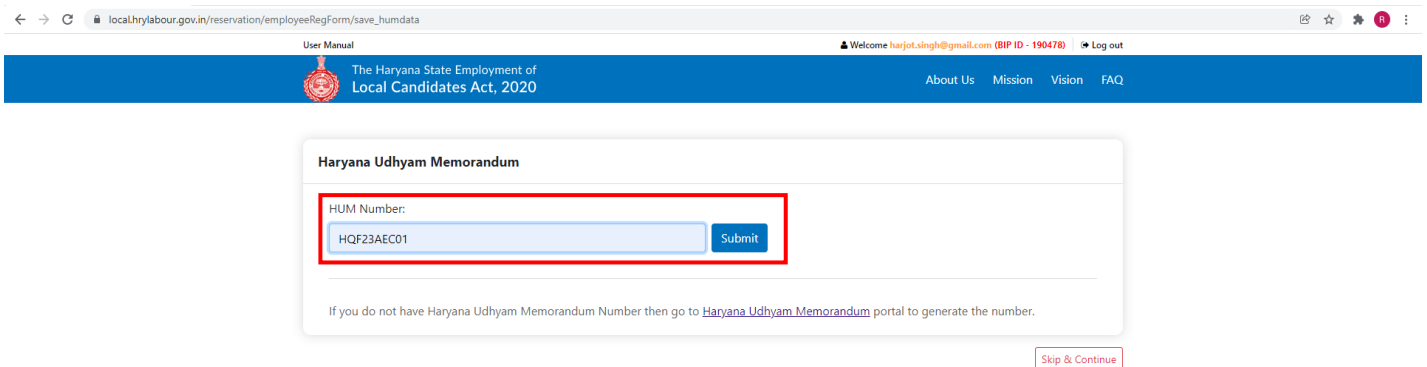


User Manual

This user manual depicts different steps for registration of employees through an Employer. An employer has to register all his employees who are receiving **gross salary equal to or less than thirty thousand rupees**.

HUM Number Verification:

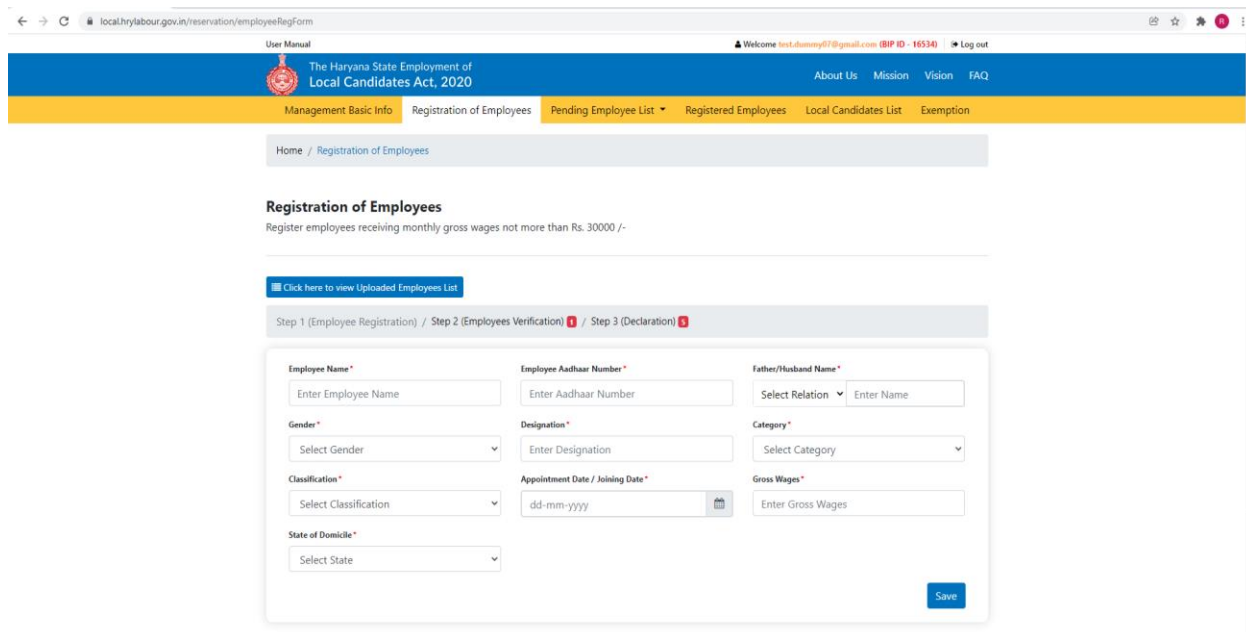
After login, first of all, you have to provide a HUM number of your establishment. It is required only once when you login first time on this portal.



