Registering Officer MANUAL

Assam Building & Other Construction Workers' Welfare Board

Labour Department, Govt. of Assam

Version 1.1 Prepared by:



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CONTENTS

Topics

Page no.

| 1. | Head Registering Officer (HRO) | 1-5 |
|----|--|-------|
| 2. | Registering Officer (RO) | 6-10 |
| 3. | Registering Officer (after DA remarks) | 11-13 |
| 4. | DSC Registration Process | 14 |
| | | |

Head Registering Officer (RO):

The Head Registering officer (HRO) can process the applications like RO by doing different actions like approve applications, reject applications, revert applications, re-route applications if the applications have been submitted to the wrong office, forward applications to other Registering Officers (RO) under the office for reviewing, HRO can forward the applications to DA for reviewing. The applications forwarded by the HRO to DAs shall be processed by the HRO. The HRO can even pull back the applications from ROs if the respective RO is not available.

NIRMAN SAKHI

For HRO:

- i. Navigate to the homepage.
- ii. Locate the "Login" button to the far right side of the navigation bar.
- iii. From the menu, select "Official Login"

iv. Credentials: Enter the following credentials:

- Username: Enter your username.
- **Password:** Enter your password.
- Captcha: Please enter the captcha appeared in the screen.
- Button
 - Log in: Click here to login
- v. **OTP:** Enter the One-Time Password (OTP) you have received in the registered phone number.
 - Button
 - $\circ~$ Verify OTP: Click here to proceed.

vi. Accessing the Application:

- After logging in, HRO will see the list of applications from new
- registration, onboarding registrations, renewal and resubmitted applications on the dashboard.

Note: The HRO will forward the applications to other Registering Officers (RO) for further process or he can also pull back the applications from the ROs if the respective RO is not available.

If the HRO wants to take actions like approve, reject etc. he can also do so.

vii. **Navigating the Application Options:** Inside the Applications in the side Navigation bar, there are several options available for the Head Registering, Officer (HRO):

Registering Officer (HRO):





G2



• **Application Received:** Here HRO will receive all the new applications (new registration and onboarding registration, Resubmitted applications).

| ICATIONS / RECEIVED | | | | Test RO Office of Asst | . Labour Commissioner, Jor |
|-------------------------|-------------------------------|--------------|---------|---------------------------|----------------------------|
| Filter Application data | r On Boarding Re Submitted | | | | |
| Copy CSV Exce | I PDF Print Show 10 v entries | | | Search | : |
| Sl. no 🔶 Ap | plication No | Submitted On | Status | Application Category | View (|
| | AROCIMM/R/24/2025/REG/2205217 | 21-02-2025 | Panding | Already Registered | |

i. Click on the **View** to preview the application of the worker.



ii. At the end of the preview application form there are several buttons available for the HRO.iii. Buttons:



• Approve: If the application is correct, the HRO approves it by giving Remarks and click submit.

| Approve Application | × |
|---------------------|----|
| Remarks: | |
| Enter remarks | 11 |
| Submit Cancel | |

Note: The application will be approved successfully only after successfully signing (Digital Signature) by HRO. The process of Digital Signature is explained in the later part of the manual.

• **Reject**: The HRO can reject the application if there is no chance for correcting it by selecting reason and giving Remarks and click submit.



Note: After the application has been rejected, applicant gets notification via sms.

Your Application No. 000000002 for Registration of BOCW worker is REJECTED.Remarks: dsds. -From ASBOCW

• **Forward**: The HRO forwards the application to the Registering Officer for further process or he can also forward it to the Dealing Assistant if any changes needs to be done in the application by giving Remarks, selecting role and user from the given options and click submit.

| Send Application | 1 |
|---|---|
| Forward the application to respective officer | |
| Role: | |
| Select Role | , |
| Select Role | |
| Registering Officer | |
| Dealing Assistant | |
| lemarks: | |
| Enter remarks | |
| | |
| | |
| Submit Scancel | |

• **Bulk forwarding:** The HRO can also do Bulk forwarding (forward multiple applications). Click on the **Forward Bulk Applications** button available to the bottom of the application details. Enter the number of applications you want to send, choose role, Choose username and click Submit button.

