

USER MANUAL

WELFARE MANAGEMENT SYSTEM (Department User)



Submitted to



Department of Factories & Boilers
Government of Kerala

Submitted by

KIRAN Consulting

TC-31/153(2), Peroorkada P O
Trivandrum-695005, Kerala, INDIA
Tel: 0471 243 1126/36/46
Email: info@kran.co.in



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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	16 - 12 - 2024	Sareena Saji	Arjun Anil	Rejani Mol P R

2 INTRODUCTION

The “Welfare Management System” mainly handles the applications for appointing Safety Officers, Welfare Officers and Exemptions.

- **Safety Officer**

Under Section 40B of the Factories Act, 1948, and Rule 81F of the Kerala Factories Rules, 1957, every factory specified in Section 40B must appoint a Safety Officer with prescribed qualifications and experience. The Safety Officer module in FABOS functions as an online platform aimed at aiding factory occupiers in submitting details about their appointed Safety Officers. This module facilitates the verification of the qualifications and experience of Safety Officers and streamlines the approval process overseen by the Chief Inspector.

- **Welfare Officer**

According to Section 49 of the Factories Act, 1948, and the Kerala Factories (Welfare Officers) Rules, 1957, every factory as specified in Section 49 must appoint a specified number of Welfare Officers with the prescribed qualifications and skills. This Welfare Officer module in FABOS serves as an online platform designed to assist the occupiers in submitting details of their appointed Welfare Officers. It facilitates the verification of the qualifications, skills, and notifications of Welfare Officers and enables the approval process by the Chief Inspector.

- **Exemption**

The Chief Inspector has the authority to grant exemptions under various sections of the Factories Act, 1948, and the Kerala Factories Rules, 1957. For instance, exemptions from the provisions of Sections 51, 52, 54, and 56 can be granted to factories to address an exceptional press of work. The Exemption module in FABOS is an online platform designed to assist factory occupiers in submitting applications for exemptions from various statutory provisions. This module streamlines and facilitates the exemption approval process.

3 PRIVILEGED USER (DEPARTMENT)

3.1 ACCESSING LOGIN MODULE

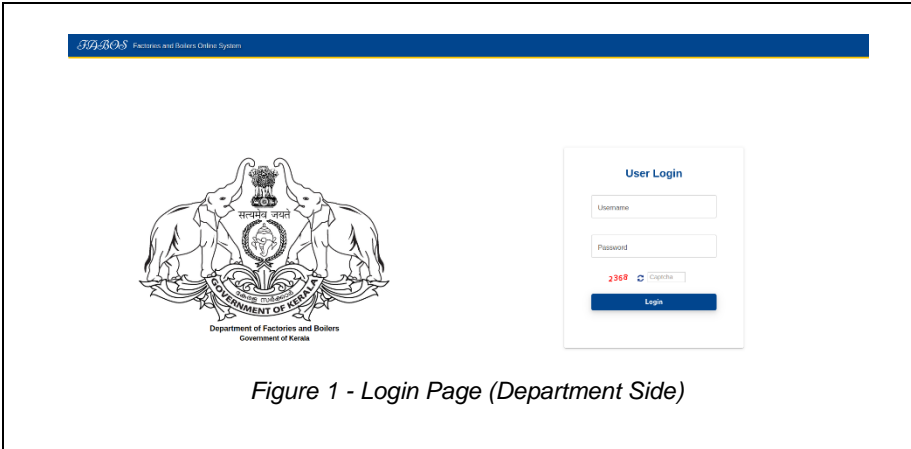


Figure 1 - Login Page (Department Side)

