HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT

USER MANUAL BOOKLET FOR EXCHANGE OFFICIALS

NATIONAL INFORMATICS CENTRE

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1. Guidelines for Registration / Renewal

The Department of Labour & Employment, Government of Himachal Pradesh, through the network of Employment Exchanges of the state, registers the youth of the State in Employment Exchanges, for providing job assistance to the unemployed youth by way of:

• Sponsoring names of suitable/eligible applicants to the employers as per their requirements against vacancies notified to the Employment Exchanges.

• Organizing campus interviews at Employment Exchange Level.

• Organizing job fairs at District Level/different places in the state. The Department also provides following allowances to the eligible Himachali youth of State, under three important Schemes:

• Skill development allowance, under Skill Development Allowance Scheme, 2013;

• Unemployment Allowance, under Unemployment Allowance Scheme, 2017; and

• Industrial skill development allowance, under Industrial Skill Development Allowance Scheme, 2018 Apart from above, providing guidance/counselling to the youth of the State about career options, available job, skill development opportunities and about various schemes & programmes concerning the youth is also an important activity of the Department. With a view to make the registration process easier in Employment Exchanges for providing employment assistance, for availing benefits of the Schemes mentioned above (for which registration of especially Himachali Youth in Employment Exchanges is one of the eligibility conditions) and for taking the benefits of other programmes of the Department, facility of fully online registration to the youth (above 14 Years of age) of the State is provided by the Department.

# 2. Applicants who are registering for the first time on the eEMIS Portal

2.1 Checklist of documents for online paperless registration:

• Qualification certificates.

• Himachali Bonafide Certificate /Residence Proof of Area (in the form of Himachali Bonafied Certificate/Certificate of normal Residence issued either by the following officers & officials of the Revenue Department-Patwari, Kanoongo, Naib Tehsildar, SDM, ADM, ADC or DC or by the Block Development Officer for their respective territorial Jurisdiction. In case where either the candidate or his parents is/are employed in a Govt./ Semi Govt./Board Corporation of Govt., a certificate of being normal resident of the area from the Head of Department, Head of Office, Telephone Bill/ Water Bill/ Electricity Bill/Voters Identity Card/Aadhaar Card/Certificate of being regular student in Govt. Educational Institution (School, College, ITI etc.) is also valid document for proof of normal resident. However, those who intend to avail benefits of allowance schemes and apply for the same, Himachali Bonafide certificate is mandatory.)

• Category/Sub-category (if applicable) Certificate.

• Physically Challenged (if applicable) certificate.

• Ex-Servicemen (if applicable) certificate.

• Birth Certificate (School certificates in case of Literate applicants and Aadhaar /Certificate of Birth issued by the competent authority in case of illiterate applicant) for age proof.

3.Online Registration

3.1 User Signup

To access the default webpage, enter the URL https://eemis.hp.nic.in, then navigate to the 'Login' menu and select 'Employment Exchange Login' to sign up for new registration.
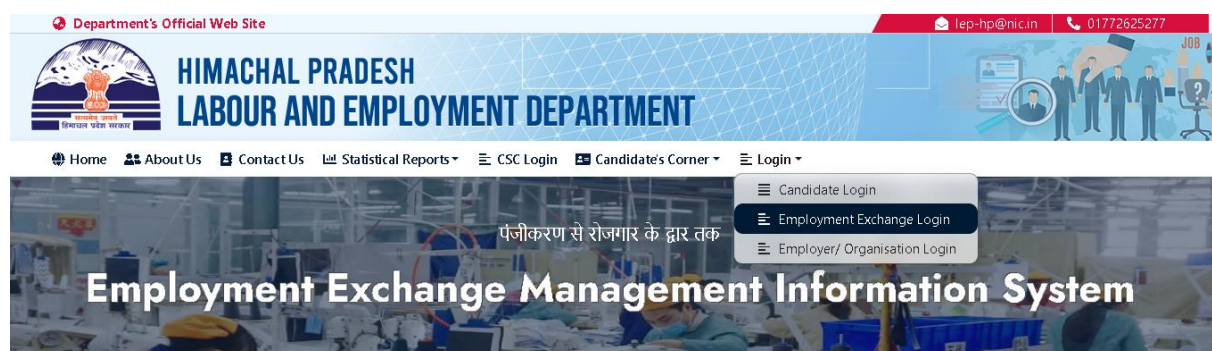
It will navigate to the Employment Exchange login page where a first-time user will need to click on the signup button to create a new account, as shown below.

This directs the user to the signup page, where they can create a new account using their email or mobile number and establish a password. Users must read the password instructions before setting up a password. Afterwards, they need to complete the captcha and click the Signup button.

The user will receive a success message.

An email verification link or OTP will automatically be sent to the provided email or mobile number by the system. The user must then log in with their prefilled credentials and click on 'login'.

3.1.1 Mobile /Email Activation

This action redirects the user to the OTP verification page, where they can activate their account by entering the OTP sent to their mobile phone. If the user has registered using an email, they can activate their account by clicking the verification link sent to their email. Should the OTP not be received, the user has the option to resend the OTP.

Likewise, if the verification link is not received via email, the user can resend it as demonstrated below.

In both scenarios, a successful activation message will be displayed. Once the account is activated successful user can login with the credentials.
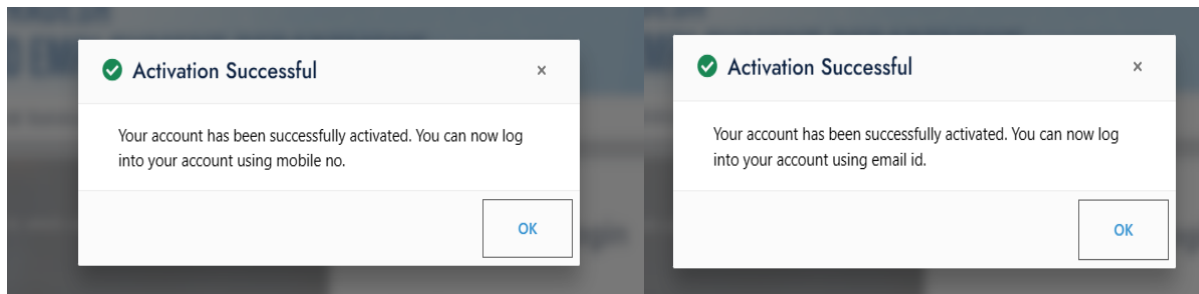
# 5.Mapping Officials (Directorate level)

Once the account is successfully activated, it should be linked with the user's respective employment exchange. This mapping process can be conducted at the Directorate level. The user must provide their login credentials to the Directorate for verification purposes. The Directorate must confirm the validity of the exchange user before proceeding with the mapping.

At the directorate level, users need to select 'Master Information' followed by 'Map Official' as indicated below. This action will redirect them to the map official page.
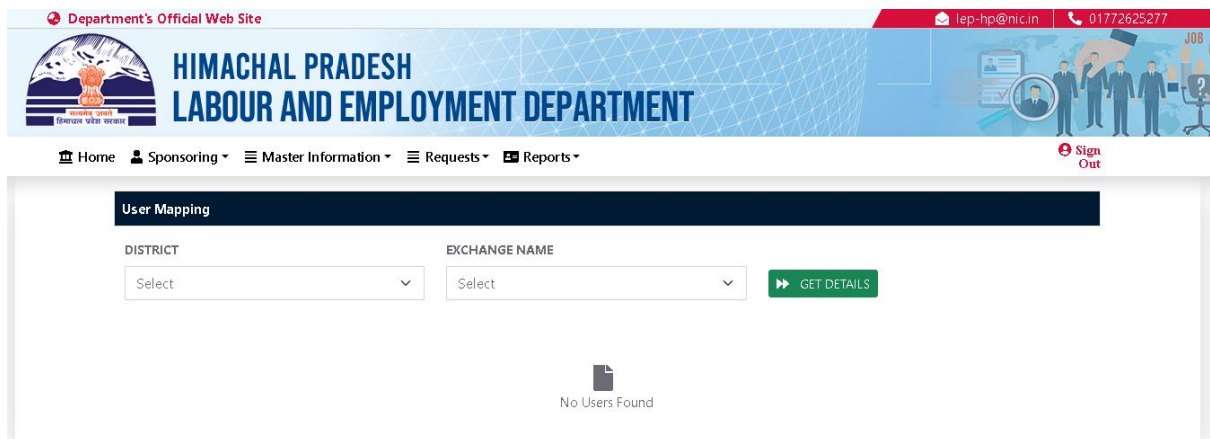
Here, the user must click on the 'Get Details' button to obtain information on all mapped or unmapped user requests. The directorate user must search for the shared credentials of the Exchange user and then click on the 'Map' button as illustrated below.
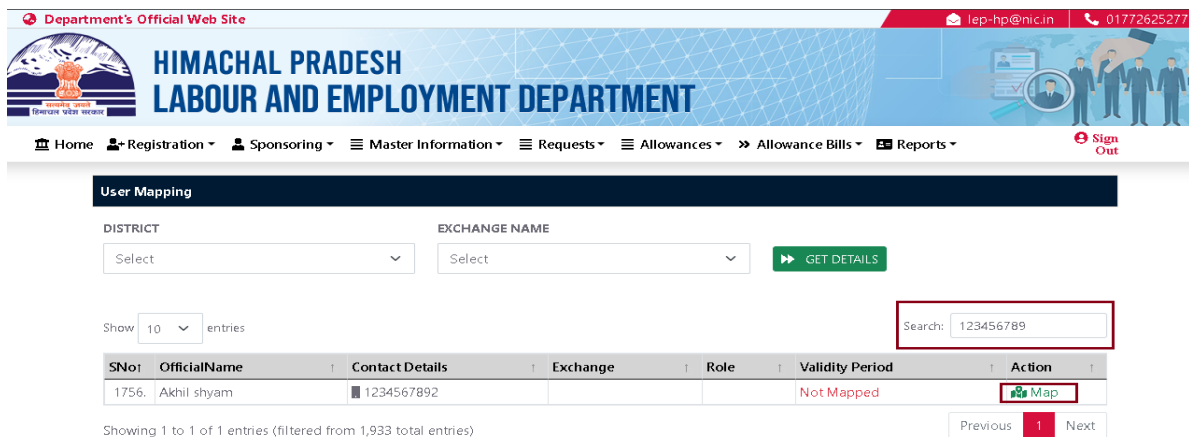
This will display a popup requiring the user to select the district and exchange, assign a desired role to the exchange user, and then click the 'Save' button to map the record. A success message will appear upon successful mapping.