| SI.no | Acknowled | igement No | ė. | Status | ÷ | Date | ÷ | Action | |
|-----------------------|--|--|---|---|--|------------|----|----------|---|
| 1 | ABOCWWB/24/ | 2025/REG/2305217 | | Pending | | 21-03-2025 | | | |
| a 1 to 1 of 1 entries | | | | | | | Pr | evious 1 | 1 |
| | | Forward Bulk Ap | oplications | | | | | | |
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| | | Forward Bulk A | polications | | | | | | |
| | | Porward Bulk A | ppications | | | | | | |
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| | 6 7 8 9 10 Showing 1 to 10 of 1 | ABCOMMENSION Control C | | 11-01-020 11-03-020 11-03-020 11-03-020 11-03-020 11-03-020 Reterious | 1 2 Next | | | | |
| | 6 7 8 9 10 3howing 1 to 10 of 1 B Ordboarding Apple | ABOCKWARGOOD Constant Forward New Applications Number of Applications you want to send : Enter number of applications () Total no of applications () Choose Role : Registering Officer Choose Learname : Seriel New Ampliesting () | | resses resses resses resses | 2 Next | | | | |
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• **Revert**: The HRO reverts back the application to the DA for additional information or corrections by selecting reasons from the available options, giving Remarks and click **submit**.

| Select Reasons for Revert Application: Correct BOCW ID Card not uploaded. Correct Subscription payment receipt is not uploaded. Remarks:(Please specifically mention the discrepancy in the documents and other issues in the remark section after choosing the above reasons) Etter remarks Etter remarks Submit © Cancel | | Revert Back Application | × |
|--|------|--|---|
| Submit O Cancel | Сору | Select Reasons for Revert Application: Correct BOCW ID Card not uploaded. Correct Subscription payment receipt is not uploaded. Remarks:(Please specifically mention the discrepancy in the documents and other issues in the remark continue offer phenotice the phenote memory | |
| National Informatic | | Enter remarks | 2 Preside transformatics Designed 8. Developed battoonal formatics Can |

- **Dashboard:** By clicking this button, user will be redirected to the dashboard.
- **Re-route:** If the worker submit the application to the wrong office by Re-routing it, the application will go to the correct office.

| Re-route Application | × |
|----------------------|----|
| Select Role: | |
| | ~ |
| Select User: | |
| | ~ |
| Remarks: | |
| Enter remarks | |
| | /i |
| Submit Scancel | |
| | |

• **Application Pending:** Here you will get all the applications that are under review but a final decision has not yet been made.

| Choboarding Applications | | | | | | | | | |
|---|--|---------|------------|----|--------|---|--|--|--|
| Show 10 V Applications per page Search: | | | | | | | | | |
| Sl.no 🌲 | Acknowledgement No | Status | | \$ | Action | ÷ | | | |
| 1 | ABOCWWB/24/2025/REG/2305217 | Pending | 21-03-2025 | 1 | | | | | |
| Showing 1 to 1 of 1 entrie | rowing 1 to 1 of 1 entries Previous 1 Next | | | | | | | | |

• Application Forwarded: Here you will get all the applications that have been forwarded to another officer, such as other Registering Officers (RO) or the Dealing Assistant (DA), for further review or action.

| APF | LICATIONS / FORWARDED | | | | Test RO Office of Asst. Labour Commissioner, Jorhat |
|-----|--|--------------|----------------------------|----------------------|--|
| | Filter Application data | | | | |
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| | SI. no 🔶 Application No | Submitted On | Status | Application Category | ♦ View ♦ |
| | | | No data available in table | | |
| | Showing 0 to 0 of 0 entries | | | | Previous Next |

• **Application Approved:** This section contains all applications that have been reviewed and approved by the Head Registering Officer and other Registering officers.

| CATIONS / APP | ROVED | | | Test RO Office of A: | sst. Labour Commissioner, Jorh |
|--------------------|--|--------------|----------|-------------------------|--------------------------------|
| Filter Application | data Register ○ On Boarding ○Re Submitted | | | | |
| Copy CSV | Excel PDF Print Show 10 v entries | | | Sear | ch: |
| Sl. no | Application No | Submitted On | Status | Application Category | 🔶 View 🔶 |
| 1 | ABOCWWB/24/2025/REG/51275783 | 17-03-2025 | Approved | Already Registered | |
| Showing 1 to 1 of | 1 entries | | | | Previous 1 Next |

