



**HIMACHAL PRADESH  
LABOUR AND EMPLOYMENT DEPARTMENT**

# **USER MANUAL BOOKLET FOR EXCHANGE OFFICIALS**

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**NATIONAL INFORMATICS CENTRE  
HIMACHAL PRADESH STATE CENTRE SHIMLA**

E-mail: [sio-hp@nic.in](mailto:sio-hp@nic.in)



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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

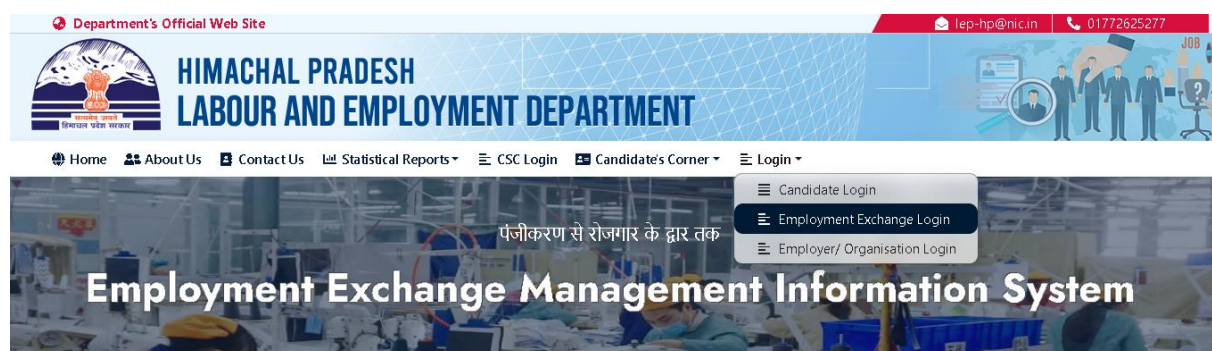
2.1 Checklist of documents for online paperless registration:

- 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.

The screenshot displays the official website of the Himachal Pradesh Labour and Employment Department. The header features the department's logo and name, along with contact information: 'lep-hp@nic.in' and '01772625277'. A navigation menu includes 'Home', 'About Us', 'Contact Us', 'Statistical Reports', 'CSC Login', 'Candidate's Corner', and 'Login'. The main content area is titled 'Employment Exchange Login' and contains the following elements:

- A message: "User needs to first time SIGN UP to create Login Id, which can be the valid email Id / Mobile No.being used by the user."
- A large image of a person's hands holding several small white icons representing people.
- Form fields: "Login ID \*", "Password \*", and "Enter Captcha Text \*".
- A "Forgot Password?" link.
- A "Login" button.
- A "New User? Sign Up" link, where "Sign Up" is highlighted with a red box.
- A note: "Activation link not received? Click here for new link."
- A security warning: "Your IP: 10.146.2.67 is being monitored for security purpose".

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.

Department's Official Web Site | lep-hp@nic.in | 01772625277

# HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home | About Us | Contact Us | Statistical Reports | CSC Login | Candidate's Corner | Login

### INSTRUCTIONS

The Password created can be any new password to be used for using the Portal. Once set the password can be changed at any time by the user.

Employment Exchange official posted in an Employment Exchange can SignUp using the valid MobileNo./ EmailId to use the Portal related to the concerned Employment Exchange.

In order to protect your account make sure your password:

- ✓ Is At least **one letter**
- ✓ Is At least **one capital letter**
- ✓ Is At least **one number**
- ✓ Is At least **one special character (\$#%&@)**
- ✓ Is At least **6 characters** and maximum **10 Characters**

One can login once their SignUp request is approved and mapped to the respective Employment Exchange by the Portal Admin.

### Sign Up (Only For Department Officials)

Department \*  
Labour and Employment

Department Official's Name \*  
Akhil shyam

Enter Department Official's Mobile No \* ✔ Available  
1234567892

OR

Enter Department Official's Email Id \*

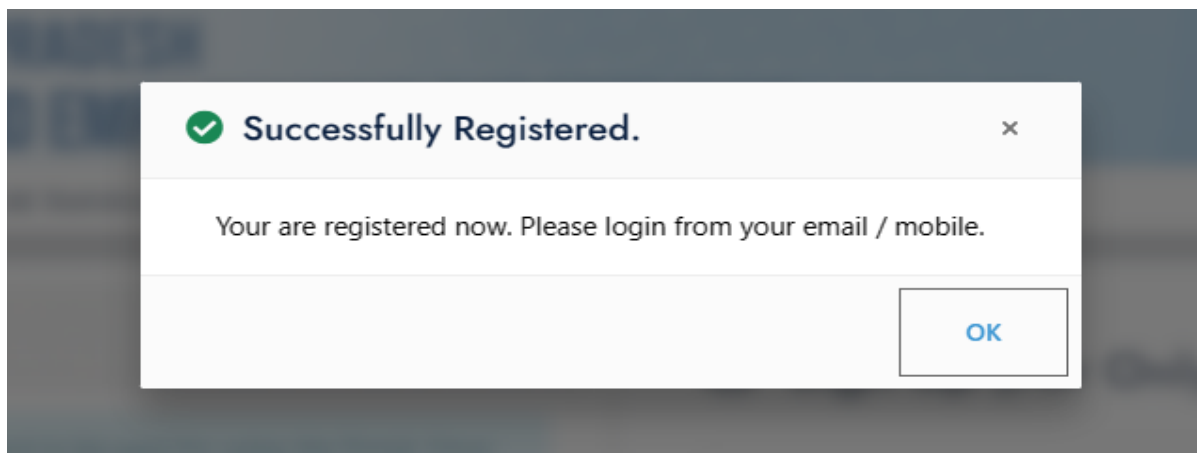
Password \*  
\*\*\*\*\*

Confirm Password \*  
\*\*\*\*\*

aShqB7 ✖ Enter Captcha Text \*  
aShqB7

**Sign Up**

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.



Department's Official Web Site lep-hp@nic.in 01772625277

**HIMACHAL PRADESH  
LABOUR AND EMPLOYMENT DEPARTMENT**

Home About Us Contact Us Statistical Reports CSC Login Candidate's Corner Login

### Account Activation

Mobile No. \*\*\*\*67891

OTP \*

Enter OTP sent to your mobile number \*\*\*\*67891. In case you have not received the OTP, [Click here](#) to Resend OTP

**Activate**

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

Department's Official Web Site lep-hp@nic.in 01772625277

**HIMACHAL PRADESH  
LABOUR AND EMPLOYMENT DEPARTMENT**

Home About Us Contact Us Statistical Reports CSC Login Candidate's Corner Login

User needs to first time SIGN UP to create Login Id, which can be the valid email Id / Mobile No. being used by the user.

### Employment Exchange Login

Login ID \* 1234567892

Password \*

[Forgot Password?](#)

w13gP5 Enter Captcha Text \* 123456

**Login**

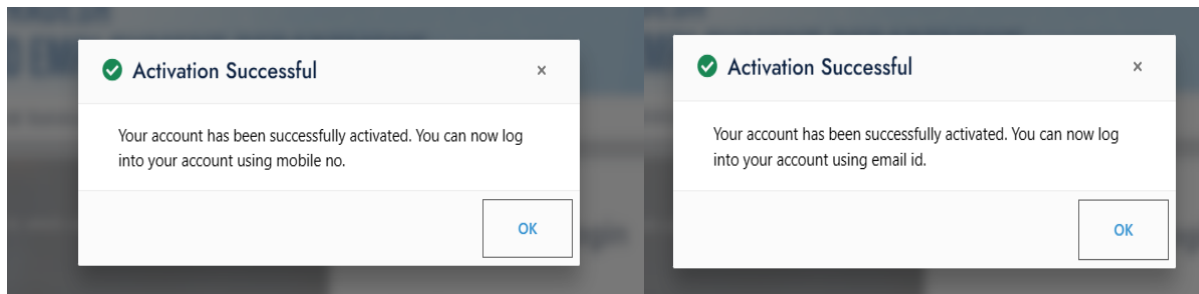
New User? Sign Up

Activation link not received? [Click here](#) for new link.

⚠ Your IP: 10.146.2.67 is being monitored for security purpose

In both scenarios, a successful activation message will be displayed. Once the account is activated successful user can login with the credentials.



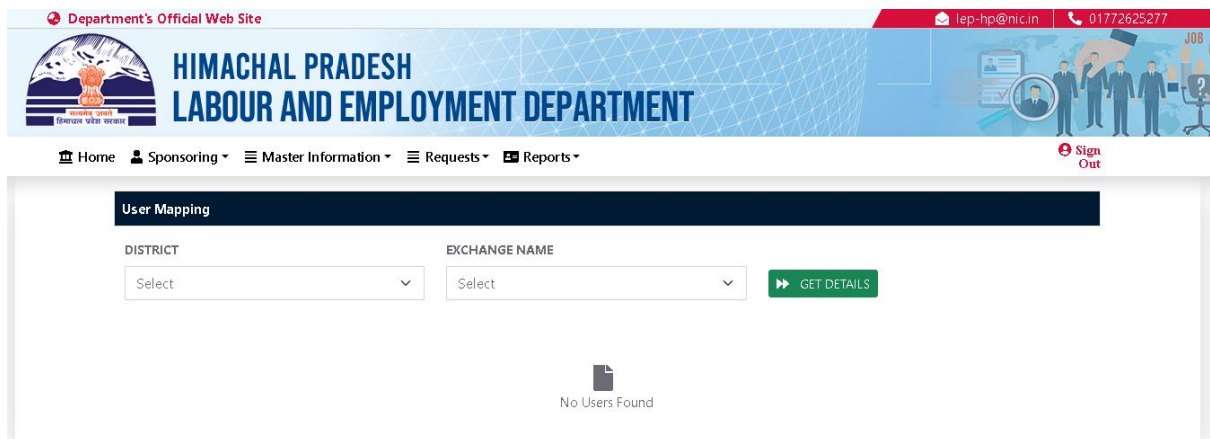


## 5.Mapping Officials (Directorate level)

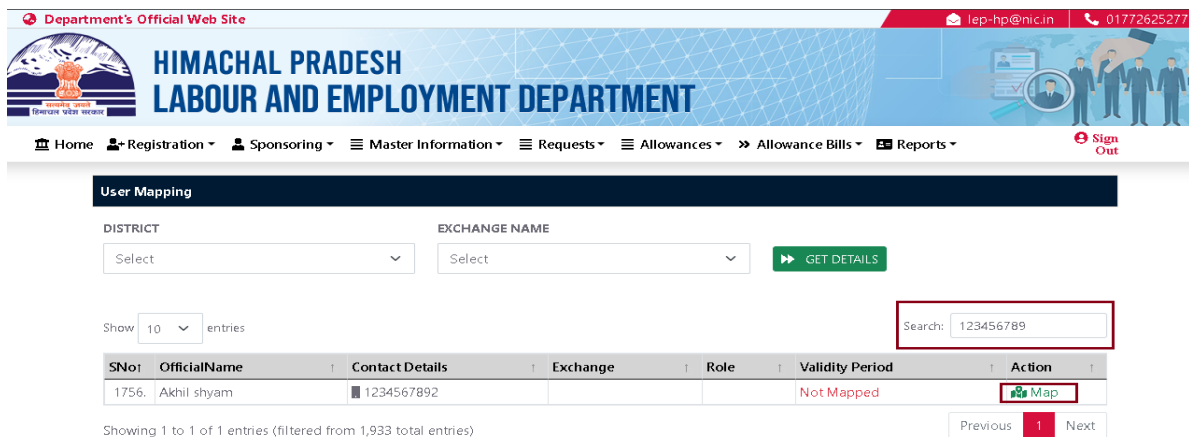
Once the account is successfully activated, it should be linked with the user's respective employment exchange. This mapping process can be conducted at the Directorate level. The user must provide their login credentials to the Directorate for verification purposes. The Directorate must confirm the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

Allowance Description	Availed	Rejected	Pending	Availing	TEMP_Stopped
SDA Allowance	237403	3722	318	58212	10348
Unemployment Allowance	99241	5404	1621	49893	30236

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.

**+ User Mapping**
✕

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**Official Name**

**Contact Details**

1234567892

@

---

**DISTRICT**

**EXCHANGE**

---

**ROLE \***

**Note:**  
All fields with (\*) mark are mandatory to fill.

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.