The directorate user can un-map an exchange user by clicking the 'Unmap' button. A popup will appear, prompting the user to enter a valid date. After filling in the date, clicking the 'Save' button will complete the un-map process.
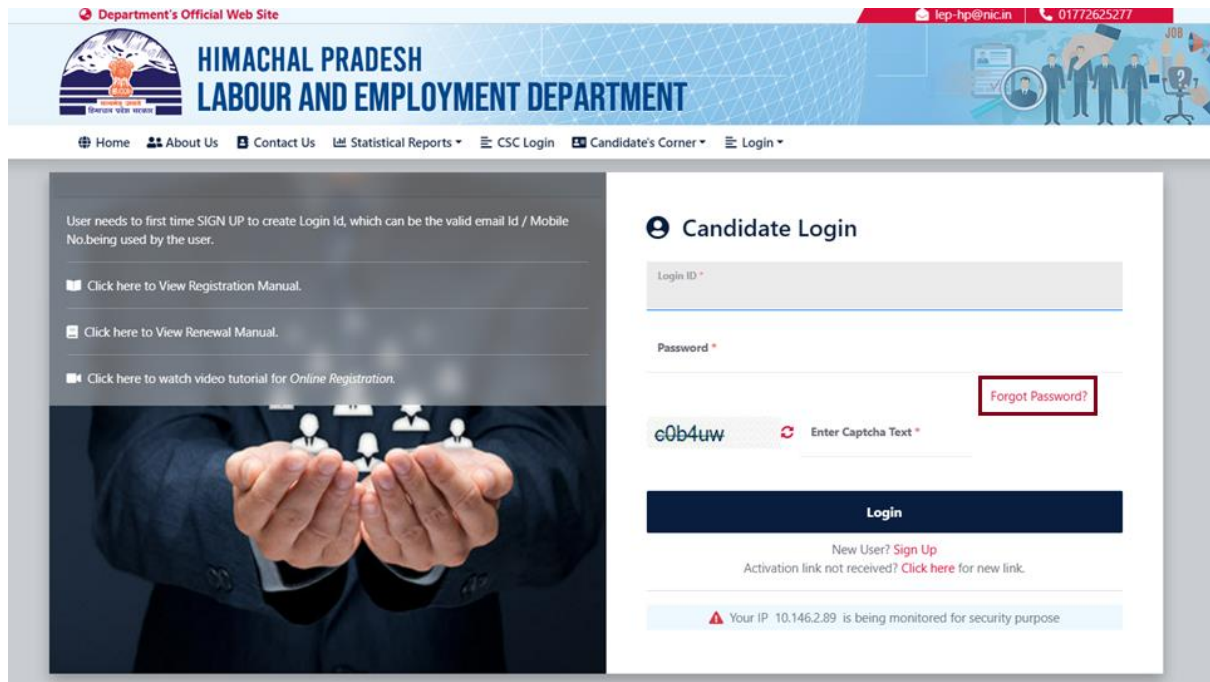
5. Forgot Password

Should a candidate forget their password, they have the option to reset it by selecting the "Forgot Password?" link. However, this option is not available if the candidate's account has not been activated.

Clicking the "Forgot Password?" button prompts a new screen to request your account's activation login ID, which may be your mobile number or email address. After inputting the login ID, solve the captcha and select the proceed button. You will then receive an OTP on your mobile or a reset link in your email, depending on the method used for account activation.

Once your login ID is successfully verified via OTP or a link sent to your email, you will be directed to a screen where you can update your password, complete the captcha, and then click the 'Proceed' button.

If the password change process encounters no discrepancies, a popup will display the message "Password Successfully Changed."
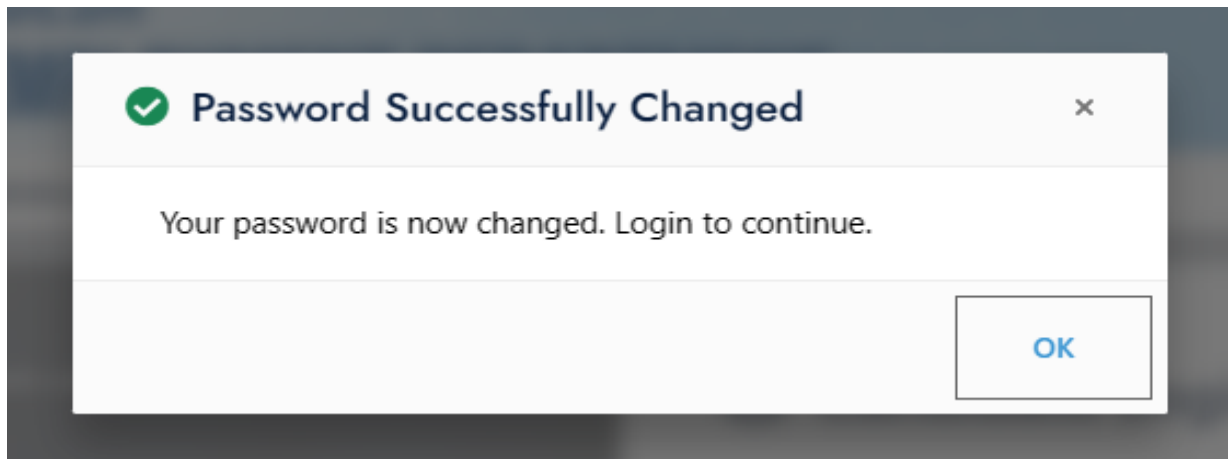
5.Exchange Official Dashboard

Upon successful login, the User will be redirected to the dashboard as depicted below.

Here, users have access to the total number of candidates registered on their exchange, which includes categories such as "Live Registrants,"

"Self-Registrants," "Registrations Referred Back," and "Pending Registrations." In the "Pending Registrations" category, users can inspect the details of pending registrations and either approve them or refer them back if any discrepancies are detected.

Moreover, users can oversee requests concerning candidate transfers, updates to bank details, allowances, and registration requests for adding qualifications, sub-categories, NCOs, etc. They have the ability to review the specifics of these requests and either approve them or refer them back if registration discrepancies are present.

Additionally, users can monitor details of allowances, including those availed by candidates, rejected or pending actions by the user, candidates currently receiving allowances, and allowances that have been temporarily halted by the user.

Users also have the capability to examine the record of working hours for the previous seven days, presented by the hour and day.

6. Registration

In the registration menu, users can search for registered candidates, register a new candidate, and also have the right to view the mismatch report of the candidates as shown below.
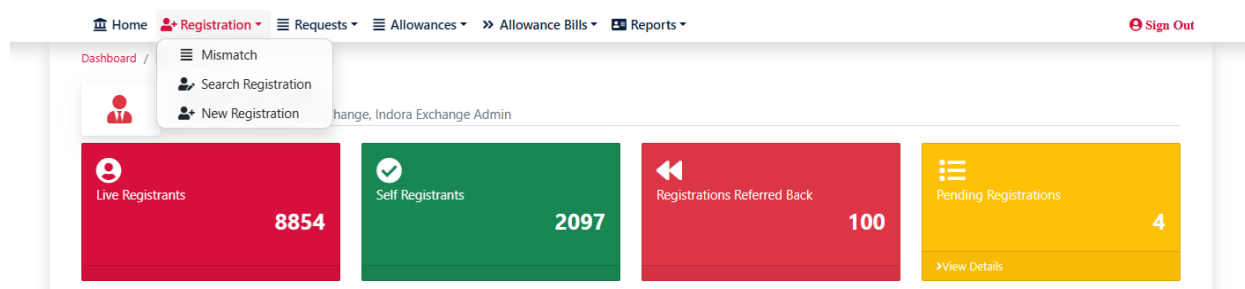
6.1 Mismatch Report

The user needs to navigate to the 'Registration' section and then to the 'Mismatch' Report. Here, they can generate the report to see the details of candidates, including their name, date of birth, and Father's/Husband's Name, who possess multiple registration numbers. The user is required

to check these details and modify or delete the registrations if any discrepancies are found.

6.2 Search registration

The user should move the cursor to 'Registration' and then to 'Search Registration'. Here, the user can search for a candidate by entering their registration details or check the details using parameters such as [District, Exchange (which will be auto-populated), Applicant Name, and Date of Birth] or by [Registration Number]. After selecting the "Check Details" button, the user will have access to all the information submitted by the candidate.

