

Department Of Labour and Occupational Safety (DOLOS)

Integrated Labour Management Information (ILMS)

User Manual



Submitted By:

DRYICE SOLUTIONS PVT. LTD.

First Lane

Kumaripati,

Lalitpur

info@dryicesolutions.net

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1. 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.

3. Glossary

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

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:

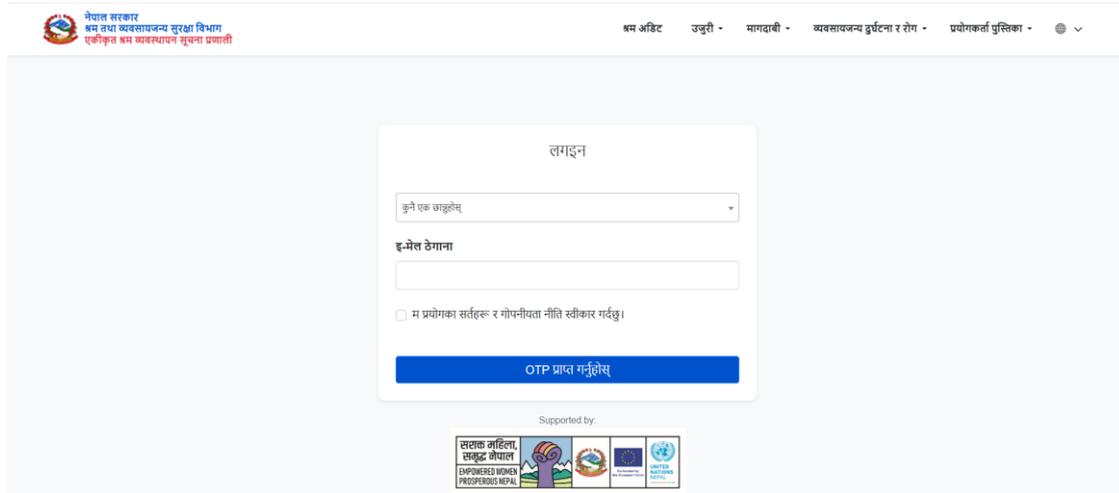
- In the address bar, type the following url:

<http://ilmis.dryicesolutions.net/>

- Press Enter.

iii. Landing Page Overview:

You will be directed to the ILMIS landing page.

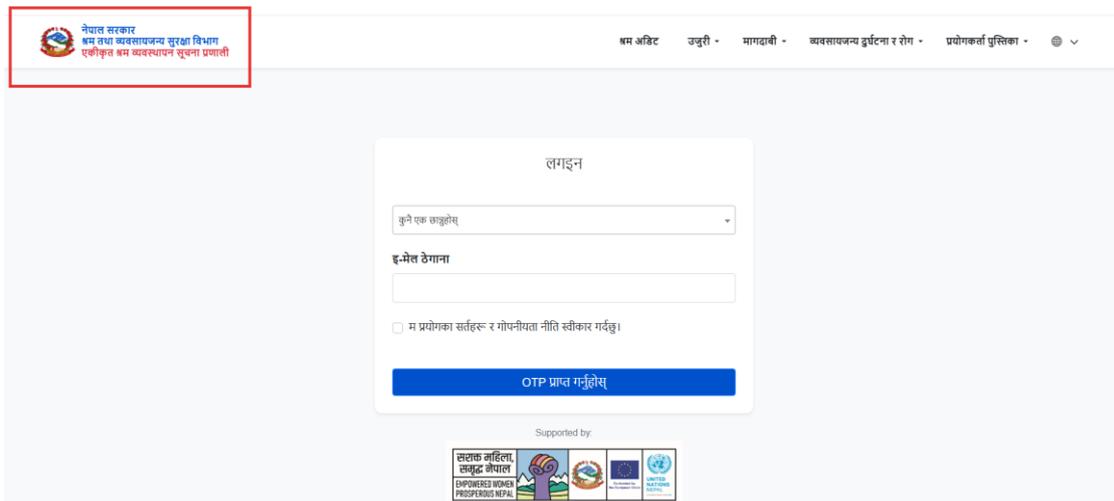


6. Landing page Overview

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



Main Content Area (Right Section):

Provides access to key modules of the system, including:

- Labor Audit
- Grievance
- Magdabi

- Register New Ujuri(नयाँ उजुरी दर्ता गर्नुहोस)
- Know Your Status(स्थिती थाहा पाउनुहोस)

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

After clicking a Register New Ujuri((नयाँ उजुरी दर्ता गर्नुहोस)) , 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 registered.

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Home / Grievance
GRIEVANCE

Province *
Select One

District *
Select One

Local Level
Select One

Company Name *
Select One

Company Phone Number *
Enter phone number

Tole *
Enter Tole

Landmark
Enter Landmark

Professional Area
Select One

Applied Single / Group
 Individual Others Gunaso

Grievance Type
Select One

Office
Select One

Details of Complain and Grievances

Additional Documents
[Click to Upload Files](#)

Are you filling in someone elses details ?
 Yes No

Fill Your Personal Details

Full Name *
Enter full name

Worker Designation *
Enter your email

Email Address *
Enter your email

Province *
Select One

District *
Select One

Local Level *
Select One

Ward Number *
Select One

Phone Number *
Enter phone number

National Id/Citizenship No. *
Enter National ID number

The entire information I have filled is correct

Reset Save

Copyright 2025, DOLOS, All Rights Reserved.

Messages 18 | Timeline | Exceptions | Views 7 | Route | Queries 16 | Models 1081 | Mails | Gate | Session | Request | GET ujuri/create | 29MB | 387ms | 8.0.30

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 grievance form in order to access/get unregistered company /organization the grievance form and to

add the grievance.

The following form will be displayed as below:

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:

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Labor Audit | Grievance | Magdabi | Occupational Accidents and Diseases

Are you filling in someone else's details?
 Yes No

Fill Your Personal Details

Full Name *

Worker Designation *

Email Address *

Province *

District *

Local Level *

Ward Number *

Phone Number *

National Id/Citizenship No. *

The entire information I have filled is correct

Success: Manual
Ujuri is successfully added.

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

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Labor Audit | Grievance | Magdabi | Occupational Accidents and Diseases | User Manual

Home / Home
SUCCESS PAGE

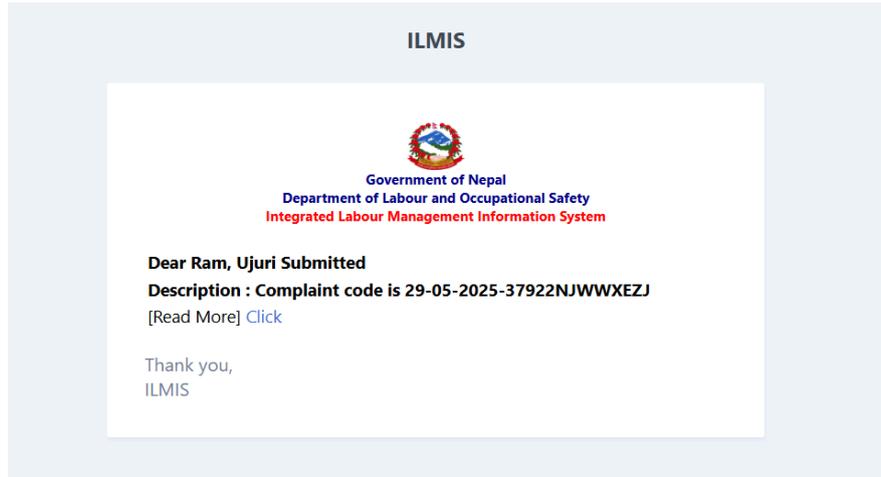
Thank You!
तपाईंको उजुरी दर्ता भएको छ।

उजुरीको विवरण यस प्रकार छः
 Ticket Number : 29-05-2025-37922NJJWWXEZJ
 Registered Date : 2025-05-29

Note: कृपया यो दर्ता नम्बर सुरक्षित राख्नुहोस्, भविष्यमा तपाईंको उजुरी स्थिति थाहा पाउन चाहिनेछ।

Print

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.

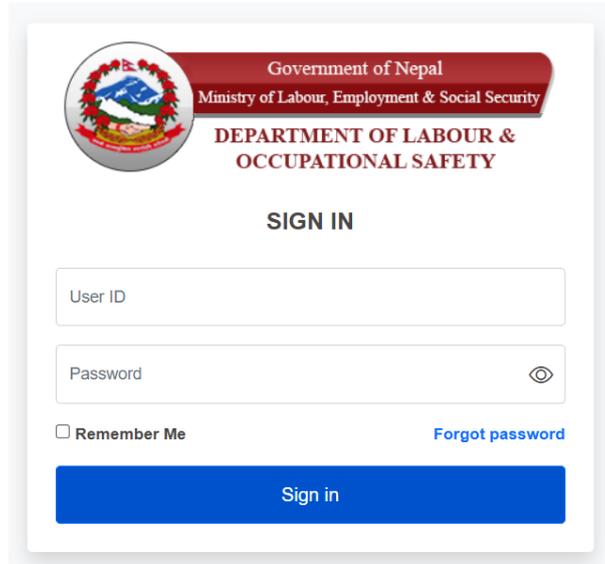
Add the ticket number the system has provided when you have successfully added grievance and the mobile number which was used at the time of submitting grievance on the respective fields and click on know your status button to get status as shown below:

Note:

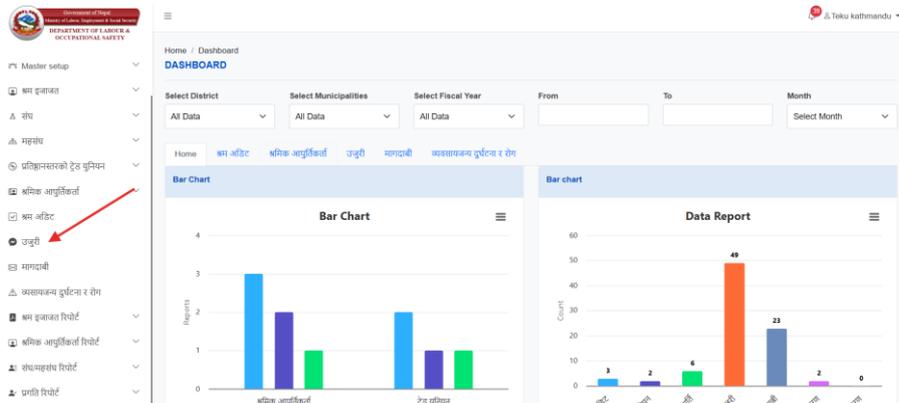
- The grievance is forwarded to the office which you have selected on the office dropdown on the grievance form during submitting grievance and a copy of it the organization whom you are issuing a grievance.
- If the grievance is filed against an organization already registered in ILMIS, it is directly 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 7-day response window.

[Verifying The Grievance By respective Labour Department Office](#)

- i. **Login** to ILMIS using verifier credentials.

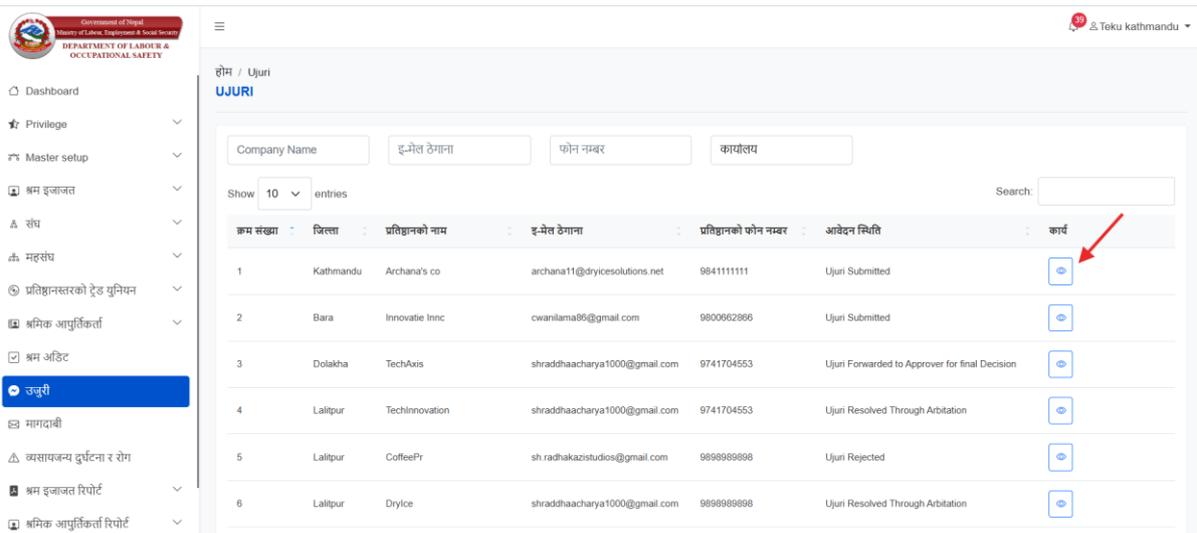


ii. Navigate to the "उजुरी सूची (Grievance List)" section from the dashboard.



