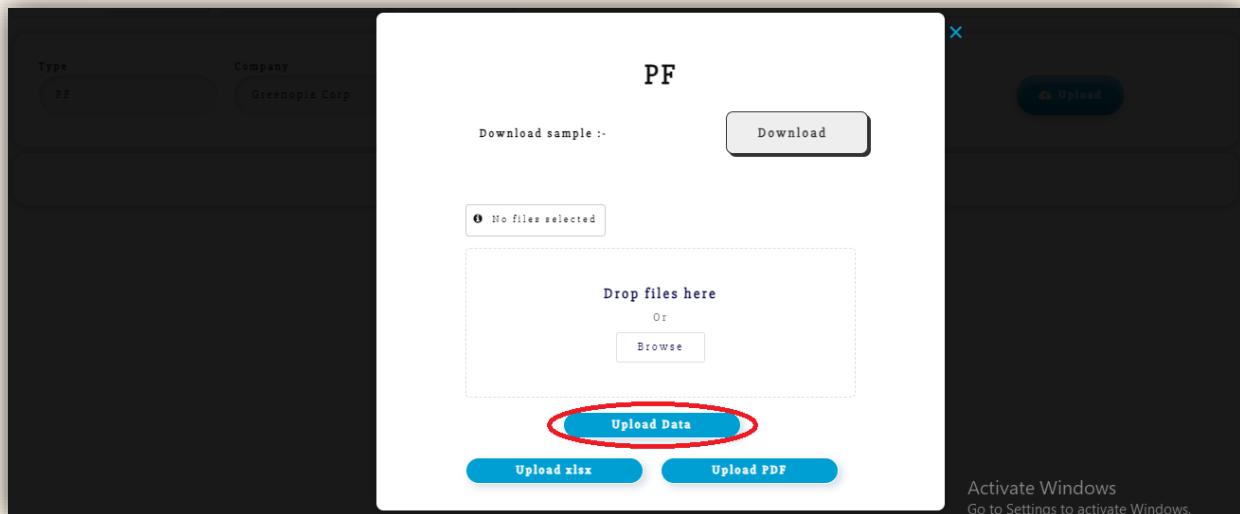
Drop files here
Or
Browse

Upload Data

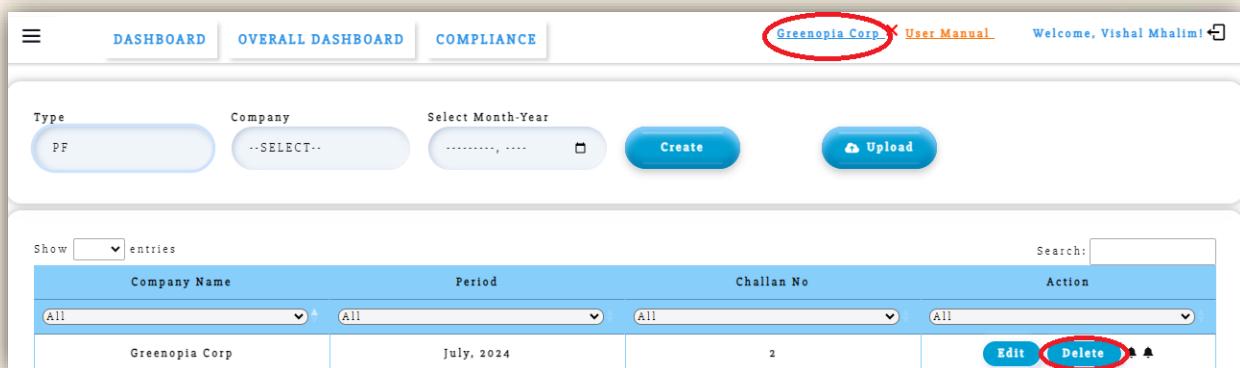
Upload xlsx **Upload PDF**

Activate Windows
Go to Settings to activate Windows.

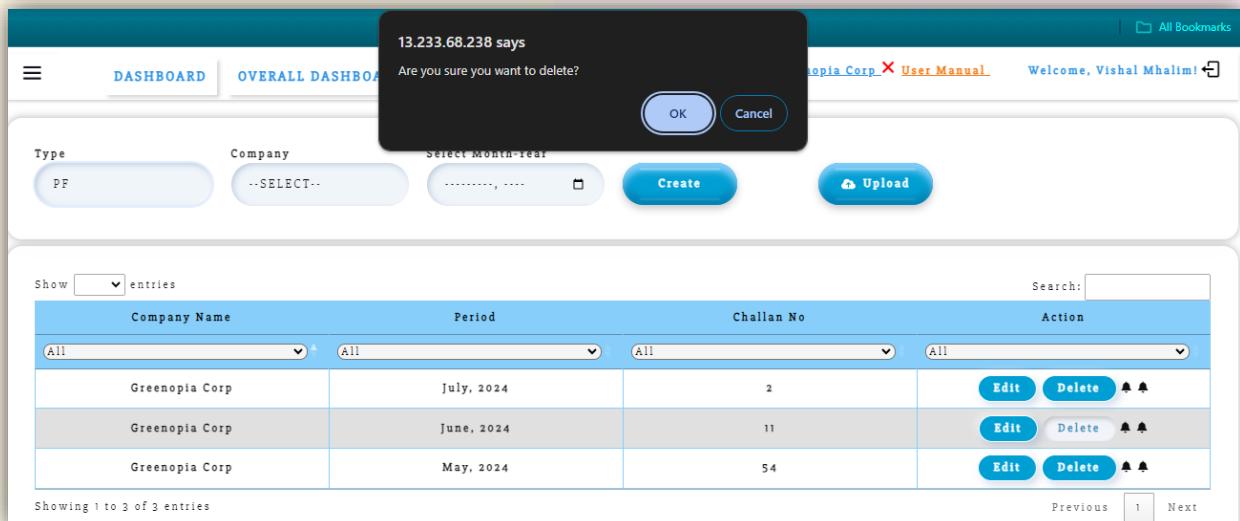
- Always download a fresh sample using the **Download** button in the screen shown above.
- Further fill the details in the sample Excel file for the selected remittance type, company, and Month Year and upload.



- On Selection of the Type the index will show all the existing remittance of that type and the company selected for operation, and if the user wishes to delete the existing remittance, they can use the **Delete** button to delete the remittance as shown below.

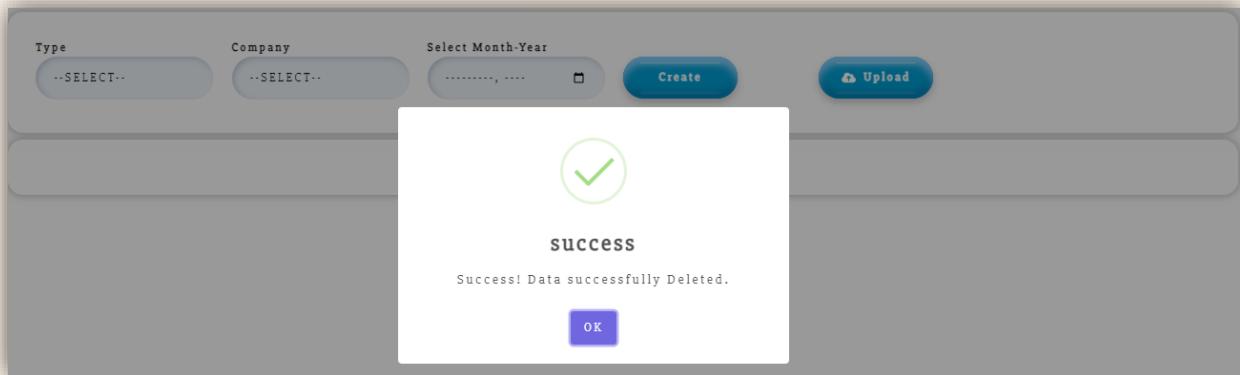


Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	Edit Delete



Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	Edit Delete
Greenopia Corp	June, 2024	11	Edit Delete
Greenopia Corp	May, 2024	54	Edit Delete

Showing 1 to 3 of 3 entries



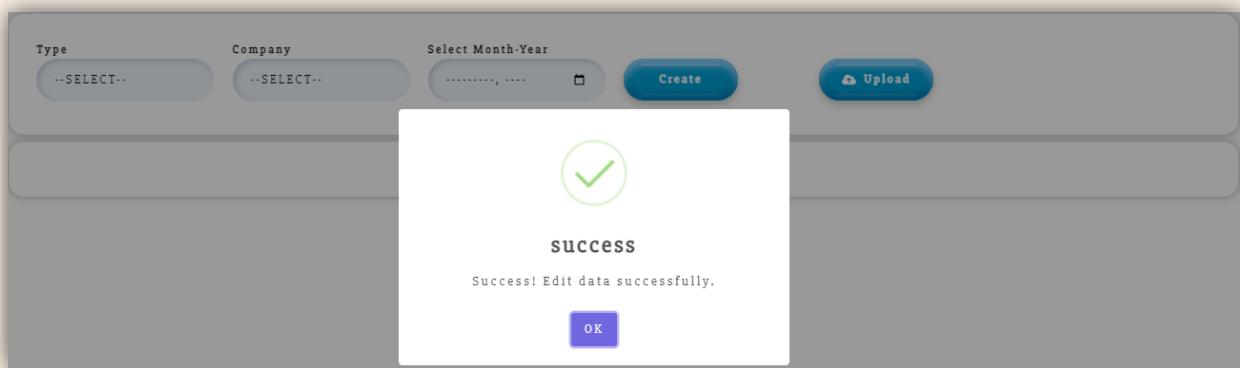
- User can also use the **Edit** button to modify the details of an existing remittance as shown below.

Company Name	Period	Challan No	Action
All	All	All	All
Greenopia Corp	July, 2024	2	Edit Delete Print

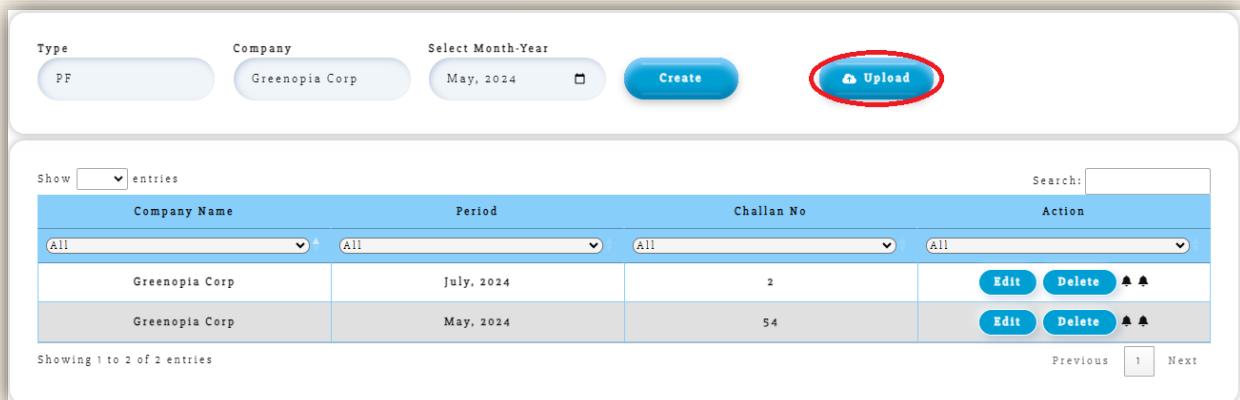
PF

Challan No :	<input type="text" value="2"/>	Employee share :	<input type="text" value="5.0"/>
Employer share :	<input type="text" value="7.0"/>	Total :	<input type="text" value="12.0"/>
Amount Paid :	<input type="text" value="3000.0"/>	Date Of Payment :	<input type="text" value="14-03-2024"/>
Remark :	<input type="text" value="Modified"/>		

SUBMIT



- After submitting the details of a remittance the user must now upload its supporting Pdf document and Excel document.
- While uploading the documents select all the fields and click the **Upload** button on the screen as shown below.

