

Registering Officer MANUAL

Assam Building & Other Construction Workers' Welfare Board

Labour Department, Govt. of Assam

Version 1.1
Prepared by:



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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.

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**
 - **Verify OTP:** Click here to proceed.

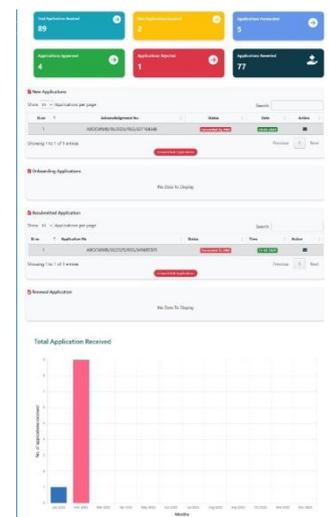
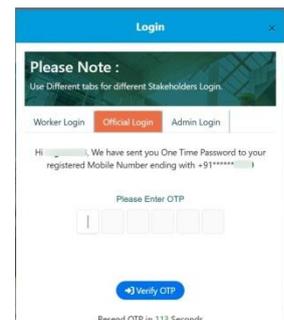
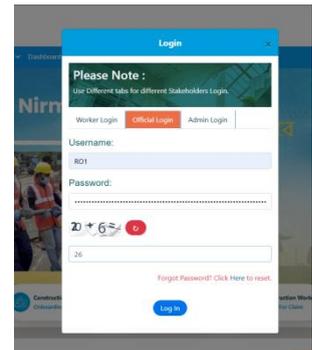
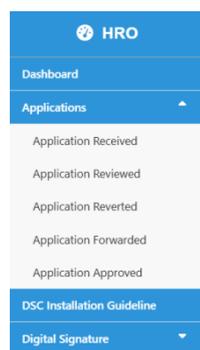
vi. **Accessing the Application:**

- 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):



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

Sl. no	Application No	Submitted On	Status	Application Category	View
1	ABOCVWB/24/2025/REG/2305217	21-03-2025	Pending	Already Registered	

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



- 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.

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.
00000002 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.

- **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.

Onboarding Applications

Show Applications per page Search:

Sl.no	Acknowledgement No	Status	Date	Action
1	ABOCWWB/24/2025/REG/2305217	Pending	21-03-2025	

Showing 1 to 1 of 1 entries Previous Next

[Forward Bulk Applications](#)

[Forward Bulk Applications](#)

- **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**.

Revert Back Application

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)

Enter remarks

- **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

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

Onboarding Applications

Show Applications per page Search:

Sl.no	Acknowledgement No	Status	Date	Action
1	ABOCWWB/24/2025/REG/2305217	Pending	21-03-2025	

Showing 1 to 1 of 1 entries Previous 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.

APPLICATIONS / FORWARDED Test RO
Office of Asst. Labour Commissioner, Jorhat

Filter Application data
 All New Register On Boarding Re Submitted

Copy CSV Excel PDF Print Show 10 entries Search:

Sl. 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.

APPLICATIONS / APPROVED Test RO
Office of Asst. Labour Commissioner, Jorhat

Filter Application data
 All New Register On Boarding Re Submitted

Copy CSV Excel PDF Print Show 10 entries Search:

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 Next

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

APPLICATIONS / REJECTED Test RO
Office of Asst. Labour Commissioner, Jorhat

Filter Application data
 All New Register On Boarding Re Submitted

Copy CSV Excel PDF Print Show 10 entries Search:

Sl. no	Application No	Submitted On	Status	Application Category	View
No data available in table					

Showing 0 to 0 of 0 entries 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 Re Submitted

Copy CSV Excel PDF Print Show 10 entries Search:

Sl. no	Application No	Submitted On	Status	Application Category	View
No data available in table					

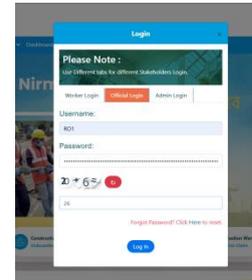
Showing 0 to 0 of 0 entries Previous Next

Registering Officer (RO)

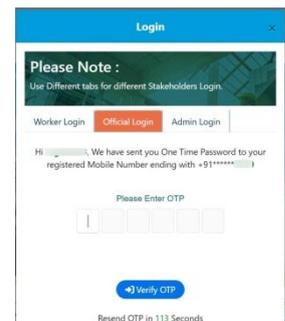
- i. Navigate to the homepage.
- ii. Locate the "Login" button to the far right side of the navigation bar.