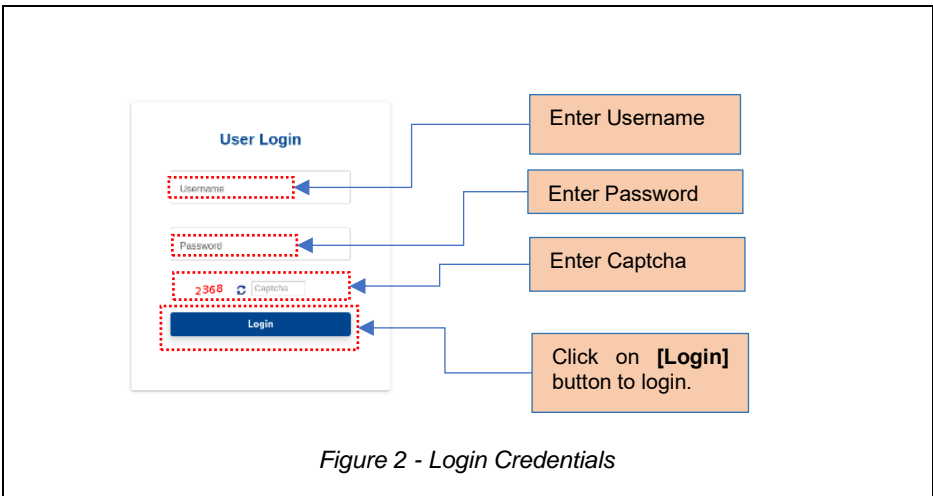


Figure 2 - Login Credentials

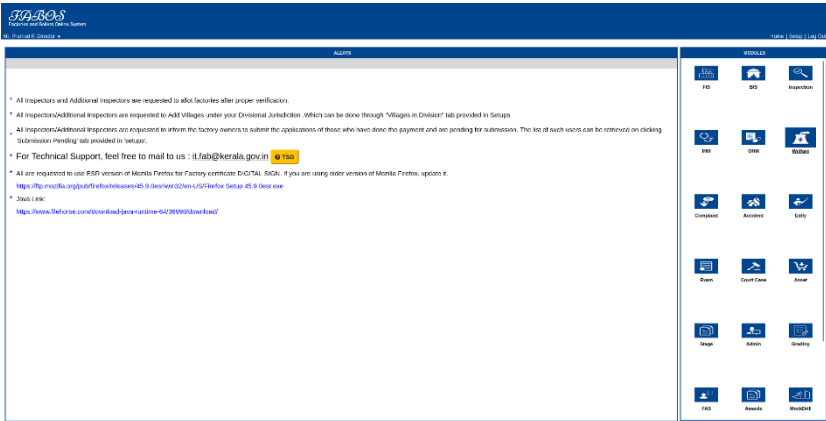
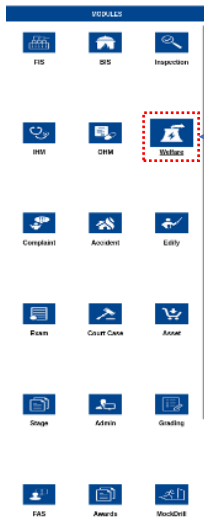


Figure 3 - Home Page



Select the **Welfare** module from the modules list.

Figure 4 – Alerts & Modules Listing Page

3.2 INBOX

Upon clicking the **[Welfare]** button, the privileged Department Officer can view the submitted Welfare/Safety/Exemption Officer Application details. The below table shows the Welfare/Safety Officer application details from the Applicant.

#	Tracking No.	Submitted On	Submitted By	Received On	From	View
1	F&Safety/2024/006	04-07-2024 11:39 AM	HARISHRIVAN S	04-07-2024 11:39 AM	HARISHRIVAN S	View
2	F&Safety/2024/007	09-07-2024 09:50 AM	N.P.ABDUL ACELZ	09-07-2024 09:50 AM	N.P.ABDUL ACELZ	View
3	F&Safety/2024/008	09-07-2024 10:31 AM	V.K.A KAHM	09-07-2024 10:31 AM	V.K.A KAHM	View

Click on **[View]** button to access the Application from Applicant.

Figure 5 - Inbox Tab

3.2.1 APPLICATION

In the *Application* tab, privileged user can view the Application Details for Welfare/Safety/Exemption from the Applicant.

Safety Officer Details

Registration Number: _____

Factory Name: _____

Factory Address: _____

Officer's Name: _____

Officer's Residential Address: _____

Officer's DOB: _____

Mobile No.: _____

Officer's email: _____

Do you have adequate knowledge of the language spoken by majority of the workers in the region: Yes No

Figure 6 - View Application

3.2.2 ATTACHMENTS

In *Attachments* tab, the privileged user can view the attachments uploaded by the Applicant.