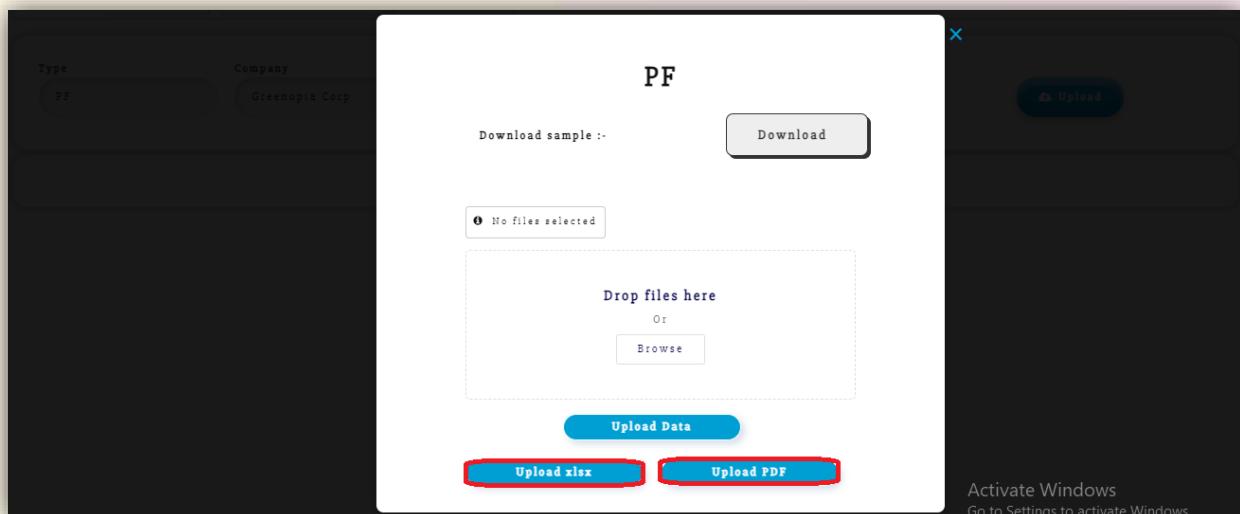


A screenshot of the software interface. At the top, it shows "Type: PF", "Company: Greenopia Corp", and "Select Month-Year: May, 2024". Below this is a table with two entries:

Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	Edit Delete
Greenopia Corp	May, 2024	54	Edit Delete

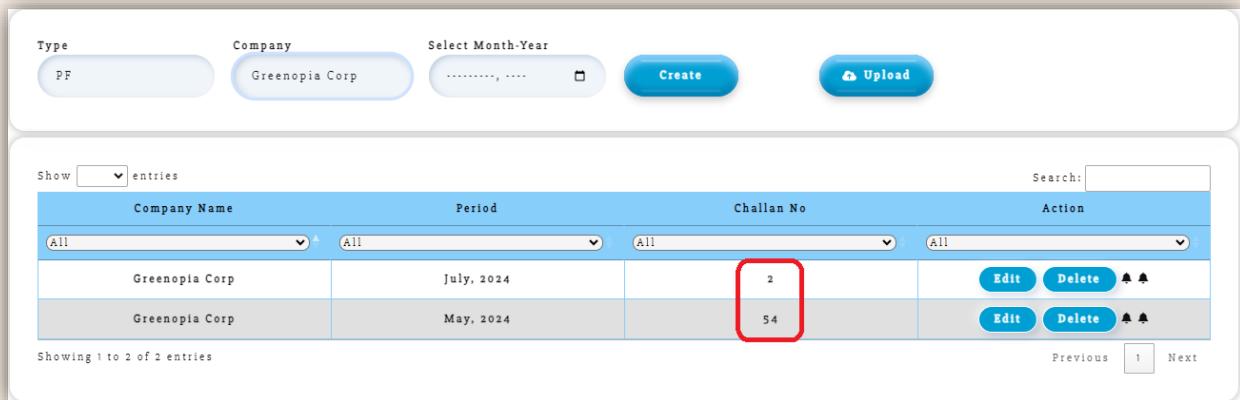
The "Upload" button is highlighted with a red circle. At the bottom, it says "Showing 1 to 2 of 2 entries" and has "Previous" and "Next" buttons.

- User must use the respective buttons to upload both pdf and Excel files as shown below.



A screenshot of a file upload interface. It shows a "PF" section with a "Download sample ::" link and a "Download" button. Below this is a message "No files selected". There is a dashed box for "Drop files here" or "Browse" button. At the bottom are two buttons: "Upload Data" (disabled), "Upload.xlsx" (highlighted with a red box), and "Upload PDF" (highlighted with a red box). A watermark "Activate Windows Go to Settings to activate Windows." is visible on the right.

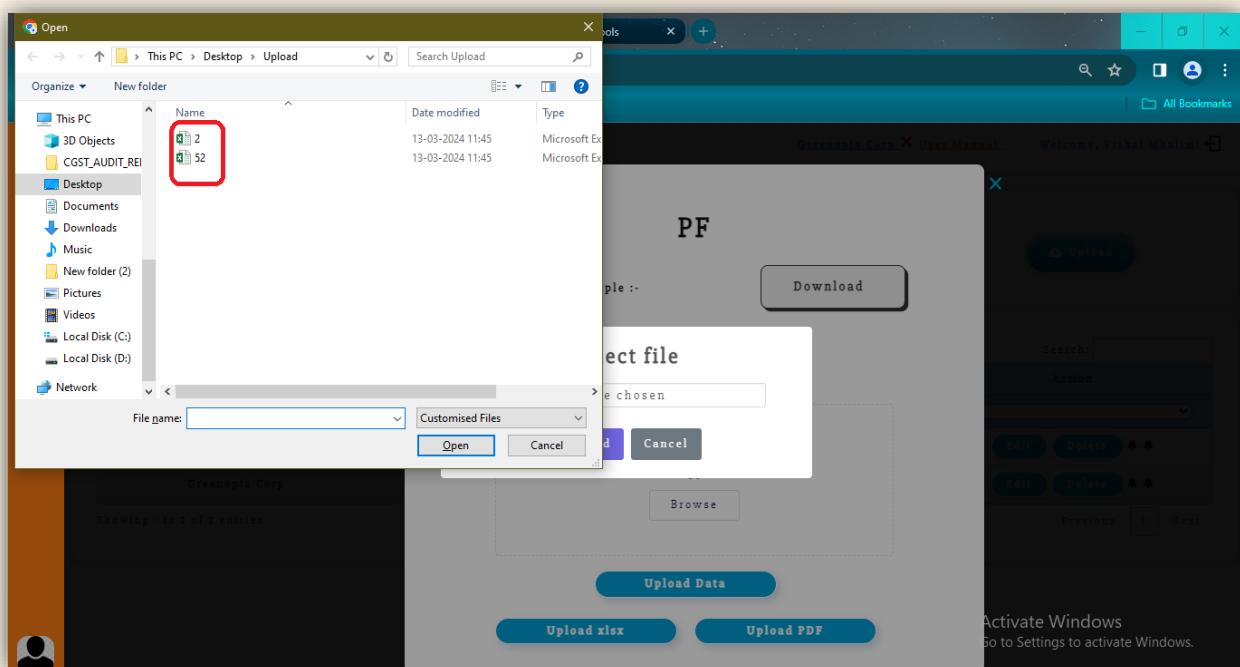
- While uploading, it is imperative for the user to ensure that all files are named precisely with the 'Challan No' corresponding to their respective remittance, exactly as illustrated below.



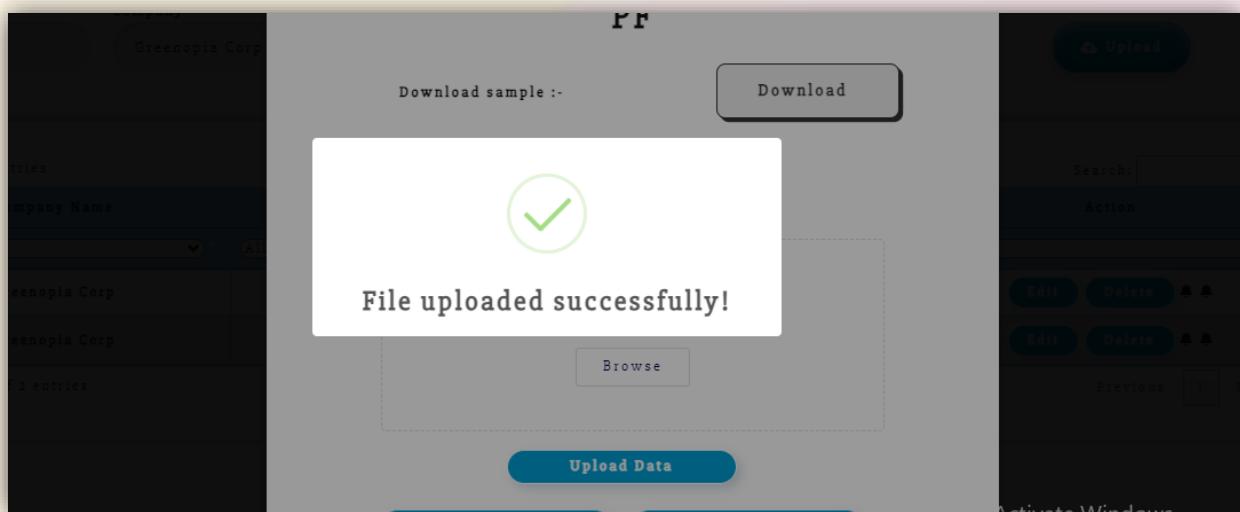
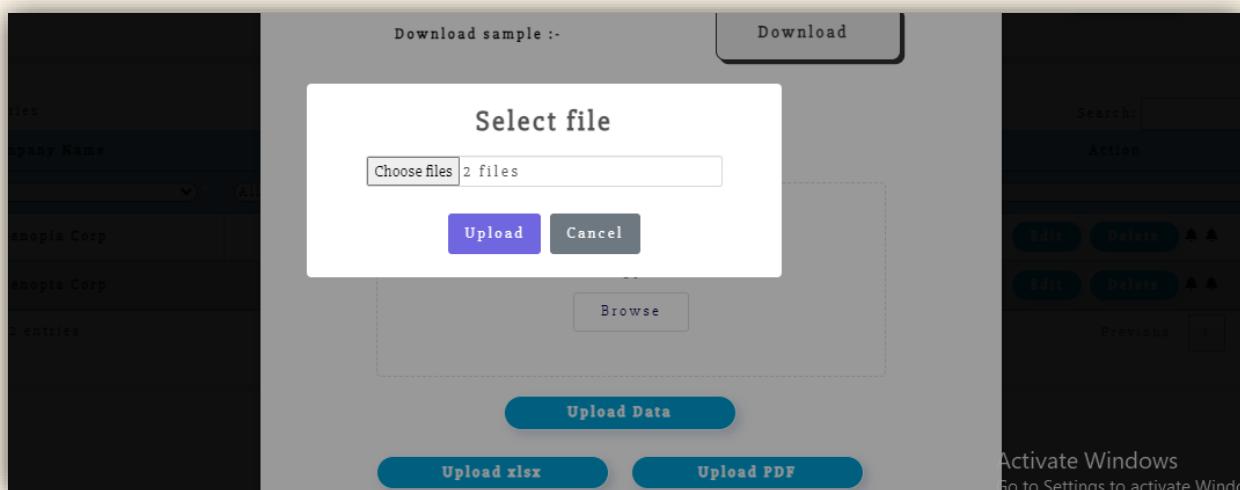
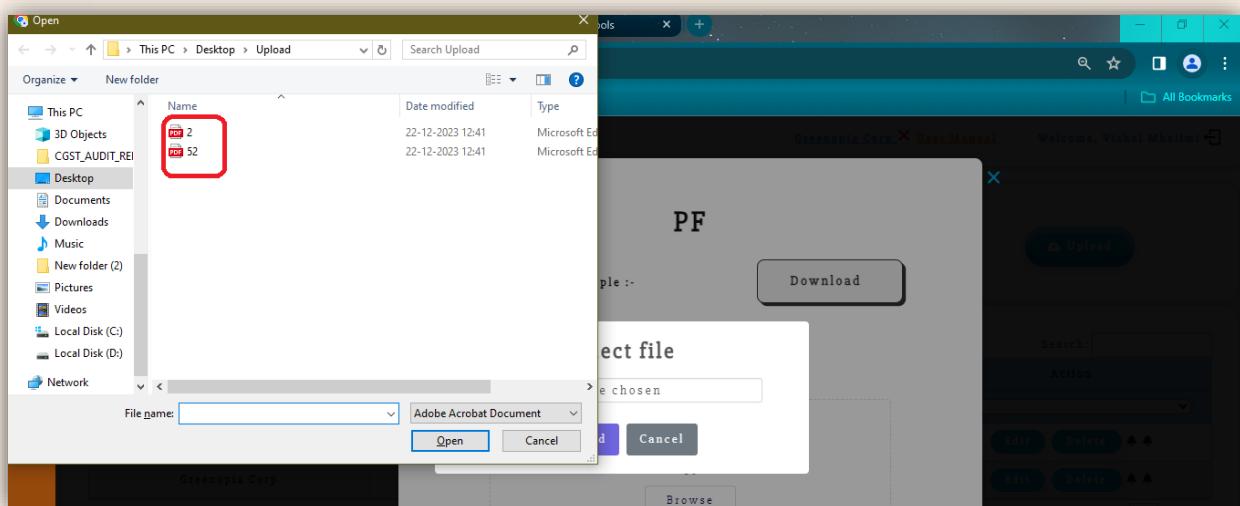
The screenshot shows a software interface for managing financial data. At the top, there are input fields for 'Type' (set to 'PF'), 'Company' (set to 'Greenopia Corp'), and 'Select Month-Year'. Below these are 'Create' and 'Upload' buttons. The main area displays a table of entries:

Company Name	Period	Challan No	Action
Greenopia Corp	July, 2024	2	Edit Delete
Greenopia Corp	May, 2024	54	Edit Delete

Showing 1 to 2 of 2 entries



The screenshot shows a Windows file explorer window with a search bar 'Search Upload' and a toolbar with icons for back, forward, and search. The left sidebar shows 'This PC' with 'Desktop' selected. The main pane lists files '2' and '52' in a table view. A red box highlights the file '2'. In the foreground, a 'Select file' dialog box is open, showing the same files '2' and '52' with the file '2' selected. The background shows a blurred version of the LK Nakashe Consultants software interface.