iii. Locate the newly submitted grievance in the list.

iv. Click on the "View" icon to open grievance details.



v. Review all information including:

- Claimant details
- Uploaded documents
- Nature of claim

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

TeKu kathmandu

होम / Ujuri Details
UJURI DETAILS

Ujuri

प्रतिष्ठानको नाम : Archana's co	प्रदेश : Bagmati	जिल्ला : Kathmandu
नगरपालिका वा गाउँपालिका : Kathmandu	वडा नम्बर : 15	कार्यालय: श्रम तथा रोजगार कार्यालय, टेकु, काठमाडौं
प्रतिष्ठानको फोन नम्बर: 9841111111	प्रतिष्ठानको ई-मेल ठेगाना : archana11@dryicesolutions.net	प्राथमिकता : Low
आवेदन व्यक्तिगत / सामुहिक: Individual		
व्यावसायिक क्षेत्र : निर्माण	प्रकार : उजुरी	उजुरीको प्रकार : भेदभाव
के तपाईं अरु कसैको लागि आवेदन दर्ता गर्दै हुनुहुन्छ: No		
पुरा नाम: Ram	राष्ट्रिय परिचयपत्र/नागरिकता नम्बर : 1555-415522	श्रमिकको पद : Labourer
ई-मेल ठेगाना: lastminprep2022@gmail.com	प्रदेश : Bagmati	जिल्ला : Lalitpur
वडा नम्बर : 12	फोन नम्बर : 9818621515	अधिकारी प्रमाणपत्र मागदाबी विवरण कागजातहरू

1 :
1748497048_1455_file.jpg

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.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

TeKu kathmandu

Details: discrimination being faced each time

प्रक्रियाको इतिहास

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-27931GUV40XA	Ujuri and Occupational Verifier	Ujuri Submitted	Ujuri Submitted	२०८२-०२-१५ ११:२२:२८

कार्य

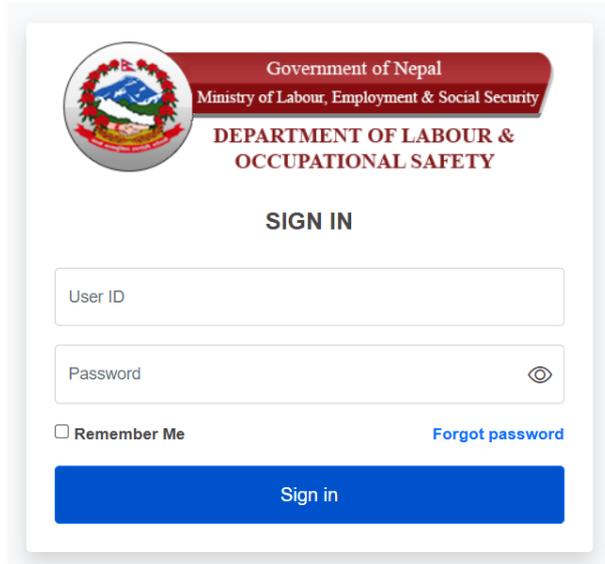
Is Valid* प्राथमिकता

टिप्पणीहरू*

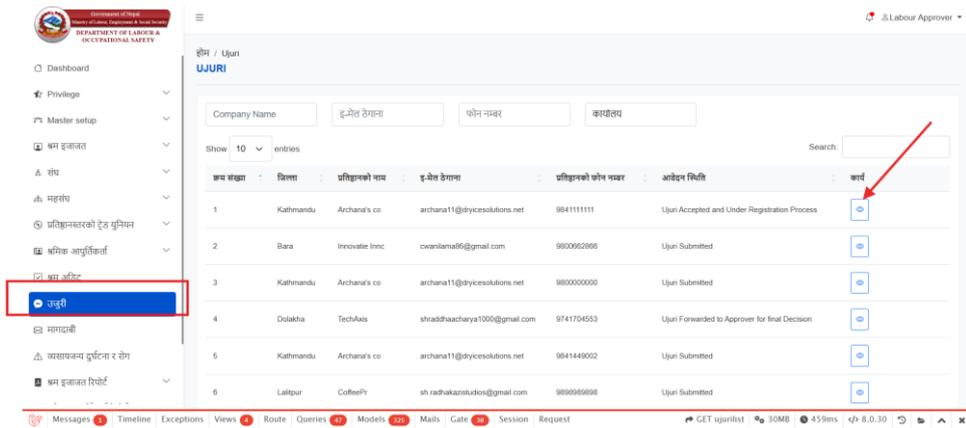
When isValid status is set valid and submitted the griveance is forwarded to the register phase and when status isValid is set invalid the grievance status is ujuri submitted.

Approving The Grievance

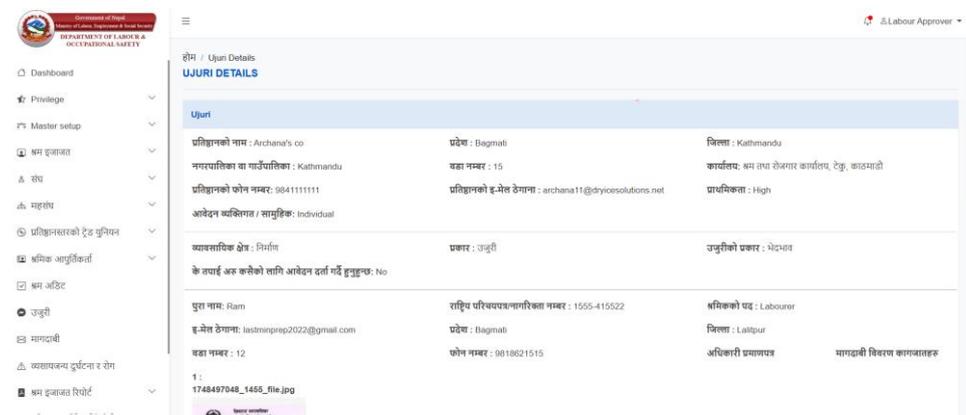
- **Login** to ILMIS as a reviewer.
- Navigate to “**उजुरी सूची (Grievance List)**”.



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



- Thoroughly review all details and attachments submitted.



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

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

The screenshot shows the Government of Nepal Labour Department & Occupational Safety portal. On the left is a navigation menu with items like Dashboard, Privilege, Master setup, श्रम इजाजत, संघ, महसुब, प्रतिष्ठानस्तरको ट्रेड युनियन, श्रमिक आपूर्तिकर्ता, श्रम अडिट, उजुरी, मागदात्री, व्यासायजन्य दुर्घटना र रोग, and श्रम इजाजत रिपोर्ट. The main content area features a table with columns: FROM, TO, STATUS, COMMENT, and DATE. Below the table is a form titled 'कार्य' (Action) with a radio button for 'बर्ता लाई बोलाएको'. The form includes sections for 'Process for decision*' (with a 'Select Status' dropdown), 'Additional Documents*' (with 'Choose File' buttons), and 'Minutes*' (with 'Choose File' buttons). There is also a 'टिप्पणीहरू*' (Remarks) text area and a green 'पेश गर्नुहोस्' (Submit) button.

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-27931GUV40XA	Ujuri and Occupational Verifier	Ujuri Submitted	Ujuri Submitted	२०८२-०२-१५ ११:२२:२८
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Ujuri Accepted and Under Registration Process	remarks	२०८२-०२-१५ १२:१९:५७
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Ujuri Registered and Under Process	remarks	२०८२-०२-१५ १२:३८:०५

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:

प्रक्रियाको इतिहास

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-27931GUV40XA	Ujuri and Occupational Verifier	Ujuri Submitted	Ujuri Submitted	२०८२-०२-१५ ११:२२:२८
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Ujuri Accepted and Under Registration Process	remarks	२०८२-०२-१५ १२:११:५७
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Ujuri Registered and Under Process	remarks	२०८२-०२-१५ १२:३८:०५
Ujuri and Occupational Reviewer	Archana's co	barta-lai-bolayeko	Barta-lai-bolayeko Remarks	२०८२-०२-१५ १२:४९:११

Documents

S.NO	DESCRIPTION	FILE
Meeting 1		
1	Additional Documents	Additional Documents
2	Minutes	Minutes

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.

How to Know the Status of Your Grievance Case For End Use who submits the Grievance :

1. Go to “Grievance” → “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 Ujuri
Know Your Status

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”.

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Department of Labour and Occupational Safety
Integrated Labour Management Information System

Labor Audit Grievance Magdabi Occupational Accidents and Diseases User Manual

Home / Know your status
KNOW YOUR STATUS

Required Details

Ticket Number * Enter Darta Number	Phone Number * Enter Phone Number
--	---

[Know your status](#) [Reset](#)

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

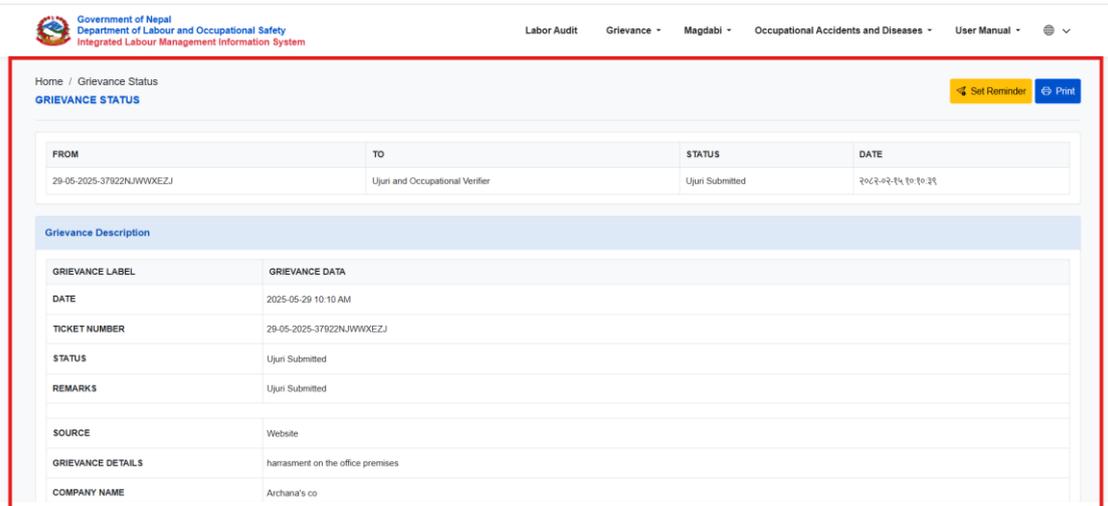
VERIFY OTP

OTP Number 994559

Enter Your OTP

Submit

5. Your case progress will be displayed.



8. Magdabi(मागदाबी)

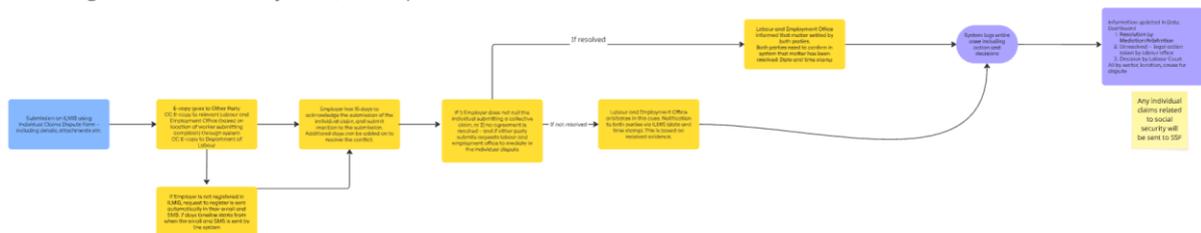
Magdabi is a system used to register labor-related claims or grievances, especially for issues between workers and employers. It allows users to submit complaints, check their status, and record group settlement agreements online.

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

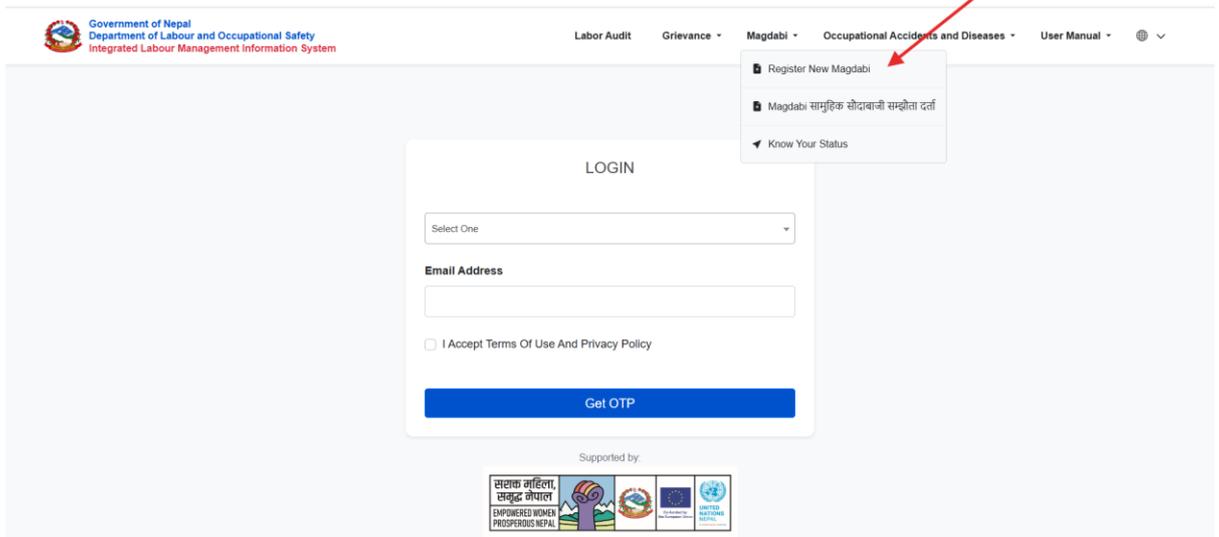
8.1. Workflow for the Individual Magdabi

Individual Claims (Interest based) under Integrated Labour Management Information System (ILMIS) - per Labour Act 2017



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.