The screenshot shows a web browser window with the URL `local.hrylabour.gov.in/reservation/employeeRegForm/save_humdata`. The page header includes the logo of The Haryana State Employment of Local Candidates Act, 2020 and navigation links: About Us, Mission, Vision, and FAQ. The main content area is titled "Haryana Udhyan Memorandum" and contains a form with a "HUM Number:" label and a text input field containing "HQF23AEC01". A "Submit" button is located to the right of the input field. Below the form, there is a note: "If you do not have Haryana Udhyan Memorandum Number then go to [Haryana Udhyan Memorandum](#) portal to generate the number." A "Skip & Continue" button is located at the bottom right of the form area.

Homepage:

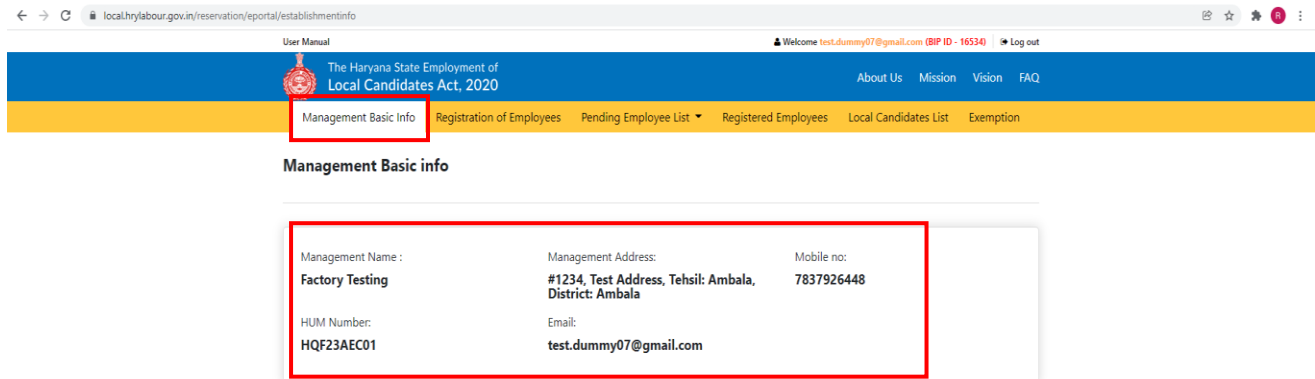
Once HUM number is verified, you will be redirected to the Home page as shown below from where an employer can register his employees.



The screenshot shows the "Registration of Employees" page on the portal. The page header includes the logo and navigation links: About Us, Mission, Vision, and FAQ. The main content area is titled "Registration of Employees" and contains a form with the following fields: "Employee Name*", "Employee Aadhaar Number*", "Father/Husband Name*" (with a "Select Relation" dropdown), "Gender*" (with a "Select Gender" dropdown), "Designation*" (with an "Enter Designation" input), "Category*" (with a "Select Category" dropdown), "Classification*" (with a "Select Classification" dropdown), "Appointment Date / Joining Date*" (with a "dd-mm-yyyy" input and a calendar icon), "Gross Wages*" (with an "Enter Gross Wages" input), and "State of Domicile*" (with a "Select State" dropdown). A "Save" button is located at the bottom right of the form. The page also includes a "Click here to view Uploaded Employees List" link and a progress indicator showing "Step 1 (Employee Registration) / Step 2 (Employees Verification) / Step 3 (Declaration)".

Management Basic Info:

You can view employer's basic details through "Management Basic Info" such as Management Name, Management Address, Mobile Number, HUM number and Email.



