USER MANUAL

Awards Management (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







ISO/IEC 20000-1: 2018



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1 VERSION HISTORY

| VER NO | CHANGE SUMMARY | DATE | PREPARED BY | REVIEWED BY | APPROVED BY |
|--------|-------------------|----------------|----------------|--------------|----------------|
| 1.0 | First Version | 01 - 01 - 2025 | Sareena Saji | Sanjay Sanil | Rejani Mol P R |
| | | | | | |
| | | | | | |

2 INTRODUCTION

Department of Factories and boilers issues Safety Awards every year to the best performing factories with regard to safety. This module is to help the factory occupiers for Safety Award online along with relevant documents to prove their eligibility. It helps the department user to process the application and publish the result.

3 ACCESSING AWARDS MANAGEMENT

3.1 ACCESSING LOGIN MODULE

| | User Login Lumme Passed 2349 © Canta Logi |
|-----------------------------|---|
| Figure 1 – Lo | gin Page (Department Side) |
| User Login | Enter Username |
| Password 2368 C Capation | Enter Password Enter Captcha |
| Login | Click the [Login] button to login. |
| Figure . | 2 – Login Credentials |
| Page 7 of 24 | |





Page 8 of 24

| USER MANUAL – FABOS (AWARDS MANAGEMENT) | |
|---|----------------|
| TOTAL AND | (Director) 😇 🕷 |
| - No Recently Found - | |
| Figure 5 – Inbox | |

3.2 AWARD SETUP

To initiate an award for a specific year, the initial step is to complete the setup first. Only the Director has the authority to initiate the award setup.

| Award Name" | Award Your' | |
|----------------------------|------------------------------------|----------------------|
| | | |
| Application Accepted From* | Application Accepted To* | |
| | ¨ | |
| Award Code* | Remarks* Add Remark | |
| L | | A. |
| | Save | |
| | | |
| | ↑ | |
| | Enter the award setup det | ails. then click the |
| | TO see 1 houts on the second the | antarad dataila |
| | ISavel putton to save the | eniereo oeialis |
| | [Save] button to save the | entered details. |
| | [Save] button to save the | entered details. |
| | Figure 6 – Add Award Setup Details | |
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| | Figure 6 – Add Award Setup Details | |

| l | Upload the required documents for award setup, then click the [Upload] button to upload the documents. |
|---|---|
| Fi | gure 7 – Upload Document |
| a Atlasheed 1 Peterung Coste 2 Pes Croste | Аблина Ос. Аллис 13 и 3 раз 10 у ли 13 и 3 раз 10 у ли 13 и 3 раз 10 у ли |
| Figure 8 | 3 – View Uploaded Documents |
| Australia Australia Australia Australia Australia Australia Callinger parts March State | Sincarapery Sease Acade Near Application Accepted The" Application Accepted The" Add Remark |
| | Click the [Setup Judge Committee] button to set up the judge committee. |
| Figure | 9 – Setup Judge Committe |
| | |



<u>Note:</u> The judging committee should consist of no fewer than 5 members and no more than 7.



3.3 AWARD SETUP HISTORY





3.4 CATEGORY SETUP



| TABOS Ferrar and Balan Core Spann | | - 10 | |
|--|---|--|---|
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| Select Category* | Select Form* | | - |
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| Enter Sub Category" | Enter Subcategory Description* | | |
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| | | | |
| | Select the category from the dro | p-down list, select | t the form |
| | Select the category from the dro | p-down list, select | t the form |
| | Select the category from the dro from the drop-down list, enter t | p-down list, select he subcategory, a | t the form and enter |
| | Select the category from the dro from the drop-down list, enter t the description of the subcategory | p-down list, select he subcategory, a gory. Then, click t | t the form and enter the [Add |
| | Select the category from the dro from the drop-down list, enter t the description of the subcateg Subcategory] button to save th | p-down list, select he subcategory, a gory. Then, click t e subcategory de | t the form and enter the [Add tails. |
| | Select the category from the dro from the drop-down list, enter t the description of the subcateg Subcategory] button to save the | p-down list, select he subcategory, a gory. Then, click t e subcategory de | t the form and enter the [Add stails. |
| | Select the category from the dro from the drop-down list, enter t the description of the subcateg Subcategory] button to save the | p-down list, select he subcategory, a jory. Then, click t le subcategory de | t the form and enter the [Add stails. |
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| | Select the category from the dro from the drop-down list, enter the the description of the subcategory Subcategory] button to save the Figure 15 – Add Subcategory | p-down list, select he subcategory, a gory. Then, click t e subcategory de | t the form and enter the [Add tails. |
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| | Select the category from the dro from the drop-down list, enter t the description of the subcatego Subcategory] button to save th <i>Figure 15 – Add Subcatego</i> | p-down list, select he subcategory, a jory. Then, click t e subcategory de ory | t the form and enter the [Add tails. |
| | Select the category from the dro from the drop-down list, enter the the description of the subcateg Subcategory] button to save the Figure 15 – Add Subcatego | p-down list, select he subcategory, a jory. Then, click t e subcategory de | t the form and enter the [Add tails. |
| 2 bioangay | Select the category from the drop- from the drop-down list, enter to the description of the subcatego Subcategory] button to save the Figure 15 – Add Subcatego | p-down list, select he subcategory, a gory. Then, click t e subcategory de Dry | t the form and enter the [Add tails. |

Figure 16 – View the Added Subcategories

<u>Note:</u> Once the setup is completed, factory users can start applying for awards based on the application acceptance date.

