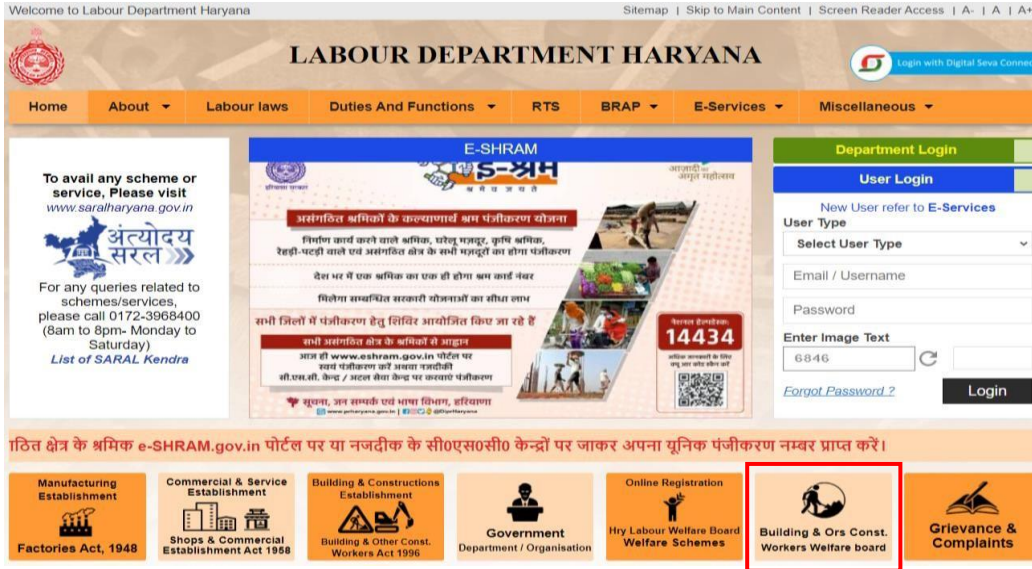


HBOCW Registration User Manual

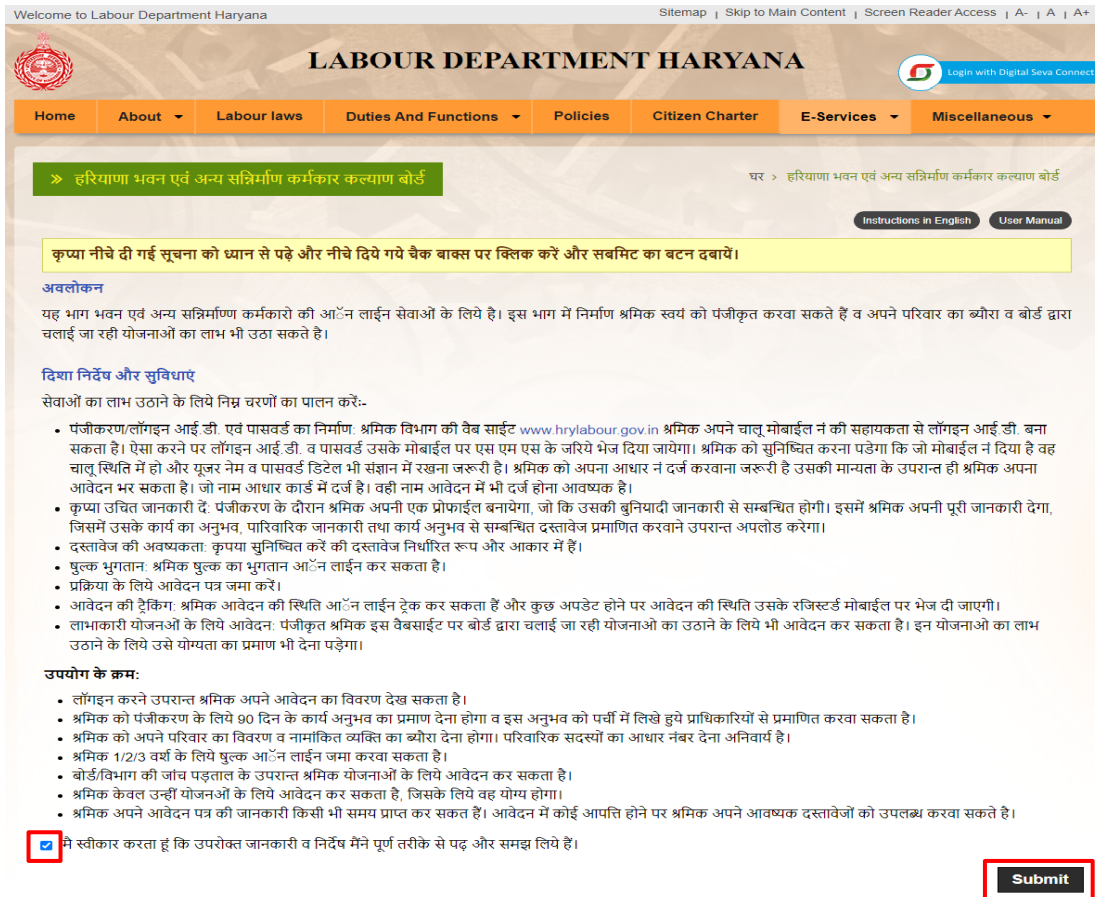
This user manual depicts the steps for the registration of a construction worker using <https://hrylabour.gov.in/>.

