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1 VERSION HISTORY

Ver. No.	Date	Change Summary	Prepared By	Reviewed By	Approved By
0.1	25/03/2020	Initiated	Shilpa		

2 ABOUT FABOS

2.1 Introduction

Factories And Boilers Online System (FABOS) is intended to provide Online facility for the Factory owners and to facilitate efficient and faster processing of the requests received. The beneficiaries will be able to interface with the Directorate through the Internet. This will include submission of applications, online payment facility, SMS integration etc. It also provides facility to the users for making payments through Friends / Akshaya counters. Other possibility is to publish the relevant information like status of various requests made by the users through the Friends / Akshaya centres.

The FABOS will facilitate the senior officers of the department and the minister to view the current status of Inspection/ Factory Information / Boiler Information / Legal Information / Finance etc. Decisions can be taken effectively and swiftly with the availability of right information on demand. Further it automates the core Functional, HR, Financial and Administrative areas of the Directorate and all its sub offices, including the public interfacing of the functional activities which will result in significant improvements in efficiency and reduction of workload of the organization. In the present era of transparent and accountable Governance, the Public Interfacing of the Department is a major aspect. For the Directorate this is an important factor as all the Factories operating in the state, needs to regularly submit information, provide clarifications, effect payments, renew licenses etc.

2.2   Conventions Followed

In this user manual, the software buttons are represented as **[Button]** (bold and bracketed). The Hyperlinks are represented as <u>**Link**</u> (bold and underlined). And the text fields are represented as *(Text)* (italicized and bracketed). The lists are represented as (Text) (bracketed). The radio buttons are represented as **(bold and bracketed)**.

3 STAKE HOLDERS

FABOS Change of Ownership Module will have the following Stakeholders:

3.1   Applicant (Boiler Owner)

Applicant can apply for change of ownership with all the supporting documents required and can submit the application to inspector for verification

3.2   Departmental Owner

Once application is submitted by public, departmental user has the provision to view and verify all the submitted applications, and forward the same to the Director; Director will verify the application forwarded by the inspector and has the provision to Approve/Reject the same

4 PROCEDURE

4.1 Apply for Change of Ownership

Once logged in, click on *Boiler* icon on the following page
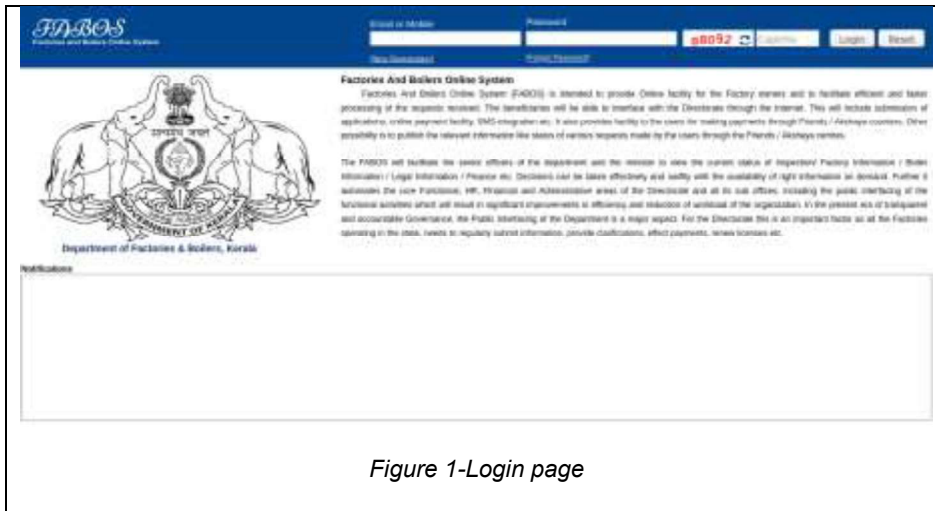
Figure 1-Login page
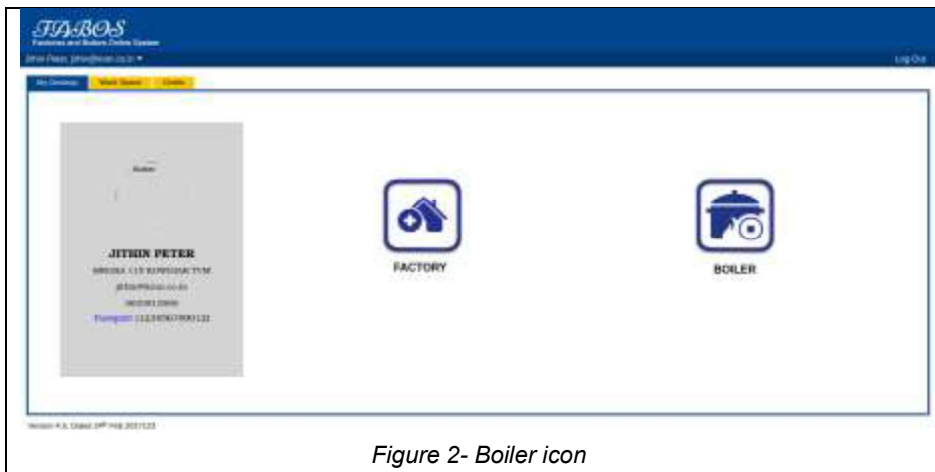
Figure 2- Boiler icon

