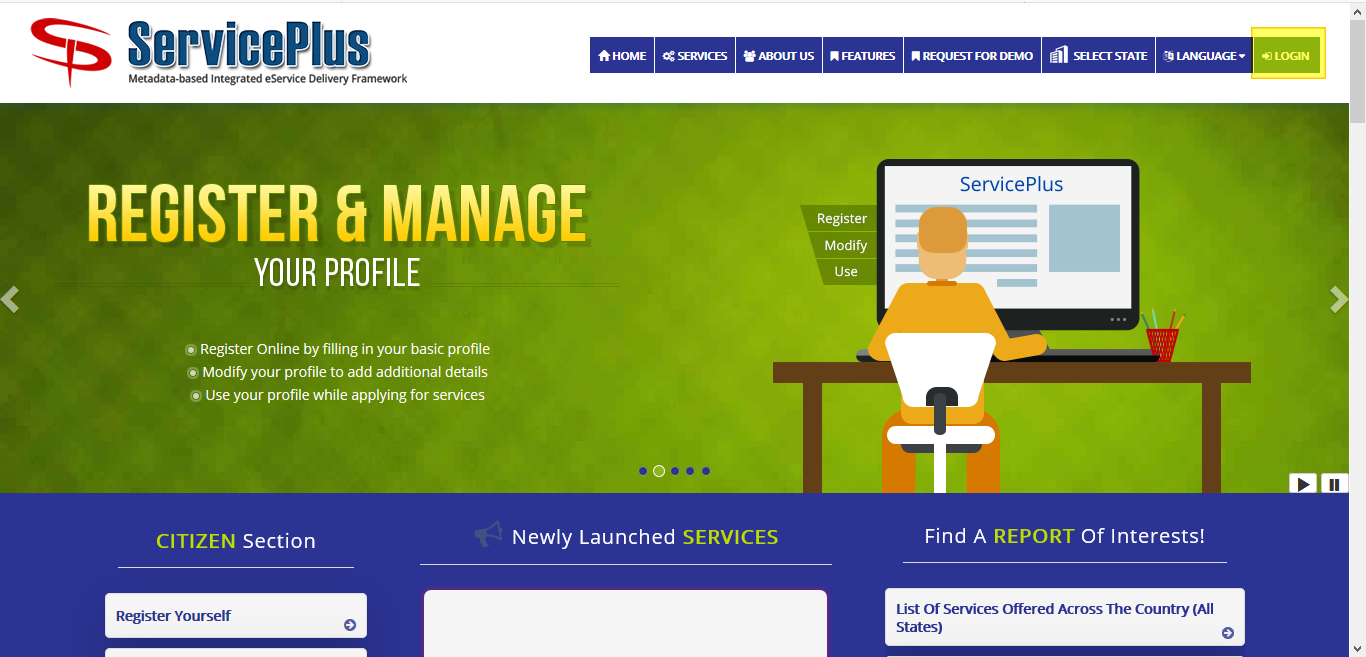
**DEPARTMENT PART**

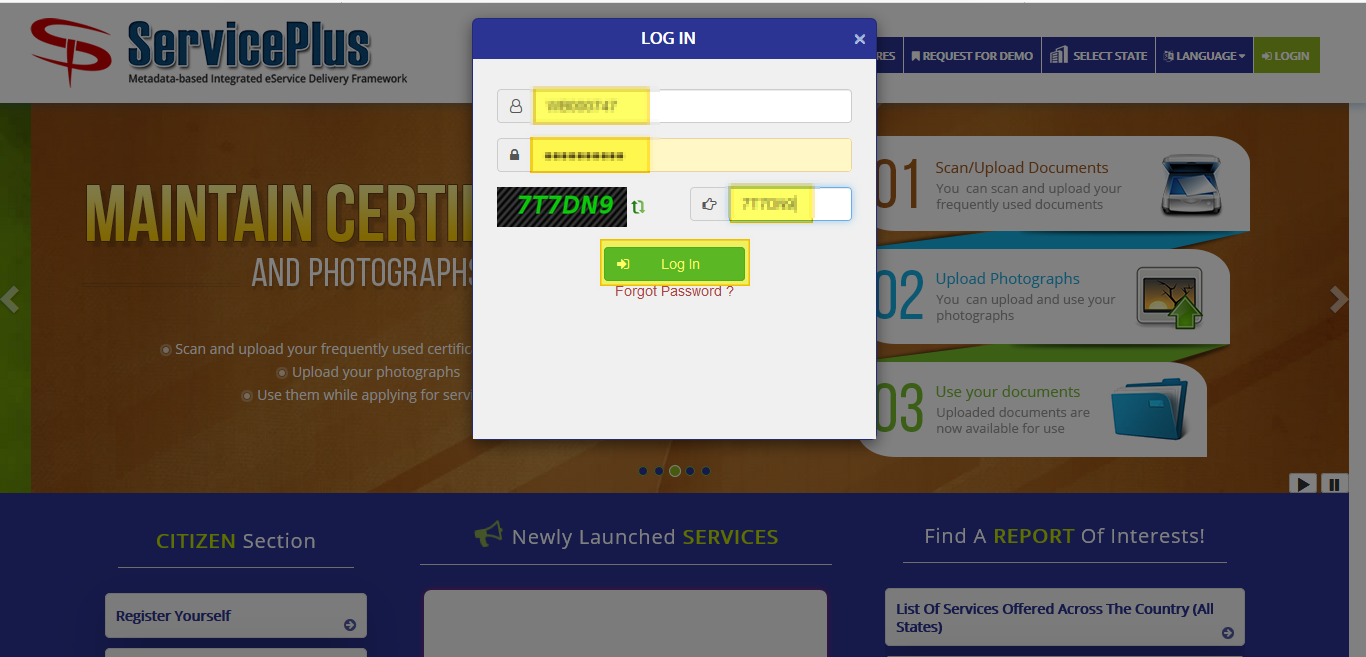
**Executive Officer**

**“Verification Application by Executive Officer”**

**Step 1:**

Login as “**Executive Officer**” in Service plus web portal.