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.

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Home / Magdabi
MAGDABI

Province *
Select One

District *
Select One

Local Level
Select One

Company Name *
Select One

Company Phone Number *
Enter phone number

Priority
Select One

Professional Area
Select One

Applied Single / Group
 Individual Group

Agreement Date
[Text Input]

Claim Type
Select One

Agreement Committee Number
Select One

Claim Description

Adikari Certificate
Choose File No file chosen

Magdabi Detail File
Choose File No file chosen

Additional Documents
Click to Upload Files

Fill Your Personal Details

Agreement Committee Name *
Enter full name

Email Address *
Enter your email

Province *
Select One

District *
Select One

Local Level *
Select One

Ward Number *
Select One

Company Phone Number *
Enter phone number

The entire information I have filled is correct

Reset Save

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

C

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.

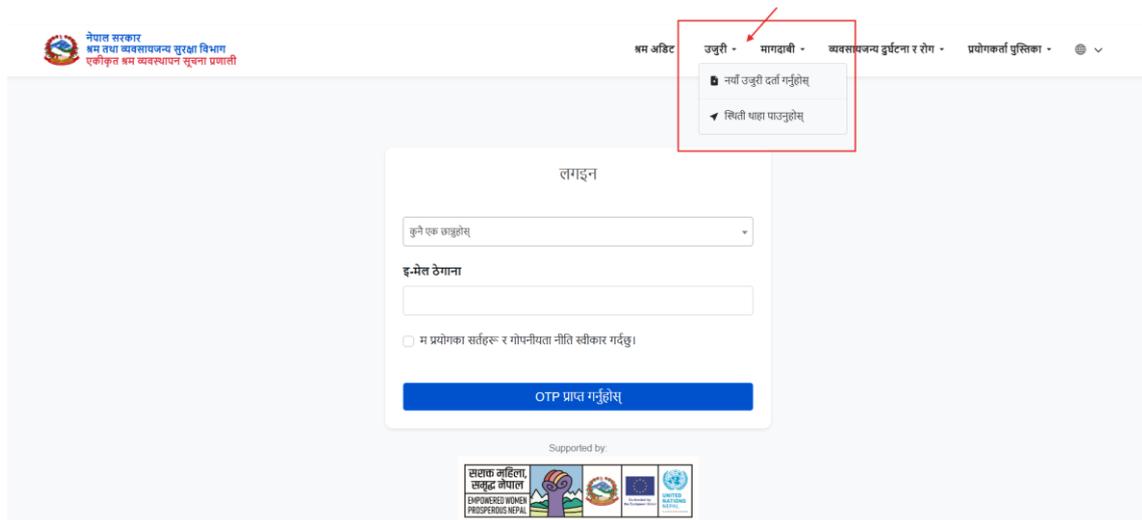
The email includes:

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



Verifying the Magdabi

- Access the verifier user web application.



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

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

हेम / Magdabi
MAGDABI

Company Name ई-मेल ठेगाना फोन नम्बर कार्यालय

Show 10 entries Search:

क्रम संख्या	जिल्ला	प्रतिष्ठानको नाम	ई-मेल ठेगाना	प्रतिष्ठानको फोन नम्बर	आवेदन स्थिति	कार्य
1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800962866	Maghdabi Submitted	⌵
2	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Maghdabi Submitted	⌵
3	Lalitpur	TechAxis	shradhaacharya1000@gmail.com	9898989898	Magdabi Registered and Under Process	⌵
4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Maghdabi Submitted	⌵
5	Kathmandu	Testing	shradhakazistu.dios@gmail.com	9818621515	Maghdabi Submitted	⌵
6	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Maghdabi Submitted	⌵

vi. Review all provided details including:

- Company info
- Contact details
- Agreement data
- Uploaded documents
- Personal and claim information

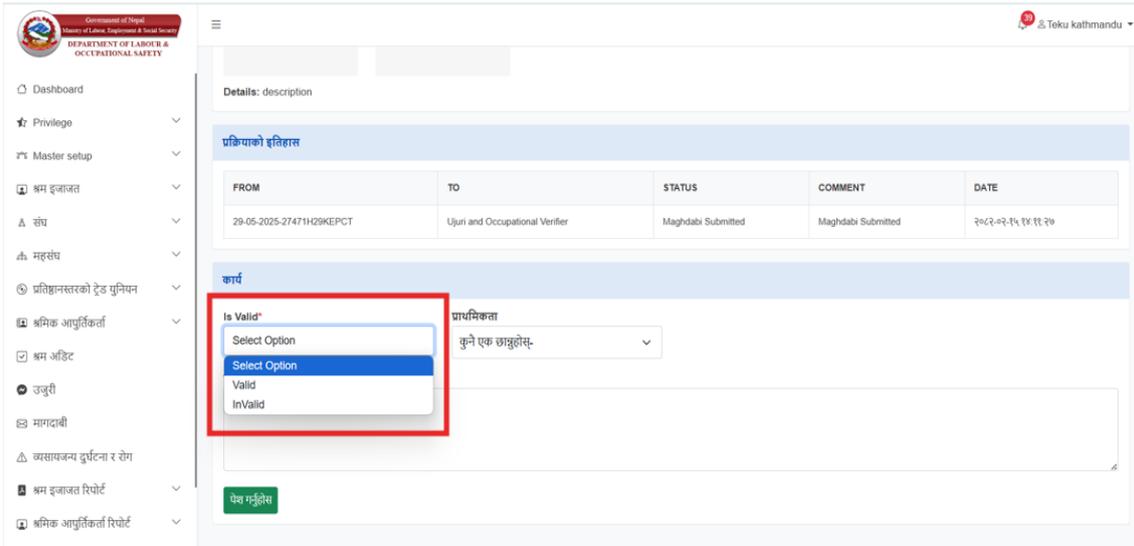
vii. Choose Action:

In the Action Section, the viewer has two options:

- Invalid: Valid/Invalid
- Select Priority: High / Medium / Low
- Write Remarks (if needed)

viii. Click Submit button

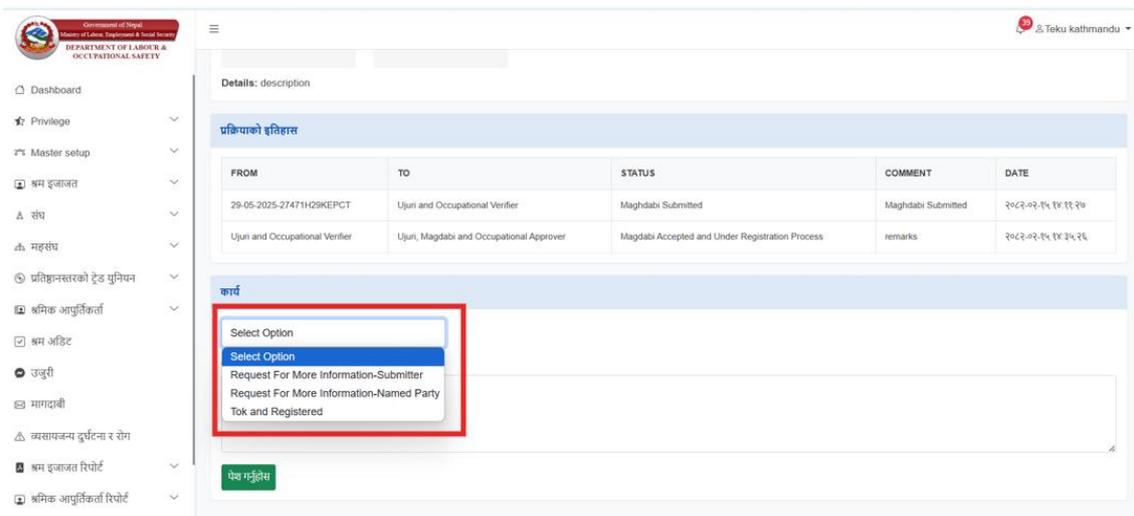
When the viewer clicks on "Valid", the grievance (Magdabi) is considered appropriate and is forwarded to the next stage of the workflow for further processing.



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.
- ii. 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.



- iv. Set any of the mentioned above option on the option field add remarks.
- v. Then click on the submit button.

The screenshot shows the web portal interface for the Department of Labour & Occupational Safety. On the left is a navigation menu with options like Dashboard, Privilege, Master setup, and various labor-related services. The main content area displays a 'Details: description' section with a table titled 'प्रक्रियाको इतिहास' (Process History). Below the table is a form titled 'कार्य' (Action) with a dropdown menu for 'Select Option', a text area for 'टिप्पणीहरू' (Remarks), and a green 'पेश गर्नुहोस्' (Submit) button.

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-27471H29KEPCT	Ujuri and Occupational Verifier	Maghdabi Submitted	Maghdabi Submitted	२०८२-०२-१५ १३:११:२७
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	remarks	२०८२-०२-१५ १३:३५:२६

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.

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-27471H29KEPCT	Ujuri and Occupational Verifier	Maghdabi Submitted	Maghdabi Submitted	२०८२-०२-१५ १४:११:२७
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	remarks	२०८२-०२-१५ १४:२५:२६
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Magdabi Registered and Under Process	remarks	२०८२-०२-१५ १४:४०:४४

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:


Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Dear [REDACTED]

We hope this email finds you well. You are hereby invited to attend a meeting regarding your submitted concerns. This meeting aims to provide a platform for open discussion and resolution.

Meeting Details:
this is remarks

Please be informed that your presence is mandatory and you are required to attend the meeting at time.

Should you have any questions or require a rescheduling, please do not hesitate to contact us at your earliest convenience. We highly value your cooperation and look forward to your active participation.

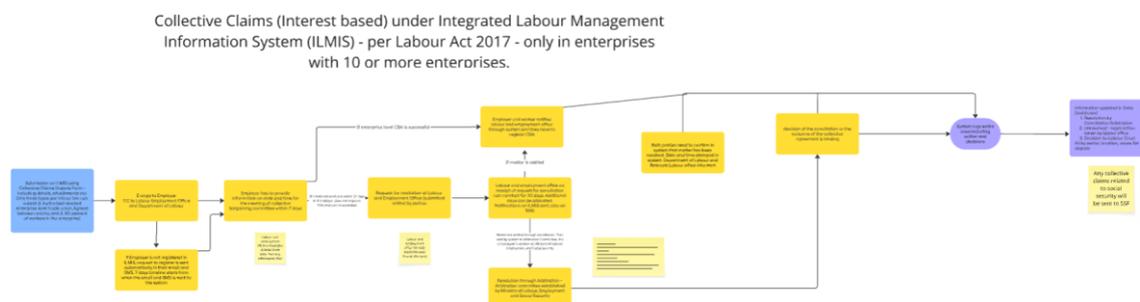
Thank you for your attention to this matter. We hope to see you at the meeting.