6.3. New Registration

The user should move the cursor to 'Registration' and then to 'New Registration'. At this point, the user can register a new candidate by entering the candidate's details.

6.3.1 Personal Details

In this form, users must complete the details and fields marked as mandatory with a red asterisk (*). It is crucial to provide a valid and active mobile number and email address, as this will allow the candidate to receive SMS and emails regarding vacancies, renewals, registrations, and other notifications.

Applicants belonging to categories other than General must upload their Category Certificate, which includes the issue date, certificate number, and a document in PDF format of the specified size, and then click on the Save button.

Upon clicking the save button, the software will display a popup confirming successful registration and provide a unique Registration number assigned to the applicant. It is essential for the applicant to record this number for future reference.
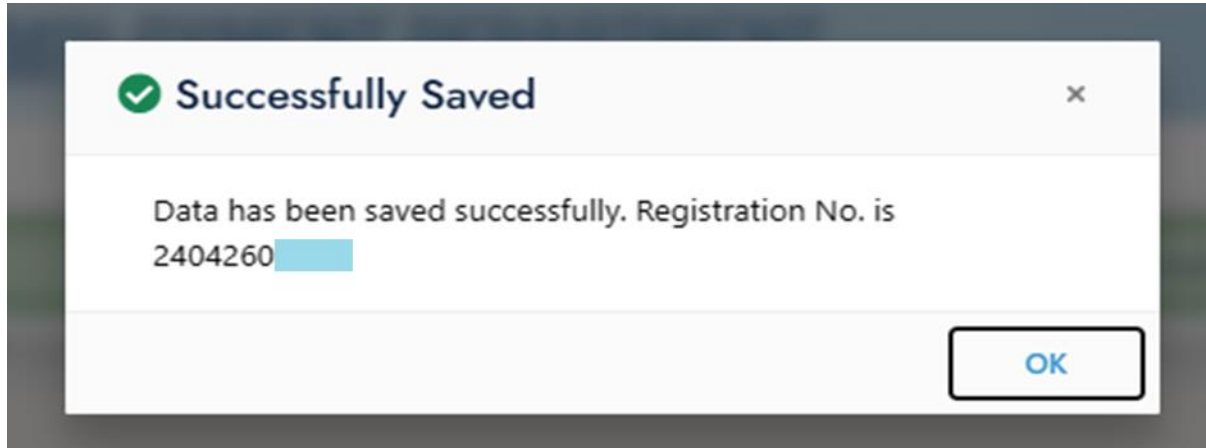
6.3.2 Contact Details

In the "Contact" section, users are required to provide their contact details, such as address, district, email, mobile number, and area. Optionally, they can upload a proof of address, but it is not mandatory. Moreover, if a user signs up using their email or mobile number, these details will be auto-filled in the respective fields. It is important to note that all communications will be directed to the contact information given. Users can save their information by clicking the "Save" button, which will trigger a popup confirming the successful saving of the data.

6.3.3 Education Details

In the "Education Qualification Details" section, users are required to input their qualification details by selecting the "Add New Qualification" button.
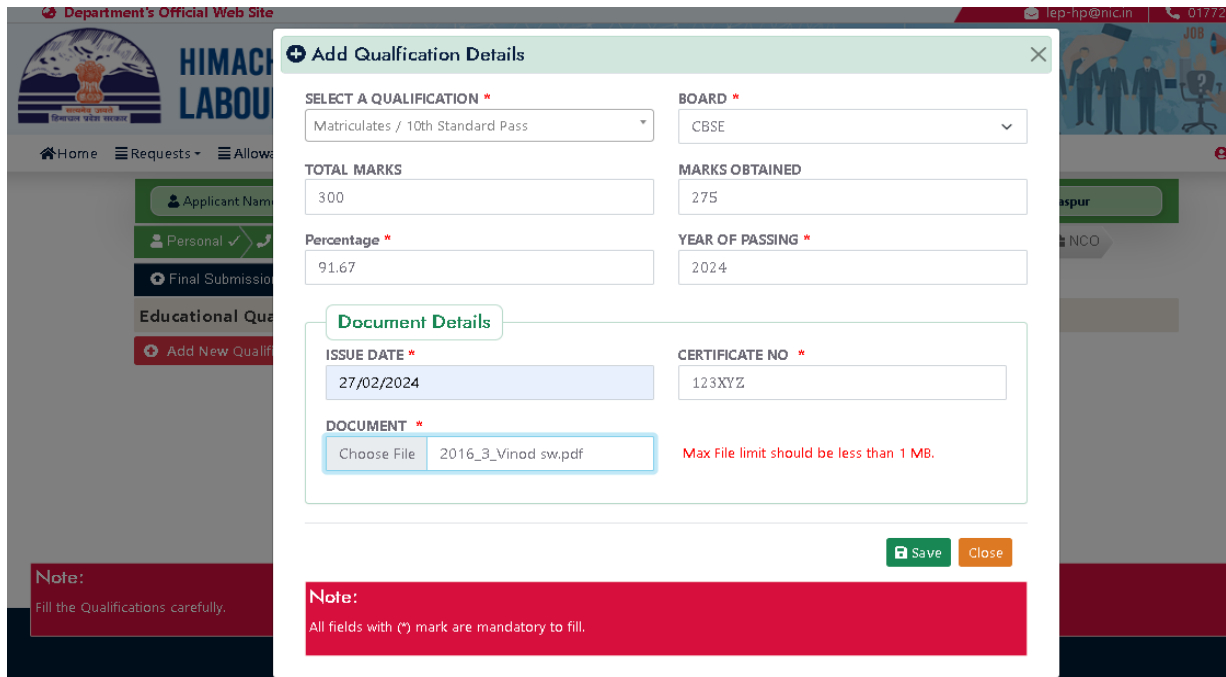
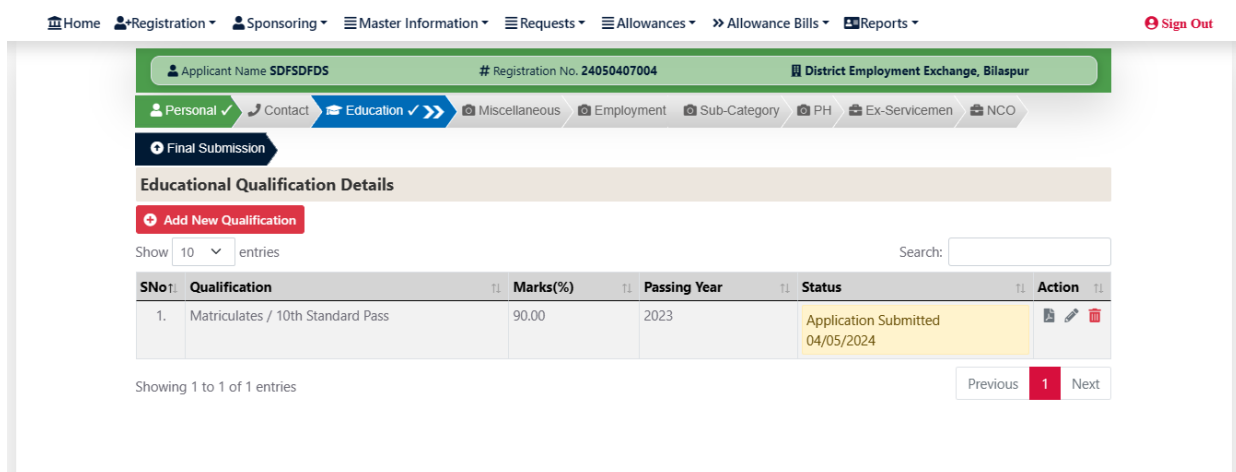A popup will appear as illustrated below. Users must enter their qualification details as requested in the form and upload the corresponding document. The qualification can be saved by clicking the 'Save' button.

The system will save the qualification details, enabling the user to update or delete the specified qualification at any time. Upon doing so, a popup notification will appear to confirm the successful submission of data.

6.3.4 Miscellaneous Details

Selecting the Miscellaneous tab will display a form that prompts users to input their physical details, desired salary, preferred sector, and languages they speak. Providing this information is optional. By clicking the "Save" button, users can store their data, which will be followed by a popup notification confirming successful submission.

6.3.5 Employment Details

Clicking on the Employment tab reveals a form that prompts users to indicate their employment status. Employed individuals are required to provide their job details as specified; others may select a different employment status. Upon saving this information by pressing the "Save" button, a popup will appear to confirm the data has been successfully submitted.

6.3.6 Sub-Category Details

In the " Sub-Category Details" section, users are required to input their Sub-Category details by selecting the "Add New Sub-Category " button.

A popup will appear as illustrated below. Users must select their sub-category in sub-category dropdown and attach the related document of that particular sub-category. By clicking the "Save" button, users can store their information, which will prompt a popup notification to confirm the successful submission of data.

The sub-category details will be saved, allowing the user to update or delete that specific sub-category at this time.

6.3.7 Physically Handicapped Details

In the " Physically Handicapped Details" section, users are required to input their Physically Handicapped details by selecting the "Add Physically Handicapped Details " button.

A popup will be displayed as indicated. Users are required to select their type of physical handicap, specify the percentage of disability, and upload the necessary documentation for the physical handicap. After clicking the "Save" button, the information will be saved, and a popup notification will confirm the successful data submission.

