Department Of Labour and Occupational Safety (DOLOS)

Integrated Labour Management Information (ILMS)

User Manual



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I. Introduction

This document serves as a User Manual for the DoLOS-ILMIS system, providing detailed guidance on its functionalities, operations, and usage. The primary objective of this manual is to assist users in understanding the system's workflow, features, and navigation. It ensures that users can efficiently interact with the system, perform their tasks with ease, and troubleshoot common issues. Additionally, this document outlines the system's functional aspects, symbols used, and key terminologies to enhance user comprehension.

2. System Overview

The Integrated Labor Management Information System (ILMIS) is designed to serve as a comprehensive platform for managing and enhancing labor-related processes within the Department of Labor and Occupational Safety (DoLOS). The system facilitates the digitization and automation of labor management tasks such as grievance handling, occupational accident management, labor audit reporting, and more. Its primary aim is to improve accessibility, streamline processes, and ensure compliance with national labor laws and international standards. ILMIS will enable various stakeholders—including labor inspectors, employers, workers, trade unions, and government agencies—to effectively manage labor-related data, report incidents, and monitor adherence to labor laws. By integrating with other government systems like social security and providing real-time data exchange, ILMIS ensures transparency, enhances data accuracy, and reduces manual workload.

DoLOS	Department of Labour and Organizational Safety
ILO	International Labour Organization
ILMIS	Integrated Labour Management Information System

3. Glossary

4. Common Functionality

ILMIS incorporates several core functionalities that serve the needs of its diverse user base. These include:

i. Grievance Handling:

This functionality allows users (workers, employers, or labor inspectors) to report, track, and resolve grievances related to labor issues. The system captures details of the grievance, assigns it to appropriate authorities, and enables resolution tracking, ensuring timely actions are taken.

ii. Occupational Accident Management:

The system allows for the efficient reporting and management of workplace accidents. Users can log accident details, upload evidence, track ongoing investigations, and monitor adherence to safety regulations, ensuring compliance with labor safety standards.

iii. Labor Audit Reporting:

ILMIS facilitates the submission and management of labor audits, enabling employers to report their compliance with labor laws. The system automates the reporting process, making it easier for employers to submit audits, and for authorities to review, approve, or request additional documentation.

iv. Data Sharing and Integration:

The system supports seamless data sharing between ILMIS and other governmental systems, such as the social security system, ensuring that data is accurate, consistent, and readily accessible across platforms. This also includes features for cross-checking submitted data to prevent inconsistencies.

v. User Management and Access Control:

The system provides role-based access control, where users with different roles (e.g., labor inspectors, workers, employers) can access specific features of the system based on their permissions. This ensures that sensitive data is protected and only accessible to authorized personnel.

vi. Reporting and Analytics:

ILMIS includes built-in reporting and analytics tools, enabling users to generate customized reports on various labor-related metrics such as accident rates, grievance resolutions, and audit results.

vii. Notifications and Alerts:

The system sends automatic notifications to users regarding pending actions, approval requests, or important deadlines, ensuring smooth workflows and reducing delays in addressing critical labour issues.

viii. Workflow Management:

As part of the application approval process, ILMIS includes a structured workflow where each stage can be accepted, rejected, or skipped as needed. This functionality helps in managing complex approval processes, ensuring that critical tasks move forward while accommodating absences or delays.

These common functionalities are designed to ensure that ILMIS operates efficiently and effectively, supporting a wide range of labour management processes while maintaining compliance with national and international standards.

5. Steps to Access ILMIS:

i. Open a Web Browser:

Launch any web browser such as Google Chrome, Mozilla Firefox, Microsoft Edge, etc.

- ii. Enter the URL:
 - In the address bar, type the following url:

http://ilmis.dryicesolutions.net/

- Press Enter.
- iii. Landing Page Overview:

You will be directed to the ILMIS landing page.

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6. Landing page Overview

Upon successful navigation to the above URL, the ILMIS landing page will be displayed. The landing page serves as the initial interface of the system, providing users with quick access to major system functionalities and resources. It is structured as follows:

Left Navigation Panel:

• Displays the official logo and the system name

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Main Content Area (Right Section):

Provides access to key modules of the system, including:

- Labor Audit
- Grievance
- Magdabi

- Occupational Accidents and Diseases
- User Manual
- Language Toggle

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Login Form

Below the menu section, the login form is presented to facilitate secure access to the system. The login process involves the following steps:

i. Select Organization Type:

Choose the appropriate organization type from the dropdown menu.

ii. Enter Email Address:

Provide a valid email address in the designated input field.

iii. Accept Terms and Privacy Policy:

Tick the checkbox labeled:

म प्रयोगका सर्तहरू र गोपनीयता नीति स्वीकार गर्दछ।

(I accept the terms of use and privacy policy)

iv. Receive OTP:

Upon completing the above steps, an OTP (One-Time Password) will be sent to the entered email for authentication purposes.

After successful verification, users will gain access to the system based on their assigned role and organization type.

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7. Grievance

This module addresses the submission, escalation, and resolution of individual grievances related to labor rights. It ensures structured handling from the end user up to departmental decision-making.

7.1. WorkFlow Of the Grievance module:

You can access this flowchart from the mentioned url:

http://ilmis.dryicesolutions.net/flowchart



The grievance process begins when an end user—typically an employee—accesses the ILMIS system through a supported browser via <u>http://ilmis.dryicesolutions.net</u>.

Once on the landing page, the user selects the "Grievance (उजुरी)" option from the main menu. This module presents two key actions:

- Register New Ujuri(नयाँ उजुरी दर्ता गर्नुहोस्)
- Know Your Status(स्थिती थाहा पाउनुहोस्)

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To submit a new grievance, the user must click on **"Register New Ujuri"**(नयाँ उजुरी दर्ता गर्नुहोस्).

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After clicking a Register New Ujuri((नयाँ उजुरी दर्ता गर्नुहोस्)) , a form opens requesting the user to provide the following structured information which mentioned below:

- **Organization Information**: Province, District, Local Level, Company Name, Phone Number, Tole, Landmark, Professional Area, Grievance Type,Office.
- **Complaint Details**: Applied as Individual/Group, Description, Supporting Documents.
- Filer Details: Whether submitting for self or others, Full Name, Designation, Email, Address (Province, District, Local Level, Ward), Phone, National ID.
- **Confirmation**: Checkbox to confirm data accuracy before submission.

• Then click on the Save button to submit the grievance.

Note: The below grievance form is for the company which has been registred.

REVANCE						
Province *	District*		Local Level		Company Name *	
Select One	✓ Select One	~	Select One	~	Select One	~
Company Phone Number 💿 *	Tole *		Landmark		Professional Area	
Enter phone number	Enter Tole		Enter Landmark		Select One-	~
Applied Single / Group	Grievance Type		Office			
Individual Others Gunaso	Select One	~	Select One	*		
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Additional Documents ① 1. Click to Upload Files Are you filling in someone elses details ? > Yes ● No 8. Fill Your Personal Details Full Name * Enter full name	Worker Designation *		Email Address * Enter your email		Province * Select One	
Additional Documents ① _, Cick to Upload Fries Are you filling in someone elses details ? > Yes ● No Pill Your Personal Details Full Name * Enter full name District *	Worker Designation *		Email Address* Enter your email Ward Number*		Province * Select One	~
Additional Documents ① .1. Click to Upload Filos Are you filling in someone elses details ? O Yes ● No ■ Fill Your Personal Details Full Name * Enfor full name District * Select One	Worker Designation *	~	Email Address * Enter your email Ward Number * Select One	· ·	Province * Select One Phone Number * Enter phone number	v
Additional Documents ① . Click to Uploud Filos Are you filling in someone elses details ? Yes ● No Pill Your Personal Details Full Name * Entor full name District * Select One National Id/Citizenship No.*	Worker Designation * Local Level * Select One	×	Email Address* Enter your email Ward Number* Select One	~	Province * Select One Phone Number * Enter phone number	~
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Additional Documents ①	Worker Designation * Local Level * Select One	~	Email Address * Enter your email Ward Number * Select One	· ·	Province * Select One Phone Number * Enter phone number	~

User need to select option as दर्ता नभएको प्रतिष्ठानको विवरण राख्नुहोस् (Provide details of unregistered institution) from the dropdown menu of the Company Name on the griveance form in order to access/get unregistered company /organization the grievance form and to

add the griveance.

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The following form will be displayed as below:

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रदेश - जेने पह जड़तेस् ✓ जेने सबार / Estar phane number
्रदेश - ्रुने एक प्रमुठेस् ् चौत मजर - Cefer phone number

After successful submission of the user grievance the success message is first displayed to the user at the right corner at the system as mentioned in the below screenshot:

re you filling in someone elses details ?) Yes ● No	● Yes ○ No	ي	
Fill Your Personal Details			
Full Name *	Worker Designation *	Email Address *	Province *
Enter full name	8	Enter your email	Select One
District "	Local Level *	Ward Number*	Phone Number *
Select One-	Select One-	Select One	C Enter phone number
National Id/Citizenship No. *			
Enter National ID number	C		

Then user is redirected to the page where the system displays the thank you messsage for submitting grievance along with the griveance details ticket number which is generated by the system and its registred date:



The user receives the mail address as shown in the below screenshot about grievance details which indicates the grievance was successfully submitted.



Then you can click on the click link mentioned in email which will redirect user to the page where they can view the status of their submitted grievance.

Add the ticket number the system has provided when you have successfully added grievance and the mobile number which was used at the time of submitting grievance on the respective fields and click on know your status button to get status as shown below:

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Note:

- The grievance is forwarded to the office which you have selected on the office dropdown on the grievance form during submiting grievance and a copy of it the organization whom you are issuing a grievance.
- If the grievance is filed against an organization already registered in ILMIS, it is directly routed to the relevant office.
- If the grievance is against an unregistered employer, the system, sends email and SMS to the employer requesting registration based on the PAN number. This starts a 7day response window.