- After the documents are uploaded the symbols against that particular remittance in the index will change. The Bell (🔔) symbol will change to the PDF (PDF) file symbol to view the uploaded PDF file and to the Excel (Excel) file symbol to view the uploaded Excel file as shown below.

Type	Company	Select Month-Year		Create	Upload
PF	Greenopia Corp,		Create	Upload
Show [] entries				Search: []	
Company Name	Period	Challan No	Action		
All	All	All	All	Edit	Delete
Greenopia Corp	July, 2024	2		Edit	Delete
Greenopia Corp	May, 2024	54		Edit	Delete

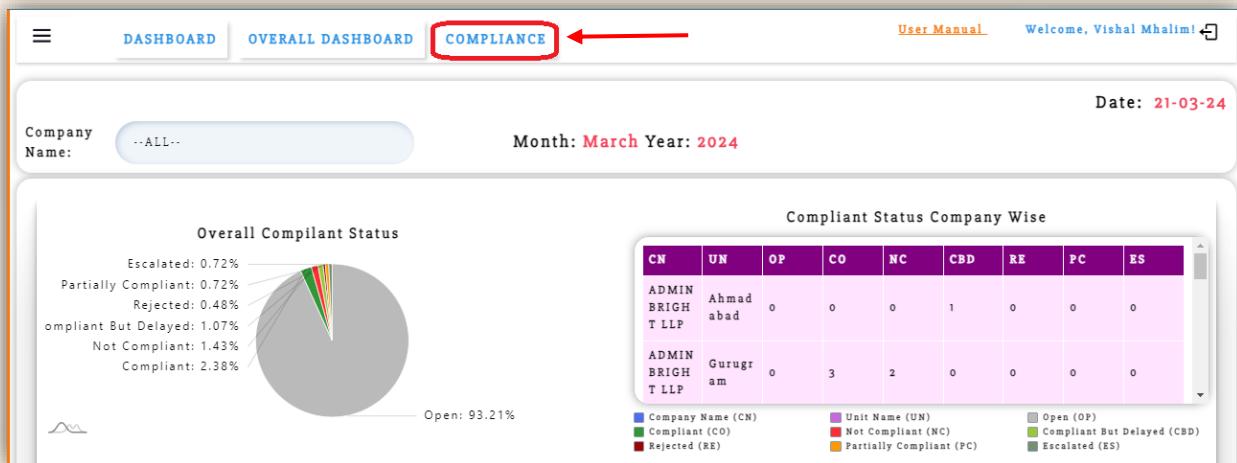
Showing 1 to 2 of 2 entries

Previous 1 Next

3. COMPLIANCE

To initiate the compliance process, the user must follow these steps:

- The user must first click on the [COMPLIANCE](#) tab and then select the company for which compliance needs to be completed.



Overall Compliant Status

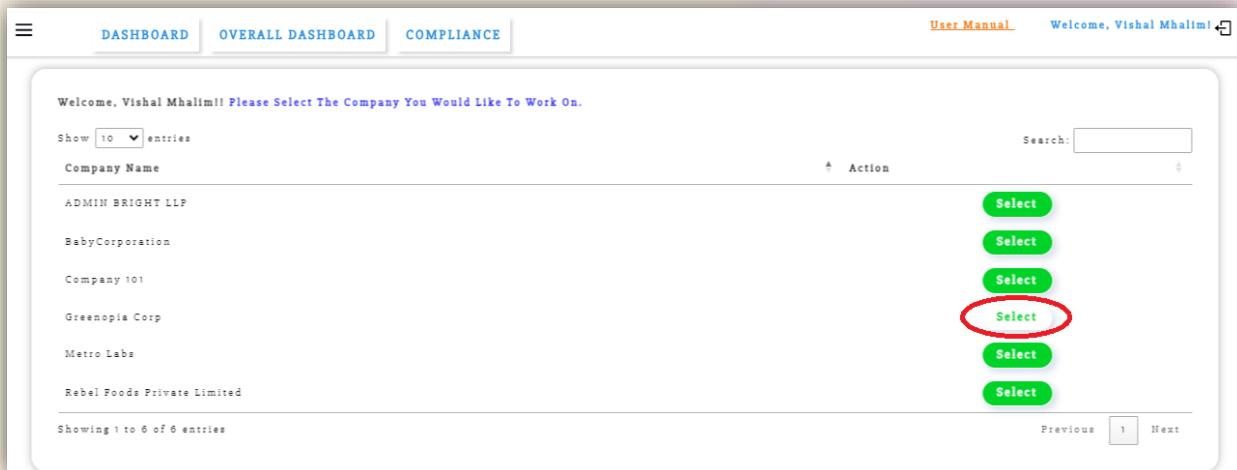
Category	Percentage
Escalated (ES)	0.72%
Partially Compliant (PC)	0.72%
Rejected (RE)	0.48%
Compliant But Delayed (CBD)	1.07%
Not Compliant (NC)	1.43%
Compliant (CO)	2.38%
Open	93.21%

Compliant Status Company Wise

CN	UN	OP	CO	NC	CBD	RE	PC	ES
ADMIN BRIGHT LLP	Ahmadabad	0	0	0	1	0	0	0
ADMIN BRIGHT LLP	Gurugram	0	3	2	0	0	0	0

Legend:

- Company Name (CN)
- Unit Name (UN)
- Open (OP)
- Compliant (CO)
- Not Compliant (NC)
- Partially Compliant (PC)
- Rejected (RE)
- Compliant But Delayed (CBD)
- Escalated (ES)

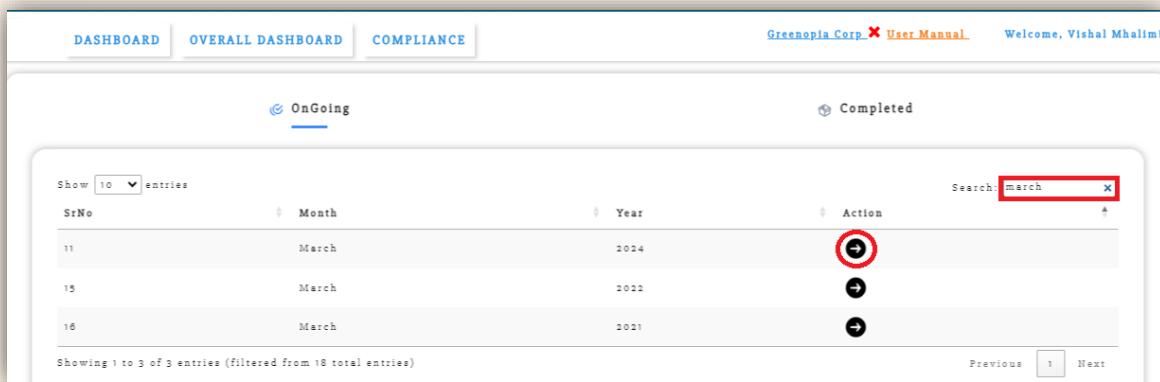


Welcome, Vishal Mhalim!! Please Select The Company You Would Like To Work On.

Company Name	Action
ADMIN BRIGHT LLP	Select
BabyCorporation	Select
Company 101	Select
Greenopia Corp	Select
Metro Labs	Select
Rebel Foods Private Limited	Select

Show 10 entries Search: Previous 1 Next

- To begin, select the month and year for compliance by clicking on the arrow as shown below.



DASHBOARD OVERALL DASHBOARD COMPLIANCE Greenopia Corp X User Manual Welcome, Vishal Mhalim!

OnGoing

Completed

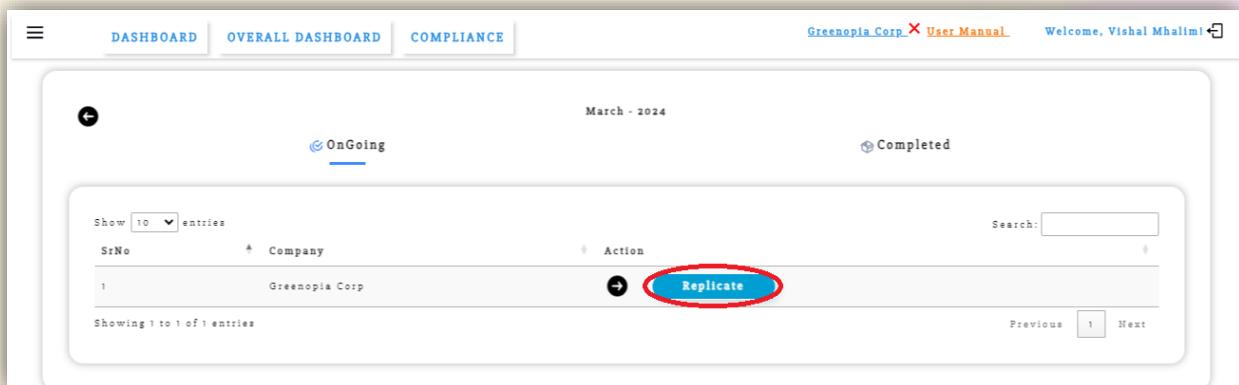
Show 10 entries

SrNo	Month	Year	Action
11	March	2024	(Replicate)
15	March	2022	(Replicate)
16	March	2021	(Replicate)

Showing 1 to 3 of 3 entries (filtered from 18 total entries)

Previous 1 Next

- If the compliance operation for the chosen month and year has not been created yet, return to the 'Operation setup' under the 'Monthly Operations' to create the setup for that specific month and year.
- Furthermore, users have the option to utilize the **Replicate** button, allowing them to duplicate compliance records from any existing month and year to a new one. This duplication can be done with or without status information. Subsequently, users can make any necessary minor adjustments to the duplicated records.



DASHBOARD OVERALL DASHBOARD COMPLIANCE Greenopia Corp X User Manual Welcome, Vishal Mhalim!

