

e-Contract Labour Management System (e-CLMS)

User Manual

2/25/2020

Information Systems, MKTHO, IOCL

00703147

Table of Contents

Project Overview:..... 3

Contractor Login: 3

Registration for New Contractor:..... 4

Existing Contractor Login: 5

Forgot Password: 6

Features: 7

 Profile Update 7

 Work Orders..... 7

Add Work Orders..... 8

View/Edit Work Order 9

 Contract Labour: 10

Add New CL 10

Shift Contract Labour 11

View/Edit CL 13

 Wage Register: 14

Generate Wage Register 14

View Wage Register 17

Update TRRN Details..... 18

Update Wage Payment Details..... 18

Forms & Registers 19

Notifications..... 19

Applicable Acts & Circulars 19

Important Links 20

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:

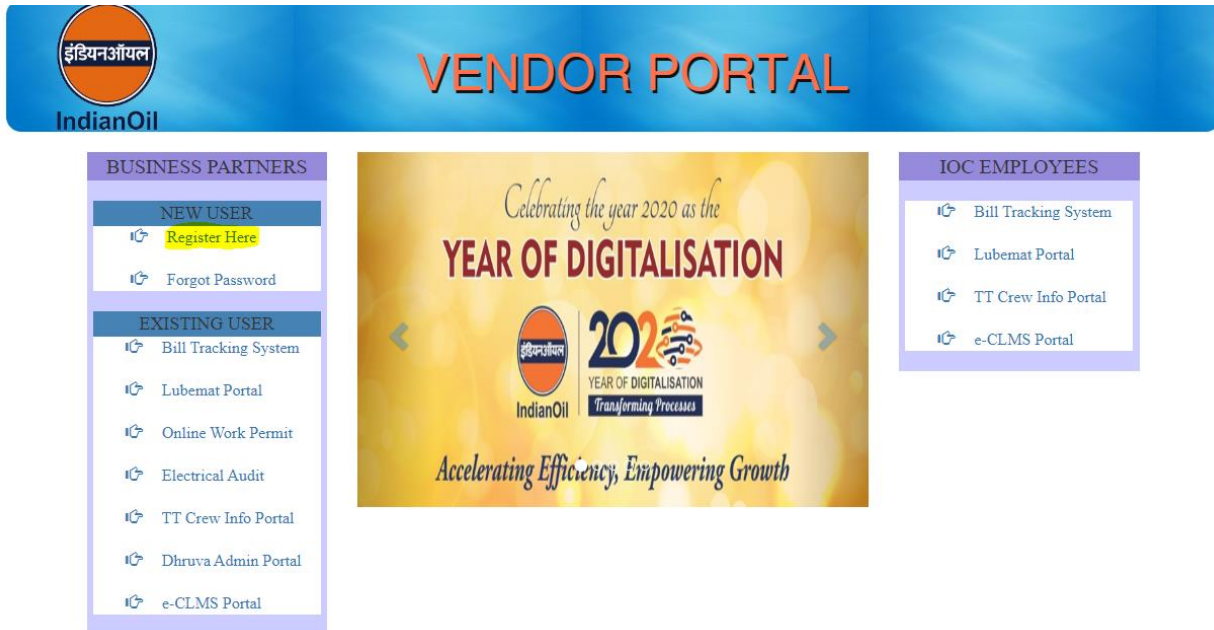
Contractors need to first register themselves through Indian Oil Vendor portal available through the link:

<https://associates.indianoil.co.in/Vendor/>

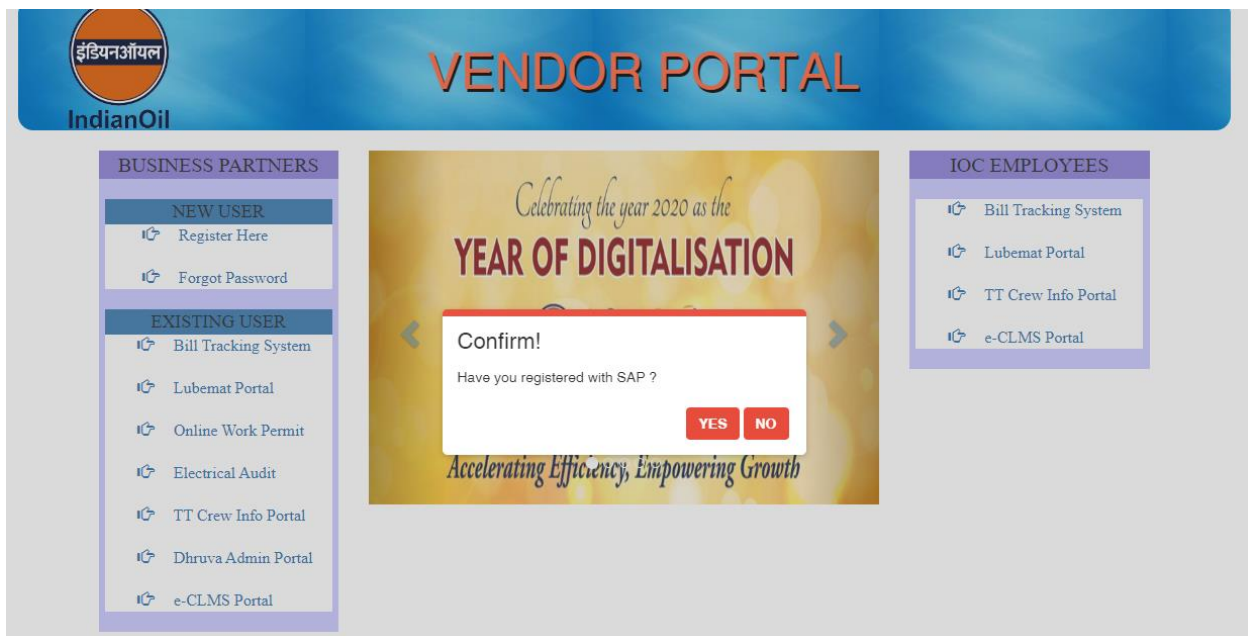
Contractors can access the site from anywhere through Internet and using any device.

Registration for New Contractor:

For new registration Contractor has to click on “Register Here” link under heading BUSINESS PARTNERS 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. System will send the password to the SAP registered e- mail ID.



The screenshot shows the IndianOil Vendor Portal registration page. At the top left is the IndianOil logo with the text 'इंडियन ऑयल' and 'IndianOil'. The main header is 'VENDOR PORTAL'. A 'HOME' button is located in the top right. The registration form is titled 'User Registration' and features a 'REGISTER NOW' star icon. The form contains three input fields: 'Vendor(IOC SAP) Code:', 'PAN Number:', and 'Valid Email ID:'. Below these fields are two buttons: 'Register..' and 'Reset'.

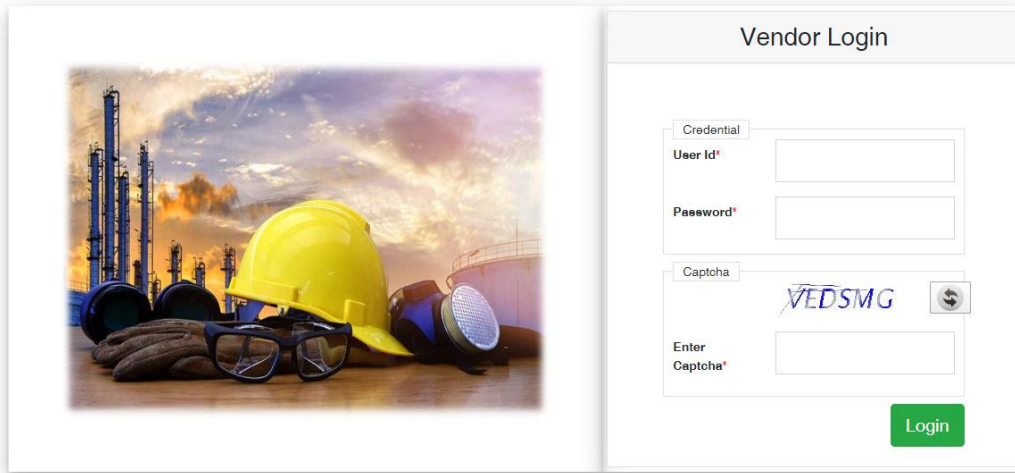
Existing Contractor Login:

In case of existing users, Contractor has to click on “e-CLMS Portal” link under heading BUSINESS PARTNERS as highlighted in below.