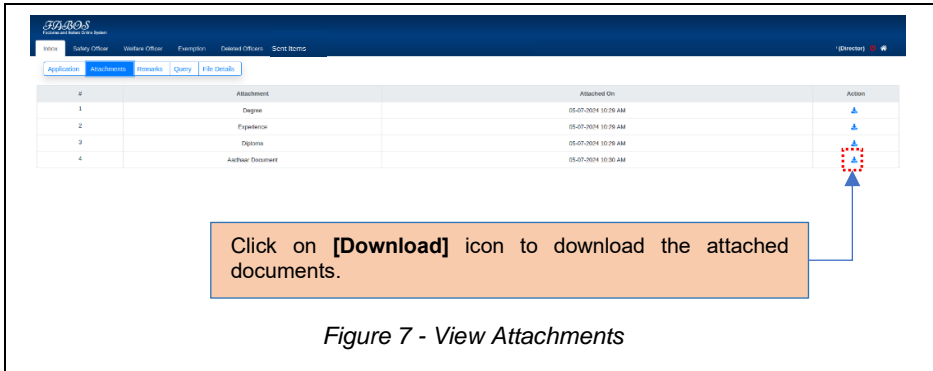


Figure 7 - View Attachments

3.2.3 REMARKS

In *Remarks* tab, the privileged user can add and view remarks.

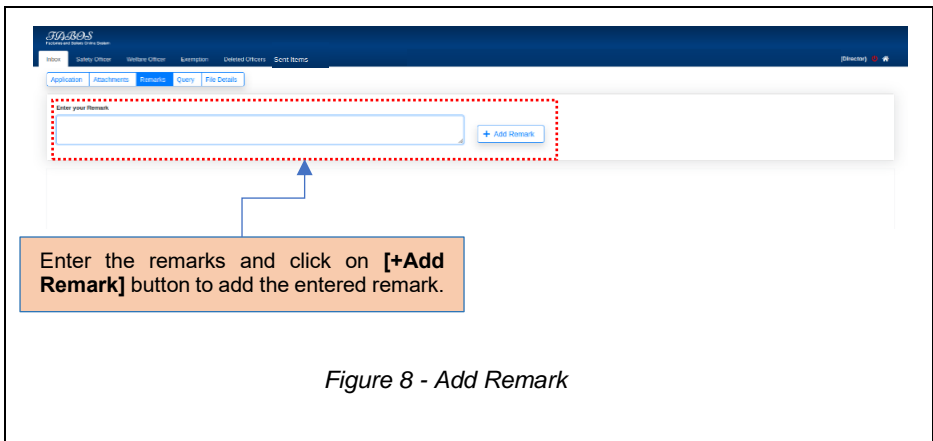


Figure 8 - Add Remark

Note: If any clarification or additional documents are required upon viewing the attached documents, the privileged user can return them via Query.

3.2.4 QUERY

After viewing the application, if it needs to be returned to the applicant, enter a query and click the 'Send Back' button. Once sent back, the application will be removed from the Department's inbox and will be available to the applicant, who will be able to view the query details.

