e-Contract Labour Management System (e-CLMS)

User Manual

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Project Overview:

e-Contract Labour Management System (e-CLMS) has been developed to provide a centralized system for IndianOil and its stakeholders with respect to capturing and monitoring details of Contract Labours engaged by Contractors across the corporation.

This is a centralized Web based portal which facilitates detailed capturing of all relevant details with respect to Real-time management and monitoring of Contract Labours working within the corporation.

This is a Contractor driven Portal which facilitates capturing details of Contract Labours engaged by them and empowering them for online generation of e-Wage registers based on Central/State/settled wage rates, thus ensuring minimum wages being paid.

The portal also facilitates dashboards at various levels (EIC/Regions/Division/Corporate) for effective monitoring of each and every Contract Labour and generation of all the statutory Reports/MIS required time to time.

The portal is also integrated with IOCL ERP system (SAP).

Advantages of e-CLMS:

- Centralized application across the corporation.
- Detailed CL data monitoring.
- Contractor driven model.
- Internet based ease of access.
- Online generation of Wage Sheets.
- Reports/MIS as per Ministry/Parliament requirements.

Contractor Login:

Contractors need to first register themselves through Indian Oil Vendor portal available through the link:
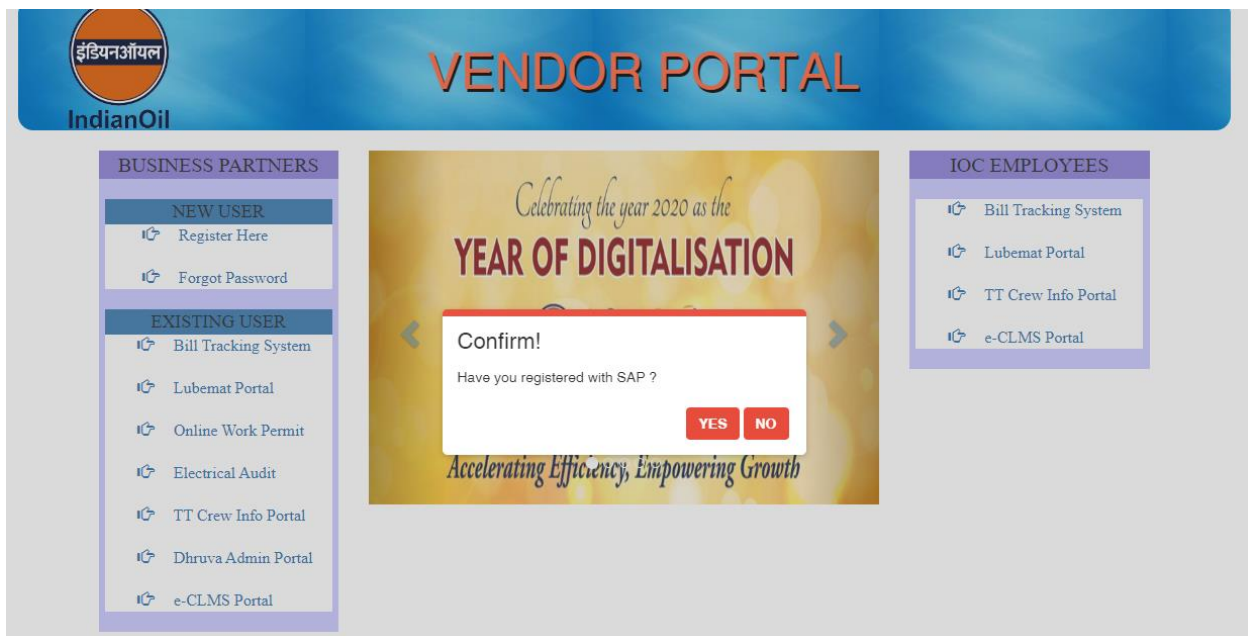
https://associates.indianoil.co.in/Vendor/

Contractors can access the site from anywhere through Internet and using any device.

