



# **Integrated MLWB Management System Standard Operating Procedure**



**MAHARASHTRA LABOUR WELFARE BOARD**  
**Head Office, Mumbai**

**Document of Integrated MLWB Management System  
Standard Operating Procedure**





**ONLINE MEMBERSHIP AND SCHEMES AND ACTIVITY CONTENT**

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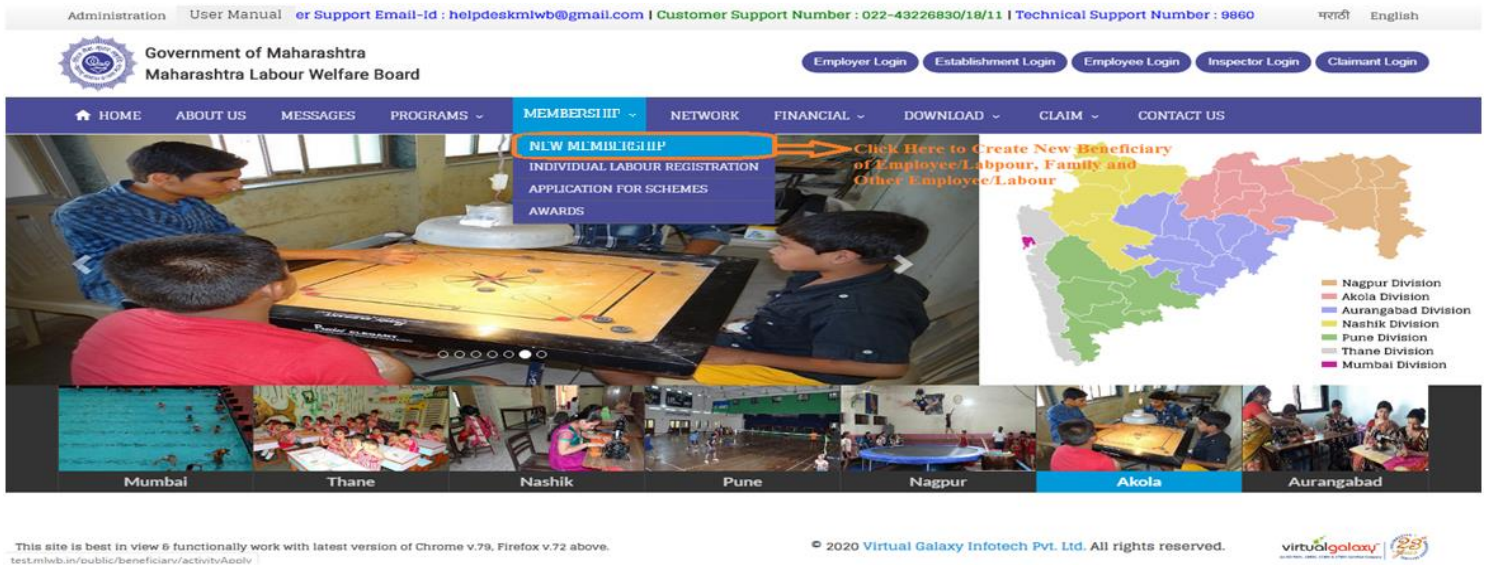
# Integrated MLWB Management System

## Standard Operating Procedure



### 1. ONLINE MEMBERSHIP INTRODUCTION:-

Open the website of the Maharashtra Labour Welfare Board (MLWB) website (<https://public.mlwb.in/public>) as shows in the below figure.



**Fig 1: Membership Home Page**

In this, the employee/labour can create the new membership of our self, family, and other employees/labour. The creation of a membership is needed for taking the benefit of the MLWB schemes, program, and activity.

Only the employee and their family member can take the benefits of MLWB activities such as schemes, programs, Activity, and other employees only take benefit of the activities and programs.

For creating the new membership of the employee/labour or their family, they will need the LIN number of the employees/labour.

The labour/employee will get the LIN number after approval or contribution payment by their establishment or organization. After getting approval or registration in the MLWB portal, the labours/employees will get their LIN number on the registered mobile number or otherwise contact your establishment or organization for the LIN number.

After getting the LIN Number labours/employees, labours/employees have to create the beneficiary, for that click on the New Membership option from the Membership tabs as shown in the above figure.

After click on the New Membership menu, then labours/employees get the three options such as:

- 1) Employee: Only for the labour/employee.
- 2) Employee Family: Only for the labour/employee family.
- 3) Others: Only for the other labour/employee or they do not have the LIN number.

All the process will be explained one by one as follows.

**Note :** The labours/employees can create the membership in two ways:

- 1) Online: The online process is explained as below.
- 2) Offline: Labour/Employees will have to go to the center office to prepare the membership and also pay the membership fee at the center office.



# Integrated MLWB Management System Standard Operating Procedure



## 2. EMPLOYEE MEMBERSHIP REGISTRATION:-

In this, employee/labour creates the membership of our self. So select the New Membership option from the Membership tab as shows in the above figure 1.

After selecting the new membership option, then following page will be displayed on the screen.

Administration User Manual

मराठी English

Government of Maharashtra  
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login Claimant Login

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Membership Details  
**For Employee/Labour**

\*fields are mandatory

☒ Employee ☐ Employee Family ☐ Others

Enter Your LIN Number\* 20368454

Get Details

Membership Expiration Date: 31/03/2021

Name : ROSHAN YADAV Last Contribution Paid : 12-2019

Establishment Name : ROSHAN FABRICATION PVT LTD

Employee Details

Enter the LIN Number of the Employee/Labour

Click Here After Enter LIN Number

**Fig 2: Employee Membership Registration**

- Select the Employee as shows in the above figure.
- Enter the LIN number of the employee/labour.
- Click on the **Get Details** button.
- After clicking on the get details button, it shows the employee/labour name, establishment name, last contribution paid period, and the employee details page will be open on the screen as shown in the below figure.

Employee Details

Click Here for Upload Image

Division \* Nagpur/नागपूर

Circle \* NAGPUR 1 नागपूर १ Circle

Center \* L.K.B Chandan Nagar / ल.क.भ चंदननगर

Full Name\* ROSHAN YADAV

Full Name (Marathi)\* रोशन यादव

Parent's Name \* Vitthal

Date of Birth \* 02/04/1991

Resi. Address \* Dighori, Umred Road, Nagpur.