Once the details of the physically handicapped are saved, the user will have the option to update or delete that specific information at any given time.

6.3.8 Ex-servicemen Details

This tab is dedicated solely to Ex-servicemen. Applicants who do not qualify as Ex-servicemen are advised to skip this tab. Upon selecting the Ex-servicemen tab, a form will appear to enter Ex-servicemen credentials. Users may choose to upload their certificate or proceed without doing so. Clicking the "Save" button will save the information and trigger a popup notification confirming the successful data submission.

6.3.9 NCO Details

In this section, the user is required to assign up to three National Codes of Occupation (NCO) to the candidate, corresponding to the qualifications outlined in the "Education" tab. These NCOs are used to identify appropriate candidates for job vacancies.

After the NCOs have been successfully added, the user can then proceed to submit the application.

6.3.10 Final submission

At this stage, the finished application will be sent to the appropriate official at the employment exchange. A confirmation popup will appear with important instructions for saving the details. Upon clicking 'Ok', the

application will be officially submitted. The registration process is thus finalized, awaiting the exchange official's approval of the application.

7. Requests

7.1 Add Qualification

To input a candidate's qualifications, go to 'User Requests' and choose the 'Qualification' report. Within this form, you have the option to add, modify, or remove qualifications as necessary. To locate a candidate, enter their registration number and select the "Search" icon in the Status Column.

The Education section will become accessible for candidates to make any requested changes. Once the details are added or modified, the qualifications will be displayed in the grid, marked with the status "Application Submitted" along with the date of saving the information.

The user is required to click on the reply icon, which will display a modal with action options. The user should select either 'Approve' or 'Referred Back.' Subsequently, the qualification will be approved if there are no discrepancies.
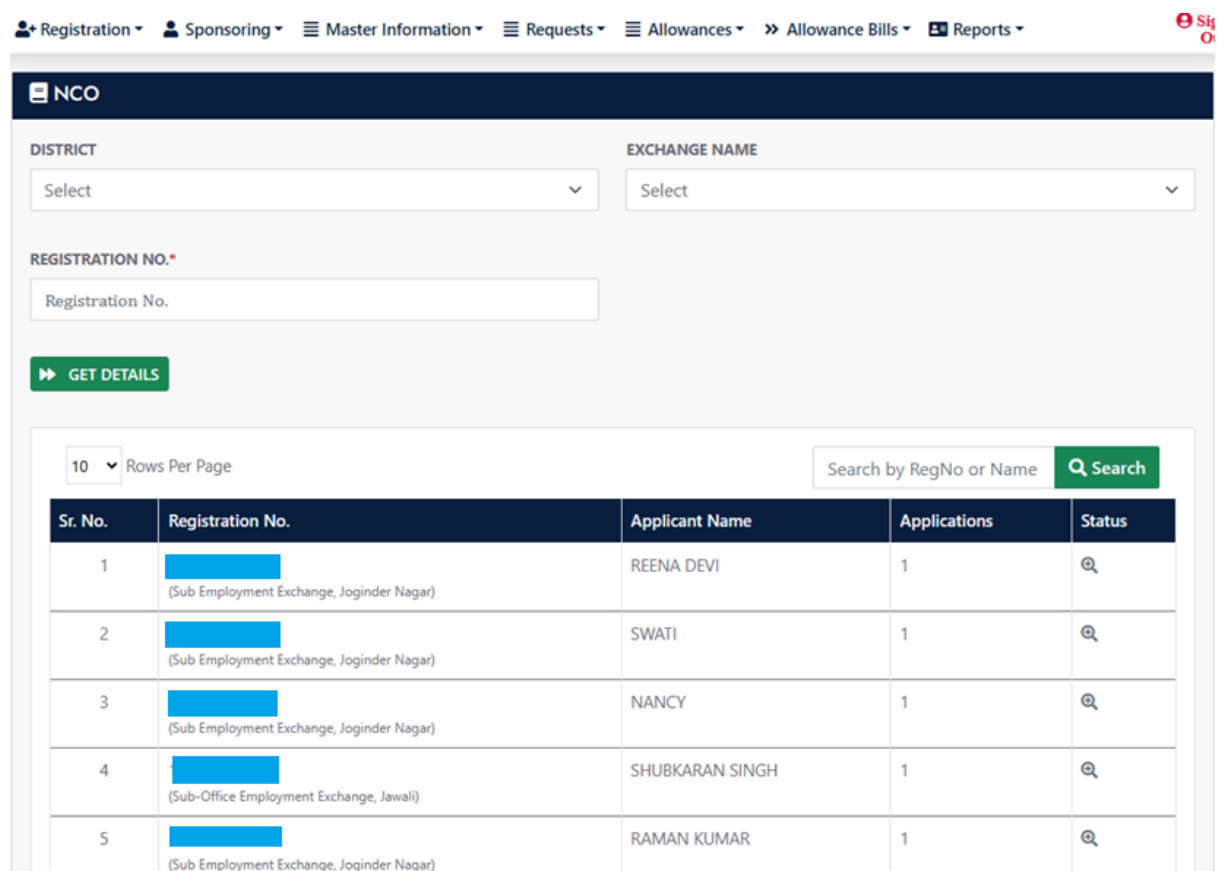
7.2 NCO

To add a candidate's NCO, go to 'User Requests' and choose the 'NCO' report. Within this form, you have the option to add, update, or remove an NCO as necessary. A user may add an NCO only if one or two NCOs are already saved, as a maximum of three NCOs is permitted. To locate a candidate, enter their registration number and select the "Search" icon in the Status Column.

The NCO tab will be made accessible for users to implement any changes requested by the candidate. After adding or altering the details, the NCO will appear in the grid, marked with the status "Application Submitted" and the date it was saved.
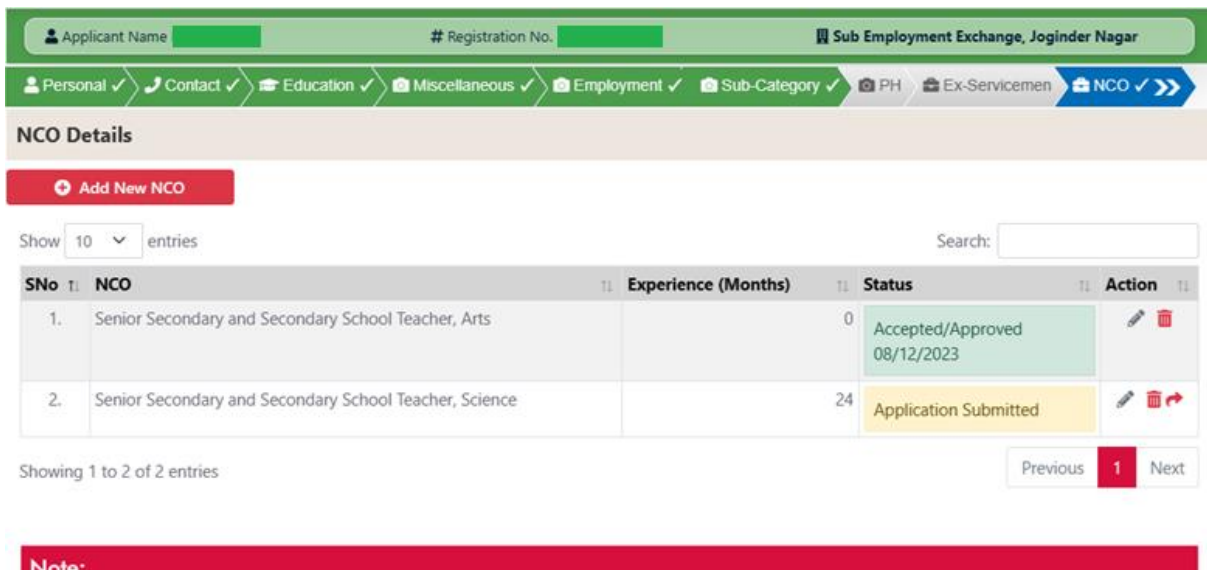
The user needs to click the reply icon, which will open a modal window where an action must be selected. The user should choose either 'Approve' or 'Referred Back.' Subsequently, the NCO will be approved if there are no discrepancies.
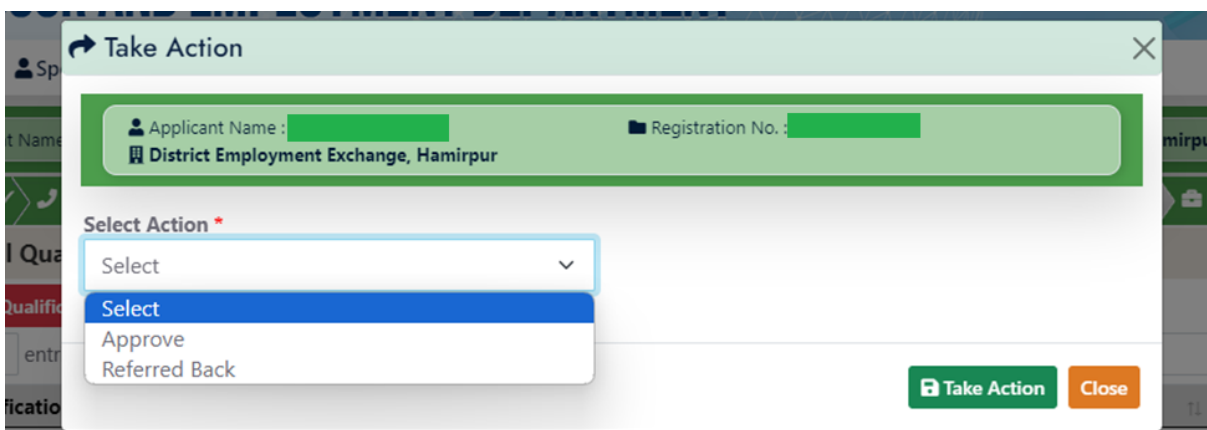

7.3 Sub-Category

To add a candidate's sub-category, go to 'User Requests' and choose the 'Sub-Category' report. In this section, you have the option to add, update, or remove a sub-category as required. To locate a candidate, enter their registration number and select the "Search" icon in the Status Column.

