

# USER MANUAL

## WELFARE MANAGEMENT SYSTEM (Public User)



*Submitted to*



Department of Factories & Boilers  
Government of Kerala

*Submitted by*

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ISO 27001: 2013



ISO 9001: 2015



ISO 20000: 2018



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# 1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	13-12-2024	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 ACCESSING WELFARE MANAGEMENT SYSTEM

### 3.1 ACCESSING LOGIN MODULE

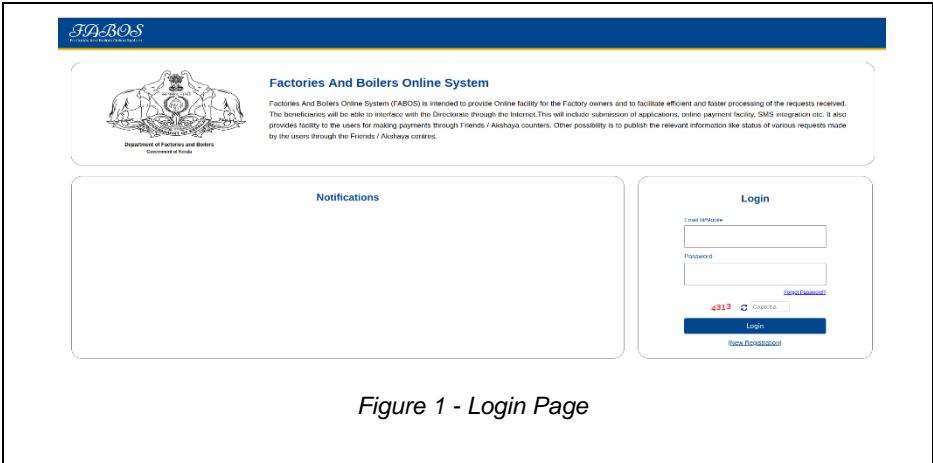


Figure 1 - Login Page

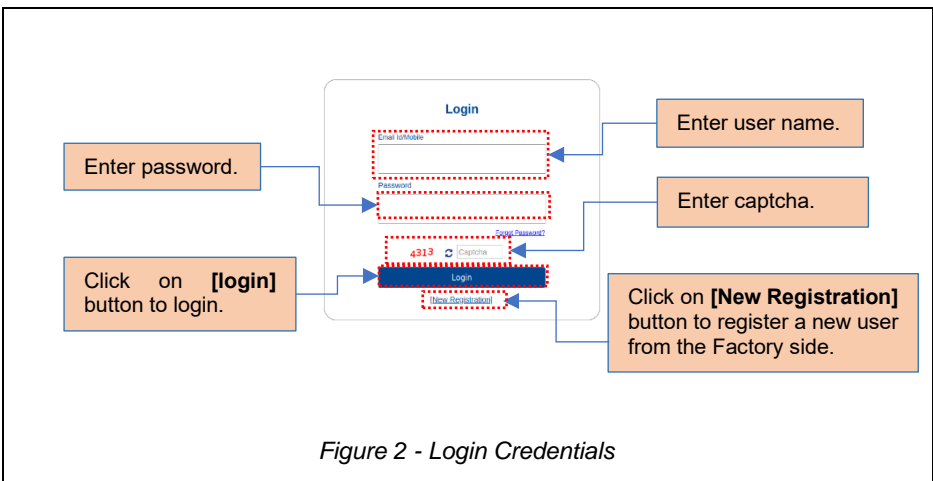


Figure 2 - Login Credentials

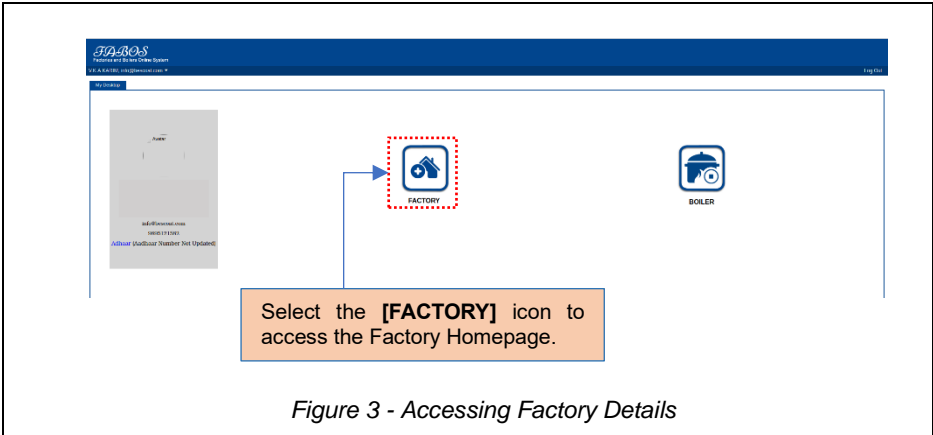


Figure 3 - Accessing Factory Details

**Note:** When accessing the Factory page, navigate to the *Work Space* tab. Under this tab, Public User can view the details of the logged Factory.