Gender\* पुरुष /Male

Marital Status Unmarried

Qualification\* पदवी -प्रथम वर्ष ,द्वितीय वर्ष ,तृतीय वर्ष /

Occupation Private Employee

Income Slab Rs upto 2 Lacs

Is applicant a handicap person ? \* No

Mobile No\* 8390207316

Email Address roshanyadav@gmail.com

Aadhaar Number\* 216514884318

Membership Fee : Rs. 15/-

Membership Fees pay to Labour/Employee

Document Details

Document Name Document Number Upload Document Preview / Delete

Aadhaar\* 216514884318 Choose File Aadhar Card.jpg

Current Payslip (Jun/Dec) \* Choose File Payslip.jpg

Submit & Pay

Click Here to Submit and pay the membership fees

To View Documents To Delete Document

**Fig 3: Employee Membership Registration**



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## Standard Operating Procedure



Follow the below process to fill employees/labours details form:

- 1) **Division:** Select the division from the drop down list (e.g. Nagpur, Mumbai, Pune, Akola, Thane, Aurangabad, and Nashik).
- 2) **Circle:** Select circle as per division wise from the drop down list (Circle list is shown as per division wise).
- 3) **Center:** Select the center as per circle wise from the drop down list (Center list is shown as per circle wise).
- 4) **Full Name:** Enter the full name of the labour/employee.
- 5) **Full Name Marathi:** Enter the full name in Marathi of the labour/employee.
- 6) **Father's Name:** Enter the father name of the labour/employee.
- 7) **Date of Birth:** Enter the date of birth of the labour/employee.
- 8) **Resident Address:** Enter the resident address of the labour/employee.
- 9) **Gender:** Select the gender from the drop down list (e.g. Male, Female, and Transgender).
- 10) **Image:** Upload the image file of the labour/employee by clicking on the browse option.
- 11) **Marital Status:** Select the marital status from the drop down list (e.g. Married or Unmarried).
- 12) **Qualification:** Select the qualification from the drop down list (e.g. 10<sup>th</sup> or 12<sup>th</sup>, Graduate, Post Graduate, UPSC, MPSC, PHD, and Etc...).
- 13) **Occupation:** Select the occupation from the drop down list (e.g. Housewife, Private, Banking, Student, Etc...).
- 14) **Income Slab:** Select the income slab from the drop down list (e.g. Up to 2 Lac, 2 Lac to 4 Lac & more than 4 Lac).
- 15) **Is Applicant Handicap Person?:** Select the handicap from the drop down list (Yes/No).
- 16) **Mobile Number:** Enter the mobile number of the labour/employee.
- 17) **Email Address:** Enter the email address of birth of the labour/employee.
- 18) **Aadhaar Number:** Enter the aadhaar number of the labour/employee.
- 19) **Membership Fee:** It shows the membership fees as shown in the above figure. The labour/employee has to pay this fee to become the member of the MLWB (Membership fees are always different to the employee, family member and other employee).
- 20) **Documents:** Two documents are needed to complete the membership registration of the labour/employee. So click on the **Choose File** option as shown in above figure, then file selection option will be open and select that file. If the labour/employee wants to view image, then click on the **View** option and for deleting image click on the **Delete** option.

The documents are: A) **Aaadhar Card** and B) **Current Pay Slip (JUN/DEC)**

- 21) After filling all information and documents, click on the **Submit and Pay** button to save the records in the system and give a message on the screen as shown below.

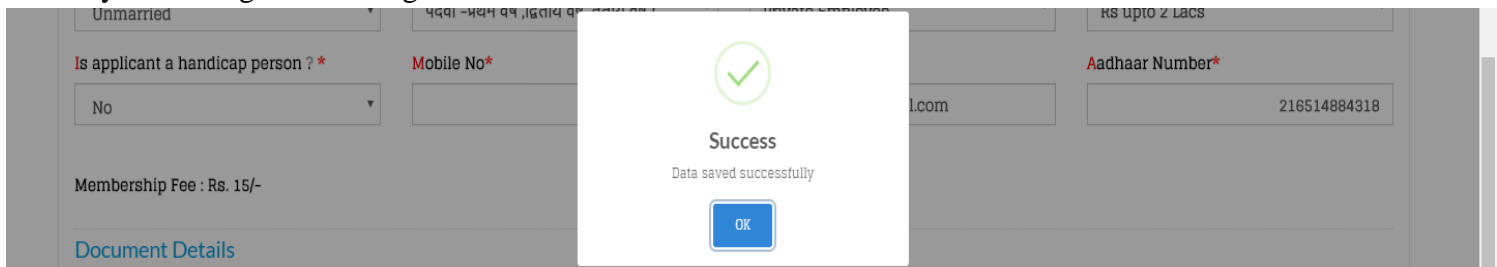


Fig 4: Success Message

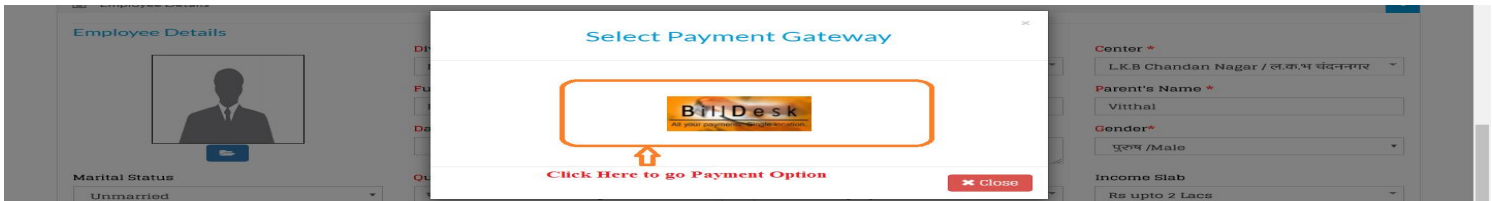


# Integrated MLWB Management System

## Standard Operating Procedure



- 22) For make online payment of the membership fees, click on the **OK** button, then below payment gateway popup shows on the screen.



**Fig 5: Payment Gateway**

- 23) Click on the **Bill Desk** button as shown in the above figure for make online payment.
- 24) After clicking on the bill desk button, then below page will be open on the screen.

**Fig 6: Banking Option**

- Select payment mode. i.e. Credit Card, Debit Card, Internet Banking.
- In that show total amount employee/labour has to pay.
- If employee/labour selects the Card Option then enter cards details such as Card Number, Expiration Date, CVV/CVC, and Card Holder Name.
- After entering all card details, click on the **Make Payment** button.
- If employees/labours select Net Banking option, then employee/labour has to select Bank Name from the list and click on the **Make Payment** button.
- After that employee/labour will get the payment confirmation message as shown below.

**Fig 7: Transaction Receipt**

- Employees/Labours can take printout by pressing the **print** button.

25) After successful payment of the membership, then employees/labours become the member in the MLWB.

26) Now employees/labour scan apply and take the benefit of the MLWB schemes, programs, and other activity.

**Note:** The employees/labours can't apply and take the benefit of the MLWB schemes, programs, and other activity until the membership application is approved by the center officer.





# Integrated MLWB Management System

## Standard Operating Procedure



### 3. EMPLOYEE FAMILY MEMBERSHIP REGISTRATION:-

In this, employee/labour creates the membership of our family member. So select the New Membership option from the Membership tab as shows in the above figure 1.

After selecting the new membership option, then following page will be displayed on the screen.

Administration User Manual

मराठी English

Government of Maharashtra  
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login Claimant Login

HOME ABOUT US MESSAGES PROGRAMS BENEFICIARY NETWORK FINANCIAL DOWNLOAD CLAIM CONTACT US

Membership Details

Select the Employee Family Option

\*fields are mandatory

☐ Employee ☒ Employee Family ☐ Others

Enter Your LIN Number \* 20368454

Get Details

Membership Expiration Date: 31/03/2021

Name : ROSHAN YADAV Last Contribution Paid : 12-2019

Establishment Name : ROSHAN FABRICATION PVT LTD

Enter the Employee/Labour LIN Number Click Here to Get Details of the Family

Beneficiary Details

Employee Family Details

This site is best in view & functionally work with latest version of Chrome v.79, Firefox v.72 above.