Verifying The Griveance By respective Labour Department Office

i. Login to ILMIS using verifier credentials.

	Government of Nepal finistry of Labour, Employment & Social Security DEPARTMENT OF LABOUR &				
	OCCUPATIONAL SAFETY				
	SIGN IN				
User ID					
Password	0				
Remember Me	Forgot password				
	Sign in				

ii. Navigate to the "उजुरी सूची (Grievance List)" section from the dashboard.

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- iii. Locate the newly submitted grievance in the list.
- iv. Click on the **"View"** icon to open grievance details.

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★ Privilege	~							
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💿 प्रतिष्ठानस्तरको ट्रेड युनियन	~							
🗈 श्रमिक आपुर्तिकर्ता	~	2	Bara	Innovatie Innc	cwanilama86@gmail.com	9800662866	Ujuri Submitted	٢
🕑 श्रम अडिट		3	Dolakha	TechAxis	shraddhaacharya1000@gmail.com	9741704553	Ujuri Forwarded to Approver for final De	ecision 💿
🗢 उजुरी			1.15			0744704550		
🖂 मागदाबी		4	Laiitpur	lechinnovation	shraddhaacharya1000@gmail.com	9741704553	Ujuri Resolved Through Arbitation	
🛆 व्यसायजन्य दुर्घटना र रोग		5	Lalitpur	CoffeePr	sh.radhakazistudios@gmail.com	9898989898	Ujuri Rejected	٢
🗷 श्रम इजाजत रिपोर्ट	~	6	Lalitpur	Drylce	shraddhaacharya1000@gmail.com	9898989898	Ujuri Resolved Through Arbitation	٢
🔳 श्रमिक आपुर्तिकर्ता रिपोर्ट	\sim							

v. Review all information including:

- a. Claimant details
- b. Uploaded documents
- c. Nature of claim

Government of Nepal Ministy of Labour, Employment & Social Secu DEPARTMENT OF LABOUR &	wity	=		🔎 & Teku kathmandu 👻
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ল'র Master setup	~			
重 श्रम इजाजत	~	प्रात्तशानका नाम : Archana's co	प्रदेश : Bagmati	ाजस्ता : Kathmandu
& संघ	~	-		कायालयः अम तया राजगार कायालय, टकु, काठमाडा
🚓 महसंघ	~	प्रातशानका फान नम्बर: ७४४१११११११ आवेदन व्यक्तिगत / सामुहिक: Individual	ungundu इ-मल वनामा : archana11@dryicesolutions.net	μιαιμφαι : Low
🛞 प्रतिष्ठानस्तरको ट्रेड युनियन	~			
🗈 श्रमिक आपुर्तिकर्ता	~	व्यावसायिक क्षेत्र र लगान	प्रकार : उर्जुरा	उर्खुराका प्रकार : मदमाव
🗹 श्रम अडिट		क तथाइ जरू कराका लाग जायदेन दता गढ हुनुहुन्छ. 140		
🖸 তলুৰ্বা		पुरा नाम: Ram	राष्ट्रिय परिचयपत्र/नागरिक्ता नम्बर : 1555-415522	श्रमिकको पद : Labourer
🖂 मागदाबी		इ-मेल ठेगाना: lastminprep2022@gmail.com	प्रदेश : Bagmati	जिल्ला : Lalitpur
🛆 व्यसायजन्य दुर्घटना र रोग		वडा नम्बर : 12 1 -	फोन नम्बर : 9818621515	अधिकारी प्रमाणपत्र मागदाबी विवरण कागजातहरु
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重 श्रमिक आपुर्तिकर्ता रिपोर्ट	~	terrer receltar: recent receltarian inter- recent receltarian inter- recent recent		

Scroll down the page the you will see the action section where you can set the validity of the grievance its priority and its remarks then click on submit button.

Covernment of Nepal Mussity of Labour, Employment & Social	l Security	=				🤔 🖄 Teku kathmandu
OCCUPATIONAL SAFET	Y	Box on approximation with a strength of the specific distribution of the s				
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🗈 श्रमिक आपुर्तिकर्ता	~	Is Valid*	प्राथमिकता			
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😰 श्रमिक आपुर्तिकर्ता रिपोर्ट	~					

When isValid status is set valid and submitted the griveance is forwarded to the register phase and when status isValid is set invalid the grievance status is ujuri submitted.

<u>Approving The Griveance</u>

- Login to ILMIS as a reviewer.
- Navigate to "उजुरी सूची (Grievance List)".

	Government of Nepal inistry of Labour, Employment & Social Security DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY
	SIGN IN
User ID	
Password	0
Remember Me	Forgot password
	Sign in

- Locate the **newly verified grievance**.
- Click the **"View"** icon.

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	होम / Ujuri						
	UJURI						
~							
~	Company Nam	ne	इ-मेल ठेगाना	फोन नम्बर	कार्यालय		/
~	Show 10 🗸	entries				Search:	
~	क्रम संख्या 🛟	जिल्ला :	प्रतिष्ठानको नाम	इ-मेल ठेगाना	प्रतिष्ठानको छोन नम्बर	आवेदन स्थिति	कार्य
~	1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841111111	Ujuri Accepted and Under Registration Process	
~							<u> </u>
~	2	Bara	Innovatie Innc	cwanilama86@gmail.com	9800662988	Ujuri Submitted	۰
	3	Kathmandu	Archana's co	archana11@dryicesolutions.net	980000000	Ujuri Submitted	٠
-	4	Dolakha	TechAxis	shraddhaacharya1000@gmail.com	9741704553	Ujuri Forwarded to Approver for final Decision	۲
1	5	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Ujuri Submitted	٠
~	6	Lalitpur	CoffeePr	sh.radhakazistudios@gmail.com	9856989898	Ujuri Submitted	٠
		■ gHt / Upin UJURI Company Narr Show 10 ~ #** sign 2 1 2 3 4 6 0	Image: Company Name Company Name Show 10 westows Wittiger 1 Retroit 1 Kathmandu 2 3 Kathmandu 4 Octabha 6 Kathmandu 6	Image: Company Mame g-Alt 2 JIPI Company Mame g-Alt 2 JIPI Show 10 entries Image: Show 10 entrie	Image: Company Name E-Ref 27(F) Style: Company Name E-Ref 27(F) Style: Image: Style: Company Name E-Ref 27(F) Style: Style	E VULUE Company Name Company Name	Company Name ξ-Hit ∂τρπ Φρ πρως Company Name ξ-Hit ∂τρπ Φρ πρως Show 10 entrone company Name ξ-Hit ∂τρπ Interval fibrer 1 Φρ πρως Show 10 Interval fibrer 1 Φρ πρως Show 10 Interval fibrer 1 fibrer 1 Bare Interval Archards co archaru 1 Befur 1 Up in Accepted and Under Registration Process Interval Archarufs co archaru 1 Befur 2 Up in Submited Interval Archarufs co archaru 1 Befur 2 Up in Submited Interval Archarufs co archaru 1 Befur 2 Up in Submited Interval Archarufs co archaru 1 Befur 2 Up in Submited Interval

• Thoroughly review all details and attachments submitted.

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manier		प्रतिष्ठानको फोन नम्बर: 984111111	प्रावशानका इ-मल ठगाना : archana11@dryicesolutions.net	प्राथामकता : High	
HOUN .		आवेदन व्यक्तिगत / सामुहिक: Individual			
प्रतिष्ठानस्तरको ट्रेंड युनियन	~				
श्रद्धिक आगर्तिकर्त्ता	~	व्यावसायिक क्षेत्र : निर्माण	प्रकार : उजुरी	उजुरीको प्रकार : भेदभाव	
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		इ-मेस ठेगाना: lastminprep2022@gmail.com	प्रदेश : Bagmati	जिल्ला : Lalitpur	
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त्रम इजाजत रिपोर्ट	~	1748497048_1456_file.jpg			
		are printing			

- Scroll to the "Approver Actions" section.
- Perform one of the following actions:

- i. Request for More Information Submitter
 - \rightarrow If additional clarification or documents are required from the complainant.
- ii. Request for More Information Named Party
 - \rightarrow If the employer/respondent needs to provide further information.
- iii. Tok

- Registered
- \rightarrow If the grievance is complete and valid, move it to the Registered status.

When Clicked on Tok registered a new section opens with the heading "बर्ता लाई बोलाएको" (Called for Discussion).

In this section, the approver must:

- Select Status (e.g., decision made, pending, etc.)
- Upload Additional Documents (if needed)
- Upload Meeting Minutes (if available)
- Write Comments in the provided box
- Finally, click the "Submit" button to complete the registration process.