Steps for fresh registration of worker:

1. Click on “**Building & Ors Const. Workers Welfare Board**” link as shown below for the fresh registration of worker.



2. Applicant has to read all the instructions and then “Tick” the acknowledgement, then click on “**Submit**” button.



3. Verification using PPP- Family ID:



- **Forget/not having Family ID:** If you do-not have **PPP ID** or **forget the PPP ID**, then you have to select that radio button and you are redirected to the PPP portal for getting their PPP ID.
- **Having a Family ID:** If you have a **family ID**, then only you can move to the next step for registration. To proceed further, follow the given steps:
 - Select **“I have family ID”** radio button
 - Enter Parivar Pehchan Patra number - Family ID
 - Click on **“Fetch Family Details”** which displays the family members registered under given Family ID
 - Select **family member** for registration
 - Enter the **OTP** that is being sent to the selected family member for verification
 - Click on **“Click to Verify”**

The screenshot displays the Labour Department Haryana website interface. At the top, there is a navigation bar with links for Home, About, Labour laws, Duties And Functions, Policies, Citizen Charter, E-Services, and Miscellaneous. Below this is a green banner for 'Building And Other Construction Workers Welfare board Registration'. The main content area features a form titled 'Verification before Registration (पंजीकरण से पहले सत्यापन)'. The form has two radio buttons: 'I have Family ID' (selected) and 'I Forgot My Family ID or I Don't have Family ID'. Below the radio buttons is a text input field for 'Enter Parivar Pahchan Patra No (Family ID) (पीपीपी आईडी दर्ज करें)' with the value '320'. A button labeled 'Click here to fetch Family Details' is positioned below the input field. Underneath is a dropdown menu for 'Select Member for registration (पंजीकरण के लिए सदस्य का चयन करें)' with the value 'EY'. A 'Send OTP' button is located below the dropdown. At the bottom of the form, there is a text input field for an OTP with the value '1417' and a 'Click to Verify' button.

4. Aadhaar Verification before Registration:

- Name of Applicant and Father's/ Husband name is automatically fetched through his/her submitted PPP – Family ID.
- Provide your aadhaar number and tick mark the checkbox for the declaration. Click on **“Continue”** button.

: jat21122 / 8888888888(Offline) Family ID : 40 हिंदी User Manual

 **LABOUR DEPARTMENT HARYANA**  Login with Digital Seva Connect

Aadhaar Verification before Registration (पंजीकरण से पहले आधार का सत्यापन)

Fields marked * are mandatory. (क्षेत्र चिह्नित * अनिवार्य हैं।)

1. Name of Applicant (अर्पिकक का नाम) : *
(Please use the same name as on Aadhaar Card and do not use Sh./Mr. etc with your name if it is not on aadhaar card.)

2. Father's / Husband Name (पिता / पति का नाम) : *

3. Aadhaar Number (आधार संख्या) : *

Declaration :-
 This Aadhaar number will be used for verifying the identity of the applicant

Continue

5. Registration Form:

After verification, a full fledged form of registration is displayed to the worker as shown below. All the red * marked fields are mandatory. In this form, the details that are already available under PPP – Family ID are auto filled. The following fields **fetched from PPP – Family ID** and remain **non-editable** such as:

- Name of Applicant
- Father/Husband Name
- Permanent Address
- Mobile Number
- Date of Birth /Age
- Aadhaar Number
- Bank Details
- Gender
- Education Qualification
- Marital Status
- Specially Abled
- Category



LABOUR DEPARTMENT HARYANA



Application For Registration As Beneficiary Of HBOCW (HBOCW पंजीकरण लाभार्थी के लिए आवेदन)

Your name and adhaar is verified(आपका नाम और adhaar सत्यापित है)

Fields marked * are mandatory. (क्षेत्र चिह्नित * अनिवार्य हैं।)

General Application For Registration (पंजीकरण के लिए सामान्य आवेदन)

Your adhaar not found in our database. If you are already registered, Then please go to the nearest BOCW Office. This form is for new registration. (आपका आधार हमारे डेटाबेस में नहीं मिला। यदि आप पहले ही पंजीकृत हैं, तो कृपया निकटतम BOCW कार्यालय पर जाएं। यह फॉर्म नए पंजीकरण के लिए है।)

Family ID : 40-99

1. Name of Applicant (आवेदक का नाम) : *

RMA
(Please use the same name as on Aadhaar Card and do not use Sh./Mr. etc with your name if it is not on aadhaar card.)