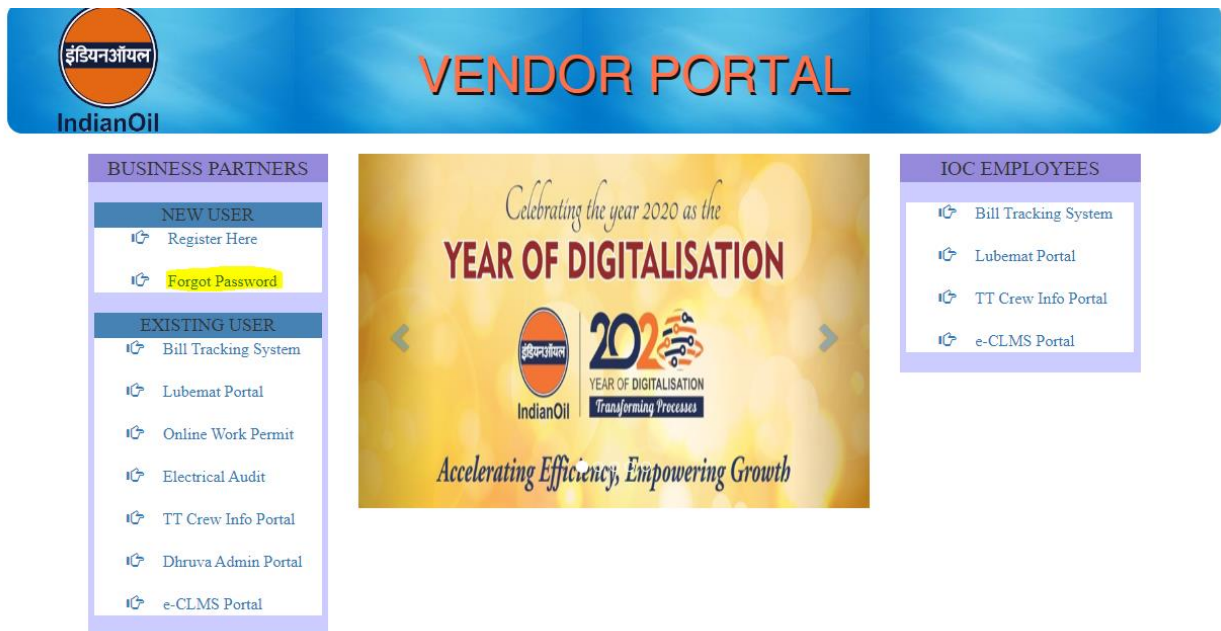
The screenshot shows the IndianOil Vendor Portal main menu. At the top left is the IndianOil logo with the text 'इंडियन ऑयल' and 'IndianOil'. The main header is 'VENDOR PORTAL'. The menu is divided into three sections: 'BUSINESS PARTNERS', 'IOC EMPLOYEES', and a central banner. The 'BUSINESS PARTNERS' section is highlighted and contains a list of links: 'NEW USER' (Register Here, Forgot Password) and 'EXISTING USER' (Bill Tracking System, Lubemat Portal, Online Work Permit, Electrical Audit, TT Crew Info Portal, Dhruva Admin Portal, e-CLMS Portal). The 'IOC EMPLOYEES' section contains a list of links: 'Bill Tracking System', 'Lubemat Portal', 'TT Crew Info Portal', and 'e-CLMS Portal'. The central banner features the text 'Celebrating the year 2020 as the YEAR OF DIGITALISATION' and 'Accelerating Efficiency, Empowering Growth'.

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.