Department's Official Web Site
lep-hp@nic.in
01772625277

## HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home
Registration
Sponsoring
Master Information
Requests
Allowances
Allowance Bills
Reports
Sign Out

**User Mapping**

**DISTRICT**      **EXCHANGE NAME**

Select      Select

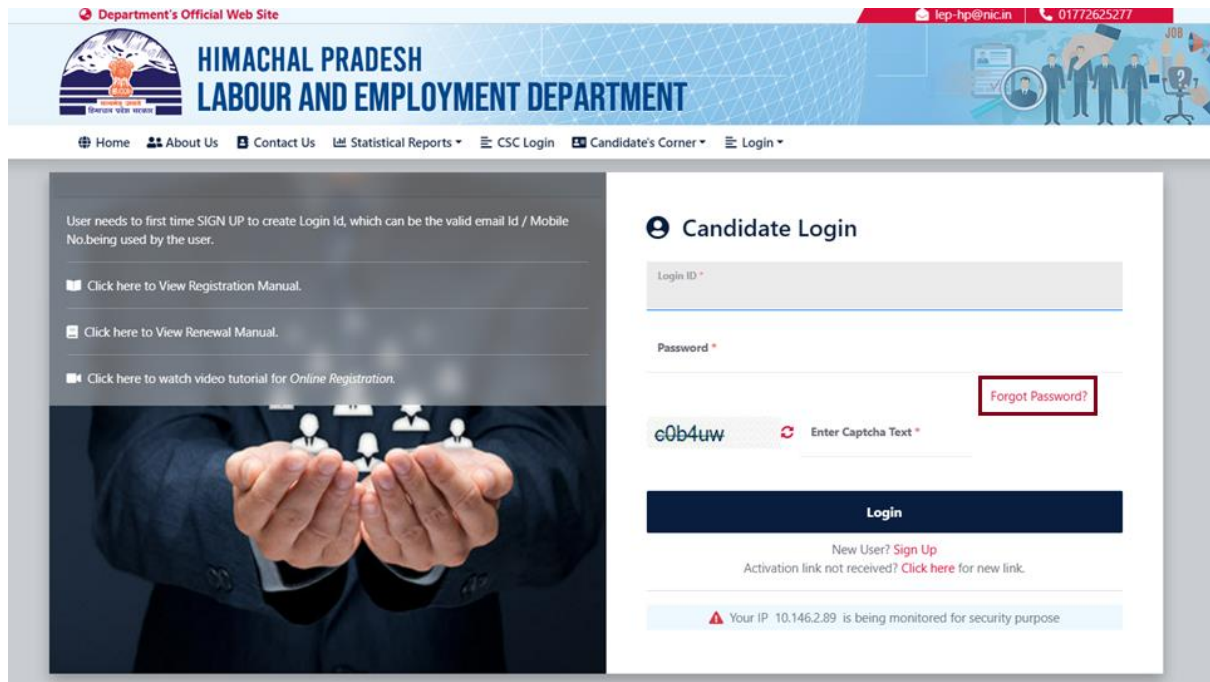
Show  entries      Search:

SNNo	OfficialName	Contact Details	Exchange	Role	Validity Period	Action
1879.	Akhil shyam	1234567892	Regional Employment Exchange, Shimla	Exchange User	04/05/2024 -	<input type="button" value="Map"/> <input type="button" value="Unmap"/>

Showing 1 to 1 of 1 entries (filtered from 1,933 total entries)

## 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.



The screenshot shows the official website of the Himachal Pradesh Labour and Employment Department. The header includes the department's name and logo, along with contact information: lep-hp@nic.in and 01772625277. The navigation menu contains links for Home, About Us, Contact Us, Statistical Reports, CSC Login, Candidate's Corner, and Login. The main content area is titled "Candidate Login" and features a form with fields for "Login ID" and "Password". A "Forgot Password?" button is highlighted with a red box. Below the password field is a captcha image with the text "e0b4uw" and a "Enter Captcha Text" field. A "Login" button is positioned below the captcha. At the bottom of the form, there are links for "New User? Sign Up" and "Activation link not received? Click here for new link." A security notice at the bottom states: "Your IP 10.146.2.89 is being monitored for security purpose".

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.

Department's Official Web Site lep-hp@nic.in 01772625277

**HIMACHAL PRADESH  
LABOUR AND EMPLOYMENT DEPARTMENT**

Home About Us Contact Us Statistical Reports CSC Login Candidate's Corner Login

### Forgot Password ?

Login Id \*

Login Id

Enter Captcha Text \* Reload Captcha

M9398X Enter Captcha Text

**Proceed**

A verification link will be sent to your Registered Email  
OR  
An OTP will be sent to your registered Mobile Number

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.

Department's Official Web Site lep-hp@nic.in 01772625277

**HIMACHAL PRADESH  
LABOUR AND EMPLOYMENT DEPARTMENT**

Home About Us Contact Us Statistical Reports CSC Login Candidate's Corner Login

### Change Password

Login Id 1234567891

New Password \*

New Password

Confirm New Password \*

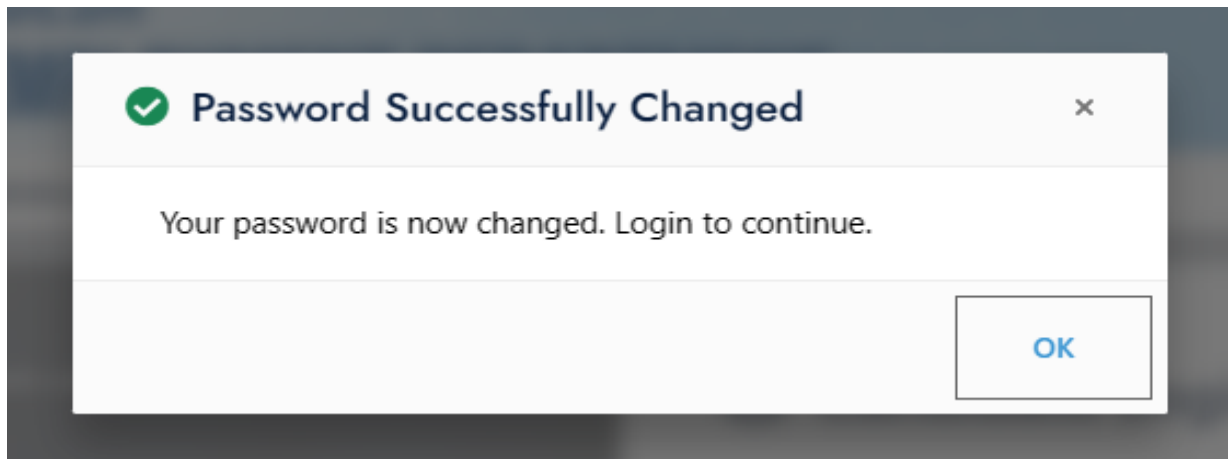
Confirm New Password

Enter Captcha Text \* Reload Captcha

5pgdRw Enter Captcha Text

**Proceed**

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.

Department's Official Web Site | lep-hp@nic.in | 01772625277

**HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT**

Home | Registration | Sponsoring | Master Information | Requests | Allowances | Allowance Bills | Reports | Sign Out

Dashboard / My Dashboard

Welcome: Daljeet Rana  
NIC Admin

<p>Live Registrants</p> <p><b>722509</b></p>	<p>Self Registrants</p> <p><b>181963</b></p>	<p>Registrations Referred Back</p> <p><b>12132</b></p>	<p>Pending Registrations</p> <p><b>138</b></p> <p><a href="#">View Details</a></p>
--	--	--	--

**Latest Notifications**

- You have 120 transfer updation requests pending for approval.
- You have 443 bank updation requests pending for approval.
- You have 318 SDA Allowance requests pending for approval.
- You have 1621 Unemployment Allowance requests pending for approval.
- You have 5 Industrial Skill Development Allowance updation requests pending for approval.
- You have 43 Qualification requests pending for approval.
- You have 13 Sub-category requests pending for approval.
- You have 54 NCO requests pending for approval.

Allowance Description	Availed	Rejected	Pending	Availing	TEMP.Stopped
SDA Allowance	237403	3722	318	58212	10348
Unemployment Allowance	99241	5404	1621	49893	30236
Industrial SDA	3072	60	5	1587	1361

**Working Hours**

Working Hours of Daljeet Rana for last 7 days.

Date	Working Hours
Apr 28	0
Apr 29	0
Apr 30	0
May 01	2
May 02	0
May 03	0
May 04	0

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.

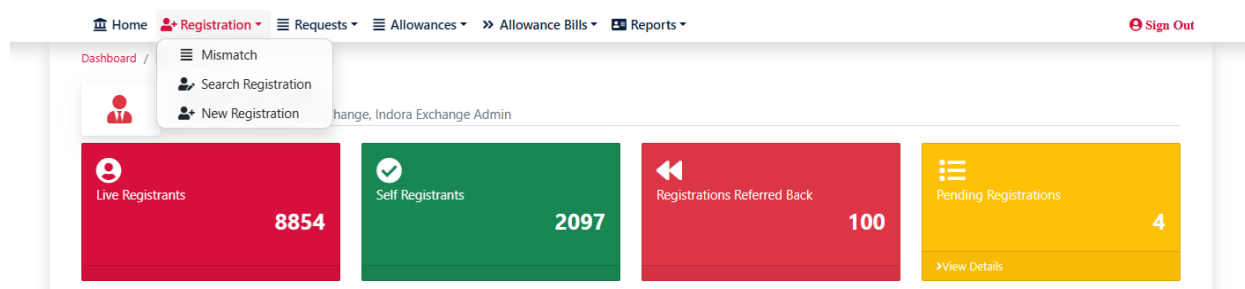
Moreover, users can oversee requests concerning candidate transfers, updates to bank details, allowances, and registration requests for adding qualifications, sub-categories, NCOs, etc. They have the ability to review the specifics of these requests and either approve them or refer them back if registration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

The screenshot shows the official website of the Himachal Pradesh Labour and Employment Department. The header includes the department's name and logo, along with contact information (lep-hp@nic.in and 01772625277). The navigation menu includes Home, Registration, Requests, Allowances, Allowance Bills, and Reports. A 'Sign Out' button is visible in the top right corner. The main content area displays a form titled 'Candidates Registered with Multiple Registration Numbers'. This form has two dropdown menus: 'District' (set to Kangra) and 'Exchange' (set to Sub-Office Employment Exchange, Indora). A green 'Generate Report' button is located at the bottom right of the form.

## 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.

The screenshot shows the 'Get Registered Candidate' form on the website. The navigation menu and 'Sign Out' button are the same as in the previous screenshot. The form has a title bar 'Get Registered Candidate'. It contains several input fields: 'DISTRICT' (Kangra), 'EXCHANGE NAME' (Sub-Office Employment Exchange, Indora), 'APPLICANT NAME' (ENTER APPLICANT NAME), 'BIRTH YEAR' (ENTER BIRTH YEAR), and 'REGISTRATION NO.' (ENTER REGISTRATION NO.). A green 'Check Details' button with a right-pointing arrow is located at the bottom right of the form.

## 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

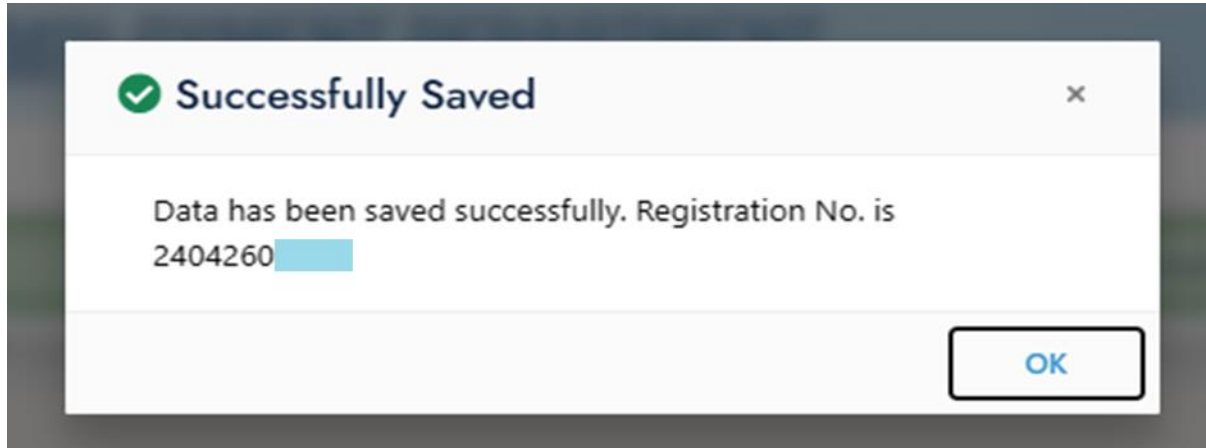
In this form, users must complete the details and fields marked as mandatory with a red asterisk (\*). It is crucial to provide a valid and active mobile number and email address, as this will allow the candidate to receive SMS and emails regarding vacancies, renewals, registrations, and other notifications.

The screenshot shows the 'Personal Details' registration form. The form is titled 'Personal Details' and contains several fields, some of which are marked as mandatory with a red asterisk (\*). The fields are: MOBILE NUMBER (\*), EMAIL ID (\*), DISTRICT (\*), EXCHANGE NAME (\*), APPLICANT NAME (\*), FATHER'S NAME / HUSBAND NAME (\*), MOTHER'S NAME, MARITAL STATUS (\*), Date of Birth (\*), GENDER (\*), RELIGION, and CATEGORY (\*). The form is set to 'Kangra' for District and 'Sub-Office Employment Exchange, Indora' for Exchange Name. The Applicant Name field is empty. The Mother's Name field is empty. The Date of Birth field is empty. The Religion field is set to 'Hindu'. The Category field is set to 'Select'. The Gender field is set to 'MALE'. The Marital Status field is set to 'UnMarried'. There is a 'Save' button at the bottom right of the form.

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.

The screenshot shows the 'Category Certificate' details form. The form is titled 'CATEGORY \*' and has a dropdown menu set to 'OBC'. Below this is a section titled 'DOCUMENT DETAILS' which contains three fields: ISSUE DATE (\*), CERTIFICATE NO (\*), and DOCUMENT (\*). The Issue Date field is empty and has a placeholder 'dd/mm/yyyy'. The Certificate No field is empty and has a placeholder 'CERTIFICATE NO'. The Document field is empty and has a placeholder 'Choose File No file chosen'. There is a 'Save' button at the bottom right of the form.

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.