4.2   Apply for Ownership Change

To apply for change of ownership, select the concerned boiler under *Workspace (Boiler)* Tab and on the following page that appears click *Ownership Change* icon
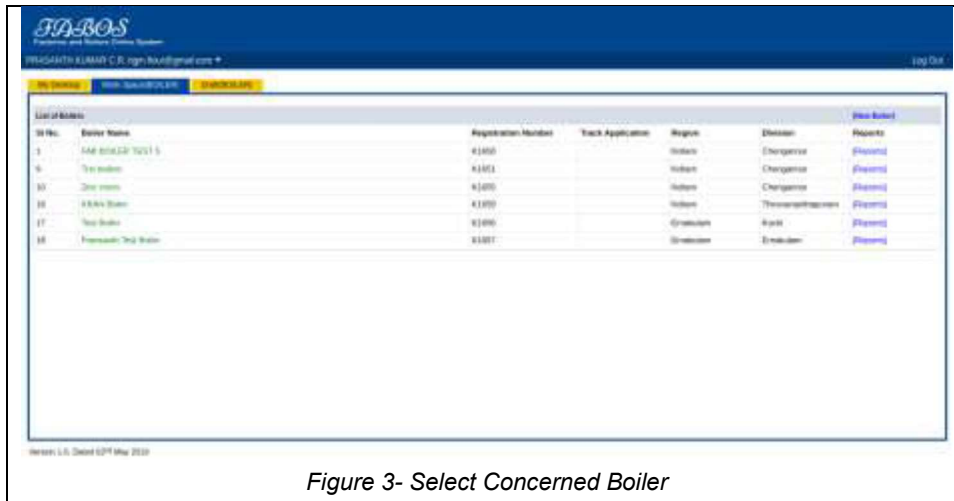
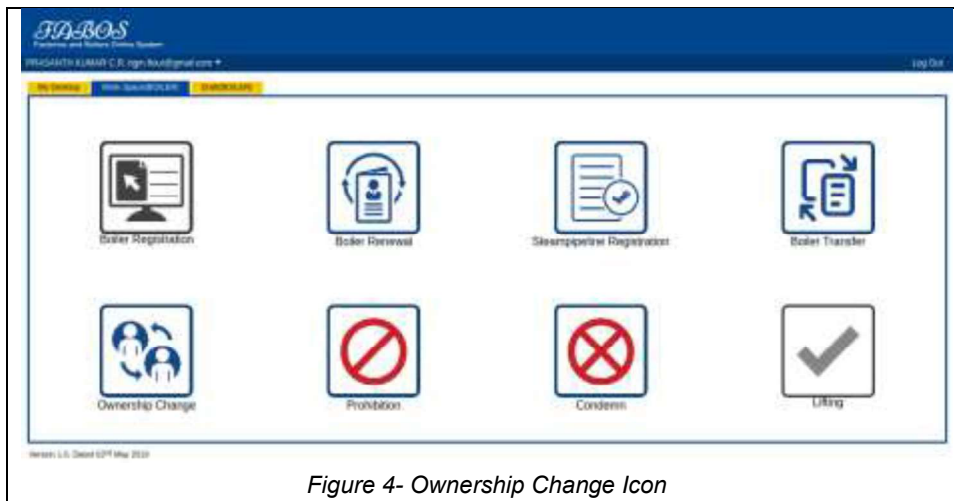

Figure 3- Select Concerned Boiler

Figure 4- Ownership Change Icon

4.3 Add New Occupier Details

On the following page that appears, under *General Details* Subtab add new occupier details and click on **[Save]** button

Figure 5- New Occupier Details

Under *Attachments* user can browse for the necessary documents and click on **[Upload]** button, Once uploaded click on **[Submit]** button