Registration for New Contractor:

For new registration Contractor has to click on "Register Here" link under heading <u>BUSINESS PARTNERS</u> as highlighted in the following screen.
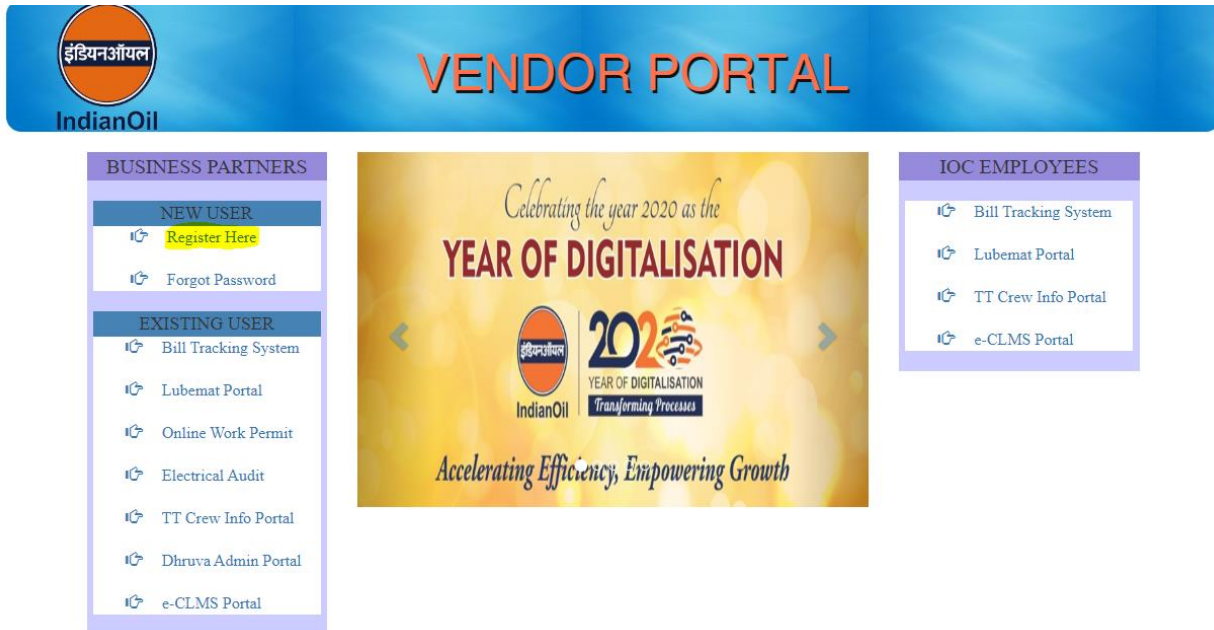
On clicking the link a confirmation box opens as follows.

If the vendor is not registered with IOCL SAP (Vendor code in SAP), make sure to contact local IOC office and get the SAP registration done before registering in the portal.

If the vendor has already registered with the SAP, then vendor registration can be continued by clicking on YES.

On click of 'YES' following screen will appear. Vendor has to put registered Vendor code also called as SAP code, SAP registered e- mail ID and SAP registered PAN no. for registration. <u>System will send the password to the SAP registered e- mail ID.</u>

Existing Contractor Login:

In case of existing users, Contractor has to click on "e-CLMS Portal" link under heading <u>BUSINESS PARTNERS</u> as highlighted in below.
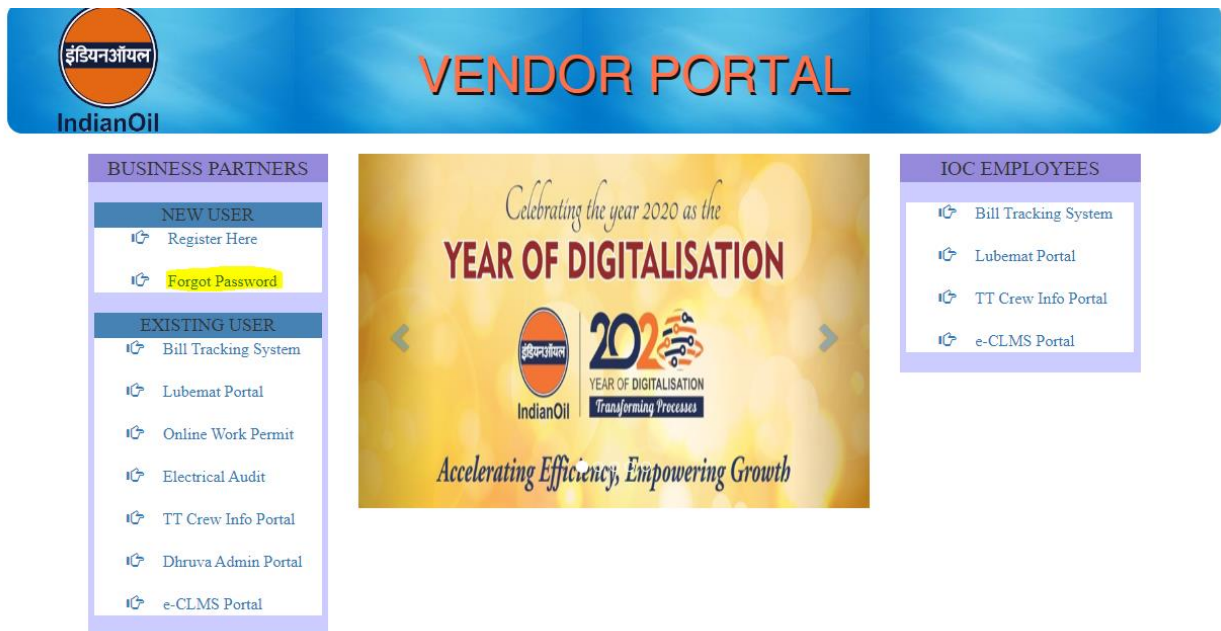
Contractor has to login using the credentials sent to the vendor at the time of registration as shown below.
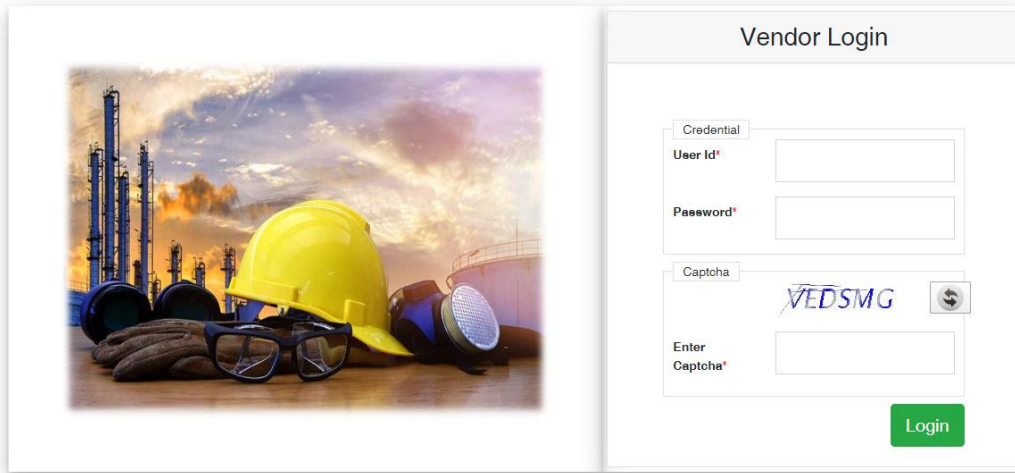
Forgot Password:

In case the password is forgotten, contractor has click on 'Forgot your password' link as highlighted in following screen.

On click of 'Forgot your password', the email ID of the user is taken from SAP and a mail containing the password will be sent to the registered email ID.

Features:

The portal facilitates Contract Labour management by the Contractors and has various features / tasks which are detailed below.

Profile Update

When Contractors login to the portal, their basic details like Name, Firm Name, Mobile No, PAN No., Email id will be fetched from SAP and it will be available in the home page of contractor. Some of the details fetched from SAP in Grey color are not editable.

Contractor will be required to update other details mentioned in the profile form as shown below. The fields marked with * in RED color are mandatory.

Work Orders

This menu option is for capturing Work Order details and view/edit the updated details later.

It has 2 submenus.

Add Work Orders

Contractor has to enter the Work Order No. and the details of the work order will be fetched from SAP. This form will enable the contractor to update work order details and also information like supervisor details, subcontractor details, etc. as shown below.

It is to be noted that adding of Supervisor details is mandatory. In case Contractor himself is the supervisor, then he/she can also add SELF as supervisor by clicking the available button as shown below.

After adding the Supervisor details, the contractor needs to fill in the Sub-Contractor details for every Sub-contractor working under him/her for various Work Orders as shown below.

Once the required details are updated and saved, this work order data will be forwarded to respective EIC/SIC for verification and approval.

View/Edit Work Order

Using this menu the contractor can view as well edit their Work Order details which are already captured and updated in the portal. The interface has 3 Tabs.

Pending/Return by EIC

This tab will contain & display all the work orders which are forwarded to EIC/SIC for verification/approval and are pending at their end. This TAB will also show the work order details which were forwarded by the Contractor but have been returned by EIC/SIC for making changes.

Approved and Active

This tab will contain & display all the work orders which are approved by EIC/SIC.
The Contractor can edit the work order details at any point of time but it will again go for EIC/SIC approval.