March - 2024

OnGoing

Completed

Show 10 entries

SrNo	Company	Action
1	Greenopia Corp	(Replicate)

Showing 1 to 1 of 1 entries

Previous 1 Next



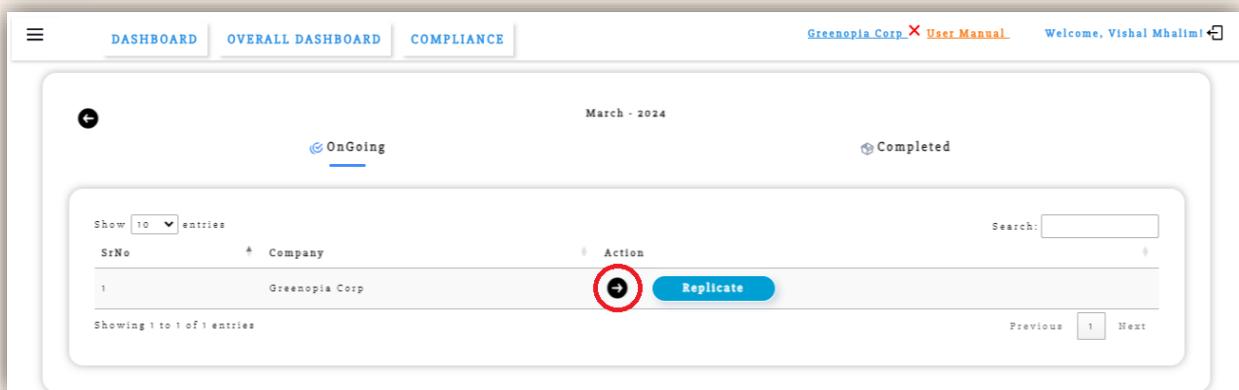
Show 10 entries

SrNo	Company	Action
1	Greenopia Corp	(Replicate)

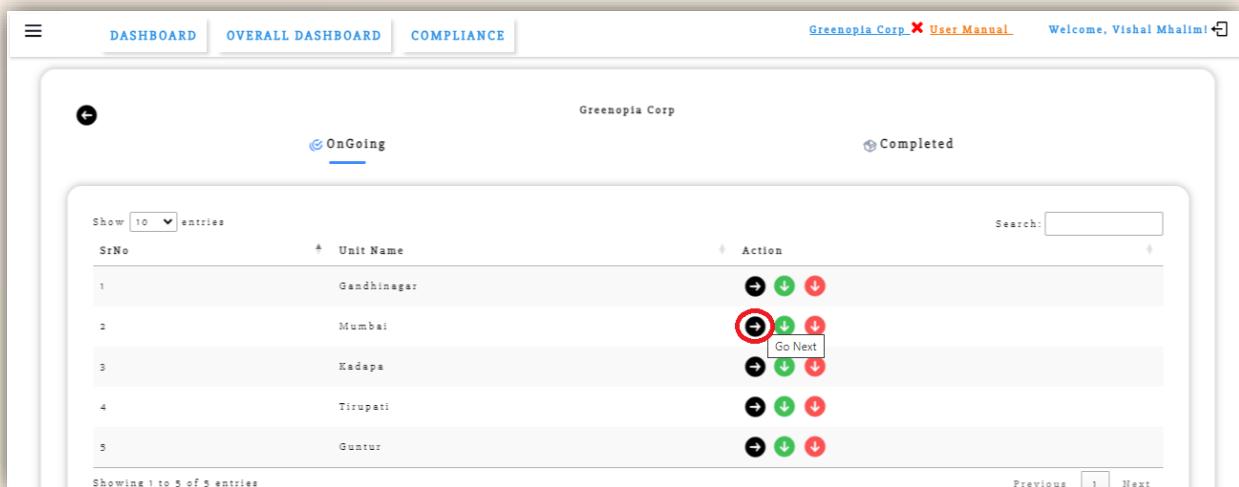
Showing 1 to 1 of 1 entries

Previous 1 Next

- After selecting the desired month and year, users must select the location from which compliance should commence.



The screenshot shows a software interface for LK Nakashe Consultants. At the top, there are three tabs: DASHBOARD, OVERALL DASHBOARD, and COMPLIANCE. The COMPLIANCE tab is active. In the top right corner, it says "Greenopia Corp" with a red X, "User Manual" (in orange), and "Welcome, Vishal Mhalim". Below the tabs, the date "March - 2024" is displayed. There are two tabs above the main content: "OnGoing" (highlighted in blue) and "Completed". A search bar and a dropdown menu "Show 10 entries" are also present. The main area displays a table with columns "SrNo", "Company", and "Action". One entry is shown: "1 Greenopia Corp". The "Action" column for this entry has a red circle around the first icon (a black circle with a white minus sign). A blue button labeled "Replicate" is located at the bottom of this row.

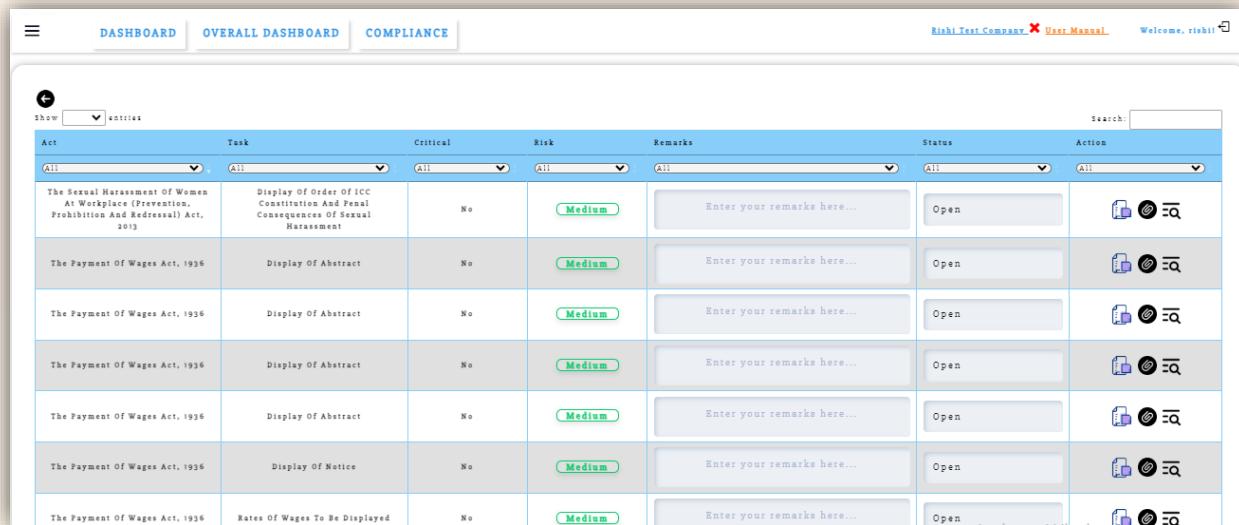


This screenshot shows a continuation of the software interface. It has the same top navigation and date header. The "OnGoing" tab is still active. The main content area is titled "Greenopia Corp". It displays a table with columns "SrNo", "Unit Name", and "Action". Five entries are listed: "1 Gandhinagar", "2 Mumbai", "3 Kadapa", "4 Tirupati", and "5 Guntur". The "Action" column for each entry contains three icons: a black circle with a white minus sign (circled in red), a green circle with a white checkmark, and a red circle with a white downward arrow. A tooltip "Go Next" appears when hovering over the third icon of the first row. Navigation buttons "Previous" and "Next" are at the bottom.

- Thereafter, the user can select from six categories of compliance:
 - **Registration/Licenses**
 - **Display**
 - **Remittance**
 - **Rule**
 - **Register**
 - **Returns**

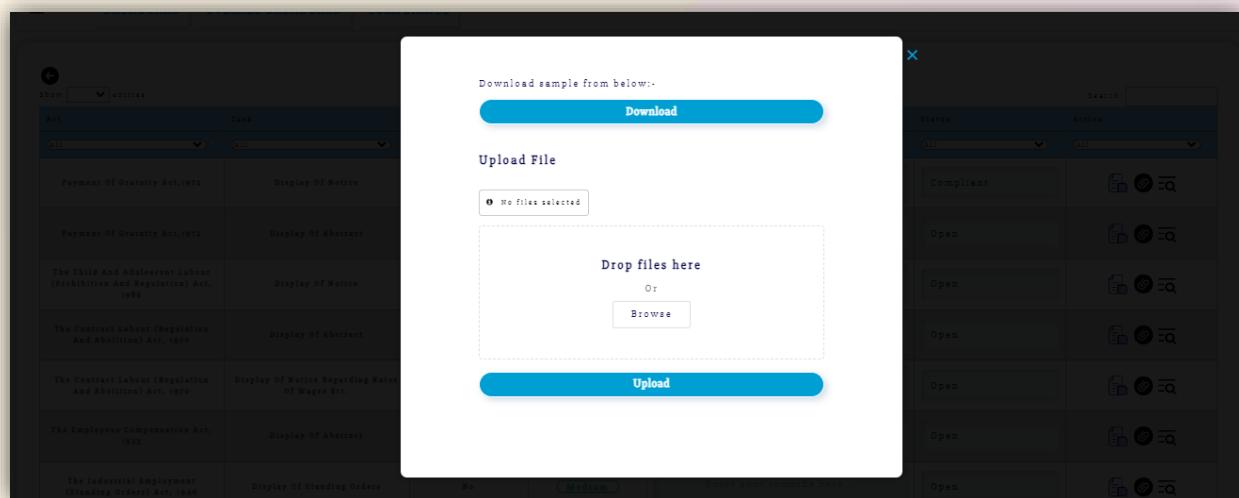
Task lists Compliance process

- Within every compliance category, comprehensive task lists are provided. User will diligently adhere to the specific task list corresponding to each compliance type. Users are required to meticulously update each task list in accordance with its respective compliance, following a structured sequence of steps:



Act	Task	Critical	Risk	Remarks	Status	Action		
All	All	All	All	All	All	All		
The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013	Display Of Order Of Icc Constitution And Penal Consequences Of Sexual Harassment	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Display Of Abstract	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Display Of Abstract	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Display Of Abstract	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Display Of Abstract	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Display Of Notice	No	Medium	Enter your remarks here...	Open			
The Payment Of Wages Act, 1936	Rates Of Wages To Be Displayed	No	Medium	Enter your remarks here...	Open			

- Within the action column of the task list, users can access task details by clicking on a designated () button, as illustrated below.



Task Details

Act Name	Payment Of Gratuity Act,1972		
Section / Rules	Rule 4 (i)		
Task	Display Of Notice		
Critical	No	Risk	Low
Compliance Description The employer shall display a notice conspicuously at or near the main entrance of the establishment in bold letters in English and in a language understood by the majority of the employees employed, specifying the name of the officer with designation, authorized by the employer to receive on his behalf notices under the Act or the rules			
Display Of Standing Orders	No	(Medium)	Open

- User must input a remark, select a status for the specific task, and proceed by clicking on the designated "save the task details" () button, to finalize the task update
- To ensure compliance, users must upload evidence of task completion by clicking on the designated "upload file" () button, as illustrated below.
- After the successful upload of evidence, a "view the evidence file" () button will become accessible. Users can utilize this button to conveniently view and download the uploaded evidence file.

Act	Task	Critical	Risk	Remarks	Status	Action
Payment Of Gratuity Act,1972	Display Of Notice	No	Low	Compliant	Compliant	  
Payment Of Gratuity Act,1972	Display Of Abstract	No	Medium	Enter your remarks here...	Open	  
The Child And Adolescent Labour (Prohibition And Regulation) Act,	Display Of Notice	No	Low	Enter your remarks here...	Open	  

DASHBOARD OVERALL DASHBOARD COMPLIANCE Risk Test Company [User Manual](#) Welcome, riskit! [Logout](#)

Show entries Search:

Act	Task	Critical	Risk	Remarks	Status	Action
All	All	All	All	All	All	All
Payment Of Gratuity Act,1972	Display Of Notice	No	Low	Compliant	Open	  
Payment Of Gratuity Act,1972	Display Of Abstract	No	Medium	Enter your remarks here...	<input type="button" value="SELECT-Open"/>	  
The Child And Adolescent Labour (Prohibition And Regulation) Act, 1986	Display Of Notice	No	Low	Enter your remarks here...	<input type="button" value="SELECT-Open"/>	  
The Contract Labour (Regulation And Abolition) Act, 1970	Display Of Abstract	No	Medium	Enter your remarks here...	Open	  
The Contract Labour (Regulation And Abolition) Act, 1970	Display Of Notice Regarding Rates Of Wages Etc.	No	Medium	Enter your remarks here...	Open	  
The Employees Compensation Act, 1923	Display Of Abstract	No	Medium	Enter your remarks here...	Open	  
The Industrial Employment (Standing Orders) Act, 1946	Display Of Standing Orders	No	Medium	Enter your remarks here...	Open	  

Showing 1 to 7 of 13 entries Previous Next

Show entries Search:

Act	Task	Critical	Risk	Remarks	Status	Action
All	All	All	All	All	All	All
Payment Of Gratuity Act,1972	Display Of Notice	No	Low	Compliant	Compliant	  
Payment Of Gratuity Act,1972	Display Of Abstract	No	Medium	Enter your remarks here...	Open	  
The Child And Adolescent Labour (Prohibition And Regulation) Act, 1986	Display Of Notice	No	Low	Enter your remarks here...	Open	  
The Contract Labour (Regulation And Abolition) Act, 1970	Display Of Abstract	No	Medium	Enter your remarks here...	Open	  