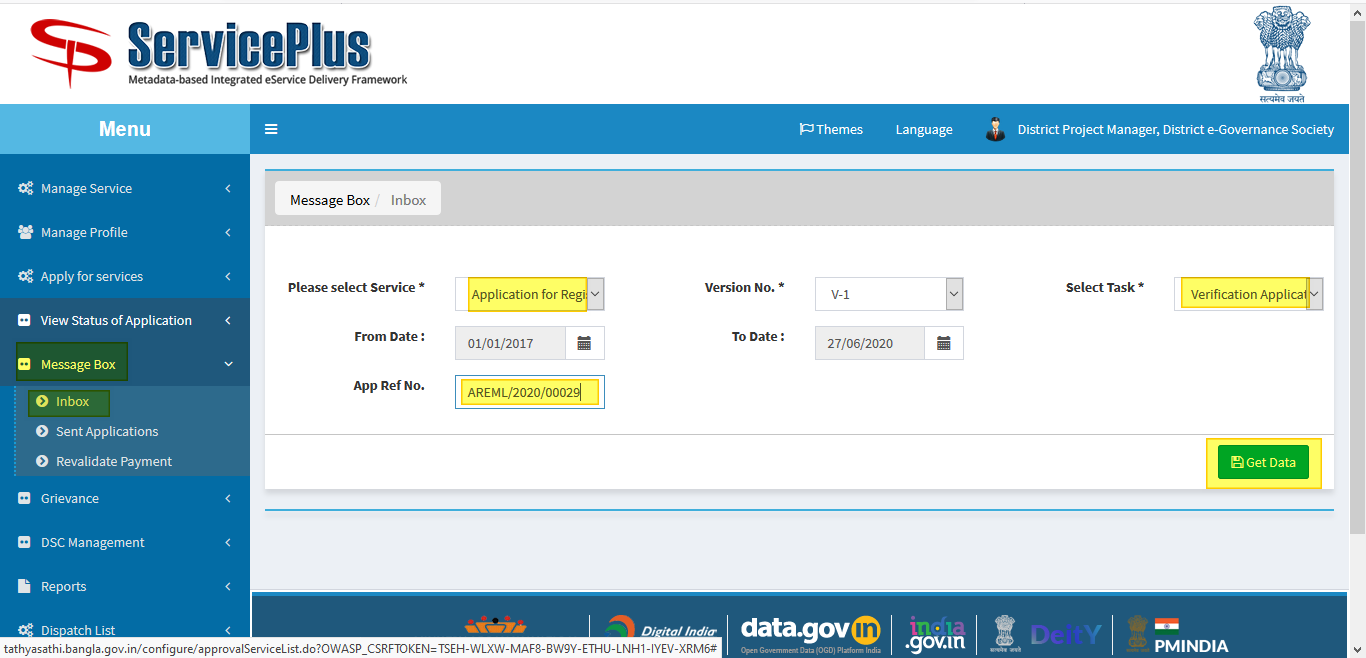




**Step 2:**

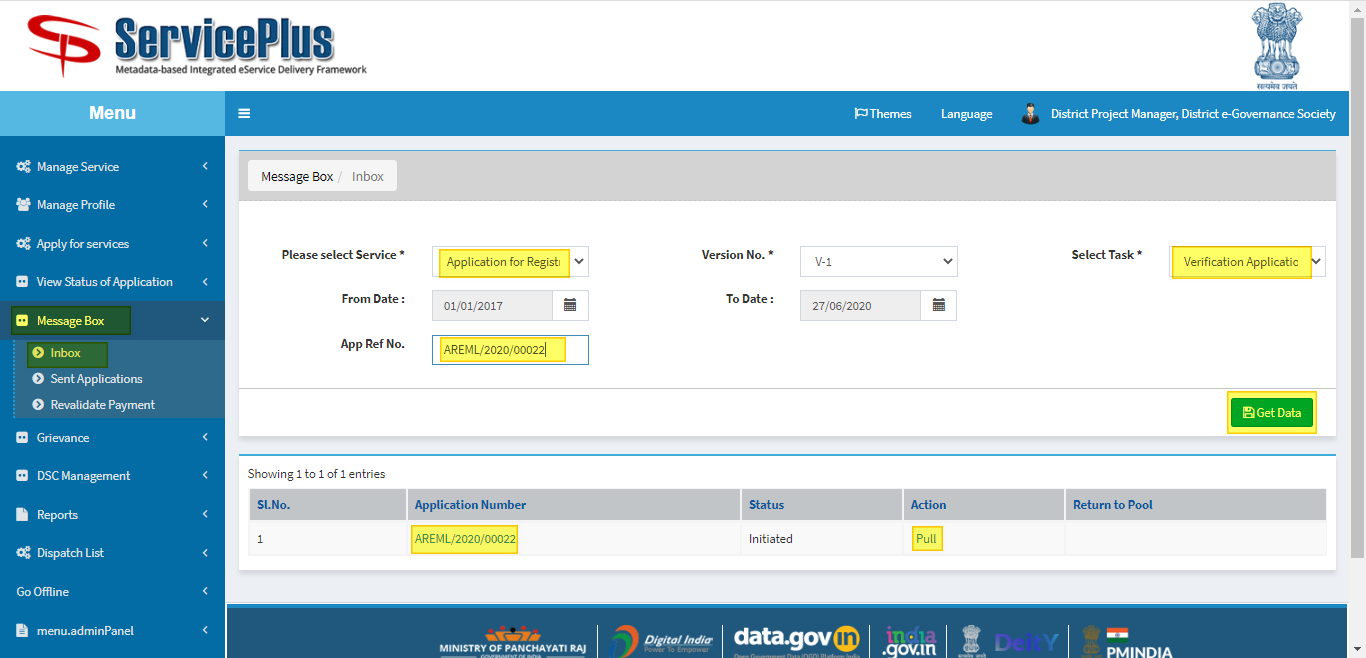
Now Go to **“Message Box”** and select **“Inbox”**.