The screenshot shows a web browser window with the URL local.hrylabour.gov.in/reservation/eportal/establishmentinfo. The page header includes the logo of the Haryana State Employment of Local Candidates Act, 2020, and navigation links: About Us, Mission, Vision, and FAQ. A yellow navigation bar contains the following menu items: Management Basic Info (highlighted with a red box), Registration of Employees, Pending Employee List, Registered Employees, Local Candidates List, and Exemption. Below the navigation bar, the section "Management Basic info" is displayed. A table within this section, also highlighted with a red box, contains the following details:

Management Name :	Management Address:	Mobile no:
Factory Testing	#1234, Test Address, Tehsil: Ambala, District: Ambala	7837926448
HUM Number:	Email:	
HQF23AEC01	test.dummy07@gmail.com	

Registration of Employees

An employer has to register those employees who are receiving **gross salary not more than thirty thousand rupees** or as notified by the Government, from time to time. It is a **3 step process** namely:

- Saving details of Employee(s)
- Verification of details of all saved employees
- Declaration made by employer

Step 1: Saving details of Employee(s)

An employer can save the details of his employees one-by-one or in bulk through "Registration of Employees" tab.

A. Adding a single Employee:

- You have to fill all the particulars of an employee accurately to save the details of a single employee at a time as shown below. Fields with asterisk "*" are mandatory.
- **No need to add 'A'** before aadhaar number in case of adding a single employee.
- Gross wages should be equal to or less than thirty thousand rupees.

- If the **state of domicile** is selected as “**Haryana**”, then employee’s **Haryana Resident Number** (Domicile Number) as well as uploading of **Haryana Domicile Certificate** is mandatory.

The screenshot shows the 'Registration of Employees' page on the portal. The form is titled 'Registration of Employees' and includes a sub-header 'Register employees receiving monthly gross wages not more than Rs. 30000 /-'. The form is divided into three steps: Step 1 (Employee Registration), Step 2 (Employees Verification), and Step 3 (Declaration). The form fields are as follows:

Employee Name *	Employee Aadhaar Number *	Father/Husband Name *
Dummy Employee	801181654918	Father (पिता) testing
Gender *	Designation *	Category *
Male	Dummy designation	Semi skilled-B
Classification *	Appointment Date / Joining Date *	Gross Wages *
Casual	02-01-2022	2354
State of Domicile *	Haryana Resident No. (Domicile number) *	Upload Domicile Certificate *
HARYANA	12345	Choose File imagee.jpg

Below the form, there is a 'Remove' button and a note: 'Only .jpg, .jpeg and .png format of maximum 200 KB size is allowed.' A 'Save' button is highlighted with a red box at the bottom right of the form.

B. Adding Bulk Employees:

- An employer can upload the employees in bulk with **maximum limit of 100 employees** at a time.
- First of all, a **sample CSV file** is downloaded in a pre-defined format as defined below.
- Add details of employees and then upload the same file here.

Precautions taken while adding Bulk Employees

- Add ‘**A**’ before adding the **aadhaar number** of each employee.
- **Appointment Date** format should be “**DD-MM-YYYY**”.
- Add **domicile state code** from “**Domicile State Code List**” for State of Domicile.
- Select appropriate code for “**Category**” and “**Classification**”.
- Gender should be ‘**F**’ for Female, ‘**M**’ for male or ‘**T**’ for Transgender.

Step - 2
Upload sample CSV file

Upload Bulk Employees

Make sure date format of your system should be DD-MM-YYYY

Click Here to Upload File or Drag and Drop the File Here Choose File LOAD CHEC... - Copy (8).csv

Kindly view Domicile code list to provide code for state of Domicile. (Maximum of 100 employees can be uploaded at a time)

Download Domicile Code List Download Sample CSV File Upload

Step - 1
Download sample CSV file

Step - 3
Click here

How to download Domicile Code List?

- To download domicile code list, click on “**Download Domicile Code List**” button as shown below.

Upload Bulk Employees

Make sure date format of your system should be DD-MM-YYYY

Click Here to Upload File or Drag and Drop the File Here Choose File LOAD CHEC... - Copy (8).csv

Kindly view Domicile code list to provide code for state of Domicile. (Maximum of 100 employees can be uploaded at a time)

Download Domicile Code List Download Sample CSV File Upload

- A downloaded domicile code list will display the state codes against corresponding state names as shown below.