• **Application Rejected:** This section contains all applications that the HRO have reviewed and decided to reject it.

| APPLICA | TIONS / REJECTE | Đ | | | | Test RO Office of Asst. Labour Commis | sioner, Jorhat |
|---------|---------------------|-------------------------------------|----------------|--------------|----------------------|--|----------------|
| Fil | All ONew Reg | a ister On Boarding Re Submitted | | | | | |
| (| Copy CSV I | Excel PDF Print Show 10 v entries | | | | Search: | |
| s | il. no 🗧 | Application No | Submitted On | Status | Application Category | View | • |
| | | | No data availa | ble in table | | | |
| Sh | owing 0 to 0 of 0 e | ntries | | | | Previous | Next |

• Application Reverted: This section includes all applications that the Head Registering Officer (HRO) has returned to the Dealing Assistant (DA), for additional information or necessary corrections.

| APPLICATIONS / REVERTED | Test RO Office of Asst. Labour Commissioner, Jorhat |
|---|--|
| Filter Application data All New Register On Boarding ORE Submitted | |
| Copy CSV Excel PDF Print Show 10 v entries | Search: |
| SI. no Application No Submitted On Status Application Category | 👌 View 💧 |
| No data available in table | |
| Showing 0 to 0 of 0 entries | Previous Next |

Registering Officer (RO)

NIRMAN SAKHI

- i. Navigate to the homepage.
- ii. Locate the "Login" button to the far right side of the navigation bar.
- a. From the menu, select "Official Login"
- **b. Credentials:** Enter the following credentials:
 - Username: Enter your username.
 - **Password:** Enter your password.
 - Captcha: Please enter the captcha appeared in the screen.
 - Button
 - Log in: Click here to login
- **c. OTP:** Enter the One-Time Password (OTP) you have received in the registered phone number.
 - Button
 - Verify OTP: Click here to proceed.

d. Accessing the Application:

• After logging in, RO will see the list of applications from new registration, onboarding registrations, renewal and resubmitted applications on the dashboard.

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| | Login | | × |
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| Worker Login | Official Login | Admin Login | |
| Hi, ' registered N | We have sent you (fobile Number enc | One Time Passwo fing with +91**** | rd to your |
| | Please Enter | OTP | |
| I | | | |
| | • Verify O | 910 | |
| | Resend OTP in 11 | 3 Seconds | |

- e. **Navigating the Application Options:** Inside the Applications in the side Navigation bar, there are several options available for the Registering Officer (RO):
 - **Application Received:** Here RO will receive all the new applications (new registration and onboarding registration and Re-submitted) that have been submitted and also the applications that have been forwarded by the HRO awaiting review by the Registering Officer.

| APPI | LICATIONS | / REC | EIVED | | | | | | | | | | | | | | | t | | Dig |
|---------|------------|-----------|------------------|--------|-----------|--------------------|-----------|-----------|---------|-----|---------|-----------|----------|-------------|----------|------|------|-------------------|---|-----|
| | Filter App | plication | data Register | O On B | parding | ⊖ _{Re Su} | bmitted | | | | | | | | | | | | | |
| | Сору | CSV | Excel | PDF | Print | Show 10 | ✓ entries | | | | | | | Searc | n: | | | | | |
| | SI. no | ÷ | Application | n No | | | | Submitted | l On |) s | tatus | Applic | ation Ca | tegory | | View | e 6 | | | |
| | 1 | | AB | IOCWWI | 3/24/2025 | 5/REG/230 | 5217 | 21- | 03-2025 | | Pending | | Aires | dy Rogister | d | | | | | |
| | Showing | 1 to 1 of | 1 entries | | | | | | | | | | | | Previous | 1 | Next | | | |
| New App | olication | is | is per pa | qe | | | | | | | | | | | Casada | | | | | |
| SHOW TO | • Appi | ication | is per pa | ye | | | | | | | | | | | Search: | | | | | |
| Sl.no | | | | A | knowle: | dgemen | t No | | ÷ | | Sta | ntus | | \$ | Date | | \$ | Action | ÷ | |
| 1 | | | ABC | CWW | /B/36/2 | 2025/RE | EG/427164 | 546 | | | Forward | ied By HR | 0 | | 28-02-2 | 025 | | $\mathbf{\Sigma}$ | | |

iii. Click on the **View** to preview the application of the worker.