The Sub-Category tab will be available for users to make any changes requested by the candidate. After adding or modifying the details, the Sub-Category will appear in the grid with the status "Application Submitted" and the date it was saved.

The user is required to click on the reply icon, which will open a modal for action selection.

The user must then choose either 'Approve' or 'Referred Back.' Subsequently, the Sub-Category will be approved, assuming there are no discrepancies.
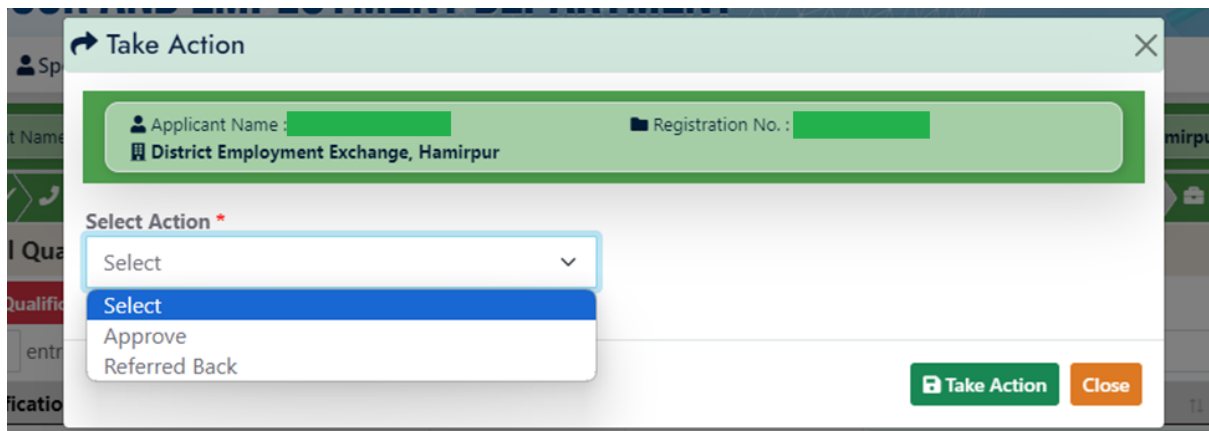
7.4 Add / Update Bank Details

If user wants to add its bank details have to click on menu Requests-> Update Bank Details. It will redirect user to the following form where user can add its bank details as shown below.

Users need to click on "Add Bank Account Information." Upon clicking, a popup will appear requesting the user's bank details.

Users must fill in the required fields and click on the "Save as Draft" button. A confirmation message will appear, and the application will be submitted.

Once approved, an SMS notification will be sent to the provided mobile number of that applicant.

7.5 Transfer Applicant

Sometimes, users may need to change their employment exchange due to the migration of the applicant's family to another region or for other reasons. Users can also transfer from their current exchange to the exchange of that particular region. To request a transfer, users should click on the 'Requests' menu and select 'Transfer Applicant'. This action will navigate the user to the page shown below. To initiate a new request, users should click on 'Click Here to Apply for Exchange Transfer Request'.

A popup will appear where the user must enter the necessary details for the specific exchange, as well as the address of the destination region. Providing proof of address is mandatory in this process. The user can save the information by clicking the 'Submit Details' button.

At this stage, the user's details are saved in draft mode, allowing the user to review the saved document and make any necessary corrections. Alternatively, if no changes are needed, the user can submit the details to the exchange office for approval by clicking on the right arrow icon as indicated below.

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.

After submission, no changes can be made to the application, and the applicant must wait for approval from the exchange officials. Once approved, the user will receive an SMS on the provided mobile number.

7.6 Renew Registration

Applicants already registered on the portal may renew their registration every three years from the initial registration date. After the renewal date, a two-month grace period is provided; however, it is advisable to renew promptly. Registrations should be updated every three years or when new qualifications or work experiences are added to the applicant's profile. The software also sends three reminder SMS messages, spaced ten days apart, to the applicant's registered mobile number as the expiration approaches. Applicants may renew their registration independently or through an employment exchange office.

For renewal, the exchange officer must navigate to the menu: Requests > Renew Registration.

After clicking, the user will be redirected to the renewal page, which displays the candidate's prefilled details and a 'Renew' button as illustrated below.

Exchange officer must click the 'Renew' button to renew their registration. Upon successful renewal, a success message box will appear, and users will also receive a confirmation SMS on their provided mobile number.

7.7 Change Email / Mobile

An exchange officer can change the applicant's email or mobile number by selecting 'Request' and then 'Change Email/Mobile,' which will direct the user to the respective interface.

To update contact information, the user should click on the 'Add New Request' button. A popup will then appear, prompting the user to enter the new email or mobile number that the applicant wishes to change. After

entering the mobile number or email, the user must click 'Save' to submit the updated details.

After the record is saved, a popup message will be displayed. An OTP will be sent to the applicant's mobile number, or a verification link will be sent to their email address, which the exchange officer will utilize to confirm these details.

The following screen will appear where user have to click on verify mobile as shown below.

A new screen will appear where the user must enter the OTP sent to the applicant's new mobile number, or click on the link sent to the email address provided.

The exchange official will enter the OTP, input the captcha, and then click on the submit button. A message confirming success will be displayed.

The user will be redirected to the previous screen where they can view the old email or mobile number, alongside the updated email or mobile number, and the status of their request.

7.8 Update Registration Date

If an Employment Exchange official detects an error with the registration date and wishes to modify an applicant's registration date, the user has the functionality to do so. The user must select 'Requests' and then 'Update Registration Date.' This action will navigate the user to the form provided below.
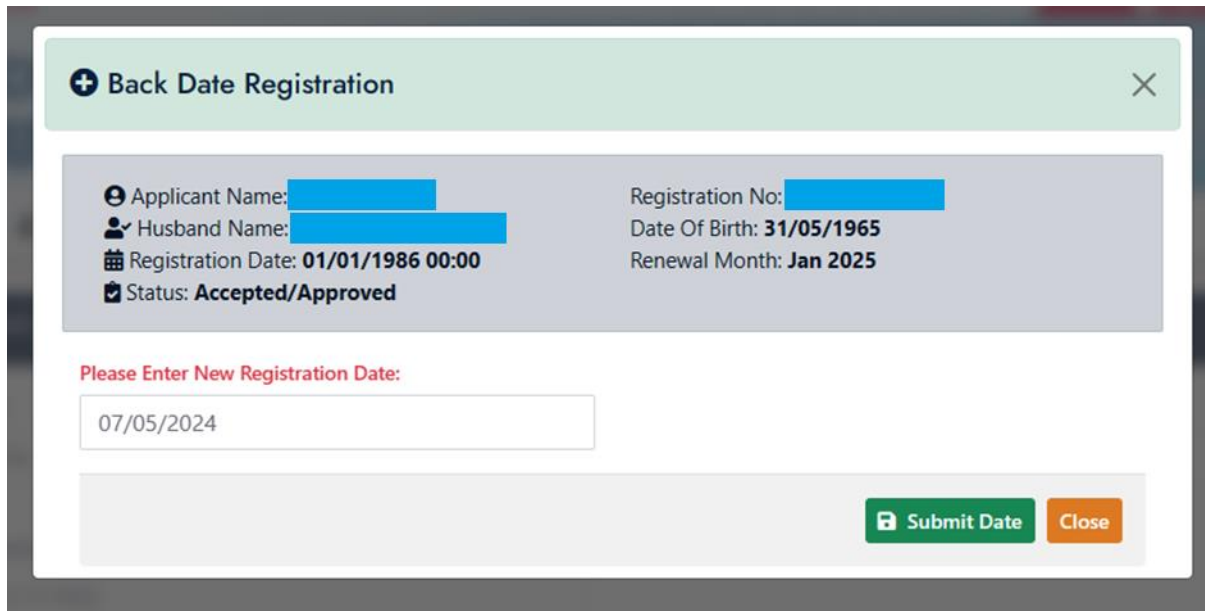
The user must select the applicant's exchange and enter the registration number, then click on the 'Get Details' button. A popup will appear, displaying the applicant's details for clarity. At this point, the exchange official will be prompted to enter a new registration date.

After entering, click on the 'Submit Date' button. A confirmation popup will appear, and you must click 'OK'. You will receive a message confirming the successful update of the registration date.

7.9 Update Login Details

In this menu, the exchange official can verify the applicant's login credentials. The user is required to select the applicant's exchange and input the registration number before clicking the 'Get Details' button. Subsequently, the next screen will be displayed.

If an applicant's mobile number or email is verified, the exchange official does not have the authority to alter the applicant's mobile number or email.

If not, the user can click on the right arrow to open a popup. In this popup, the exchange official can update the applicant's email or password and then click on the 'Save' button. A confirmation message will be displayed upon the successful saving of data.