In Inbox select the service **“Application for Registration of Migrant Labour”** and select the task **“Verification Application by Executive Officer”** and select **“Get Data”.**



**Step 3:**

Select **“Pull”/ “Take Action”** to take action.

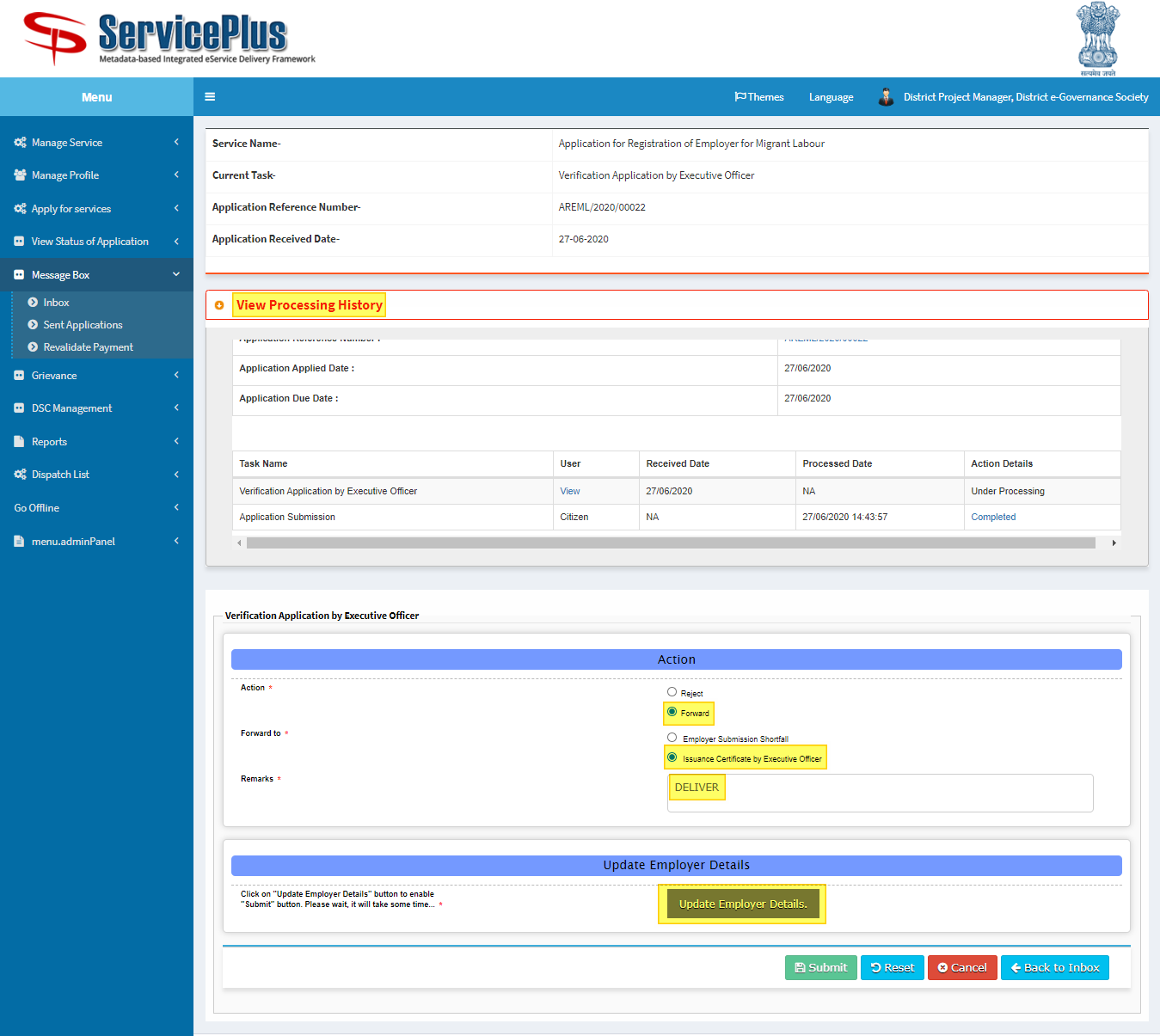


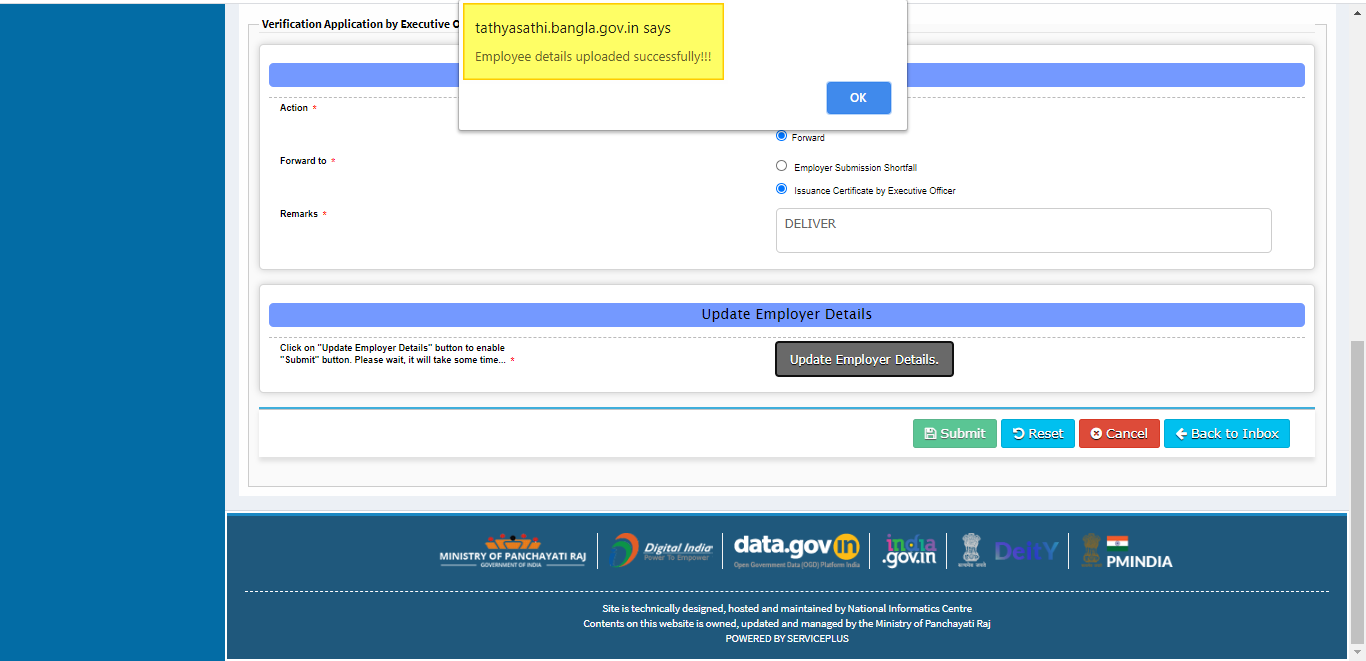
**Step 5:**

Select **“View Processing History”** to see the history of the application.

Action of the form can be taken by **Executive Officer** by taking action in two steps to **Reject** or **Forward**.

* By selecting reject and submit it directly rejects the application.
* By Selecting Forward to “**Issuance Certificate by Executive Officer”** you may have to update the database by clicking the button **“Update Employer Details”** to enable submit button.
* By selecting forward to “**Employer Submission Shortfall”** which leads to re checking of form.