Click here to save the task details

Registration License Display Remittance Rule Salary Register Returns

Registration / Licenses

Display

Remittance

Rule

Register

Returns

3.1 Registration / Licenses



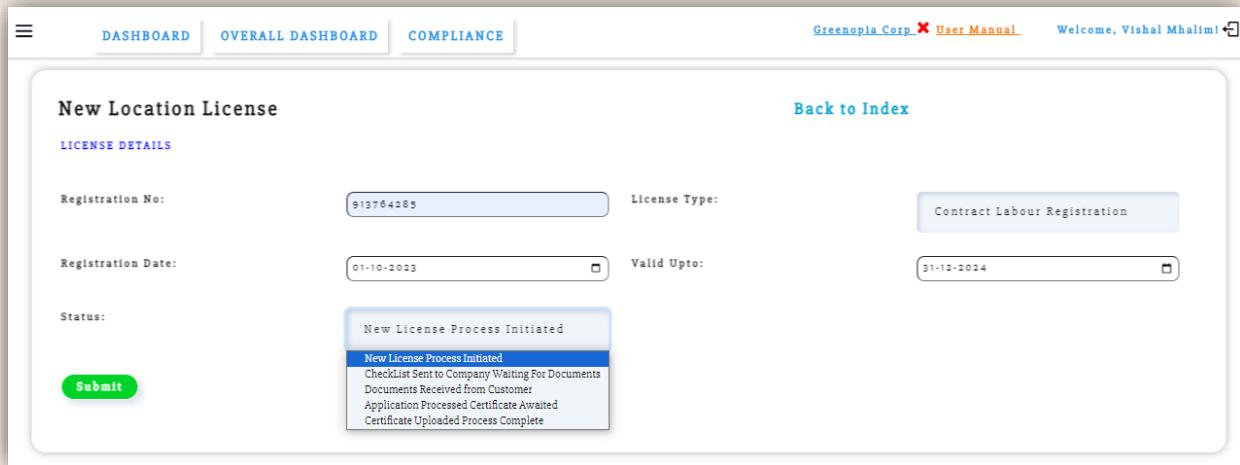
- Here in the 'Registration / License' index, the user will see all the existing licenses uploaded for the selected location.

Registration / Licenses									New License	Task List
Mumbai									<input type="button" value="Search:"/>	
License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action		
BOCW	12350	2024-03-16	2025-03-26	2024-03-21 12:45:18	None	None	None	License		
CLLC	12353	2024-03-19	2025-03-29	2024-03-21 12:45:18	None	None	None	License		
CLLC	12354	2024-03-30	2025-03-30	2024-03-21 12:45:18	None	None	None	License		
CLRA	12352	2024-03-28	2025-03-28	2024-03-21 12:45:18	None	None	None	License		

- The user can also create a new License here by clicking on the **New License** button as shown below.

Registration / Licenses									New License	Task List
Mumbai									<input type="button" value="Search:"/>	
License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action		
									<input type="button" value="New License"/>	

- In this step, the user must input details for the new license and designate a status to signify the stage of license procurement as shown below.



New Location License

[Back to Index](#)

LICENSE DETAILS

Registration No: 913764285 License Type: Contract Labour Registration

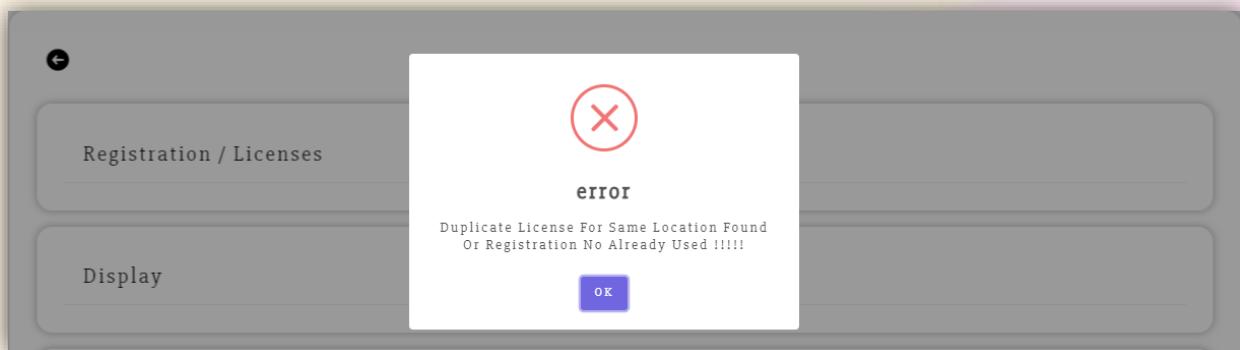
Registration Date: 01-10-2023 Valid Upto: 31-12-2024

Status: New License Process Initiated

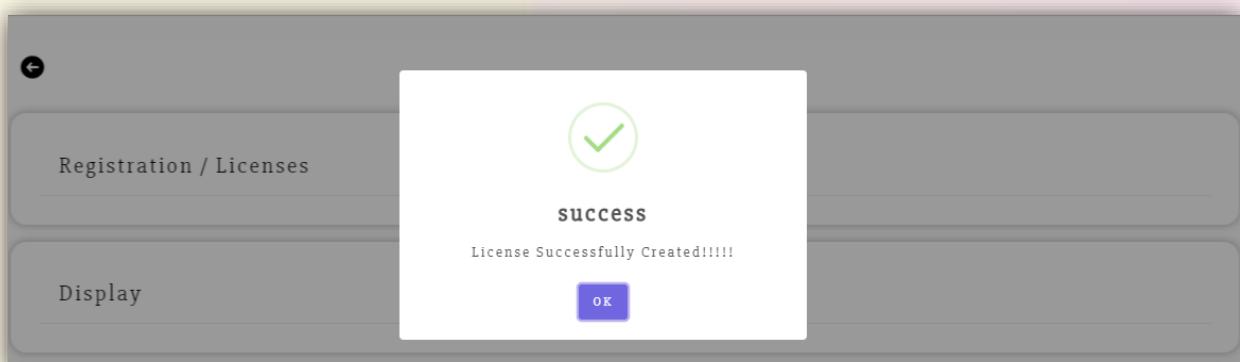
New License Process Initiated
Checklist Sent to Company Waiting For Documents
Documents Received from Customer
Application Processed Certificate Awaited
Certificate Uploaded Process Complete

Submit

- The user must ensure that they do not create a duplicate license by verifying that the license type does not already exist and that the registration number is unique. Otherwise, after submission, the system will display the following error message.



- After successfully creating the new license, the user will observe an **Edit** button in the index next to the newly created license, provided it is not in its final status.



Registration / Licenses

Guntur

License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
S&E	913764285	2024-03-01	2024-10-30	None	None	None	None	License
Trade	9137642865	2024-03-01	2024-10-31	None	None	None	None	EDIT

[License](#)

- Users can utilize this button to do the following functions:

➤ Download Checklist: The user can utilize the download Excel () button to download a checklist listing the necessary information and documents needed for the procurement of the license.

DASHBOARD OVERALL DASHBOARD COMPLIANCE Greenopia Corp  Welcome, Vishal Mhalim 

Location License Update [Back to Index](#)

LICENSE DETAILS

  [Upload Certificate](#) [Mail CheckList](#)

Company Name:	Greenopia Corp	Registration No:	se3434
License Type:	Contract Labour License	Registration Date:	08-03-2024
Valid Upto:	30-07-2025	Contractor Name :	Miss Rachel Green
Status:	New License Process Initiated		

[Submit](#)

➤ Mail Checklist: The user can utilize the mail checklist () button to send an email to the provided email ID in the company master, containing the checklist listing the necessary information and documents needed for the procurement of the license.

DASHBOARD OVERALL DASHBOARD COMPLIANCE Greenopia Corp  Welcome, Vishal Mhalim 

Location License Update [Back to Index](#)

LICENSE DETAILS

  [Upload Certificate](#) [Mail CheckList](#)

Company Name:	Greenopia Corp	Registration No:	se3434
License Type:	Contract Labour License	Registration Date:	08-03-2024
Valid Upto:	30-07-2025	Contractor Name :	Miss Rachel Green
Status:	New License Process Initiated		

[Submit](#)

Location License Update

[Back to Index](#)

LICENSE DETAILS

Company Name:	Greenopia	Registration No:	9137642865
License Type:	Trade	Registration Date:	01-03-2024
Valid Upto:	31-10-2024	New License Process Initiated	

[Submit](#)



Success!

Mail Sent Successfully To The Assigned Email Of The Company!!!!

[OK](#)

- **Update status:** The user can change the status as per the progress of License Procurement. While selecting the final status i.e. “Certificate Uploaded Process Complete”, ensure the License Certificate is uploaded.

Location License Update

[Back to Index](#)

LICENSE DETAILS

Company Name:	Greenopia Corp	Registration No:	se3434
License Type:	Contract Labour License	Registration Date:	08-03-2024
Valid Upto:	30-07-2025	Contractor Name :	Miss Rachel Green

Status:

Certificate Uploaded Process Co
 New License Process Initiated
 Checklist Sent to Company Waiting For Documents
 Documents Received from Customer
 Application Processed Certificate Awaited
 Certificate Uploaded Process Complete

[Submit](#)

←

Registration / Licenses

Display



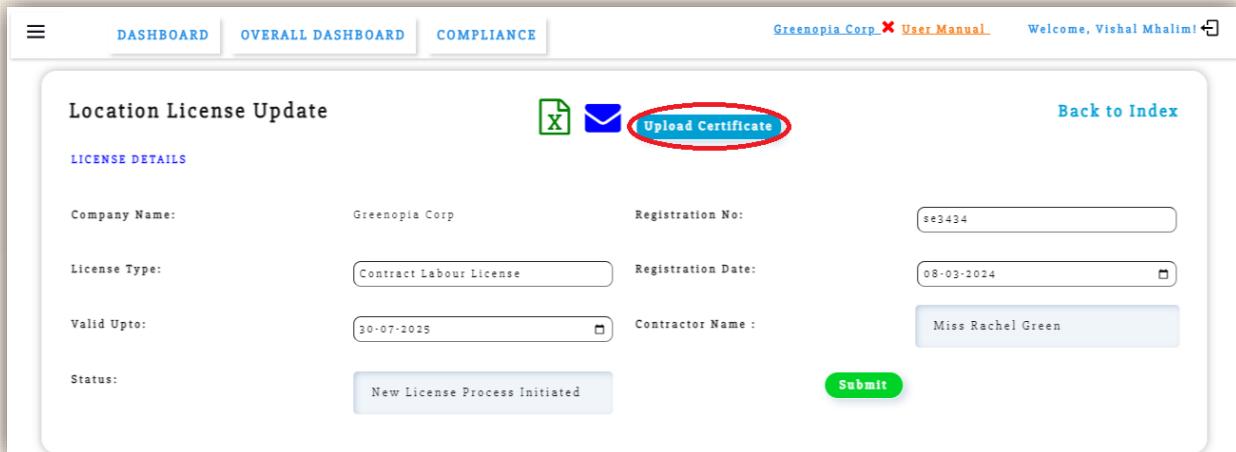
SUCCESS

License Updated Successfull!!!!!!

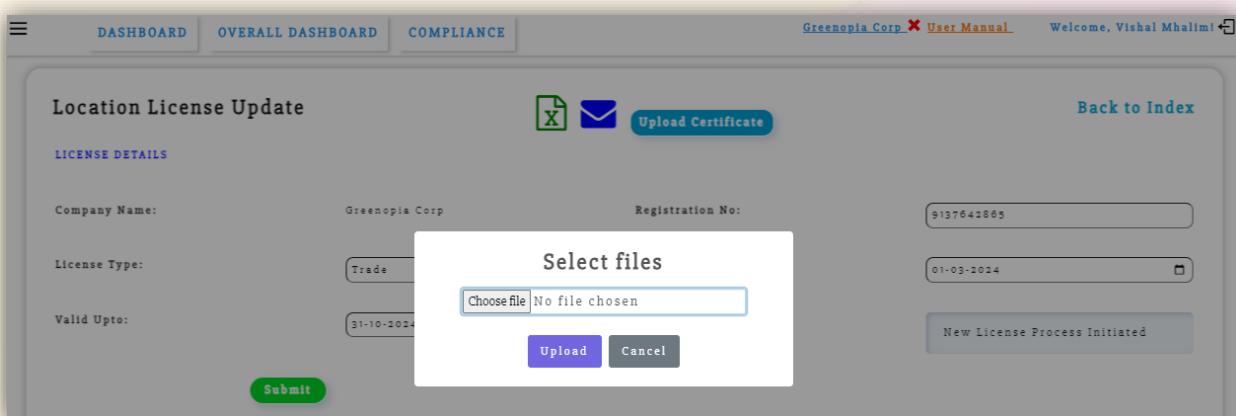
[OK](#)

➤ **Upload Certificate:** The user must upload the License certificate by clicking on **upload certificate** button. User must name the PDF file with the Registration number provided in the license details as it is.