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virtualgalaxy 25th Anniversary

Fig 8: Employee Family Membership Registration

- Select the Employee Family as shows in the above figure.
- Enter the LIN number of the employee/labour.
- Click on the **Get Details** button.
- After clicking on the get details button, it shows the employee/labour name, establishment name, last contribution paid period, and the employee family details page will be open on the screen as shown in the below figure.

Beneficiary Details

SN	Name	Date of Birth	Aadhaar	Gender	Employee/Employee Family	Relation	Membership Expiry Date	Select
1	CHAYA YADAV	09/08/1977	463453456453	Female	Family Member	Wife पत्नी		<input checked="" type="radio"/>
2	SARWESH YADAV	10/06/1970	564645364545	Male	Family Member	Father वडील		<input type="radio"/>
3	RAKESH YADAV	14/11/2006	564635645652	Male	Family Member	Son मुलगा		<input type="radio"/>
4	VIVEK YADAV	01/01/1986	978646345354	Male	Family Member	Brother		<input type="radio"/>
5	KUNTAL YADAV	24/04/1991	546789787544	Male	Family Member	Brother		<input type="radio"/>

Previous 1 Next

Select the Family Member

Fig 9: Employee Family Membership Registration

- Select the family member by clicking on the Radio button as shown in above figure.
- After clicking on the radio button, then employee family details below page will be open on the screen.



# Integrated MLWB Management System

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Employee Family Details

**Employee Family Details**

**Division \***  
Nagpur/नागपूर

**Circle \***  
NAGPUR 1 नागपूर १ Circle

**Center \***  
L.K.B Chandan Nagar / ल.क.भ चंदननगर

**Full Name\***  
CHAYA VITTHAL YADAV

**Full Name (Marathi)\***  
छाया विठ्ठल यादव

**Parent's/Labour's Name \***  
VITTHAL YADAV

**Date of Birth \***  
09/08/1977

**Resi. Address \***  
Dighori, Umr Road, Nagpur.

**Gender\***  
महिला /Female

**Marital Status**  
Married

**Qualification\***  
पदवी -प्रथम वर्ष ,द्वितीय वर्ष ,तृतीय वर्ष /

**Occupation**  
House Wife

**Income Slab**  
Rs upto 2 Lacs

**Is applicant a handicap person ? \***  
No

**Mobile No\***  
8390207316

**Email Address**  
chayayadav@gmail.com

**Aadhaar Number\***  
463453456453

Membership Fee : Rs. 20/-

**Document Details**

Document Name	Document Number	Upload Document	Preview / Delete
Aadhaar*	463453456453	<a href="#">Choose File</a> Aadhar Card.jpg	<a href="#">Preview</a> <a href="#">Delete</a>
Current Payslip (Jun/Dec) *		<a href="#">Choose File</a> Payslip.jpg	<a href="#">Preview</a> <a href="#">Delete</a>
Ration Card*		<a href="#">Choose File</a> ration card.jpg	<a href="#">Preview</a> <a href="#">Delete</a>

[Click Here to Upload Image](#)

[Click Here to Upload Documents](#)

[Click Here to View Documents](#)

[Click Here to Delete Documents](#)

[Submit & Pay](#)

[Click Here to Save Records and Pay the Membership Fees](#)

**Fig 10: Employee Family Membership Registration**

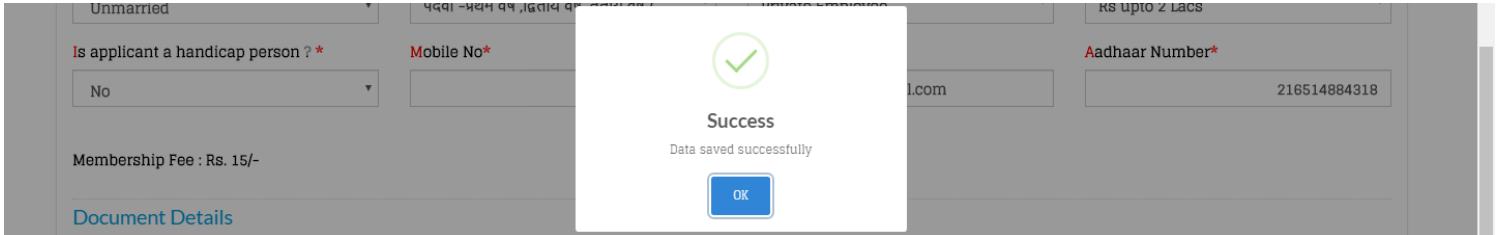
Follow the below process to fill employee family details form:

- 1) **Division:** Select the division from the drop down list (e.g. Nagpur, Mumbai, Pune, Akola, Thane, and Nashik).
- 2) **Circle:** Select circle as per division wise from the drop down list (Circle list is shown as per division wise).
- 3) **Center:** Select the center as per circle wise from the drop down list (Center list is shown as per circle wise).
- 4) **Full Name:** Enter the full name of the family member.
- 5) **Full Name Marathi:** Enter the full name in the Marathi of the family member.
- 6) **Father's Name:** Enter the father name of the family member.
- 7) **Date of Birth:** Enter the date of birth of the family member.
- 8) **Resident Address:** Enter the resident address of the family member.
- 9) **Gender:** Select the gender from the drop down list (e.g. Male, Female, and Transgender).
- 10) **Image:** Upload the image file of the family member by clicking on the browse option.
- 11) **Marital Status:** Select the marital status from the drop down list (e.g. Married or Unmarried).
- 12) **Qualification:** Select the qualification from the drop down list (e.g. 10th or 12<sup>th</sup>, Graduate, Post Graduate, and Etc...).
- 13) **Occupation:** Select the occupation from the drop down list (e.g. Housewife, Private, Banking, Student, Etc...).
- 14) **Income Slab:** Select the income slab from the drop down list (e.g. Up to 2 Lac, 2 Lac to 4 Lac & more than 4 Lac).