3.5 *INBOX*

After the application is submitted by the applicant, it will be available in the corresponding Division Inspector's *Inbox* tab.

| and Calegory | Award Subcallegory | ground and a second and a |
|---|--------------------|--|
| Select Category - | Select Subcatego | |
| a Tracking No. Submitted On | Submitted By | Received On Prem |
| Enter the award category and subcategory to view applications categorized by category and subcategory. | | Click the [Reset] button to clear all entries. The inspector can reset the fields. Then, click the [View] button to view the application. |
| Figure | | spector's Inhov |
| ngure | 17 – 113 | |
| LEUS In land San San | | |
| Kounn Attachmetis Remaks Verification | | Buspacing |
| Gengery Gengery (Gengery) | Subcategory | ✓ Uplace |
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| Number of vorkers as per License | | TEST Maximum number of workers employed in the factory (Permanent-Contract-Casual-Daily Woasi). |
| 0 | | 0 I |
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| 0 | | 0 |
| Number of accessing squines to parkons. | | Number of man days lost out to the above accident. 0 |
| Total number of persons injured due to the accident 0 | | Number of dangerous occurrence in the factory give Depisoden, Toxic relates, etc). |
| The officer can update the cate clicking the [Update] button. | egory ar | nd subcategory by |
| Figure 1 | 8 – Vie | w the Application |
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| USER MANUAL – FABOS (AWARDS MANAGEMENT) |
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| Image: Second |
| Figure 20 – Add Remark |
| Application tame to the second |
| Enter the file number and file date, then click the [Save] button to save the file details. Select the checkbox to declare the acknowledgment. Click the [Verify] button to verify the file details. <i>Figure 21 – Verification</i> |
| Page 15 of 24 |



| Forward Near Offices | Control Officers yand Multi-based IT (South Stream) Multi-based IT (South Stream) Multi-based IT (South Stream) Multi-based Stream Stream Official Multi-based Stream |
|--|---|
| Select the checkbox for the relevent forward the application, there [Forward] button to send it. | vant officer to n click the prward the Application |

3.6 APPROVE THE APPLICATION

To approve the application, it should be forwarded to the Director. Once forwarded, it will be available in the Director's *Inbox* tab.

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| Figure 24 – View Application |
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| Figure 25 – View the Attachments |
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| I Add Bernsk |
| Figure 26 – Remarks |
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| Page 17 of 24 |

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| Preliminary List Pinal List Reports Award | Setti p Avasti Setspillatory Calegory Setsp Subcategory Setsp (Director) 🥌 🏘 |
| ication Attachments Remarks Venilication | |
| e No.* | File Data * 10/12/2024 |
| is.A. | |
| | UPDATE |
| The Particulars furnished above are verified | and found correct. Application may be considered for the Assort (TERT AVARD 2024) |
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| | Enter the Director's mark then click the |
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| | Enter the Director's mark, then click the [Add Mark] button to save it. Figure 27 – Add Marks |
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| JAROS has | Enter the Director's mark, then click the [Add Mark] button to save it. Figure 27 – Add Marks |
| THE STATES | Enter the Director's mark, then click the [Add Mark] button to save it. Figure 27 – Add Marks |
| Topological and the second sec | Enter the Director's mark, then click the [Add Mark] button to save it. Figure 27 – Add Marks |
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| POP DROOS interest Top Sector Reserves Represent Antimetry of Part of Sector Represent Reserves Repre | Enter the Director's mark, then click the [Add Mark] button to save it. |

Figure 28 – Approve the Application

3.7 PRILIMINARY LIST

After approval, the approved applications will be listed in the *Preliminary List* tab. In the *Preliminary List* tab, the officer can view the approved applications.

| ABOS | | | | |
|----------------------------|--|--|---|--|
| ox Preimmary Lot Prival Lo | d Hisports Award Schop Award Schop History | Cultopory Schap Subcultopory Schap | | (Director) 1 |
| Award Year | Award Category | Award | Subcalagory | |
| Select Year | ✓ Select Collegary | v Sais | ci Subsalegory | - RESET |
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| | | SUBMIT | | |
| | | | | |
| L | | Click the v | iew icon to view th | e application, then |
| L | | Click the v select the c to submit the | iew icon to view th heckbox and click t he approved applica | e application, then he [Submit] button ation. |

3.8 PREQUALIFIED LIST

Applications submitted from the Preliminary List will be available in the *Prequalified List* sub-tab. In the Prequalified List, the officer can view the submitted applications.