The screenshot shows the 'Contractor Profile Update' form. The header includes the IndianOil logo, '2021 YEAR OF DIGITALISATION', and the system name 'e-Contract Labour Management System'. The user is identified as 'PLANET E-COM SOLUTIONS PVT. LT.(Contractor)'. A sidebar menu on the left lists options like Profile, Work Orders, Contract Worker, Wage Register, Forms & Registers, Notifications, Latest Developments, Applicable Acts & Circulars, and Important Links. The main form area contains the following fields:

Firm Name(*)	PLANET E-COM SOLUTIONS PVT. LT		
Owner Name(*)	Planet E Com		
Registered Office Address(*)	3 (Basement), Inder Enclave, Opposite Metro Pillar No. 316, Rohtak Road, Peera Garhi, New Delhi 110087		
Owner Mobile Number(*)	9854091721		
Registered Office Landline No(*)	0228569740		
Firm Email ID	PGUPTA@PLANETECOMSOLUTIONS.COM		
PAN No(*)	AABCP7604B		
Labour Identification Number(*)	LBR001	Expired on(*)	31/08/2020
PF Registration Code(*)	PFR001	Expired on(*)	29/02/2020
ESIC Registration Code (If any)			

Buttons at the bottom: Submit, Refresh Vendor Details from SAP

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.

The screenshot displays the 'e-Contract Labour Management System' interface. On the left is a navigation menu with options like Profile, Work Orders, Add Work Order, View/Edit Work Orders, Contract Worker, Wage Register, Forms & Registers, Notifications, Latest Developments, Applicable Acts & Circulars, and Important Links. The main area is titled 'Work Order Edit' and contains several input fields: 'Work Order No(*)' (0024451551), 'Work Order Date(*)' (21/05/2015), 'Name of Work(*)' (Software Development Documentation Test), 'Type of Contract(*)' (S), 'Location of Work (PA Code) (*)', 'Department/Place of Work(*)', 'PF Registration Code(*)' (PFR001), 'ESIC Registration Code', and 'OL Deployed as per Work Order(*)' (0). There are buttons for 'Fetch Work Order', 'Add supervisor details +', 'Add Sub Contractor details, if any +', and 'Submit'.

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.

The screenshot shows a dialog box titled 'Add Supervisor Details' overlaid on the main form. The dialog contains four input fields: 'Supervisor Name(*)', 'Supervisor Mobile Number(*)', 'Email ID of Supervisor', and 'Work Site'. At the bottom of the dialog are two buttons: 'Add Self as supervisor' and 'Save'. A 'Close' button is also present in the bottom right corner. The background shows the 'Work Order Edit' form with the following data: Work Order No(*) 0025744783, Work Order Date(*) 12/12/2018, Name of Work(*) Extension of the work for a period of 4 months for, and Type of Contract(*) Housekeeping Sanitation.

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.

Add Sub Contractor

Firm's Name(*)

Owner Name(*)

Registered Office Address(*)

Owner Mobile Number(*)

Registered Office Landline No

Firm Email ID(*)

PAN No(*)

Labour Identification Number(*)

PF Registration Code(*)

ESIC Registration Code (if any)

Save

Close

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.

e-Contract Labour Management System

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

Work Orders

Pending/Return by EIC | Approved and Active | Expired

Show 10 entries

Work Order No	Work Order Date	Name of work order	Location of work	EIC/SIC Name	View Details	Update Details
0025744783	12/12/2018	Extension of the work for a period of 4 months for Tender ReferenceNumber HOSYS131LT01201718	MARKETING HEAD OFFICE	Deependra Jatav(00504241)	View	Update
0025824891	13/02/2019	PROVIDING SERVICES FOR HOSTING AND MAINTENANCE OF INDIAN OILS CORPORATE WEBSITE INDIAN OIL EXPRESS PORTAL XPRSSLITE MOBILE APP PWA AND XPRSSNEWS DAILY EBULLETIN OF INDIAN OIL CORPORATION LIMITED	MARKETING HEAD OFFICE	Deependra Jatav(00504241)	View	Update
0026155387	17/10/2019	Hiring JAVA resource for 2112 Man days at Indian Oil Corporation Limited Head Office Marketing division Mumbai	MARKETING HEAD OFFICE	Deependra Jatav(00504241) Shiba Prasad Jana(00509128)	View	Update

Showing 1 to 3 of 3 entries

Previous Next

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.