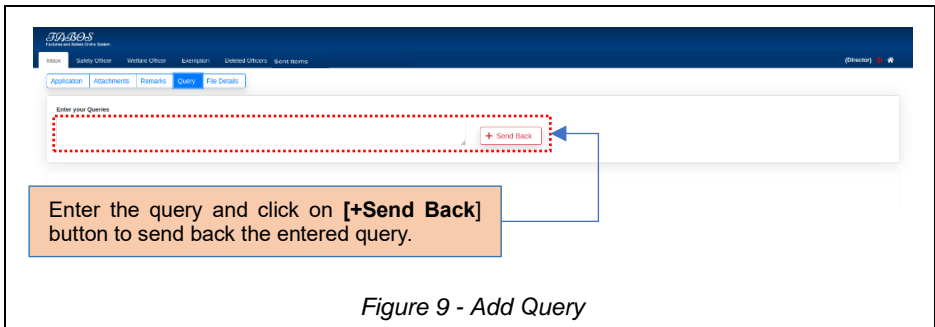


Figure 9 - Add Query

3.2.5 FILE DETAILS

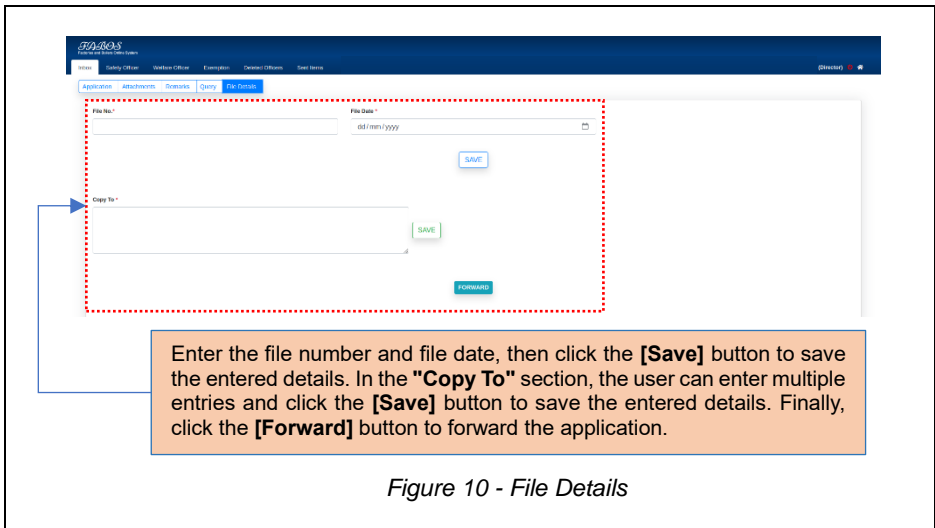
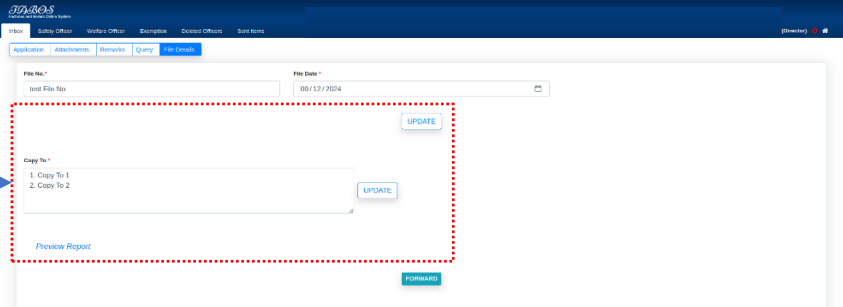


Figure 10 - File Details



Click the **[Update]** button to update the entered details. Click the **[Preview Report]** link to preview the entered details .

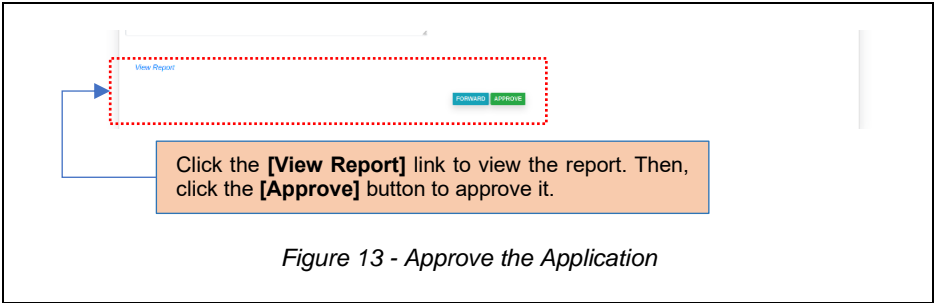
Figure 11 - File Details (1)



Click **[Generate Report]** to generate the final report.

Figure 12 - Generate Report

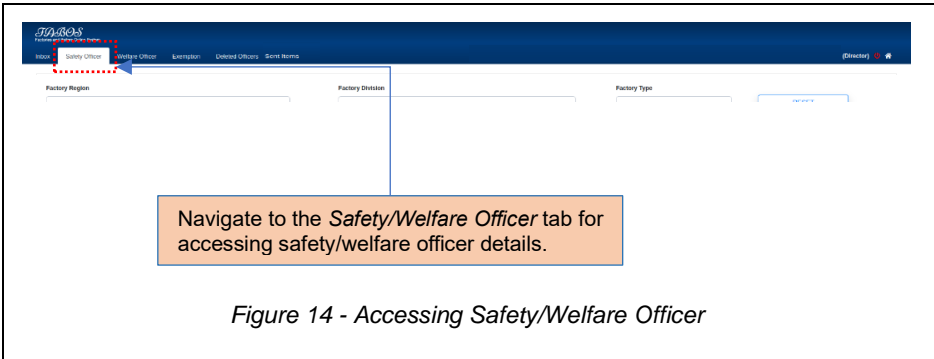
Note: Once the director initiates the digital signature, all other officers will be able to view it.



Note: Only the Director has the privilege to approve the Application.