Best regards,
ILMIS



COLLECTIVE CLAIM AGREEMENT REGISTRATION (Maghdabi सामुहिक सौदाबाजी सम्झौता दर)

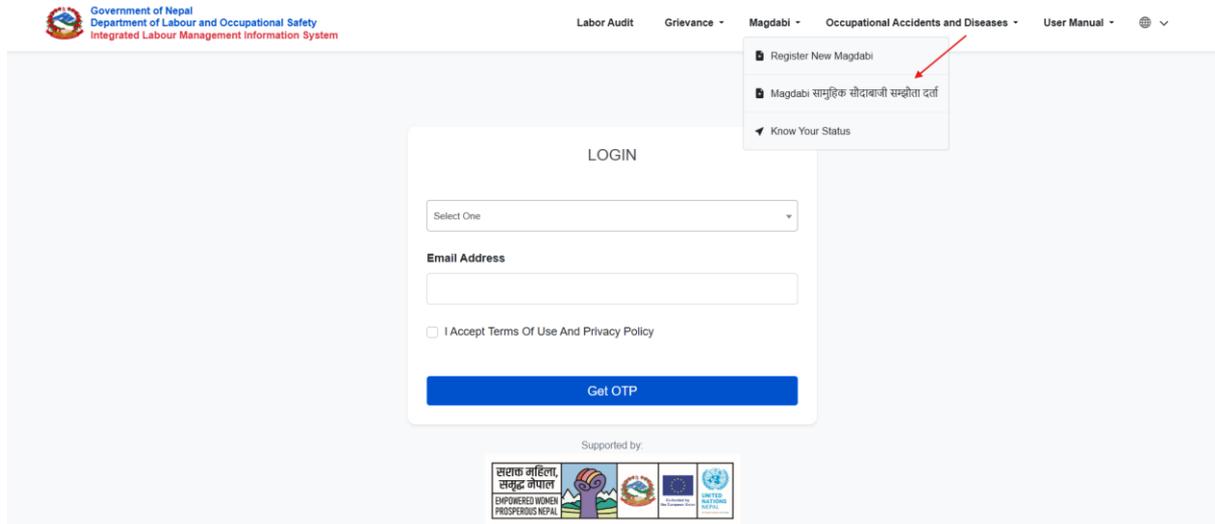
8.2. Workflow Flowchart COLLECTIVE CLAIM AGREEMENT REGISTRATION



Visit the official website.

On the homepage, click on:

“Maghdabi सामुहिक सौदाबाजी सम्झौता दर्ता”



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.

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Labor Audit | Grievance | Magdabi | Occupational Accidents and Diseases | User Manual

Home / Collective Claim Agreement Registration
COLLECTIVE CLAIM AGREEMENT REGISTRATION

Province *
Select One

District *
Select One

Local Level
Select One

Company Name *
Select One

Company Phone Number *
Enter phone number

Priority
Select One-

Professional Area
Select One-

Agreement Date
[Empty field]

Claim Type
Select One-

Agreement Committee Number
Select One

Collective Claim Agreement Registration Description

Adikari Certificate
Choose File No file chosen

Magdabi Detail File
Choose File No file chosen

Additional Documents
Click to Upload Files

Fill Your Personal Details

Agreement Committee Name *
Enter full name

Email Address *
Enter your email

Province *
Select One

District *
Select One

Local Level *
Select One

Ward Number *
Select One

Company Phone Number *
Enter phone number

National Id/Citizenship No. *
Enter National ID number

The entire information I have filled is correct

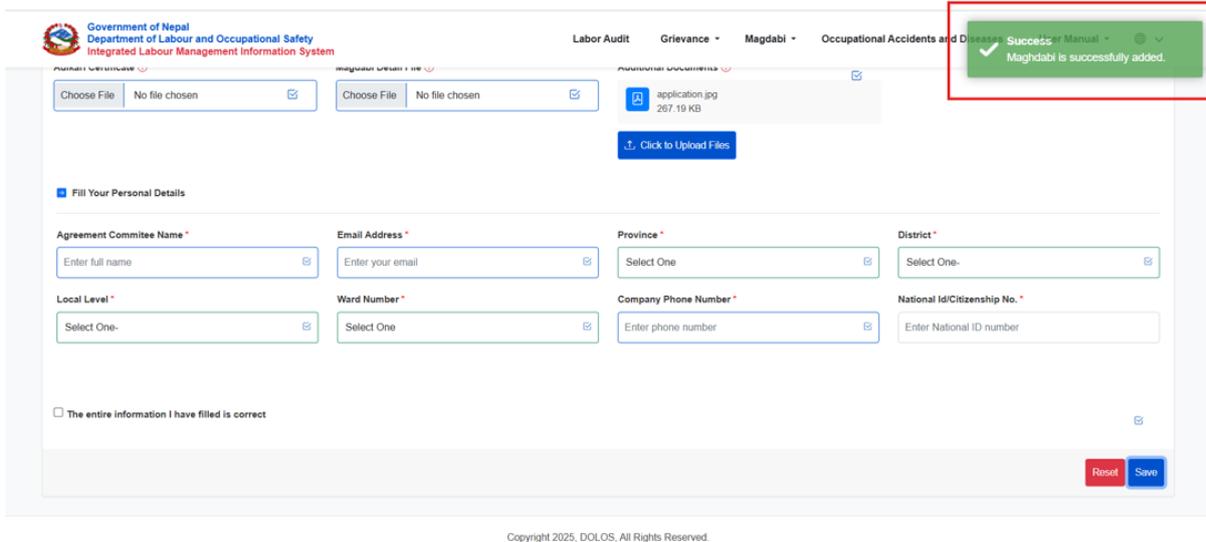
Reset Save

Copyright 2025, DOLOS, All Rights Reserved.

Messages | Timeline | Exceptions | Views | Route | Queries | Models | Mails | Gate | Session | Request | GET magdabi/register | 29MB | 403ms | 8.0.30

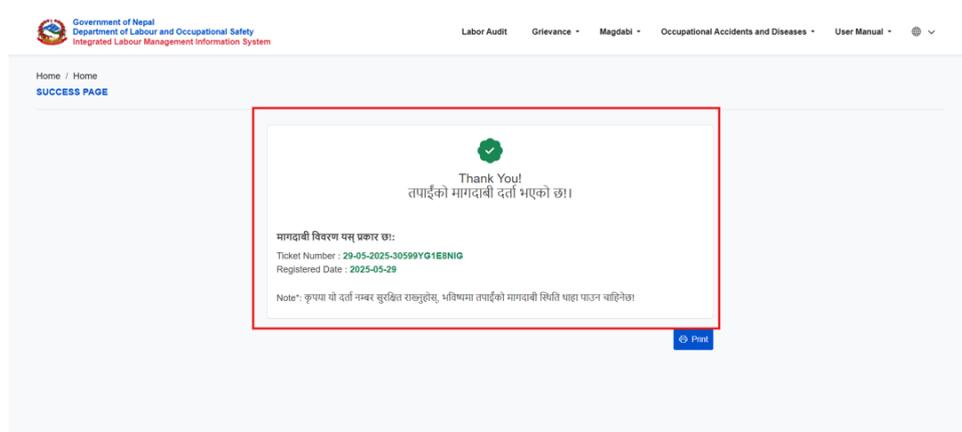
After Submission:

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



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

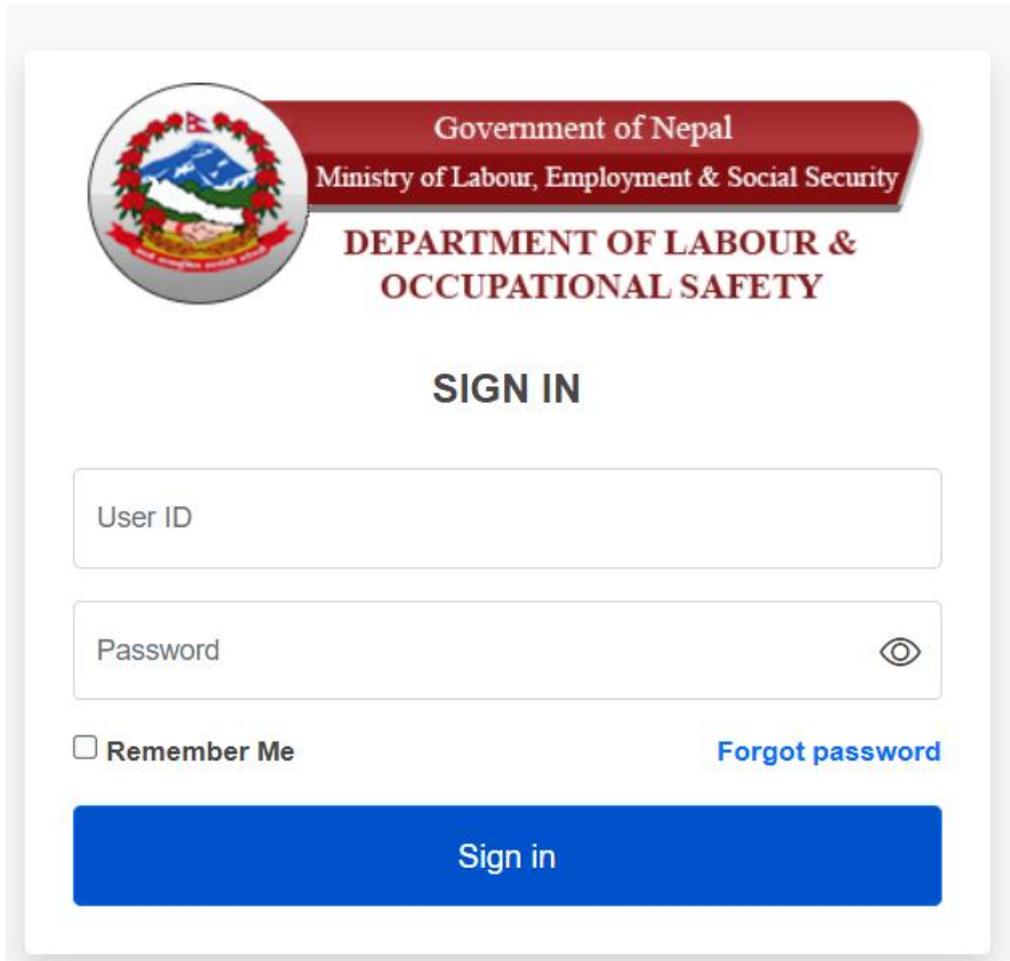
- **Thank You Message**
- **Magdabi Ticket Number**
- **Registration Date**
- **A note reminding the user to keep the ticket number safe for future tracking.**



Verifier Role – Group Magdabi Review Steps

Open the system login page.

Enter valid credentials (username & password).

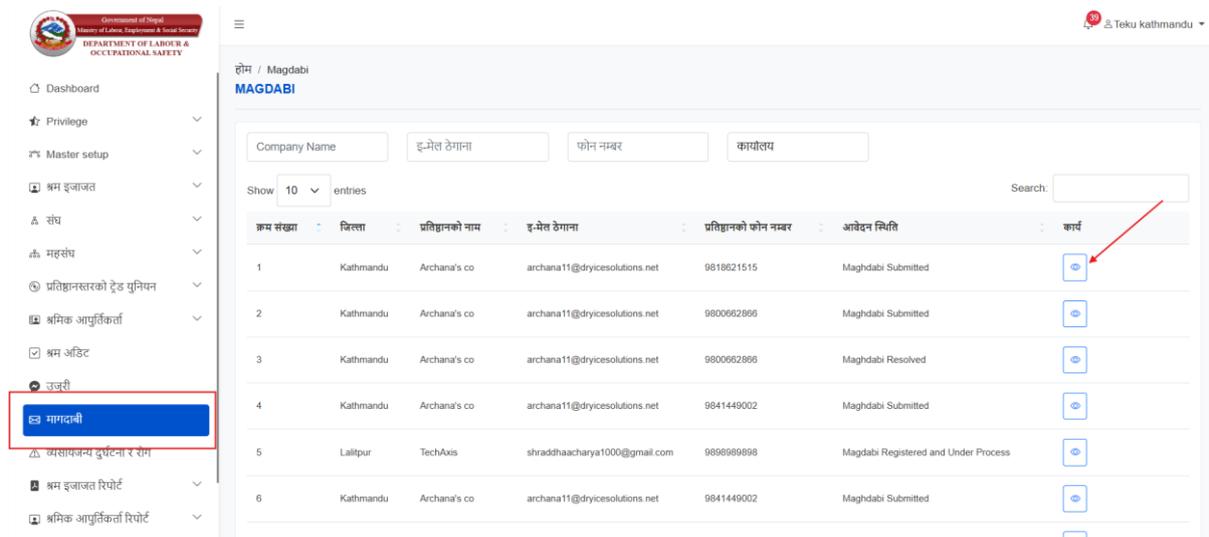


Click Sign in to access the dashboard.

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.



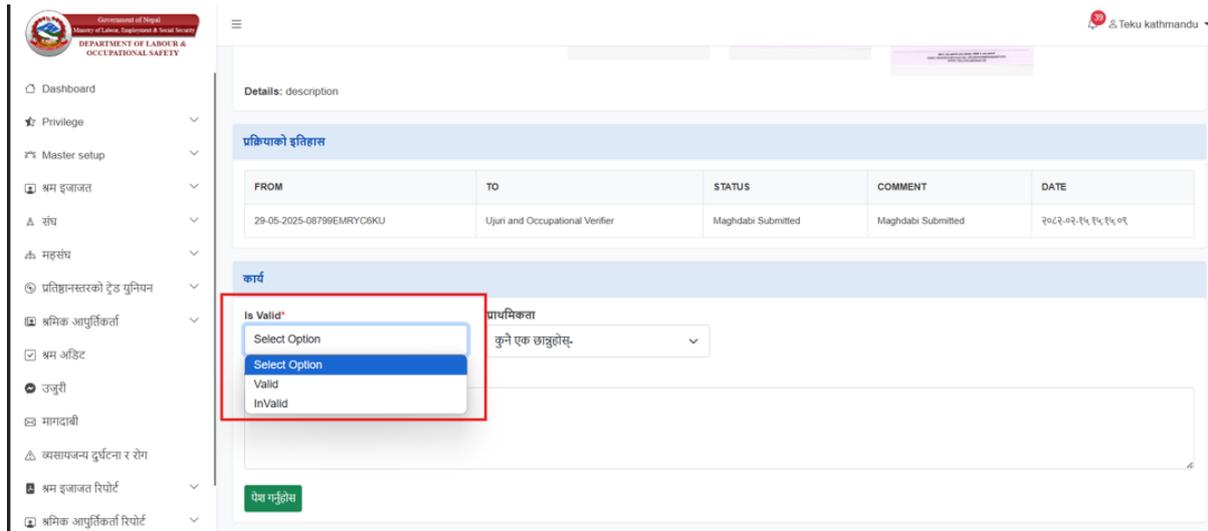
Thoroughly check the entered data by the submitter then scroll down to actions sections.

