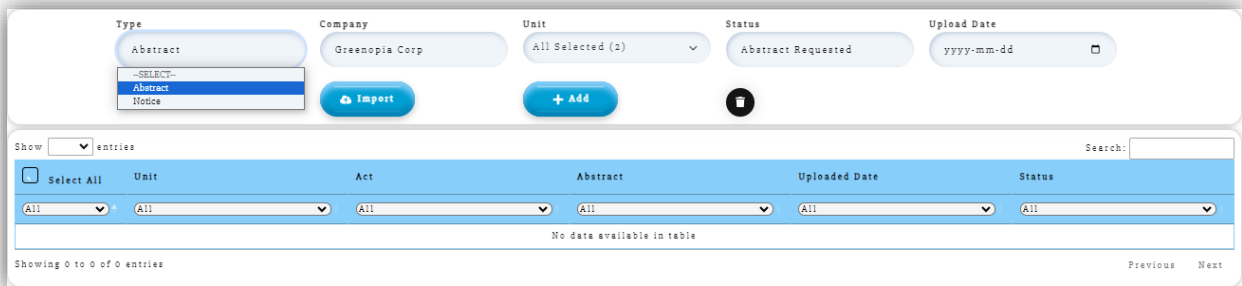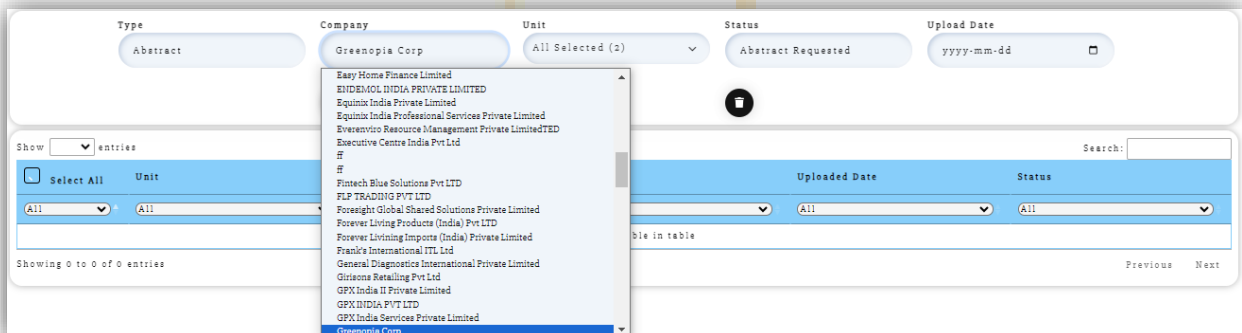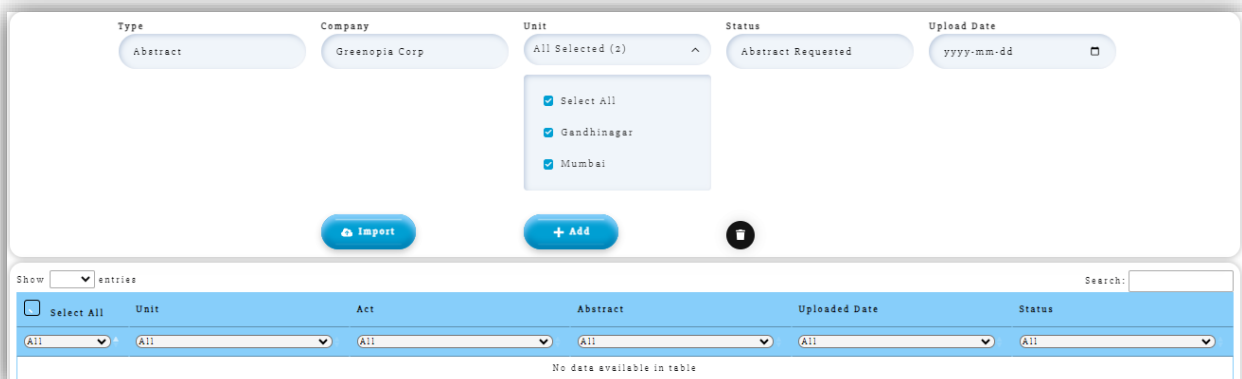## 1.6 Abstract / Notice

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.