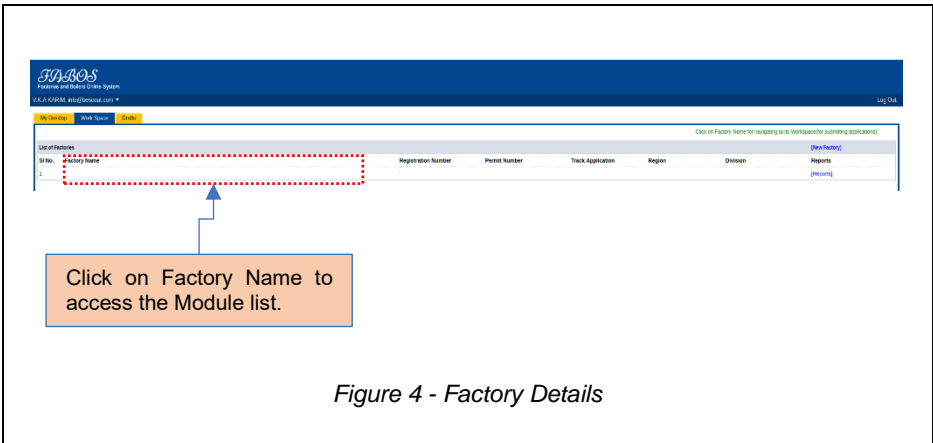


Figure 4 - Factory Details





Figure 5 - Accessing Welfare/Safety/Exemption

### 3.1.1 WELFARE/SAFETY/EXEMPTION

#### 3.1.1.1 SAFETY OFFICER

The Safety Officer module in FABOS functions as an online platform aimed at aiding factory occupiers in submitting details about their appointed Safety Officers.

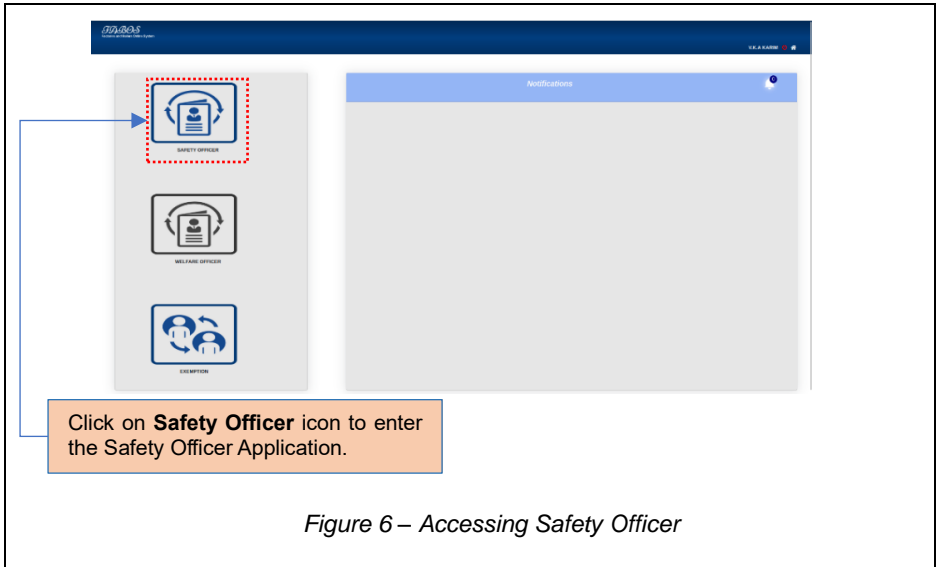


Figure 6 – Accessing Safety Officer

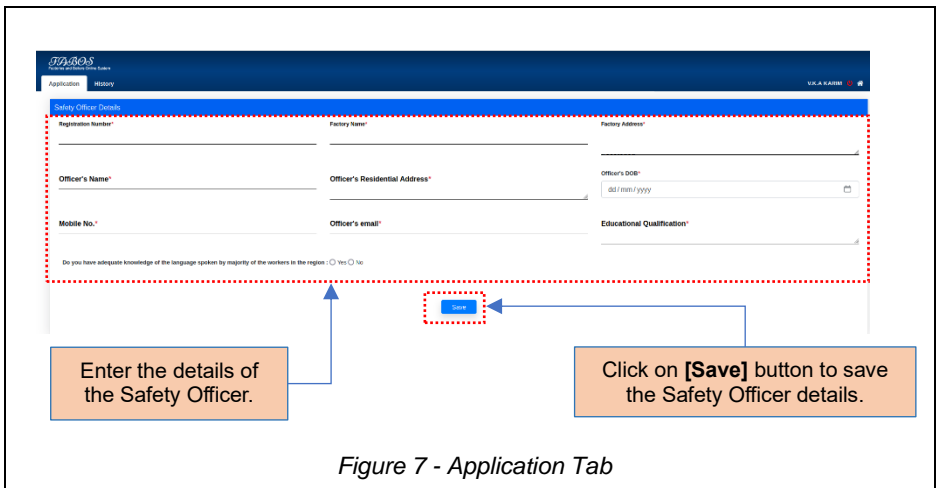


Figure 7 - Application Tab

**Note:** Upon entering the Safety Officer details, a document upload field will appear with a maximum storage limit of 500KB per document.