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.

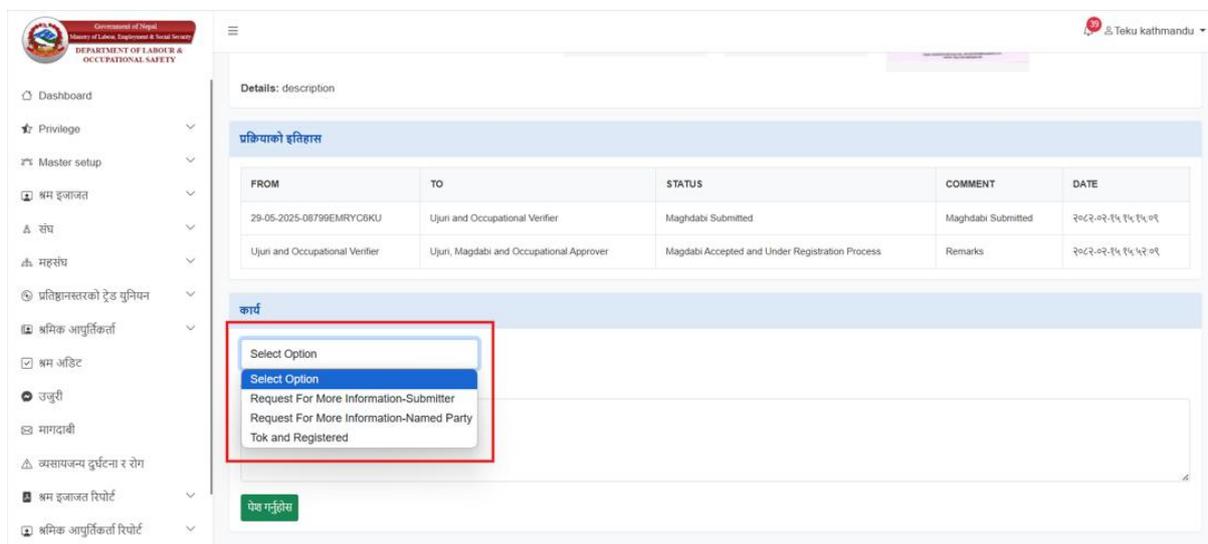
If Valid status is set then Magdabi moves to the next stage in the workflow (e.g., Approver or Tok registration).

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



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.



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.

FROM	TO	STATUS	COMMENT	DATE
29-05-2025-08799EMRYO6KU	Ujuri and Occupational Verifier	Maghdabi Submitted	Maghdabi Submitted	२०८२-०२-१५ १५:१५:०९
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	Remarks	२०८२-०२-१५ १५:५२:०९
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Magdabi Registered and Under Process	remarks	२०८२-०२-१५ १५:५५:००

कार्य

बर्ता लाई बोसाएको

Process for decision*

Additional Documents* No file chosen

Minutes* No file chosen

टिप्पणीहरू*

Once an agreement is reached and the appropriate status is selected, the grievance is marked as Completed or Solved.

How to Know the Status of Your Magdabi Case For End Use who submits the Magdabi :

- Go to “Magdabi” → “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 Magdabi
- Magdabi सामुहिक सौदाबाजी समिति दर्ता
- Know Your Status**

LOGIN

Select One

Email Address

I Accept Terms Of Use And Privacy Policy

Supported by:

सरकार नवित्वा, समृद्ध नेपाल, प्रगतिशील नेपाल
SPROSPERUS WOMEN PROSPERUS NEPAL

- Enter the:

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

Government of Nepal
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Integrated Labour Management Information System

Labor Audit | Grievance | Magdabi | Occupational Accidents and Diseases | User Manual

Home / Know your status
KNOW YOUR STATUS

Required Details

Ticket Number *
Enter Darta Number

Phone Number *
Enter Phone Number

Know your status | Reset

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

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Labor Audit | Grievance | Magdabi | Occupational Accidents and Diseases | User Manual

VERIFY OTP

OTP Number 250283

Enter Your OTP

Submit

- Your case progress will be displayed.

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Home / मागदात्री स्थिती
मागदात्री स्थिती

FROM	TO	STATUS	DATE
29-05-2025-08799EMRYC6KU	Ujuri and Occupational Verifier	Maghdabi Submitted	२०८२-०२-२५ १५:१५:०१
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Magdabi Accepted and Under Registration Process	२०८२-०२-२५ १५:५२:०१
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Magdabi Registered and Under Process	२०८२-०२-२५ १५:५५:००
Ujuri and Occupational Reviewer	Archana's co	barta-lai-bolayeko	२०८२-०२-२५ १६:०२:२१

मागदात्री विवरण

मागदात्री सेवक	मागदात्री डेटा
DATE	2025-05-29 03:15 PM
TICKET NUMBER	29-05-2025-08799EMRYC6KU
STATUS	ActionPenalty Taken
REMARKS	remarks

9. Occupational Accident and Diseases

From the **Navbar**, go to **“Occupational Accidents and Diseases”** →

You will see two menu options:

1. **Register New**
2. **Know Status**

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Occupational Accidents and Diseases - Register New - Know Your Status

LOGIN

Select One

Email Address

I Accept Terms Of Use And Privacy Policy

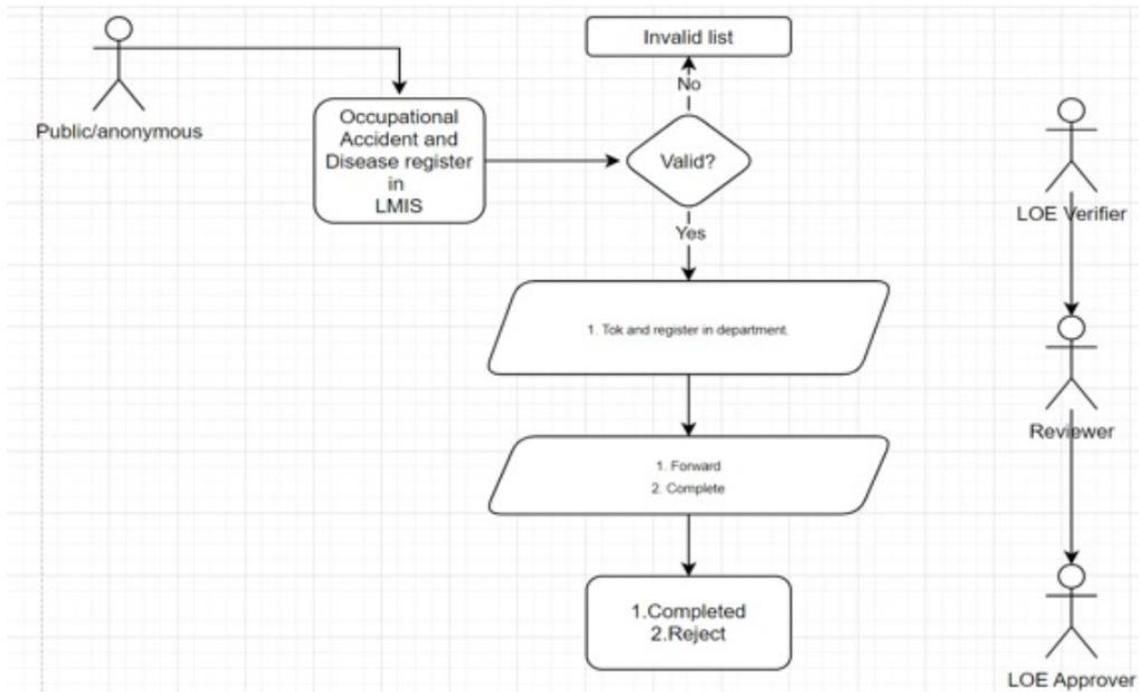
Get OTP

Supported by

ससक महिला, समृद्ध नेपाल
EMPOWERED WOMEN
PROSPEROUS NEPAL

9.1. Workflow of the Occupational Accident and Disease:

System Flow of Occupational Accident and Disease



Steps to Register Occupational Accident and Disease:

1. Click on “Register New” under the “Occupational Accidents” menu.

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.

होम / Occupational accident and disease
OCCUPATIONAL ACCIDENT AND DISEASE

Province *
Select One

District *
Select One

Local Level
Select One

Company Name *
Select One

Company Phone Number *
Enter phone number

Applied Single / Group
 Individual Group

Occupational accident/disease
Select One-

Professional Area
Select One-

Occupational accident/disease victim number *

Details of Occupational accident and disease *

Additional Documents *

Click to Upload Files

Are you filling in someone else's Occupational accident and disease?
 Yes No

Do you want to disclose your details?
 Yes No

The entire information I have filled is correct

Reset Save

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Messages 8 Timeline Exceptions Views 2 Route Queries 17 Models 1000 Mails Gate Session Request GET occupationalaccident/create 29MB 417ms 8.0.30

Successfully एप्लिका -
Occupational accident is successfully added.

व्यवसायजन्म दुर्घटनामा परेका पुरा नाम
Enter Name

राष्ट्रिय परिचयपत्र/नागरिकता नम्बर
Enter National Id Number

व्यवसायजन्म दुर्घटनामा परेका अथवा व्यवसायजन्म रोग परेकाका व्यक्ति सामाजिक सुरक्षामा जोडिएको छैन ?
 छ छैन

व्यवसायजन्म दुर्घटना र रोग विवरण *

अतिरिक्त कागजातहरू *

1.jpg
14.49 KB

फाइलहरू अपलोड गर्न क्लिक गर्नुहोस्

के तपाईं अरु कसैको लागि व्यवसायजन्म दुर्घटना र रोग दर्ता गर्दै हुनुहुन्छ?
 हो होइन

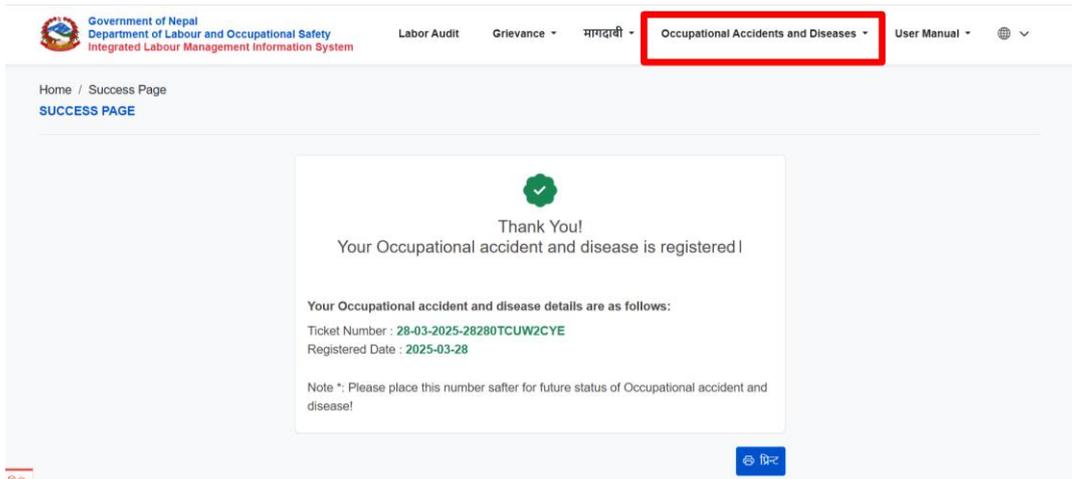
के तपाईं आफ्नो विवरण खुलाउन चाहनुहुन्छ?
 चाहनु चाहन्न

मेरो भरिएको सम्पूर्ण विवरण ठीक छ।

रीसेट रैभर्नुहोस्

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.

A sign-in form for the Department of Labour & Occupational Safety. The header includes the Government of Nepal logo and text: "Government of Nepal, Ministry of Labour, Employment & Social Security, DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY". The form is titled "SIGN IN" and contains two input fields: "User ID" and "Password" (with a toggle eye icon). Below the password field are checkboxes for "Remember Me" and a link for "Forgot password". A blue "Sign in" button is at the bottom.