Government of Nepal Manaty of Labour, Employment & Social	Security	=				📫 🖄 Labour Approver 👻
OCCUPATIONAL SAFET	Ŷ	FROM	то	STATUS	COMMENT	DATE
🗇 Dashboard		29-05-2025-27931GUIV4OXA	Ujuri and Occupational Verifier	Ujuri Submitted	Ujuri Submitted	૨૦૮૨-૦૨-૧૫ ૧૧:૨૨:૨૮
1 Privilege	× I	Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Ujuri Accepted and Under Registration Process	remarks	૨૦૮૨-૦૨-૧૫ १૨:૧૧:૫७
7% Master setup	~	Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Ujuri Registered and Under Process	remarks	૨૦૮૨-૦૨-૧૫ ૧૨:૩૮:૦૫
😰 প্রদ হ্বতাতন	~					
& संघ	~	कार्य				
के महसंघ	~	🔿 बर्ता लाई बोलाएको				
💿 प्रतिष्ठानस्तरको ट्रेड युनियन	~	Process for decision*	Additional Documents*	Minutes*		
🗈 श्रमिक आपुर्तिकर्ता	~	Select Status	Choose File No file chosen	Choose File No file chosen		
🖃 श्रम अडिट		टिप्पणीहरू *				
🛚 उजुरी		Remarks				
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📕 श्रम इजाजत रिपोर्ट	~	40.130.0				
Note:					_	

After reviewing the grievance, the approver can choose one of the following statuses to move the case forward:

- Action/Penalty Taken Disciplinary or corrective action is applied.
- Forward Case is sent to another department or official for further action.
- Forward to Other Offices Sent outside the current office/jurisdiction.
- Agreement Done A resolution is reached between parties:
- Through Arbitration
- Through Mediation

After adding The User Interface would be as follow of the action section:

Government of Nepal Mainty of Labou, Employment & Social DEPARTMENT OF LABOU	I Security	=							🗘 ී Labour Approve
OCCUPATIONAL SAFET	¥	प्रक्रियाको	इतिहास						
Dashboard									
r∯r Privilege	~	FROM	FROM		то	STATUS		COMMENT	DATE
লগ Master setup	~	29-05-20	29-05-2025-27931GUIV4OXA		Ujuri and Occupational Verifier	Ujuri Submitted		Ujuri Submitted	૨૦૮૨-૦૨-૧५ ११:૨૨:૨૮
🔳 श्रम इजाजत	~	Ujuri and	Ujuri and Occupational Verifier		Ujuri, Magdabi and Occupational Approver	Ujuri Accepted and	Under Registration Process	remarks	૨૦૮૨-૦૨-૧૫ ૧૨:૧૧:૫૭
& संघ	~	Ujuri, Ma	Ujuri, Magdabi and Occupational Approver		Ujuri and Occupational Reviewer	Ujuri Registered and Under Process		remarks	૨૦૮૨-૦૨-૧૫ ૧૨:३૮:૦૫
कै महसंघ	~	Ujuri and	Ujuri and Occupational Reviewer		Archana's co	barta-lai-bolayeko		Barta-lai-bolayeko Remarks	૨૦૮૨-૦૨-૧૫ १૨:૪૧:૧૧
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🗈 श्रमिक आपुर्तिकर्ता	~	Documen	ts						
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Completion of Grievance:

If an agreement is successfully reached (by arbitration or mediation) or the necessary action/penalty is taken, the grievance is sent to reviewer.

<u>How to Know the Status of Your Grievance Case For End Use who submits the</u> <u>Griveance :</u>

I. Go to "Grievance" \rightarrow "Know Status".

Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	Labor Audit	Grievance - Ma	agdabi -	Occupational Accidents and Diseases -	User Manual 👻	⊜ ∨
		Register New Uju	uri			
		✓ Know Your Statu	is 📕			
	LOGIN					
	Select One		¥			
	Email Address					
	I Accept Terms Of Use And Privacy Policy					
	Get OTP					
	Supported by:					

- 2. Enter the:
 - Ticket Number
 - Phone number mentioned in the form of grievance while submitting
- 3. Click "Know Your Status".

S	Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	m	Labor Audit	Grievance *	Magdabi -	Occupational Accidents and Diseases *	User Manual 👻	• ~
Home KNOV	/ Know your status V YOUR STATUS							
Req	uired Details							
En	et Number * fer Darta Number	Phone Number * Enter Phone Number						
							Know your status	Reset

4. Then you need to verify by adding OTP and click submit button.

	VERIFY OTP	
OTP Number 994	1559	
Enter Your OTP		
	Submit	

5. Your case progress will be displayed.

Government of Nepal Department of Labour and Occupational Integrated Labour Management Informat	Safety ion System		Labor Audit	Grievance -	Magdabi 👻	Occupational Acciden	ts and Diseases 👻	User Manual 👻	• ~
Home / Grievance Status GRIEVANCE STATUS								Set Reminder	🖨 Print
FROM	то			STATUS		DATE			
29-05-2025-37922NJWWXEZJ		Ujuri and Occupational Verifier			Ujuri Submitted		૨૦૮૨-૦૨-૧૫ ૧૦:૧૦:३૧		
Grievance Description									
GRIEVANCE LABEL	GRIEVANCE DATA 2025-05-29 10:10 AM								
TICKET NUMBER	29-05-2025-37922NJWW	IXEZJ							
STATUS	Ujuri Submitted								
REMARKS	Ujuri Submitted								
SOURCE	Website								
GRIEVANCE DETAILS	harrasment on the office	premises							
COMPANY NAME	Archana's co								

8. Magdabi(मागदाबी)

Magdabi is a system used to register labor-related claims or grievances, especially for issues between workers and employers. It allows users to submit complaints, check their status, and record group settlement agreements online.

Magdabi Menu Options:

- 1. Register New Magdabi For filing a new individual claim
- 2. Magdabi सामुहिक सौदाबाजी सम्झौता दर्ता For registering group settlement agreements
- 3. Know Your Status To track the progress of your submitted claim

8.1. Workflow for the Individual Magdabi



Steps to Register an Individual Magdabi:

- i. Go to the Magdabi section of the portal.
- ii. Click on "Magdabi Darta Garnuhos" to open the registration form.

Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	Labor Audit Grievance 👻	Magdabi - Occupational Accidents and Diseases - User Manual - @ ~
		Register New Magdabi
		Magdabi सामुहिक सोदाबाजी सम्झौता दर्ता
		✓ Know Your Status
	LOGIN	
	Select One	
	Email Address	
	I Accept Terms Of Use And Privacy Policy	
	Get OTP	
	Supported by:	
	सराक महिला. समृद्ध नेपाल अलगहरूपा जरूप के कि	

iii.

- iv. In the magdabi form you need fill Out Organizational and Location Details:
 - Select your Province, District, and Local Level.
 - Choose the Company Name and enter the Company Phone Number.
- v. Specify Claim Details:
 - Choose Priority (Low/Medium/High).
 - Select the Professional Area.
 - Indicate whether the application is for an Individual or a Group.
 - Provide the Agreement Date, select the Claim Type, and choose the Agreement Committee Number.
- vi. Describe the Claim:
 - Enter a clear and detailed Claim Description.
 - Upload the following documents:
 - Adhikari Certificate
 - Magdabi Detail File
 - Any Additional Supporting Documents
- vii. Enter Personal Information:
 - Fill in the Agreement Committee Member's Name, Email Address, and your personal location details:
 - Province
 - District
 - Local Level
 - Ward Number

viii. Click the Save button.

Province *	District *	Local Level	Company Name *
Select One	 ✓ Select One 	Select One	Select One
Company Phone Number 💿 *	Priority	Professional Area	Applied Single / Group
Enter phone number	Select One-	✓ Select One- ✓	O Individual Scroup
Agreement Date	Claim Type	Agreement Commitee Number	
	Select One-	✓ Select One ✓	
Adikari Certificate 😗	Magdabi Detall File 🕐	Additional Documents 🗿	
Adikari Certificate ③ Choose File No file chosen	Magdabi Detail File ① Choose File No file chosen	Additional Documents ① 	
Adikari Certificate Choose File No file chosen Fili Your Personal Details	Magdabi Detail File ① Choose File No file chosen	Additional Documents ③	
Adikari Certificate ③ Choose File No file chosen Fili Your Personal Details Agreement Commitee Name *	Magdabi Detail File ① Choose File No file chosen Email Address *	Additional Documents ③ • Click to Upload Files Province *	District."
Adikari Certificate ③ Choose File No file chosen Fili Your Personal Details Agreement Commisee Name * Enter full name	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email	Additional Documents ⑦ C. Click to Upload Files Province * Select One	District* Select One V
Adikari Certificate ① Choose File No file chosen Fill Your Personal Details Agreement Committee Name * Enter full name Local Level *	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email Ward Number *	Additional Documents ① Click to Upload Files Province * Select One Company Phone Number *	District * Select One V
Adikari Certificate ① Choose File No file chosen Pill Your Personal Details Agreement Commitee Name * Enter full name Local Level * Select One	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email Ward Number * Select One	Additional Documents ① Click to Upload Files Province * Select One Company Phone Number * Cher phone number	District* Select One
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dikari Certificate ① Choose File No file chosen a Fill Your Personal Details greement Commitee Name * Enter full name ccal Level * Select One	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email Ward Number* Select One	Additional Documents ① Click to Upload Files Province* Select One Company Phone Number* Enter phone number	District* Select One ~
dikari Certificate Choose File No file chosen Fili Your Personal Details greement Commitee Name* Enter ful name coal Level* Select One	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email Ward Number* Select One	Additional Documents	District* Select One V

A success message appears at the **top-right corner** of the screen after sucessfully submiting magdabi.

Adikari Certificate 🕐		Magdabi Detail File 🕐	Add	itional Documents (?)			
Choose File No file chosen	ß	Choose File No file chosen	C L	Click to Upload Files	ß		
Fill Your Personal Details							
Agreement Commitee Name *		Email Address	Prov	vince *		District *	
Enter full name	Ø	Enter your email	⊠ Se	elect One	8	Select One-	8
Local Level *		Ward Number*	Com	npany Phone Number*			
Select One-	8	Select One	⊠ En	ter phone number	8		
The entire information I have filled i	is correct						G

After the success message displayed then the user is redirected to a **confirmation page** that displays:

- Thank You Message
- Magdabi Ticket Number
- Registration Date
- A note reminding the user to keep the ticket number safe for future tracking.



Email Notification:

The system sends a **confirmation email** to the user's email address.

The email includes:

- The **Ticket Number**
- A link to check the status of the registered Magdabi.



Verifying the Magdabi

i. Access the verifier user web application.

र्चाता सरकार मन तथा वयतायजन्य सुरक्षा विभाग एकीकृत इम व्यवस्थापन सुरका प्रणाली	श्रम अडिट	उच्चरी - मागदाबी - व्यवसायजन्य दुर्घटना र रोग - प्रयोगकर्ता प्रसिका - ⊜ ~ ि नयाँ उच्चरी दर्ता गईलेस् → सिथती थाडा पाउनुहोस्
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	OTP प्राप्त गर्नुहोस् Supported by संरक्ष संपाल मुल्लासरा कार्यस्य	

- ii. Enter your login credentials and sign in.
- iii. From the dashboard, go to the "Magdabi List" menu.
- iv. Locate the recently submitted Magdabi from the list.
- v. Click the "View" (eye icon) to open its details.