The screenshot shows the 'Add Contract Worker' form in the 'e-Contract Labour Management System'. The form is divided into three main sections: 'Contract Worker WO Details', 'Contract Worker Details', and 'Contract Worker Wage Details'. The 'Contract Worker WO Details' section includes fields for 'Engaged Under Work Order(*)' (a dropdown menu), 'Date of Engagement of CL(*)' (a date input field), and 'Select EIC/SIC(*)' (a dropdown menu). The 'Contract Worker Details' section includes fields for 'Name of CL(*)', 'Father/Husband Name(*)', 'Adhaar No.', 'Date of Birth(*)', 'Select Gender(*)' (a dropdown menu), 'City of Residence(*)', 'Mobile No.', 'UAN No. (*)', 'ESIC IP (Insurance Policy No. (*)', 'Skill Category(*)' (a dropdown menu), 'Bank Account No. (*)', 'IFSC Code(*)', 'PMSBY Covered(*)' (a dropdown menu), 'PMSBY Covered(*)' (a dropdown menu), 'Police Verification Done' (a dropdown menu), and 'Health Checkup Done' (a dropdown menu). The 'Contract Worker Wage Details' section includes a 'Select Applicable Wages' dropdown menu with options for 'Central Wages', 'State Wages', and 'Settled Wages'. At the bottom right of the form, there are two buttons: 'Save' and 'Save and Add New'. The top of the page features the IndianOil logo, a '2020' anniversary banner, the system title 'e-Contract Labour Management System', and the user information 'PLANET E-COM SOLUTIONS PVT. LT.(Contractor)' and a 'Logout' link.

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.

This is a close-up screenshot of the 'Contract Worker WO Details' section of the form. It shows three input fields: 'Engaged Under Work Order(*)' with a dropdown arrow, 'Date of Engagement of CL(*)' with a date input field, and 'Select EIC/SIC(*)' with a dropdown arrow. The section title 'Contract Worker WO Details' is highlighted in yellow.

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.

Contract Worker Details			
Name of CL(*)	<input type="text"/>	Father/Husband Name(*)	<input type="text"/>
Adhaar No.	<input type="text"/>	Date of Birth(*)	<input type="text"/>
Select Gender(*)	<input type="text" value="Select"/>		
City of Residence(*)	<input type="text"/>	Mobile No.	<input type="text"/>
UAN No. (*)	<input type="text"/>	ESIC IP /Insurance Policy No. (*)	<input type="text"/>
Skill Category(*)	<input type="text" value="Select"/>		
Bank Account No. (*)	<input type="text"/>	IFSC Code(*)	<input type="text"/>
PMJJBY Covered(*)	<input type="text" value="Select"/>	PMSBY Covered(*)	<input type="text" value="Select"/>
Police Verification Done	<input type="text" value="Select"/>	Health Checkup Done	<input type="text" value="Select"/>

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.

Contract Worker Wage Details	
Select Applicable Wages	<input type="checkbox"/> Central Wages <input type="checkbox"/> State Wages <input type="checkbox"/> Settled Wages <input type="text" value="Select"/>

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

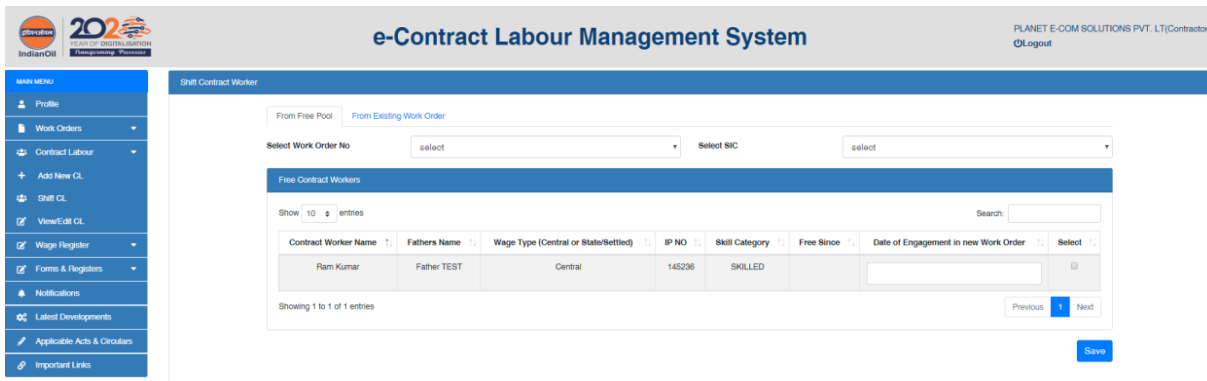
The portal facilitates to shift CLs updated in the portal from one Work Order to another. Contractor can shift existing Labours from any Work Order within his geographical area to any of his existing Work Order.