Home Requests Allowances Sign Out

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal Contact Education Miscellaneous Employment Sub-Category PH Ex-Servicemen NCO

### Contact Details

MOBILE NUMBER: 1234567891 EMAIL ID: ENTER EMAIL

District: Bilaspur

AREA TYPE:  RURAL  URBAN TEHSIL: Select

VILLAGE: Select PO: ENTER POST OFFICE

STREET BUILDING: ENTER STREET/BUILDING PINCODE: ENTER PINCODE

ALTERNATE PHONE NUMBER: ENTER PHONE NUMBER

PERMANENT ADDRESS: ENTER PERMANENT ADDRESS

Same as above

CORRESPONDENCE ADDRESS: ENTER CORRESPONDENCE ADDRESS

### Document Details

ISSUE DATE: dd/mm/yyyy CERTIFICATE NO: CERTIFICATE NO DOCUMENT: Choose File No file chosen

Save

### 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.

Department's Official Web Site lep-hip@nic.in 01772625277

HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home Requests Allowances Sign Out

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal Contact Education Miscellaneous Employment Sub-Category PH Ex-Servicemen NCO

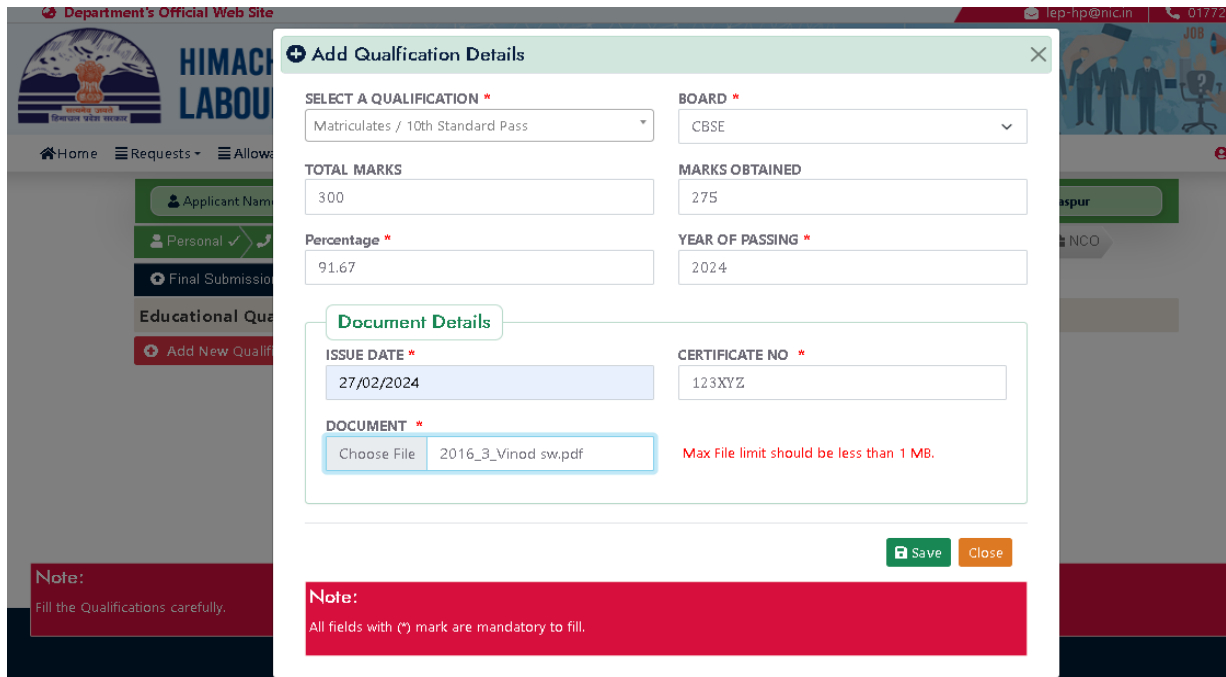
Final Submission

### Educational Qualification Details

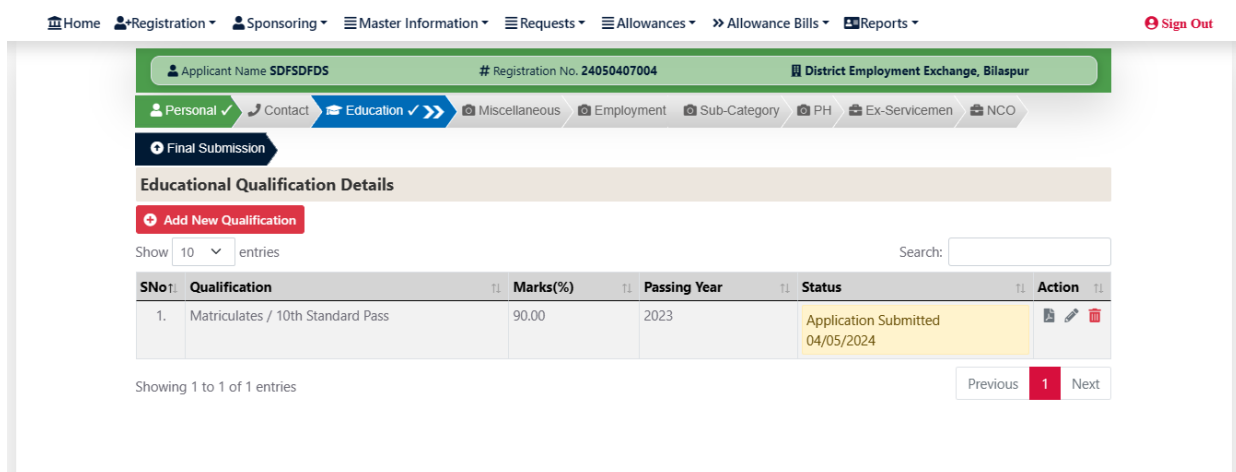
Add New Qualification



No Qualifications Found

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.



SNo	Qualification	Marks(%)	Passing Year	Status	Action
1.	Matriculates / 10th Standard Pass	90.00	2023	Application Submitted 04/05/2024	 

### 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.

**Miscellaneous Details**

**Physical Information**

EYESIGHT: <input type="text" value="0.00"/>	HEIGHT: <input type="text" value="0.00"/>	WEIGHT: <input type="text" value="0.00"/>	CHEST NORMAL <input type="text" value="0.00"/>	CHEST (EXPANDED): <input type="text" value="0.00"/>
--	--	--	---	--

**Salary Expectation (Monthly)**

SALARY IN HOME DISTRICT: <input type="text" value="0.00"/>	SALARY IN HP: <input type="text" value="0.00"/>	SALARY OUTSIDE HP: <input type="text" value="0.00"/>
---	--	---

**Sector Of Interest**

**Languages Known**

LANGUAGE	READ	WRITE	SPEAK
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bengali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gujarati	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dogri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marathi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telugu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nepali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sindhi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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.

Department's Official Web Site | lep-hp@nic.in | 01772625277

**HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT**

Home | Requests | Allowances | Sign Out

Applicant Name: TEST | Registration No. 24042607001 | District Employment Exchange, Bilaspur

Personal | Contact | Education | Miscellaneous | **Employment** | Sub-Category | PH | Ex-Servicemen | NCO

**Employment Detail**

EMPLOYMENT STATUS \*  
Employed

EMPLOYMENT SECTOR \*  
Public Sector

EMPLOYMENT TYPE \*  
Daily Wage

REGISTERED ORGANISATION NAME \*  
K N Papers and Packages - [L&E(FAC)9-20141000-513]

ORGANISATION NAME \*  
Test Organization

Save

### 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.

Department's Official Web Site | lep-hp@nic.in | 01772625277

**HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT**

Home | Requests | Allowances | Sign Out

Applicant Name: TEST | Registration No. 24042607001 | District Employment Exchange, Bilaspur

Personal | Contact | Education | Miscellaneous | Employment | **Sub-Category** | PH | Ex-Servicemen | NCO

Final Submission

**Sub-Category Details**

Add New Sub-Category

No Subcategory Found

**Note:**  
All fields with (\*) mark are mandatory to fill.

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.

Sr No	Sub Category	Issue Date	Valid Upto Date	Certificate No	Status	Action
1.	Economical Weaker Section	06/05/2024		123XYZ	Application Submitted	
2.	Himachali Bonafide				Accepted/Approved 28/10/2022	

### 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.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ Sub-Category ✓ PH >>> Ex-Servicemen NCO

Final Submission

### Physically Handicapped Details

+ Add Physically Handicapped Detail

No PH Details Found

**Note:**  
All fields with (\*) mark are mandatory to fill.

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.

+ Add Physically Handicapped Detail
✕

**PH TYPE \***  **PERCENTAGE \***

**Document Details**

<b>ISSUE DATE *</b> <input type="text" value="27/02/2024"/>	<b>VALID UPTO DATE</b> <input type="text" value="dd/mm/yyyy"/>	<b>CERTIFICATE NO *</b> <input type="text" value="123XYZ"/>
--	---	--

**DOCUMENT \***  201....pdf

Max File limit should be less than 1 MB.

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.

Applicant Name [REDACTED] # Registration No. [REDACTED] Sub-Office Employment Exchange, Theog

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ Sub-Category ✓ PH ✓ Ex-Servicemen NCO ✓

### Physically Handicapped Details

[Add Physically Handicapped Detail](#)

Show 10 entries Search: [REDACTED]

SNo	PH Type	Percentage	Issue Date	Valid Upto Date	Certificate No	Status	Action
1.	Blind	78.00			123XYZ	Application Submitted	

Showing 1 to 1 of 1 entries

Previous **1** Next

### 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.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ Sub-Category ✓ PH ✓ Ex-Servicemen >>>

NCO Final Submission

### ExServiceMen Details

FORCE NAME: \*  RANK: \*  REGIMENT NAME: \*

SERVICE NUMBER: \*  MEDICAL CATEGORY: \*  CHARACTER: \*

ENROLMENT DATE: \*  DISCHARGE DATE: \*  REASON: \*

REMARKS:

**Document Details**

ISSUE DATE:  VALID UPTO DATE:  CERTIFICATE NO:

DOCUMENT:  No file chosen

[Save](#)

### 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.

SNo	NCO	Experience (Months)	Status	Action
1.	Elected Official, State Government	0	Application Submitted	
2.	CLERKS	2	Accepted/Approved 14/06/2023	

### 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.

Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports

#### Qualification

DISTRICT: Select EXCHANGE NAME: Select

REGISTRATION NO.\*: Registration No.

▶ GET DETAILS

10 Rows Per Page Search by RegNo or Name Search

Sr. No.	Registration No.	Applicant Name	Applications	Status
1	[REDACTED] (District Employment Exchange, Hamirpur)	RANJNA KUMARI	1	🔍
2	[REDACTED] (Sub-Office Employment Exchange, Gohar)	HUKMA DEVI	1	🔍
3	[REDACTED] (District Employment Exchange, Una)	KAMLESH KUMARI	1	🔍
4	[REDACTED] (Sub-Office Employment Exchange, Sarkaghat)	MAMTA DEVI	3	🔍
5	[REDACTED] (Sub-Office Employment Exchange, Jawalamukhi)	ANIL KUMAR	1	🔍
6	[REDACTED] (Sub-Office Employment Exchange, Fatehpur)	PUSHPINDER SINGH	2	🔍
7	[REDACTED] (Sub Employment Exchange, Nichar)	RAGHUBIR SINGH	1	🔍

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.

Home Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports Sign Out

Applicant Name: # Registration No. District Employment Exchange, Hamirpur

Personal Contact Education Miscellaneous Employment Sub-Category PH Ex-Servicemen NCO

**Educational Qualification Details**

Add New Qualification

Show 10 entries Search:

SNo	Qualification	Marks(%)	Passing Year	Status	Action
1.	Matriculates / 10th Standard Pass	55.86	2000	Accepted/Approved 13/02/2024	
2.	Diploma after 10th Class	64.00	2022	Accepted/Approved 14/02/2024	
3.	Diploma In Spa & Therapist	57.25	2023	Application Submitted 12/02/2024	
4.	10+2 Arts	58.00	2002	Accepted/Approved	
5.	BA	53.10	2005	Accepted/Approved	
6.	MA Political Science	48.88	2007	Accepted/Approved	
7.	PG Diploma	66.64	2008	Accepted/Approved	

Showing 1 to 7 of 7 entries Previous 1 Next

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.