Upload document

Degree (Optimatory level of engineering or technology / Physics / Chemistry / ...)		Document	Upload	Experience Document (Experience of working in a factory in a regulatory capacity)		Document	Upload
Degree in electronics or related safety		Document	Upload	Audiolar Document*		Document	Upload
Degree or diploma Document		Document	Upload	Audiolar Document*		Document	Upload
Other (Pass / Slip / PNC / PNC Renewal card)		Document	Upload	Audiolar Document*		Document	Upload
Photo		Document	Upload	Certificate		Document	Upload

\* Only pdf and max size 500KB files allowed

Upload the necessary attachments here and click the **[Upload]** button to Upload the documents.

Figure 8 - Upload Documents

**Note:** The uploaded documents of the Safety Officer will be listed below in a table where Applicant can download or delete them as needed.

Click on **[Download]** icon to download the documents and the **[Delete]** icon to delete them.

#	File Type	File Name	Attached On	Action
1	Degree	05-07-2024 9:17:59 AT_76_06_2024_000033_PMA_7601.pdf	05-07-2024 10:29 AM	Download Delete
2	Experience	05-07-2024 9:17:59 EB_7601_10041_1.pdf	05-07-2024 10:29 AM	Download Delete
3	Diploma	05-07-2024 9:17:59 EB_7601_10041_1.pdf	05-07-2024 10:29 AM	Download Delete
4	Audiolar Document	05-07-2024 9:17:59 EB_7601_10041_1.pdf	05-07-2024 10:30 AM	Download Delete
5	Officer Photo	05-07-2024 10:30:15_06mmgossopetk.jpg	05-07-2024 10:30 AM	Download Delete

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Update Submit

Click here to declare that the given information is correct.

Click on **[Update]** button to update the details, and click on **[Submit]** button to submit Application.

The uploaded photo will be displayed here.

Figure 9 - Submit Documents

**Note:** All documents submitted from the Applicant to the Department User will have their status shown under the History tab. To view it, follow the steps outlined in heading as STATUS UPDATION 3.1.2.

### 3.1.1.2 WELFARE OFFICER

This Welfare Officer module in FABOS serves as an online platform designed to assist the occupiers in submitting details of their appointed Welfare Officers.

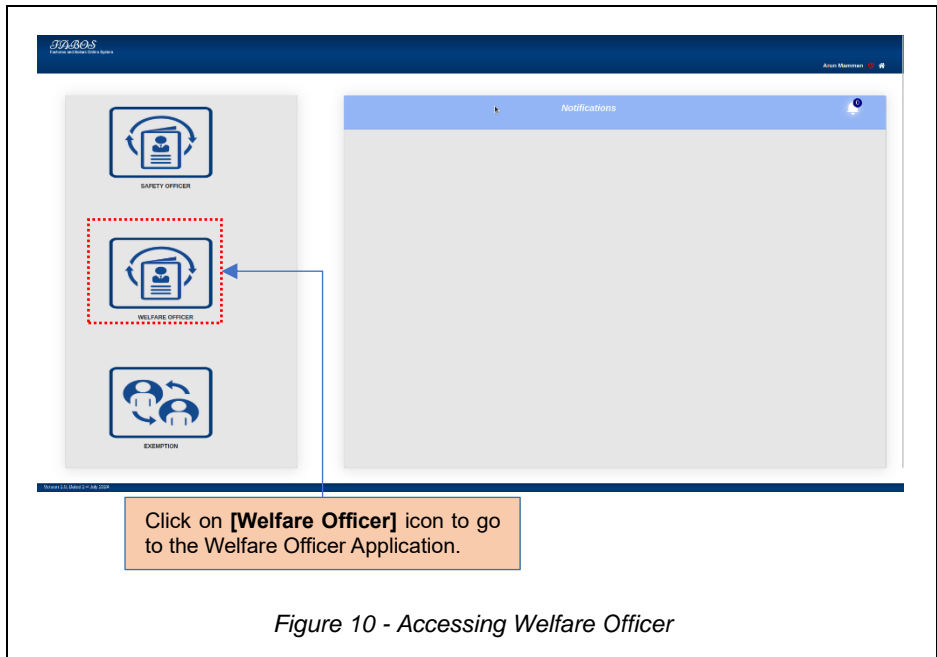


Figure 10 - Accessing Welfare Officer

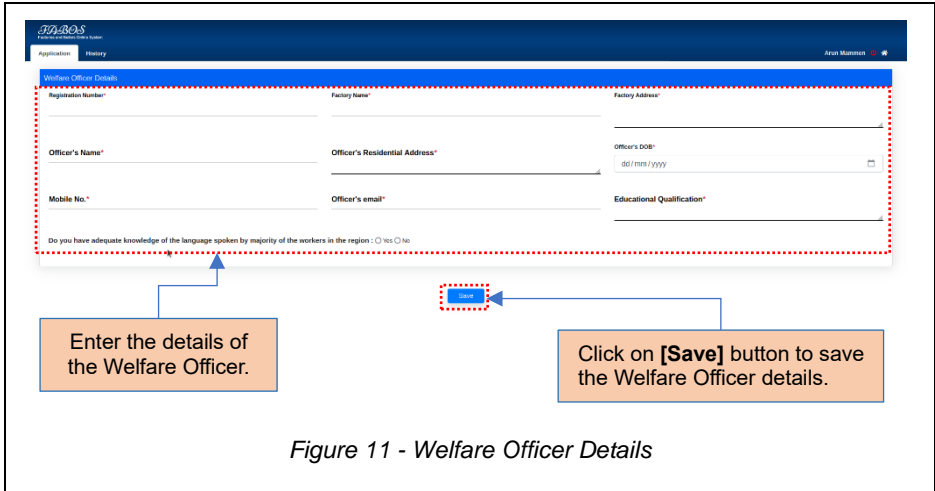


Figure 11 - Welfare Officer Details

**Note:** Upon entering the Welfare Officer details, a document upload field will appear with a maximum storage limit of 500KB per document.