Statecode - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Normal Bad Good Neutral Calculation

Check Cell Explanatory... Input Linked Cell Note

Local Government Directory

List of All States

S.No.	State Code	State Name (In English)	State Name (In Local)
1	35	ANDAMAN AND NICOBAR ISLANDS	ANDAMAN AND NICOBAR ISLANDS
2	28	ANDHRA PRADESH	ANDHRA PRADESH
3	12	ARUNACHAL PRADESH	ARUNACHAL PRADESH
4	18	ASSAM	ASSAM
5	10	BIHAR	BIHAR
6	4	CHANDIGARH	CHANDIGARH
7	22	CHHATTISGARH	CHHATTISGARH
8	7	DELHI	DELHI
9	30	GOA	GOA
10	24	GUJARAT	GUJARAT
11	6	HARYANA	HARYANA
12	2	HIMACHAL PRADESH	HIMACHAL PRADESH
13	1	JAMMU AND KASHMIR	JAMMU AND KASHMIR
14	20	JHARKHAND	JHARKHAND
15	29	KARNATAKA	KARNATAKA
16	32	KERALA	KERALA
17	37	LADAKH	LADAKH
18	31	LAKSHADWEEP	LAKSHADWEEP

Add the State code for Domicile state of employee (Bulk Employees)

Step 2: Verification of Employees

After submitting details of employee(s), you have to verify the details of all submitted employees such as:

- Aadhaar number of all submitted employees,
- PPP -Family ID (Haryana resident employee)
- Haryana Domicile Number (Haryana resident employee)
- Haryana Domicile Certificate (Haryana resident employee)

View list of added employees:

There are 3 different ways to **view the list of added employees** namely:

- Pending Employee List > Verification Pending
- Step 2 (Employees Verification)
- Click here to view Uploaded Employees List

The Haryana State Employment of Local Candidates Act, 2020

Management Basic Info | Registration of Employees | Pending Employee List | Registered Employees | Local Candidates List | Exemption

Home / Registration of Employees

Registration of Employees
Register employees receiving monthly gross wages not more than Rs. 30000 /-

Click here to view Uploaded Employees List

Step 1 (Employee Registration) / Step 2 (Employees Verification) / Step 3 (Declaration)

Employee Name *
Enter Employee Name

Employee Aadhaar Number *
Enter Aadhaar Number

Father/Husband Name *
Select Relation | Enter Name

Gender *
Select Gender

Designation *
Enter Designation

Category *
Select Category

Classification *
Select Classification

Appointment Date / Joining Date *
dd-mm-yyyy

Gross Wages *
Enter Gross Wages

State of Domicile *
Select State

Save

An employer needs to click on the “**Employees Verification**” button to verify all details of submitted employees.

The Haryana State Employment of Local Candidates Act, 2020

Management Basic Info | Registration of Employees | Pending Employee List | Registered Employees | Local Candidates List | Exemption

Home / Registration of Employees / Employees Verification Pending

Employees Verification Pending

Verification of employees receiving monthly gross wages not more than Rs. 30000 /-.

[Click here to view Verified Employees](#)

Step 1 (Employee Registration) / Step 2 (Employees Verification) 1 / Step 3 (Declaration) 1

Total Records: 1

Non Haryana Domicile: 0

Haryana Domicile: 1

Total Unverified Employees: 1

Unverified Aadhaar: 0

Unverified PPP ID: 0

Unverified Domicile No.: 0

Domicile Certificate Pending: 0

Name
Enter Name

Aadhaar Number
Aadhaar Number

Select Domicile Type
Domicile Type

Total: 1

[Filter](#) [Reset](#) [Download](#)

To verify the below listed employees, Kindly click on "Employees Verification".

Employees Verification

Note*: Once the employee(s) details are verified, you can-not update following details: Employee name, State of domicile, Appointment date, Gross wages, Aadhaar no., Domicile no. and Domicile certificate.

S.No.	Employee Name	Father/Husband Name	Gender	State of Domicile	Appointment/Joining Date	Gross Wages	Domicile Certificate	Remarks	Action
1	Dummy employee	Dummy Father (Father)	Female	HARYANA	03-01-2022	24587	Download	• Click 'Employees Verification' to verify details or 'Edit' to update and verify details.	✓ ✗

Click here to verify details of employees

A confirmation is being asked from the employer before final verification of employees' details as shown below.

Step 1 (Employee Registration) / Step 2 (Employees Verification) 1 / Step 3 (Declaration) 1

Total Records: 1

Non Haryana Domicile: 0

Haryana Domicile: 1

Total Unverified Employees: 1

Unverified Aadhaar: 0

Unverified PPP ID: 0

Unverified Domicile No.: 0

Domicile Certificate Pending: 0

Name
Enter Name

Aadhaar Number
Aadhaar Number

Select Domicile Type
Domicile Type

Total: 1

[Filter](#) [Reset](#) [Download](#)

To verify the below listed employees, Kindly click on "Employees Verification".