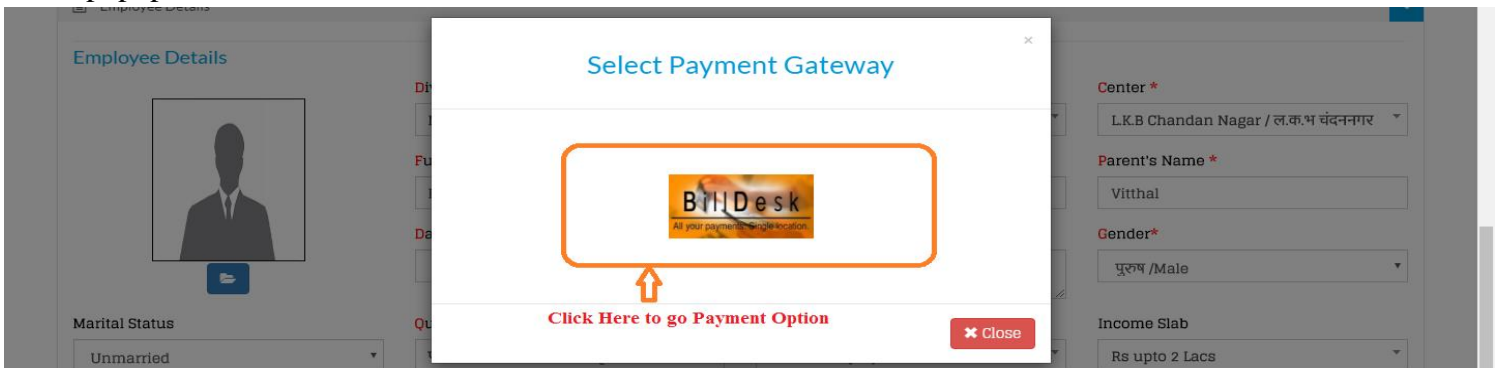


- 15) **Is Applicant Handicap Person?:** Select the handicap from the drop down list (Yes/No).
- 16) **Mobile Number:** Enter the mobile number of the family member.
- 17) **Email Address:** Enter the email address of birth of the family member.
- 18) **Aadhaar Number:** Enter the aadhaar number of the family member.
- 19) **Membership Fee:** It shows the membership fees as shown in the above figure. The labour/employee has to pay the family member fees to become the member of the MLWB (Membership fees are always different to the employee, family member and other employee).
- 20) **Documents:** Two documents are needed to complete the membership registration of the family member. So click on the **Choose File** option as shown in above figure, then file selection option will be open and select that file. If the labour/employee wants to view image, then click on the **View** option and for deleting image click on the **Delete** option.  
The documents are: A) **Aaadhar Card** B) **Current Pay Slip (JUN/DEC)** and C) **Ration Card**
- 21) After filling all information and documents, click on the **Submit and Pay** button to save the records in the system and give a message on the screen as shown below.



### Fig 11: Success Message

- 22) For make online payment of the membership fees, click on the **OK** button, then below payment gateway popup shows on the screen.



### Fig 12: Payment Gateway

- 27) Click on the **Bill Desk** button as shown in the above figure for make online payment.
- 28) After clicking on the bill desk button, then below page will be open on the screen.
  - a. In that show the total amount, you have to pay.
  - b. Select payment mode i.e. Credit Card, Debit Card, Internet Banking.
  - c. If you select Card Option, then enter cards details such as Card Number, Expiration Date, CVV/CVC and Card Holder Name.
  - d. After entering all card details, click on the Make Payment



# Integrated MLWB Management System

## Standard Operating Procedure



**Fig 13: Banking Option**

- e. If employees/labours select Net Banking option, then employee/labour has to select Bank Name from the list and click on the **Make Payment** button.
- f. After that employee/labour will get the payment confirmation message as shown below.

**Fig 14: Transaction Receipt**

- g. Employees/Labours can take printout by pressing the **print** button.

29) After successful payment of the membership, then a family member of the employees/labours is become the member in the MLWB.

30) Now employees/labours can apply and take the benefit of the MLWB schemes, programs, and other activity.

**Note:** The family member of the employees/labours can't apply and take the benefit of the MLWB schemes, programs, and other activity until the membership application is approved by the center officer.



### 4. OTHER EMPLOYEE MEMBERSHIP REGISTRATION :-

In this, other employee/labour creates the membership of our self. So select the New Membership option from the Membership tab as shows in the above figure 1.

After selecting the new Membership option, then following page will be displayed on the screen.

Select the Other option as shown in the below figure, then others employee/labour details page will be open on the screen as shown in the below figure.

**Membership Details**

\*fields are mandatory

☐ Employee ☐ Employee Family ☒ Others [Click Here for Other Employee/Labour](#) Membership Expiration Date: 31/03/2021

**Employee Details**

**Employee Details**

**Division \*** Nagpur/नागपूर **Circle \*** NAGPUR 1 नागपूर १ Circle **Center \*** L.K.B Chandan Nagar / ल.क.भ चंदननगर

**Full Name\*** Roshan Kadav **Full Name (Marathi)\*** रोशन कडव **Parent's/Labour's Name \*** Vitthalrao

**Date of Birth \*** 02/02/1993 **Resi. Address \*** Dighori, Umred Road, Nagpur. **Gender\*** पुरुष /Male

**Marital Status** Unmarried **Qualification** पदवी -प्रथम वर्ष ,द्वितीय वर्ष ,तृतीय वर्ष / **Occupation** Private Employee **Income Slab** Rs upto 2 Lacs

**Is applicant a handicap person ? \*** No **Mobile No\*** 1234567995 **Email Address** roshan@gmail.com **Aadhaar Number \*** 465313248676

Membership Fee : Rs. 25/-

**Document Details**

Document Name	Document Number	Upload Document	Preview / Delete
Aadhaar *	465313248676	<a href="#">Choose File</a> Aadhar Card.jpg	<a href="#">Preview / Delete</a>

[Submit & Pay](#) [Click Here to Save Records and Pay the Membership Fee](#)

**Fig 15: Other Employee Membership Registration**

Follow the below process to fill others employee/labour details form:

- 1) **Division:** Select the division from the drop down list (e.g. Nagpur, Mumbai, Pune, Akola, Thane, and Nashik).
- 2) **Circle:** Select circle as per division wise from the drop down list (Circle list is shown as per division wise).
- 3) **Center:** Select the center as per circle wise from the drop down list (Center list is shown as per circle wise).
- 4) **Full Name:** Enter the full name of the other employee/labour.
- 5) **Full Name Marathi:** Enter the full name in Marathi of the other employee/labour.
- 6) **Father's Name:** Enter the father name of the other employee/labour.
- 7) **Date of Birth:** Enter the date of birth of the other employee/labour.



- 8) **Resident Address:** Enter the resident address of the other employee/labour.
- 9) **Gender:** Select the gender from the drop down list (e.g. Male, Female, and Transgender).
- 10) **Image:** Upload the image file of the other employee/labour by clicking on the browse option.
- 11) **Marital Status:** Select the marital status from the drop down list (e.g. Married or Unmarried).
- 12) **Qualification:** Select the qualification from the drop down list (e.g. 10th or 12<sup>th</sup>, Graduate, Post Graduate, and Etc...).
- 13) **Occupation:** Select the occupation from the drop down list (e.g. Housewife, Private, Banking, Student, Etc...).
- 14) **Income Slab:** Select the income slab from the drop down list (e.g. Up to 2 Lac, 2 Lac to 4 Lac & more than 4 Lac).
- 15) **Is Applicant Handicap Person?:** Select the handicap from the drop down list (Yes/No).
- 16) **Mobile Number:** Enter the mobile number of the other employee/labour.
- 17) **Email Address:** Enter the email address of birth of the other employee/labour.
- 18) **Aadhaar Number:** Enter the aadhaar number of the other employee/labour.
- 19) **Membership Fee:** It shows the membership fees as shown in the above figure. The labour/employee has to pay the family member fees to become the member of the MLWB (Membership fees are always different to the employee, family member and other employee).
- 20) **Documents:** Aadhaar documents are needed to complete the membership registration of the family member. So click on the **Choose File** option as shown in above figure, then file selection option will be open and select that file. If the labour/employee wants to view image, then click on the **View** option and for deleting image click on the **Delete** option.
- 21) After filling all information and documents, click on the **Submit and Pay** button to save the records in the system and give a message on the screen as shown below.