Take Action

Applicant Name: Registration No.: District Employment Exchange, Hamirpur

Select Action \*

Select

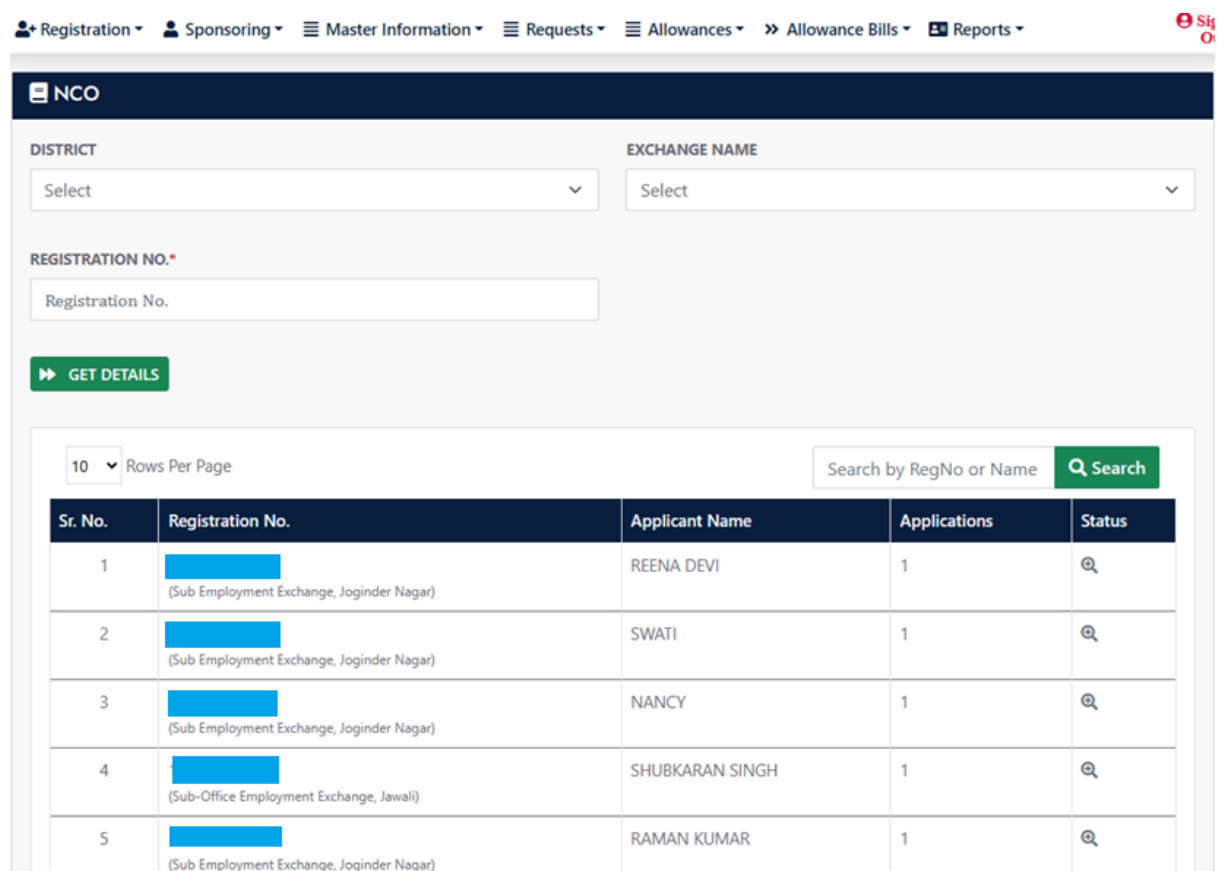
Approve

Referred Back

Take Action Close

## 7.2 NCO

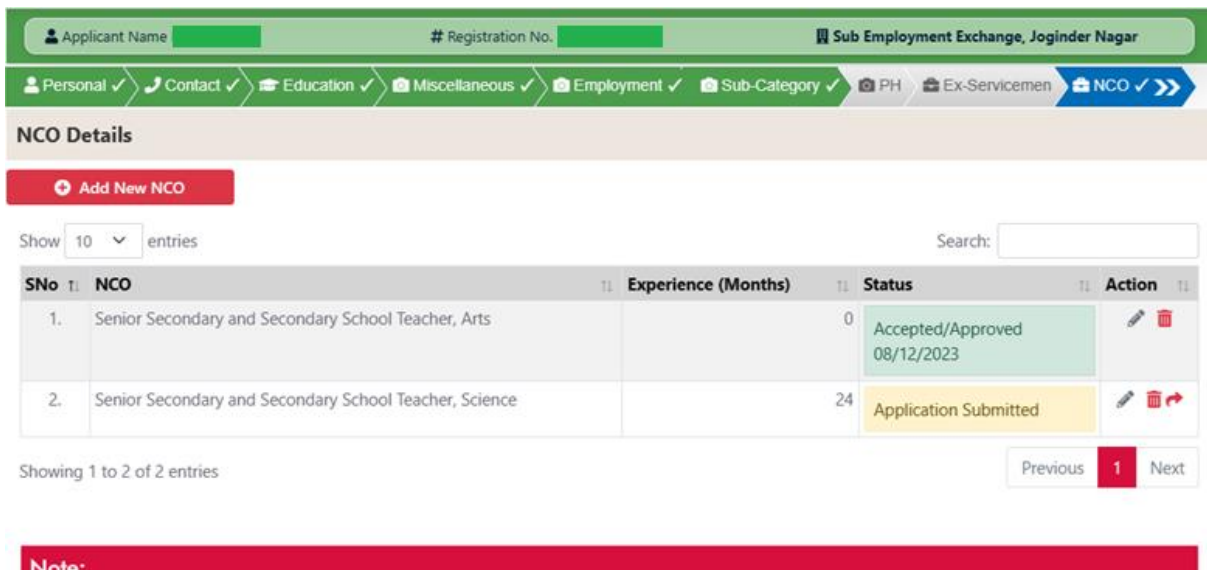
To add a candidate's NCO, go to 'User Requests' and choose the 'NCO' report. Within this form, you have the option to add, update, or remove an NCO as necessary. A user may add an NCO only if one or two NCOs are already saved, as a maximum of three NCOs is permitted. To locate a candidate, enter their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



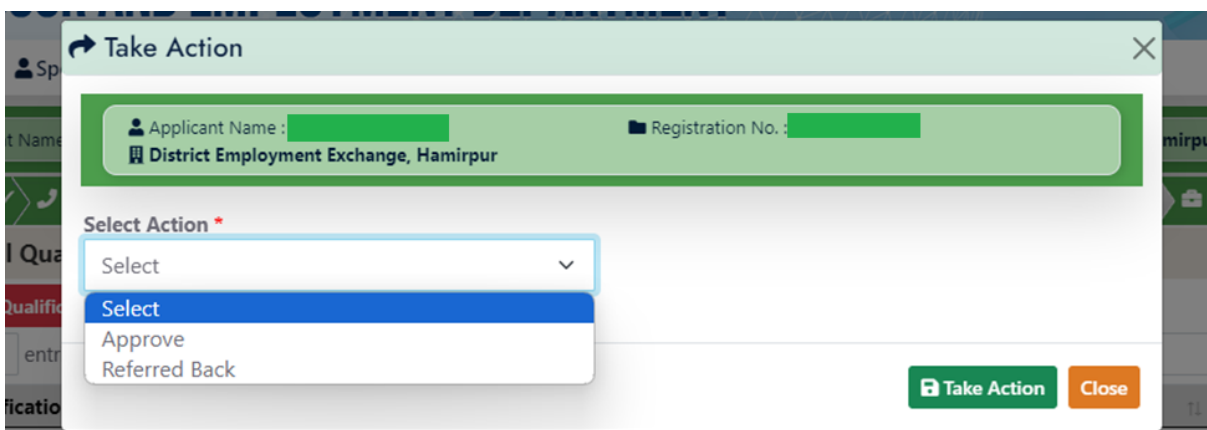
The screenshot shows the NCO form interface. At the top, there is a navigation bar with menu items: Registration, Sponsoring, Master Information, Requests, Allowances, Allowance Bills, and Reports. The main header is 'NCO'. Below the header, there are two dropdown menus: 'DISTRICT' and 'EXCHANGE NAME', both currently set to 'Select'. Below these is a text input field for 'REGISTRATION NO.' with the placeholder text 'Registration No.'. A green button labeled 'GET DETAILS' is positioned below the input field. At the bottom of the form, there is a table with a search bar and a 'Search' button. The table has five columns: 'Sr. No.', 'Registration No.', 'Applicant Name', 'Applications', and 'Status'. The table contains five rows of data:

Sr. No.	Registration No.	Applicant Name	Applications	Status
1	[Redacted] (Sub Employment Exchange, Joginder Nagar)	REENA DEVI	1	🔍
2	[Redacted] (Sub Employment Exchange, Joginder Nagar)	SWATI	1	🔍
3	[Redacted] (Sub Employment Exchange, Joginder Nagar)	NANCY	1	🔍
4	[Redacted] (Sub-Office Employment Exchange, Jawali)	SHUBKARAN SINGH	1	🔍
5	[Redacted] (Sub Employment Exchange, Joginder Nagar)	RAMAN KUMAR	1	🔍

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.

**Sub-category**

DISTRICT:  EXCHANGE NAME:

REGISTRATION NO.\*:

**▶ GET DETAILS**

10 Rows Per Page  **Search**

Sr. No.	Registration No.	Applicant Name	Applications	Status
1	(District Employment Exchange, Una)	SATINDER KAUR	1	🔍
2	(Sub-Office Employment Exchange, Bhoran)	AJAY KUMAR	1	🔍
3	(Sub Employment Exchange, Nichar)	ABHAY KUMAR	1	🔍
4	(District Employment Exchange, Una)	ISH KUMAR	1	🔍
5	(Sub-Office Employment Exchange, Nurpur)	ROHIT SINGH	1	🔍

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.

Applicant Name:  # Registration No.:  District Employment Exchange, Una

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ **Sub-Category ✓** PH Ex-Servicemen NCO ✓

**Sub-Category Details**

**+ Add New Sub-Category**

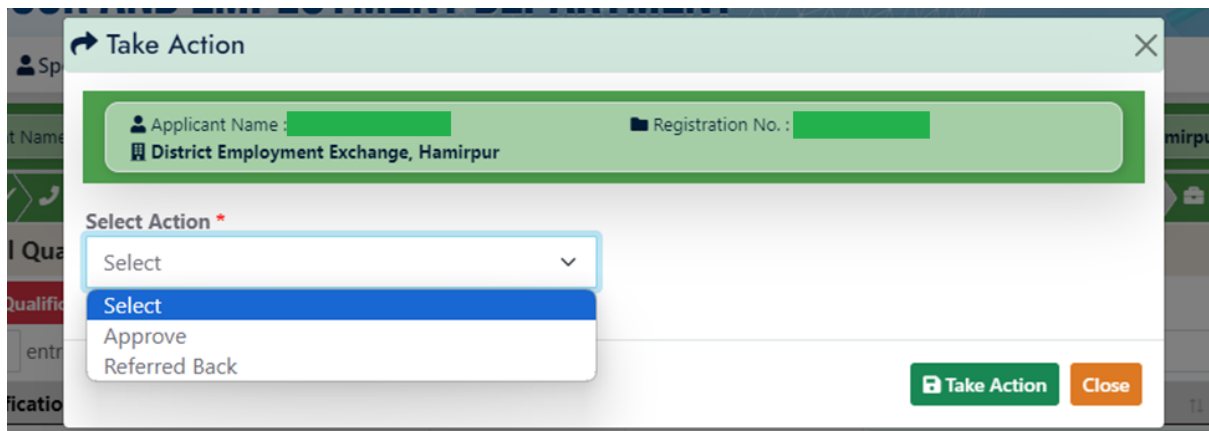
Show 10 entries Search:

Sr No	Sub Category	Issue Date	Valid Upto Date	Certificate No	Status	Action
1.	Ward of Ex-Serviceman	29/11/2022		0362813	Application Submitted	🔍 🗑️ ↻
2.	Himachali Bonafide				Accepted/Approved 20/12/2022	🔍 🗑️

Showing 1 to 2 of 2 entries Previous **1** Next

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.

**+ Add Bank Details**
✕

**IFSC: \***

**ACCOUNT NUMBER: \***

**CONFIRM ACCOUNT NUMBER: \***

**BANK NAME: \***

**BANK BRANCH NAME: \***

**DOCUMENT \***

No file chosen

Max File limit should be less than 1 MB.

**Note:**  
All fields with (\*) mark are mandatory to fill.

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.

Applicant Name TEST		# Registration No. 24042607001		District Employment Exchange, Bilaspur		
Bank Account Information						
SNo	Application No.	Bank Name	Branch Name	IFSC Code	Bank Account No	Action
1.	2404260700101	State Bank Of India	SBI Shimla	SBIN0004586	11111111	Application Submitted

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

Applicant Name TEST		# Registration No. 24042607001		District Employment Exchange, Bilaspur		
Bank Account Information						
SNo	Application No.	Bank Name	Branch Name	IFSC Code	Bank Account No	Action
1.	2404260700101	State Bank Of India	SBI Shimla	SBIN0004586	11111111	Accepted/Approved

## 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'.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

### Transfer Applicant to another Employment Exchange

#### Applicant Details

Applicant Name:	Date of Birth:	Mothers Name:	Registration Date:
TEST	01/02/2000	ENTER MOTHER'S NAME	01/05/2024
Renewal Date:			
01/05/2027			

#### Address Information

Area: <input type="radio"/> RURAL <input checked="" type="radio"/> URBAN	Tehsil:	Village:	Post Office:
	JHANDUTA	TUNGLEHRI	ENTER POST OFFICE
Street/Building:	Pincode:	Address:	
NIC HP SECRETARIAT SHIMLA	171002	NIC HP SECRETARIAT SHIMLA	

[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.



The screenshot shows a web form titled "Address Validation Form For Employment Exchange Transfer Request". The form contains several fields:
 

- District \***: A dropdown menu with "Select" as the current value.
- Exchange Name \***: A dropdown menu with "Select" as the current value.
- Area Type**: Radio buttons for "RURAL" and "URBAN".
- Tehsil: \***: A dropdown menu with "Select" as the current value.
- Village: \***: A dropdown menu with "Select" as the current value.
- Post Office: \***: A text input field with the placeholder "ENTER POST OFFICE".
- Street/Building: \***: A text input field with the placeholder "ENTER STREET/BUILDING".
- Pincode: \***: A text input field with the placeholder "ENTER PINCODE".
- Permanent Address: \***: A text input field with the placeholder "ENTER PERMANENT ADDRESS".