iv. At the end of the preview application form there are several buttons available for the RO.

v. Buttons:



• **Approve**: If the application is correct, the RO approves it by giving Remarks and click submit.

| Approve Application | × |
|---------------------|----|
| Remarks: | |
| Enter remarks | 1. |
| Submit Cancel | |

Note: The application will be approved successfully only after successfully signing (Digital Signature) by RO. The process of Digital Signature is explained in the later part of the manual.

• **Reject**: The RO can reject the application if there is no chance for correcting it by selecting reason and giving Remarks and click submit.

🕐 R01

Dashboard

Applications Application Received

Application Reviewed

Application Reverted

Application Forwarded

DSC Installation Guideline



Note: After the application has been rejected, applicant gets notification via sms.

- Your Application No. 000000002 for Registration of BOCW worker is REJECTED.Remarks: dsds. -From ASBOCW
- Forward: The RO forwards the application to the dealing assistant if any changes needs to be done in the application by giving Remarks, selecting role and user from the given options and click submit.

| Send Application | × |
|---|--------------|
| Forward the application to respective officer | |
| Remarks: | |
| Enter remarks | |
| | 11 |
| Select Role | \checkmark |
| Select User | ~ |
| Submit Cancel | |

• **Bulk forwarding:** The RO can also do Bulk forwarding (forward multiple applications).

Click on the **Forward Bulk Applications** button available to the bottom of the application details. Enter the number of applications you want to send, Choose role, Choose username and click **Submit** button.

| Sl.no 🗍 | Acknowledgement No | \$ | Status | Date | ÷ | Action | |
|------------------------|-----------------------------|-------------------|---------|------------|------|--------|-----|
| 1 | ABOCWWB/24/2025/REG/2305217 | | Pending | 21-03-2025 | | | |
| ng 1 to 1 of 1 entries | | | | | Prev | ious 1 | Nex |
| | Forward E | Bulk Applications | | | | | |
| | | | | | | | |
| | Forward Bul | lk Applications | | | | | |
| | | | | | | | |
| | | | | | | | |

| 6 | ABOCWWB/36/2025/11-0/02/968 | | Pending | 18-03-2025 | - |
|-------------------------|---|---|----------|------------|----------|
| 7 | A Forward New Applications | × | Pending | 18-03-2025 | 2 |
| 8 | Number of Applications you want to send : | | Pending | 18-03-2025 | 2 |
| 9 | Enter number of applications you want to send | | Pending | 19-03-2025 | 8 |
| 10 | Total no of applications: 11 | | Pending | 19-03-2025 | |
| Showing 1 to 10 of 11 c | Choose Role : Registering Officer | ~ | | | 1 2 Next |
| B Onboarding Applicat | Choose Username : | | | | |
| Show 10 ~ Application | Select User | , in the second s | | Search: | |
| Sl.no 🕴 | Abhrajyoti Sarmah Nandini Phukan | | Status 0 | Date 0 | Action |
| 1 | | | Pending | 17-03-2025 | 3 |
| 2 | | | Pending | 13-03-2025 | 8 |
| 3 | Close Close | Submit | Pending | 17-03-2025 | 2 |
| | | | | | |

9

• **Revert**: The RO reverts back the application to the DA for additional information or corrections by selecting reasons from the available options, giving Remarks and click **submit**.

| _ | Revert Back Application | × | |
|---------------|--|-----|--|
| Select Reason | is for Revert Application: D Card not uploaded. Join payment receipt is not uploaded. Isse specifically mention the discrepancy nts and other issues in the remark hoosing the above reasons) | | |
| Enter remarks | Submt Cancel | le. | President for the second secon |
| | » Accessibility Policy | | Content maintained by : |

- **Dashboard:** By clicking this button, user will be redirected to the dashboard.
- **Re-route:** If the worker submit the application to the wrong office by Re-routing it, the application will go to the correct office.