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

- 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.

A 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 shown below.

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

← Create Abstract

Company

Greenopia Corp

Unit

Gandhinagar

Status

Abstract Requested

--SELECT--
Request Abstract
Abstract Requested
Download Abstract

Upload Date

05-03-2024

FORM V

Submit

← Create Abstract

Company
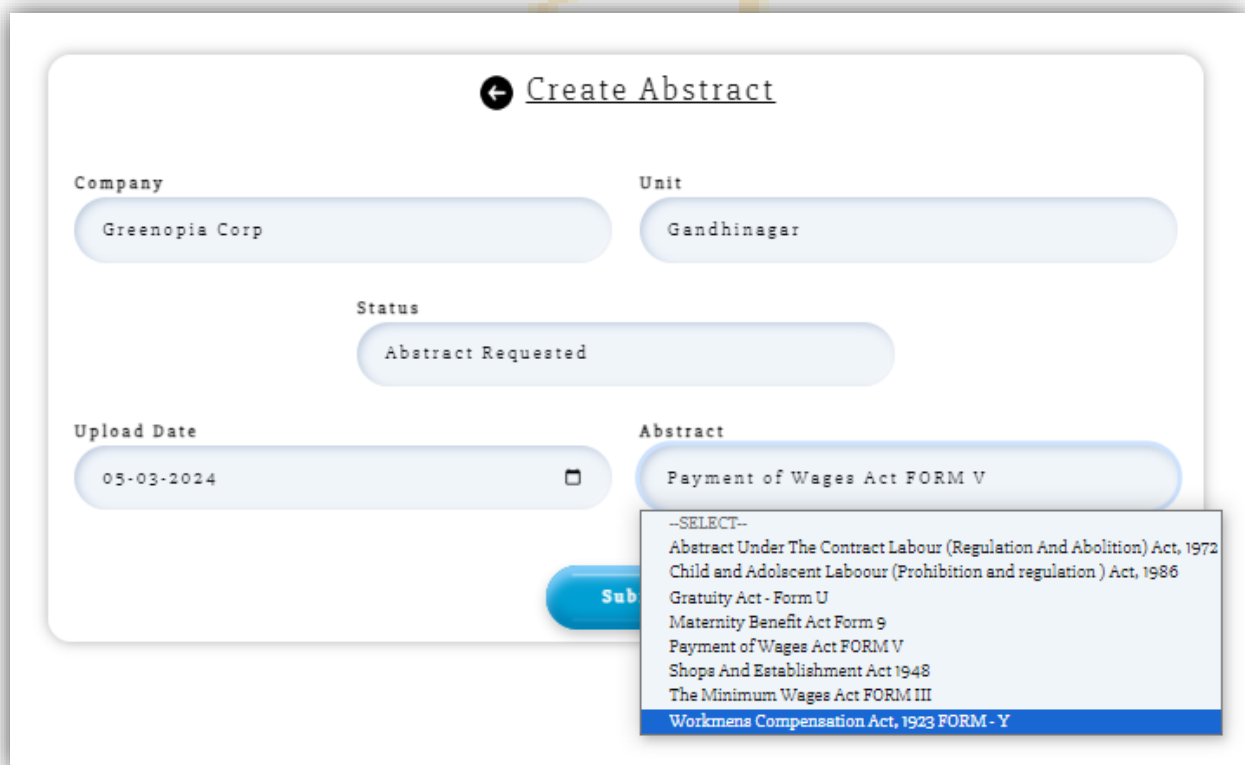
Greenopia Corp

Unit

Gandhinagar

Status

Abstract Requested

Upload Date

05-03-2024

Abstract

Payment of Wages Act FORM V

--SELECT--
Abstract Under The Contract Labour (Regulation And Abolition) Act, 1972
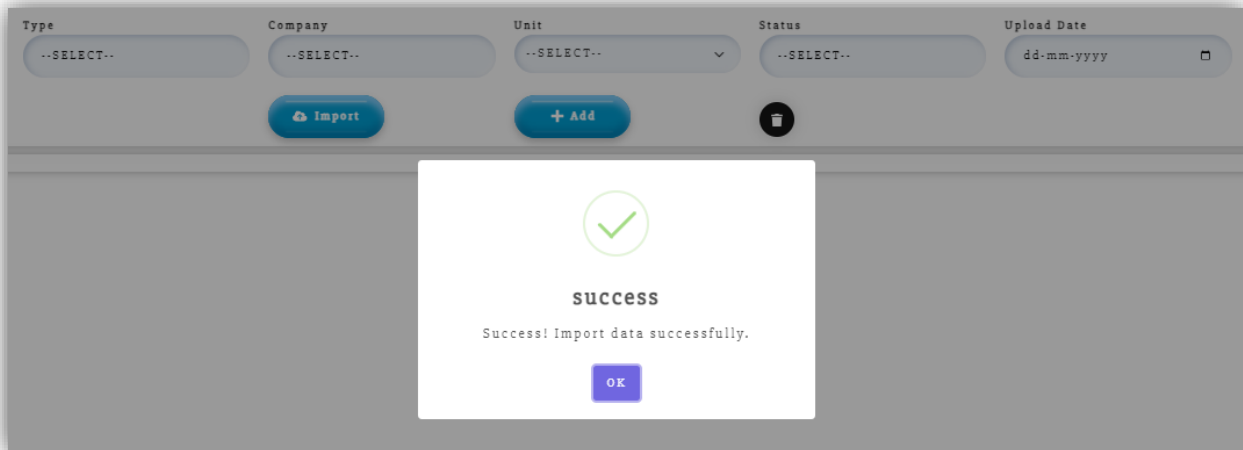Child and Adolscent Laboour (Prohibition and regulation) Act, 1986