Employees Verification

Note*: Once the employee(s) details are verified, you can-not update following details: Employee name, State of domicile, Appointment date, Gross wages, Aadhaar no., Domicile no. and Domicile certificate.

S.No.	Employee Name	Father/Husband Name	Gender	State of Domicile	Appointment/Joining Date	Gross Wages	Domicile Certificate	Remarks	Action
1	Dummy employee	Dummy Father (Father)	Female	HARYANA	03-01-2022	24587	Download	• Click 'Employees Verification' to verify details or 'Edit' to update and verify details.	✓ ✗

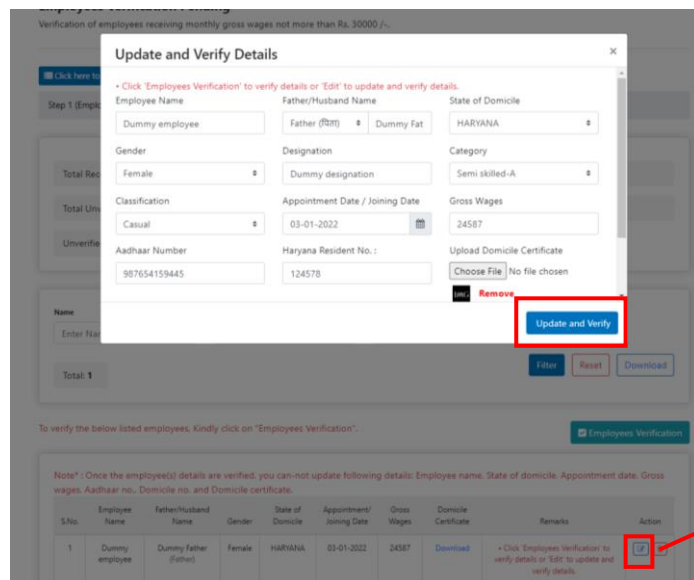
Are you sure you want to verify details of employees?

[Yes](#) [No](#)

If any kind of verification is pending for one or more employee(s), then the record of that employee(s) is/are still remains pending for verification. In that case, an employer can either **update** their details or can **delete** the record of the employee.

- **Update and Verify Details of an Employee:**

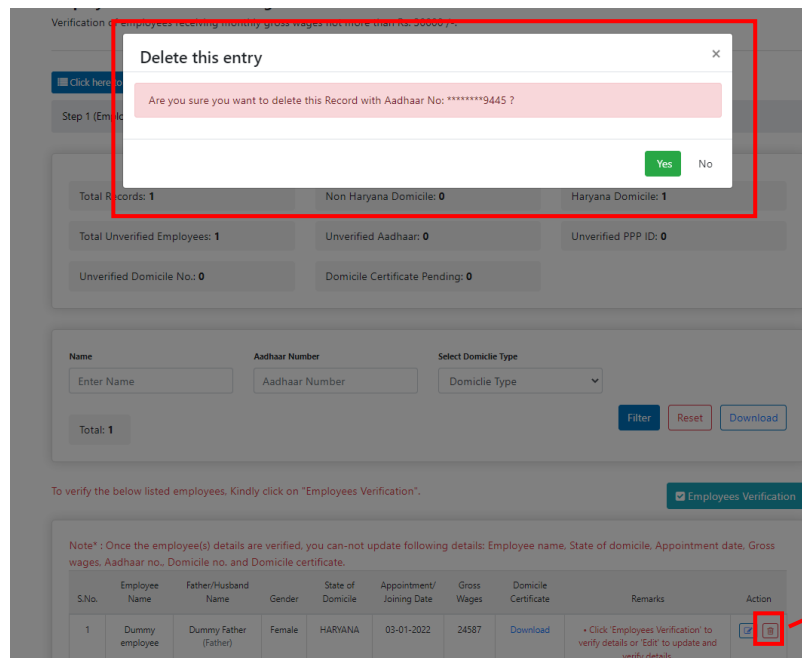
You can update the details of an employee by selecting “**Update**” button under “**Action**” tab. Here, you can update any details of an employee which was being submitted at Step 1. After update, if all details of an employee is correct, then employee’s record is automatically **verified** and removed from the verification pending list of employees.



Update details of an Employee

- **Delete an Employee:**

There is an option to delete an employee using “**Delete**” button under “**Action**” tab.