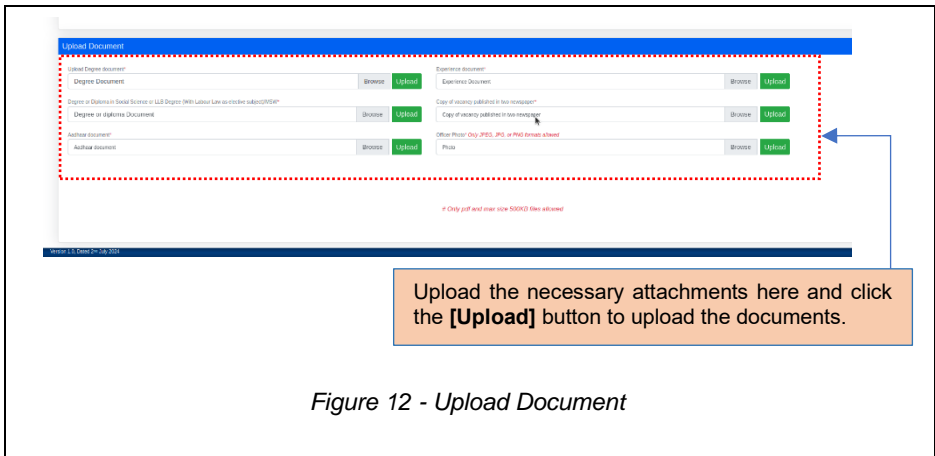


Figure 12 - Upload Document

**Upload Document**

Upload Degree Document: Degree Document [Browse] [Upload] | Upload Academic Details: Academic Details [Browse] [Upload]

Degree or Diploma in Social Science or LLB Degree (With Latest Law as reference subject) [Browse] [Upload] | Copy of vacancy published in any newspaper [Browse] [Upload]

Degree or diploma Document: Degree or diploma Document [Browse] [Upload] | Copy of vacancy published in any newspaper [Browse] [Upload]

Upload Document: Academic Document [Browse] [Upload] | Other Photo (Max. 2MB, up to 100 photos allowed) [Browse] [Upload]

\* Only pdf and max size 500KB files allowed

#	File Type	File Name	Attached On	Action
1	Degree	08-07-2024 02:14:04_fm_sample_155848.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]
2	Figurework	08-07-2024 02:14:12_fm_sample_116461.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]
3	Degree or Diploma in Social Science or LLB Degree/NEED	08-07-2024 02:14:18_fm_sample_155848.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]
4	Copy of vacancy published in any newspaper	08-07-2024 02:14:17_fm_sample_116461.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]
5	Academic Document	08-07-2024 02:14:31_fm_sample_155848.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]
6	Other Photo	08-07-2024 02:14:35_currentsample1.pdf	08-07-2024 02:14 PM	[Up] [Down] [Delete]

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

[Update] [Submit]

Click here to declare that the given information is correct.

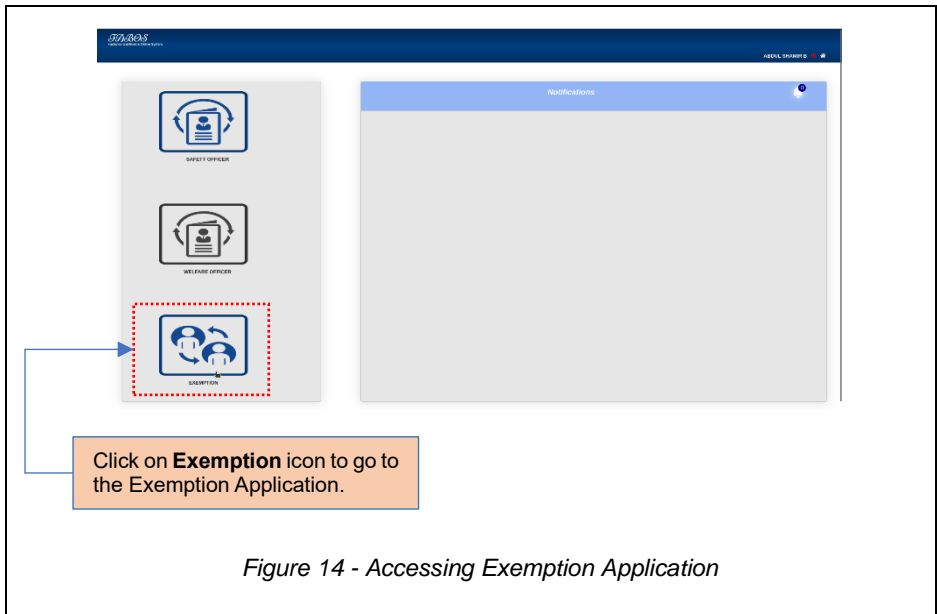
Click on **[Update]** button to update the Application details, and click on **[Submit]** button to submit them.