| | Re-route Application | × | At |
|-----|------------------------|----|----|
| | | | |
| Sel | ect Role: | | |
| Sel | act Lloor: | ~ | |
| | | ~ | |
| Rer | narks: | | |
| Enf | er remarks | | |
| | | 1. | |
| | Submit Cancel | | |
| | » Accessibility Policy | | |

• **Application Pending:** Here you will get all the applications that are under review but a final decision has not yet been made.

| 🗄 Onboarding Applicatio | ons | | | | | | | |
|----------------------------|--------|-----------------------------|----|---------|---|------------|------------|------|
| Show 10 🗸 Applicatio | ons pe | er page | | | | Sear | ch: | |
| SI.no 🎍 | | Acknowledgement No | \$ | Status | Å | Date | Action | ÷ |
| 1 | | ABOCWWB/24/2025/REG/2305217 | | Pending | | 21-03-2025 | | |
| Showing 1 to 1 of 1 entrie | es | | | | | | Previous 1 | Next |
| | | | | | | | | |

• **Application Forwarded:** Here you will get all the applications that have been forwarded to another officer, such as the Dealing Assistant (DA), for further review or action.

| ter Applicati | on data | 0 | 0 | | | | |
|---------------|------------|---------------|-------------------|--------|----------------------|---------|------|
| All | w Register | • On Boarding | ✓Re Submitted | | | | |
| Copy CS | Excel | PDF Print | Show 10 v entries | | | Search: | |
| il. no | Applica | tion No | Submitted On | Status | Application Category | | View |

• **Application Approved:** This section contains all applications that have been reviewed and approved by the Registering Officer.

| Filter Ap | plication o | iata | | | | |
|-----------|-------------|------------------------|-------------------|------------------------|----------------------|------|
| () All | O New F | legister O On Boarding | ORe Submitted | | | |
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| copy | Ch | ESCHI PER PHIL | | | | ur. |
| SI. no | | Application No | Submitted On | Status | Application Category | View |
| | | | No. | tata multiple in table | | |

• **Application Rejected:** This section contains all applications that the RO have reviewed and decided to reject it.

| ilter Application | on data | | | | |
|-------------------|---------------------------|---------------------|----------|----------------------|------|
| | ew Register O On Boarding | g ORe Submitted | | | |
| Copy CSV | V Excel PDF Print | t Show 10 v entries | | Searc | h: |
| SI. no | Application No | Submitted On |) Status | Application Category | View |
| | | 52.5 | | | |

• **Application Reverted:** This section includes all applications that the Registering Officer (RO) has returned to the Dealing Assistant (DO), for additional information or necessary corrections.

| ilter Application | data | | | | |
|-------------------|----------------------|-------------------|-----------------------|-------------------|------|
| | Register On Boarding | Re Submitted | | | |
| Copy CSV | Excel PDF Print | Show 10 v entries | | Search: | |
| Sl. no 🗍 | Application No | Submitted On | Status App | lication Category | View |
| | | 200 A | P CHICAGO AND TOPPORT | | |

Registering Officer (after DA remarks)

i. Log in: Log in again as the RO to approve or reject the application.

ii. Approve the Application:

• You can see the forwarded application by DA in **Application Received** section.

| ashboard | OFFICE / DASHBOARD | | | | | |
|---------------------------|---------------------------|--------------|---------------------------|-----|------------------|----------|
| pplications 🔻 | | | | | | |
| SC Installation Guideline | Total Applications Receiv | red 🄶 | New Applications Received | G | Applications For | warded |
| igital Signature 🔶 | 89 | | 2 | | 5 | |
| Dsc Registration | | | | _ | | |
| Sign Application | Applications Approx | | Applications Palacted | | Applications Res | ented |
| | A | ~ ∂ | 1 | . ⊘ | 77 | - |
| | | | | | | |
| | | | | | | |
| | New Applications | | | | | |
| | Show 10 ~ Applicatio | ins per page | | | Search | |
| | | | | | | a an ana |

• View the application and click the **approve** button located at the end of the application with remarks.

| Type Of Documents Atlachments | |
|--|--|
| Worker Bank Photo Copy 🕑 View Worker bank Copy | |
| Nominee Bank Photo Copy 🖸 View Nominee Bank Photo Copy | |
| Pan card 🖸 View Pan Card | |
| | |

✓ Approve X Reject → Forward → Re-Route ⑦ Revert ← Dashboard



- iii. Digital signature:
 - Once the application is approved, navigate to "Digital Signature" in the sidebar and click on **DSC Registration**.