- 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

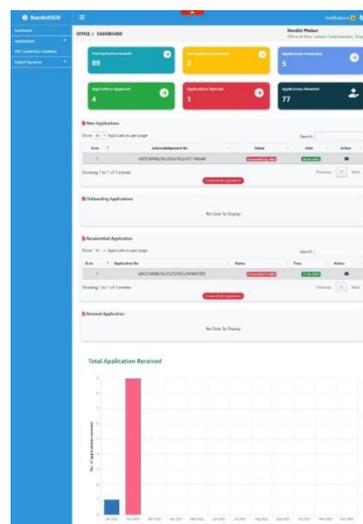


- c. **OTP:** Enter the One-Time Password (OTP) you have received in the registered phone number.
 - **Button**
 - **Verify OTP:** Click here to proceed.



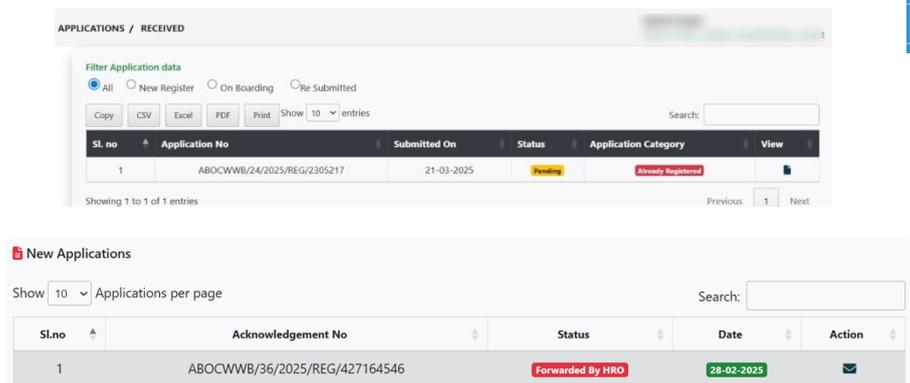
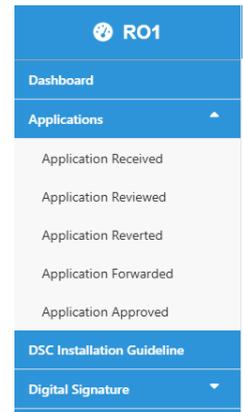
d. Accessing the Application:

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



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.



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

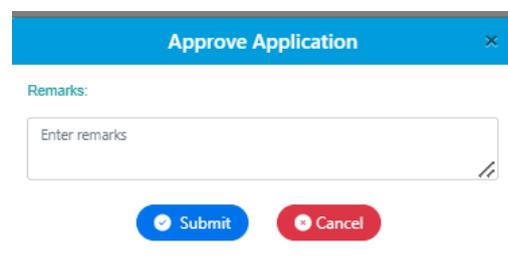


iv. At the end of the preview application form there are several buttons available for the RO.

v. **Buttons:**



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



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.

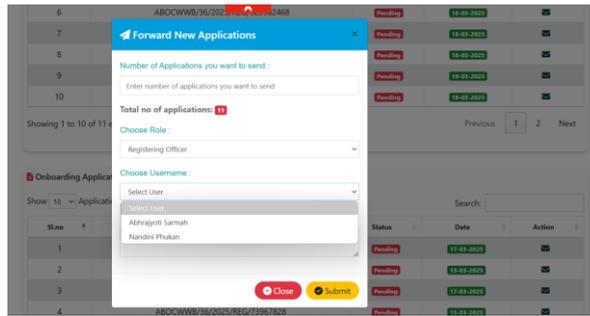
Note: After the application has been rejected, applicant gets notification via sms.