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 & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

Home / Occupational Accident List
OCCUPATIONAL ACCIDENT LIST

नाम Company Name ई-मेल ठेगाना फोन नम्बर कार्यालय

Show 10 entries Search:

क्रम संख्या	जिल्ला	प्रतिष्ठानको नाम	ई-मेल ठेगाना	प्रतिष्ठानको फोन नम्बर	आवेदन स्थिति	कार्य
1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Occupational Accident Submitted	 
2	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 
3	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Occupational Accident Submitted	 
4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 
5	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 

- Locate the specific case you want to verify.
- Click on the **View icon** to open the detailed view of the submission.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

Home / Occupational Accident List
OCCUPATIONAL ACCIDENT LIST

नाम Company Name ई-मेल ठेगाना फोन नम्बर कार्यालय

Show 10 entries Search:

क्रम संख्या	जिल्ला	प्रतिष्ठानको नाम	ई-मेल ठेगाना	प्रतिष्ठानको फोन नम्बर	आवेदन स्थिति	कार्य
1	Kathmandu	Archana's co	archana11@dryicesolutions.net	9818621515	Occupational Accident Submitted	 
2	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 
3	Kathmandu	Archana's co	archana11@dryicesolutions.net	9841449002	Occupational Accident Submitted	 
4	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 
5	Kathmandu	Archana's co	archana11@dryicesolutions.net	9800662866	Occupational Accident Submitted	 

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.

Occupational Accident / Occupational Accident List Details
OCCUPATIONAL ACCIDENT LIST DETAILS

Occupational Accident

प्रतिष्ठानको नाम : Archana's co प्रदेश : Bagmati जिल्ला : Kathmandu
 नगरपालिका वा गाउँपालिका : Kathmandu पत्रा नम्बर : 15 कार्यालय: भ्रम तथा रोजगार कार्यालय, टेकु, काठमाडौं
 प्रतिष्ठानको फोन नम्बर: 9818621515 प्रतिष्ठानको ई-मेल ठेगाना : archana11@dyicesolutions.net प्राथमिकता : Low

आवेदन व्यक्तिगत / सामूहिक: Group रोगको प्रकार : खानी माइदुर न्यारामस व्यवसायिक क्षेत्र : निर्माण

के तपाईं भन्नुको लागि आवेदन दर्ता गर्नु हुन्छ: No

के तपाईं आफ्नो विवरण खुलाउन चाहनुहुन्छ: No

Additional Documents : 1

Details: Allergy

पीठितको जानकारी

पुरा नाम	राष्ट्रिय परिचयपत्रनाम/रिक्त नम्बर	व्यवसायजन्य दुर्घटनामा परेका अथवा व्यवसायजन्य रोग परेकाका व्यक्ति सामाजिक सुरक्षामा जोडिएको छ कि छैन ?
Shiwani lama	14-522*125	छ

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 → If the case is valid and should move to the next stage.
- Reject → 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.

पीठितको जानकारी

पुरा नाम	राष्ट्रिय परिचयपत्रनाम/रिक्त नम्बर	व्यवसायजन्य दुर्घटनामा परेका अथवा व्यवसायजन्य रोग परेकाका व्यक्ति सामाजिक सुरक्षामा जोडिएको छ कि छैन ?
Shiwani lama	14-522*125	छ

प्रक्रियाको इतिहास

FROM	TO	STATUS	COMMENT	DATE
30-05-2025-31131WQY127HR	Ujari and Occupational Verifier	Occupational Accident Submitted	OccupationalAccident Submitted	२०२५-०५-३०, ११:४९:३१

कार्य

Is Valid Occupational Accident and Disease*

Validation छ/नछुहोस्

टिप्पणीहरू -

Remarks

पेश गर्नुहोस्

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.

The screenshot displays the OAD verification system interface. The sidebar on the left contains navigation options such as Dashboard, Privilege, Master setup, and various reports. The main content area is divided into sections: 'पीठिका जानकारी' (Office Information), 'प्रक्रियाको इतिहास' (Action History), and 'कर्म' (Action). The 'कर्म' section is highlighted with a red box and contains a dropdown menu for 'Validation समुहमा' (Validation Group) and a 'Forward to other Offices' section with 'Valid' and 'Invalid' options. A green 'समाप्त' (Submit) button is visible at the bottom of the form.

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.

The screenshot shows the OSH portal interface. On the left is a navigation menu with options like Dashboard, Privilege, Master setup, and various report types. The main content area displays a case record for 'Shiwari lama'. It includes a header section with personal information, a table of actions with columns for FROM, TO, STATUS, COMMENT, and DATE, and a final action panel with a 'Submit' button highlighted in red.

FROM	TO	STATUS	COMMENT	DATE
30-05-2025-31131WQY1277HR	Ujuri and Occupational Verifier	Occupational Accident Submitted	OccupationalAccident Submitted	२०२५-०५-३०, १६:५६:३१
Ujuri and Occupational Verifier	Ujuri, Magdaxi and Occupational Approver	Occupational Accident Accepted and Under Registration Process	remarks	२०२५-०५-३०, १६:५८:१५

You will now see the final action panel titled:

1. 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.

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

The screenshot shows the 'Work' section of the portal, which is highlighted with a red box. It contains three sections: 'Forwarded to DG or Completed*', 'Written Files from Both Parties*', and 'Minute of Meeting*'. Each section has a 'Choose File' button and a 'No file chosen' status. Below these is a 'Remarks' field and a 'Save' button.

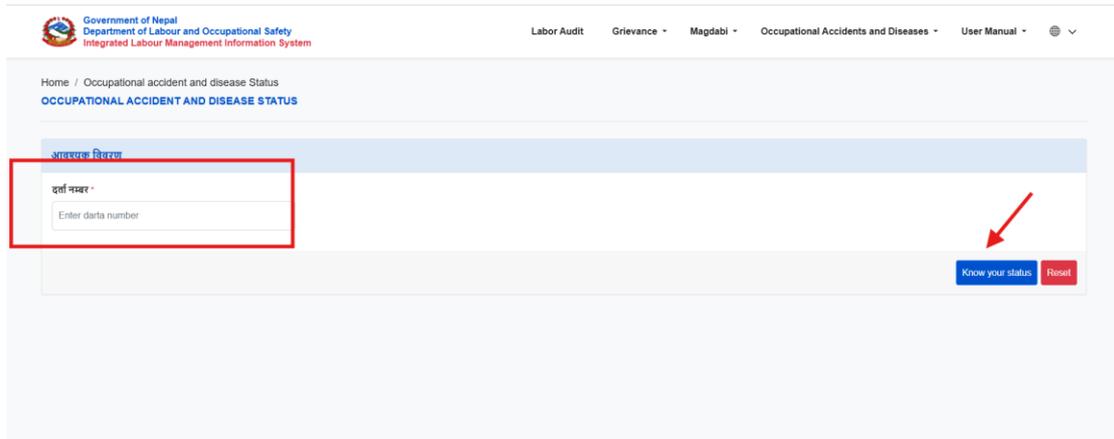
FROM	TO	STATUS	COMMENT	DATE
30-05-2025-31131WQY127HR	Ujuri and Occupational Verifier	Occupational Accident Submitted	Occupational Accident Submitted	२०८०-०२-१६ १६:५६:३३
Ujuri and Occupational Verifier	Ujuri, Magdabi and Occupational Approver	Occupational Accident Accepted and Under Registration Process	remarks	२०८०-०२-१६ १६:५८:१५
Ujuri, Magdabi and Occupational Approver	Ujuri and Occupational Reviewer	Occupational Accident Registered and Under Process	remarks	२०८०-०२-१६ १७:००:५३

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

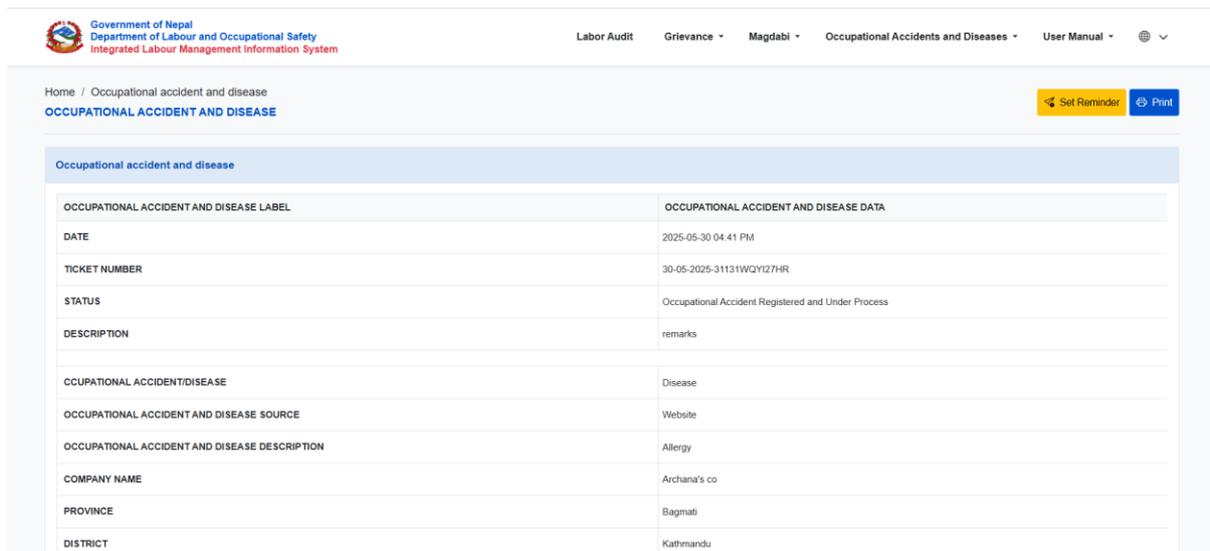
- Go to **“Occupational Accidents and Diseases”** → **“Know Status”**.

The screenshot shows the 'Occupational Accidents and Diseases' section of the portal. A red arrow points to the 'Know Your Status' option in the top right corner. The main form area contains various input fields for registration, including Province, District, Local Level, Company Name, Company Phone Number, Applied Single / Group (Individual/Group), Occupational accident/disease, Professional Area, Occupational accidents/disease victim number, and Details of Occupational accident and disease. There is also an 'Additional Documents' section with a 'Click to Upload Files' button and a checkbox for 'Do you want to disclose your details?'.

- Enter the:
 - **Ticket Number**
- Click **“Know Your Status”**.

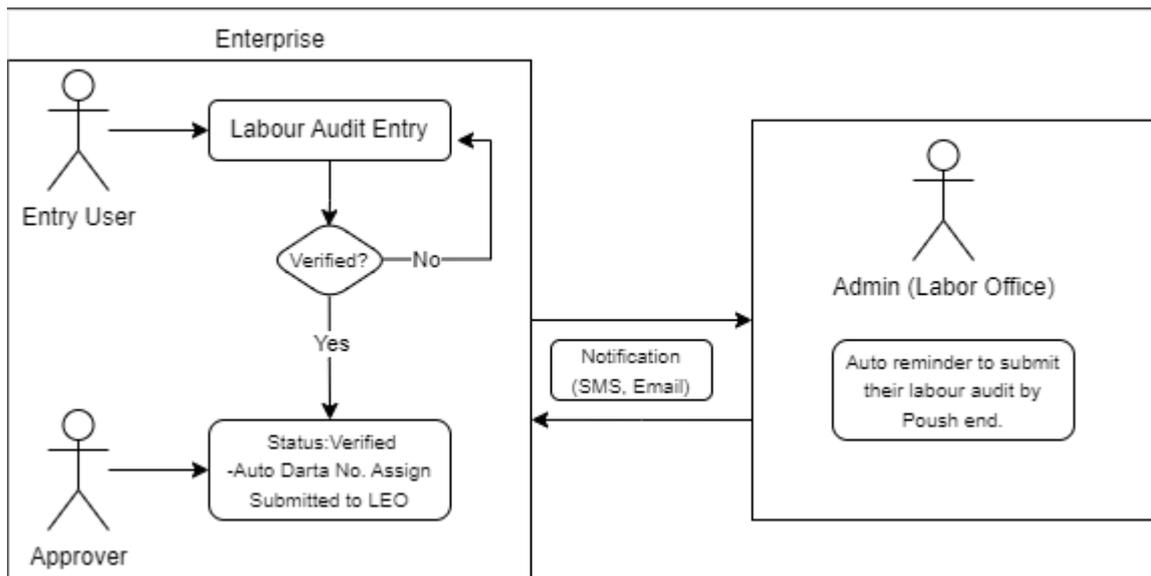


- Your case progress will be displayed.