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.

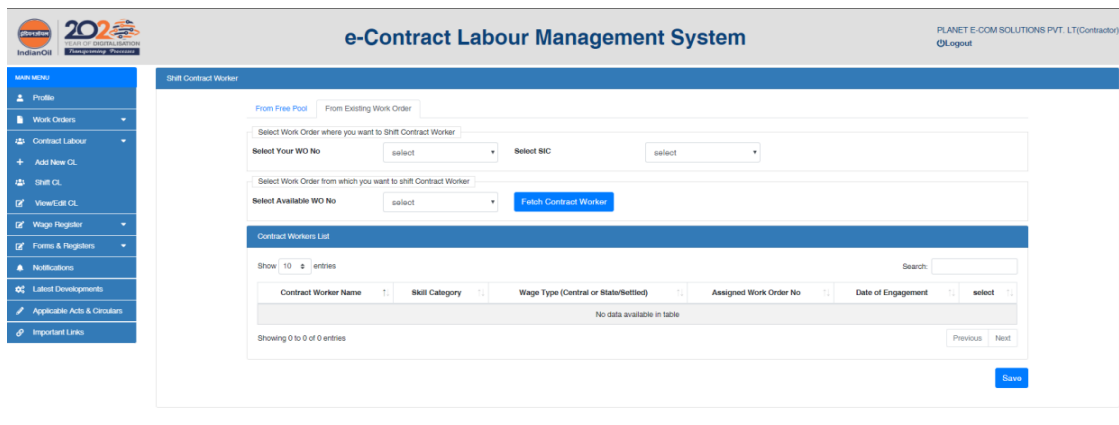
For engaging contract labour from free pool, contractor needs to select his currently active work order from the list of his existing work orders and then need to select the contract labour from the available list. Contractor need to capture the CL engagement date against each selected CL and click on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

The screenshot shows the 'View/Edit Contract Workers' screen in the e-Contract Labour Management System. The interface includes a sidebar menu on the left with options like Profile, Work Orders, Contract Labour, Add New CL, Shift CL, View/Edit CL, Wage Register, Forms & Registers, Notifications, Latest Developments, Applicable Acts & Circulars, and Important Links. The main content area displays a table of contract workers with the following data:

Contract Worker Name	Skill Category	Wage Type (Central or State/Settled)	Assigned Work Order	View	Edit	Status/Remarks
Ashma Bhatia	UN-SKILLED	State/TESTWAGE	0026155387			
Monit Singh	SKILLED	Central	0026155387			
Prakash Verma	UN-SKILLED	Central	0026155387			
Ram Kumar	SKILLED	Central				
Sandeep Singh	UN-SKILLED	Central/TESTWAGE	0026155387			
TEST	UN-SKILLED	State/TESTWAGE	0026155387			
TEST CW	UN-SKILLED	TESTWAGE	0026155387			
TEST NEW CREW	UN-SKILLED	Central/TESTWAGE	0026824891			
TEST1	UN-SKILLED	Central	0026155387			
TEST3	UN-SKILLED	State	0026155387			

Showing 1 to 10 of 10 entries

View Contract Labour Screen:

The screenshot shows the 'View Contract Labour Screen' in the e-Contract Labour Management System. A modal window titled 'Contract Worker Details' is open, displaying the following information:

Contract Worker Details	
Engaged Under Work Order	0026155387
Date of Engagement of CL	01/04/2019
EIC/SIC	Deependra Jatav
Name of CW	Ashma Bhatia
Father/Husband Name	Father TEST
Gender	Female
Adhaar No.	
Date of Birth	01/01/1990
City of Residence	Mumbai
Mobile No.	
UAN No.	XXXXXXXX6912
IP No. / Insurance Policy No.	123456
Skill Category of CL	UN-SKILLED
Bank Account No.	XXXXXXXX6789
PMSBY Covered	Y
PMSBY Covered	Y
Police Verification Done	Y
Medical Fitness Certificate Available	Y