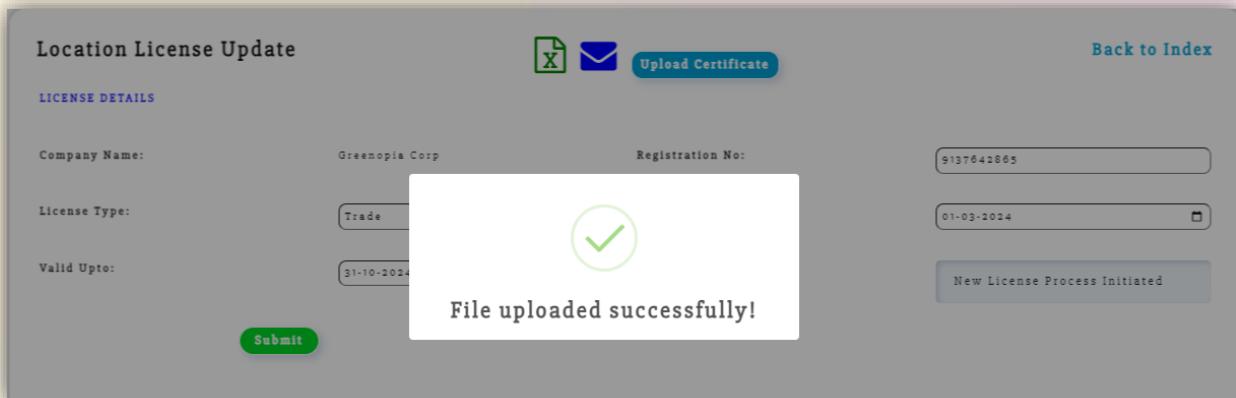
Note: While naming the pdf file with the registration no, any special characters in that registration number must be replaced with ‘_’ (underscore symbol) if any, e.g. “123*452/0” Becomes “123_452_0”. Otherwise, the pdf file would not get uploaded.



The screenshot shows the 'Location License Update' form. At the top right, there is a blue 'Upload Certificate' button with a white outline and a small circular icon containing a checkmark. This button is circled in red. Below the form, there is a green 'Submit' button.



The screenshot shows the 'Location License Update' form. A 'Select files' dialog box is overlaid on the 'Upload Certificate' field. The dialog box contains a 'Choose file' button, a message 'No file chosen', and two buttons: 'Upload' and 'Cancel'. The background form fields are visible through the dialog box.



The screenshot shows the 'Location License Update' form. A central message box displays a green checkmark icon and the text 'File uploaded successfully!'. The background form fields are visible.

- Once the license certificate is uploaded, the user must select the final status i.e. "Certificate Uploaded Process Complete", and submit. Subsequently, the **Edit** button will disappear for that license.

Location License Update

[Back to Index](#)

LICENSE DETAILS

Company Name:	Greenopia Corp	Registration No:	se3434
License Type:	Contract Labour License	Registration Date:	08-03-2024
Valid Upto:	30-07-2025	Contractor Name :	Miss Rachel Green
Status:	<input style="width: 100%; height: 100%; background-color: #007bff; color: white; border: none; font-size: small;" type="button" value="Certificate Uploaded Process Complete"/> <div style="background-color: #e0f2e0; padding: 5px; font-size: small; margin-top: -10px;"> New License Process Initiated Checklist Sent to Company Waiting For Documents Documents Received from Customer Application Processed Certificate Awaited Certificate Uploaded Process Complete </div>		

Submit

- An alert Bell will appear in the 'Valid Upto' column next to the license when the validity period of that license is due within the deadline alert days set for that license.
 - Additionally, a **Renew** button will be displayed in front of that license for renewal, as shown below.

Registration / Licenses

Mumbai

Show 10 entries

New License | **Task List**

Search:

License Type	Registration No	Registration Date	Valid Upto	License Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	12350	2024-03-16	2025-03-16	2024-03-22 11:48:13	None	None	None	License
CLLC	12353	2024-03-19	2024-03-29	2024-03-21 12:45:18	Miss Rachel Green	2024-03-06	2024-03-07	Renew Tasklist License

- The user is required to input the new valid date for the renewal of the license as shown below and upload the newly acquired certificate by following the same procedures as when uploading a new license.

DASHBOARD OVERALL DASHBOARD COMPLIANCE [Greenopia Corp](#) [User Manual](#) Welcome, Vishal Mhalim! [Logout](#)

Location License Renew

[Back to Index](#)

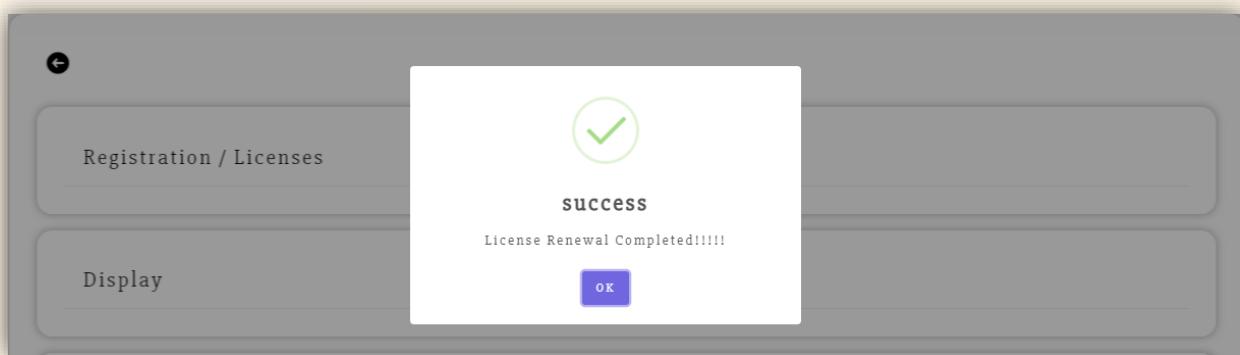
LICENSE DETAILS

Company Name:	Greenopia Corp	Registration No:	12353																																																	
License Type:	CLLC	Registration Date:	March 29, 2024																																																	
Valid Upto:	<input type="text" value="29-03-2024"/> March, 2024 ▾ <table border="0" style="margin-top: 5px;"> <tr> <td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </table>			Mo	Tu	We	Th	Fr	Sa	Su	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
Mo	Tu	We	Th	Fr	Sa	Su																																														
26	27	28	29	1	2	3																																														
4	5	6	7	8	9	10																																														
11	12	13	14	15	16	17																																														
18	19	20	21	22	23	24																																														
25	26	27	28	29	30	31																																														
1	2	3	4	5	6	7																																														

CONTRACTOR DETAILS

Contractor Name:	Contractor Start Date:	March 6, 2024
Contractor End Date:	Contractor Employee Count:	None
Status:	<input type="button" value="Submit"/> <small>Activate Windows Go to Settings to activate Windows.</small>	

[Clear](#) [Today](#)



- When a location is closed, a user has the option to surrender their licenses. Once a closure date is Set in the Location master, a **Surrender** button will become available in front of each license, here in the Registration/License index as shown below.

Registration / Licenses

Thane

Show 10 entries

License Type	Registration No	Registration Date	Valid Upto	License Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	838BOCW	2023-04-01	2024-04-19	2024-03-28 06:23:23	Patty	2023-04-01	2024-04-19	Surrender Tasklist License
Contract Labour License	838CLL	2023-04-01	2024-04-19	2024-03-28 05:33:15	Patty	2023-04-01	2024-04-19	Surrender Tasklist License
Factory License	838FactoryLicense	2023-04-01	2024-04-19	None	None	None	None	Surrender Tasklist License

- The user must complete the surrender process for each license individually, and then select the final status before submitting. Subsequently, the **Surrender** button will disappear for that license.

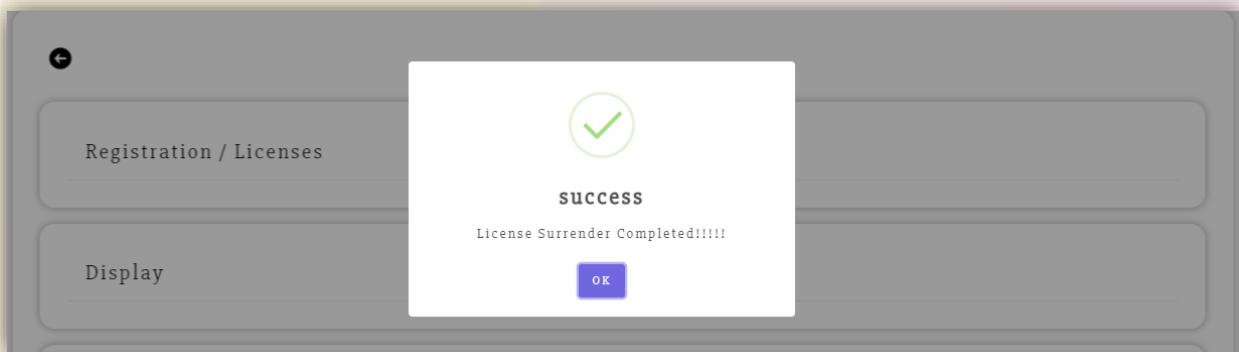
DASHBOARD OVERALL DASHBOARD COMPLIANCE Rishi Test Company X User Manual Welcome, rishi

Location License Surrender Back to Index

LICENSE DETAILS

Company Name:	Rishi Test Company	Registration No:	838S&E
License Type:	S&E	Registration Date:	April 1, 2023
Valid Upto:	April 19, 2024	Next Renewal Due Date:	March 18, 2024
Status:	Certificate Uploaded Surrender Complete		

Submit



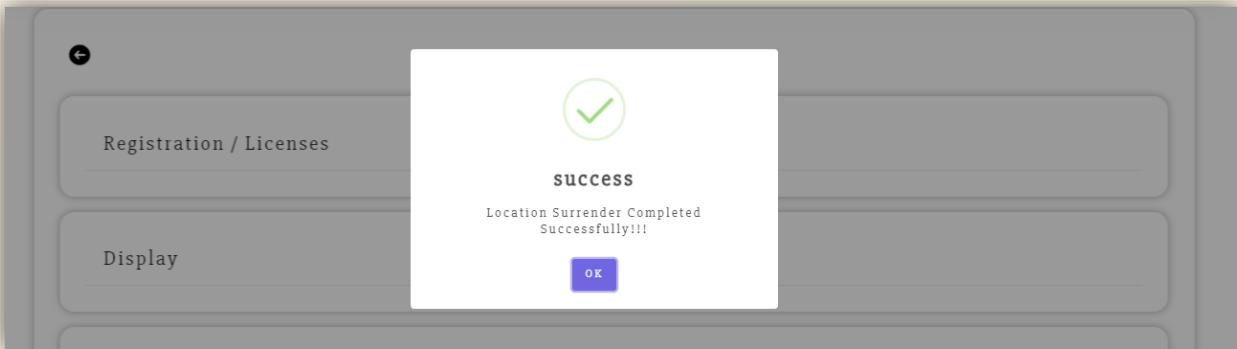
- After surrendering the licenses, the user must click on the **Surrender Complete?** button to finalize the closure of the location.

