# **USER MANUAL**

WELFARE MANAGEMENT **SYSTEM** (Public User)

Submitted to



**Department of Factories & Boilers** Government of Kerala

Submitted by

## KRAN Consulting

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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

And the second s	Boilers Online System Inthe System (7ABOE) is intended to provide Online Sata data to intendes on the Directosite Intender the Inter- sets for making payments through Friends / Asahaya or Friends / Molleya contines.	lity for the Factory owners and to fo ct. This will include submission of a uniters. Other possibility is to publis	utilities efficient and faster processing of the requests received, prioritions, online payment facility, SMS integration etc. It also is the relevant information like status of various requests make
Notific	ations		Login Treat Without Presence 4313 0 Contraction Login Teac Revealance
	Figure 1 - Login	Page	
Enter password. Click on [login] button to login. Fig	Login	edentials	Enter user name. Enter captcha.

SER MANUAL – FABO	DS (WELFARE MANAGEMENT SYS	TEM)
FABOS Produce per la lor Colum Option VII. A delitati constituente como *		тура
addressest one addressest one search the function of the Updated		BOLER
I	Select the <b>[FACTORY]</b> icon to access the Factory Homepage.	· ·
	Figure 3 - Accessing Factory	y Details

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

	Registration					
		Number Permit Number	Track Application	Retion	Design	(New Factory) Benards
						(Hisporta)
he Module list.	to					
	Figure 4	- Factory L	Details			
	h Factory Name he Module list.	Factory Name to he Module list. Figure 4	Factory Name to he Module list. Figure 4 - Factory L	Factory Name to he Module list. Figure 4 - Factory Details	Factory Name to he Module list. Figure 4 - Factory Details	Factory Name to he Module list. Figure 4 - Factory Details

USER MANUAL – FABOS (	WELFARE MANAG	EMENT SYSTEM)	
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- xarry crassy	Accodences	Half Yearly Retarns	<b>France</b> Arread Potertra
Austr	CERT	Men DH	Watertabilitiereptor
		Click on <b>[Welfare/S</b> icon to access the pa	Safety/Exemption] age.
Fig	ure 5 - Accessing	Welfare/Safety/Exe	emption

## 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.

USER MANUAL – FABOS (WELFARE MANAGEMENT SYSTEM)
170,403
VIL NO OFFICIAL
CONTRACT OF STREET
Click on <b>Safety Officer</b> icon to enter the Safety Officer Application.
Figure 6 – Accessing Safety Officer

Registration Number*	Factory Name*	Factory Address'
Officer's Name*	Officer's Residential Address*	onter's poer-
Mobile No."	Officer's email*	Educational Qualification*
Do you have adequate locarined or of the language spatient by majority of the workers in the	0 11 O otr () - respectively (	
Enter the details of		Click on <b>[Save]</b> button to save

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

USER MANU	JAL – FABOS (WELFARE M	MANAG	EMENT SYST	EM)	
Upload document					
	£				
	Degree Document	Browse Upload	Egetere: Dourrent	Brozze Upłcad	
	Decree or dictors in industrial soles?"		Andown document?		
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	Officer Photon Goly 2PGS, 3PG, or PMS Invested		Add Send document		
	Photo	Browse Upload	Dourrent	Browse Upload	
	1	# Only poll and man	size 500KB files allowed		
		Uploa the <b>[I</b>	ad the necess Jpload] buttor	ary attachments here n to Upload the docum	and click nents.
	Figure 8	8 - Uplo	oad Docume	nts	

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



**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.



GLBOS and thema to the total		Aran Manaten 🛔
sifare Officer Details	Factury Harse*	Factory Address."
Micer's Name*	Officer's Residential Address*	officer's DOB*
Nobile No."	Officer's email*	Educational Qualification*
o you have adequate knowledge of the language spoken by majority of	the workers in the region : () $\forall es$ () $\forall e$	
	Low -	
Enter the details of the Welfare Officer.		Click on <b>[Save]</b> button to save the Welfare Officer details.
	Figure 11 - Welfare Offic	er Details
<u>e:</u> Upon entering the	e Welfare Officer deta storage limit of 500KE	ils, a document upload field 8 per document.
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e: Upon entering the ear with a maximum Upon December De	e Welfare Officer deta storage limit of 500KE	ils, a document upload field b per document.

Degree Document		Browse Upload	Expenses Dearent		Breuse Upload	
Degree or Diploma in Social Science	ce or LLB Degree (WB Labour Law as elective subject) MDW*		Copy of vacancy published in two newspaper*			
Degree or diploma Docum	nerk	Browse Upload	Copy of vectoricy publicited in our newspaper		Broose Upload	
Andrew document*		Ensure (Head	Officer Photo' Coly (REG, IPG, or PNS formely allowed		Summer Links	
		Break Block	an mitradorphic pog		Change Change	
			$\theta$ Grig gell and max size SOO(2) lies almost			
	File Type	File Name		Attached On	h .	Action
1	Degree	08-07-2024 02:14:04_5ke_sample_150kB.pdf		08-07-2024 02:14 PM		
3	Degree or Diploma in Social Science or LLB	08-07-2024 02:14:18_fte_sample_150(8.pdf		08-07-2024 02:14 PM		4 1
4	Copy of vacancy published in two newspaper	08-07-2024 02:14:24_Ste_sample_150x8.pdf		08-07-7024 02:14 PM		4 .
5	Aachaar Document	08-07-2024 02:14:31_ftle_sample_150(B.pdf		08-07-2024 02:14 PM		<b>A B</b>
6	Officer Photo	08-07-2024 02:14:39_cummypassportpic.jpeg		08-07-2024 02:14 PM		A =
			Update Gaberr		Indate] but	on to upda