Note: For detailed DSC registration process, RO or HRO can refer to the DSC Manual uploaded under the DSC Installation Guideline section or refer to the process explained in the later part of the manual.

12

| 🕐 HRO | E Profile |
|--|---|
| Dashboard | DSC Manual |
| Applications - | Click below to view or download the PDF |
| DSC Installation Guideline Digital Signature | View PDF Download PDF |
| | |
| | |

While clicking on the DSC Registration option available in the Sidebar, it will appear like this. Enter the token password.

| Add/Modify Digital Signature |
|------------------------------|
| |
| Confirmation X |
| Enter Token Password |
| |
| OK |
| |
| Valid from |
| Valid to |
| Valid to |
| Certificate |
| |
| |
| Add/Modify Digital Signature |
| |
| Digital Signature |
| |
| Name |
| And all Managements |
| Senai Number |
| Vella ferrer |
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| valid to |
| |
| Certificate |
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| 1 |
| Status |
| ACTIVE |
| Save/Update |
| |
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| |

• Click on Save Update button.

iv. Sign the Application:

- Go to "Sign Application" in the sidebar.
 - Id card will appear on the screen.

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| | জন্ম তাৰিখ / DOB | Past / Gender: Male | | | |
| | পঞ্জীয়নৰ তাৰিখ / | | বৈশস্তা/ | A CONTRACTOR | |
| | Date Of Registration: | Date Of Issue: 2 | Valid till: | EA | |
| | | C1101/ | | | |
| | Date of Retirement: | Profession: General Mason | | | |
| | e-Shram UAN No.: | | | Registering Officer, ADOCWWB Office of Asst. Labour Commissioner, Terpur | |
| | | Registration | no. | | |

- Enter the Token Password, and Use the **sign Worker ID card** button to sign the application digitaly or click or **Go Back** button to **cancel**.
- Click on **Confirm Sign** button.

Note: The applicant will receive an SMS informing them of that their application has been successfully approved by the Registering Officer containing their ID card number.

v. HRO or RO can view all the signed applications.

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| C Installation Guideline | | B Appl | cation | s Digital S | ionature | | | | | | |
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| | | Сору | CSV | Excel | PDF | Print. | Show 10 ~ ent | tries | | Search: | |
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| | | 1 | | | | | | | 2025-02-21 10:15:33 | Signed | R |
| | | 2 | | | | | | | 2025-01-18 21:13:31 | Signed | 8 |
| | | 3 | | | | | | | 2025-02-26 21:18:40 | Signed | |
| | | 4 | | | | | | | 2025-02-21 20:09:22 | Signed | R. |
| | | - | | of A antriar | | | | | | Pravio | et 1 Ne |

DSC Registration Process

- Follow the instructions provided by the installer to complete the installation of Java on your system.
 - Download Digital Signature Software:
 - Click <u>here</u> to download the Digital Signature Software for Windows.
 - Install Digital Signature Software:
 - Unzip the downloaded file.
 - Open the NICDSign application.
 - It will redirect to download JAVA.
 - Install the Java.
 - Launch NICDSign.
 - $\circ~$ Setup NICDSign:
 - Open Windows Explorer and navigate to the USB drive for NICDSign.
 - Launch the setup application.
 - In the setup, select "Private CSP."
 - Configure NICDSigner:
 - Open NICDSigner settings from the system tray (bottom right corner of Windows).
 - Right-click on NICDSigner and select "Settings."
 - Use the folder icon to select the Token Driver.
 - Navigate to C://Windows/system32.
 - Select eps2003csp11v2.dll and click "Open."
 - Save the settings.
 - For Chrome Browser chrome://flags/#block-insecure-privatenetwork-requests
 - Register DSC on the Portal:
 - Log in to the ABOCWWB portal as an RO.
 - Go to "Digital Signature" and click on "DSC Registration."