Registration / Licenses

Thane

Show 10 entries Search:

License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	838BOCW	2023-04-01	2024-04-19	2024-03-28 06:23:23	Patty	2023-04-01	2024-04-19	Surrender TaskList License
Contract Labour License	838CLL	2023-04-01	2024-04-19	2024-03-28 05:33:25	Patty	2023-04-01	2024-04-19	License
Factory License	838FactoryLicense	2023-04-01	2024-04-19	None	None	None	None	License
S&E	838S&E	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	Surrender License
Signage	838Signage	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	Surrender License



Registration / Licenses

Thane

THIS UNIT HAS BEEN SURRENDERED NO FURTHER ACTIONS ALLOWED

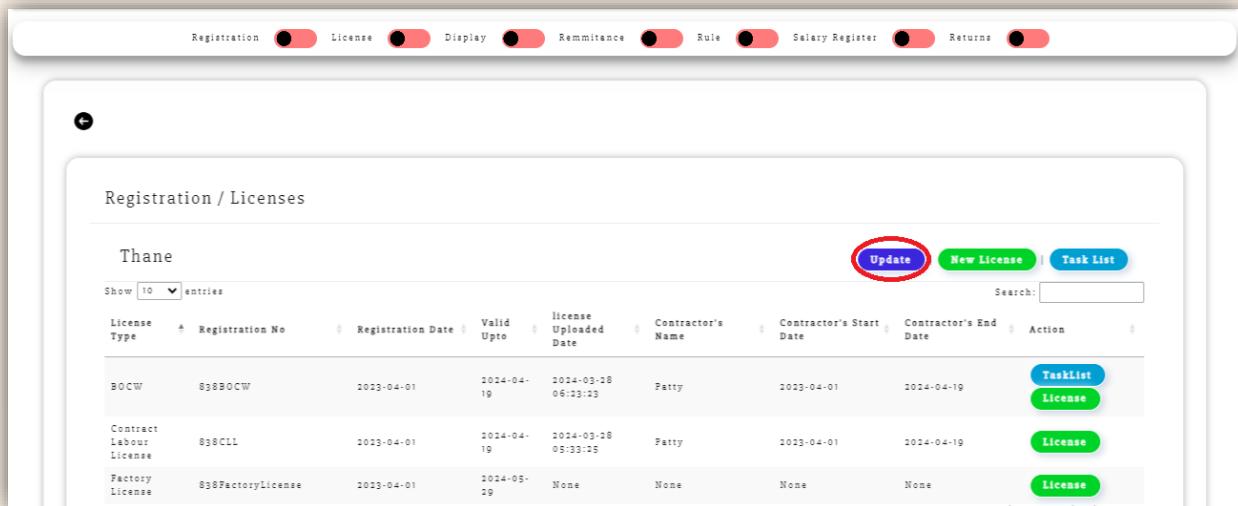
Show 10 entries Search:

License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	838BOCW	2023-04-01	2024-04-19	2024-03-28 06:23:23	Patty	2023-04-01	2024-04-19	License
Contract Labour License	838CLL	2023-04-01	2024-04-19	2024-03-28 05:33:25	Patty	2023-04-01	2024-04-19	License
Factory License	838FactoryLicense	2023-04-01	2024-04-19	None	None	None	None	License
S&E	838S&E	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	License
Signage	838Signage	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	License
Trade	838Trade	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	License

Showing 1 to 6 of 6 entries

Previous Next

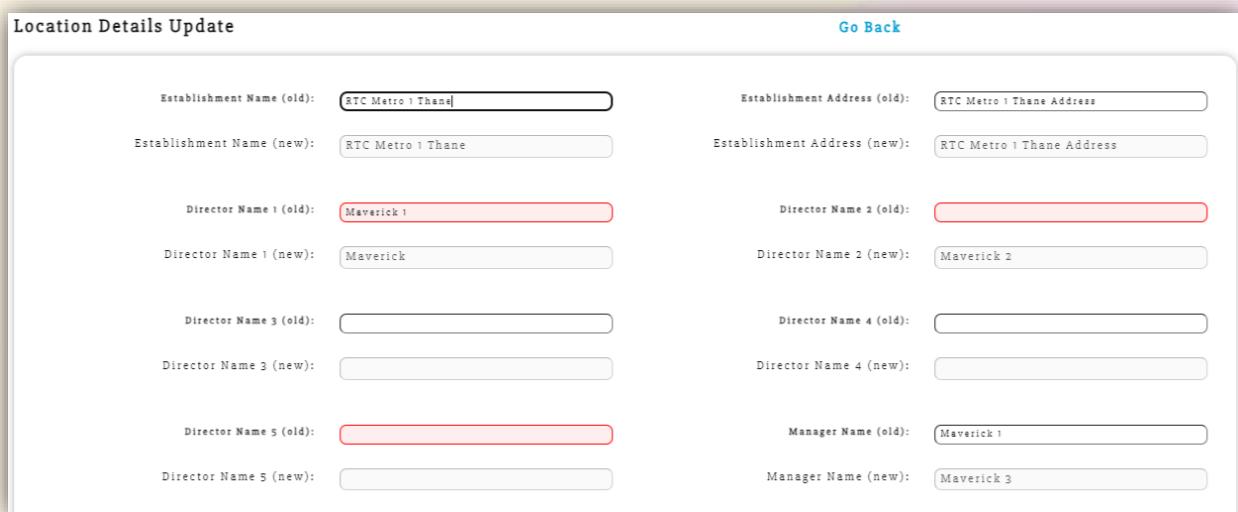
- When modifications are made to a location details during the monthly locations upload in monthly operations, an **Update** button will be accessible within the Registration / License index, enabling users to update the pertinent details.



The screenshot shows a software interface titled "Registration / Licenses". At the top, there are several toggle buttons labeled "Registration", "License", "Display", "Remittance", "Rule", "Salary Register", and "Returns". Below the buttons, the title "Registration / Licenses" is displayed above a search bar. The main area shows a table with three rows of data. The columns include "License Type", "Registration No.", "Registration Date", "Valid Upto", "license Uploaded Date", "Contractor's Name", "Contractor's Start Date", "Contractor's End Date", and "Action". The "Action" column contains buttons for "Tasklist" and "License". The "Update" button in the top right corner of the table header is circled in red.

License Type	Registration No.	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	B3BBOCW	2023-04-01	2024-04-19	2024-03-28 06:23:29	Patty	2023-04-01	2024-04-19	Tasklist License
Contract Labour License	B3BCLL	2023-04-01	2024-04-19	2024-03-28 05:33:25	Patty	2023-04-01	2024-04-19	License
Factory License	B3BFactoryLicense	2023-04-01	2024-05-29	None	None	None	None	License

- Clicking on the **Update** button will bring the user to the location Details Update screen, where they can see the old details field and new details field and update accordingly.



The screenshot shows a form titled "Location Details Update". It includes fields for "Establishment Name (old)" (RTC Metro : Thane), "Establishment Name (new)" (RTC Metro : Thane), "Establishment Address (old)" (RTC Metro : Thane Address), and "Establishment Address (new)" (RTC Metro : Thane Address). There are also fields for "Director Name 1 (old)" (Maverick 1), "Director Name 1 (new)" (Maverick), "Director Name 2 (old)" (empty), "Director Name 2 (new)" (Maverick 2), "Director Name 3 (old)" (empty), "Director Name 3 (new)" (empty), "Director Name 4 (old)" (empty), "Director Name 4 (new)" (empty), "Director Name 5 (old)" (empty), "Director Name 5 (new)" (empty), "Manager Name (old)" (Maverick 1), and "Manager Name (new)" (Maverick 3). A "Go Back" button is located at the top right.

- After amending the location updates, an **Amend** button will be available to the user for amending any of the licenses of that location as shown below.

Registration / Licenses								
Thane								
Update Amendment Complete? New License Task List								
Show <input type="button" value="10"/> entries								Search:
License Type	Registration No	Registration Date	Valid Upto	license Uploaded Date	Contractor's Name	Contractor's Start Date	Contractor's End Date	Action
BOCW	838BOCW	2023-04-01	2024-04-19	2024-03-28 06:23:23	Patty	2023-04-01	2024-04-19	Amend TaskList License
Contract Labour License	838CLL	2023-04-01	2024-04-19	2024-03-28 05:33:25	Patty	2023-04-01	2024-04-19	Amend License
Factory License	838FactoryLicense	2023-04-01	2024-05-19	None	None	None	None	Amend License
S&E	01838S&E	2023-04-01	2024-04-19	2024-03-28 05:33:25	Patty	2023-04-01	2024-04-19	Amend License
Signage	838Signage	2023-04-01	2024-04-19	2024-03-28 05:33:25	None	None	None	Amend License

- Users are required to upload the amended license certificate and indicate the final status. During the upload process, users should adhere to the same '[upload certificate](#)' procedures followed when initially creating a new license.

DASHBOARD
OVERALL DASHBOARD
COMPLIANCE
Rishi Test Company  Welcome, rishi! 

Location License Ammend

 
[Upload Certificate](#)
[Back to Index](#)

LICENSE DETAILS

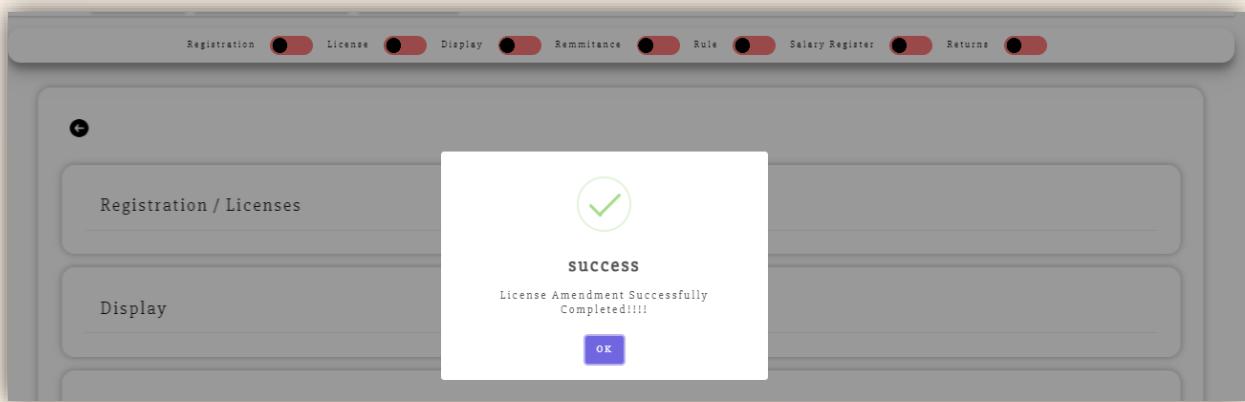
Company Name:	Rishi Test Company	Registration No:	838CLL
License Type:	Contract Labour License	Registration Date:	April 1, 2023
Valid Upto:	April 19, 2024	Next Renewal Due Date:	March 28, 2024

CONTRACTOR DETAILS

Contractor Name:	Patty	Contractor Start Date:	April 1, 2023
Contractor End Date:	April 19, 2024	Contractor Employee Count:	None

Status:

Activate Windows
Go to Settings to activate Windows.



- After the amendments are done the user must click on the **Amendment Complete?** button to finalize the amendment process.

3.2 Display

- The Display compliance category involves ensuring that all necessary displays of abstracts and notices are presented appropriately to meet the requirements regulatory respective of the location.
- In the index, the user can view all abstracts imported in the company setup, relevant to the selected location. It also includes an action column, featuring buttons that appear based on the status selected during import. setup in the company settings

Display

Thane

Show 10 entries Search:

Act Name	Abstract Name	Last Change Date	Display Date	Action
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2024	▶	<button>Request Abstract</button>
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2024	▶	<button>Request Abstract</button>
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2024	▶	<button>Request Abstract</button>
The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986	Child and Adolescent Labour (Prohibition and regulation) Act, 1986	10-04-2024	▶	<button>Request Abstract</button>
The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	10-04-2024	▶	<button>Request Abstract</button>
The Contract Labour (Regulation and Abolition) Act, 1970	The Contract Labour Act 1970	10-04-2024	▶	<button>Request Abstract</button>
The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	10-04-2024	▶	<button>Request Abstract</button>

Showing 1 to 7 of 7 entries Previous Next

- If the selected status during abstract import was 'Request Abstract', then the **Request Abstract** button will appear as shown below.

13.233.68.238 says
Registration / Licenses
Abstract Requested Successfully !!

OK

Display

Thane

Show 10 entries Search:

Act Name	Abstract Name	Last Change Date	Display Date	Action
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2024	▶	Request Abstract
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2024	▶	<button>Request Abstract</button>
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2024	▶	<button>Request Abstract</button>
The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986	Child and Adolescent Labour (Prohibition and regulation) Act, 1986	10-04-2024	▶	<button>Request Abstract</button>
The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	10-04-2024	▶	<button>Request Abstract</button>
The Contract Labour (Regulation and Abolition) Act, 1970	The Contract Labour Act 1970	10-04-2024	▶	<button>Request Abstract</button>
The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	10-04-2024	▶	<button>Request Abstract</button>

- When clicking on this button, a request will be sent, subsequently changing the button to the **Abstract Requested** button, which will be unresponsive to indicate the status.