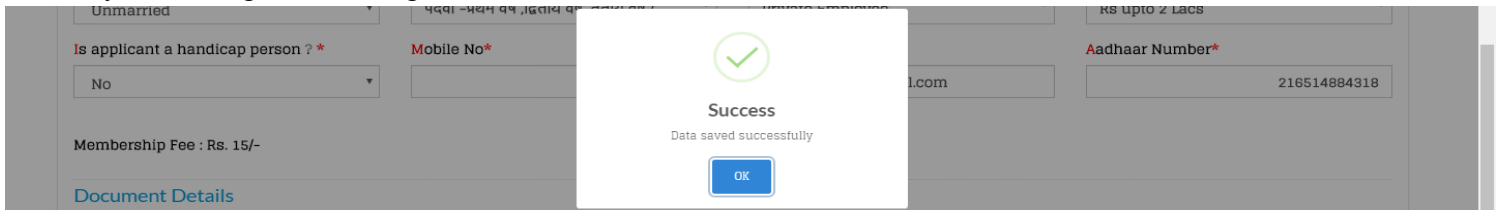


Fig 16: Success Message

- 22) For make online payment of the membership fees, click on the **OK** button, then below payment gateway popup shows on the screen.

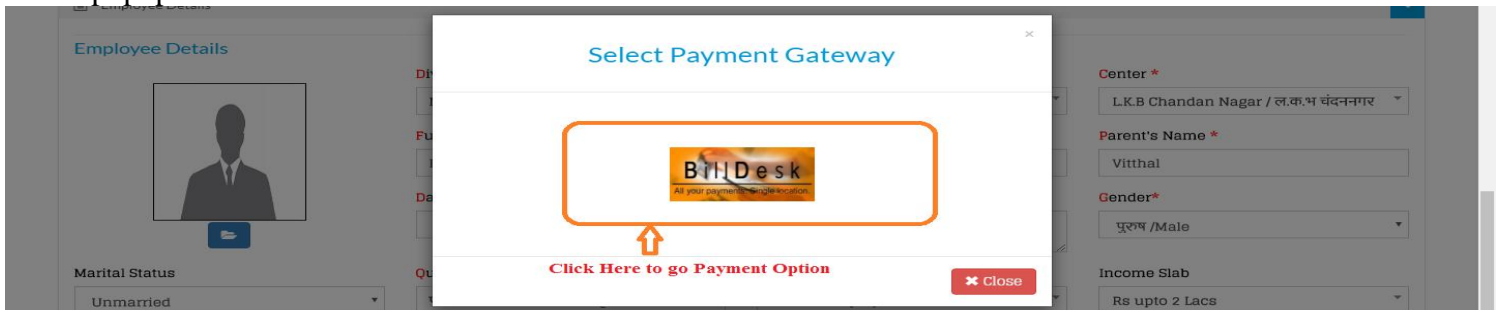


Fig 17: Payment Gateway

- 31) Click on the **Bill Desk** button as shown in the above figure for make online payment.



32) After clicking on the bill desk button, then below page will be open on the screen.

The screenshot shows a payment interface with a sidebar on the left containing options: Credit Card, Debit Card, Internet Banking, and Consumer Finance. The main area is titled 'Pay by Credit Card' and features a 'VISA' logo. It includes input fields for 'Card Number' (5552), 'Expiration Date' (03 (Mar) 2023), 'CVV/CVC' (\*\*\*), and 'Card Holder Name' (Roshan Yadav). A 'Please note' box states that cards not used for e-commerce may be blocked. A 'Make Payment' button is at the bottom. On the right, a 'Merchant Name' section shows 'UAT Testing' and a 'Payment Amount' of ₹ 15.00. A 'BillDesk' logo is in the bottom right corner.

**Fig 18: Banking Option**

- Select payment mode i.e. Credit Card, Debit Card, Internet Banking.
- In that show total amount other employee/labour has to pay.
- If others employee/labour selects the Card Option, then enter cards details such as Card Number, Expiration Date, CVV/CVC, and Card Holder Name.
- After entering all card details click on the **Make Payment** button.
- If others employee/labour select Net Banking option, then employee/labour has to select Bank Name from the list and click on the **Make Payment** button.
- After that employee/labours will the get a payment confirmation message as shown below.

The screenshot shows a 'Transaction Acknowledgement Receipt' with the following details: Transaction Id : 57660, Payment Transaction Id : U1230001243594, Amount (in INR) : 15.00, Payment Date : 08/04/2020, Payment To : Maharashtra Labour Welfare Board, and Payment Status : Success. There are 'Print' and 'Close' buttons at the bottom.

**Fig 19: Transaction Receipt**

- Other employees/labours can take printout by pressing the **print** button.

33) After successful payment of the membership, then employees/labours become the member in the MLWB.

34) Now other employee/labour can apply and take the benefit of the MLWB schemes, programs, and other activity.

**Note:** The other employee/labour can't apply and take the benefit of the MLWB programs, and other activity until the membership application is approved by the center officer.





### 5. ONLINE SCHEMES APPLICATION / REGISTRATION :-

In this, Only the employee/labour and their family member can apply to MLWB schemes.

For taking the benefits of the MLWB scheme, first the employees/labours have to register themselves and their family members among the membership..

The employees/labour successfully complete the registration of the membership, but the employees/labours or their family members can't take the benefit of the MLWB schemes, program, and other activity until the center officer approved the membership application.

**Note:** The employees/labour must wait until approved the membership applications by the center officer the otherwise contact the nearest center office regarding approving the beneficiary application.

After successfully approved by the center officer of the membership application, then employees/labours or family member has become the member in the MLWB.

Now employees/labours or family member can apply to MLWB schemes, So select the **Applications for Schemes** option from the Membership tab as shows in the above figure.

Administration User Manual [askmlwb@gmail.com](mailto:askmlwb@gmail.com) | Customer Support Number : 022-43226830/18/11 | Technical Support Number : 9860539743 मराठी English

Government of Maharashtra  
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login Claimant Login

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NEW BENEFICIARY  
INDIVIDUAL LABOUR REGISTRATION  
**APPLICATION FOR SCHEMES**  
AWARDS

Click Here to Apply the Application For Schemes

Nagpur Division  
Akola Division  
Aurangabad Division  
Nashik Division  
Pune Division  
Thane Division  
Mumbai Division

Mumbai Thane Nashik Pune Nagpur Akola Aurangabad

This site is best in view & functionally work with latest version of Chrome v.79, Firefox v.72 above. © 2020 Virtual Galaxy Infotech Pvt. Ltd. All rights reserved. virtualgalaxy 23

Fig 20: Online Schemes Home Page





# Integrated MLWB Management System

## Standard Operating Procedure



After clicking on the Application For Schemes, then following page will be open on the screen.