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- vi. Review all provided details including:
 - Company info
 - Contact details
 - Agreement data
 - Uploaded documents
 - Personal and claim information

vii. Choose Action:

In the Action Section, the viewer has two options:

- Isvalid: Valid/Invalid
- Select Priority: High / Medium / Low
- Write Remarks (if needed)
- viii. Click Submit button

When the viewer clicks on "Valid", the grievance (Magdabi) is considered appropriate and is forwarded to the next stage of the workflow for further processing.

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However, if the viewer clicks "Invalid", the grievance is marked as submitted but invalid, and no further action is carried out. The workflow ends at this point for that grievance entry.

After the Viewer clicks "Valid", the system reloads and presents the Verifier section. This section includes the following action options:

- i. Request for More Information Submitter: Used if additional details are required from the person who submitted the grievance.
- Request for More Information Named Party: Used if information is needed from the other party involved.
- iii. Tok and Registered: Moves the grievance to the formal registration stage, indicating it has been accepted for further resolution.

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क महसंघ	~	Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	remarks	5075-05-6A \$8.3A.5E
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- iv. Set any of the mentioned above option on the option field add remarks.
- v. Then click on the submit button.

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क महसंघ	~	Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	remarks	૨૦૮૨-૦૨-૧५ १४:३५:૨૬
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🗹 श्रम अडिट		Select Option				
🗢 ত্তন্থ্য		टिप्पणीहरू *				
🖂 मागदाबी		Remarks				
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After selecting **Tok and Registered** from the verifier menu, the system will **refresh** and open a new form titled कार्य: बर्ता लाई बोलाएको with the following fields:

- Select Status (dropdown to choose the current decision status)
- Additional Documents (upload field to attach supporting files)
- Minutes (upload field to attach meeting minutes or relevant documents)
- टिप्पणीहरू (a text box to write remarks or comments)

Instructions:

- Fill in the required details in the form.
- Upload any relevant documents or minutes.
- Add any necessary remarks.
- Click **Submit** to save the information.

Once submitted, the form will be saved and the grievance process will move forward.

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💷 श्रमिक आपुर्त्तिकर्ता	~	Process for decision*	Additional Documents*	Minutes*		
🗵 श्रम अडिट	I	Select Status	Choose File No file chosen	Choose File No file chosen		
🗢 तजरी	I	टिप्पणीहरू *				
🛛 मागदाबी		Remarks				
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For each Magdabi status change end-user would be notify through the email the below mentioned are some of the email samples send to the user via mail:

	Department of Labour and Occupational Safety Integrated Labour Management Information System
Dear Show	
We hope th meeting re a platform	nis email finds you well. You are hereby invited to attend a garding your submitted concerns. This meeting aims to provide for open discussion and resolution.
Meeting D this is rema	letails: arks
Please be i to attend t	nformed that your presence is mandatory and you are required he meeting at time.
Should you hesitate to cooperatio	I have any questions or require a rescheduling, please do not contact us at your earliest convenience. We highly value your n and look forward to your active participation.
Thank you meeting.	for your attention to this matter. We hope to see you at the
Best regard	is,



COLLECTIVE CLAIM AGREEMENT REGISTRATION (Magdabi सामुहिक सौदाबाजी सम्झौता दर)

8.2. Workflow Flowchart COLLECTIVE CLAIM AGREEMENT REGISTRATION



Visit the official website.

On the homepage, click on:

"Magdabi सामुहिक सौदाबाजी सम्झौता दर्ता"

Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	Labor Audit Grievance •	Magdabi - Occupational Accidents and Diseases - User Manual - 🌐 🗸	
		Register New Magdabi	
		🗈 Magdabi सामुहिक सौदाबाजी सम्झोता दर्ता	
		✓ Know Your Status	
	LOGIN		
	Select One	×	
	Email Address		
	I Accept Terms Of Use And Privacy Policy		
	Get OTP		
	Supported by:		
	सराक महिला, समुद्ध नेपाल PMC/REED WARM PMC/REED WARM		

The Group Magdabi Registration form will open.

Fill Out the Registration Form which contains the following fields

- Location & Company Details
- Province, District, Local Level
- Company Name (dropdown)
- Company Phone Number
- Claim Information
- Priority (Low, Medium, High)
- Professional Area
- Agreement Date
- Claim Type
- Agreement Committee Number
- Collective Claim Agreement Registration Description
- File Uploads
- Adikari Certificate
- Magdabi Detail File
- Additional Supporting Documents
- Committee & Applicant Information
- Agreement Committee Name
- Email Address
- Province, District, Local Level, Ward Number

- Company Phone Number
- National ID / Citizenship Number

Tick the box: "The entire information I have filled is correct."

Click the Save button.

Province *		District *		Local Level		Company Name *	
Select One	~	Select One	~	Select One	~	Select One	
ompany Phone Number 🔞 *		Priority		Professional Area			
Enter phone number		Select One-	~	Select One-	~		
greement Date		Claim Type		Agreement Commitee Number			
		Select One-	~	Select One	~		
Ndikari Certificate 🕥		Magdabi Detali File 💿		Additional Documents T			
ulikari Certificate ① Choose File No file chosen		Magdabi Detail File ⑦ Choose File No file chosen		Additional Documents ③			
dikari Certificate ① Choose File No file chosen I Fili Your Personal Details		Magdabi Detali File ① Choose File No file chosen		Additional Documents ⑦			
dikari Certificate ① Choose File No file chosen Fili Your Personal Details Agreement Commitee Name *		Magdabi Detail File Choose File No file chosen Email Address *		Additional Documents ① C Click to Upload Fass Province *		District*	
ulikari Certificate ① Choose File No file chosen Fili Your Personal Details Agreement Commitee Name * Enter full name		Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email		Additional Documents C. Click to Upload Files Province * Select One	×	District* Select One	~
ulikari Certificate ① Choose File No file chosen Fili Your Personal Details Agreement Commise Name * Enter full name		Magdabi Detail File ⑦ Choose File No file chosen Email Address * Enter your email Ward Number *		Additional Documents ③ J. Click to byteod Files Province * Select One Company Phone Number *	~	District * Select One National IdiCitizenship No.*	~
Adikari Certificate ① Choose File No file chosen iii Fili Your Personal Details Agreement Commitee Name *		Magdabi Detail File ⑦ Choose File No file chosen Email Address *		Additional Documents ③ 		District *	
dikari Certificate ① Choose File No file chosen Fili Your Personal Details Greenent Commitee Name * Enter full name ocal Level * Select One	~	Magdabi Detail File ① Choose File No file chosen Email Address * Enter your email Ward Number * Select One	·	Additional Documents	~	District * Select One National Id/Citizenship No. * Enter National ID number	~

After Submission:

A success message is shown on the top rightmost corner as displayed below:

Choose File No file chosen	Choose File No file chosen	application.jpg 267.19 KB		
		⊥ Click to Upload Files		
Fill Your Personal Details				
Agreement Commitee Name *	Email Address *	Province *	District *	
Enter full name	Enter your email	Select One	Select One-	e
Local Level *	Ward Number*	Company Phone Number*	National Id/Citizenship No. *	
Select One-	Select One	Enter phone number	Enter National ID number	
_				
The entire information I have filled is correct				6

After the success message displayed then the user is redirected to a **confirmation page** that displays:

- Thank You Message
- Magdabi Ticket Number
- Registration Date
- A note reminding the user to keep the ticket number safe for future tracking.

Ś	Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information Sy	Labor Audit Grievance - Magdabi - Occupational Accidents and Diseases - User Manual - 🛞 🗸
Hon	e / Home CESS PAGE	
		ि Thank You! तपाईंको मागदाबी दर्ता भएको छ।।
		मागदावी विवरण पत्म प्रकार छा: Ticket Number: 28-05-3025-30599Y91E8NIG Registered Date : 2025-05-29 Note': कृपया यो दर्ता नम्बर सुरविव राख्नुहोस्, भविष्यमा तपाईको मागदावी स्थिति धाहा पाउन पाहिनेका
		4) foat

<u>Verifier Role – Group Magdabi Review Steps</u>

Open the system login page.

Enter valid credentials (username & password).

	Ministry of Labour, Employment & Social Security DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY
	SIGN IN
User ID	
Password	0

Click Sign in to access the dashboard.

Navigate to Magdabi Menu from the sidebar.

Locate the specific group Magdabi entry from the list.

Click the View icon to open the full submission.

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重 श्रम इजाजत	~	Show 10 v	entries					Search:
क्षे संघ	~	क्रम संख्या	जिल्ला	प्रतिष्ठानको नाम	इ-मेल ठेगाना	प्रतिष्ठानको फोन नम्बर	आवेदन स्थिति	े कार्य
क्षे महसंघ	~	1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Maghdabi Submitted	
💿 प्रतिष्ठानस्तरको ट्रेड युनियन	~							
🗈 श्रमिक आपुर्तिकर्ता	~	2	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Maghdabi Submitted	٩
🗹 श्रम अडिट		3	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Maghdabi Resolved	٢
🔗 उज़्री								
छ मागदाबी		4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Maghdabi Submitted	
🛆 व्यसायजन्य दुर्घटना र रोग		5	Lalitpur	TechAxis	shraddhaacharya1000@gmail.co	m 9898989898	Magdabi Registered and Under Proces	s 💿
अम इजाजत रिपोर्ट	~ 1	6	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Maghdabi Submitted	٢
📳 श्रामक आपुतिकती रिपोर्ट	~							

Thoroughly check the entered data by the submitter then scroll down to actions sections.



In the Action Section, do the following:

- Set Validity Status: Choose Valid or Invalid.
- Select Priority: Low / Medium / High.
- Enter Remarks: Provide your comments or findings.
- Click Submit to proceed.