3.3 SAFETY/WELFARE OFFICER APPLICATION

Note: The process for Safety Officers and Welfare Officers are same as shown below:



#	Name of Factory	Reg.No.	Address	Name of Safety officer	Qualifications	Experience	Approval Letter No. & Date	Action
1	WATER TREATMENT PLANT - FACT LIC	DOB/FMA/0381/0003	The Fertilisers and Chemicals Triasonono Limited, Uthungomwala Complex, Uthungomwala P.O.Box, Dordaan - 80201	Teo	Teo		FAB/0381/03-0003, 06-13-2014	

Enter the required factory details, search for the factory name, and then click on the **[Reset]** button to clear the entered details.

Figure 15 – Safety/Welfare Officer

Note: Below the table, the Department User can view the application details of Safety Officers or Welfare Officers.

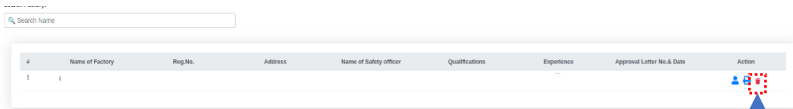
#	Name of Factory	Reg.No.	Address	Name of Safety officer	Qualifications	Experience	Approval Letter No. & Date	Action
1	WATER TREATMENT PLANT - FACT LIC	DOB/FMA/0381/0003	The Fertilisers and Chemicals Triasonono Limited, Uthungomwala Complex, Uthungomwala P.O.Box, Dordaan - 80201	Teo	Teo		FAB/0381/03-0003, 06-13-2014	

Click the to view the **[officer's profile]**, then click **[Final Report]** to view the report after the director's digital signature is completed. Next, click the **[Delete]** icon to delete the officer. Finally, click **[View Documents]** to view the documents initially attached by the user.

Figure 16 - Action Icons

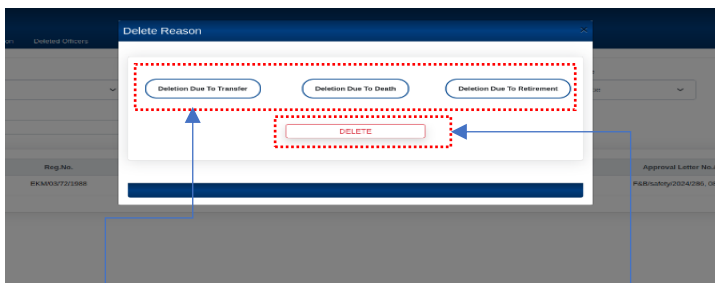


Figure 17 - Officer's Profile



Click on **[Delete]** icon to Delete Officer.

Figure 18 - Delete Icon



Select appropriate reason for deleting the particular Safety Officer/Welfare Officer.

Click on **[Delete]** button to delete the Officer.

Figure 19 - Delete Safety Officer

3.3.1 SENT ITEMS

The user can view all sent safety and welfare applications in the *Sent Items* tab.

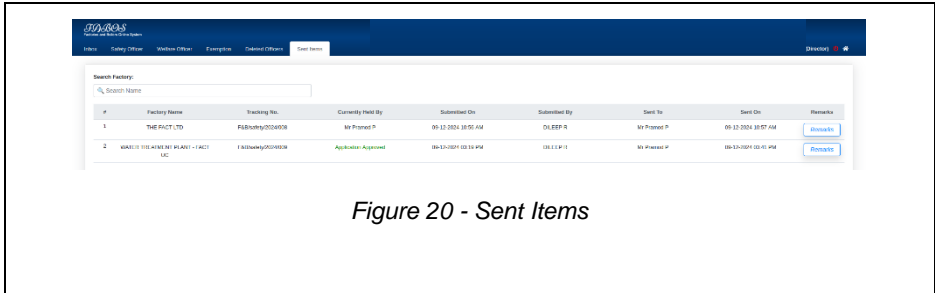


Figure 20 - Sent Items

3.4 EXEMPTION APPLICATION

3.4.1 INBOX

The table below shows the Exemption application details.



Figure 21 - Inbox Tab

Note: The process flow of the *Application, Attachments, Remarks, And Query* subtabs in the *Inbox* tab is the same as the Safety/Welfare Officer Inbox tab. Therefore, the Department-Side Privileged User can follow the same steps as the Safety/Welfare Officer from Figure 6 to Figure 9. After that, follow the steps outlined below.

3.4.2 FILE DETAILS

Enter the File Number and File Date, then click the **[Save]** button to save the details.

Here, the Department User can View and Edit the reasons for exemption.

Click on **[Save]** button to save the reason and period.

Enter the Period of Exemption.