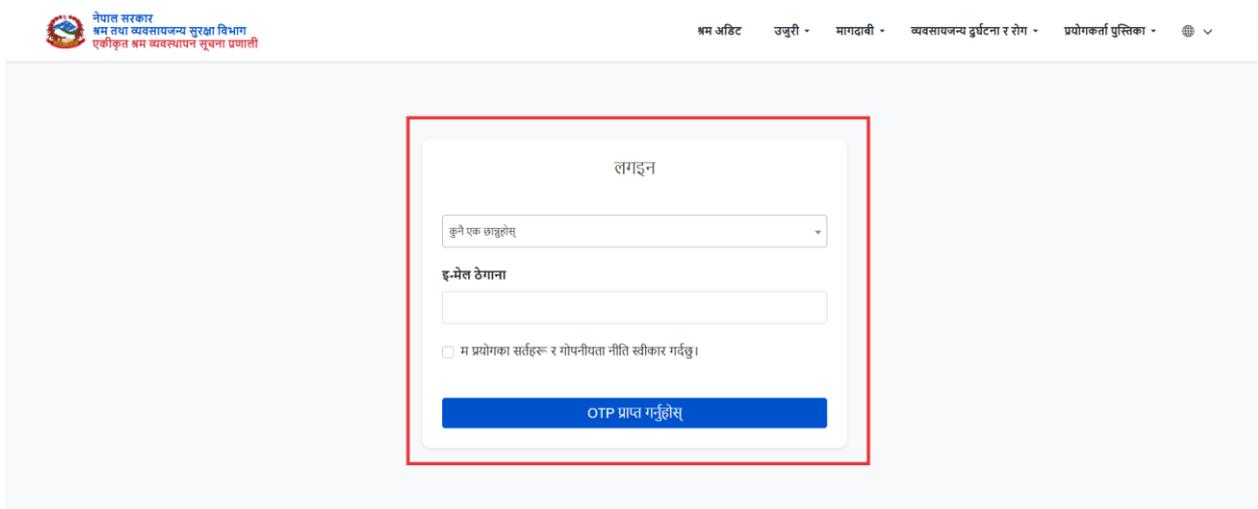
10. Labor Audit

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

Browse the Url: <http://ilmis.dryicesolutions.net/>



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.

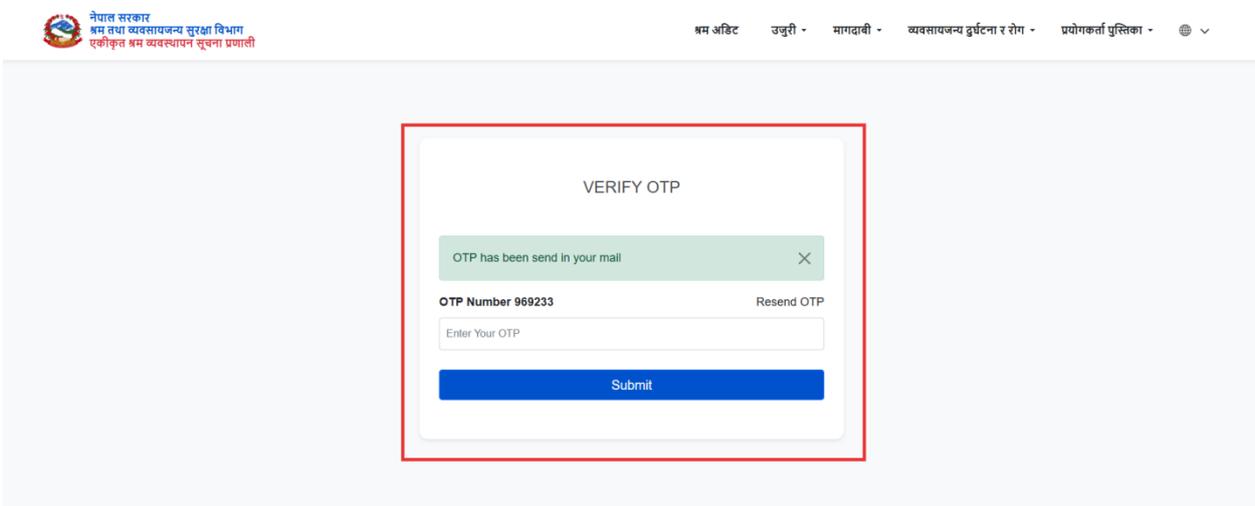
User Registered Mail

ILMIS <noreply@drivesolutions.net>
To: shiwani Lama <shiwani Lama@gmail.com>

6 March 2025 at 11:35



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



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

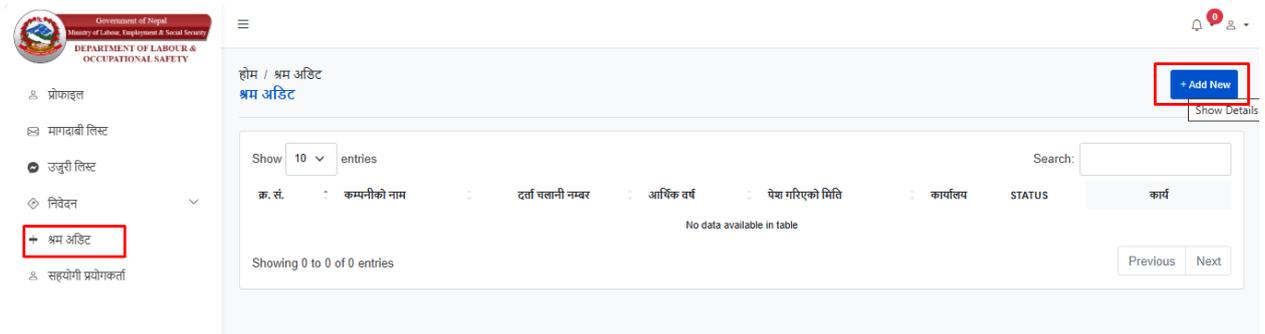
Once the organization is logged into the system successfully then you will see the following dashboard.

[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.



Adding the Labor Audit



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:

होम / अनुसूची १० श्रम अडिट प्रतिवेदन
अनुसूची १० श्रम अडिट प्रतिवेदन

प्रतिष्ठानको नाम: Arohana's co

ठेगाना: Kathmandu - 15, Kathmandu, Bagmati

प्रतिष्ठानले गरि आएको मुख्य काम: सुरक्षा सेवा, सहकारी सेवा,

आर्थिक वर्ष:

कार्यालय:

क्षेत्र:

अप्य क्षेत्र

के तपाईंले सामाजिक सुरक्षा कोष चुनिकन नं. (SSFID) छ?

छ छैन

श्रमिकको सङ्ख्यात्मक विवरण (तातिका प्रारूपमा)

विवरण	रोजगारीका प्रकार					कुल जम्मा
	(अ) निर्यात रोजगारी	(ब) कामचलाउ रोजगारी	(ग) समयगत रोजगारी	(घ) आकस्मिक रोजगारी	(ङ) अधिक रोजगारी	
महिला	<input type="text"/>					
पुरुष	<input type="text"/>					
अप्य	<input type="text"/>					
जम्मा	<input type="text"/>					

श्रम आपूर्तिकर्ता माईनेट कार्यालय श्रमिक सङ्ख्या

विवरण	महिला	पुरुष	अन्य	जम्मा
सङ्ख्या				

विवरण	अवस्थापकीय श्रमिक सङ्ख्या	तात्काली श्रमिक सङ्ख्या	प्रशिक्षार्थीको सङ्ख्या
सङ्ख्या			

विवरण	विदेशी श्रमिक सङ्ख्या	भारतीय श्रमिक सङ्ख्या
सङ्ख्या		

घात श्रमिक सङ्ख्या

विवरण	महिला	पुरुष	अन्य	जम्मा
सङ्ख्या				

श्रम ऐन, २०७४ श्रम नियमावली, २०७५ को पालना भए नभएको सम्बन्धमा

क्र. सं.	प्रतिवेदनमा समावेश हुनुपर्ने विषयहरू	पालना भएको छ/ छैन ? (प्रतिष्ठानको सम्बन्धित नभएका अनुसन्धित भनी हेर्नु)	केफियत
1	ऐनको दफा ११ बमोजिम सबै प्रकारको रोजगारीमा रहेका श्रमिकको रोजगार सम्बन्धी गरिएको वा निगुडिमा पार प्रदान गरिएको छ वा छैन ? छैन भने कति जनालाई किन प्रदान गरिएको हो कारण खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
2	विदेशी श्रमिकलाई काममा लगाएको भए ऐनको परिच्छेद १ र नियमावलीको परिच्छेद २ बमोजिम विदेशीलाई काममा लगाउदा श्रम इजाजत लिइएको छ वा छैन ? छैन भने किन? छ भने कति जनालाई लिइएको छ, खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
3	१८ वर्ष पूरा नभएका कुनै बालबालिकालाई काममा लगाइएको छ वा छैन ? छ भने कसरी के काममा लगाइएको छ खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
4	प्रशिक्षार्थीलाई काममा लगाइएको अवस्थामा ऐनको दफा १६, सभ १७ को पालना गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
5	तात्कालीलाई काममा लगाइएको छ वा छैन ? तात्कालीलाई काममा लगाउँदा ऐनको दफा १८ बमोजिम पारिश्रमिक वा सुविधा अन्य श्रमिक सरह दिइएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
6	आर्थिक रोजगारीमा श्रमिक कार्यरत छन् वा छैन ? भएमा ऐनको परिच्छेद-५, बमोजिम सुविधा तथा सामाजिक सुरक्षा प्रदान गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
7	ऐनको दफा २० बमोजिम श्रमिकलाई दैनिक आठ घण्टा र सप्ताहमा अठारघण्टा घण्टा भन्दा बढि काममा लगाउने गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
8	राई घण्टा काम गरेपछि आष घण्टा विश्रामको समय दिने गरिएको छ वा छैन ? कार्यसमय भन्दा बढि काम गरेमा दफा ३१ बमोजिम अतिरिक्त पारिश्रमिक दिने वा सुविधा दिने गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
9	महिलालाई सुरक्षित गडि वा सुरक्षा उपकरणको समयमा काममा लगाउँदा ऐनको दफा ३३ बमोजिम खासतयत र सुरक्षाको प्रबन्ध गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
10	मुनसुतम पारिश्रमिक भन्दा कम हुने गरी कुनै श्रमिकलाई पारिश्रमिक प्रदान गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
11	प्रतिष्ठानको औसत मासिक पारिश्रमिक दर कति हो ? (आधारभूत पारिश्रमिक, भत्ता र सुविधा सहितको औसत अङ्क उल्लेख गर्नु)	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	
12	ऐनको दफा ३६ बमोजिमको वार्षिक तलबवृद्धि (टेन्ड) दिने गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अनुसन्धित	

13	पारिभाषिक भूखण्डकी अवधिको अन्तर एक महिनाभन्दा बढी हुने गरेको छ वा छैन ? (उ भन्ने कारण उल्लेख गर्ने)	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
14	ऐनको दफा २७ बमोजिम घाईबर्षा चर्ब श्रमिकलाई प्रदान गर्ने गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
15	ऐनको परिच्छेद ९ बमोजिम निम्न विवरण श्रमिकलाई कति दिन दिने गरिएको छ ? (सङ्ख्य उल्लेख गर्ने) साप्ताहिक विदा: <input type="text"/> घण्टा विदा: <input type="text"/> सर्बसाधारण विदा: <input type="text"/> विरामी विदा: <input type="text"/> प्रसूति विदा: <input type="text"/> प्रसूति स्वाहाार विदा: <input type="text"/> किरिया विदा: <input type="text"/> सट्टा विदा: <input type="text"/> उत्तरी विरामी विदा: <input type="text"/> उत्तरी वार्षिक विदा: <input type="text"/>	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
16	ऐनको दफा ५२ बमोजिम प्रत्येक श्रमिकलाई (निर्दिष्ट रोजगारी, कार्यालय रोजगारी, समरगत रोजगारी, आर्थिक समको रोजगारी र आर्थिक रोजगारीमा काम गर्ने) संरक्षक वा सामाजिक सुरक्षा कोषमा रकम जम्मा गर्ने गरिएको छ वा छैन ? जम्मा नगरेको भए सो रकम कहाँ प्रयोग गरिएको छ खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
17	ऐनको दफा ५३ बमोजिम प्रत्येक श्रमिकलाई (निर्दिष्ट रोजगारी, कार्यालय रोजगारी, समरगत रोजगारी, आर्थिक समको रोजगारी र आर्थिक रोजगारीमा काम गर्ने) उपदान वा सामाजिक सुरक्षाकोषमा रकम जम्मा गर्ने गरिएको छ वा छैन ? सामाजिक सुरक्षाकोषमा जम्मा नगरेको सो रकम कहाँ प्रयोग गरिएको छ खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
18	ऐनको दफा ५४ बमोजिम औषधि उपचार बीमा गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
19	ऐनको दफा ५५ बमोजिम जुनसुकै प्रकारको दुर्घटना समेट्ने गरी बीमा गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
20	श्रमिक आगुनिकर्ता मार्फत श्रमिक कार्यलय छुट्टी वा छैन ? ती श्रमिक आगुनिकर्ता सम्बन्धित ऐनको दफा ५९ बमोजिम अनुमति लिएको छ वा छैन ? अनुमति लिएको भए अनुमति नम्बर र मिति आगुनिकर्ता मार्फत कार्यलय श्रमिकले गुप्तता पारिभाषिक, पुर्ति तथा ऐन र नियमावली बमोजिमको गुप्तता सर प्राप्त भएको छ वा छैन ? यसको निर्वाह अनुमान गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
21	ऐनको दफा ६४ बमोजिम सुरक्षा र स्वास्थ्य नीति तर्जुमा गरी कार्यालयन गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
22	ऐनको दफा ७४ बमोजिम सुरक्षा र स्वास्थ्य सम्बन्धित नियमन गरी निर्वाह गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
23	ऐनको दफा १५८ बमोजिम प्रतिष्ठानले आन्तरिक व्यवस्थापनको लागि विनियमावली बनाएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
24	विनियमावली श्रम कार्यालयमा दर्ता गर्ने र श्रमिकलाई विवरण गरिएको छ वा छैन ? श्रम कार्यालयमा दर्ता भएको भए दर्ता मिति र दर्ता नम्बर उल्लेख गर्ने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
25	ऐनको दफा १११ बमोजिम प्रतिष्ठानमा श्रम सम्बन्ध सम्बन्धित नियमन गरी निर्वाह गरिएको छ वा छैन ? आर्थिक वर्षमा अन्तिम पाठक बैठक भएको मिति उल्लेख गर्ने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
26	ऐनको दफा ११२ बमोजिम कार्यलयमा नमुनाङ्कन प्रणाली लागू गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
27	ऐनको दफा ११३ बमोजिम व्यक्तिगत स्वास्थ्य सेवा भए वा भएन ? मग दाबी सेवा भएको मिति बटा दाबी व्यवस्थापकको उपायनबाट समाधान भए ? सङ्ख्य उल्लेख गर्ने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
28	यो आर्थिक वर्षमा सामुहिक मग दाबी सेवा भए वा भएन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
29	स्वास्थ्य सेवा भएको भए कहिले सेवा भएको मिति उल्लेख गर्ने ? कति खर्च गरेको वा सम्झौता भएको भए अवधि उल्लेख गर्ने। सम्झौता भएको भए सम्झौताको मिति ? सामुहिक चौदाबर्षीको क्रममा इन्डाल वा जलावन्दी भए मिति उल्लेख गर्ने ? अन्य कुनै उल्लेख गर्नुपर्ने कुनै भए सो व्यहोरा ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
30	श्रम ऐन बमोजिम भएको सम्झौता, निर्वाह वा फेरालत कार्यालयन हुन बाँकी छ वा छैन ? भएका कहिलेदेखि कार्यालयन हुन्छ खुलाउने।	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>