Administration
User Manual

Government of Maharashtra  
Maharashtra Labour Welfare Board

Employer Login
Establishment Login
Employee Login
Inspector Login
Claimant Login

HOME
ABOUT US
MESSAGES
PROGRAMS
BENEFICIARY
NETWORK
FINANCIAL
DOWNLOAD
CLAIM
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### Application For Schemes

Application For Schemes

Click Here for Apply the Schemes

Search:

SN	Schemes	Circular	Form	Date	Action
1	गुणवत्ता प्राप्त कामगार पाल्यांचा सत्कार / Respect for the carers / guardians and mentors of qualified workers				<a href="#">Apply Now</a>
2	कामगार व कामगार कुटुंबियांची लांब पलयाची सहल / Long trip to the labours and the working families				<a href="#">Apply Now</a>
3	गुणवंत कामगार कल्याण पुरस्कार / Quality Worker Welfare Award				<a href="#">Apply Now</a>
4	इंग्रजी व विदेशी भाषा संभाषण प्रशिक्षण / English And Foreign Language Conversation Training				<a href="#">Apply Now</a>
5	कामगार भूषण पुरस्कार / Kamgar Bhushan Award				<a href="#">Apply Now</a>
6	एमएस-सी आयटी (MSCIT) अर्थसहाय्य योजना / MSCIT Financial Assistance Scheme				<a href="#">Apply Now</a>
7	रावबहादूर नारायण मेघाजी लोखंडे कामगार मित्र पुरस्कार / Rav Bahadur Narayan Meghaji Lokhande Kamgar Mitra Award				<a href="#">Apply Now</a>

This site is best in view & functionally work with latest version of Chrome v.79, Firefox v.72 above.

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**Fig 21: Types of the Schemes and Awards**

It shows the different types of schemes such as:

- 1) Respect for the carers / Guardians and mentors of qualified workers.
- 2) Long trip to the labours and the working families.
- 3) Quality Worker Welfare Award
- 4) English And Foreign Language Conversation Training
- 5) Kamgar Bhushan Award
- 6) MSCIT Financial Assistance Scheme
- 7) Rav Bahadur Narayan Meghaji Lokhande Kamgar Mitra Award
- 8) Critical Illness Treatment Assistance Scheme
- 9) Driver Training
- 10) Competitive Exam Preparation Training Scheme
- 11) Prime Minister's Security Insurance Scheme
- 12) Assistance to the families of suicidal workers



# Integrated MLWB Management System

## Standard Operating Procedure



- 13) Sewing Machine Grant
- 14) Foreign Higher Education Scholarships
- 15) Sports Scholarships
- 16) Textbook Financing Scheme
- 17) Literature Scheme

For applying the schemes and awards of the MLWB, the employees/labour has to click on the **Apply Now** button as shown in the above figure.

The process for applying all the schemes and awards are the same.

Follow the below process for applying schemes and awards:

- 1) Click on the **Apply Now** button, then below page open on the screen.

Government of Maharashtra  
Maharashtra Labour Welfare Board

Employer Login Establishment Login Employee Login Inspector Login Claimant Login

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### सर्वसाधारण शिष्यवृत्ती / General Scholarship

Scheme Application For Scholarship

Enter LIN Number of the Employee/Labour  
LIN No. \*  
20368454

Submit Click on the Submit to Show the Deatils

Labour Name \*  
ROSHAN YADAV

Last Contribution Paid \*  
12-2019

Applicable For \*  
Family Member

Select the Applicant

SN	Name	Aadhaar No.	Membership / Beneficiary No.	Type	Expiry Date	Select
1	RAKESH VITTHAL YADAV	564635645652	564635645652	Family Member	31/03/2021	<input checked="" type="radio"/>
2	CHAYA VITTHAL YADAV	463453456453	463453456453	Family Member	31/03/2021	<input type="radio"/>

Save & Next Click Here to Save and for Next Process

**Fig 22: Online Schemes Registration**

- 2) Enter the **LIN number** of the employee/labour.
- 3) Click on the **Submit** button for shows the labour/employee name, last contribution paid period, Applicable for and details of the family employee/labour.
- 4) Select the Applicant name from the list by clicking on the **radio button** as shown in above figure.
- 5) Click on the **Save & Next** button to save the records and it will go to the next process to fill the scheme application of the applicant.
- 6) After clicking on the **Save & Next** button, then it will go the Terms and Conditions page as shown in below figure.



# Integrated MLWB Management System

## Standard Operating Procedure



**महाराष्ट्र कामगार कल्याण मंडळ**

**परिपत्रक**

दूरध्वनी क्र : ०२२-२४३०६७९७/४३२२६८२५  
फॅक्स क्र.: ०२२-४२२९००९९  
ई-मेल : pro.mlwb-mh@gov.in

मका/अंयालय/९६-९७/९९  
हु.बाबू गेनू मुंबई गिरणी कामगार क्रीडा  
भवन, सेनापती बापट मार्ग,  
एलफिन्स्टन, मुंबई - ४०० ०९३  
दिनांक - २३ जून २०१६

विषय :- सर्वसाधारण शिष्यवृत्ती योजना.

accept the terms and conditions (मला अटी आणि शर्ती मान्य आहेत)  
Click on the CheckBox for Accept Terms and Conditions

Read the Terms and Conditions Carefully, then Click on the OK

OK

**Fig 23: Terms and Condition of the schemes**

- 7) Read carefully the terms and condition PDF file before applying to the schemes and awards.
- 8) After reading the terms and condition, then click on the **Checkbox** and **OK** button for the next process.
- 9) After clicking on the **OK** button, it will show the applicant details page as shown in below figure.

**Applicant's Details**

Division \*  
Nagpur/नागपूर

Circle \*  
NAGPUR 1 नागपूर १ Circle

Center \*  
L.K.B Chandan Nagar / ल.क.भ चंदननगर

Full Name \*  
RAKESH VITTHAL YADAV

Parent's/Labour's Name \*  
VITTHAL YADAV

Applicant's Membership No. \*  
564635645652

Applicant's Membership Date  
09/04/2020

Aadhaar No. \*  
5646 3564 5652

Mobile No \*  
8390207316

E-Mail Id  
roshanyadav@gmail.com

Parent's/Labour's Establishment Phone \*  
8390207316

Applicant's Address \*  
Dighori, Umred Road, Nagpur.

Parent's/Labour's Establishment Address \*  
ROSHAN FABRICATION PVT LTD, HINGNA MIDC NAGPUR

Is applicant a handicap person ? \*  
No

Income Slab \*  
Rs upto 2 Lacs

Save & Next

Click Here to Save Records and for Next Process

**Fig 24: Applicant Details**

- 10) It will be shown all the information about the applicant which is filled by the employees/labours at the time of the creation of the beneficiary.
- 11) The applicant can modify some details such as division, circle, center, email id, applicant address, handicap, and income slab.
- 12) Check the all details of the applicant are correct or not. Click on the **Save & Next** button data saved in the system message shown on the screen and click on the **OK** button, then goes to the next process.