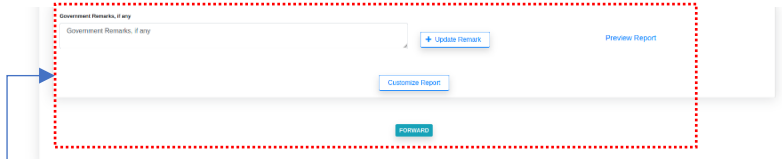
Figure 22 - File Details(1)

Note: Upon saving the file details the **[Update]** button will appear. This allows privileged user to update the file details.

Click on **[Update]** button to update the reason and period.

Click on **[Update]** button to update the entered file details.

Figure 23 - File Details (2)



The user can update the remarks and click the **[Update Remark]** button to save the changes. Then, click the **[Preview Report]** button to preview the report. To customize the report, click the **[Customize Report]** button. Finally, click the **[Forward]** button to forward the file details to the corresponding officer.

Figure 24 - File Details (3)

Note: Upon clicking on the **[Preview Report]** button, the user can preview the report.

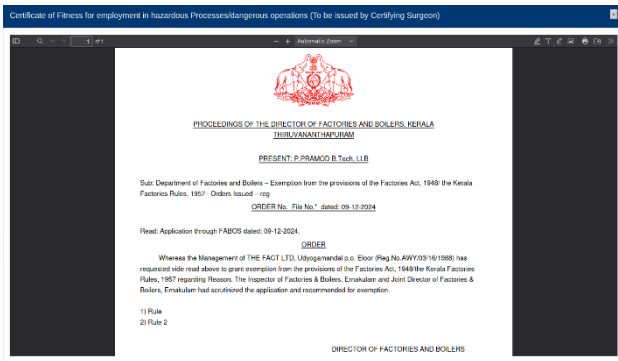


Figure 25 - Preview Report

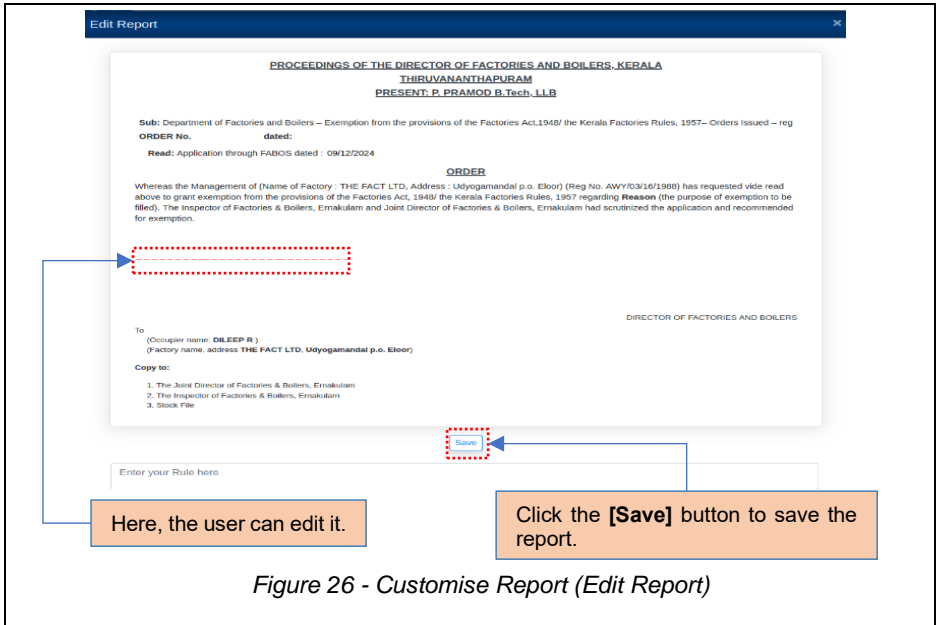


Figure 26 - Customise Report (Edit Report)

Here, the user can customize the exemption report, and then it will be updated.