**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.

JJJBOS Martine Harves		ABDIL SHIARTS &
	Authons	•
KI LANG GINGEN		
Click on <b>Exemption</b> icon to the Exemption Application.	go to	
Figure 14	- Accessing Exemption Application	





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



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00-01-2020 1130037, Heal, 7121, pdf	05-07-2024 1110 AM	
n to the best of my knowledge and belief.	Submit	
	Click on <b>[Update]</b> b the details, and clic button to submit App	outton to update ck on <b>[Submit]</b> plication.
		the details, and clin button to submit App

<u>Note:</u> 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

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



	Date	Status	Held By	
Submitte 1	 Duite			acking
07-2024 1 2		Processing	Pramod P(Director)	0
l				
				_
	Figure	e 19 - Application Track	ing Table	
	 Figure	e 19 - Application Track	ing Table	
	 Figure	e 19 - Application Track	ing Table	
	 Figure	e 19 - Application Track	ing Table	

TLP/05/111/1988	BESCOAT	
Officer's Name	Officer's Address	
Test Name	Test address	
		di.
Mobile No.	Officer's email	
8536251474	test@gmail.com	
A		
	Mobile No. 8536251474	Unicer's Name     Officer's Address       Test Name     Test address

## 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.

USER MANUAL – FABOS (WELFA	RE MANAGEMENT SYSTEM)
<u> </u>	
	kolficatura
	The Solid Clear application for the term marked birth of the Manual / Directory on 0.017/221.01.01.5 Used Schwar yold or making X           Was Solid Clear application for Same manual birth of the Manual / Directory on 0.017/221.01.01.5 Used Schwar yold or making X           Was Solid Clear application for Same manual birth of the Manual / Directory on 0.017/221.01.01.5 Used Schwar yold or making X
	There and the control of the co
VELAAKS GETCER	
Бланток	
	Click on notification to view the Returned Application details.
F	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.





<u>Note:</u> 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.

SER MANUAL – FABOS (WELF	ARE MANAGEMENT SYSTEM)	
JD BOS Fearer than the how		V.K.A KARIM 🌵 🏶
	Notifications	9
	Exer Galery Officer application has been approved by breater of Factories and Bolters Kernis on 2014-07-05. Closes history tab for details	×
SARETY OFFICER	Vour Sakiny Officer application has been re-submitted to Mr.Prannod P (Director) on 65-47-2024 30-063.34. Check history tab for tracking	×
	Your Soldy Officer application has been intermed for classification on 64-73264 33.4424. Check history tab     War Soldy Officer application has been submitted to Director of Factories and Boliess Facula on 64-73264 33.2127. Check history tab     be Tracking	x
LEALLO		
	Figure 24 - Notifications	

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

Image: Contraction will be available once it is digitally signed by the director.	Click Dow from	on <b>[Reports]</b> icc nload Approval r the department sid	e.				VIKA KADIN 🔹 🏘
<i>Figure 25 – Application History</i>	# Tracking No.	Submitted On	Status	Documents	Tracking	Reports	
<b>lote:</b> The report will be available once it is digitally signed by the director.		Figure	25 – Applica	ation History	У		
	lote: The repor	t will be availab	le once it is	digitally s	igned	by the di	rector.

#### 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.

kong No. Nyytääköös	Sautomin (b) (b) (7) (2144 30 11 AV)	Figure 26	- Delete I	lcon	Click o delete t	n <b>[Delete]</b>	icon to
		Figure 26	- Delete I	lcon	Click o delete t	n <b>[Delete]</b> the Officer	icon to
		Figure 26	- Delete I	lcon	Click o delete	n [Delete] he Officer	icon to
		Figure 26	- Delete I	lcon			
	f 26	f 26	f 26	f 26	f 26	f 26	f 26

USER MANUAL – FABOS (WELFARE MANAGEMENT SYSTEM	1)
Delete Reason  Submitte Deletion Due To Transfer Deletion Due To Death DELETE DELETE	Deletion Due To Retirement
Select appropriate reason for deleting the particular Officer.	Click on <b>[Delete]</b> button to delete the Officer.
Figure 27 – Remove Officer.	

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

TABOS record and factor for Home Hint	a tipber						јоникитту а т 💼 📣
	Tracking No.	Submitted On	Status	Documents	Tracking	Reports	
-	F&Bhadety/2024/285	08-87-2024 01:04 PM	( Deletion Due To Death )	2	0	B	۲
		Figure	≥ 28 – Applica	ntion Histo	ry		
age 2	4 of 26						

<u>Note:</u> After Deleting the Officer, the notification will be available in the Notification window.

FIABOS Ference and Name Collectores		ЗОНЧИКИТТУ А.Т. 🔒 🏘
	Notifications	.0
SAFETY OFFICER	Two addety Officer (TSST papercation has been removed by Director of Factories and Bollers Kensis on 2024-07-08. Hotely had her day	teelts ×
	Veor Soldry Officer application has been submitted to Director of Factories and Boilers Kennik on 68-67-2014 81:34:12. Check history to Bor tracking	ab X
WELFARE OFFICER		
EXEMPTION		
ver 1.0. Statt 2= 3.4 (20)		
	Figure 29 - Notifications	

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

"Thank you for thoroughly exploring the features and information."