Delete an Employee

Count of Employees:

You can check the count of employees on the following basis:

- **Total records:** Total records of employees pending for verification
- **Non- Haryana Domicile:** Total unverified records of employees whose domicile is of non-Haryana
- **Haryana Domicile:** Total unverified records of employees whose domicile is of Haryana
- **Total Unverified Employees:** Records which are unverified.
- **Unverified Aadhaar:** Records for which aadhaar is unverified
- **Unverified PPP ID:** Records for which PPP ID is unverified
- **Unverified Haryana Domicile Number:** Records for which Haryana Domicile number is unverified
- **Haryana Domicile Certificate Pending:** Records for which uploading of Haryana Domicile Certificate is pending.

The screenshot shows the 'Employees Verification Pending' page on the portal. The page header includes the logo and name of the Haryana State Employment of Local Candidates Act, 2020. The main content area displays the following statistics:

Total Records: 102	Non Haryana Domicile: 101	Haryana Domicile: 1
Total Unverified Employees: 102	Unverified Aadhaar: 3	Unverified PPP ID: 0
Unverified Domicile No.: 0	Domicile Certificate Pending: 0	

Below the statistics is a search filter section with the following fields:

- Name: Enter Name
- Aadhaar Number: Aadhaar Number
- Select Domicile Type: Domicile Type

Buttons: Filter, Reset, Download

Annotations with red arrows point to the statistics table (labeled 'Count of Employees'), the search filter section (labeled 'Search Employee(s)'), and the 'Download' button (labeled 'Download list of Employee').

Search:

You can search the record(s) by **Employee Name**, **Aadhaar number** or **Domicile type** (Haryana or Non-Haryana) and then click on “**Filter**” button.

Download:

You can download the list of employees through “**Download**” button.

Step 3: Declaration by Employer

After verifying details of employees, you have to click on “**Final Submit**” button to finally register all listed employees.

Management Basic Info | Registration of Employees | Pending Employee List | Registered Employees | Local Candidates List | Exemption

Home / Registration of Employees / Employees Verification | Verification Pending | Declaration Pending

Employees Declaration Pending

Declaration of employees receiving monthly gross wages not more than Rs. 30000 /-.

Step 1 (Employee Registration) / Step 2 (Employees Verification) 101 | Step 3 (Declaration) 2

Total Records: 2 | Non Haryana Domicile: 0 | Haryana Domicile: 2

Name: Enter Name | Aadhaar Number: Enter Aadhaar Number | Select Domicile Type: Select Domicile Type

Total: 2 | Filter | Reset | Download

S.No.	Name	Father/Husband Name	Gender	State of Domicile	Appointment/ Joining Date	Gross Wages	Domicile certificate	Action
1	Shubhangi sawhney	Test father6 (Father)	Male	HARYANA	01-01-2022	43	Download	<input type="checkbox"/> <input type="checkbox"/>
2	Bharat bhushan sawhney	Bharat bhushan sawhney (Husband)	Male	HARYANA	10-01-2022	32	Download	<input type="checkbox"/> <input type="checkbox"/>

Final Submit

An employer needs to **submit a declaration** that all submitted details of employees are true and authentic. Verification is to be done by sending an **OTP** on the registered mobile number of employer. At last, click on “**Submit**” button.

Declaration

I, employer of M/s. **Factory Testing**, certified that the contents mentioned above are true and correct to the best of my knowledge and belief and nothing has been kept concealed therein.