Figure 13 - Submit Document

**Note:** After submission, submitted Application details and status will be available in *History* Tab. To view it, follow the steps outlined in heading as STATUS UPDATION 3.1.2.

### 3.1.1.3 EXEMPTION

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.



*Figure 14 - Accessing Exemption Application*

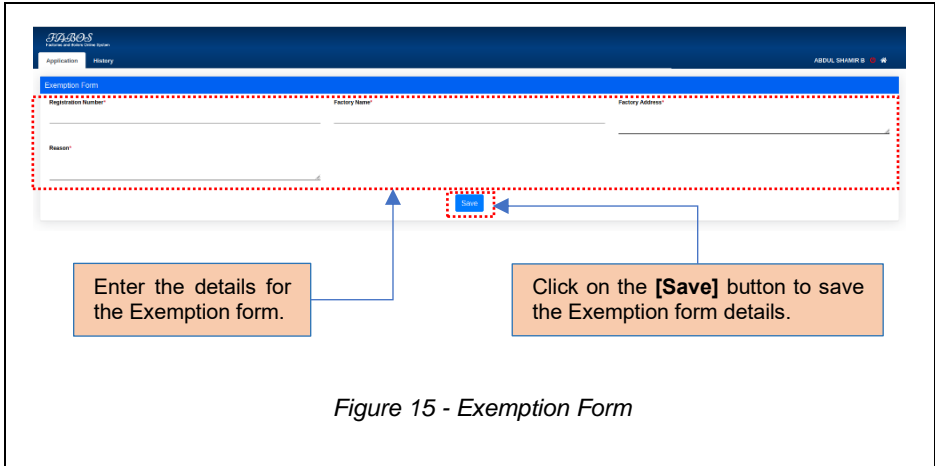


Figure 15 - Exemption Form

**Note:** Upon entering the Exemption details, a Document upload field will appear with a maximum storage limit of 500KB per document.

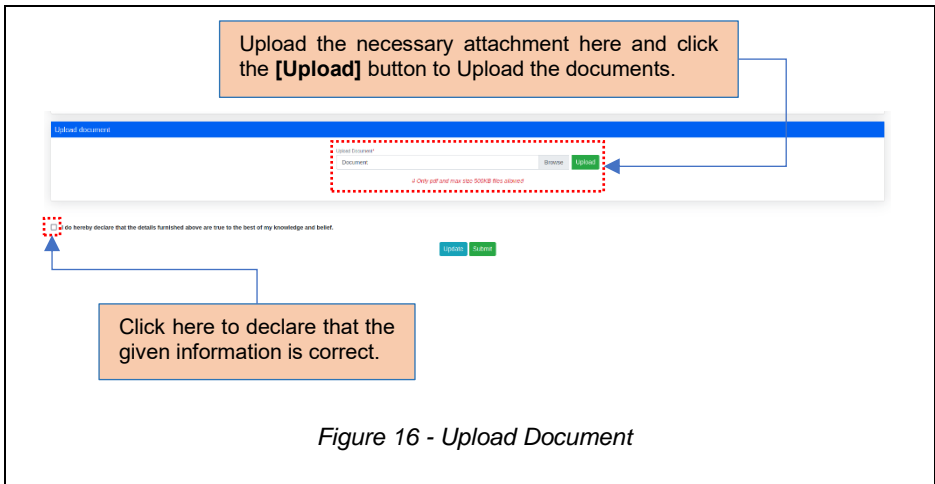


Figure 16 - Upload Document

**Note:** The uploaded documents of the Exemption will be listed below in a table where Applicant can download or delete them as needed.



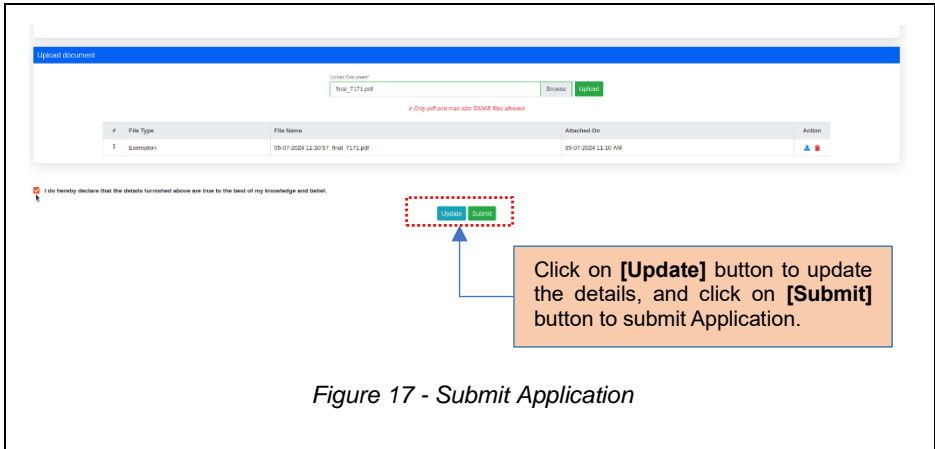


Figure 17 - Submit Application

**Note:** After submission, submitted Application details and status will be available in *History* Tab. To view it, follow the steps outlined in heading as STATUS UPDATION 3.1.2.