# Integrated MLWB Management System

## Standard Operating Procedure



13) The next process is application education details as shown below figure.

Applicant's Educational Details

If Yearly Pattern, Last Year Education Details ☐

Select Any One Option

Standard *	Course Name *	Last Education Year *	Marks *		Percentage *
			Obtained *	Out Off *	
Select					

If the semester method, the average percentage of the two semesters of the previous year ☒

Standard	Course Name *	Last Education Year *	Semester 1		Semester 2		Total		Percentage
			Obtained	Out Off	Obtained	Out Off	Obtained	Out Off	
First year	Electronics	201	450	600	400	600	850	1200	70.83

Applicant's Current Standard \*  
पदवी -प्रथम वर्ष ,द्वितीय वर्ष ,तृतीय वर्ष /

Current Year Course Name \*  
Electronics Second Year

Save & Next Click Here to Save Records and for Next Process

Fig 25: Applicant Education Details

- 14) If the applicant has done education in the yearly pattern, then click on the Yearly Radio button or the applicant has do education in the semester pattern, then click on the Semester Radio button.
- 15) If the applicant selects the semester pattern, then fill all education information such as:
  - a) Select the Standard form the drop down list (e.g. 10<sup>th</sup>, 12<sup>th</sup>, First Year, Second Year, Third Year, and Etc...).
  - b) Enter the Course Name of the applicant.
  - c) Enter the marks of the semester 1 and 2, then percentage automatically calculated.
  - d) Select the applicant current standard form the drop down list (e.g. 10<sup>th</sup>, 12<sup>th</sup>, Graduation, PHD, and Etc...).
  - e) Enter the current year course name of the applicant.
- 16) Click on the **Save & Next** button, data is saved in the system message shown on the screen and click on the OK button, then goes to the next process.
- 17) The next process is application bank details as shown below figure.

Bank Details

IFSC Code *	Bank Name *	Branch Name *	Account No. *	MICR Code
SBI15485666	SBI BANK	SAKKADHRA	123456789	565466666

Save Click Here to Save Records

Fig 26: Bank Details

- 18) Enter the bank details of the applicant such as IFSC Code, Bank Name, Branch Name, Account, and MICR Code.
- 19) Click on the **Save** button to save the records in the system and goes to the next process.
- 20) The next process is to upload the documents of the applicants as shown below figure.



# Integrated MLWB Management System

## Standard Operating Procedure



Upload Documents

\* All documents are mandatory  
\* Note : File size should not be greater than 5 MB

Click Here to Upload Applicant Documents

Click Here to Delete Documents

S.No.	Document Name	Choose File	Delete	View
1	मागील वर्षाची गुणपत्रिका (सेमिस्टर पध्दत असल्यास दोन्ही सेमिस्टरची गुणपत्रिका जोडावी)	Choose File	X	View
2	चालू शैक्षणिक वर्षाचे बोनोफाईड सर्टिफिकेट	Choose File	X	View
3	रेशनकार्ड / ई एस आय सी / पालकाचे आधार कार्ड	Choose File	X	View
4	विद्यार्थ्याचे आधार कार्ड	Choose File	X	View
5	कामगार कल्याण निधी कपात दर्शनवारी पालकाची जुन महिन्याची वेतन पावती किंवा वेतन पावती नसल्यास आस्थापनेचा दाखला . (मूळ प्रत ) कंपनी बंद पडली असल्यास कंपनी बंद पडल्याचा दाखला किंवा कामगाराचा सेवेत असताना मृत्यू झाल्यास मृत्यूचा दाखला जोडावा .सदर दाखला तीन वर्षांपर्यंत वैध असेल	Choose File	X	View
6	बँकेचा कॅन्सल चेक /पासबुक (विद्यार्थ्याचे नाव ,खाते क्रमांक ,आय एफ सी क्रमांक व मायकर क्रमांक यांची नोंद असणे आवश्यक )	Choose File	X	View
7	स्वयं -संश्लक्षित केले असल्यास स्वयं साक्षात्कन घोषणापत्र . (मूळ प्रत)	Choose File	X	View

Save Documents

Click Here to Save the Documents

\* All documents are mandatory

Fig 27: Upload Documents

- The applicant's documents need to upload as shown in the above figure.
- For uploading the documents, so click on the **Choose File** option as shown in the above figure, then file selection option will be open and select that file. If the applicants want to view images, then click on the **View** option and for deleting images, click on the **Delete** option
- Click on the **Save Documents** button, data is saved in the system message shown on the screen and click on the **OK** button, then goes to the next process.
- The next process is the final submit of the applicant applications.

Final Submit

Y Y v y

Enter the Captcha

Validate the Captcha

I, here by declare that the information furnished above is true to the best of my knowledge and I understand that furnishing any wrong information may result in action against me as per the provisions of MLWB Act ,1953 and scheme provisions.

☒ I agree to the above declaration. Click on I Agree

Click the button to get Authorization OTP SMS. SMS shall be sent to the mobile number registered on LIN \*\*\*\*\*7316

get OTP

Click Here to Get OTP Number on the Mobile Number

364860

Enter the OTP Number

Time Remaining : 04 : 00

Final Submit

Click on the Final Submit to Submit the Applicant Application

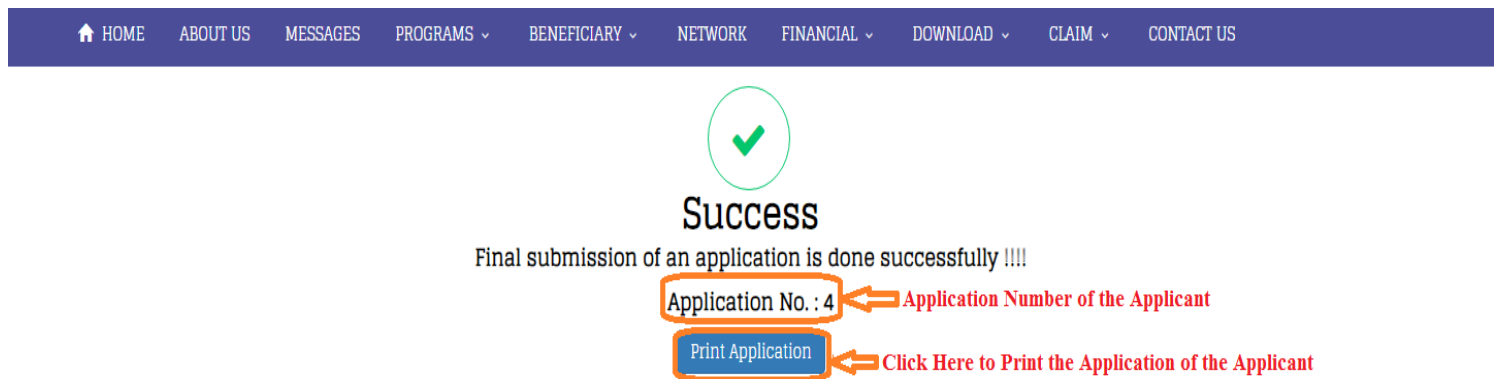
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Fig 28: Final Submission



- 25) Enter the showing captcha in the **Captcha** field.
- 26) Click on the **Validate Captcha** button for verify entered captcha.
- 27) After validating chaptch click on the **Checkbox “I agree to the above declaration”**.
- 28) Click on the **Get OTP** button for getting OTP Number on the applicant mobile number.
- 29) Enter the OTP number in the **OTP field**.
- 30) Click on the **Final Submit** to submit the application of the applicant.
- 31) After successful submission of the applicant application, then applicant get the successful registration message on the screen as shown in the below figure.