Expired

This tab will contain & display all the work orders which have expired based on WO completion date.

Contract Labour:

This menu option deals with the activities related to maintenance of details Contract Labours engaged by the contractors. It has 3 sub-menu options.

Add New CL

Once the Work Order is approved by EIC/SIC, contractor has to add details of all the contract labours engaged against the work order.

There may be cases where multiple SICs (Site Engineers) are attached to one work order.

In that case contractors have to update respective SICs responsible for the contract labour. Upon selection of Work Order, SIC details will be available in the dropdown.

This interface has 3 sections.

The First section will contain details of the work order with which the CL is assigned.
Here contractor need to select the Work Order, respective SIC and the date on which the labour is engaged as shown below.

Second section will contain the contract Labour information which include personal details and other official details as shown below.

Every Contract labour will be uniquely identified by his/her UAN No. System will check for duplication of UAN No. and also for Mobile No.

The third section is meant for maintaining the wage related parameters for the Contract Labour. The contractor has to select the appropriate Wage Type (Central / State / Settled Wage) applicable for the Labour. The applicable wage type can be combination of either Central or State and Settled Wage.

Once all the required details have been captured, contractor need to click on button 'Save' for the details OR click on the button 'Save and Add New' for saving and adding details of next labour.
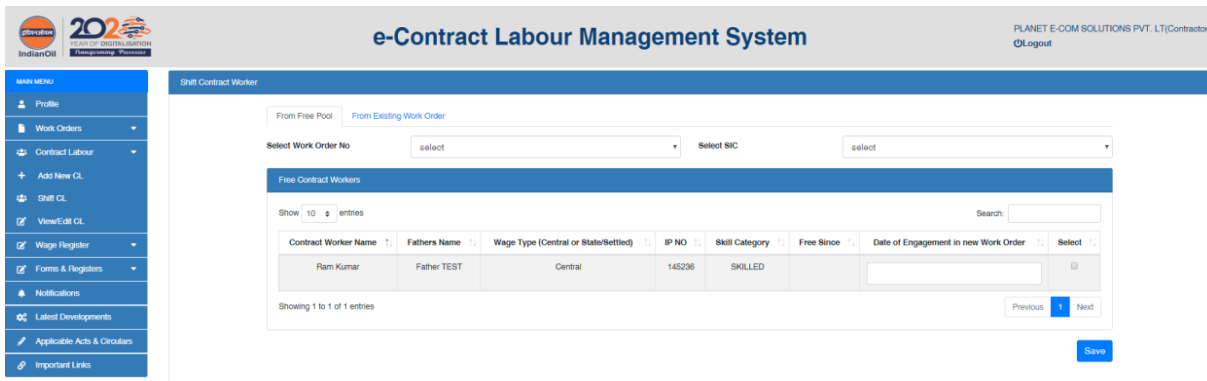
Shift Contract Labour

The portal facilitates to shift CLs updated in the portal from one Work Order to another. Contractor can shift existing Labours from any Work Order within his geographical area to any of his existing Work Order.

This interface has 2 TABS.

From Free pool

This tab will display all the free contract labours available within the geographical location. Free labour mean a labour was engaged with one Work Order and has become free by virtue of a) either the Work Order getting expired OR b) the Contractor has de-assigned the labour from the Work Order.

For engaging contract labour from free pool, contractor needs to select his currently active work order from the list of his existing work orders and then need to select the contract labour from the available list. Contractor need to capture the CL engagement date against each selected CL and click on 'Save' button to engage the CLs under the selected Work Order.

From Existing Work Order

This Tab facilitates the contractor to engage Contract Labours to his/her existing and active Work Order, from any available active Work Order (irrespective of Contractors) within the same geographical location. The user need to first select the WO from the list of his/her active Work Orders (for which he wants to assign labours) and then he will get the list of other active Work Orders within his geographical location. Upon selection of other work order, contractor will get the list of CL engaged under the selected work order.