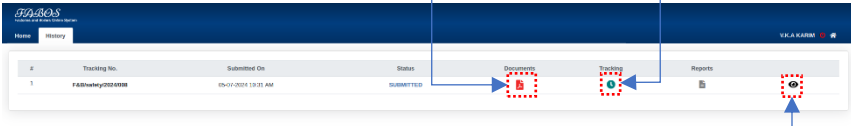
### 3.1.2 STATUS UPDATION

#### 3.1.2.1 SUBMITTED

**Note:** After submitting the Application, the status column in the *History* tab will indicate that the document has been **SUBMITTED**.

Click on **[Document]** icon to view and download uploaded documents.

Click on **[Tracking]** icon to track the application status.



Click on this **[View]** icon to view application details.

Figure 18 – Application History

Application Flow Details

#	Date	Status	Held By
1			--
2		Processing..	Pramod P(Director)

Figure 19 - Application Tracking Table

The screenshot shows a 'Welfare Details' form with the following data:

Field	Value
Registration Number	TLP/05/111/1988
Factory Name	BESCOAT
Factory Address	Achikkanam (P.O), Madikkal, Kannur
Officer's Name	Test Name
Officer's Address	Test address
Officer's DOB	2006-07-01
Mobile No.	8536251474
Officer's email	test@gmail.com
Educational Qualification	Test21
Do you have adequate knowledge of the language spoken by majority of the workers in the region :	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 20 - Application Details

### 3.1.2.2 RETURNED

After submitting the application, for any additional clarification or Documents required; the Department Officer will return the Application. After submitting the Application, for any additional clarification or documents required, the Department Officer will return the Application. The Notifications of they returned Application will be shown in the Notification section.

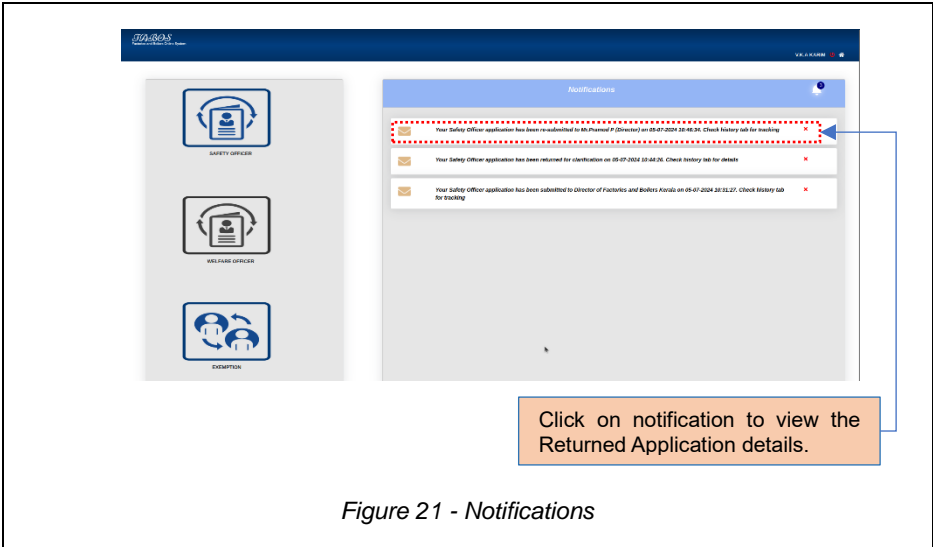


Figure 21 - Notifications

**Note:** Clicking on Notifications, navigate to the History tab of the Applicant. “Returned” status will be shown against the Application and click on it to check the return details.