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重 श्रम इजाजत	~	FROM	то	STATUS	COMMENT	DATE
& संघ	~	29-05-2025-08799EMRYC6KU	Ujuri and Occupational Verifier	Maghdabi Submitted	Maghdabi Submitted	૨૦૮૨-૦૨-૧૫ ૧૫:૧૫:૦૧
🚓 महसंघ	~				1	
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🖂 मागदाबी		Remarks				
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📕 श्रम इजाजत रिपोर्ट	~	पेश गर्नुहोस				
😰 श्रमिक आपुर्तिकर्ता रिपोर्ट	~					

If Valid status is set then Magdabi moves to the next stage in the workflow (e.g., Approver or Tok registration).

If Invalid status is set as "Magdabi Submitted" and the process ends here.

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क्षे महसंघ	~					
🛞 प्रतिष्ठानस्तरको ट्रेड युनियन	~	कार्य	_			
🗈 श्रमिक आपुर्तिकर्ता	~	Is Valid*	प्राथमिकता			
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🔳 श्रमिक आपुर्तिकर्ता रिपोर्ट	\sim					

After the Viewer clicks "Valid", the system reloads and presents the Verifier section. This section includes the following action options:

- 1. **Request for More Information Submitter**: Used if additional details are required from the person who submitted the grievance.
- 2. **Request for More Information Named Party**: Used if information is needed from the other party involved.
- 3. **Tok and Registered**: Moves the grievance to the formal registration stage, indicating it has been accepted for further resolution.

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275 Master setup	~	FROM	то	STATUS	COMMENT	DATE
अम इजाजत	Ŭ	29-05-2025-08799EMRYC6KU	Ujuri and Occupational Verifier	Maghdabi Submitted	Maghdabi Submitted	૨૦૮૨.૦૨.૬૫ ૬૫.૬૫.૦૧
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🗈 श्रमिक आपुर्तिकर्ता	×					
🗹 श्रम अडिट		Select Option				
🖸 उजुरी		Request For More Information-	Submitter			
🖂 मागदाबी		Request For More Information- Tok and Registered	Named Party			
🛆 व्यसायजन्य दुर्घटना र रोग						
📓 श्रम इजाजत रिपोर्ट	~	पेश गर्नुहोस				
🗈 श्रमिक आपुर्तिकर्ता रिपोर्ट	\sim					

Upon selecting Tok and Registered, the system reloads and presents a form titled "कार्य".

Complete the form with the following:

- Process for Decision: Outline the steps or considerations for resolving the grievance.
- Select Status: Choose the current status from the dropdown menu.

- Additional Documents: Upload any supplementary files relevant to the case.
- Minutes: Attach the minutes from any meetings or discussions held.
- टिप्पणीहरू (Comments): Add any additional remarks or notes.

Click the Submit button to proceed.

Government of Nepal Ministry of Labout, Employment & Social S	ecurity	=				🥵 🖉 Teku kathmano
OCCUPATIONAL SAFETY	~	NIN SIST QUICE				
🖒 Dashboard		FROM	то	STATUS	COMMENT	DATE
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7% Master setup	\sim	Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	Remarks	૨૦૮૨-૦૨-૧५ ૧५:५૨:૦૧
🔳 श्रम इजाजत	\sim	Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Magdabi Registered and Under Process	remarks	૨૦૮૨-૦૨-૧૫ ૧૫:૫૫:૦૦
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🗹 श्रम अडिट			Choose File No file chosen	Choose File No file chosen		
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Once an agreement is reached and the appropriate status is selected, the grievance is marked as Completed or Solved.

<u>How to Know the Status of Your Magdabi Case For End Use who submits the</u> <u>Magdabi :</u>

• Go to **"Magdabi"** → **"Know Status"**.

Register New Magdabi Magdabi समुद्रिक सेदावानी समस्ता दर्ता Know Your Status Select One Finall Address
LOGIN Select One Email Address
LOGIN Select One Email Address
LOGIN Select One
Select One * Email Address
Select Une * Email Address
Email Address
I Accept Terms Of Use And Privacy Policy
Get UTP
Supported by:
स्टानक बहिला. स्वतुद्ध वेपाल Bronsensus Navu

• Enter the:

- Ticket Number
- Phone number mentioned in the form of magdabi while submitting
- Click **"Know Your Status"**.

	Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information Syst	iem	Labor Audit	Grievance -	Magdabi 👻	Occupational Accidents and Diseases 👻	User Manual 👻	• ~
	Home / Know your status KNOW YOUR STATUS							
Г	Required Details							
	Ticket Number * Enter Darta Number	Phone Number * Enter Phone Number					1	
							Know your status	Reset

• Then you need to verify by adding OTP and click submit button.

Govern Departm Integrat	ment of Nepal nent of Labour and Occupational Safety ed Labour Management Information System		Labor Audit	Grievance +	Magdabi +	Occupational Accidents and Diseases +	User Manual 🔹	⊜ ∨
			VERIFY OT	P				
		OTP Number 250283						
			Submit					

• Your case progress will be displayed.

Government of Nepal Department of Labour and Occupat Integrated Labour Management Info	tional Safety ormation System	Labor Audit Grievance - Magdabi - Occupational A	Accidents and Diseases 👻 User Manual 👻 🌐
me / मागदाबी स्थिती ादाबी स्थिती			Set Reminder
FROM	то	STATUS	DATE
29-05-2025-08799EMRYC6KU	Ujuri and Occupational Verifier	Maghdabi Submitted	૨૦૮૨-૦૨-૧૫ શ્વ:૧૫:૦૧
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Appro	wer Magdabi Accepted and Under Registration Process	૨૦૮૨-૦૨-૧૫ ૧૫:૫૨:૦૧
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	9005 05 00 02:45 DM		
TICKET NUMBER	29-05-2025-08799EMRYC6KU		
STATUS	Action/Penalty Taken		
REMARKS	remarks		

9. Occupational Accident and Diseases

From the Navbar, go to "Occupational Accidents and Diseases" \rightarrow

You will see two menu options:

I. Register New

2. Know Status

Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	Labor Audit Grievance - Magdabi -	Occupational Accidents and Diseases 👻 User Manual 👻 🌐 🗸
		Register New Know Your Status
	LOGIN	
	Select One 👻	
	Email Address	
	I Accept Terms Of Use And Privacy Policy	
	Get OTP	
	Supported by: सराक तहिला, सरबुद्ध तैपाला MPRISTRUS ROAL	

9.1. Workflow of the Occupational Accident and Disease:



<u>Steps to Register Occupational Accident and Disease:</u>

I. Click on "Register New" under the "Occupational Accidents" menu.

Government of Nepal Department of Labour and Occupational Safety Integrated Labour Management Information System	Labor Audit Grievance + Magdabi +	Occupational Accidents and Aseases - User Manual - 🔘 🗸
		Register New
		✓ Know Your Status
	LOGIN	
	Select One •	
	Email Address	
	I Accept Terms Of Use And Privacy Policy	
	Get OTP	
	Supported by: साराक वहिला, सतुद्ध वैपाल Properties water Properties and	

2. A Form Will Open – Fill in the Required Details:

Case & Company Information:

- Province Select your province.
- District Select your district.
- Local Level Choose your local level (Municipality/Rural Municipality).
- Company Name Select from the available options.
- Company Phone Number Enter the company's contact number.
- Applied Single/Group Choose Individual or Group.

Occupational Details:

- Occupational Accident/Disease Choose from the list.
- Professional Area Select the relevant work domain.
- Victim Number Specify how many victims are involved.
- Details of Occupational Accident/Disease Describe the incident or condition.

Additional Documents:

• Upload any supporting files (optional but recommended).

Additional Questions:

- Are you filling this on someone else's behalf? Select Yes or No.
- Do you want to disclose your details? Select Yes or No.

Final Step:

- Tick the checkbox for: "The entire information I have filled is correct."
- 3. Click the "Submit" Button.

CUPATIONAL ACCIDENT AND DISEAS	SE									
Province *		listrict *			Local Level			Company Name *		
Select One	~	Select One		~	Select One		~	Select One		,
Company Phone Number ₍₂₎ •	,	opplied Single / Group			ccupational accident/di	sease		Professional Area		
Enter phone number	0	Individual 🔍 Group			Select One-		~	Select One-		~
Occupational accident/disease victim number	0									
Details of Occupational accident and disease (0									
Additional Documents (?)										
Click to Upload Files										
Are you filling in someone elses Occupational and disease?	l accident	lo you want to disclose you	r details? 🕜							
🔿 Yes 🔎 No										
The entire information I have filled is correct	ct									
									_	
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After Submission:

- A success message appears at the right corner of the screen.
- A confirmation section will display as mentioned below as system redirects user the below shown screen after successful message display:
 - Ticket Number (e.g., 29-05-2025-XXXX)
 - Registered Date



• The case is then forwarded to the next phase for verification

Verification of the Occupational Accidental and Diseases:

Enter your valid verifier credentials to log in to the system.

Gover Ministry of Labou DEPARTM OCCUPA	nment of Nepal II, Employment & Social Security IENT OF LABOUR & NTIONAL SAFETY
SIGN	I IN
User ID	
Password	0
☐ Remember Me	Forgot password
Sign	in

Navigate to the Verifier Panel

- From the side menu bar, click on "Occupational Accident and Disease".
- You will be directed to a **list view** of all submitted Occupational Accident/Disease cases.

Government of Nepal Ministry of Labour, Employment & Soci DEPARTMENT OF LABOU	al Security	=						🤔 🛎 Teku kathmandu
OCCUPATIONAL SAFE	TY	होम / Occupationa	Accident List					
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重 श्रम इजाजत	~							
& संघ	~	नाम		Company Name	इ-मेल ठेगाना	फोन नम्बर	कार्यालय	
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🛞 प्रतिष्ठानस्तरको ट्रेड युनियन	~	क्रम संख्या 💲	जिल्ला	प्रतिष्ठानको नाम	इ-मेल ठेगाना	प्रतिष्ठानको फोन नम्बर	आवेदन स्थिति	कार्य
🗈 श्रमिक आपुर्तिकर्ता	~	1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Occupational Accident Submitted	•
🗹 श्रम अडिट								
오 उजुरी		2	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	
🖂 मागदाबी		3	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Occupational Accident Submitted	
▲ व्यसायजन्य दुर्घटना र रोग अम इजाजत रिपोर्ट	~	4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866		•
अमिक आपुर्तिकर्ता रिपोर्ट	~	5	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866		•
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- Locate the specific case you want to verify.
- Click on the **View icon** to open the detailed view of the submission.

