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1 VERSION HISTORY

Ver. No.	Date	Change Summary	Prepared By	Reviewed By	Approved By
0.1	06/02/2021	Initiated	Sasilekha.S		

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 **Link** (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 Boiler Registration Module will have the following Stakeholders:

1. 1 *Public User*

Public Owner can apply for lifting of boiler by entering *Transfer details of Application such as Registration details, Institution Name,* Institution Address, Boiler Owner Name, *Boiler Owner Address, Makers No, Lifting Required From, Reason etc.*
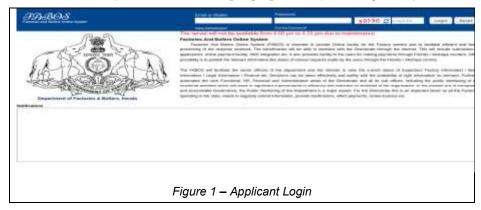
1. 2 *Departmental User*

Once application is submitted by public user, departmental users verifies the application request for Boiler Lifting. Higher official approves the application once all details are verified.
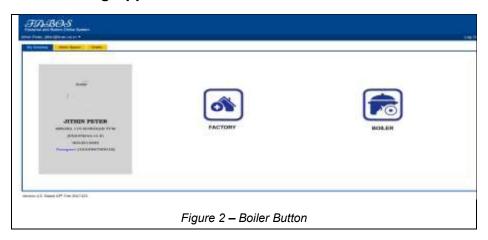
4 PROCEDURE

4.1 Accessing the Factories and Boilers Online System – Public User

To access Factories and Boilers Online portal Enter Email or Mobile Number, Password and Captcha then click on **[Login]** button (Refer Figure -1).
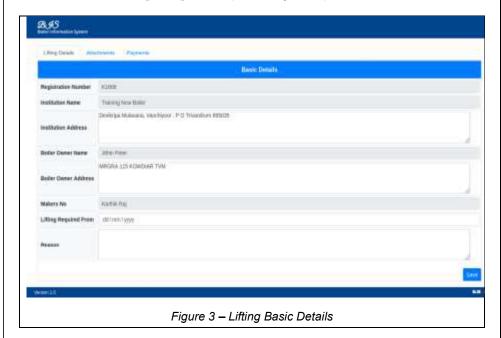

Figure 1 – Applicant Login

Boiler Lifting Application Submission

Figure 2 – Boiler Button

➢ Now select **[Boiler]** button (Refer Figure -2).

➢ A page will open and enter *Boiler lifting details* such as *Registration details, Institution Name,* Institution Address, Boiler Owner Name, *Boiler Owner Address, Makers No, Lifting Required From, Reason* and then click on **[Save]** button (Refer Figure -3).

Figure 3 – Lifting Basic Details

➢ Attach relevant lifting documents and then click on **[Continue]** button (Refer Figure -4).

➢ Pay lifting fee under *Payments* tab and click on **[Submit]** button (Refer Figure -5).

Figure 4 – Lifting Documents Enclosed

Figure 5 – Lifting Fee Details

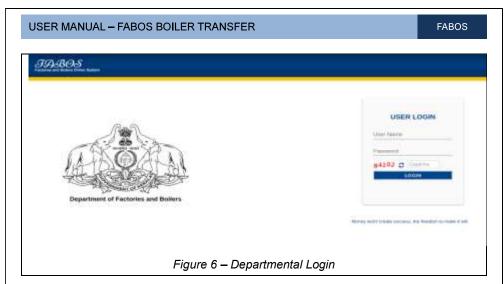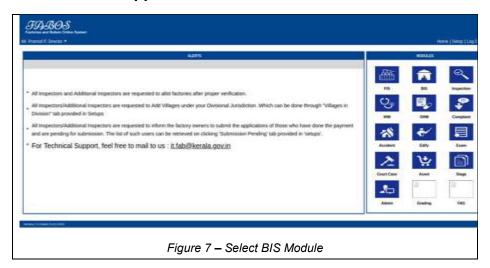## 4.2 Accessing the Factories and Boilers Online System – Departmental User

Departmental officer can access FABOS by Entering *username, Password, Captcha* and click on **[Login]** button (Refer Figure -6).

Figure 6 – Departmental Login

Verification of Application
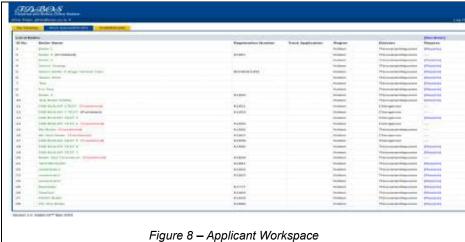

Figure 7 – Select BIS Module

> ➢ Once Logged in successfully select **[BIS]** module (Refer Figure -7).

> ➢ Select corresponding application from the work space.

> ➢ Departmental officer can verify the details of application

➢ After verification add *lifting remarks details* and click on **[Add Remark]** button.

➢ The Director can Approve / Forward / Mark Default the application

➢ By clicking on **[Forward]** button, boiler lifting application can forward to corresponding officer seat for inspection.

➢ By selecting **[Mark Default]** button, the application can send back to the applicant.

Note: Applicant after successful access of FABOS can view status of application by selecting the required application link from Workspace (Refer Figure -8).

Figure 8 – Applicant Workspace

Boiler lifting Allotment

➢ Inspector can verify the details and he can Allot/De allot boiler lifting application (Refer Figure -9).

Figure 9 – Boiler Allotment status

After allotting the application, it will be transferred for renewal.