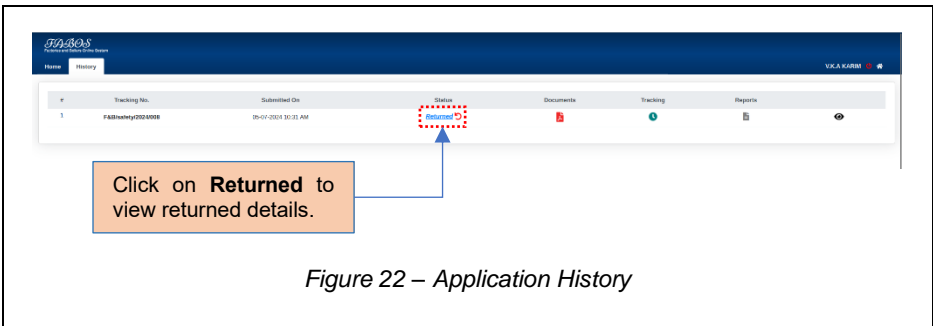


Figure 22 – Application History

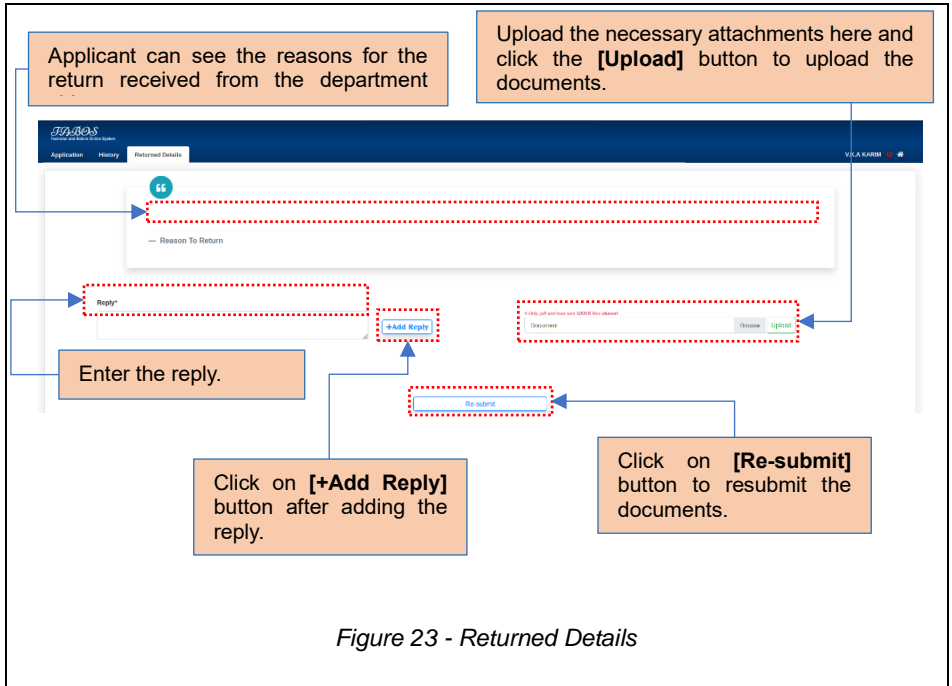


Figure 23 - Returned Details

**Note:** Click on the **[+Add Reply]** button to add the reply. After adding the reply, it will change to **[Update]** to allow further changes if needed.

### 3.1.2.3 APPROVED

The Department Side will review the Submitted/Resubmitted application. The Applicant will receive a Notification once the application is approved.

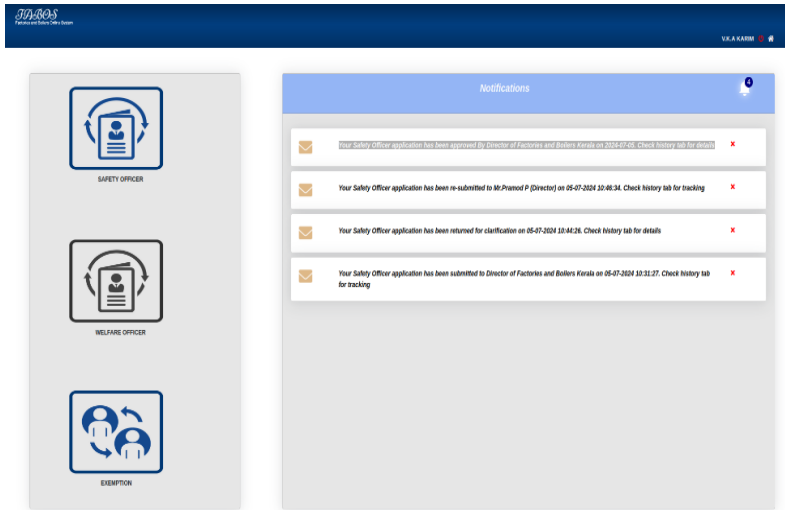


Figure 24 - Notifications

**Note:** Click on Notifications, go to the History tab of the Applicant. Here, users can see the updates from the Department side.

Click on **[Reports]** icon to Download Approval report from the department side.



Figure 25 – Application History

**Note:** The report will be available once it is digitally signed by the director.

### 3.1.2.4 REMOVE OFFICER

Finally, to delete a Welfare/Safety/Exemption ID for any reason, simply click the **Delete** icon under the History tab. This action can be performed by Factory Side Users.