Figure 6- Add Attachments

When submitted, an *[Ownership Change]* link appears against the concerned boiler name under the *Boiler (Workspace)* tab, click on it track the application
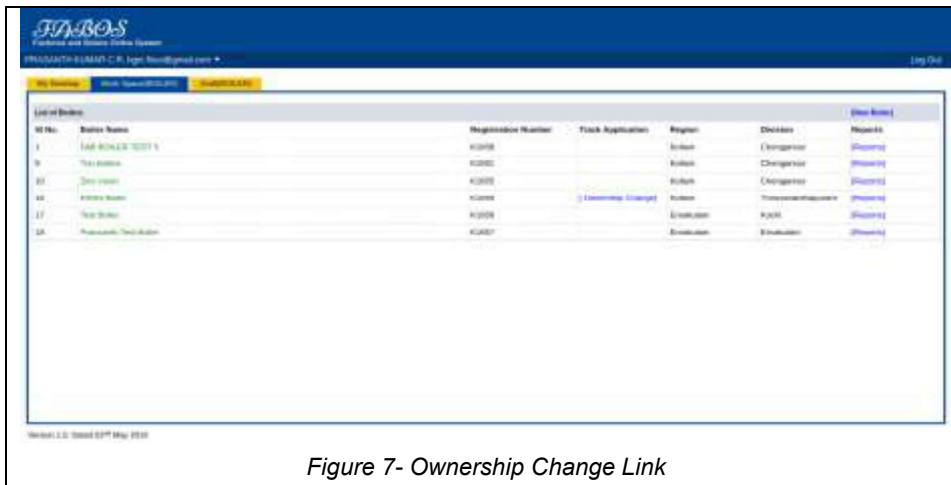

Figure 7- Ownership Change Link

4.4 Logging in as Inspector

Once Inspector gets logged in, he/she will be able to view the received application under *Inbox* Tab of *BIS* module

Figure 8- Inbox tab

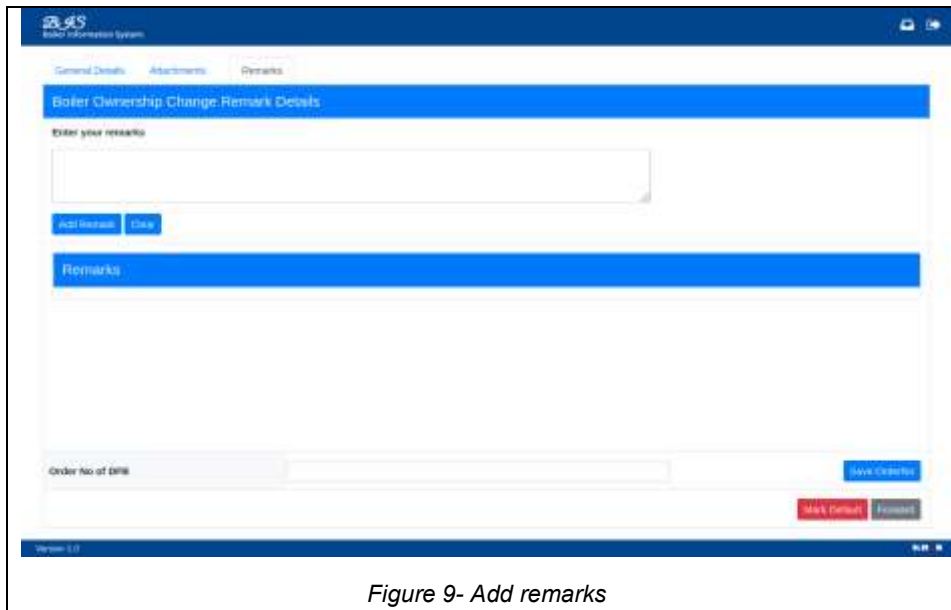Click on *[View]* provided against the application to verify the details, then user can *Add Remarks* and *Order No*