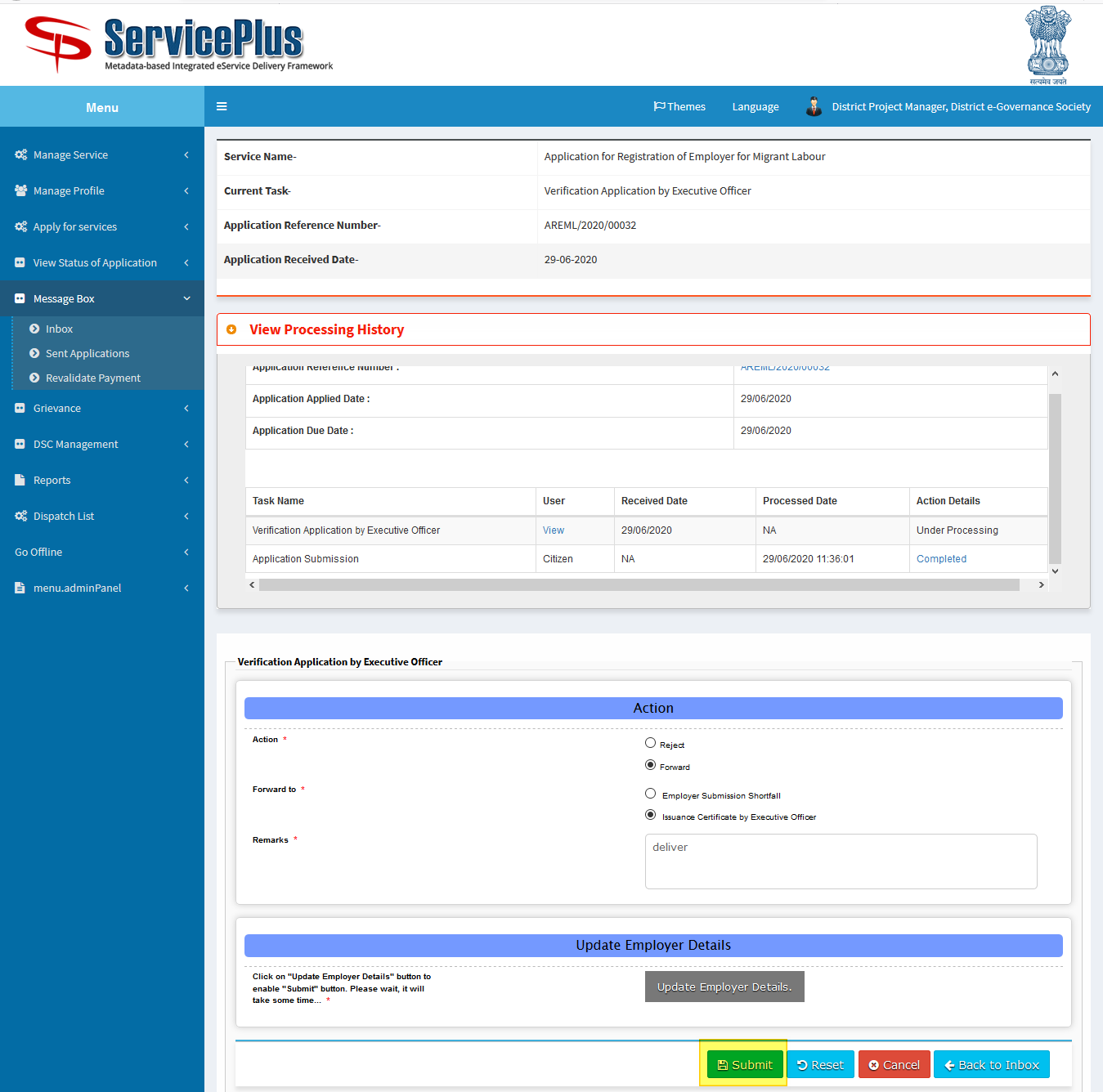


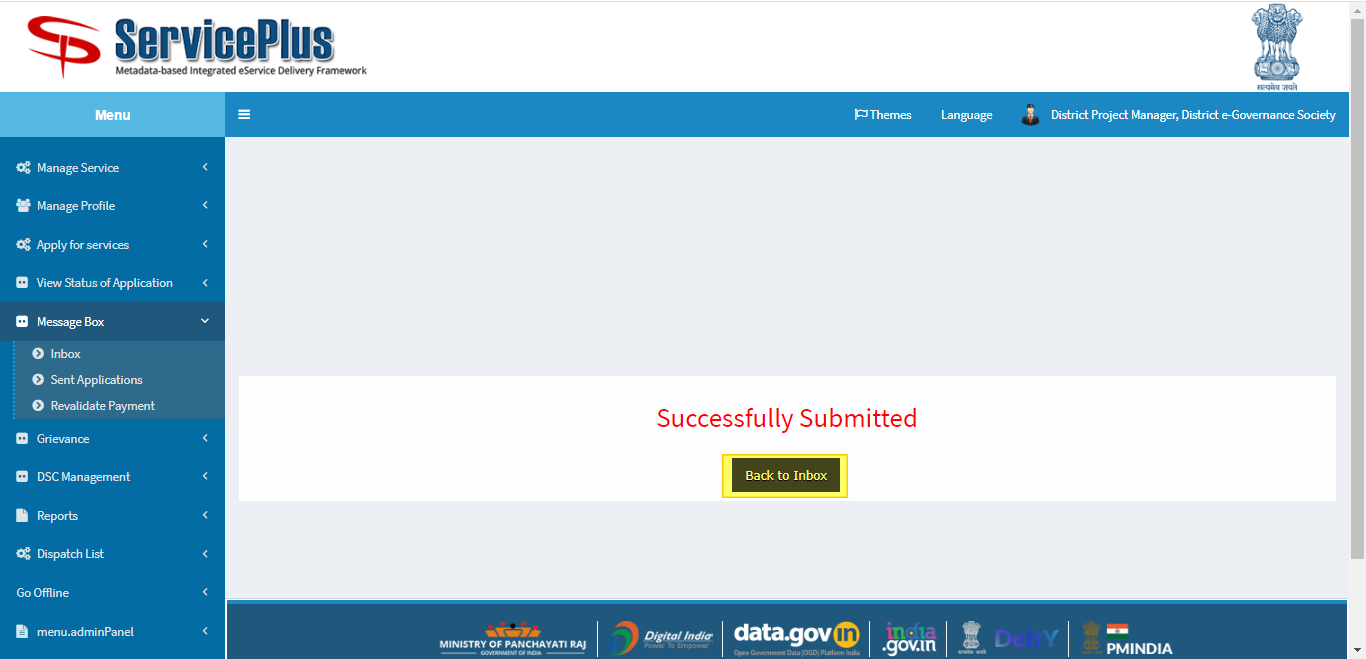


**Step 6:**

Now the Submit Button is enable to submit.

And by submitting it go to Executive Office to take action deliver and list labour.





**Executive Officer**

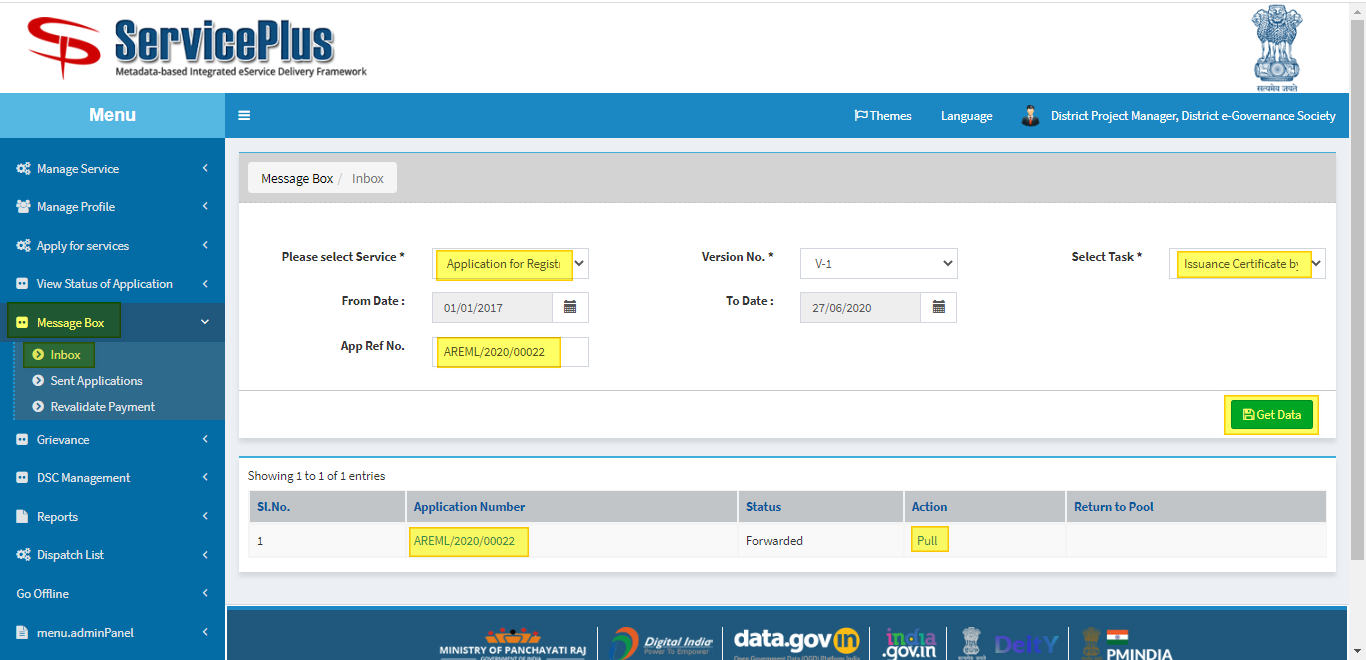
**“Application Issuance by Executive Officer”**

**Step 7:**

By clicking **“Back to Inbox”.**

Select the service **“Application for Registration of Employer for Migrant Labour”** and select the task **“Issuance Certificate by Executive Officer”** and select **“Get Data”.**

Select **“Pull” / “Take Action”**.