Contractor need to select the CLs from the list and will enter the engagement date against every CL to his/her Work Oder and save the data as shown below. The CLs will automatically get de-assigned from the earlier WO and get assigned to the new WO.
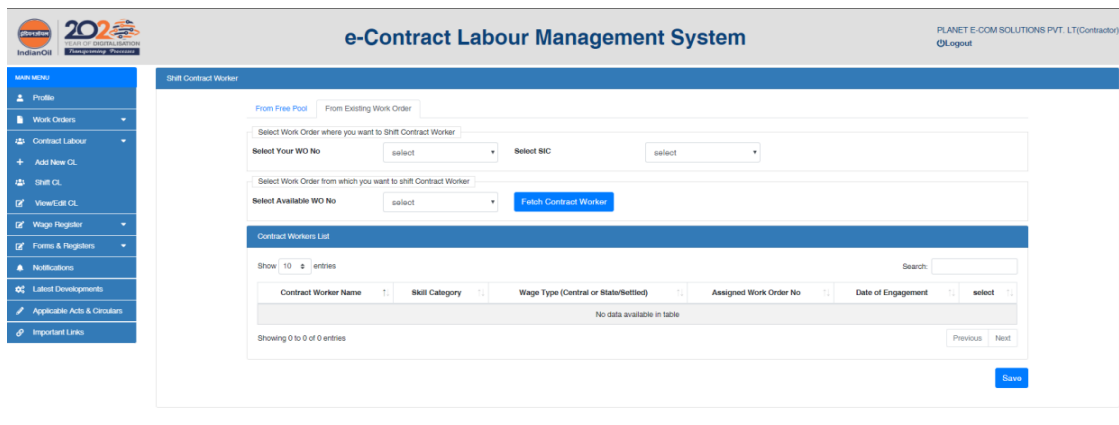
View/Edit CL

Contractor can view all his/her contract labour using this menu. Contractor can also update the data of CLs engaged under his/her work order.

Contractor can also activate/deactivate CLs from an active Work Order using this menu. On de-activation the Labour will become part of Free Pool.

View Contract Labour Screen:

Edit Contract Labour Screen:

Wage Register:

The e-CLMS portal facilitates the Contractor to generate monthly Wage Sheets for his Contract Labours as per statutory policies from time to time.

Also, every month the Contractors need to update the Wage payment details for the labours and also the TRRN details with respect to PF/ESI payment for the Labours.

Generate Wage Register

Every month Contractor needs to generate wage register for all the labours engaged with him. Wage register will be generated for every SIC for a given work order for each month till the work order.

For Generating wage register contractor need to select the work order from the list available active Work orders. Once the work order is selected, SIC list will be pupulated and contractor will have to select the SIC from the list. Then contractor will also need to select the month/year for which he/she want to generate the wage register and also need to select the TRRN details already updated in the portal.

It is to be noted that every month, the contractor need to update TRRN details of PF/ESI payments against the generated Wage Register / Sheet in the portal.

System will not allow to proceed for generation of Wage register unless the valid TRRN details of previous months have been updated in the portal.

Initially to start with, when the portal will be made live, for the first time, System will allow to generate Wage Register without any TRRN details as no Wage register will be available in the system.

After clicking on "fetch contract worker" button, system will fetch all the CLs against the selected WO and SIC.

Contractor need to select the CLs for whom wage register has to be generated. Then he/she has to fill the applicable Wage days / Hours against each selected CL. System will by default show the minimum applicable wage rates (which is already maintained in the portal) for each CL.

There is a provision in the system, wherein the Contractor can update the Wage rate for any wage component while generating wage Register but the check for minimum wage rate is maintained in the system. Contractor can not change wage rates below the minimum applicable Wage Rate maintained in the Portal by Region/unit-HR.

Once all the wage details for every CL are filled, Contractor needs to click on 'Generate Wage Register' button to generate Wage register. Once generated, Contractor can 'Save & Print' the Wage Sheet in PDF format , which he needs to submit to respective EIC/SIC for verification and release of payment.

Selection Screen for generation of Wage Register:

Screen after fetching the CLs based on selection criteria:

Screen after Generation of Wage Register:

System Generated Wage Sheet in PDF:

Wage Register Generated on :08/02/2020

Rate Of Minimum Wages for State since : null and Central Since : 01/04/2019	State/Central	UN-SKILLED	SEMI-SKILLED	SKILLED	HIGHLY SKILLED
		Construction	Construction	Construction	Construction
Minimum Basic	S	0.0	0.0	0.0	0.0
	C	500	500	600	600
DA	S	0.0	0.0	0.0	0.0
	C	100	100	100	100
Over Time	S	0.0	0.0	0.0	0.0
	C	75.0	75.0	87.5	87.5

	Settlement Cat Name	UN-SKILLED	SEMI-SKILLED	SKILLED	HIGHLY SKILLED
		Construction	Construction	Construction	Construction
Minimum Basic + DA	TESTWAGE	150		0	0

Name of the Establishment :PLANET E-COM SOLUTIONS PVT. LT Name of the Owner: Planet E Com   LIN: LBR001
Wage Period From : 01/11/2019   To: 30/11/2019