| Award Year Au | ward Category | | Award Subcategory | | | | |
|---------------|---|--|--|---|------------------------------|----------------|-----|
| Select Year 🗸 | Select Category | ~ | Select Subcategory | | · · | RESET | |
| # Factory J | lddress | Submitted On | Submitted By | Register Number | Marks Scored | | |
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| 2 1 | | | | | | vev 🗧 | - 1 |
| | | | | | | | |
| | Click here to [View] butto | o generate the ge | he primary se e applications | lection list, t s of the preq | hen clic ualified | k the list. | |
| | Click here to [View] butto Figure 3 | o generate ti on to view th 0 – Genera | he primary se e applications ate Primary | lection list, t s of the preq Selection L | hen clic ualified .ist | k the list. | |
| | Click here to [View] butto Figure 3 | o generate the second s | he primary se e applications ate Primary | lection list, t s of the preq Selection L | hen clic ualified .ist | k the list. | |
| | Click here to [View] butto Figure 3 | o generate t on to view th 0 – Genera | he primary se e applications ate Primary | lection list, t s of the preq Selection L | hen clic ualified .ist | k the list. | |
| | Click here to [View] butto Figure 3 | o generate ti on to view th 0 – Genera | he primary se e applications ate Primary | lection list, t s of the preq | hen clic ualified .ist | k the list. | |

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| The Particulars furnished a Director Mark: | slove are vermed and found correct. Application may be considered for the Award YEST AWARD 2024 |
| 20 | |
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| | Figure 35 – Verification |
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| | VERFY |
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| | |
| | Enter the marks, then click the [Verify] button to verify them. |
| | |
| | Figure 36 – Verify Marks |
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| | |
| | |
| Panel | e Officer2 Officer3 Officer4 Officer5 Avg Marks |
| Marks | 20 20 20 2 20 36.4 |
| | Submit To Final Like |
| | |
| | |
| | Click the [Submit to Final List] button to submit this |
| | list as final. |
| | |
| | Figure 37 – Submit to Final List |
| | rigaro or Oubline to rindi Elot |
| | |

3.9 RECEIVED APPLICATIONS LIST

All received applications will be listed in the Received Applications sub-tab

| FABOS Francisco de Balanci Strate Bala | n | _ | | | | |
|--|--|---------------------------------|----------------------------------|---|-------------------|--------------|
| Intox Preliminary Received Applications | Dist Final Dist Reports ProgramMod Dist Qualified Dist | Award Setup Award Setup History | Category Setup Subcategory Setup | | | ' (Director) |
| Award Year Select Year | ~ | Award Category Select Category | v | Award Subcategory Select Subcategory | ~ | RESET |
| 2 | Factor | ry Address | Submitted On | Submitted By | Register Number | |
| 2 | | | | | | view 🖶 |
| | | | General | e Received Application La | | |
| | | | Click here to | generate the rece | eived application | ns list. |

3.10 FINAL LIST

In the *Final List* tab, the officer can view the submitted lists from the *Prequalified Lists* tab.

| FABOS Tatata and Balan Direct | hear wy List Pitol List Repo | rts Award Setup Award Setup History | Category Serup Subcategory Serup | | | (Strector) | * |
|----------------------------------|----------------------------------|---|---|------------------------------------|--|------------------|---|
| Assard Year | | Award Category | | Award Subcategory | | RESET | |
| 2 3 2 | Select | Factory Address | Submitted On | Summer By | Rigitar Number Ker | ts Scored | |
| | | | | SUDMIT | | | |
| _ | Select the [Sub button to | ne checkbox f omit] button t o see the fact | to choose the o finalize the s ory details. | factories for the selected factori | e final list, ther es. Click the [| n click View] | |
| | | | Figure | 39 – Final Lis | st | | |
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3.11 QUALIFIED LIST

In the Qualified List tab, the officer can view the finalized list.

| weid Applications Prograitfied List | Reports Award Setup Award Setup Histo | ny Calegory Setup Subcategory Setup | | | | (Director) 🔱 |
|-------------------------------------|---|-------------------------------------|----------------------------------|------------------------|--------------|--------------|
| | | | | | | |
| Award Year | Award Category | | Award Subcategory | | | RESET |
| | | | | | _ | |
| | Factory Address | Submitted On | Submitted By | Register Number | Marks Scored | |
| 1 PSN CONSTRUCTION | EQUIPMENT PVT. LTD., 3529 E.F.Cheranelloor P.O., Emakulam-582034 | 10-12-2024 12:22 PM | P.K. ANANTHA NARAYANAN NARAYANAN | D08/DXM/03/530/2000 | 20.0 | view 🖨 |
| 2 A.F. CASHEWS, TP479 | 90, Palamukku, kannanaikur P.O. Kollom - 691576 | 19-12-2024 11:25 AM | SHIK/B.S. | CHW003/KUR/11/844/2017 | 16.4 | vev 🖨 |
| | | Generate Wi | NRE'S LEX Generate Hinal Report | | | |
| | | Click these tw and the final r | vo buttons to ge report. | nerate the w | inners | list |
| | _ | Figure 40 | – Qualified Li | st | | |
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**End of the Module – Fabos (Awards Management) **

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