Enter OTP

5478

OTP sent on registered mobile no. 78xxxx6448

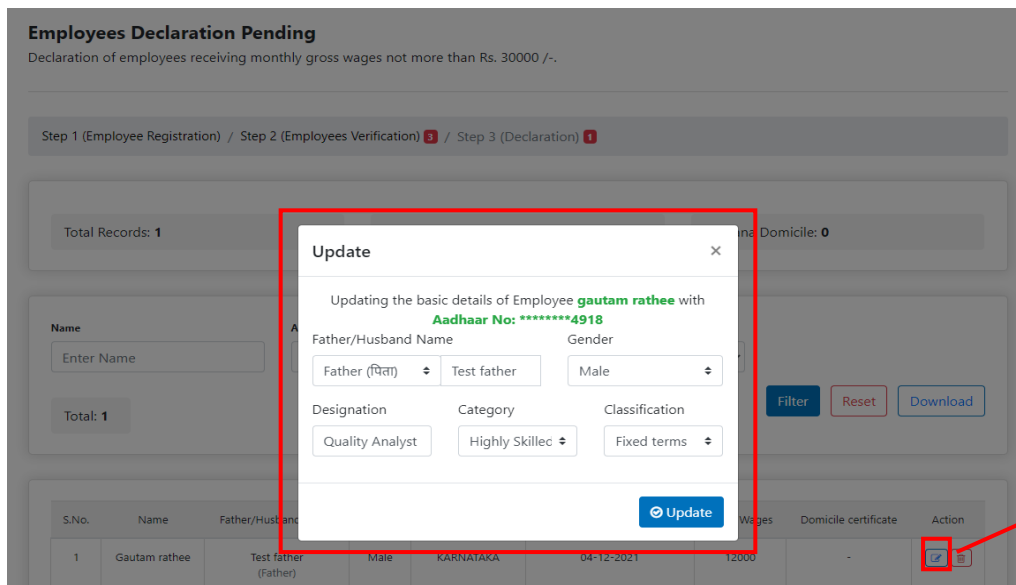
Submit

After completion of above mentioned steps, employees are successfully registered.

- **Update details of an Employee:**

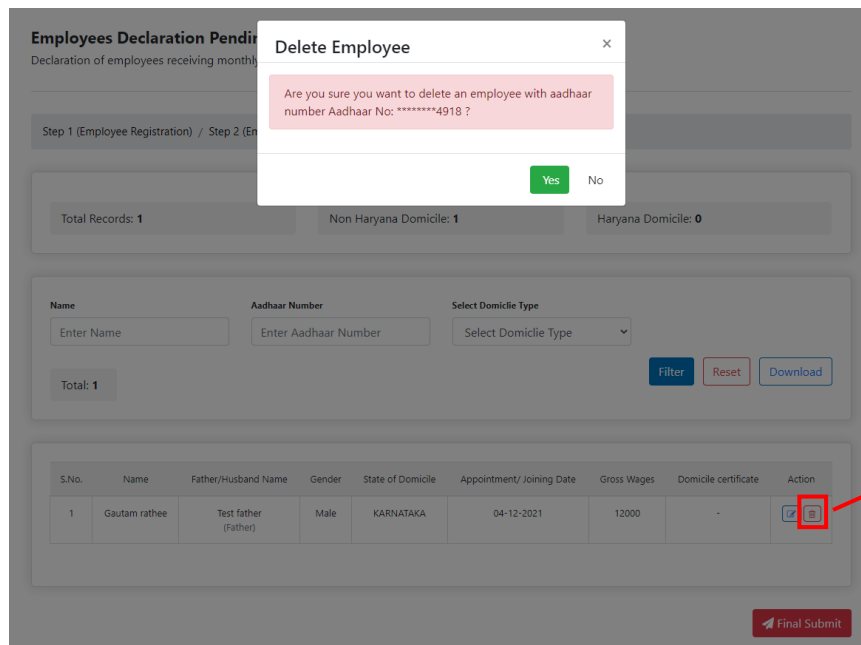
Before final step of registration, you can update the following details of an employee such as:

- Father/ Husband Name
- Gender
- Designation
- Category
- Classification



Update details of an Employee

- **Delete an Employee:** An employer can also delete a record of an employee here.



Delete an Employee

Count for Pending Employees:

Count for pending employees is displayed against each step of registration.

For instance, in the figure below it is represented that 102 employees are pending for verification and 2 employees are pending for the declaration.

User Manual Welcome test.dummy07@gmail.com (BIP ID - 16534) | Log out

The Haryana State Employment of Local Candidates Act, 2020

Management Basic Info | Registration of Employees | Pending Employee List | Registered Employees | Local Candidates List | Exemption

Home / Registration of Employees / Employees Verification Pending / Employees Declaration Pending

Employees Declaration Pending

Declaration of employees receiving monthly gross wages not more than Rs. 30000 /-.

Step 1 (Employee Registration) / Step 2 (Employees Verification) **102** / Step 3 (Declaration) **2**

Total Records: **2** Non Haryana Domicile: **0** Haryana Domicile: **2**

Name: Aadhaar Number: Select Domicile Type:

Total: **2** [Filter](#) [Reset](#) [Download](#)

S.No.	Name	Father/Husband Name	Gender	State of Domicile	Appointment/ Joining Date	Gross Wages	Domicile certificate	Action
1	Shubhangi sawhney	Test father6 (Father)	Male	HARYANA	01-01-2022	43	Download	Print Delete

Registered Employees:

You can view the list of all registered employees under “Registered Employees”.