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

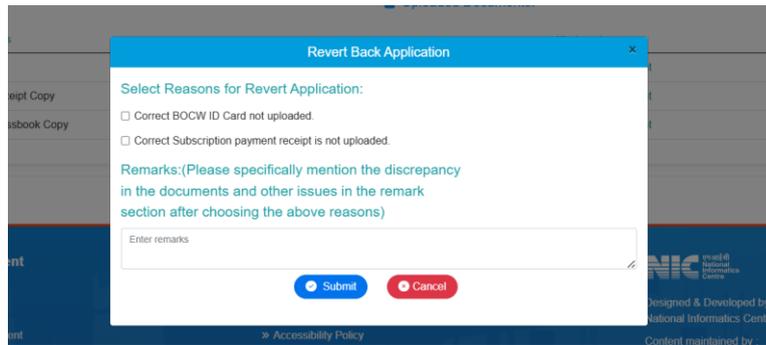
- **Forward:** The RO forwards the application to the dealing assistant if any changes needs to be done in the application by giving Remarks, selecting role and user from the given options and click submit.

- **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.

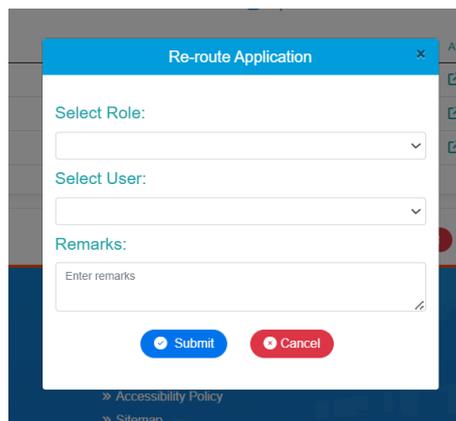
Sl.no	Acknowledgement No	Status	Date	Action
1	ABOCWWB/24/2025/REG/2305217	Pending	21-03-2025	



- **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**.



- **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.



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

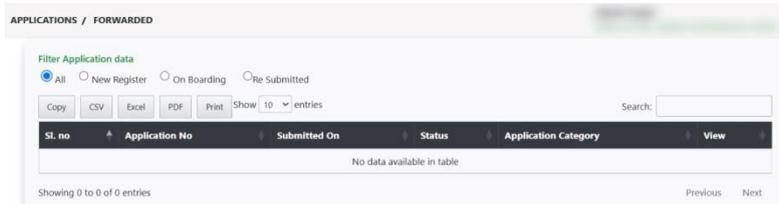
Onboarding Applications

Show Applications per page Search:

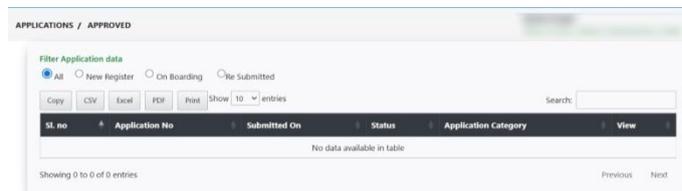
Sl.no	Acknowledgement No	Status	Date	Action
1	ABOCWWB/24/2025/REG/2305217	Pending	21-03-2025	

Showing 1 to 1 of 1 entries Previous Next

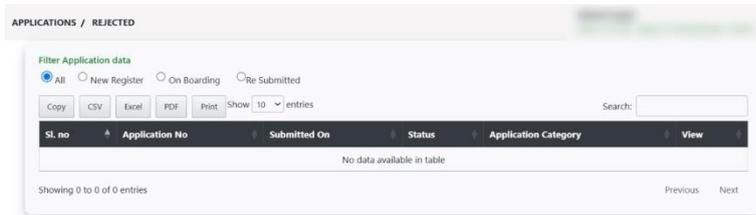
- **Application Forwarded:** Here you will get all the applications that have been forwarded to another officer, such as the Dealing Assistant (DA), for further review or action.