 Below the form fields, there is a red note: "Note: Address Proof is mandatory in case of transfer of exchange request." Underneath that is a "DOCUMENT" section with a "Choose File" button, a "No file chosen" status, and a red warning: "Max File limit should be less than 1MB and should be only in PDF format." At the bottom right of the form is a green "Submit Details" button. A red note at the very bottom states: "Note: All fields with (\*) mark are mandatory to fill."

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.

The screenshot shows the "Address Information" section of the application. It displays a form with the following details:
 

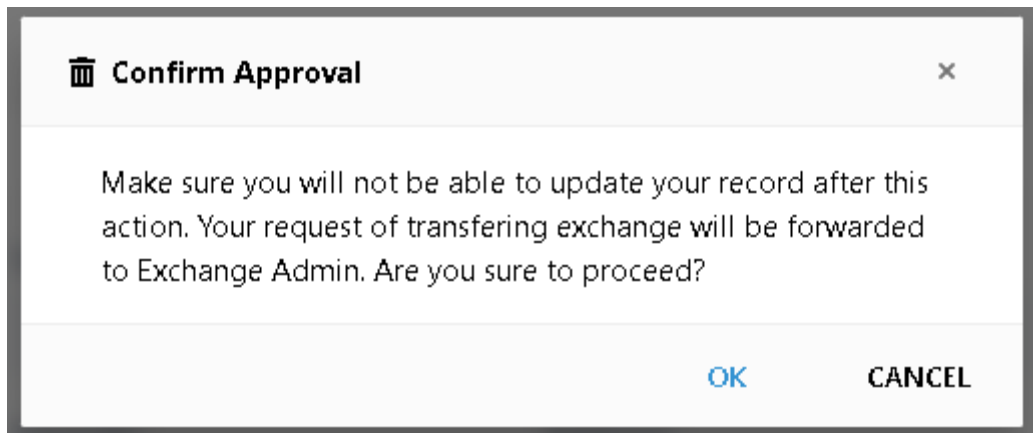
- Area**: Radio buttons for "RURAL" and "URBAN", with "URBAN" selected.
- Tehsil**: JHANDUTA
- Village**: TUNGLEHRI
- Post Office**: ENTER POST OFFICE
- Street/Building**: NIC HP SECRETARIAT SHIMLA
- Pincode**: 171002
- Address**: NIC HP SECRETARIAT SHIMLA

 Below the form, there is a table listing saved entries. The table has columns for SNo, District, Tehsil, Village, Area, Post Office, Pincode, Address, and Action. One entry is shown:
 

SNo	District	Tehsil	Village	Area	Post Office	Pincode	Address	Action
1.	Shimla	SHIMLA URBAN	Bazar Ward Bara Shimla	Urban	TEST	171001	TEST	  

 The "Action" column for the first entry contains three icons: a red square with a white 'X' (delete), a green pencil (edit), and a green right-pointing arrow (submit). The "Submit" icon is highlighted with a red box. Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

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.

Show  entries Search:

SNo	District	Tehsil	Village	Area	Post Office	Pincode	Address	Action
1.	Shimla	SHIMLA URBAN	Bazar Ward Bara Shimla	Urban	TEST	171001	TEST	

Showing 1 to 1 of 1 entries Previous **1** Next

## 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.

**Change Email/ Mobile**

Applicant Name [REDACTED] Sub Office Employment Exchange, Bangana  
Mobile No. : [REDACTED] Email ID : [REDACTED]

**MOBILE NUMBER** ✔ Available

1234567893

**EMAIL ID**

ENTER EMAIL

**Save** **Close**

**Note:**  
Please fill the form carefully.  
Once you submitted this form your login id will be changed to new email/mobile

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.

**✔ OTP Sent**


An OTP has been sent to your registered mobile no \*\*\*\*\*7893.  
The OTP is valid for 20 mins only.

**OK**

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

Change Email / Mobile		
Applicant Name : [Redacted]	Sub Office Employment Exchange, Bangana	Mobile No. : [Redacted]
Add New Request		
ApplicationNo	Old Email / Mobile	New Email / Mobile
9726	[Redacted]	1234567893
		Status Request Initiated 06-05-2024 17:02:55 <a href="#">Verify Mobile</a>

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.



## Change Mobile No.

### Mobile No. Verification

---

Mobile No. 1234567893

Enter OTP \*

Enter OTP

Enter Captcha Text \*

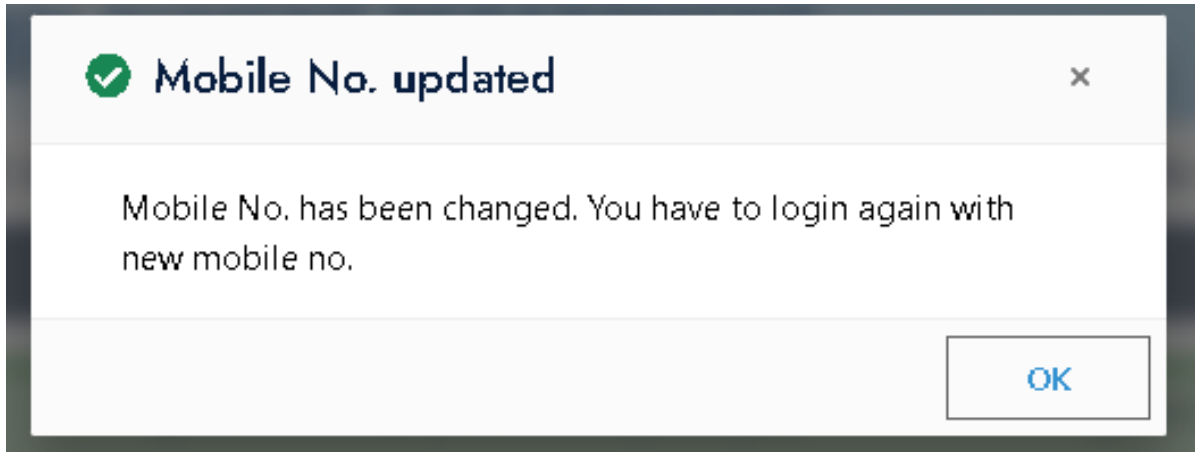
La2aR4

Enter Captcha Text

Enter OTP sent to your mobile number \*\*\*\*\*7893. In case you have not received the OTP, [Click here](#) for new OTP

Submit

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.

Change Email / Mobile			
Applicant Name : ██████████		Sub Office Employment Exchange, Bangana	
Email ID : ██████████		Mobile No. : 1234567893	
<a href="#">+ Add New Request</a>			
ApplicationNo	Old Email / Mobile	New Email / Mobile	Status
9726	██████████	1234567893	Request Completed 06-05-2024 17:02:55

### 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.

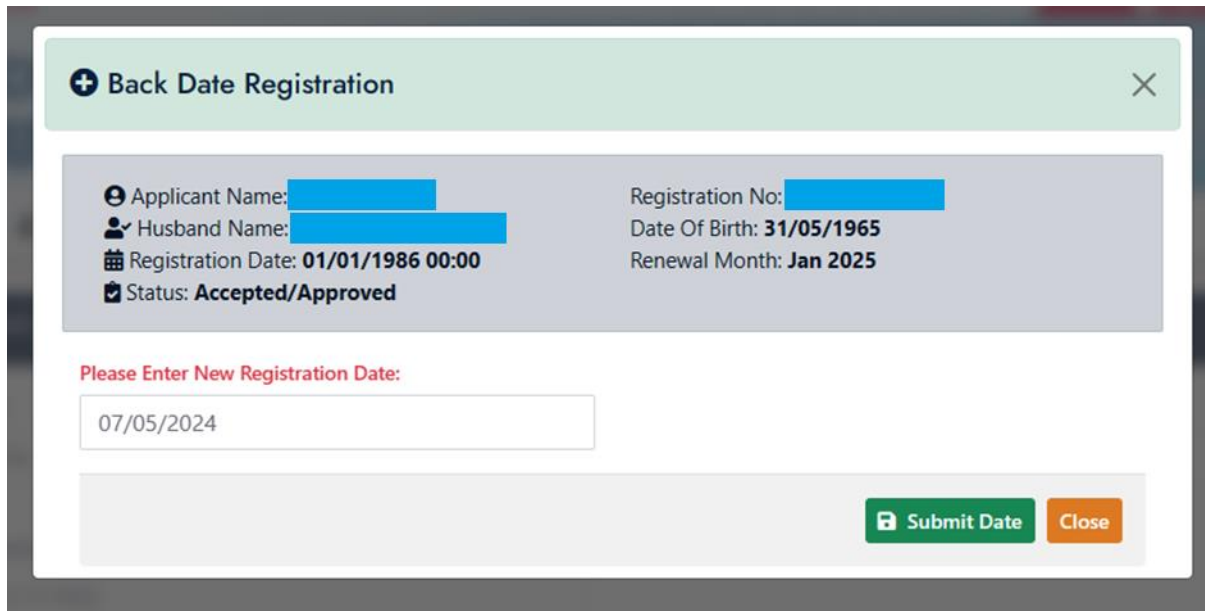
**Back Date Registration**

**District**

**Exchange**

**Registration Number\***

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.



The screenshot shows a modal window titled "Back Date Registration" with a close button (X) in the top right corner. The form contains the following fields and values:

Applicant Name:	[Redacted]	Registration No:	[Redacted]
Husband Name:	[Redacted]	Date Of Birth:	31/05/1965
Registration Date:	01/01/1986 00:00	Renewal Month:	Jan 2025
Status:	Accepted/Approved		

Below the details, there is a red prompt: "Please Enter New Registration Date:". A text input field contains the date "07/05/2024". At the bottom right, there are two buttons: "Submit Date" (green) and "Close" (orange).

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.

**User Login Details**

**DISTRICT** **EXCHANGE NAME\***

Shimla Regional Employment Exchange, Shimla

---

**REGISTRATION NO.\***

▶ GET DETAILS

---

SNo	Applicant Name	Mobile	Mobile Verification	Email	Email Verification	Activation Status	View
1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/> 22	Verified		Not Verified	Activated	

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.

SNo	Applicant Name	Mobile	Mobile Verification	Email	Email Verification	Activation Status	View
1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Not Verified	<input style="width: 80%;" type="text"/> gmail.com	Not Verified	Not Activated	➔

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.

**+** Change Mobile/Email
✕

**Mobile No.\*** **Email Id\***

60 @gmail.com

Save
Close

**Note:**  
All fields with (\*) mark are mandatory to fill.

### 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.

Home Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports Sign Out

**Employer Applications Pending for Approval**

Show 10 entries Search:

SNo	Name	Address	Nature of Work	Email	Phone	Action
1.	HINDUSTAN FARMDIRECT INGREDIENTS PRIVATE LIMITED	PLOT NO A-5, INDUSTRIAL AREA PANDOGA DISTRICT UNA, HP, 177207, INDIA	MANUFACTURING PLANT			📄 🔍
2.	Livguard Batteries Pvt Ltd	VILLAGE SHIVPUR MAHAL P.O. MUBARIKPUR TEHSIL AMB DISTT UNA H.P. 177202	ASSEMBLE LEAD ACID BATTERIES & ASSEMBLE TRANFORMER AND INVERTOR			📄 🔍
3.	Empire Home Appliances	Empire Home Appliances Pvt Ltd	Home Appliances			📄 🔍

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.

**Take Action**

Employer Name : HINDUSTAN FARMDIRECT INGREDIENTS PRIVATE LIMITED  
 Email : [Redacted]  
 Mobile No. : [Redacted]

Select Action \*

Select

Select

Approve

Referred Back

Take Action Close

## 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.

The screenshot displays the 'Allowance Registration Form (SDA)' interface. At the top, there are navigation links for Home, Requests, and Allowances, along with a Sign Out button. The form header shows the applicant's name as 'TEST', registration number '24042607001', and the district as 'District Employment Exchange, Bilaspur'.

The form is divided into several sections:

- Basic Information:** Includes fields for DATE OF BIRTH (01/02/2000), Father's Name (TEST SUER), MOTHER'S NAME (ENTER MOTHER'S NAME), REGISTRATION DATE (01/05/2024), and RENEWAL DATE (01/05/2027).
- Information For Allowances:** Includes ANNUAL FAMILY INCOME (0), MOBILE NO (1234567891), and EMAIL ID (a@gmail.com).
- Address Information:** Includes CORRESPONDENCE ADDRESS (NIC HP SECRETARIAT SHIMLA).
- Bank Account Information:** Includes IFSC (SBIN0004586), ACCOUNT NUMBER (11111111), BANK NAME (State Bank Of India), and BRANCH NAME (SBI Shimla).
- Institution & Course Details:** Includes dropdown menus for STATE, DISTRICT, TEHSIL, and INSTITUTION, a dropdown for COURSE, and a text field for SDA COURSE DURATION CLAIMED IN MONTHS (SDA CLAIMED).
- SUPPORTING DOCUMENT:** Includes a 'Choose File' button, a 'No file chosen' message, and a note: 'Max File limit should be less than 1 MB.' A green 'Save' button is located at the bottom right of this section.

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.