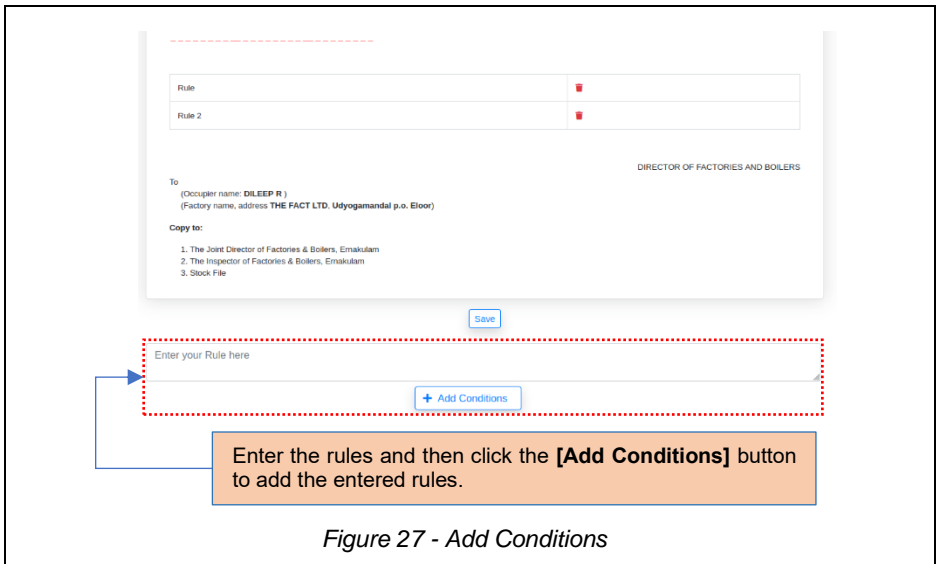
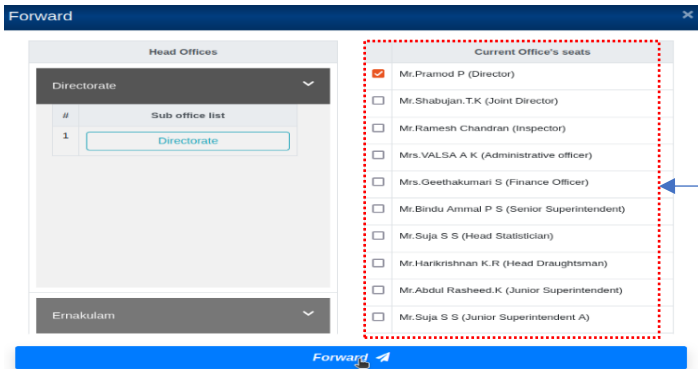


Figure 27 - Add Conditions

After previewing and customizing the report, the user can forward it to the relevant user.

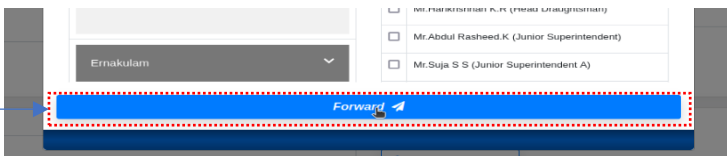
3.4.3 FORWARD THE APPLICATION

In forward, the user can forward the application to the relevant user.



Click the checkbox for the respective officer to select them for forwarding.

Figure 28 - Select Officer



Click on **[Forward]** button to forward to the appropriate officer.

Figure 29 – Forward the Report

3.4.4 DIRECTOR LOGIN

Here, the final report is generated. If the report is generated, only the director will have the provision to approve it.