7.10 Employer Approval (Directorate User)

This menu is exclusively for directorate level access. Users with this privilege can review the details submitted by employers as well as any accompanying documents.

If no discrepancies are found, the user can approve the employer; otherwise, they should refer the application back by clicking on the right arrow button. A popup will then appear, allowing the user to take the appropriate action. The employer will receive a message of approval or referral on their provided mobile number.

8. Allowances

8.1 Skill Development Allowance

To apply for the SDA allowance, users should navigate to the 'Allowances' section and select 'SDA Allowance'. User is required to enter details about the Institution and Course, and upload the enrollment or admission certificate from a skill development training course before clicking the "Save" button.

After saving the application, the user must click the "Submit" button for final submission as indicated below. Once the "Submit" button is clicked, no changes can be made to the application form, and it will be forwarded to the employment exchange.

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.
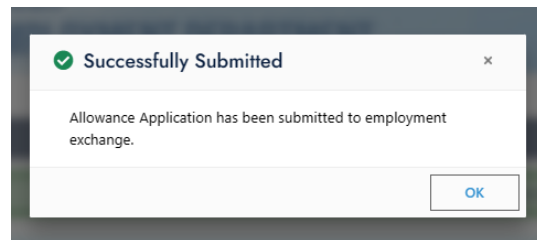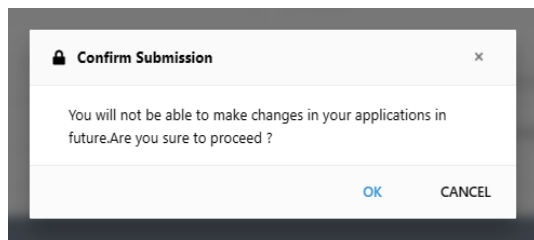
The exchange officer will review the entered details and approve the application if no discrepancies are found. The applicant will then receive an SMS notification on the registered mobile number regarding the approval or referral.

For eligibility, the applicant must:

(i)   registered in any Employment Exchange in the State as on date of application.
(ii)   Bonafide Himachali.
(iii)   Must have passed minimum 8th but there will be no requirement of minimum qualification for admissibility of allowance.
(iv)   Be in the age group of 16 to below 36 years.
(v)   Annual family income should be less than Rupees Two lakh from all sources.
(vi)   Must be enrolled in skill development training anywhere in India.
(vii)   Should not be employed under the Government/its agencies, public sector undertakings/bodies/boards/corporations and neither employed in private sector nor self-employed
(viii) should not be a dismissed Govt. employee
(ix)   Should not be convicted of any offence resulting in imprisonment for a period of 48 hours or more.

The allowance is payable @ Rs.1000/- per month to beneficiaries and @ Rs.1500/- per month to the physical challenged, who have 50% permanent disability, for the duration of the skill development training subject to maximum 24 months. The duration of the allowance is for duration of trainings done subsequent to one another, subject to the maximum period of 24 months. For example, if one does a 6-month training in the first instance, and does a 1-year training later, she/he will be eligible for allowance for 1 year 6 months, subject to upper limit of 24 months.

8.2 UnEmployment Allowance

To apply for the UMP allowance, exchange official should navigate to the 'Allowances' section and select 'UMP Allowance'. User can review the details, upload the required document proving family income, and click the "Save" button.

The eligibility criteria require the applicant to be unemployed, not engaged in any government or private sector job, not self-employed, and a bona fide resident of Himachal Pradesh. The applicant should have completed a minimum of 10+2 level education from a board, university, or institution recognized by the H.P. Government. It is compulsory to be registered with an Employment Exchange in Himachal Pradesh for at least one year as of the application date. The combined annual family income, including that of the spouse, should not surpass Rs. Two Lakhs for the financial year preceding the application date. The age of the applicant must be between 20 to 35 years at the time of applying. They should not be self-employed, a dismissed government employee, convicted of a crime leading to imprisonment for 48 hours or more, enrolled as a regular student, or a beneficiary of the Skill Development Allowance.
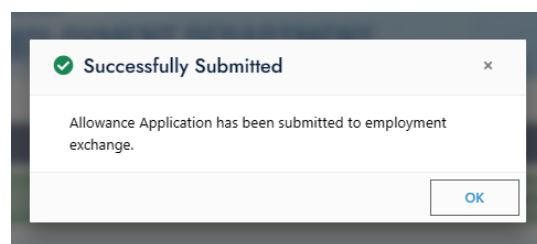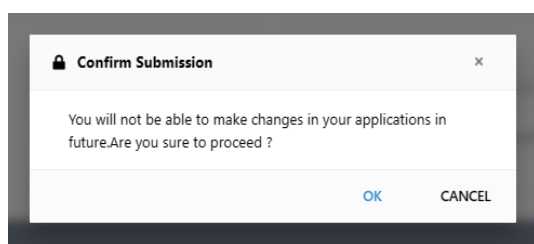
Once the application is saved, the user must click the "Submit" button for the final submission as shown below. After clicking the "Submit" button, the application form cannot be altered.

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.

The exchange officer will review the details and approve the application if no discrepancies are found. The user will then receive an SMS notification on the registered mobile number regarding the approval or referral.

8.3 ISDA Allowance

To avail ISDA allowance, the exchange official must move the cursor to Allowances and then to ISDA Allowance. The user can check the details and upload the supporting document and click on "Save" Button. The Department offers programs through Private Industrial Establishments aimed at enhancing the skills and employability of applicants but the candidate should fulfill the eligibility criteria.

An individual must be newly employed in any industry or industrial establishment, or engaged as an apprentice trainee as defined under the Scheme, or as a part-time worker. They must be a bona fide resident of Himachal Pradesh. There is no minimum educational qualification required for eligibility under the Scheme; applicants of any educational level, including those who are illiterate, or have completed the 5th or 8th grade, are eligible. They must be registered with any Employment Exchange in Himachal Pradesh as of the application date. Applicants must be 18 years or older but under 36 years of age as of the application date. They should not have free residential facilities provided by the employer, nor should they be dismissed government employees. They must not have been convicted of any offense resulting in imprisonment for 48 hours or more. They should not have previously received Skill Development Allowance or Unemployment Allowance for 24 months. However, if they have received Skill Development Allowance or

Unemployment Allowance for less than 24 months, they are entitled to the allowance under this Scheme for the remaining months, subject to meeting the eligibility conditions. This benefit is extended to every new employee in industries in Himachal Pradesh earning a gross monthly salary, emoluments, or stipend of Rs. 15,000 or less per month, where gross salary includes basic pay and all other monthly emoluments except bonuses or other annual incentives.

After clicking on "Submit" button, the user cannot make any changes in the application. The exchange officer will then check the details and will if there are not any discrepancies.

The remainder of the process will follow the same procedures as the SDA and UMP allowance, as previously outlined.

7.4 Approve/ Refer Back

To approve or refer back an allowance, the user must click on the 'Allowances' menu, then select 'Approve/Refer Back'. This action will redirect the user to a form where they can approve or refer back the

candidate's application by entering the registration number and clicking the "Get Details" button.

The candidate's details will be displayed, allowing the user to check and verify the information before either approving or rejecting the allowance. To approve and forward the allowance, the user must click on the "reply" icon.

A modal will appear displaying all the candidate's details. The user can approve or refer the candidate's application back by choosing the 'Approve' or 'Refer Back' option from the 'Select Action' dropdown, provided there are no discrepancies, and then click on the 'Take Action' button to finalize the application request.

7.5 Stop Allowance

To stop an allowance, the user must navigate to the Allowances menu and select "Stop Allowance." This action will direct the user to a form where they can terminate a candidate's allowance by inputting the registration number and clicking the "Get Details" button.

The relevant details of the candidate will be displayed, and the user has the option to discontinue the allowance. To stop the allowance, the user must click on the "reply" icon.

A modal will appear displaying all the candidate's details. The user must then enter remarks to temporarily halt the allowance, meaning no further payments will be made. To finalize the application request, click on the "Stop Allowance" button.
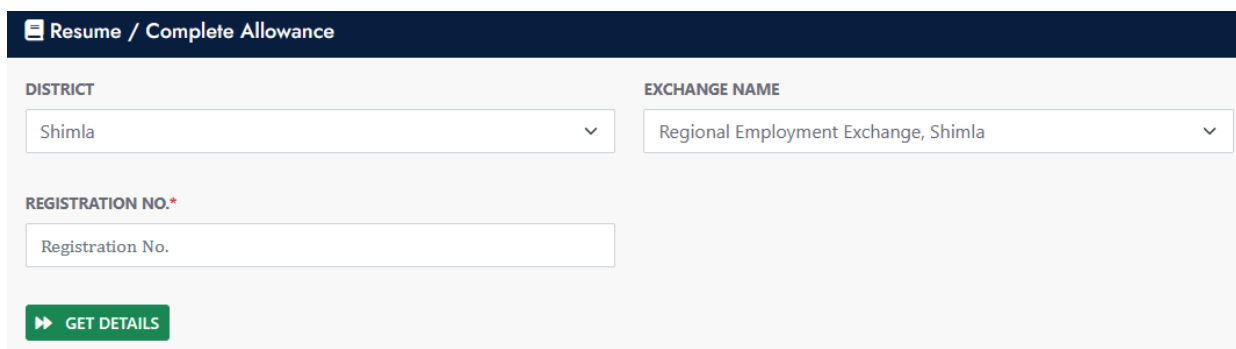

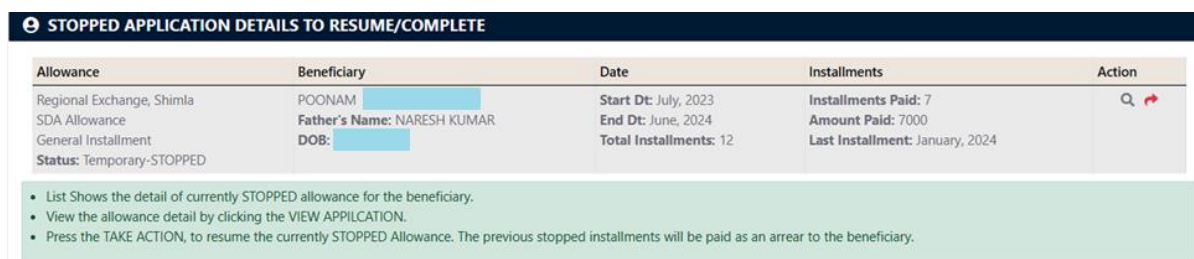The software will show a popup to confirm that the data has been successfully saved and the candidate's allowance will be discontinued.