Government of Nepal Manny of Librar, Employment & Social	Security	=						🤔 🛎 Teku kathmandu
OCCUPATIONAL SAFET	Ŷ	होम / Occupationa	I Accident List					
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& संघ	~	नाम		Company Name	इ-मेल ठेगाना	फोन नम्बर	कार्यालय	
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🗈 श्रमिक आपुर्तिकर्ता	~	1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Occupational Accident Submitted	• •
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▲ व्यसायजन्य दुर्घटना र रोग		4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866		•
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重 श्रमिक आपुर्तिकर्ता रिपोर्ट	~	5	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866		
•= nicronanics frmila	~							— —

On the **detail page**, you will see:

- All information submitted by the user.
- Uploaded documents.
- Victim details
- A History Section listing actions already performed on the case.

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∆ सध	~	प्रतिष्ठानको कोन नम्बर: 9	818621515	प्रतिष्ठानको इ-मेल ठेगाना : archana11@dryicesolutions.net	प्राथमिकता : Low	
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At the bottom of the detail page, you will find the **Action Section**:

Fields to Fill:

• Is Valid Occupational Accident and Disease

Dropdown: Select either:

- Forward \rightarrow If the case is valid and should move to the next stage.
- Reject \rightarrow If the case is invalid and should be marked accordingly.

• टिप्पणीहरू (Comments)

Enter your remarks or reasoning for the decision.

Submit the Action:

• Click the "Submit" button.

Government of Nepel Manary of Labor. Employment & Social So DEPARTMENT OF LABOUR	auty A	=						🔎 & Teku kathmandu 👻					
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Note:

- If "Valid" is selected:
 The system navigates the case to the next stage in the workflow.
- If "Invalid" is selected: The case is moved to the "Invalid List", and no further action is performed.

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Once the verifier clicks **Submit** with the selection "Forward", the system:

- Refreshes the view
- **Redirects the verifier** to the **next action stage** for the same Occupational Accident and Disease case.

After redirection, the page displays the same details and history, but now the Action Section is updated to:

- Write appropriate **remarks** in the comment box.
- Click the **"Submit"** button.

Government of Nepal Minory of Lobor, Daplepanet & South DEPARTMENT OF LABOUR	Security	=							🔎 🖉 Teku kathmandu 👻
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💿 प्रतिष्ठानस्तरको ट्रेड युनियन	~	30-05-2025-31131WQ	ri27HR	Ujuri and Occupational Verifier	Occupational Accident Submitted		pational Accident Submitted	OccupationalAccident Submitted	7027-07-85 85:38:38
🗈 श्रमिक आपुर्तिकर्ता	~	Ujuri and Occupational	Verifier	Ujuri, Magdabi and Occupational Appr	ver Occupational Accident Accepted and Under Registration Process			remarks	૨૦૮૨-૦૨-૧૬ ૧૬:૫૮:૧૫
🗹 श्रम अठिट									
🗢 उजुरी		कार्य							
🖂 मागदाबी		Tok and Registered C	ccupational A	Accident. Further Transfered to Rev	/iewer				
\land व्यसायजन्य दुर्घटना र रोग		टिप्पणीहरू * remarks							G
🖪 श्रम इजाजत रिपोर्ट	~	Termarks							
अभिक आपुर्तिकर्ता रिपोर्ट	~								li li
संध/महसंघ रिपोर्ट	~	पेश गर्नुहोस							
🛓 प्रगति रिपोर्ट	~								

You will now see the final action panel titled:

I. Select Status

- Choose one of the following options in the field Forwarded to DG or Completed:
 - Forwarded to DG if the case requires administrative handling.
 - Completed if all processes are finished.

2. Upload Required Documents

- Written Files from Both Parties Upload supporting documents submitted by both involved parties.
- **Minute of Meeting** Upload the official minutes of the arbitration/decision meeting.

3. Add Comments (टिप्पणीहरू)

- Write your final remarks or decisions taken during the process.
- After filling all fields, click the **Submit** button.
- If you selected **Forwarded to DG**, the system moves the case to the Director General's dashboard.

Government of Nepal Meansy of Labour Engineered & Social DEPARTMENT OF LABOUR	lincusty L A	=							🔎 🖉 Teku kathmandu 🔹
OCCUPATIONAL SAFET	· .	पुरा नाम	राष्ट्रिय परिचयपत्र/नागरिक्त	। नम्बर	व्यवसायजन्य दुर्घटनामा	परेका अथवा व्यवसायजन्य रोग परेकाका व्यक्ति सामाजिक सुरक्ष्यामा ज	गेडिएको छ कि	ः छैन ?	
① Dashboard		Shiwani lama	14-522*125		ন্ত				
★ Privilege	× I								
🕫 Master setup	× I	प्रक्रियाको इतिहास							
重 श्रम इजाजत	× I	FROM		то		STATUS		COMMENT	DATE
∴ संघ	×	30-05-2025-31131WQY	/127HR	Ujuri and Occupational Ver	ifier	Occupational Accident Submitted		OccupationalAccident Submitted	2015-05-55 55:85:55
_{थी॰} महसंघ	×	Ujuri and Occupational	Verifier	Ujuri, Magdabi and Occup	ational Approver	Occupational Accident Accepted and Under Registration Process		remarks	૨૦૮૨-૦૨-૧૬ ૧૬: ૫૮:૧૫
🛞 प्रतिष्ठानस्तरको ट्रेड युनियन	~	Ujuri, Magdabi and Occ	cupational Approver	Ujuri and Occupational Re	viewer	Occupational Accident Registered and Under Process		remarks	₹0 <i>८</i> ₹-0₹-8 <u>ξ</u> 89:00:43
🗈 श्रमिक आपुर्तिकर्ता	~								
🗹 श्रम अडिट		कार्य							
🖸 उजुरी		Forwarded to DG or C	Completed*		Written Files fro	m Both Parties*	Minute of	f Meeting*	
🖂 मागदाबी		Validation छान्नुहोस्		*	Choose File	No file chosen	Choose	e File No file chosen	
🛆 व्यसायजन्य दुर्घटना र रोग		टिप्पणीहरू •							
📕 श्रम इजाजत रिपोर्ट	~	Remarks							
🔹 श्रमिक आपुर्तिकर्ता रिपोर्ट	~								
संध/महसंध रिपोर्ट	~	2							h.
🛓 प्रगति रिपोर्ट	~	पथ गनुहास							

• If you selected **Completed**, the case is officially **closed**, and the workflow ends.

How to Know the Status of Your Case For End Use who submits the Occupational Accidents and Diseases :

• Go to "Occupational Accidents and Diseases" \rightarrow "Know Status".

Integrated Labour management mormation by	stem			Register I	New	
Occupational accident and disease CCUPATIONAL ACCIDENT AND DISEASE				✓ Know You	ir Status	
Province *	District *		Local Level		Company Name "	
Select One V	Select One	~	Select One	~	Select One	
Company Phone Number 💿 *	Applied Single / Group		ccupational accident/disease		Professional Area	
Enter phone number	O Individual 🔹 Group		Select One-	~	Select One-	~
Occupational accident/disease victim number 🕐						
Details of Occupational accident and disease 🔞						
Additional Documents ⑦						
	Do you want to disclose your details?					

- Enter the:
 - Ticket Number
- Click "Know Your Status".

Government of Nepal Department of Labor and Occupational Safety Labor Audit Grievance - Magdabi - Inggrande Labor Management Information System	Occupational Accidents and Diseases * User Manual * \oplus V
Home / Occupational accident and disease Status OCCUPATIONAL ACCIDENT AND DISEASE STATUS	
- आवश्यक विवरण दुर्वा नम्बर -	1
Enter darta number	Know your status Report

• Your case progress will be displayed.

	Government of Nepal Department of Lubour and Occupational Safety Integrated Labour Management Information System	Labor Audit	Grievance 👻	Magdabi 👻	Occupational Accidents and Diseases 👻	User Manual 🝷	• ~
F	Iome / Occupational accident and disease CCCUPATIONAL ACCIDENT AND DISEASE					🦪 Set Reminder	🖨 Print
	Occupational accident and disease						
	OCCUPATIONAL ACCIDENT AND DISEASE LABEL		OCCUPATIONAL	ACCIDENT AND	DISEASE DATA		
	DATE		2025-05-30 04:41	PM			
	TICKET NUMBER		30-05-2025-31131	IWQYI27HR			
	STATUS		Occupational Acci	ident Registered a	nd Under Process		
	DESCRIPTION		remarks				
	CCUPATIONAL ACCIDENT/DISEASE		Disease				
	OCCUPATIONAL ACCIDENT AND DISEASE SOURCE		Website				
	OCCUPATIONAL ACCIDENT AND DISEASE DESCRIPTION		Allergy				
	COMPANY NAME		Archana's co				
	PROVINCE		Bagmati				
	DISTRICT		Kathmandu				

10. Labor Audit

A Labor Audit is a systematic review of an organization's labor practices and compliance with relevant labor laws, regulations, and policies. Its purpose is to assess whether the organization is adhering to labor laws, ensuring fair and ethical treatment of employees, and complying with the various social security and employment regulations that apply to its industry. It helps identify any areas of non-compliance, potential risks, and improvement opportunities for the organization.