Gratuity Act - Form U
Maternity Benefit Act Form 9
Payment of Wages Act FORM V
Shops And Establishment Act 1948
The Minimum Wages Act FORM III
Workmens Compensation Act, 1923 FORM - Y

Sub

- Select the necessary abstract and submit.

- To Import the notice, select Type, Company, Location, and Upload Date as shown below.
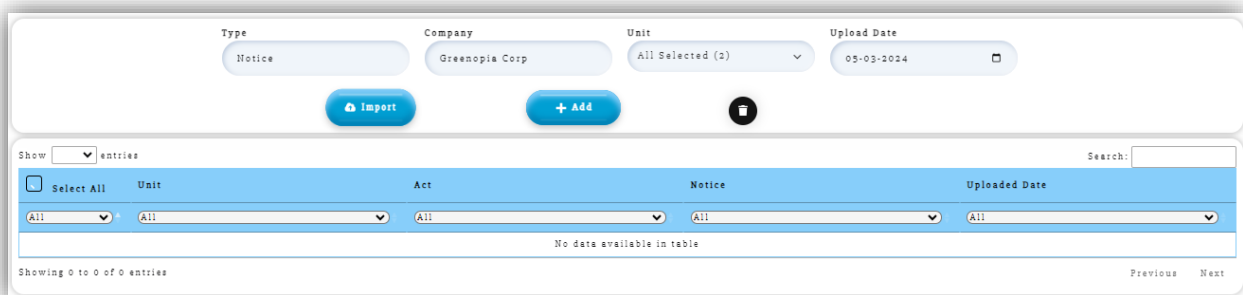
- On all selections the index will show any existing notices along with their status and uploaded dates as shown below.

- The user must now use the Import button to import the notice.
- 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 notices as shown below.

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

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

- Select the necessary Notice and submit.