2. Father's / Husband Name (पिता / पति का नाम) : *

Father (पिता) Husband (पति)
RMA

3. Permanent Address (स्थायी पता) : *

ANT MANDIR

4. Current Address (वर्तमान पता) : *

Kurukshetra
Kurukshetra
other

5. Mobile No (मोबाइल नंबर) : *

607

6. D.O.B. (जन्म तिथि) : *

27/07/1987 or Age (वय अनु) 34

7. Aadhaar No (आधार कार्ड संख्या) : *

485

(Aadhaar Information will be shared with third party)

7(a). Aadhaar File: (आधार कार्ड फाइल) : *

Choose File | dummy image.jpg
Remove
Only jpeg, png, jpg, pdf format allowed maximum upload file size 2MB

8. Bank Details (बैंक विवरण) : *

a). A/C No (खाता संख्या) :
4857
b). IFSC Code (आईएफएससी कोड) :
224
Name & Branch (नाम और शाखा) :

9. Gender (लिंग) : *

Male (पुरुष)
Post Graduate

10. Educational Qualification (शैक्षिक योग्यता) : *

11. Marital Status (वैवाहिक स्थिति) : *

Married (शादीपुदा)
 No

12. Specially Aabled (विशेष रूप से दिव्यांग) :

13. Category (श्रेणी) : *

BC (A) (अनुसूचित जनजाति)
(ए)
 Yes (हाँ) No (नहीं)

14. Ration Card (राशन कार्ड) :

15. ESI (कर्मचारी राज्य बीमा) :

EPF/UAN (कर्मचारी भविष्य निधि) :

16. Job Description (कार्य विवरण) : *

Helper

17. Monthly Income (मासिक आय) :

11000

18. Applicant Photo (अभिेक की फोटो) : *

Choose File | user.png
Remove
Only jpeg, png, jpg format allowed maximum upload file size 2MB

19. Email (ईमेल) :

20. Age Verification (अयु सत्यापन) :

Birth (जन्म) School Certificate (विद्यालय प्रमाणपत्र)
 Passport (पासपोर्ट) Voter Card (वोटर कार्ड)
 Driving Licence (डाइविंग लाइसेंस) Pan Card (पैन कार्ड)
 Aadhaar Card (आधार कार्ड)

21. User Name (उपयोगकर्ता नाम) :

Choose File | dummy image.jpg
Remove
To upload the selected certificate for age verification (उय सत्यापन के लिए चयनित प्रमाणपत्र अपलोड करने के लिए)
Only jpeg, png, jpg format allowed maximum upload file size 2MB

22. Already a member of any other board (किसी भी अन्य बोर्ड की पहले से ही एक सदस्य) :

moh607
 Yes (हाँ) No (नहीं)

23. Choose Password (पासवर्ड चुनें) : *

.....
Password must be between 6 to 12 in length

24. Confirm Password (पासवर्ड पुनः) : *

.....
Password must be between 6 to 12 in length

DECLARATION :-

I do hereby declare that the statement given above is true and correct to the best of my knowledge. In case any information is found to be concealed, my registration number may be cancelled and I shall be liable for furnishing false information

Continue

Login into the account:

After final submission of registration form, a worker can login into his/her account using their username and password but unable to avail any benefit.

To avail the benefits, a worker has to pay the registration fee and add a work experience of minimum 90 days of the preceding year.



Fee structure:

First time registration charges are Rs. 25/- and the registration fees varies according to renewal time period.

Registration Fee:

- For 1 year – Rs. 60 /-
- For 2 years – Rs. 120/-
- For 3 years – Rs. 180 /-

Welcome: shubh2020 / ON06021456319 Family ID : 5 20 Refresh PPP Notifications 74 हिंदी User Manual

 **LABOUR DEPARTMENT HARYANA**  Login with Digital Seva Connect

My Account ✓ View Work Info Status ✓ Family Details Change Password Logout

View Application Status | Schemes | Payment | Objections

Before proceeding, please pay for pending fees and upload workslip.

[Click here](#) to upload workslip.