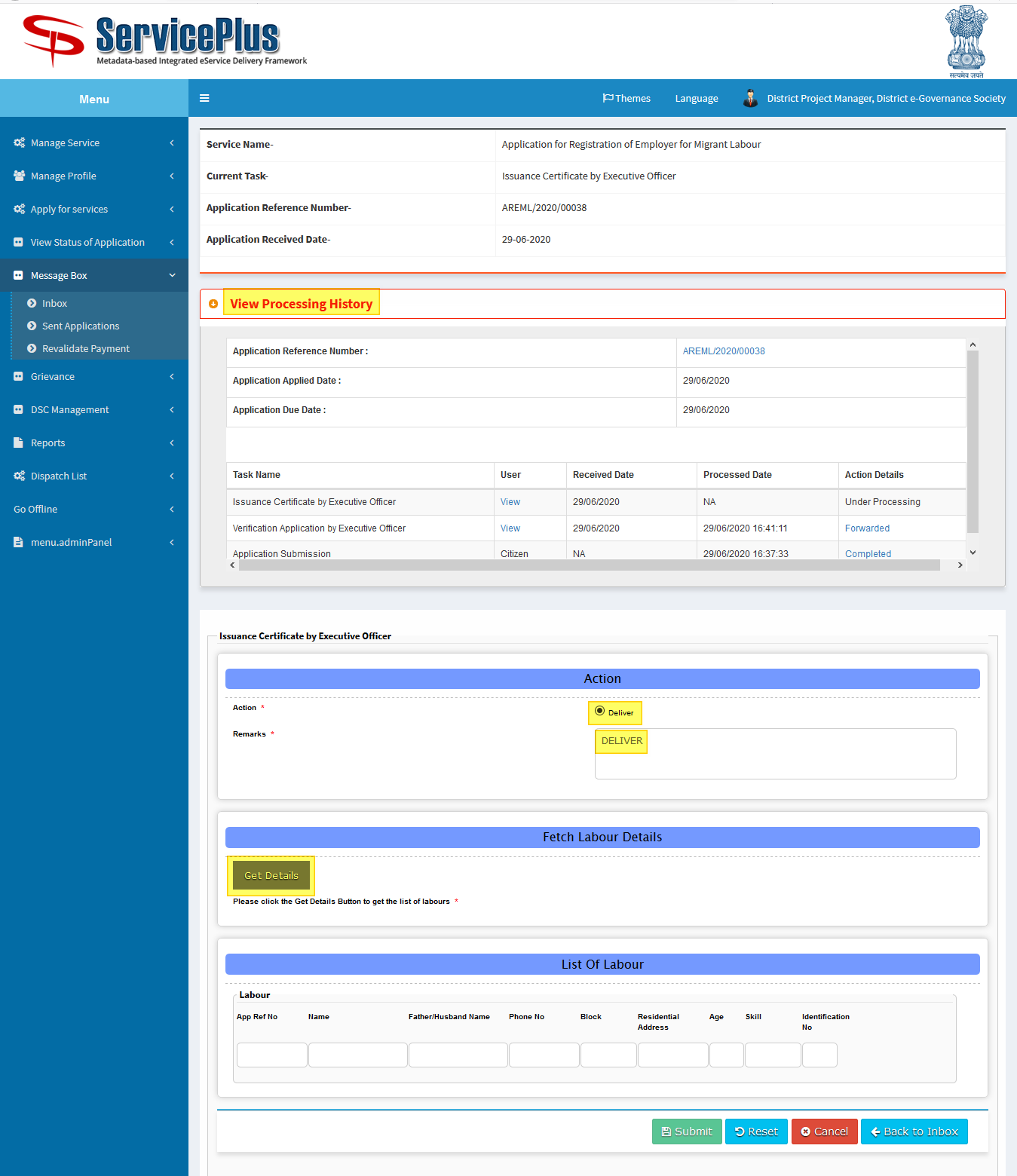


**Step 8:**

Select **“View Processing History”** to see the history of the application.

Action of the form can be taken by **Executive Officer** by taking action to **Deliver**.