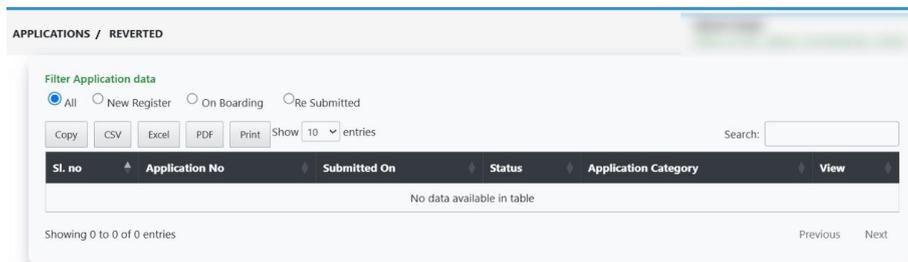
- **Application Approved:** This section contains all applications that have been reviewed and approved by the Registering Officer.



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

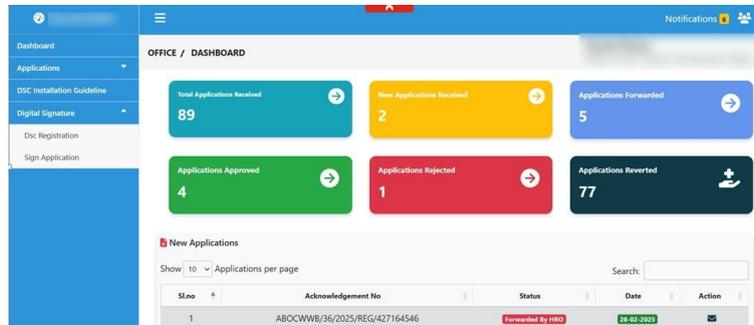


- **Application Reverted:** This section includes all applications that the Registering Officer (RO) has returned to the Dealing Assistant (DO), for additional information or necessary corrections.

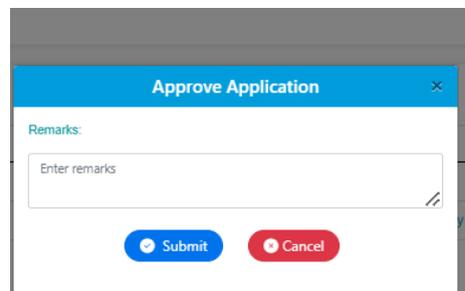
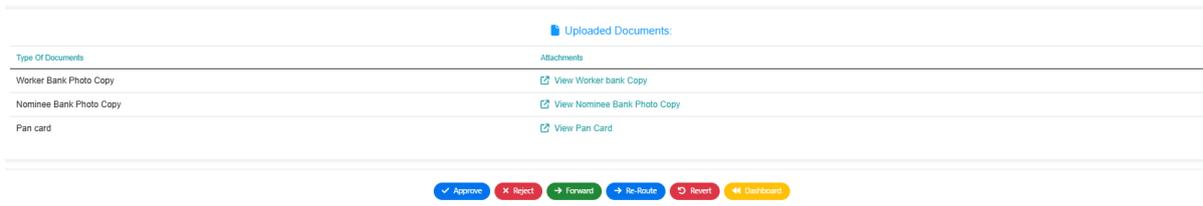


Registering Officer (after DA remarks)

- 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.

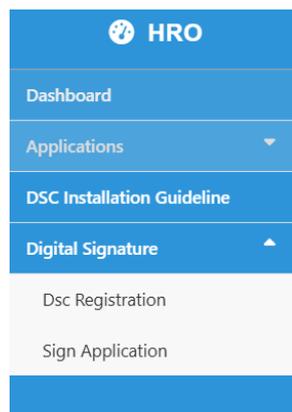


- View the application and click the **approve** button located at the end of the application with remarks.