योगदानमा आधारित सामाजिक सुरक्षा ऐन, २०७४ तथा योगदानमा आधारित सामाजिक सुरक्षा नियमावली, २०७४

1	सामाजिक सुरक्षा कोषमा परीक्षण भएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
2	सामाजिक सुरक्षा कोषमा योगदान जम्मा गर्ने गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>

बोनस ऐन, २०३० तथा बोनस नियमावली, २०३१

1	प्रतिष्ठानले बोनस ऐन, २०३० बमोजिम बोनस विवरण गर्नुपर्ने वा पर्दैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
2	बोनस विवरण गर्नुपर्ने भए सो बमोजिम विवरण गरिएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
3	गत आर्थिक वर्षको बोनस विवरण गर्न बाँकी छ वा	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>

ट्रेड युनियन ऐन, २०४९ तथा ट्रेड युनियन नियमावली, २०५०

1	प्रतिष्ठानमा प्रतिष्ठानले ट्रेड युनियन स्थापना भएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>
2	आधिकारीक ट्रेड युनियनको निर्वाचन भएको छ वा छैन ?	<input type="radio"/> छ <input type="radio"/> छैन <input type="radio"/> अस्पष्ट	<input type="text"/>

अन्य विषयहरू प्रतिष्ठानले आवश्यक विषय थप गर्न सक्ने

1 कसलाई अन्य सुरक्ष र स्वास्थ्य नीति लागु भए नभएको अडिट गर्न छुट्टै व्यवस्था छ वा छैन ? छ छैन अव्यवस्थित

सुधार गर्नुपर्ने विषयहरूमा सुझाव थपे उल्लेख गर्ने

Comments

पेश गर्नुहोस्

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
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

होम / श्रम अडिट
श्रम अडिट

Show 10 entries

Search:

क्र. सं.	कम्पनीको नाम	दर्ता चलाउने नम्बर	आर्थिक वर्ष	पेश गरिएको मिति	कार्यालय	STATUS	कार्य
1	वेल्फेयर सेक्युरिटी सर्भिस प्रा.लि.	Not Issued	२०८०/८१	२०८१-१२-१४	श्रम तथा रोजगार कार्यालय, भद्रपुर, झापा	Submitted	

Showing 1 to 1 of 1 entries

Previous 1 Next

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
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

डाटा इन्ट्री कर्मचारी विवरण

नाम: वेल्फेयर सेक्युरिटी सर्भिस प्रा.लि. मिति: २०८१-१२-१४

प्रक्रियाको इतिहास

FROM	TO	STATUS	COMMENT	DATE
वेल्फेयर सेक्युरिटी सर्भिस प्रा.लि.	Labour Approver	Submitted	Application Submitted	२०८१-१२-१३ १६:१४:२२

टिप्पणीहरू

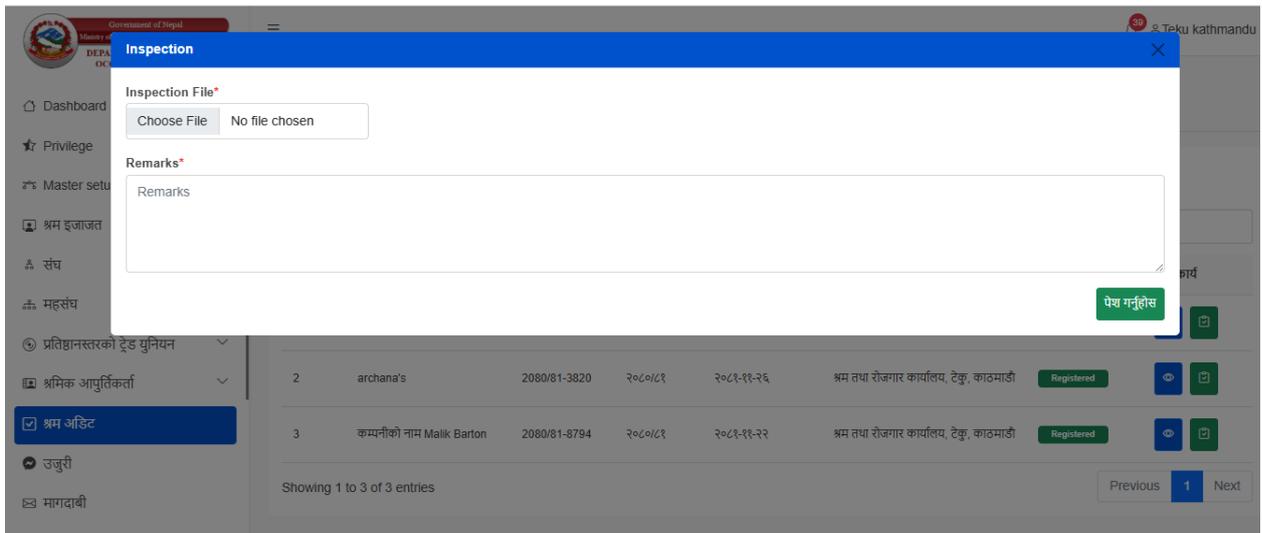
Its all ok

स्वीकृत गर्नुहोस् Return

Once registered the darta numbers is auto assigned to it



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



Select the files of inspection

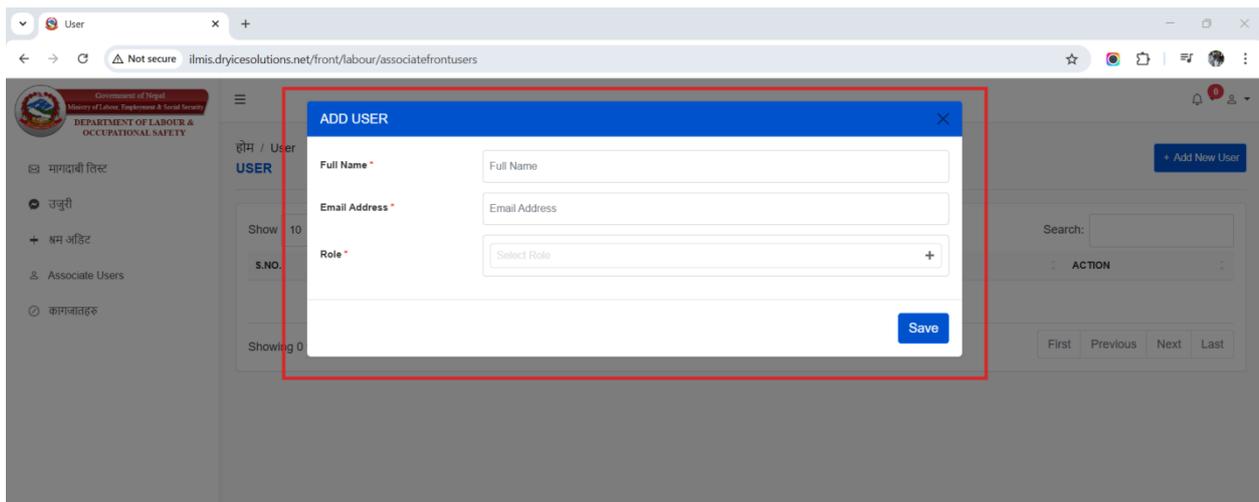
Labour office auto submit the notification / sms to submit the labour audit of the enterprises by the end of push.

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.

Add New Button

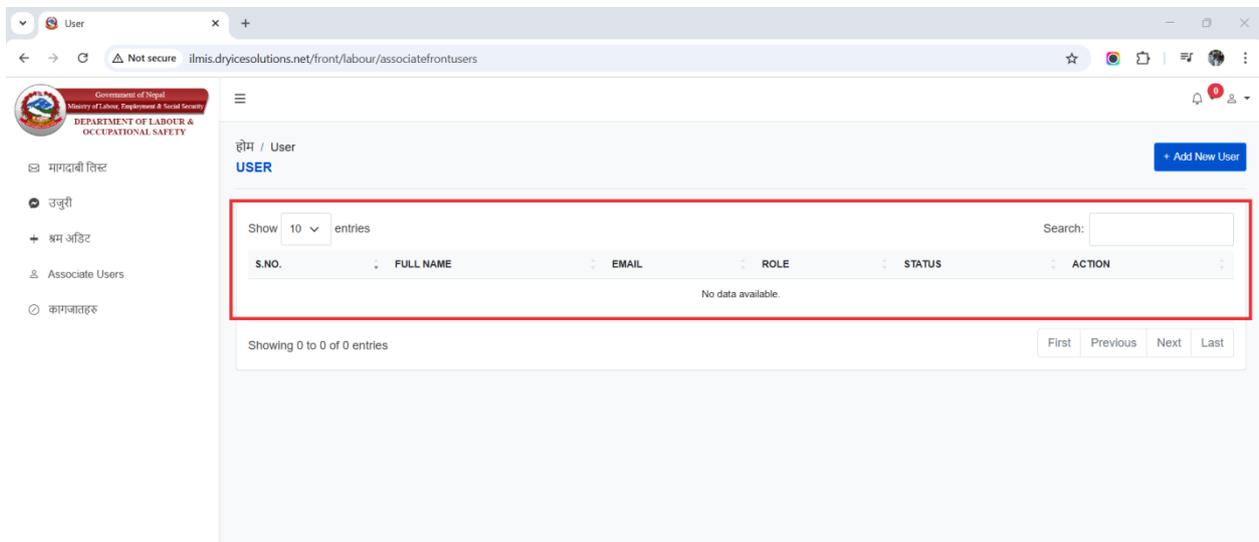
- This button allows users to **add new associated users** to the enterprise.
- When clicked, it will prompt the user to fill out a form with details such as user name, role, and other necessary information before adding them to the system.



- 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.



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.

The image displays two screenshots of a web application interface for document management. The top screenshot shows a form for adding documents. The form has a header with the text "labour.enterprise_checklists" and "LABOUR.ENTERPRISE_CHECKLISTS". Below the header, there are two input fields: "अधिकृतको नाम" (Authorized Name) with the value "रमनाथ" and "अधिकृतको पद" (Authorized Position). Underneath, there are three sections for document uploads: "कामजातहरू" (Documents), "Tax Clearance", "Financial Audit", and "Profit & Loss Account and Balance Sheet account". Each section has a "Choose File" button and a "No image available" message. Below the upload sections, there is a "समाप्त" (Complete) button and a table with columns for "अधिकृतको पद", "TAX CLEARANCE", "FINANCIAL AUDIT", "PROFIT & LOSS ACCOUNT AND BALANCE SHEET ACCOUNT", and "कार्य" (Action). The table is currently empty, showing "No data available in table".

The bottom screenshot shows the same interface after documents have been uploaded. The "कामजातहरू" section now contains three document thumbnails. The table below now shows one entry with the name "रमनाथ" and a "कार्य" column containing three blue arrows pointing right.