Sr No	Name	Rt of Wages	No of days Worked	OT hour Worked	Basic	Special Basic	DA	Overtime Payment	HRA	Others Payment	Total Pmnt	PF	ESIC	Society	Income Tax	Insurance	Other Deduction	Recoveries	Total Ded	Net Pmnt	Employer Share PF Fund	Reciept By Employee/Bank Transaction Id	Date Of Payment	Remarks/CL Signature
1	Prakash Verma	500	15	12	7500	0	1500	900	0	0	9900	0	67.5	0	0	0	0	0	67.5	9832.5	0			
2	Ashima Bhatia	400	25	30	10000	0	5000	2250	0	0	17250	0	112.5	0	0	0	0	0	112.5	17137.5	1800			
3	Sandee p Singh	600	15	10	9000	0	3000	1000	0	0	13000	0	90	0	0	0	0	0	90	12910	0			
4	Mohit Singh	600	18	10	10800	0	1800	875	0	0	13475	0	94.5	0	0	0	0	0	94.5	13380.5	0			

Wages remitted in front of authorized person or payment done directly to respective bank account of respective CLs

Signature of Contractor

Signature of SIC

View Wage Register

Once Wage register is generated for a given month, contractor can anytime view previously generated wage registers and take print of PDF wage sheets using this menu. Contractor needs to select the Work Order, SIC and month/year for retrieving previously generated wage registers.

e-Contract Labour Management System

PLANET E-COM SOLUTIONS PVT. LT(Contractor)
Logout

View Wage Register

Select Work Order No: 0026155387-Hiring JAVA resou ▾   Select SIC: 00504241(Deependra Jatav) ▾   Period From: 112019   Fetch Register

View Wage Details   Save as PDF/Print

Sl No	Name	Rate of Wage	No of Days Worked	Overtime Hour Worked	Basic	Special Basic	DA	Overtime Payment	HRA	Others Payment	Total
1	Prakash Verma	500	15	12	7500	0	1500	900	0	0	9900

Deduction

PF	ESIC	Society	Income Tax	Insurance	Other Deduction	Recoveries	Total	Net Payment	Employer Share PF Welfare Fund
0	67.5	0	0	0	0	0	67.5	9832.5	0

Sl No	Name	Rate of Wage	No of Days Worked	Overtime Hour Worked	Basic	Special Basic	DA	Overtime Payment	HRA	Others Payment	Total
2	Ashima Bhatia	400	25	30	10000	0	5000	2250	0	0	17250

Deduction

PF	ESIC	Society	Income Tax	Insurance	Other Deduction	Recoveries	Total	Net Payment	Employer Share PF Welfare Fund
0	112.5	0	0	0	0	0	112.5	17137.5	1800

Sl No	Name	Rate of Wage	No of Days Worked	Overtime Hour Worked	Basic	Special Basic	DA	Overtime Payment	HRA	Others Payment	Total
3	Sandeep Singh	600	15	10	9000	0	3000	1000	0	0	13000

Deduction

PF	ESIC	Society	Income Tax	Insurance	Other Deduction	Recoveries	Total	Net Payment	Employer Share PF Welfare Fund
0	90	0	0	0	0	0	90	12910	0

Sl No	Name	Rate of Wage	No of Days Worked	Overtime Hour Worked	Basic	Special Basic	DA	Overtime Payment	HRA	Others Payment	Total
4	Mohit Singh	600	18	10	10800	0	1800	875	0	0	13475

Deduction

Update TRRN Details

As already stated above, once Wage register is generated, contractor has to update TRRN Details of PF/ESI payments against every generated wage register.

Update Wage Payment Details

Contractors have to update wage payment details monthly for the wages paid to his/her Labours. System facilitates capturing details of the wage payments made every month through electronic fund transfer for the labours engaged under him/her as shown below.

Forms & Registers

System facilitates the Contractors to view various statutory Forms / Registers meant for them and are uploaded in the portal from time to time.

Notifications

Contractor can see all the Notifications meant for them created by respective EIC/SIC/Unit HR/Division HR under this menu.

Applicable Acts & Circulars

There is provision in the portal to upload various Acts / Circulars applicable and are uploaded in the portal by EIC/SIC/Region-HR/Divisional Admins from time to time. These will be visible to the Contractors under this menu as shown below.

Important Links

Portal also facilitates various important Web-links related to contract Labour management and contractors can navigate to these links directly from this portal as shown below.