7.6 Resume/ Complete Allowance

To resume or complete an Allowance, the user must navigate to the Allowances menu and select 'Resume/Complete Allowance'. This action will direct the user to a form where they can resume or complete the candidate's allowance by entering the registration number and clicking the 'Get Details' button.

The corresponding details of the candidate will be shown and the user can Resume/ Complete the allowance. The user needs to click on "reply" icon to Resume/ Complete the allowance.

A modal will pop up and all the details of the candidate will be shown below. The user now has to enter the remarks to Resume/ Complete the allowance and can change the allowance End Month, which must be between "last Paid Installment Month" and "Allowance End Month". Then click on "Resume/ Complete Allowance" button to complete the application request.

7.7 Remove from Bill Order

To remove a beneficiary from a bill, the user must navigate to the menu Allowances -> Remove from Bill Order. This action will redirect the user to a form where they can remove a beneficiary from the bill in case of discrepancies in the beneficiary's details, such as missing necessary information or incorrect details. The user will need to enter specific details like district, exchange, Xbill Number, Application Number, Allowance Type, and For the Month, as illustrated below.

Upon selecting the "Remove Beneficiary" button, a modal appears displaying the beneficiary's registration number, name, and last installment paid. To remove the beneficiary from the bill, the user must then click the "remove" button.
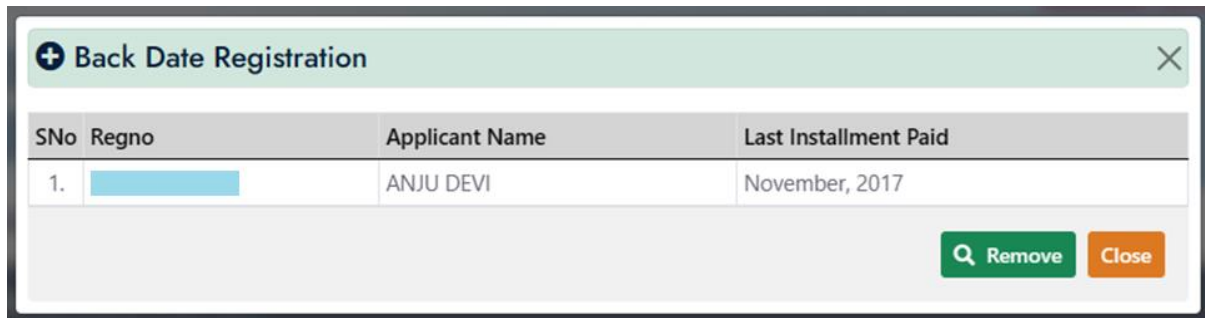
A confirmation popup will appear, providing essential instructions for removing the beneficiary as shown below. Upon clicking 'Ok', the beneficiary will be removed from the bill successfully.
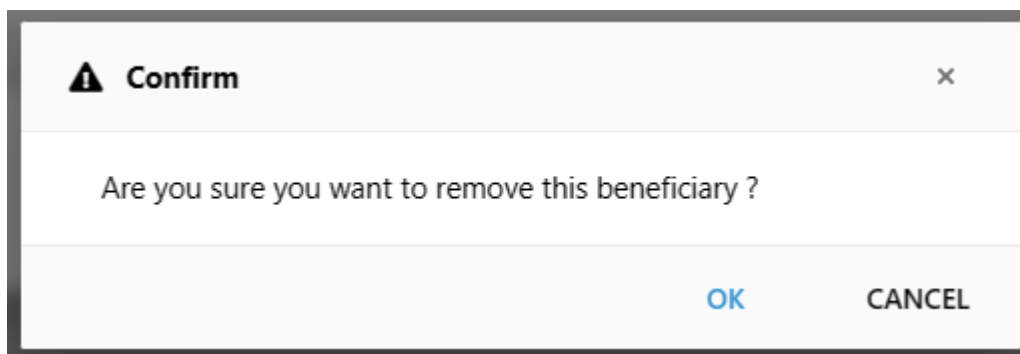
7.8 Bills Orders Generated

To view previously generated bills along with the current one, the user should navigate to Allowances -> Bills Orders Generated in the menu. This action will redirect the user to a form where they can see the bills generated for a specific exchange, including all allowances and the period between the Generation Date. Additionally, the user can access a report for a specific allowance and Xbill Number from the grid. This report will display a list of beneficiaries receiving that allowance, complete with bank details such as IFSC and account number, as well as details of the allowance, including the payable amount and the corresponding month.

7.9 Bills Submitted to Treasury

To view the bills submitted to the treasury, users should navigate to the menu Allowances -> Bills Submitted to Treasury. This action will redirect them to a form where they can view the bills submitted for a specific exchange, including all allowances and the period between the Generation Date. Additionally, users can access a report detailing a specific allowance, Xbill Number, XTbill number, beneficiary count, and the amount due for payment. The grid will display a list of beneficiaries receiving the allowance, along with their bank details such as IFSC and account number, and details of the allowance including the payable amount and the corresponding month.

8. Allowance Bills

8.1 Bill Order Generation

To generate a bill, users must navigate to the menu Allowance Bills -> Bill Order Generation. This action will redirect them to a form for bill generation. Users can view the beneficiary list by entering details such as district, exchange, allowance type, disbursement category, and month. They can also review beneficiary details.

If discrepancies are found, users have the option to modify beneficiary details before generating the bill order. After submission, the details of the submitted beneficiaries can be viewed under the "Bill Orders Generated" section, and no further changes can be made.

Beneficiaries Bill Order Generation

District *
Bilaspur

Exchange *
District Employment Exchange, Bilaspur

Allowance Type *
SDA Allowance

Disbursement Category *
SC-Category

For the Month *
05/2024

🔍 View Beneficiary List

Please Verify the Beneficiary List before generating the BILL ORDER. After Bill Generation no changes can be carried out

▶ Generate Bill Order

ℹ **INSTRUCTIONS**

- Used by the Sub Employment/District/ Regional Employment official to generate Bill order for the beneficiaries along with their installment amount details to be paid for the selected month.
- The official can view the detail of each beneficiary to whom allowance is to be paid for the selected (Allowance, Category and Particular Month). VIEW BENEFICIARY LIST shows the detailed information including the Bank account details for each beneficiary where payments are to be made.
- Once submitted the information can't be changed. Please go through the Beneficiary List carefully and generate the order only if everything founds OK.
- Once submitted, the details of beneficiaries submitted can be viewed in the BILL ORDERS GENERATED option.
- **Note:** Beneficiaries whose Bank Account details are not correct will be automatically rejected by the application. These left-over beneficiaries if any, can be viewed by again clicking the VIEW BENEFICIARY LIST option after Generating the BILL ORDER.

A confirmation popup will appear, providing essential instructions for the submission of the bill as shown below. Upon clicking 'Ok', the bill will be generated successfully.

🗑 **Confirm Submission**   ✕

You will not be able to make changes in beneficiaries in future. Are you sure to proceed and submit the selected beneficiaries to DDO ?

OK   CANCEL

8.2 Bills Preparation and DDO Submission

To prepare and submit a bill to the DDO, users should navigate to the 'Allowance Bills' menu, select 'Bills Preparation and DDO Submission', which will direct them to a form for bill preparation and submission. In this form, users can enter details such as district, exchange, allowance type, and disbursement category to view and prepare the allowance bill for submission.

Additionally, users can access a report listing beneficiaries, detailing the allowance amount, bank information like IFSC and account number, and the applicable month. Bills should be prepared according to categories for submission to the corresponding DDO and treasury. Upon verifying that there are no discrepancies, users can click the 'Prepare Bill' icon to proceed with the submission.