- **Add Relieving Date:**

You can add the relieving date for an employee here by selecting the relieving status such as dismiss / discharge / left out in addition to his date of relieving.

The screenshot shows a web application interface. A modal window titled "Add Relieving Date" is open, displaying the name "akvinder kaur" and Aadhaar number "*****6423". The "Relieving Remark" dropdown menu is open, showing options: "Dismiss", "Discharge", and "Left out". The "Relieving Date" field contains "04-01-2021". An "Update" button is visible at the bottom of the modal. Below the modal is a table of employees with columns: S.No., Name, Father/Husband Name, Gender, State of Domicile, Joining Date, Date, Gross Wages, Domicile certificate, and Add Relieving Date. A red box highlights the "Add Relieving Date" column header, and a red arrow points to it with the text "Add Relieving date".

S.No.	Name	Father/Husband Name	Gender	State of Domicile	Joining Date	Date	Gross Wages	Domicile certificate	Add Relieving Date
1	Akvinder kaur	Test father (Father)	Male	ARUNACHAL PRADESH	03-01-2021	-	30000	-	<input type="checkbox"/>
2	Mohinder verma	Test father1 (Father)	Male	HARYANA	07-01-2021	-	25000	Download	<input type="checkbox"/>
3	Shubhangi sawhney	Test father11 (Father)	Male	HARYANA	01-01-2022	15-07-2022	29000	Download	Relieved
4	Mahavir singh	Test father2 (Husband)	Male	HARYANA	02-01-2022	-	30000	Download	<input type="checkbox"/>
5	Priyanka arora	Test father4 (Husband)	Female	RAJASTHAN	07-01-2022	07-01-2022	20000	-	Relieved
6	Priyanka arora	Test father4 (Husband)	Female	LADAKH	12-01-2022	-	29999	-	<input type="checkbox"/>
7	Naresh Kumar	Test father5 (Father)	Male	NAGALAND	12-01-2022	-	30000	-	<input type="checkbox"/>

- **Search:**

You can search employee(s) using the given below filters and then click on “Filter” button.

- Employee Name
- Employee Aadhaar number
- Domicile Type (Haryana / Non-Haryana)
- Status (Relieved / Dismissed / Discharged / Left Out)
- Year Wise
- Quarter Wise
- List Type (Joining before 15.01.2022 / Joining on or after 15.01.2022)

Registered Employees

List of registered employees receiving monthly gross wages not more than Rs. 30000 /-.

Total Records: 2 Haryana Domicile: 1 Non Haryana Domicile: 1

Active: 0 Haryana Domicile: 0 Non Haryana Domicile: 0

Relieved: 2 Dismissed: 1 Discharged: 1 Left Out: 0

Count of Employees

Name: Enter Name Aadhaar Number: Enter Aadhaar Number Select Domicile Type: Select Domicile Type Select Status: Select Status

Select Year: Select Year Select Quarter: Select Quarter List Type: List Type

Total: 2

Filter Reset Download

Search Employee(s)

Download list of Employee

S.No.	Name	Father/Husband Name	Gender	State of Domicile	Appointment/Joining Date	Relieving Date	Gross Wages	Domicile certificate	Add Relieving Date
1	Shubhangi sawhney	Test father11 (Father)	Male	HARYANA	01-01-2022	15-07-2022	29000	Download	Relieved
2	Priyanka arora	Test father4 (Husband)	Female	RAJASTHAN	07-01-2022	07-01-2022	20000	-	Relieved

- Count of Employees:**

You can check the count of employees on the following basis:

- **Total Records:** Total number of registered employees.
- **Haryana Domicile:** Total number of registered employees whose domicile is of Haryana. It covers currently working as well as relieved employees.
- **Non- Haryana Domicile:** Total number of registered employees whose domicile is of Haryana. It covers currently working as well as relieved employees.
- **Active:** Total number of registered employees who are currently working in the establishment.
- **Haryana Domicile:** Total number of registered active employees whose domicile is of Haryana.
- **Non- Haryana Domicile:** Total number of registered active employees whose domicile is of Non- Haryana.
- **Relieved:** Total number of registered employees who are relieved from the establishment.

- **Dismissed:** Total number of registered employees who are relieved from the establishment due to dismiss reason.
- **Discharged:** Total number of registered employees who are relieved from the establishment due to completion of employees' tenure.
- **Left Out:** Total number of registered employees who are relieved from the establishment due to left out reason.