Labour Department, Haryana
30 Bays Building, Sector 17,
Chandigarh - 160 017
For Technical Support :
✉ maillabourhry@gmail.com

CONTACT US

Head office : 0172-2575300
IT cell : 0172-2586684, 0172-2702136
Haryana Building and Other Construction Worker's Welfare Board
Bays No. 29-30 (Pocket-II), Sector-04
Panchkula (Haryana) -134112
Toll Free No. : 1800-180-2129
For Technical Support : ✉ mail.hbocwwb@gmail.com ✉ mail.hbocwwb.progit@gmail.com

6. Add Work Experience:

To add 90 days experience, you have to fill all the details where you have worked by following given below steps:

- Select the **date range** (1 year) from the drop down.
- Add the **details** such as workplace, employer name and so on.
- Select the **Start and End date** for which workslip going to be uploaded by the worker. The total working days are calculated on the basis of selected time period (start and end date).

NOTE:

- You can-not add the workslip for the same time period (start and end date).
- In a selected date range, you can upload any number of workslip(s).

Welcome: SHU06417 / ON06021456877 Family ID : 320 Refresh PPP Notifications हिंदी User Manual

LABOUR DEPARTMENT HARYANA Login with Digital Seva Connect

My Account ✓ View Work Info Status ✓ Family Details Change Password Logout

View Application Status | Schemes | Payment | Objections Home > View Work Info Status > Add Work Info

Select Work Slip Date Range: *

- 20-01-2020 to 20-01-2021
- Select Date
- 20-01-2021 to 20-01-2022
- 20-01-2020 to 20-01-2021
- 20-01-2019 to 20-01-2020
- 20-01-2018 to 20-01-2019
- 20-01-2017 to 20-01-2018
- 20-01-2016 to 20-01-2017
- 20-01-2015 to 20-01-2016
- 20-01-2014 to 20-01-2015

1. Work Place : * testing

2. Employer Name : * abc

3. District : * Bhiwani

4. Tehsil : * Bhiwani

5. Village : * Dhana ladanpur

6. Address : * testing address

7. Work Experience Start Date : * 14-10-2020

8. Work Experience End Date : * 26-11-2020

9. Days : * 44

Submit

- After submission of work experience, a worker has to download the work slip and get it signed from authorized person and upload the signed workslip.
- Before final submission of workslip, you can delete the record of workslip.

Welcome: SHU06417 / ON06021456877 Family ID : 6320 Refresh PPP Notifications हिंदी User Manual

LABOUR DEPARTMENT HARYANA Login with Digital Seva Connect

My Account ✓ View Work Info Status ✓ Family Details Change Password Logout

View Application Status | Schemes | Payment | Objections

Home > View Work Info Status Total No. of Days : 285

Add Work Info

Work Place	Employer Name	District	Tehsil	Village	Address	Work Experience	Days	Status	Work Slip	Action
testing factory	Demo Employer	Bhiwani	Dadri	Dadri-1	address -456	01-10-2020 20-01-2021	112	Incomplete	Download	Upload/Delete
Testing workplace	Demo Employer	Gurugram	Pataudi	Gagli	Demo address - 123 Workplace	10-03-2021 31-05-2021	83	Pending	Download	View Documents
test name	test name	Sirsa	Dabwali	Ghukanwali	test address	01-01-2022 19-01-2022	90	Verified	Download	View Documents

Workslip under different status:

1. **Incomplete:** The workslip is not uploaded by the worker.
2. **Pending:** The workslip is not been processed by the officer.
3. **Rejected:** The workslip is rejected by the officer.
4. **Verified:** The workslip is approved by the officer.

Welcome: SHU06417 / ON06021456877 Family ID : 6320 Refresh PPP Notifications हिंदी User Manual

LABOUR DEPARTMENT HARYANA Login with Digital Seva Connect

My Account ✓ View Work Info Status ✓ Family Details Change Password Logout

View Application Status | Schemes | Payment | Objections

Home > View Work Info Status Total No. of Days : 202

Add Work Info

Work Place	Employer Name	District	Tehsil	Village	Address	Work Experience	Days	Status	Work Slip	Action
testing factory	Demo Employer	Bhiwani	Dadri	Dadri-1	address -456	01-10-2020 20-01-2021	112	Pending	Download	View Documents
Testing workplace	Demo Employer	Gurugram	Pataudi	Gagli	Demo address - 123 Workplace	10-03-2021 31-05-2021	83	Rejected	Download	View Documents
test name	test name	Sirsa	Dabwali	Ghukanwali	test address	01-01-2022 19-01-2022	90	Verified	Download	View Documents

The schemes and other benefits can be availed once the 90 days work experience is approved by the officer.