Home Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports Sign Out

JAWALAJI

**Institution & Course Details**

STATE: Himachal Pradesh DISTRICT: Kangra

TEHSIL: Jawalamukhi INSTITUTION: Global Skill Development Institute (Jawalamukhi)

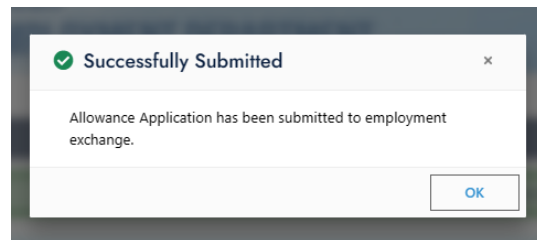
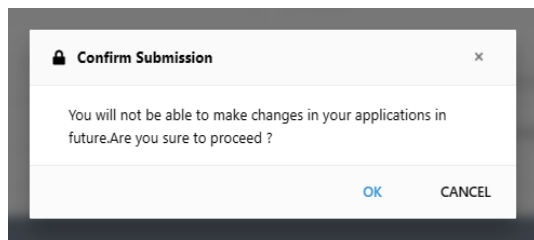
COURSE: Dress Making SDA COURSE DURATION CLAIMED IN MONTHS: 12

**SUPPORTING DOCUMENT**

Choose File No file chosen Max File limit should be less than 1 MB.

Save Submit

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.

Home Requests Allowances Sign Out

**Allowance Registration Form (SDA)**

Applicant Name : TEST Registration No. : 24042607001 District Employment Exchange, Bilaspur

You have already submitted or availing Allowance.....

Allowance	Beneficiary	Date	Installments	View
Distt Exchange, Bilaspur SDA Allowance Status: Submitted	TEST (2404260700101) Father's Name: TEST SUER DOB: 01/02/2000	Start Dt: End Dt: Total Installments:	Installments Paid: 0 Amount Paid: 0 Last Installment:	View

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.

Home Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports Sign Out

### Allowance Registration Form (UMP)

Applicant Name Registration No. Sub-Office Employment Exchange, Sarkaghat

**Basic Information**

DATE OF BIRTH: 09/05/1997      Husband's Name: RAJESH KUMAR      MOTHER'S NAME: KAMLA DEVI

REGISTRATION DATE: 21/12/2013      RENEWAL DATE: 01/02/2025

**Information For Allowances**

ANNUAL FAMILY INCOME: 0      MOBILE NO: 7018776839      EMAIL ID: ENTER EMAIL ID

**Address Information**

CORRESPONDENCE ADDRESS

**Bank Account Information**

IFSC: IFSC Code      ACCOUNT NUMBER: Account Number      BANK NAME: Bank Name

BRANCH NAME: Branch Name

**SUPPORTING DOCUMENT**

Choose File No file chosen      Max File limit should be less than 1 MB.

Save

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.

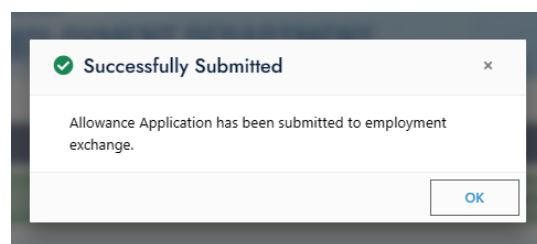
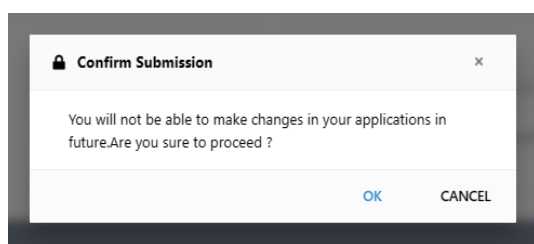
Once the application is saved, the user must click the "Submit" button for the final submission as shown below. After clicking the "Submit" button, the application form cannot be altered.

The screenshot displays a web form with three main sections:

- Address Information:** A text field containing "VILL. DHAR PO REWALSAR TEHSIL BALH DISTT.MANDI HP PIN 175023".
- Bank Account Information:** Fields for IFSC, ACCOUNT NUMBER, and BANK NAME (PNB BANK). A BRANCH NAME field contains "REWALSAR".
- SUPPORTING DOCUMENT:** A file upload area with a "Choose File" button, "No file chosen" text, and a red error message: "Max File limit should be less than 1 MB.".

At the bottom right, there are two buttons: a green "Save" button and a blue "Submit" button with a lock icon, which is highlighted with a red rectangular box.

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.

Home Registration Sponsoring Master Information Requests Allowances Allowance Bills Reports Sign Out

### Allowance Registration Form (ISDA)

Applicant Name: DEVI Registration No.: Sub-Office Employment Exchange, Sarkaghat

**Basic Information**

DATE OF BIRTH: Husband's Name: RAJESH KUMAR MOTHER'S NAME: KAMLA DEVI

REGISTRATION DATE: 21/12/2013 RENEWAL DATE: 01/02/2025

**Information For Allowances**

ANNUAL FAMILY INCOME: MOBILE NO: 7018776839 EMAIL ID: ENTER EMAIL ID

**Address Information**

CORRESPONDENCE ADDRESS:

**Bank Account Information**

IFSC: IFSC Code ACCOUNT NUMBER: Account Number BANK NAME: Bank Name

BRANCH NAME: Branch Name

**Employed Details**

EMPLOYMENT STATUS: Select

**SUPPORTING DOCUMENT**

Choose File: No file chosen Max File limit should be less than 1 MB.

Save

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 screenshot shows a web form with three main sections: 'Bank Account Information', 'Employed Details', and 'SUPPORTING DOCUMENT'. The 'Bank Account Information' section includes input fields for IFSC, ACCOUNT NUMBER, BANK NAME, and BRANCH NAME. The 'Employed Details' section has a dropdown menu for EMPLOYMENT STATUS, currently set to 'Unemployed'. The 'SUPPORTING DOCUMENT' section features a file upload area with a 'Choose File' button and a 'No file chosen' message, along with a red warning: 'Max File limit should be less than 1 MB.'. At the bottom right, there are two buttons: a green 'Save' button and a blue 'Submit' button, which is highlighted with a red rectangular box.

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.

**Approve / Refer Back Allowance**

DISTRICT: Shimla

EXCHANGE NAME: Regional Employment Exchange, Shimla

REGISTRATION NO.\*: Registration No.

**▶ GET DETAILS**

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.

**Applications Pending for approval**

10 Rows Per Page

Search by RegNo or Name **Q Search**

SNo	Application No.	Name	Father/Husband Name	Contact Details	Submit Date	Action
1.			Father's Name: MEDH RAM		07/05/2024	

Showing 1 to 1 of 1 Entries

« 1 » 1

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.

**+** Institution & Course Details

<b>STATE *</b> Himachal Pradesh	<b>DISTRICT *</b> Bilaspur
<b>TEHSIL *</b> Bilaspur Sadar	<b>INSTITUTION *</b> AISECT CENTRE BARMANA CLOSED
<b>COURSE *</b> Computer Science	<b>SDA COURSE DURATION CLAIMED IN MONTHS *</b> 9

<b>Manual Paid Installments *</b> 0	<b>Total Installments Paid *</b> 9
<b>Start Date through System *</b> 05/2024	<b>End Date *</b> 01/2025

**Select Action \***

Select

- Select
- Approved
- Referred Back

Take Action
Close

## 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.

**Stop Allowance**

<b>DISTRICT</b> Shimla	<b>EXCHANGE NAME</b> Regional Employment Exchange, Shimla
<b>REGISTRATION NO.*</b> Registration No.	

▶ GET DETAILS

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.

Allowance	Beneficiary	Date	Installments	Action
Regional Exchange, Shimla SDA Allowance General Installment Status: Approved	POONAM Father's Name: NARESH KUMAR DOB: [REDACTED]	Start Dt: July, 2023 End Dt: June, 2024 Total Installments: 12	Installments Paid: 7 Amount Paid: 7000 Last Installment: January, 2024	

- List shows the Ongoing APPROVED Allowance being availed by the beneficiary.
- View the allowance detail by clicking the VIEW APPLICATION.
- Click the TAKE ACTION Button, to STOP/DEFER the current APPROVED/ ongoing Allowance temporarily. The further allowance installments will not be paid.
- Note:** Don't forget to RESUME/Complete this beneficiary allowance.

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.

### Take Action

Application No. : [REDACTED]      Allowance Type : **SDA Allowance**  
Name : **POONAM**      Date of Birth : [REDACTED]

Remarks

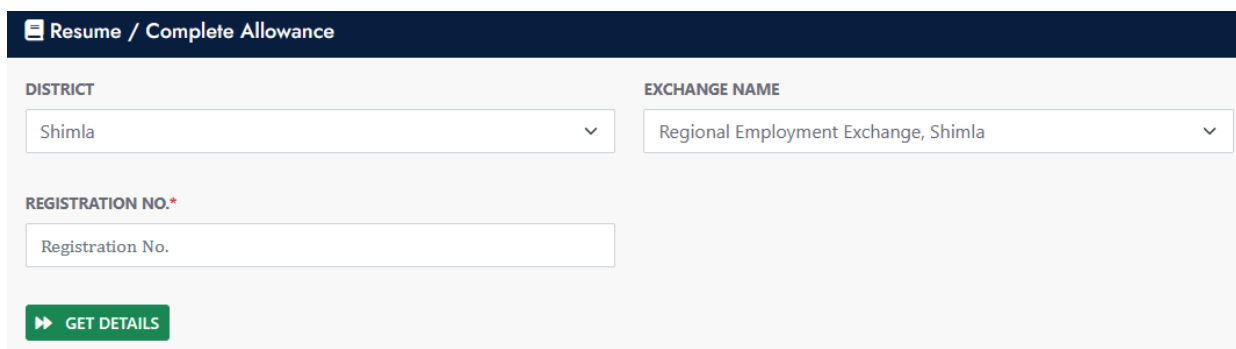
The software will show a popup to confirm that the data has been successfully saved and the candidate's allowance will be discontinued.

**Successfully Saved** ×

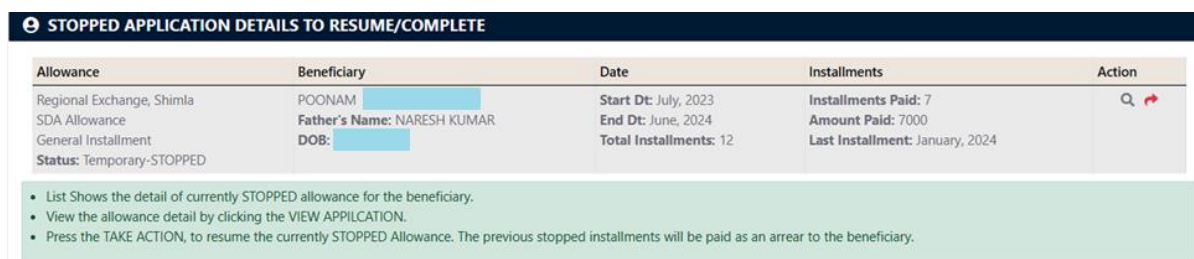
Allowance has been Stopped

## 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.



Allowance	Beneficiary	Date	Installments	Action
Regional Exchange, Shimla SDA Allowance General Installment Status: Temporary-STOPPED	POONAM [redacted] Father's Name: NARESH KUMAR DOB: [redacted]	Start Dt: July, 2023 End Dt: June, 2024 Total Installments: 12	Installments Paid: 7 Amount Paid: 7000 Last Installment: January, 2024	🔍 ➡

- List Shows the detail of currently STOPPED allowance for the beneficiary.
- View the allowance detail by clicking the VIEW APPILCATION.
- Press the TAKE ACTION, to resume the currently STOPPED Allowance. The previous stopped installments will be paid as an arrear to the beneficiary.

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.

Take Action
✕

Application No. : <span style="background-color: #ccc; display: inline-block; width: 100px; height: 15px;"></span>	Allowance Type : <b>SDA Allowance</b>
Name : <b>POONAM</b>	Date of Birth : <span style="background-color: #ccc; display: inline-block; width: 100px; height: 15px;"></span>

<b>Allowance End Date</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="06/2024"/>	<b>Remarks</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">REMARKS</div>
---	--

- Note:** Official can also (if desired) change the Allowance End Month, which must be between the Last Paid installment Month and allowance End Month.
- If the Allowance End Month is same as the Last Instalment Paid Month then the application automatically COMPLETES the STOPPED Allowance.

⏪ Resume / Complete Allowance

Close

## 7.7 Remove from Bill Order

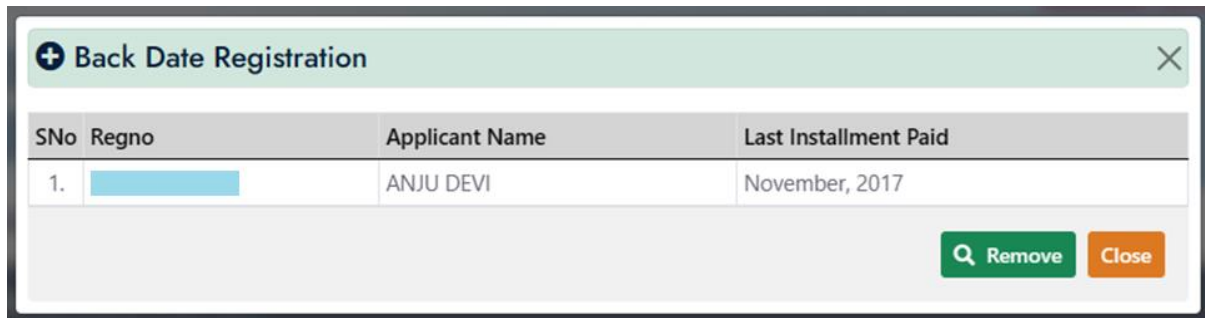
To remove a beneficiary from a bill, the user must navigate to the menu Allowances -> Remove from Bill Order. This action will redirect the user to a form where they can remove a beneficiary from the bill in case of discrepancies in the beneficiary's details, such as missing necessary information or 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.