Accessing the Labour Audit

Broswe the Url: <u>http://ilmis.dryicesolutions.net/</u>

🛞 नेपाल सरकार श्रम तथा व्यवसायजन्य सुरक्षा विभाग एकीकृत श्रम व्यवस्थापन सुचना प्रणाती	श्रम अडिट उजुरी र मागदाबी र व्यवसायजन्य दुर्घटना र रोग र प्रयोगकर्ता पुस्तिका र 🌐 🗸
	लगइन
	ङुने एक ठाडुरोस् • इ-मेल ठेगाना
	म प्रयोगका सर्तहरू र गोपनीयता नीति स्वीकार गर्दछ।
	OTP प्राप्त गर्नुहोस्

Select the labour supplier from the Drop-down field.

Then add email address in the field and click on the checkbox to accept the terms and condition.

The OTP is received at the mentioned mail address as mentioned below on screenshot.



The user is navigated to the OTP-entering page when they clicked in the Get OTP button on the login form.

नेपाल सरकार अम तथा व्यवसायजन्य सुरक्षा विभाग एकीकृत अम व्यवस्थापन सुचना प्रणाली		श्रम अडिट उजुरी -	मागदावी -	व्यवसायजन्य दुर्घटना र रोग 🕞	प्रयोगकर्ता पुस्तिका 👻	• ~
	VERIFY OTP					
	OTP has been send in your mail	×				
	OTP Number 969233 Enter Your OTP	Resend OTP				
	Submit					

Add the received OTP on the OTP field and click on submit button.

Once the organization is logged into the system successfully then you will see the following dashboard.

Landing page after Login

The ILMIS Dashboard features a user-friendly layout with the ILMIS logo on the left, offering quick access to the homepage. On the right side, there's a notification bell for alerts and log out options. The side menu provides easy access to essential sections, such as Magdabi list (मागदाबी लिस्ट) shows list of magdabi associated with the enterprise, Ujuri(उजुरी) list shows the list of ujuri associated with the enterprise, Labour Audit(श्रम अडिट) for submitting and reviewing audit reports, associated user allows to add user which are used to perform operations to the system, and document section is used to add the document of the system which ensure smooth navigation and efficient use of the system.

Government of Nepal Ministry of Labour, Employment & Social Security	≡	Ļ₽ <u></u> ≗.
এ স্রীফাহ্ল	होम / श्रम अडिट श्रम अडिट	+ Add New
 मागदाबी लिस्ट उजुरी लिस्ट 	Show 10 v entries Search: क. रं. : कम्पनीको नाम : द्वां चलानी नम्बर : आर्थिक वर्ष : पेख गरिएको मिति : कार्यालय STATUS	कार्य
 गवदन भ्रम अडिट सहयोगी प्रयोगकर्ता 	No data available in table Showing 0 to 0 of 0 entries	Previous Next

Adding the Labor Audit

Government of Nepal Ministry of Labour, Employment & Social Servery	=	<u></u> , ♥ ≗ •
epartment of Labour & occupational safety در پانهای که	होम / श्रम अडिट श्रम अडिट	+ Add New
Ea मागदाबी लिस्ट	Show 10 × entries St	Show Details
🗢 उजुरी लिस्ट 🔗 निवेदन 🛛 🗸 🗸	कर से कम्पनीको नाम : दर्ता चलानी नम्बर : आर्थिक वर्ष : पेया गरिएको भिति : कार्यालय STATU:	s कार्य
+ श्रम अडिट & सहयोगी प्रयोगकर्ता	No data available in table Showing 0 to 0 of 0 entries	Previous Next

Click on the add button to add the labor audit. The Add button triggers the system

to present a new form, where entry users can input the necessary data related to the organization's labor practices and workforce.

Once the **Add** button is clicked, the **Labor Audit Form** opens with the following fields to be filled:

=							<u>ې 🔍 چ</u>
होम / अनुसूची १ अनुसूची १० श्रम	० भ्रम अठिट प्रतिवेदन र अडिट प्रतिवेदन						
प्रतिष्ठानको नामः Archana's co रेगाना, Kathmandu - 15. Kathmandu Baomati			আৰ্থি	क वर्ष:	90/0/29		
प्रतिष्ठानले गरि अ	ाएको मुख्य कामः सुरक्षा सेवा, सहजकारी सेवा,		काय	तय:	कार्यालय छान्नुहोस्		~
		क्षेत्र:		कुने एक छान्नहोस्		~	
			अन्य के त ्रा	क्षेत्र गईसँग सामाजिक सुरक्षा कोष सुचिकृत छ o छैन	नं. (SSFID) छ?		
			Ge	nerate SSFID	Generated SSFID		
ब्रमिकको सन्दर	झात्मक विवरण (तालिका प्रारूपमा)						
नितरण			रोजगारीका प्रकार				कत जम्म
Iddeo	(क) नियमित रोजगारी	(ख) कायमगत रोजगारी	(ग) समयगत रोजगारी	(घ) आकस्मिक रोजग	ारी	(ङ) आंशिक रोजगारी	ਪੂਰ ਪਾਸ।
महिला							
पुरुष							
अन्य							
जम्मा							

श्रम आपूर्तिकर्ता मार्फ	अम आपूर्तिकर्ता मार्फत कार्यरत अभिक सङ्ख्या							
विवरण	महिला	पुरुष	अन्य	जम्मा				
सङ्ख्या								
विवरण	व्यवस्थापकीय अमिक सङ्ख्या	तालिमी	श्रमिक सङ्ख्या	प्रशिक्षार्थीको सङ्ख्या				
सङ्ख्या								
विवर	ण	विदेशी श्रमिक सङ्ख्या	भार	रीय श्रमिक सङ्ख्या				
सङ्ख	3 1							
बाल श्रमिक सङ्ख्या	ात श्रीक सङ्ख्या							
विवरण	महिला	पुरुष	अन्य	जम्मा				
सङ्ख्या								

श्रम ऐन,	०७४ श्रम नियमावती, २०७५ को पालना भए नभएको सम्बन्धमा		
क्र. सं.	प्रतिवेदनमा समायेच हुनुपर्गे विषयहरू	चातना भएको छ, छैन। (प्रतिष्ठानसँग सम्बन्धित नभएमा असम्बन्धित भनी लेख्ने)	कैफियत
1	एनको दया ११ बमोदिम सबे प्रकारको रोजगारीमा रहेका अमिकाँग रोजगार सब्होता गरिएको या नियुक्ति पत्र प्रदान गरिएको छ छेन 7 छैन भने कति जनाताई किन प्रदान नगरिएको हो कारण युताउने।	ं छ 🔿 छैन 🔿 असम्बन्धित	
2	विदेवी गाररिकलाई कामस तगाएको भए ऐनको परिखेद ६ र नियमावलीको परिखेद६ बमोविम विदेशीलाई काममा लगाउदा श्रम इकावत लिइएको छ वा छैन ? छैन भने किन? छ भने कति बनालाई लिइएको छ, बुलाउने।	ं छ ं छैन ं असम्बन्धित	
3	८८ वर्ष पूरा नभएका कुने वातवातिकाताई कामस तगहरको छ वा जेन १ छ भने कारारी के कामसा लगहरको छ खुताउने।	् छ ् छेन ् असम्बन्धित	
4	प्रसिक्षार्थेलाई काममा रणव्हएको अवस्थमा ऐनको दग्धा १६ तथा १७ को पालना परिएको छ व क्षेत्र ?	छ ् छैन ् असम्बन्धित	
5	ततिमीलई कामना लगहरको छ व छेन ? तातिमीलई कामना लगाउँदा ऐनको दरण १८ बनोबिम पारिश्रमिक वा सुविध अन्य श्रमिक सरह दिहरको छ व छेन ?	् छ ् छेन ् असम्बन्धित	
6	अधिक रोजगरीमा अमिक कार्यरत छन् या छेनन् ? भएमा ऐनको परिच्छेद-५ बसोविम सुविधा तथ रामाजिक सुरक्षा प्रदान गरिएको छ व छेन?	े छ 🔿 छेन 🔿 असम्बन्धित	
7	ऐनको दका २८ बमोबिम अमिकलाई दैनिक आठ घण्टा र सप्ताहमा अठवालिस घण्टा भन्द्रा बदि काममा लगाउने गरिएको छ वा छैन ?	छ े छैन ○ असम्बन्धित	
8	र्पोच पाटन काम गरेवाँछ आधा पाटन विश्वामको समय दिने गरिएको छ या छेन ? कार्यसमय भन्दा बादि काम गरेमा दारा ३१ बमोबिम अतिरिक्त पारिश्रमिक दिने या सुविधा दिने गरिएको छ या छेन ?	ं छ ं छैन ं असम्बन्धित	
9	महिताताई सूर्यात पाठि या सूर्यादर अधिको समयमा काममा लगाउँदा ऐनको दका ३३ बमोविम पातपात र सुरक्षाको प्रबन्ध गरिएको छ या छेन ?	ं छ ं छेन ं असम्बन्धित	
10	न्यूनडम चारिक्षमिक भन्दा कम हुने गरी कुने अमिकलाई चारिक्षमिक प्रदान गरिएको छ या छैन ?	ं छ ं छैन ं असम्बन्धित	
11	प्रतिहानको ओरत माहिक परिक्षमिक दर कति हो ? (आधारभुत परिक्षमिक, भन्ता र सुविध हाहितको ओरत अङ्ग उत्तरेख गर्म)	ं छ ं छेन ं असम्बन्धित	
12	ऐनको दफा ३६ बनोजिनको वार्षिक तत्तव्युद्धि (ग्रेड) दिने गरिएको छ वा छैन ?	ंड ंडेन ं असम्बन्धित	