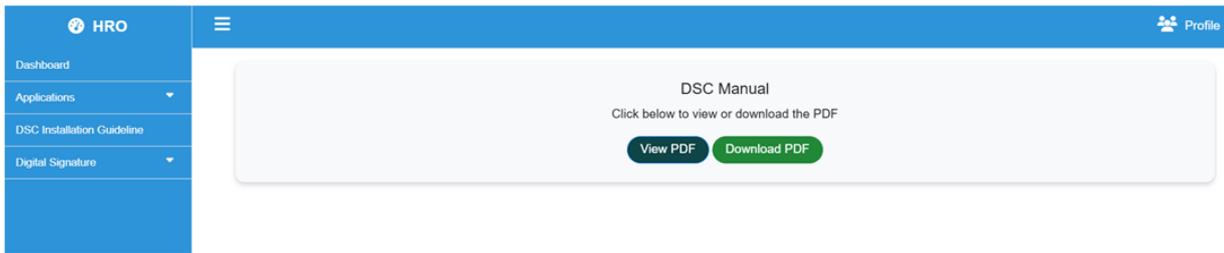


iii. Digital signature:

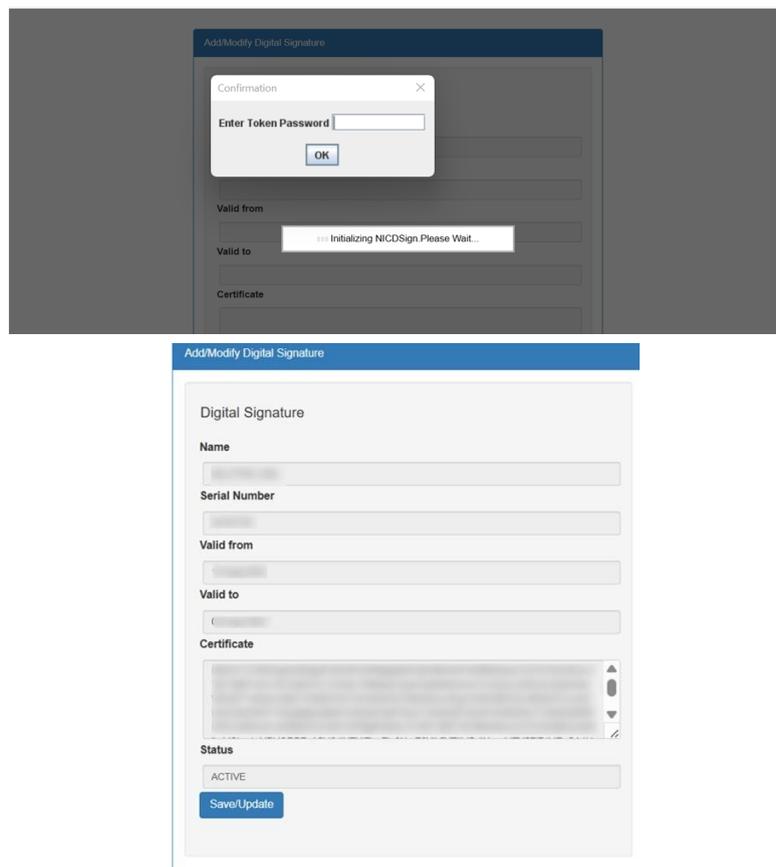
- Once the application is approved, navigate to "Digital Signature" in the sidebar and click on **DSC Registration**.



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.



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



- Click on **Save Update** button.

iv. **Sign the Application:**

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

Sign Document:

- Enter the Token Password, and Use the **sign Worker ID card** button to sign the application digitally or click on **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.

SL no	Application No	Submitted On	Status	Action
1		2025-02-21 10:15:33	Signed	
2		2025-01-18 21:13:31	Signed	
3		2025-02-26 21:18:40	Signed	
4		2025-02-21 20:09:22	Signed	

DSC Registration Process

- Follow the instructions provided by the installer to complete the installation of Java on your system.
 - Download Digital Signature Software:
 - Click [here](#) 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.
 - 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-private-network-requests`**
 - Register DSC on the Portal:
 - Log in to the ABOCWWB portal as an RO.
 - Go to "Digital Signature" and click on "DSC Registration."