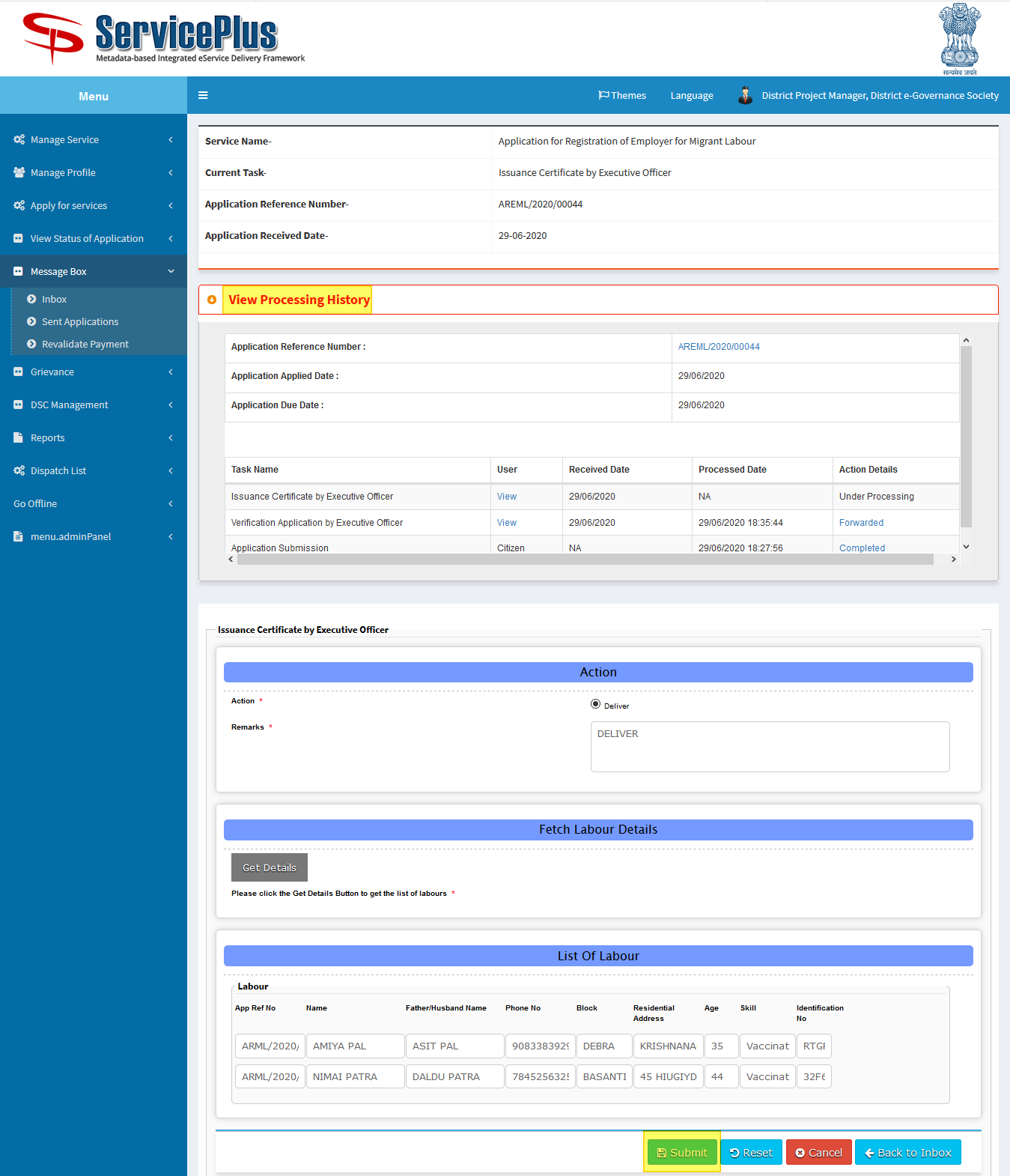
* **“Update**” button is to hit to enable the submit button and **List the labours**.



**Step 9:**

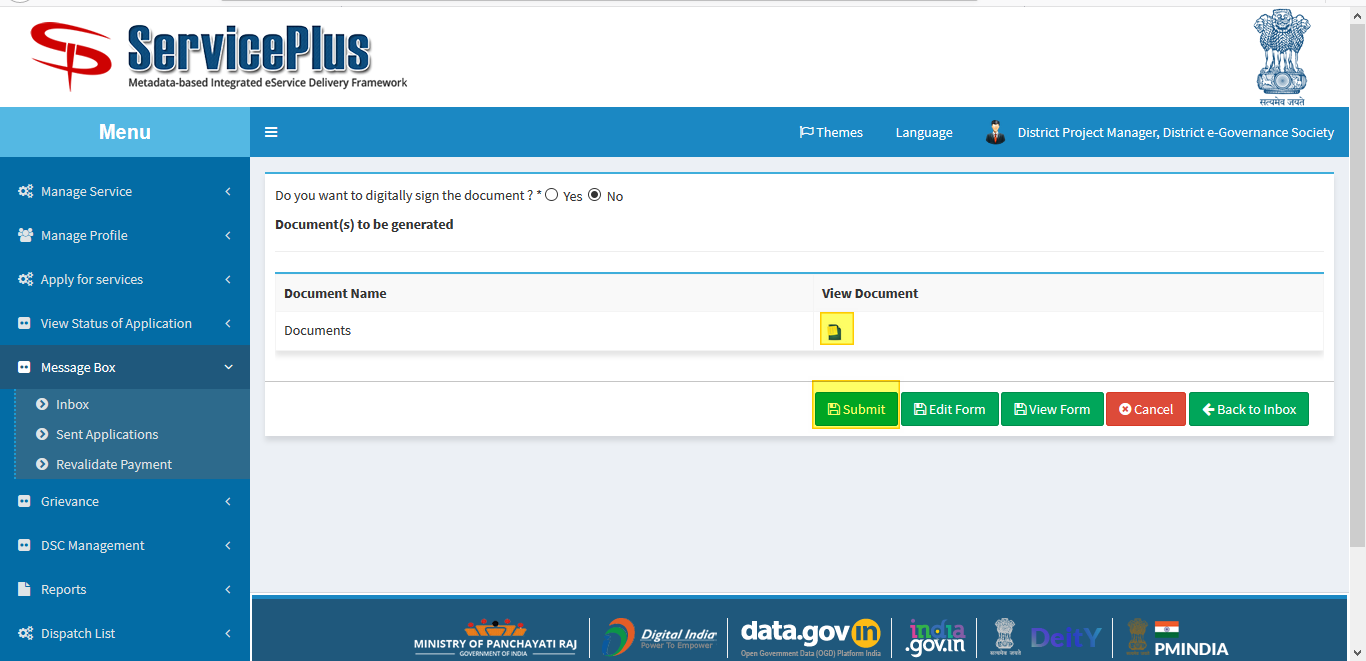
Submit button is enabled and Labours Listed.

Submit it to deliver.