⚙️
Remove Beneficiary from Bill

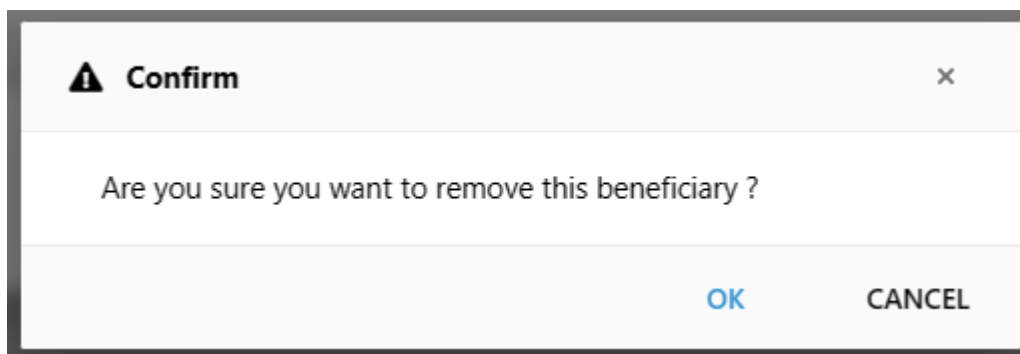
<b>District *</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select"/>	<b>Exchange *</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select"/>
<b>XBill No.*</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="XBill No"/>	<b>Application No.*</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Application No"/>
<b>Allowance Type.*</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select"/>	<b>For the Month *</b> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="05/2024"/>

⏪ Remove Beneficiary

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.

**Application Submitted To DDO**

District \*  Exchange \*  Allowance Type

From Date \*  To Date \*

[View](#)

ihow  entries

Search:

SNo	Allowance Description	XBill No	Exchange Name	Total Beneficiaries	Total Amount Paid	For Month	Generation Date	View Report
1.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	125		April, 2021	30-04-2021 00:00:00	<a href="#">View</a>
2.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	5		April, 2021	30-04-2021 00:00:00	<a href="#">View</a>
3.	SDA Allowance		Distt Exchange, Bilaspur SC-Category	47		April, 2021	30-04-2021 00:00:00	<a href="#">View</a>
4.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	125		May, 2021	31-05-2021 00:00:00	<a href="#">View</a>
5.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	5		May, 2021	31-05-2021 00:00:00	<a href="#">View</a>
6.	SDA Allowance		Distt Exchange, Bilaspur SC-Category	46		May, 2021	31-05-2021 00:00:00	<a href="#">View</a>
7.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	142		June, 2021	29-06-2021 00:00:00	<a href="#">View</a>
8.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	10		June, 2021	29-06-2021 00:00:00	<a href="#">View</a>
9.	SDA Allowance		Distt Exchange, Bilaspur SC-Category	52		June, 2021	29-06-2021 00:00:00	<a href="#">View</a>
10.	SDA Allowance		Distt Exchange, Bilaspur Non-SC-Categories	211		July, 2021	30-07-2021 00:00:00	<a href="#">View</a>

## 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.

**Application Submitted To Treasury**

District \*

Exchange \*

Allowance Type

From Date \*

To Date \*

Show  entries Search:

SNo	Allowance Description	Bill No	DDO/HOA	Beneficiary	Amount	For Month	Treasury Submission On	Status	Tbill No	View
1.	SDA Allowance				171	December, 2023	09/02/2024	Successful		
2.	SDA Allowance				167	January, 2024	09/02/2024	Successful		
3.	Unemployment Allowance				39	December, 2023	09/02/2024	Successful		
4.	Unemployment Allowance				37	January, 2024	09/02/2024	Successful		

## 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

### 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.

### Allowances For Bill Preparation And Submission To DDO

District \*  
Bilaspur

Exchange \*  
District Employment Exchange, Bilaspur

Allowance Type \*  
SDA Allowance

Disbursement Category \*  
SC-Category

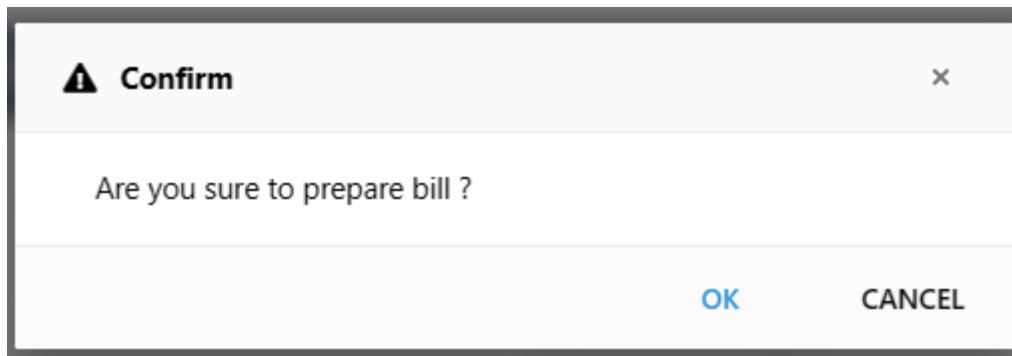
[View Bills](#)

SNo	Allowance	Bill Detail	Treasury Detail	View Detail	Prepare Bill
1.	Distt Exchange, Bilaspur SDA Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 309 Amount: 1135000 For the Month: May, 2024	Treasury: [REDACTED] HOA: [REDACTED]	<a href="#">View Detail</a>	<a href="#">Prepare Bill</a>

#### INSTRUCTIONS

- List Shows the details of the bill order generated for further bill preparation and their submission to DDO.
- The in charge official needs to prepare the bills category wise so that the same can be submitted to respective DDO for submission to the concerned Treasury. This option binds the beneficiary to their bank details where payments are to be made through Treasury.
- This process breaks a Bill Order Generated in to multiple bills in case there are more than 500 beneficiaries. Any particular Bill prepared can't have more than 500 beneficiaries.
- Incharge can view the beneficiary list submitted by clicking the VIEW Detail options.
- Click the PREPARE BILL (If found OK) option to prepare the bill and its submission to the concerned DDO

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.

Bills for Treasury Submission

District \*

Exchange \*

Allowance Type \*

Disbursement Category \*

View Bills

SNo	Allowance	Bill Detail	Treasury Detail	Revert Bill	Submit Bill
1.	Sub-Exchange, SunderNagar Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 73 ₹ Amount: 73000 For the Month: January, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+
2.	Sub-Exchange, Thunag Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 282 ₹ Amount: 312000 For the Month: February, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+
3.	Sub-Exchange, SunderNagar Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 500 ₹ Amount: 542500 For the Month: February, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+
4.	Sub-Exchange, SunderNagar Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 82 ₹ Amount: 82000 For the Month: February, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+
5.	Sub-Exchange, Sarkaghat Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 500 ₹ Amount: 501000 For the Month: March, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+
6.	Sub-Exchange, Sarkaghat Unemployment Allowance (Non-SC-Categories) XBILL No: [REDACTED]	Beneficiaries: 439 ₹ Amount: 440500 For the Month: March, 2023	Treasury - DDO Code: ● XTBILL No: UMP002: ☑ HOA: 27-2230-02-10	+	+

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.

⚠ Confirm Submission
×

Are you sure to submit bill to treasury ?

OK
CANCEL

⚠ Confirm Submission
×

Are you sure you want to Revert Bill?

OK
CANCEL

### 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.

Bills Under Processing In Treasury						
District Select		Exchange Select				
Allowance Type Select						
<a href="#">View Bills</a>						
Show 10 entries		Search:				
Sr.No	Allowance	Bill Detail	Treasury Detail	TBill Status	TMsg	
1.	Distt Exchange, Hamirpur SDA Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 167 ₹ Amount: 167000 For the Month: January, 2024	XTBILL N: TBill No: I Treasury S	Bill is accepted in treasury-HMR00 vide token no: 0000 and Dated: 14/02/2024	Bill Created Successfully. Print and submit to treasury	
2.	Distt Exchange, Hamirpur Unemployment Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 39 ₹ Amount: 39000 For the Month: December, 2023	XTBILL N: TBill No: I Treasury S	Bill is accepted in treasury-HMR00 vide token no: 00000 and Dated: 14/02/2024	Bill Created Successfully. Print and submit to treasury	
3.	Distt Exchange, Hamirpur Unemployment Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 37 ₹ Amount: 37000 For the Month: January, 2024	XTBILL N: TBill No: I Treasury S	Bill is accepted in treasury-HMR00 vide token no: 00000019449 and Dated: 14/02/2024	Bill Created Successfully. Print and submit to treasury	
4.	Sub-Exchange, Barsar SDA Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 233 ₹ Amount: 234000 For the Month: December, 2023	XTBILL N: TBill No: I Treasury S	Bill is accepted in treasury-HMR00 vide token no: 00000 and Dated: 14/02/2024	Bill Created Successfully. Print and submit to treasury	
5.	Sub-Exchange, Barsar SDA Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 239 ₹ Amount: 249500 For the Month: January, 2024	XTBILL N: TBill No: I Treasury S	Bill is accepted in treasury-HMR00 vide token no: 00000 and Dated: 14/02/2024	Bill Created Successfully. Print and submit to treasury	

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.

**Compiled Bills In Treasury**

District:  Exchange:

Allowance Type:  For the Month:

[View Bills](#)

Show  entries Search:

Sr.No	Allowance	Bill Detail	Treasury Detail	TBill Status
1.	Distt Exchange, Bilaspur SDA Allowance (SC-Category) XBill No: [REDACTED]	Beneficiaries: 180 ₹ Amount: 180000 For the Month: April, 2024	XTBILL No: SDA00 [REDACTED] TBILL No: BLPO [REDACTED] Treasury Submission: 02/05/2024	Bill is Compiled in treasury-BLP00 vide voucher no: 000030 voucher Date: 04/05/2024
2.	Distt Exchange, Bilaspur SDA Allowance (Non-SC-Categories) XBill No: [REDACTED]	Beneficiaries: 415 ₹ Amount: 430000 For the Month: April, 2024	XTBILL No: SDA00 [REDACTED] TBILL No: BLPO [REDACTED] Treasury Submission: 02/05/2024	Bill is Compiled in treasury-BLP00 vide voucher no: 000014 voucher Date: 04/05/2024

Showing 1 to 2 of 2 entries Previous 1 Next

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 in the revert column to make further corrections and resubmit it to the treasury.

**Bills Objected/ Deleted In Treasury**

DISTRICT:  EXCHANGE NAME:

[GET DETAILS](#)

Show  entries Search:

SNo	Allowance	Bill Detail	Treasury Detail	Status	Revert
1.	Distt Exchange, Hamirpur SDA Allowance (Non-SC-Categories) XBill No: 240 [REDACTED]	Beneficiaries: 266 ₹ Amount: 266500 For the Month: February, 2024	XTBILL No: SDA0024 [REDACTED] TBILL No: HMR00 [REDACTED] Bill Generation: 28/02/2024	Bill is Objected in treasury-HMR00 vide token no: 0000001852 and Dated: 07/05/2024	
2.	Regional Exchange, Dharamsala Unemployment Allowance (Non-SC-Categories) XBill No: 230 [REDACTED]	Beneficiaries: 135 ₹ Amount: 135500 For the Month: March, 2023	XTBILL No: UMP00 [REDACTED] TBILL No: KNG00 [REDACTED] Bill Generation: 22/03/2023	Previous FY Bill Cancelled	

## 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.

QUALIFICATION MASTER									
<a href="#">Add New Qualification</a>		<a href="#">View Qualification Codes</a>							
Sector	Division	Group Qual	Qual Code	Qualification	Skilled?	UnEmpAllow	Technical?	Action	
Education	Eligibility Test	11th Standard Pass	2100000	Prabhakar	✗	✓	✗	✎	
	Eligibility Test	11th Standard Pass	2200000	Rattan	✗	✗	✗	✎	
	Eligibility Test	11th Standard Pass	2300000	Shastri	✗	✓	✗	✎	
	Eligibility Test	11th Standard Pass	2311000	TET (Teacher Eligibility Test)-Shastri	✗	✓	✗	✎	
	Eligibility Test	11th Standard Pass	2600000	Giani	✗	✗	✗	✎	
	ITI	Senior Secondary	3551000	Teacher Training	✗	✗	✗	✎	
	Diploma	Senior Secondary	3644000	Yoga	✗	✓	✗	✎	
	Diploma	Senior Secondary	3645000	Physical Education	✓	✓	✗	✎	
	Eligibility Test	Graduates	4521000	TET (Teacher Eligibility Test)	✗	✓	✗	✎	
	Eligibility Test	Graduates	4521110	TET (Teacher Eligibility Test)-Arts	✗	✓	✗	✎	
	Eligibility Test	Graduates	4521120	TET (Teacher Eligibility Test)-Medical	✗	✓	✗	✎	
	Eligibility Test	Graduates	4521130	TET (Teacher Eligibility Test)-Non Medical	✗	✓	✗	✎	

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.

**+ Add New Qualification**
✕

**GROUP QUALIFICATION \***

**QUALIFICATION SECTOR \***

**QUALIFICATION DIVISION \***

**CODE \***

**QUALIFICATION NAME \***

SKILLED?       UNEMPLOYMENT ALLOWANCE?