Edit Contract Labour Screen:

e-Contract Labour Management System

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

W/O MENU

- Profile
- Work Orders
- Contract Labour
 - Add New CL
 - Shift CL
 - View/Edit CL
 - Wage Register
 - Forms & Registers
- Notifications
- Latest Developments
- Applicable Acts & Circulars
- Important Links

Edit Contract Worker

Contract Worker W/O Details

Engaged Under Work Order: 0026155387 Date of Engagement of CL: 01/04/2019

EIC/SIC: 00504241

Contract Worker Details

Name of CL(*): Ashma Dhatia Father/Husband Name(*): Father TEST

Adhaar No.: Date of Birth(*): 01/01/1990

Select Gender(*): Female

City of Residence(*): Mumbai Mobile No.:

UAN No.(*): XXXXXXXX6912 ESIC IP / Insurance Policy No.(*): 123456

Skill Category of CL(*): UN-SKILLED

Bank Account No.(*): XXXXXXXX6789 IFSC Code(*): XXXXXXXX0311

PMSBY Covered(*): Yes PMSBY Covered(*): Yes

Police Verification Done: Yes Health Checkup Done: Yes

TA Applicable(*): No

Contract Worker Wage Details

Select Applicable Wages: Central Wages State Wages Settled Wages TESTWAGE

Update Data

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 populated 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:

The screenshot displays the 'e-Contract Labour Management System' interface. At the top, there are logos for 'e-Contractor IndianOil' and '20 YEARS OF DIGITALIZATION Empowering Process'. The title 'e-Contract Labour Management System' is centered, and 'PLANET E-COM SOLUTIONS PVT. LT.(Contractor)' with a 'Logout' link is on the right. A left-hand 'MAIN MENU' sidebar lists various options, with 'Wage Register' currently selected. The main content area, titled 'Generate Wage Register', contains the following fields and controls:

- 'Select Work Order No' with a dropdown menu showing 'select'.
- 'Select SIC' with a dropdown menu showing 'Select'.
- 'MonthYear(MMYYYY)' with a dropdown menu showing 'Select' and an adjacent empty text input field.
- 'Select Last TRRN No' with a dropdown menu showing 'Select'.
- A blue button labeled 'Fetch Contract Workers'.

Screen after fetching the CLs based on selection criteria:

General Wage Register

Select Work Order No: 0020155387-Hiring JAVA resource for 21 | Select SIC: 00504241(Despendra Jatzv) | Month/Year(M/YYYY): 122019

Select Last TRFN No: 123456-112019 | [Fetch Contract Workers](#)

Contract Workers

[Generate wage Register](#)

Select All CL

Name: Prakash Verma	Father's Name: Father TEST	Schedule Category: Construction	Skill Category: UN-SKILLED	Wage Type(Central or State Set): Central/NA
No of Days(*)	No of OT Hour	Basic Rate	DA	
		500.0	100.0	
		Change Basic rate	Change DA rate	
Earning				
HRA	Others Payment	Bonus(%)		
		<input type="checkbox"/> 8.33		
		Change rate		
Deductions				
Society	Income Tax	Insurance	Others Deduction	Recoveries

Name: Ashima Bhatia	Father's Name: Father TEST	Schedule Category: Construction	Skill Category: UN-SKILLED	Wage Type(Central or State Set): State/TESTWAGE
No of Days(*)	No of OT Hour	Basic Rate	DA	
		100.0	50.0	
		Change Basic rate	Change DA rate	
Earning				
HRA	Others Payment	Bonus(%)		
		<input type="checkbox"/> 8.33		
		Change rate		
Deductions				
Society	Income Tax	Insurance	Others Deduction	Recoveries

Screen after Generation of Wage Register:

General Wage Register

Select Work Order No: 0020155387-Hiring JAVA resource for 21 | Select SIC: 00504241(Despendra Jatzv) | Month/Year(M/YYYY): 112019

Select Last TRFN No: 123456-112019 | [Fetch Contract Workers](#)

Contract Workers

[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		
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		
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		
4	Mohit Singh	800	18	10	10800	0	1800	875	0	0	13475
Deduction											
PF	ESIC	Society	Income Tax	Insurance	Other Deduction	Recoveries	Total	Net Payment	Employer Share PF Welfare Fund		
0	94.5	0	0	0	0	0	94.5	13380.5	0		