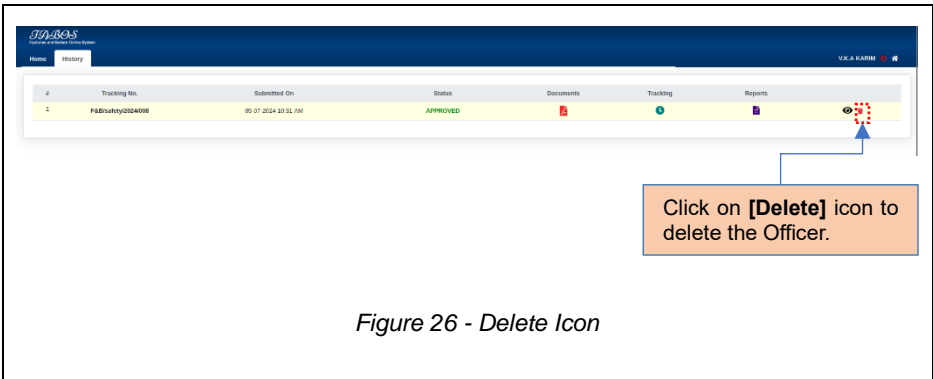


Figure 26 - Delete Icon

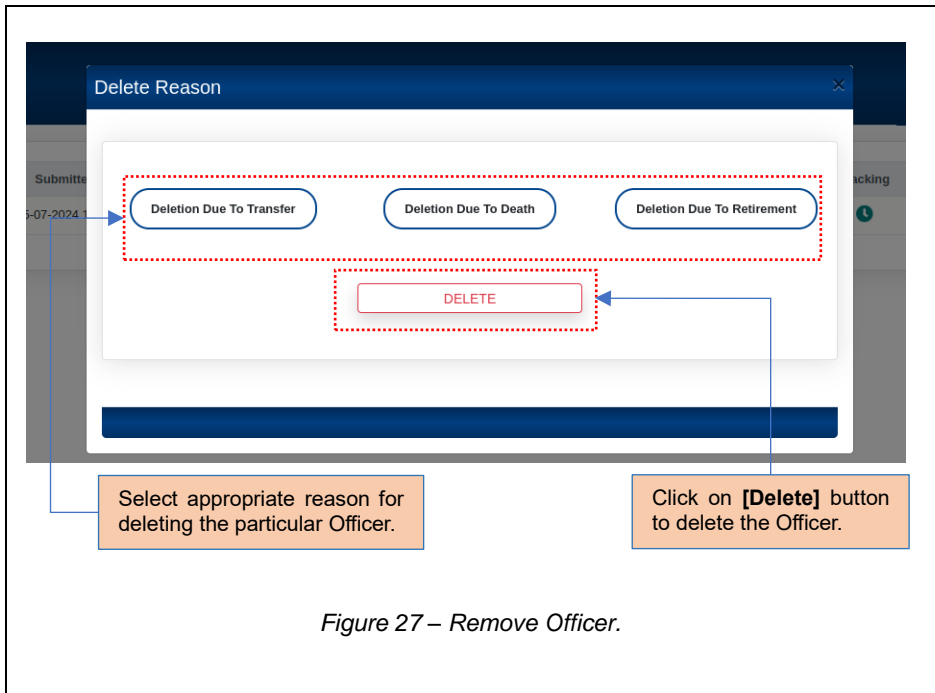


Figure 27 – Remove Officer.

**Note:** The History tab's status column will display the DELETED status along with the corresponding reason after deletion.

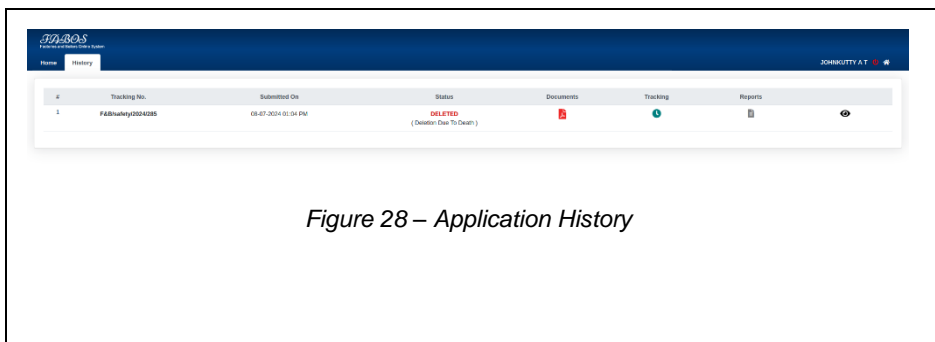


Figure 28 – Application History



**Note:** After Deleting the Officer, the notification will be available in the Notification window.

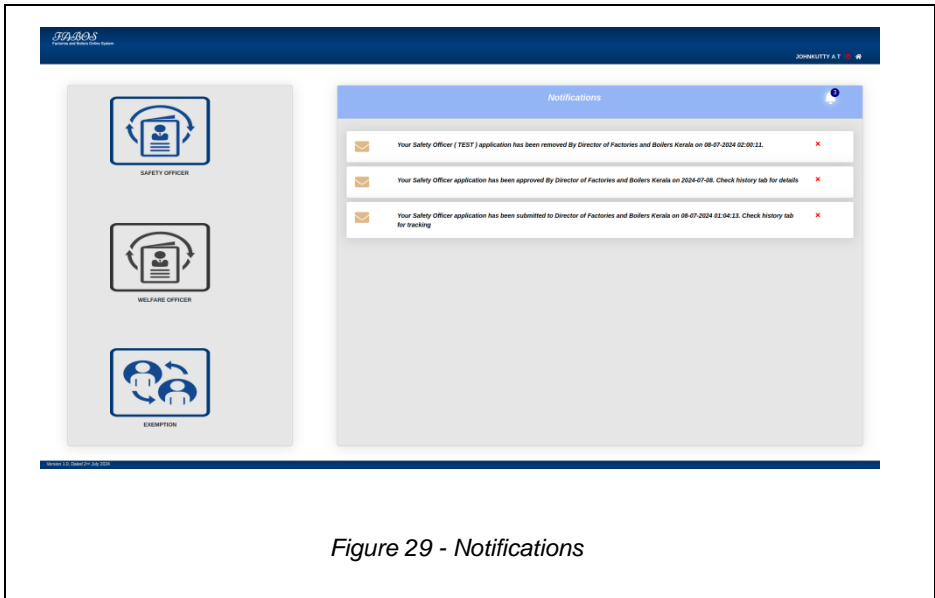


Figure 29 - Notifications

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

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