13	पारिश्रमिक भुक्तानीको अवधिको अन्तर एक महिनाभन्दा बढी हुने गरेको छ वा छे	न ?(छ भने कारण उल्लेख गर्ने)		়ভ ় উপ) असम्बन्धित]
14	ऐनको दफा ३७ बमोजिम चार्डपर्व खर्च श्रमिकलाई प्रदान गर्ने गरिएको छ वा छेन:	?		়ড ় উপ) असम्बन्धित]
	ট্পকা ঘটেন্দ্র হ মন্যমিন নিয় বিয়ন্তন গ্রমিকভার্ত্ব করি হিন হিনৈ গাইছেনা ড ? (যন্থ্রেয় তল্টের গর্ন) নাবদাইক নিয়:					
	सार्वजनिक बिदा:	विरामी विदाः				
15	प्रसुति विदा:	प्रसुति स्याहार विद्याः		়ভ ় উপ) ওয়েদ্যন্দির]
	किरिया विदाः	सट्टा विदाः				
	तलवी विरामी विदाः	तलबी वार्षिक विदाः				
16	ऐनको दफा ५२ बमोजिम प्रत्येक श्रमिकलाई (नियमित रोजगारी, कार्यगत रोजगार सामाजिक सुरक्षा कोषमा रकम जम्मा गर्ने गरिएको छ वा छैन ? जम्मा नगरेको भ	ी, समयगत रोजगारी, आंशिक समयको रोजगारी र आकस्मिक रोजगारीमा क ए सो रकम कहाँ प्रयोग गरिएको छ खुलाउने।	तम गर्ने) संचयकोष वा	্ভ ্টব) असम्बन्धित]
17	ऐनको दफा ५३ बमोजिम प्रत्येक श्रमिकलाई (नियमित रोजगारी, कार्यगत रोजगार सामाजिक सुरक्षाकोषमा रकम जम्मा गर्ने गरिएको छ वा छैन? सामाजिक सुरक्षाव	ी, समयगत रोजगारी, आंशिक समयको रोजगारी र आकस्मिक रोजगारीमा क ठोषमा जम्मा नगरेको सो रकम कहाँ प्रयोग गरिएको छ खुलाउने।	गम गर्ने) उपदान वा	়ড ় উপ	े असम्बन्धित]
18	ऐनको दफा ५४ बमोजिम औषधि उपचार बीमा गरिएको छ वा छैन ?			়ড ় উপ	े असम्बन्धित]
19	ऐनको दफा ५५ बमोजिम जुनसुके प्रकारको दुर्घटना समेट्ने गरी बीमा गरिएको र	ड या छेन ?		়ড ় উপ	े असम्बन्धित]
20	अमिक आयुर्तिकर्ता मार्फत अमिक कार्यरत छन् या छैनन्? ती अमिक आयुर्तिकर्ता मिति आयुर्तिकर्ता मार्फत कार्यरत अमिकते न्यूनतम पारिश्रमिक, सुविधा तथा ऐन र छेन ?	कम्पनीले ऐनको दफा ५९ बमोकिम अनुमति लिएको छ या छैन ? अनुमति लि र नियमावली बमोजिमको न्यूनतम स्तर प्राप्त भएको छ या छैन ? यसको नियर्गि	एको भए अनुमति नम्बर र मेत अनुगमन गरिएको छ वा	ਂ ਚ ਂ ਚੈਰ	্ असम्बन्धित]
21	ऐनको दफा ६८ बमोजिम सुरक्षा र स्वाख्य नीति तर्जुमा गरी कार्यान्वयन गरिएको	ਚ ਕ ਰੇਸ ?		ਂ ਚ ਂ ਚੇਸ) असम्बन्धित]
22	ऐनको दफा ७४ बमोलिम सुरक्षा र स्वाख्य समिति गठन भे नियमित रुपमा बेठक	तथा निर्णय हुने गरेको छ वा छैन?		়ড ় উপ	े असम्बन्धित	J
23	ऐनको दफा १०८ बमोजिम प्रतिष्ठानले आन्तरिक व्यवस्थापनको लागि विनियमावल	ी बनाएको छ वा छेन?		ੇ ਲ ਂ ਰੇਸ	े असम्बन्धित	J
24	विनियमावली श्रम कार्यालयमा दर्ता गर्ने र श्रमिकलाई वितरण गरिएको छ वा छेन	? अम कार्यातयमा दर्ता भएको भए दर्ता मिति र दर्ता नम्बर उल्लेख गर्ने।		ੇ ਚ ਂ ਚੈਸ	ं असम्बन्धित	J
25	ऐनको दफा १११ बमोजिम प्रतिष्ठानमा श्रम सम्बन्ध समिति गठन गरी नियमित रुपग	मा बेठक हुने गरेको छ वा छेन ? आर्थिक वर्षमा अन्तिम पटक बेठक भएको वि	मेति उल्लेख गर्ने।	ੇ ਚ ਂ ਚੈਸ	् असम्बन्धित]
26) ऐनको दका ११२ बमोबिम कार्यसमादन मुत्यद्वन प्रणती लागु गरिएको छ वा छेन ?			ੇ ਚ ਂ ਚੈਸ	ं असम्बन्धित]
27	उ ऐनको दका ११३ बनोजिम व्यक्तिगत मगदाबी पैच भए वा भएननू ? माग दाबी पैच भएकोमा कति चटा दाबी व्यवस्थापकर्तगढों को कतकतबाद समाधान भए ? सङ्ख्या उत्तेख गर्ने।			ਂਚ ੇਰੋਸ	े असम्बन्धित]
28	28 यो आर्थिक वर्षमा सामुहिक माग दाखी पेच भए वा भएन?				े असम्बन्धित]
29	मागपत्र पेश भएको भए कहिले पेश भएको थियो ? मिति उल्लेख गर्ने ? वार्ता जारी सोदाबाजीको क्रममा हडताल वा तालाबन्दी भयो भएन ? अन्य कुने उल्लेख गर्नुपरं	ो रहेको वा सम्झ्रीता भेसकेको भए अवस्था उल्लेख गर्ने।सम्झ्रीता भएको भए स ने कुरा भए सो व्यहोरा ?	म्झौताको मिति ? सामुहिक	়ড ় উপ	े असम्बन्धित]
30	30 अम ऐन बमोजिम भएको सम्झौता, निर्जय या प्रैन्सला कार्यान्यरन हुन बाँकी छ या छेन ? भएमा कहिलेसम्म कार्यान्यरन हुन्छ खुलाउने।				ं असम्बन्धित	l

योगदानम	योगदानमा आधारित सामाजिक सुरक्षा ऐन,२०७४ तथा योगदानमा आधारित सामाजिक सुरक्षा नियमावली, २०७४						
1	रामाणिक सुरक्ष जेपमा संजीकरण भएको छ वा छैन ?	छ े छेन ः असम्बन्धित					
2	शामाजिक सुरक्षा कोपता पर्ग गर्ने गरिएको छ या छेन ?	े छ े छैन े असम्बन्धित					
बोनस ऐन	, २०३० तथा बोनस नियमावती, २०३९						
1	प्रतिष्ठानते योगस ऐ१,२०२० बसोविम योगस विसरण गर्नुपाई या पहेंग?	 छ छ असम्बन्धित 					
2	অঁলর ভিরবেল গর্নুদের্ন দহ যট বন্দাবিদ দিরবেল গহিত্বট ড বা উল ?	ं छ ं छेन ः असम्बन्धित					
3	गत आर्थिक वर्षको जेनस वितरण गर्न बॉकी छ य	ं छ ं छेन ः असम्बन्धित					
ट्रेंड युनिय	ट्रेड युनियन ऐन.२०४९ तथा ट्रेड युनियन नियमावली, २०५०						
1	प्रतिष्ठानमा प्रतिष्ठानसरको ट्रेडपुनियन स्थलपन भएको छ य छेन ?	्र ÷ चैन ः असम्बन्धित					
2	आधिकारीक ट्रेडयुनियनको निर्धायन भएको छ य छेन ?	ं छ ं छेन ं असम्बन्धित					

अन्य विषयहरूः प्रतिष्ठानते आवश्यक विषय थय गर्न सबने						
। व्यवसाप जग्य सुरक्षा र स्वास्थ्य मीति छानु भए मभएको अडिट गर्म सुट्टे व्यवस्थ छ या छेन ?	 छ े छैन ं असम्बन्धित 					
सुधार गर्नुपर्ने विषयहरुमा सुझाव भए उत्सेख गर्ने						
Comments						
देव गर्नुतेव						

The entry user is required to fill in all the fields with the appropriate data. Clicking the **Submit** button to approver to approve the report.

Government of Nepal Manatry of Labour, Engloyment & Social Security	
এ স্রীফাহল	होम / श्रम अडिट श्रम अडिट
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As in the workflow , entry user enters the value in labour audit form then once submitted ,the labour approver need to review it and approve if all data are checked.

Government of Nepal Ministry of Labour, Employment & Social Security	≡				슈 🔍 🛎 Labouer Approver 🔹
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Once registered the darta numbers is auto assigned to it

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Once approved the form is submitted to the labour office for inspection

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Select the files of inspection

Labour office auto submit the notification / sms to submit the labour audit of the enterprises by the end of poush.

Associated User

The Associated User Page in the ILMS system is designed to manage users linked to an enterprise. This page is particularly focused on handling labor audit tasks and keeping track of various users associated with different roles in the process.

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Add New Button

- This button allows users to **add new associated users** to the enterprise.
- When clicked, it will prompt the user to fill out a form with details such as user name, role, and other necessary information before adding them to the system.

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- This feature ensures that the system stays up to date with the latest users associated with the enterprise.

User List

- The user list section displays **all associated users** that are linked to the enterprise.
- It provides a comprehensive view of the users, showing key details such as the user's name, role, and current status within the system.

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Entry user: Enter the values in labour audit and submit to the approver

Approver: Verifies the submitted labour audit form and approves it to forward it in concerned office

Documentation

The Documentation tab refers to the section where important financial and legal documents related to the enterprise are uploaded and tracked.

Documents to Add:

- **Tax Clearance**: Add the document that confirms the enterprise has cleared its tax obligations.
- **Financial Audit**: Add the document detailing the results of the financial audit for the enterprise.
- **Profit & Loss Account and Balance Sheet**: Add documents that show the profit and loss statement and the balance sheet for the enterprise.

These documents are essential for tracking compliance with relevant financial and tax regulations.

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