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	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	Receipt 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	Sandeep 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

Select Work Order No: 0026155387-Hiring JAVA resou. Select SIC: 00504241(Deependra Jataw) Period From: 112019

View Wage Register

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
2	Ashima Bhatia	400	25	30	10000	0	5000	2250	0	0	17250
3	Sandeep Singh	600	15	10	9000	0	3000	1000	0	0	13000
4	Mohit Singh	600	18	10	10800	0	1800	875	0	0	13475

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.

e-Contract Labour Management System PLANET E-COM SOLUTIONS PVT. LT.(Contractor) Logout

Update Monthly CRN

Select Work Order: 0026155387-Hiring JAVA resou. Select SIC: 00504241(Deependra Jatav) Month/Year(MMYYYY): 112019

Fetch

Save CRN

Work Order No:	Name of work	No of Labour	TRRN of PF(*)	CRN of PF	PF Challan Date(*)
0026155387	Hiring JAVA resource for 2112 Man	5	123456	123456	01/02/2020

ESI Challan No	ESI Challan Date	TA Paid Amount
14523	01/02/2020	1200

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.

e-Contract Labour Management System PLANET E-COM SOLUTIONS PVT. LT.(Contractor) Logout

Update Wage Payment Details

Select Work Order(*)

Select SIC(*)

Month/Year(MMYYYY) (*)

No of Contract Labour(*)

Wage Paid on(*)

UTR No(*)

Upload Payment Document

Submit

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.

The screenshot displays the 'e-Contract Labour Management System' interface. The header includes the IndianOil logo, the 2020 'Year of Digitalisation' logo, and the system name. The user is logged in as 'PLANET E-COM SOLUTIONS PVT. LT(Contractor)'. A 'MAIN MENU' sidebar on the left lists various options, with 'Statutory Forms' selected. The main content area, titled 'Statutory Forms', shows a search bar and a table with columns 'From Name', 'View', and 'Download'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Notifications

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

The screenshot displays the 'e-Contract Labour Management System' interface. The header includes the IndianOil logo, the 2020 'Year of Digitalisation' logo, and the system name. The user is logged in as 'PLANET E-COM SOLUTIONS PVT. LT(Contractor)'. A 'MAIN MENU' sidebar on the left lists various options, with 'Notifications' selected. The main content area, titled 'Notifications', shows a search bar and a table with columns 'Notification Subject', 'Create By', 'Create Date', 'Last Update Date', and 'View'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

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.

IndianOil 2022 YEAR OF DIGITALISATION Transforming Processes

e-Contract Labour Management System

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

MAIN MENU

- Profile
- Work Orders
- Contract Labour
- Wage Register
- Forms & Registers
- Statutory Forms
- Notifications
- Latest Developments
- Applicable Acts & Circulars
- Important Links

View Acts & Circular

Show 10 entries Search:

Name of Act & Circular	View
THE MINIMUM WAGES ACT, 1948	View
THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970	View
THE EMPLOYEES PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1962	View
THE EMPLOYEES STATE INSURANCE ACT, 1948	View
THE FACTORIES ACT, 1948	View
THE INDUSTRIAL DISPUTES ACT, 1947	View
THE PAYMENT OF BONUS ACT, 1965	View
THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996	View

Showing 1 to 8 of 8 entries Previous 1 Next

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.

IndianOil 2022 YEAR OF DIGITALISATION Transforming Processes

e-Contract Labour Management System

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

MAIN MENU

- Profile
- Work Orders
- Contract Labour
- Wage Register
- Generate E-Wage Register
- View E-Wage Register
- Update TRRN Details
- Update Wage Payment Details
- Forms & Registers
- Notifications
- Latest Developments
- Applicable Acts & Circulars
- Important Links

Important Links

Show 10 entries Search:

Link Name	Target
Adhaar	https://uidai.gov.in/
EPFO	https://www.epfindia.gov.in/site_en/index.php
ESIC	http://www.esic.in/ESICInsurance1/ESICInsurancePortal/PortalLogin.aspx
Shram Suvidha Portal	https://shramsuvridha.gov.in

Showing 1 to 4 of 4 entries Previous 1 Next