A confirmation popup will appear, providing essential instructions for the preparation of the bill as shown below. Upon clicking 'Ok', the bill will be prepared successfully and forwarded to the DDO for further processing.
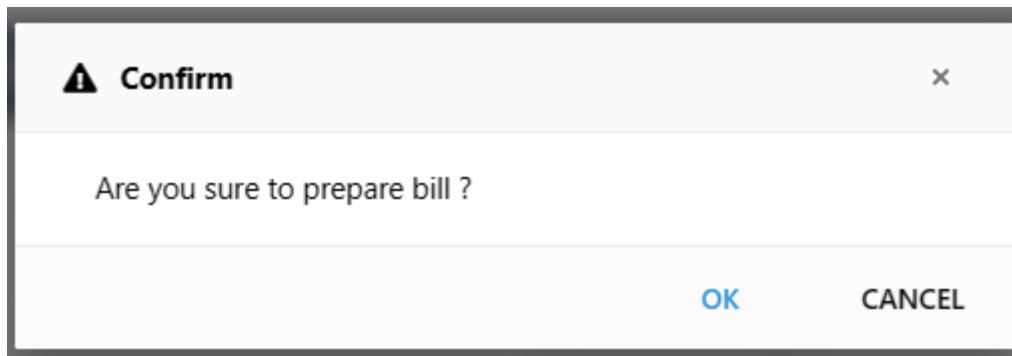
8.3 Treasury Submission

To submit or revert a bill, users must navigate to the Allowance Bills -> Treasury Submission menu. This action redirects to a form for sending bills to the treasury.

Users can view a list of all bills prepared by the exchange official that have not yet been submitted to the treasury. Alternatively, users can view a specific bill by entering the district, exchange, allowance type, disbursement category, and then viewing the Allowance bill details.

Bill details can also be viewed by clicking the "Eye" icon in the Bill Detail column. Users must verify that the correct Treasury Code, DDO Code, and HOA (Head of Account) are associated with the bill. By clicking the "Submit Bill" button, the prepared bill is submitted online to the treasury along with the beneficiaries' details.

If discrepancies are found in the beneficiary list, users can revert the bill by clicking the "Revert Bill" button. The bill will then be reverted and returned to the bill generation stage. A bill can only be reverted if it has not been sent to the treasury.

A confirmation popup will appear with essential instructions for submitting the bill to the treasury as shown below. After selecting 'Ok', the bill will be forwarded to the treasury. Similarly, a confirmation popup will display important instructions for reverting the bill as depicted below. Upon clicking 'Ok', the bill will return to the bill generation stage.

8.4 Pending Treasury Bills

To check the status of a pending bill, click on 'Allowance Bills' followed by 'Pending Treasury Bills' in the menu. This action will take you to a form where the status of the pending bills can be viewed.

Here, users can view a list of pending bills submitted to the treasury; however, payments have not yet been made to the beneficiaries for these bills. Users can check the status of a bill, which the treasury monitors through a service and updates daily. To view the current status, users may click on the "Edit" icon. Additionally, users can access the treasury report by clicking on "T-bill No" in the Treasury Detail Column.

8.5 Compiled Bills

To check the status of a compiled bill, click on 'Allowance Bills' followed by 'Compiled Bills' in the menu. This action will take you to a form where the status of the compiled bills can be viewed.

Here user can view the compiled bills of current month of any allowance and compiled bills of previous month also by selecting the date and the allowance type.

8.6 Objected / Deleted Bills

Bills may be objected to by the treasury department if discrepancies are found. Users can view these bills by selecting 'Allowance Bills' and then 'Objected / Deleted Bills' from the menu. Here, users can see the objected bills and the status of the objection. Users can also revert the bill by clicking on the back-arrow button in the revert column to make further corrections and resubmit it to the treasury.

9. Managing Masters (Directorate User)

In this menu, users can modify all master records. They have the ability to add or remove any details in any master according to their needs. For instance, if a user wishes to add a new qualification, they must navigate to Master Information -> Qualification Master, where the corresponding form will be displayed.

Users can add a new qualification by clicking the 'Add New Qualification' button. A popup will appear, allowing users to enter their new qualification details and then click the 'Save' button to store the information.

Similarly, users can add or update the details of other masters according to their requirements.

10. Viewing Reports

In the report's menu, users will find submenus for various reports such as registration, allowance, and vacancies, among others. Here, users can generate the reports for any section according to their needs. Reports can be generated in PDF format, and some reports can also be generated in Excel format.

11. Changing Password

If a user wishes to change their password, they should click on the 'Sign Out' button. A popup will appear, providing the option to change the password.

Upon choosing 'Change Password', users will be redirected to the form described below. They must enter their current password and then create a new password following the guidelines outlined in the password policy. Afterward, users should click on the 'Proceed' button. A confirmation popup will appear, prompting users to click the 'OK' button to confirm. Upon completion, users will receive a message confirming the successful change of their password.

12. Change Email / Mobile

If a user wishes to change their email/ mobile, they should click on the 'Sign Out' button. A popup will appear, providing the option to change the email / mobile.

On clicking will direct the user to the respective interface.

To update contact information, the user should click on the 'Add New Request' button. A popup will then appear, prompting the user to enter the new email or mobile number that the applicant wishes to change. After entering the mobile number or email, the user must click 'Save' to submit the updated details.

After the record is saved, a popup message will be displayed. An OTP will be sent to the user's mobile number, or a verification link will be sent to their email address, which the exchange officer will utilize to confirm these details.

The following screen will appear where user have to click on verify mobile as shown below.

A new screen will appear where the user must enter the OTP sent to the user's new mobile number, or click on the link sent to the email address provided.

The user will enter the OTP, input the captcha, and then click on the submit button. A message confirming success will be displayed.

The user will be redirected to the previous screen where they can view the old email or mobile number, alongside the updated email or mobile number, and the status of their request.

13. Publishing vacancies

To publish a vacancy, users should navigate through the menu by selecting 'Sponsoring', then 'Vacancy', and finally 'Publish Vacancy'. This will open a form to enter and publish the vacancy details. Users must select an employer from the dropdown menu, which will display a list of vacancies with their details. In the 'Action' column, users have two options: they can either delete the vacancy using the "trash" icon or publish it using the "arrow" icon. Once a vacancy is published, candidates will be able to apply for it through their login as it will be visible on their dashboard.

A confirmation popup will appear, providing essential instructions for publishing the vacancy as shown below. Once you click 'Ok', the vacancy will be published. Similarly, a confirmation popup will appear with important instructions for deleting the vacancy as shown below. After clicking 'Ok', the vacancy will be removed.

| ⚠ Confirm ✕	⚠ Confirm ✕
Are you sure to Publish this Vacancy?	Are you sure to Delete this Vacancy?
OK CANCEL	OK CANCEL
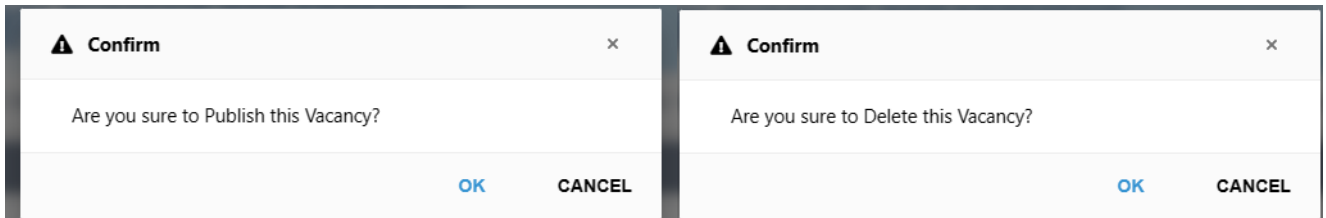
An informative popup will appear stating "Vacancy has been published successfully," as shown below.

An informative popup will appear stating "Vacancy has been deleted successfully," as illustrated below.

Info   ✕
Vacancy has been Published Successfully. Kindly Shortlist Candidates and Call For Interview.
OK

Info   ✕
Vacancy has been Deleted.
OK
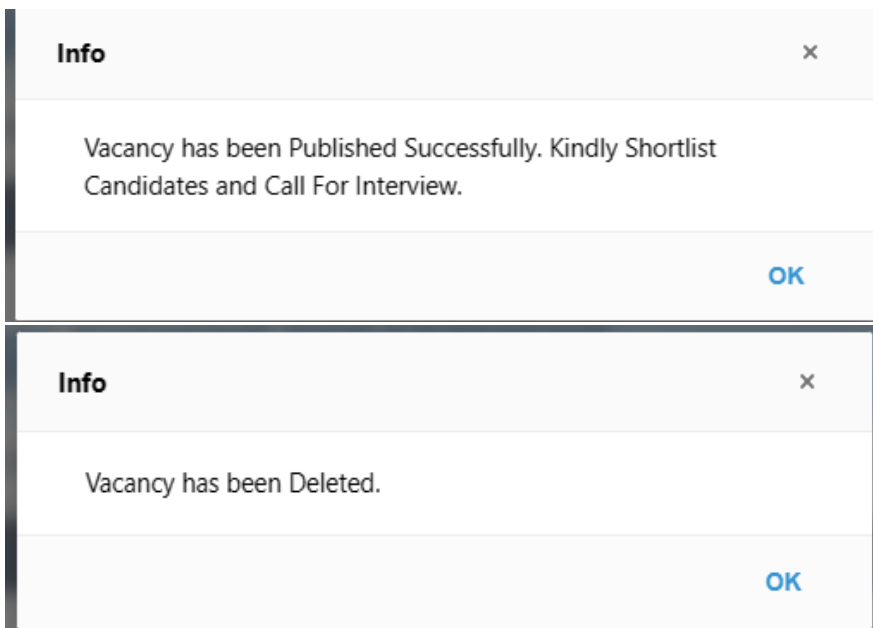
14. Application Fee

Note: There are no fees required for the Registration and Renewal Process.