Display

Thane

Show 10 entries Search:

Act Name	Abstract Name	Last Change Date	Display Date	Action
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2014	▲	Abstract Requested
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2014	▲	Request Abstract
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2014	▲	Request Abstract
The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986	Child and Adolescent Labour (Prohibition and regulation) Act, 1986	10-04-2014	▲	Request Abstract
The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	10-04-2014	▲	Request Abstract
The Contract Labour (Regulation and Abolition) Act, 1970	The Contract Labour Act 1970	10-04-2014	▲	Request Abstract
The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	10-04-2014	▲	Request Abstract

- After the request is fulfilled and the status is updated to allow for download, the **Download Abstract** button will appear.
- Once the request is approved, the **Download Abstract** button will become visible as shown below.

Display

Thane

Show 10 entries Search:

Act Name	Abstract Name	Last Change Date	Display Date	Action
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2014	▲	Download Abstract
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2014	▲	Request Abstract
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2014	▲	Request Abstract
The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986	Child and Adolescent Labour (Prohibition and regulation) Act, 1986	10-04-2014	▲	Request Abstract
The Maternity Benefit Act, 1961	Maternity Benefit Act Form 9	10-04-2014	▲	Request Abstract
The Contract Labour (Regulation and Abolition) Act, 1970	The Contract Labour Act 1970	10-04-2014	▲	Request Abstract
The Minimum Wages Act, 1948	The Minimum Wages Act FORM IX-A	10-04-2014	▲	Request Abstract

- Users are required to utilize the button for downloading the abstract in all available languages and exhibit the downloaded abstract printouts in accordance with regulatory guidelines.

Registration / Licenses

Display

Thane

Show 10 entries Search:

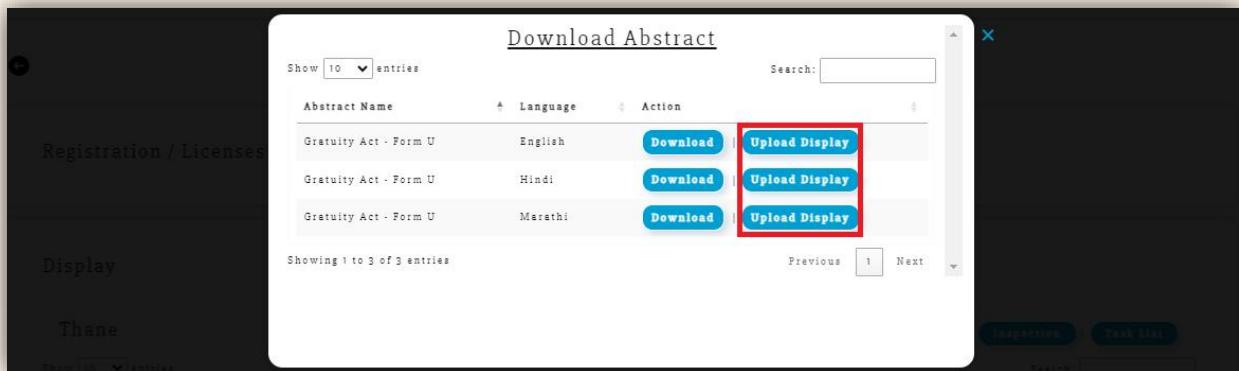
Download Abstract

Abstract Name	Language	Action
Gratuity Act - Form U	English	Download
Gratuity Act - Form U	Hindi	Download
Gratuity Act - Form U	Marathi	Download

Showing 1 to 3 of 3 entries Previous 1 Next

Inspection Task List

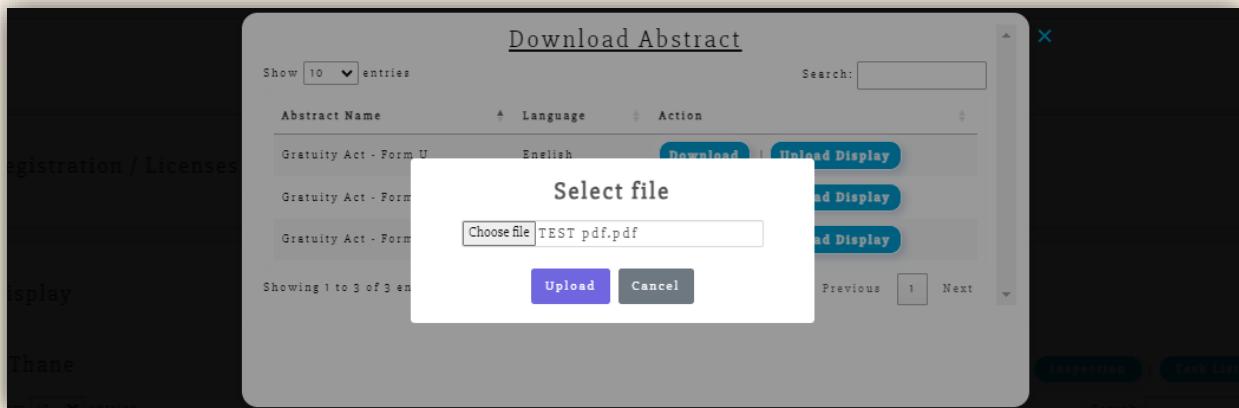
- After putting the abstracts on display the user must upload the photo capture of the display and upload as evident, using the **Upload Display** button as shown below Subsequent to displaying the abstracts, users must capture a photograph of the display and upload it as evidence using the **Upload Display** button shown below.



Download Abstract

Abstract Name	Language	Action
Gratuity Act - Form U	English	Download Upload Display
Gratuity Act - Form U	Hindi	Download Upload Display
Gratuity Act - Form U	Marathi	Download Upload Display

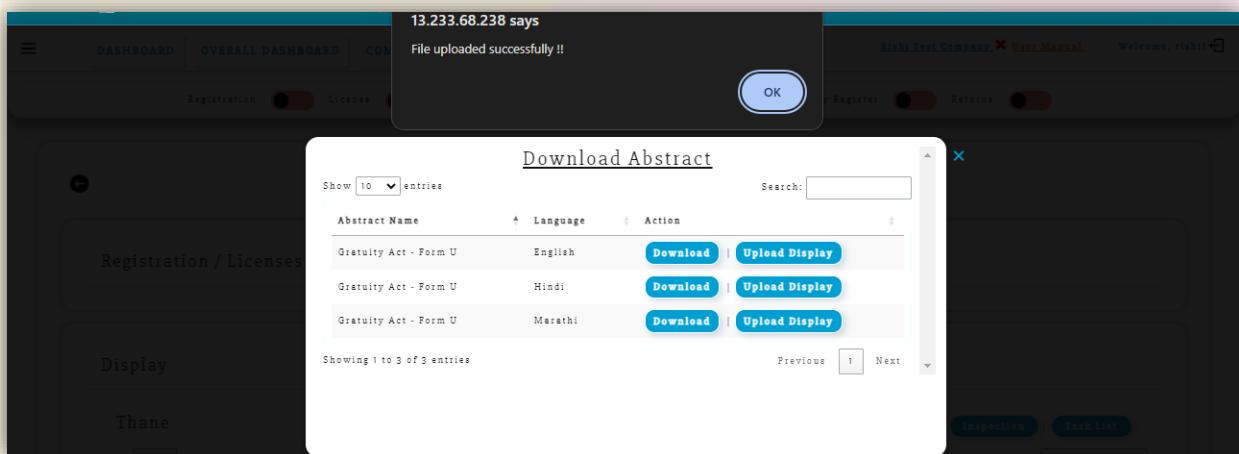
Showing 1 to 3 of 3 entries



Select file

Choose file TEST.pdf.pdf

Upload Cancel



13.233.68.238 says
File uploaded successfully !!

OK

Download Abstract

Abstract Name	Language	Action
Gratuity Act - Form U	English	Download Upload Display
Gratuity Act - Form U	Hindi	Download Upload Display
Gratuity Act - Form U	Marathi	Download Upload Display

Showing 1 to 3 of 3 entries

- When a user uploads the display evidence, the current date is inserted in the display date column, replacing the Bell (🔔) symbol as shown below.

Display					
Thane Notice Inspection Task List 					
Show 10 <input checked="" type="checkbox"/> entries <input type="text" value="Search:"/>					
Act Name	Abstract Name	Last Change Date	Display Date	Action	
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2014	15-04-2014	Download Abstract	
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2014	▲	Request Abstract	
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2014	▲	Request Abstract	

- User must utilize the **Task list** button to update the compliance status for all the designated tasks, as per the [Task List Compliance process](#).

Display					
Thane Notice Inspection Task List 					
Show 10 <input checked="" type="checkbox"/> entries <input type="text" value="Search:"/>					
Act Name	Abstract Name	Last Change Date	Display Date	Action	
The Payment of Gratuity Act, 1972	Gratuity Act - Form U	10-04-2014	15-04-2014	Download Abstract	
The Payment of Wages Act, 1936	Payment of Wages Act FORM V	10-04-2014	▲	Request Abstract	
The Employees Compensation Act, 1923	Workmen's Compensation Act, 1923 FORM - F	10-04-2014	▲	Request Abstract	

3.3 Remittance

- In the Remittance compliance category, the user will have find an index displaying all types of remittances completed within the selected month, year, and location.
- Users must utilize the **View Challan** button located within the action column of the index. They can review all details entered during the monthly operation for remittance.

Remittance

Thane

Show 10 entries

Type	Challan No	Payment due date	Payment date	Amount Paid	Action
ESIC	123123	None	None	0.0	View Challan
LWF	2356	None	2024-04-16	32.0	View Challan
PF	5555	None	None	0.0	View Challan
PT	234234	None	2024-04-16	1000.0	View Challan

Showing 1 to 4 of 4 entries

Task List

Search:

Previous Next

- Users also have the option to view the attached Excel file and PDF file by clicking on the corresponding buttons as shown below.

ESIC Details

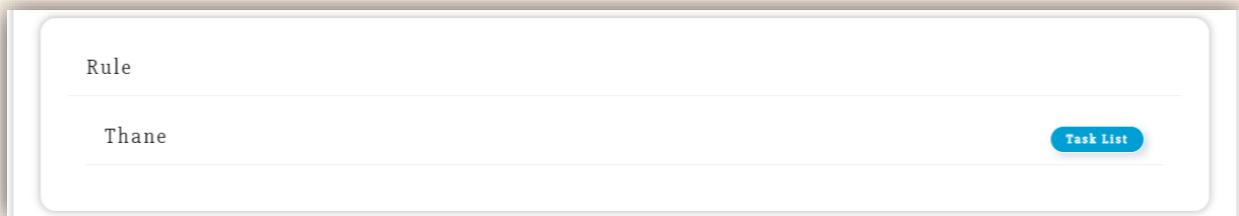
Challan No 123123	Employee share 5.0	Employer share None
Total None	Amount Paid None	Date of Payment None
Remark None		

View xlsx **View PDF**

- User must utilize the **Task list** button to update the compliance status for all the designated tasks, as per the [Task List Compliance process](#).

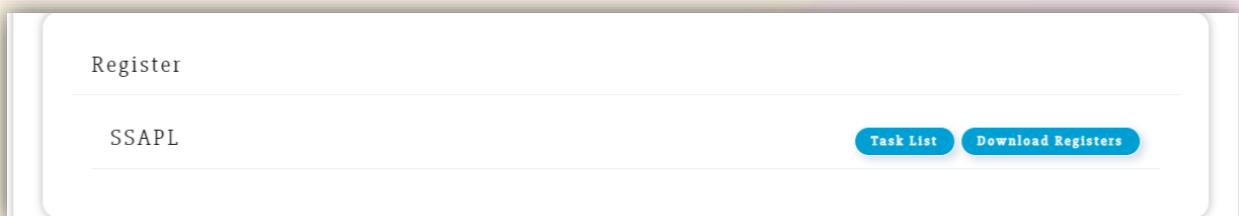
3.4 Rule

- User must utilize the **Task list** button to update the compliance status for all the designated tasks, as per the [Task List Compliance process](#).



3.5 Register

- User must utilize the **Download Registers** button to access and download Salary Register reports for the selected location and Month-Year.
- User must utilize the **Task list** button to update the compliance status for all the designated tasks, as per the [Task List Compliance process](#).



3.6 Returns

- User must utilize the dated buttons to access and download Salary Register reports for the selected location and Month-Year period.
- User must utilize the **Task list** button to update the compliance status for all the designated tasks, as per the [Task List Compliance process](#).