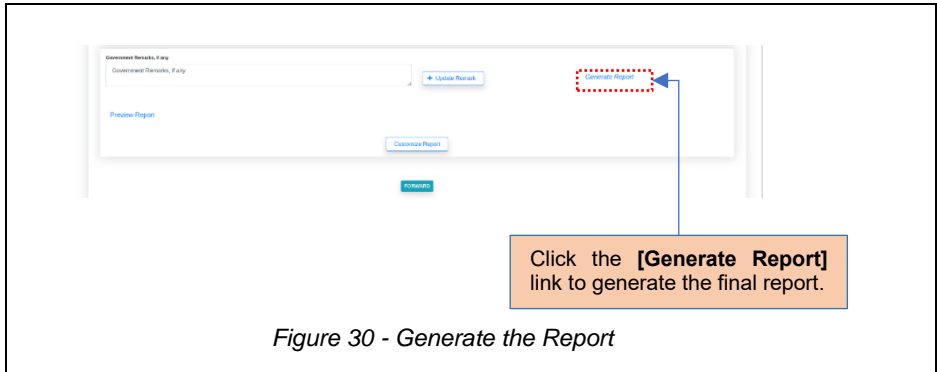


Figure 30 - Generate the Report

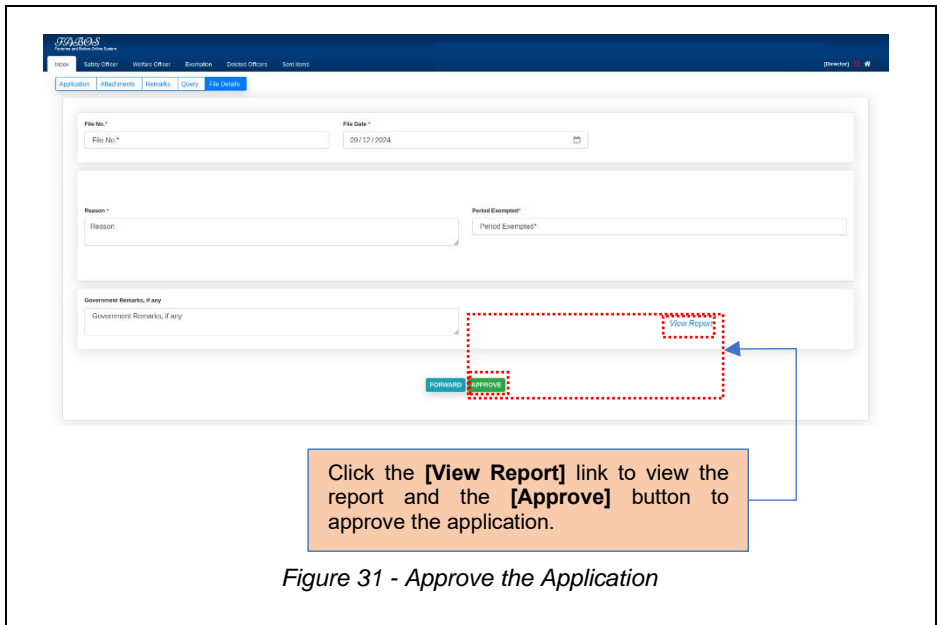


Figure 31 - Approve the Application

Once the final report is generated, only the view option will be available. After the director digitally signs the report, everyone can view the report. It is digitally signed the report which means it is approved.

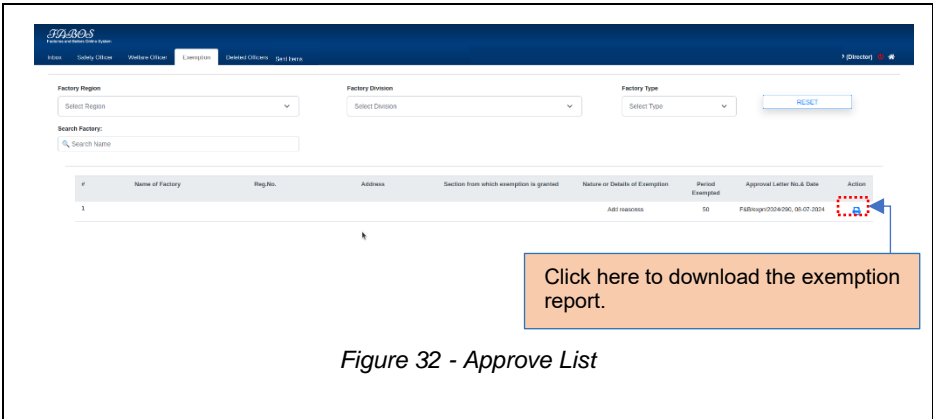


Figure 32 - Approve List

Note: The approved applications are listed in a table under the Exemptions tab, where the user can search by factory name, division, region, and type.

3.4.5 SENT ITEMS

The user can view all sent safety, welfare, and exemption applications in the *Sent Items* tab.

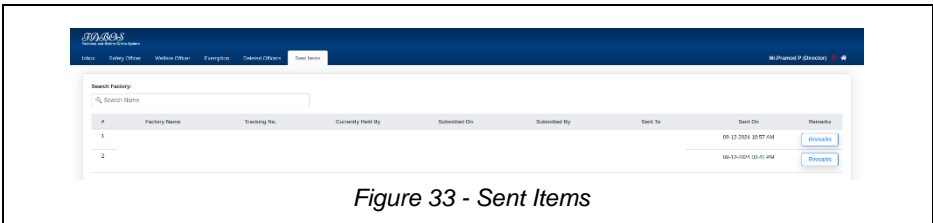


Figure 33 - Sent Items

****End of the Module – Fabos (Welfare Management System) ****

“Thank you for thoroughly exploring the features and information.”