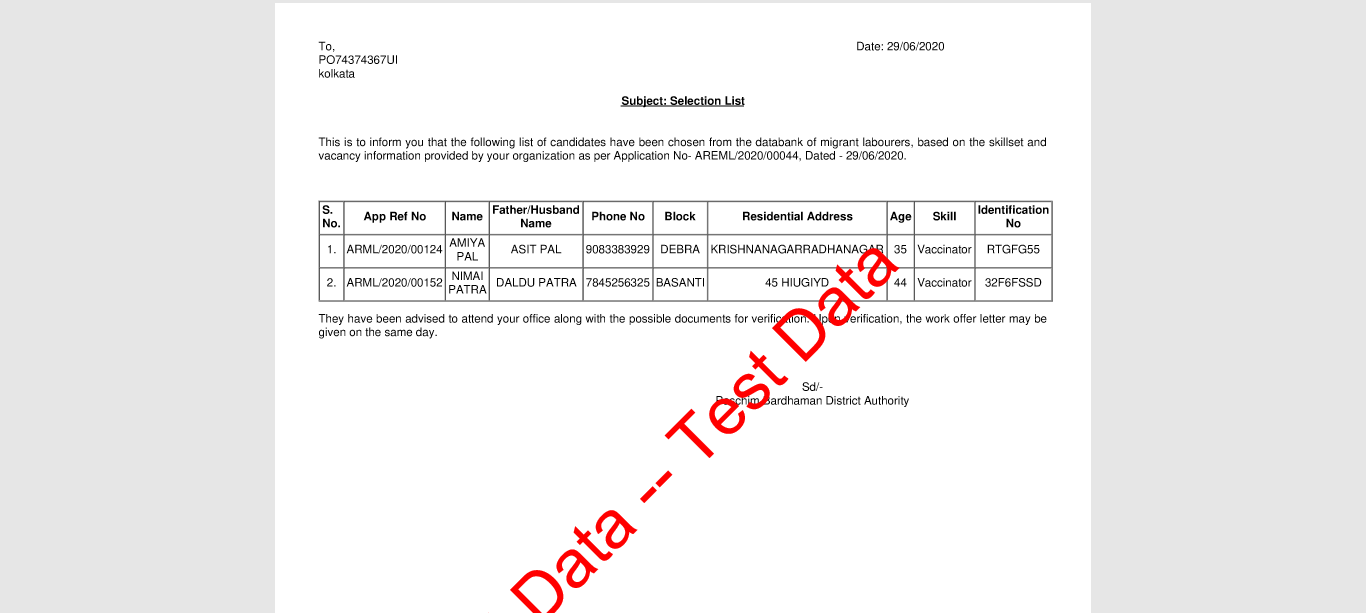
**Step 10:**

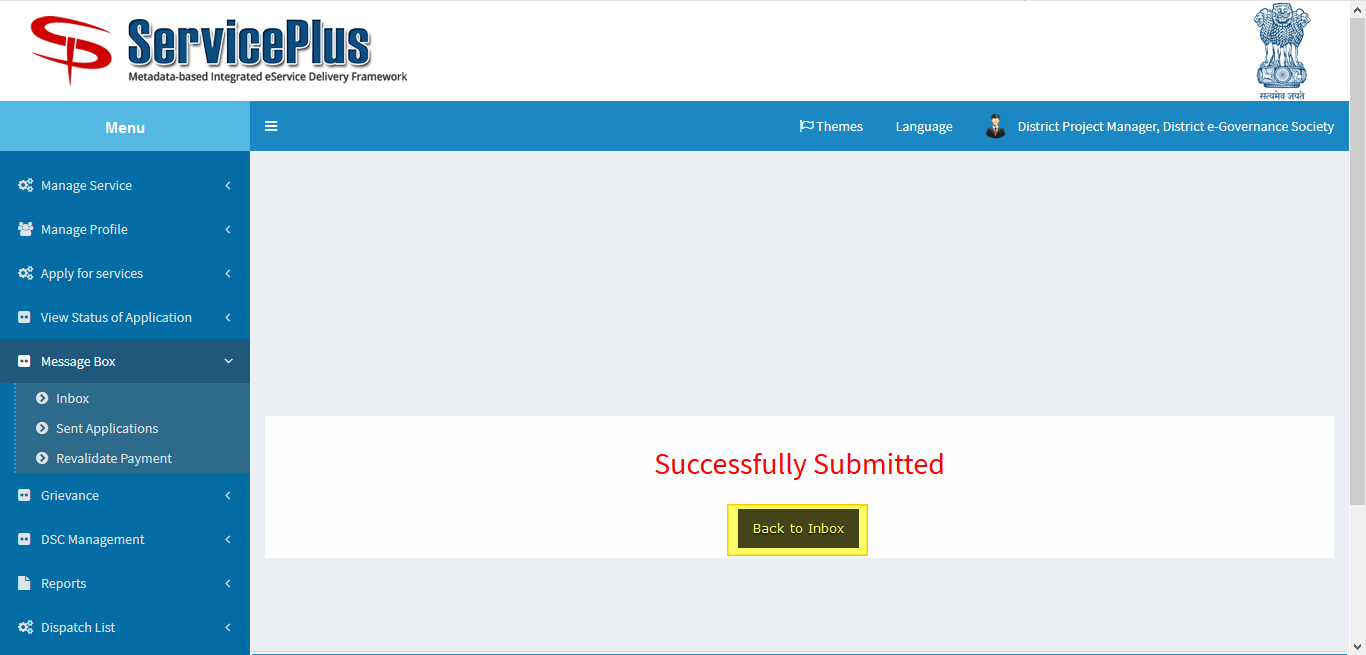
Here document can be downloaded by clicking the file icon and submit.



**Step 11:**

Here is an example document.





**SHORTFALL SELECTED**

**Executive Officer**