TECHNICAL?

**Note:**  
All fields with (\*) mark are mandatory to fill.

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.

The screenshot shows the user interface of the Himachal Pradesh Labour and Employment Department. The top navigation bar includes 'Home', 'Sponsoring', 'Master Information', 'Requests', and 'Reports'. The 'Reports' menu is open, listing various report types. The dashboard features two large cards for 'Live Registrants' (694597) and 'Self Registrants' (206829). A 'Latest Notifications' section shows pending requests for approval. A table displays 'Allowance' and 'Seniority' data across different sectors and divisions.

Allowance Description	Availed	Rejected	Pending Report	Availing	TEMP_Stopped
SDA Allowance	244622	3783	346	53952	24492
Unemployment Allowance	103233	5438	1773	47583	42640
Industrial SDA	3182	63	5	1478	1419

## 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.



Department's Official Web Site | lep-hp@nic.in | 01772625277

# HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home | Registration | Sponsoring | Master Information | Requests | Allowances | Allowance Bills | Reports | Sign Out

Dashboard / My Dashboard

Welcome: Seema Gupta  
Regional Employment Exchange, Shimla REO/DEO

**Live Registrants** 7639

**Self Registrants** 1786

**Registrations Referred Back** 447

**Pending Reg** [Details]

**Latest Notifications**

You have 21 bank updation requests pending for approval.

Allowance Description	Availed	Rejected	Pending
SDA Allowance	1469	21	0
Unemployment Allowance	296	68	0
Industrial SDA	36	0	0

Seema [Redacted]  
@reo [Redacted]  
Role: REO/DEO  
Last Login: Tue 14 May 2024 10:35 AM  
Change Password  
Change Email/Mobile

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.

Home | Registration | Sponsoring | Master Information | Requests | Allowances | Allowance Bills | Reports | Sign Out

## Change Password

⚠ Users are advised not to disclose or share their password with anybody. Neither Labour and Employment Department nor NIC is responsible for violation or misuse of the password of a User.

**Password Policy**

The eEMIS Account Password :

1. should be atleast 8 characters long and not longer than 50 characters
2. should contain atleast one uppercase character (A through Z)
3. should contain atleast one lower case character (a through z)
4. should contain atleast one base 10 digit (0 through 9)
5. should contain atleast one non alphanumeric character (@#%\$%^ etc)

Example : Abc@9876

🔑 Your New Password must not match any of your previous 3 Passwords

Existing Password \*  
Existing Password

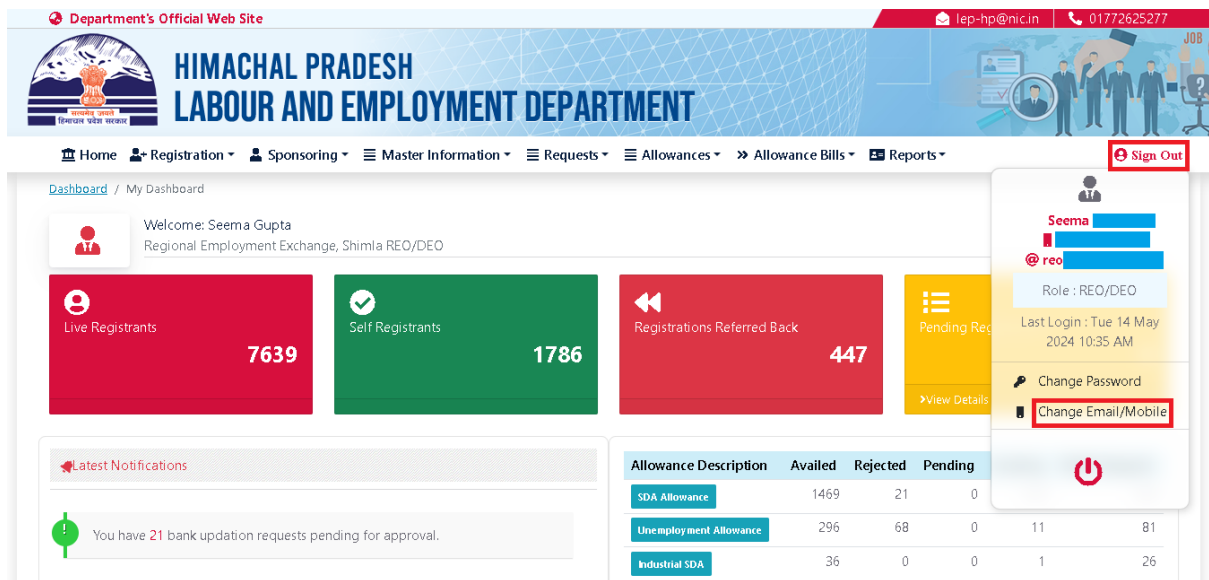
New Password \*  
New Password

Confirm New Password \*  
Confirm New Password

Proceed

## 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.

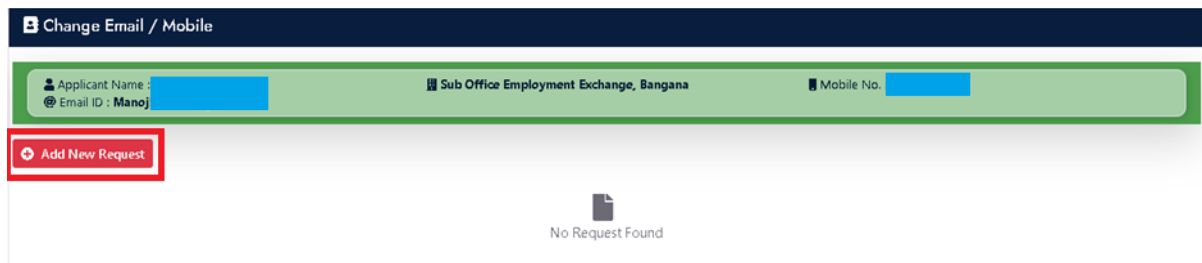


The screenshot shows the user dashboard for Seema Gupta, Regional Employment Exchange, Shimla REO/DEO. The dashboard includes statistics for Live Registrants (7639), Self Registrants (1786), and Registrations Referred Back (447). A table displays allowance data:

Allowance Description	Availed	Rejected	Pending
SDA Allowance	1469	21	0
Unemployment Allowance	296	68	0
Industrial SDA	36	0	0

The user profile dropdown menu is open, showing the user's name, role (REO/DEO), last login time, and options to Change Password and Change Email/Mobile. The 'Change Email/Mobile' option is highlighted with a red box.

On clicking will direct the user to the respective interface.



The screenshot shows the 'Change Email / Mobile' interface. The user's name is Seema Gupta, and the sub-office is Employment Exchange, Bangana. The interface includes a form with fields for Applicant Name, Email ID (Manoj), and Mobile No. A red box highlights the 'Add New Request' button.

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.

**Change Email/ Mobile**

Applicant Name [REDACTED] Sub Office Employment Exchange, Bangana  
Mobile No. : [REDACTED] Email ID : [REDACTED]

**MOBILE NUMBER** ✔ Available

1234567893

**EMAIL ID**

ENTER EMAIL

**Save** **Close**

**Note:**  
Please fill the form carefully.  
Once you submitted this form your login id will be changed to new email/mobile

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.

**✔ OTP Sent**


An OTP has been sent to your registered mobile no \*\*\*\*\*7893.  
The OTP is valid for 20 mins only.

**OK**

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

Change Email / Mobile		
Applicant Name : [Redacted]	Sub Office Employment Exchange, Bangana	Mobile No. : [Redacted]
Add New Request		
ApplicationNo	Old Email / Mobile	New Email / Mobile
9726	[Redacted]	1234567893
		Status Request Initiated 06-05-2024 17:02:55 <a href="#">Verify Mobile</a>

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.



## Change Mobile No.

### Mobile No. Verification

---

Mobile No. 1234567893

Enter OTP \*

Enter OTP

Enter Captcha Text \*

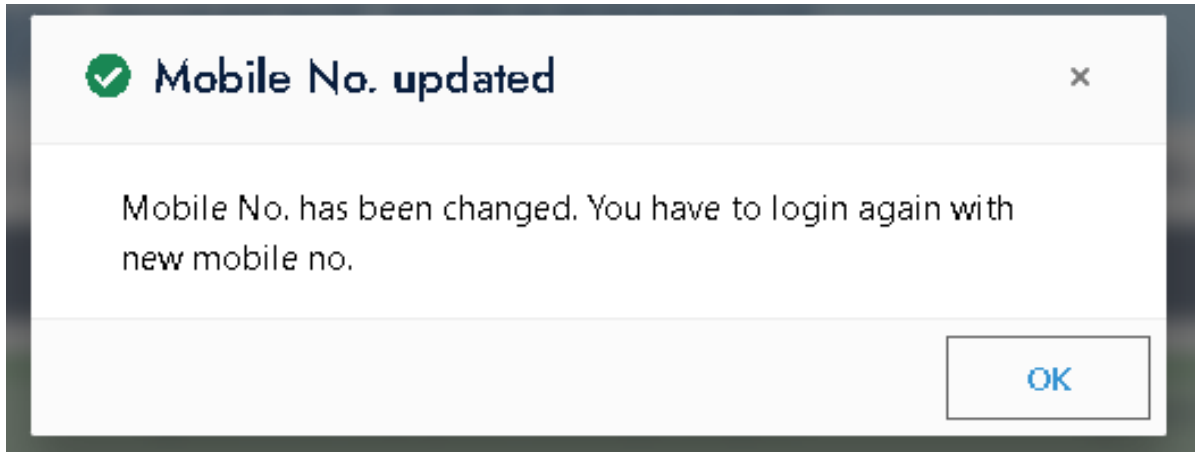
La2aR4

Enter Captcha Text

Enter OTP sent to your mobile number \*\*\*\*\*7893. In case you have not received the OTP, [Click here](#) for new OTP

Submit

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.

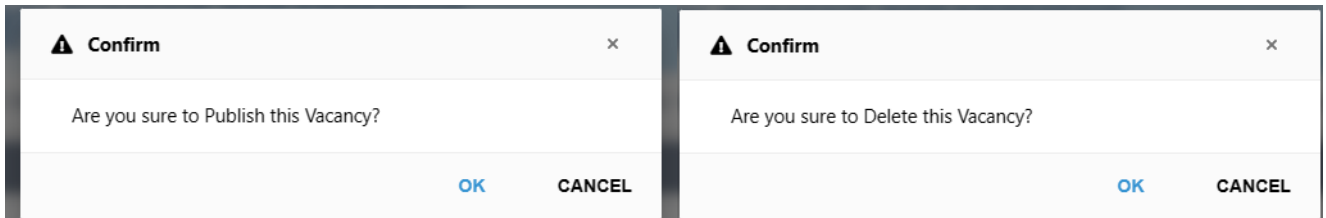
Change Email / Mobile			
Applicant Name : ██████████		Sub Office Employment Exchange, Bangana	
Email ID : ██████████		Mobile No. : 1234567893	
<a href="#">+ Add New Request</a>			
ApplicationNo	Old Email / Mobile	New Email / Mobile	Status
9726	██████████	1234567893	Request Completed 06-05-2024 17:02:55

## 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.

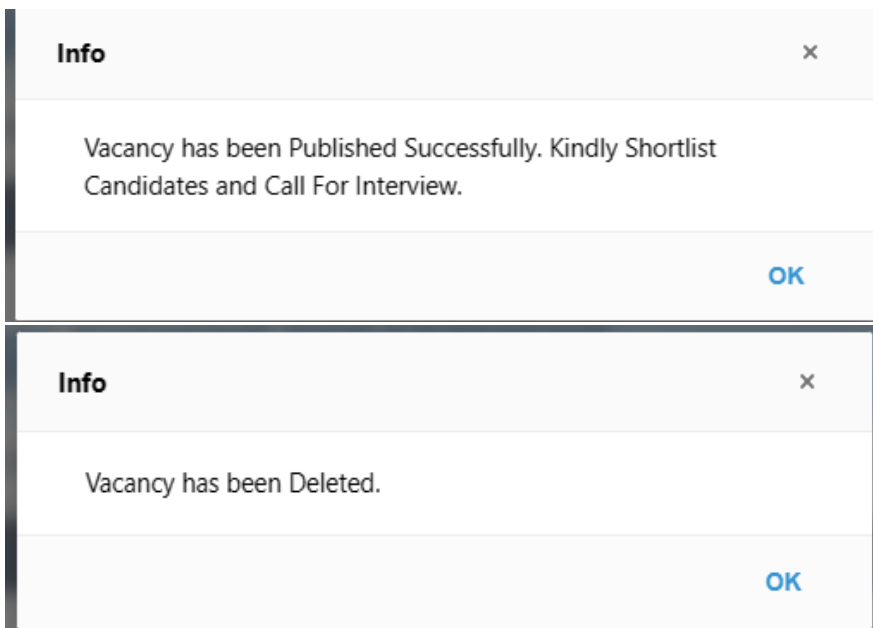
PUBLISH VACANCY						
Employer:						
Micro Turner VI						
SNo	Vacancy	Posts	Designation	Age B/W	Interview Date Time	Action
1.	1/2024 [ sasdfs ]	3	fdsfsd	29/01/1990 TO 14/05/2024	14/05/2024 TO 17/05/2024 Time:10:30 AM	

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.



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.



## 14. Application Fee

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