**Fig 29: Success Message**

- 32) The applicant gets the application number and can also print out the application by clicking on the **Print Application** button.
- 33) This application goes to the center office and MLWB officer will decide to accept or approved or rejected the applicant application.





# Integrated MLWB Management System

## Standard Operating Procedure



### 6. ADMISSION FOR ACTIVITY :-

In this, the labour/employee takes the admission in the activities of the MLWB. The labour/employee can take the benefit of activities after becoming a member of the MLWB.

So select the Admission for Activity option from the Membership Tab as shown in the below figure.



Fig 30: Admission for activity

After clicking on the admission for activity, then the following page will be open on the screen.

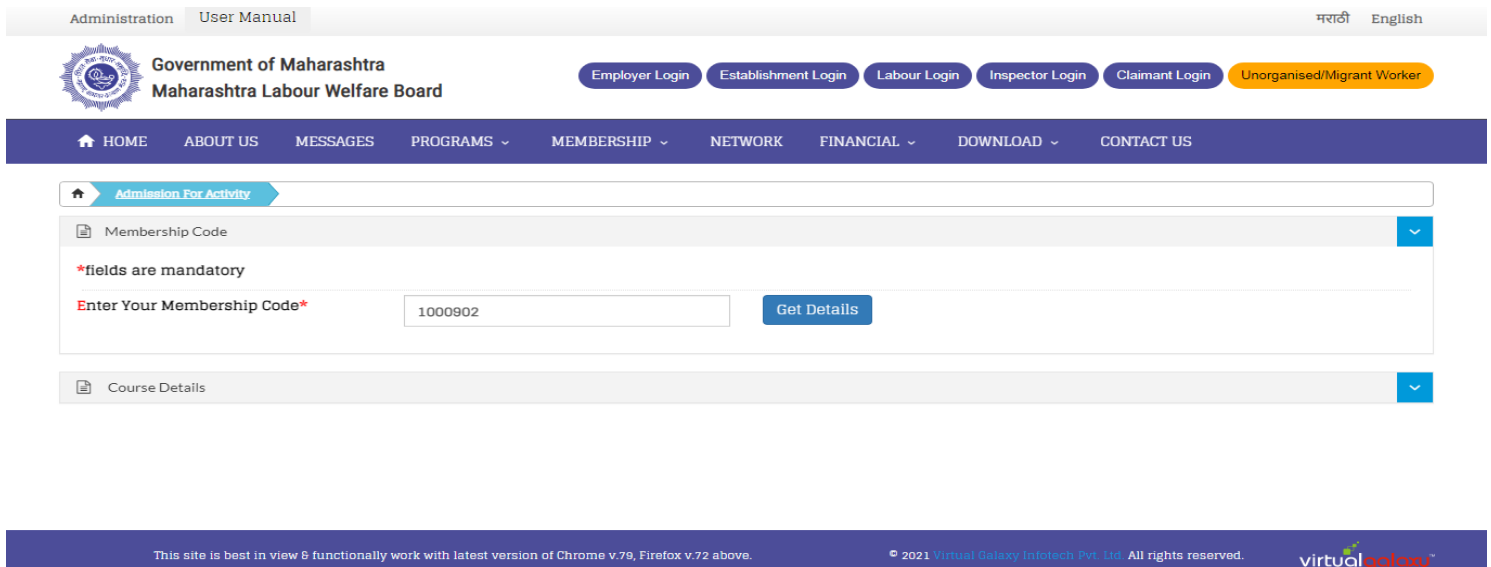


Fig 31: Admission for Activity

Membership code is generated after approving the membership application by the center office. After approving the membership application the employee/labour gets the membership code on their registered mobile number which filled at the time of membership form.



# Integrated MLWB Management System

## Standard Operating Procedure



Enter the membership number of the employee/labour in the Membership code fields and click on the Get Details button to view the employee/labour details.

Administration
User Manual
मराठी
English

**Government of Maharashtra**  
**Maharashtra Labour Welfare Board**

Employer Login
Establishment Login
Labour Login
Inspector Login
Claimant Login
Unorganised/Migrant Worker

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Admission For Activity

Membership Code

\*fields are mandatory

Enter Your Membership Code\*
1000902
Get Details
Membership Expiration Date: 31/03/2021

Applicant's Details

District\*
NAGPUR
Division \*
Nagpur/नागपूर
Circle \*
NAGPUR 1 नागपूर १ Circ...
Center \*
Center Kamphthi कामठी

Full Name
rakesh jadhav
Parent's Name
rakesh jadhav
Date of Birth
13/06/1989

Resi. Address
nagpur
Gender
Male / पुरुष / पुरुष
Aadhaar Number
6853 4535 3553

Mobile No
8983498377
Email Address
example@gmail.com
Type of Beneficiary
Family Member

Course Details

+ Add Row

SN	Details	Batch	Fees	Action
1	शिशुमंदिर / Kindergarten (1 Year/१ वर्ष) (मंडळमार्फत चाल...	Batch-1	120.00	

Submit & Pay

**Fig 32: Admission for Activity**

After clicking on the **Get Details** button, it shows the details of the labour/employee which the labour/employee fill at the time of membership registration.

Check all details and click on the **Next** button, then Activities details will be opened.

- Select the Activity Name from the drop down list.
- Select the Batch Name from the drop down list.
- After selecting activities the fees will be displayed on the screen (Which is define the by the MLWB).
- click on the **Submit and Pay** button to save the records in the system and give a message on the screen as shown below.



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**Fig 33: Payment Gateway**

- Click on the **Bill Desk** button as shown in the above figure for make online payment.
- After clicking on the bill desk button, then below page will be open on the screen.

**Fig 34: Banking Option**

- h. Select payment mode i.e. Credit Card, Debit Card, Internet Banking.
- i. In that show total amount other employee/labour has to pay.
- j. If others employee/labour selects the Card Option, then enter cards details such as Card Number, Expiration Date, CVV/CVC, and Card Holder Name.
- k. After entering all card details, click on the **Make Payment** button.
- l. If others employee/labour select Net Banking option, then employee/labour has to select Bank Name from the list and click on the **Make Payment** button.
- m. After that employee/labours will the get a payment confirmation message as shown below.

**Fig 35: Transaction Receipt**

- n. The employees/labours can take printout by pressing the **print** button.
- After successful payment of the activities, then employees/labours take the admission in the MLWB
- Now other employee/labour can take the benefit of the MLWB activities.