Figure 9- Add remarks

4.5   Forward the Application to Director

Inspector has the provision to forward the application to director by clicking the **[Forward]** button, on the pop-up that appears select the user to which the application is to forwarded and click on **[Forward]** button
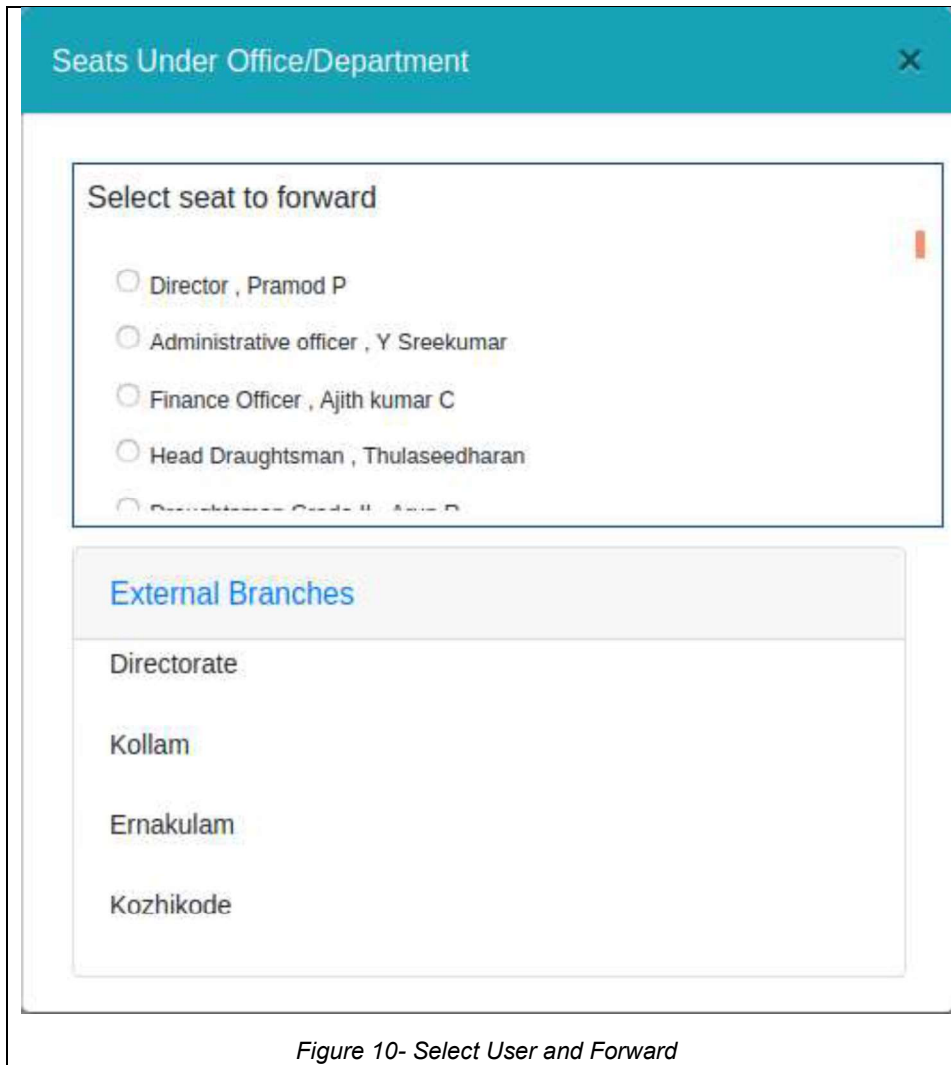
Figure 10- Select User and Forward

4.6 Logging in as Director

Once Director gets logged in, he/she will be able to view the received application under *Inbox* Tab of *BIS* module

Figure 11- Received Applications under Inbox

Click on *[View]* provided against the application to verify the details then user can *Add Remarks*
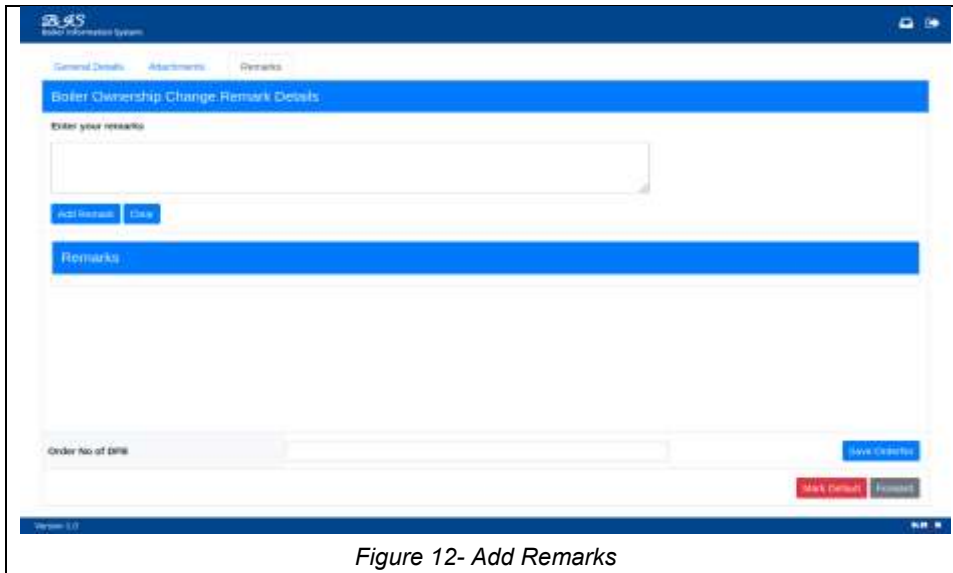

Figure 12- Add Remarks

4.7   Approve/Reject Application

Once remarks is added, Director can Approve/Reject the application by clicking the **[Approve]/[Reject]** button respectively

When approved, applicant can view the application with *(Transferred)* marked along with it

Figure 13- Transferred Boiler