

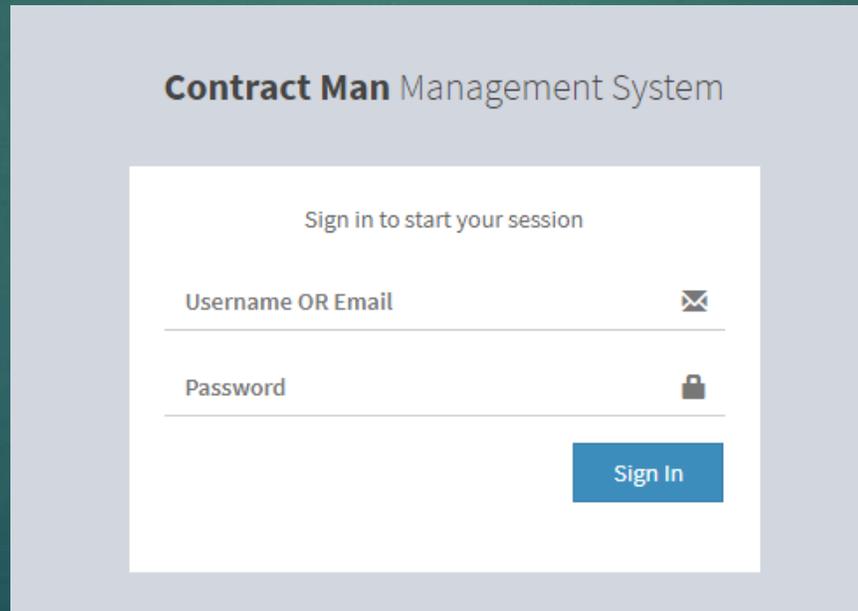
TCMS

NEW DEVELOPMENT



Login in CMMS Portal

- ▶ Open link: <https://borlapps.co.in/borlcmms>
- ▶ Enter username and password provided by BORL to login in CMMS system



The screenshot shows the login interface for the Contract Man Management System. The page has a light gray background. At the top, the text "Contract Man Management System" is displayed. Below this, a white box contains the login form. The form starts with the instruction "Sign in to start your session". There are two input fields: "Username OR Email" with an envelope icon on the right, and "Password" with a lock icon on the right. A blue "Sign In" button is positioned at the bottom right of the form.

HRC request

Contractor

- ▶ Three Step to submit HRC
 - ▶ Complete all monthly assigned compliance task
 - ▶ Generate Undertaking
 - ▶ Upload Undertaking document and submit HRC request.

Move Cursor on left side menu and click on Grievance

Contractor

Dec 3, 2018

Compliance Guidelines for Service Providers | wraccounts@bluestarindia.com | CON

Grievance Information

Add

InProcess		For Your Action									
#	GrievanceNo	ContractorName	WorkOrderNo	GrievanceSubject	GrivanceCategory	Priorit	Impact	Grieva	Dateof	Expect	Action
1	2	ADVANCED BOLTING SOLUTIONS PVT. LTD		sad	PF - Provident Fund	Critical	Critical				
2	3	ANAND SALES AGENCY		sad	PF - Provident Fund	Critical	Critical				
		Ashwamedh Engineers & Consultants	4500028229	fewe	PF - Provident Fund	Critical	Critical				
		SPIKYARC	4500021838	dUMMY	PF - Provident Fund	Critical	Critical				
5	6	BLUE STAR LTD.	4500025051	demo	PF - Provident Fund	Critical	Critical				

HR Clearance

HRC

Click to open HRC Page

First Previous Page 1 of 1 Next Last

Feb 7, 2019

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Contractor HRC

Home > General > Contractor HRC

2018 - 2019

Apr-18

May-18

Jun-18

Jul-18

Aug-18

Sep-18

Oct-18

Nov-18

Dec-18

Jan-19

Feb-19

Mar-19

--Select Contractor --

SN	Contractor Name	EIC USER	HRC Applicability	DEPARTMENT	DATE	HRC Status	Status	Action
1	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
	4500021838	HARSHVARDHAN.TOMAR	No	Human Resources	07-10-2015	Approved HR	<div style="width: 20px; height: 10px; background-color: #90EE90;"></div>	↻
	4500032260	HARSHVARDHAN.TOMAR	Yes	Human Resources	01-05-2018	Not Submitted	<div style="width: 20px; height: 10px; background-color: #ADD8E6;"></div>	↻
		AALOK.DUBEY	Yes	Process	01-11-2018	Not Submitted	<div style="width: 20px; height: 10px; background-color: #4169E1;"></div>	↻
2	SPIKYARC	Tejal	Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
3	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		

Click on button to View HRC tasks

Feb 7, 2019

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Contractor HRC

Home > General > Contractor HRC

2018 - 2019

Apr-18

May-18

Jun-18

Jul-18

Aug-18

Sep-18

Oct-18

Nov-18

Dec-18

Jan-19

Feb-19

Mar-19

--Select Contractor --

SN	Contractor Name	EIC USER	HRC Applicability	DEPARTMENT	DATE	HRC Status	Status	Action
1	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
	4500021838	HARSHVARDHAN.TOMAR	No	Human Resources	07-10-2015	Approved HR	<div style="width: 20px; height: 10px; background-color: #90EE90;"></div>	
	4500032260	HARSHVARDHAN.TOMAR	Yes	Human Resources	01-05-2018	Not Submitted		
		AALOK.DUBEY	Yes	Process	01-11-2018	Not Submitted	<div style="width: 20px; height: 10px; background-color: #663399;"></div>	
2	SPIKYARC	Tejal	Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
3	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		

Click on button to View generated task for HRC



Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 0 Total Contractor Amount : 5500

SPIKYARC		AALOK.DUBEY	Jan-19
<input checked="" type="checkbox"/>	NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Service Certificate	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Annual Leave Encashment	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Register of Bonus	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Indemnity Bond	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	No dues from Security/ Canteen	Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Form - VI A	Generated	01-Jan-2019

Click on task to view inputs

Completed



Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 0 Total Contractor Amount : 5550

SPIKYARC	AALOK.DUBEY	Jan-19
<input checked="" type="checkbox"/> NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	Submitted	
<input checked="" type="checkbox"/> Service Certificate	Submitted	
<input checked="" type="checkbox"/> Annual Leave Encashment	Submitted	
<input checked="" type="checkbox"/> Register of Bonus	Submitted	
<input checked="" type="checkbox"/> Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	Submitted	
<input checked="" type="checkbox"/> Indemnity Bond	Submitted	
<input checked="" type="checkbox"/> No dues from Security/ Canteen	Submitted	
<input checked="" type="checkbox"/> Form - VIA	Submitted	

Enter proper inputs and upload relevant documents

Subscription	Total	US	SS	S	HS
0	0				

Documents

Title	Doc Type	Doc Size	Is Verified
-------	----------	----------	-------------

NOTE: You can upload only PDF and Excel

Choose Files No file chosen

Your Inputs

Actual Date Of Submission
07-02-2019

Status
Submitted

Save

After enter proper inputs click on save but to complete your task

Feb 7, 2019

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Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 8000 Total Contractor Amount : 45515

SPIKYARC | 4500032260

HARSHVARDHAN.TOMAR

Jan-19

<input checked="" type="checkbox"/>	NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Service Certificate	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Annual Leave Encashment	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Register of Bonus	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Indemnity Bond	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	No dues from Security/ Canteen	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Form - VI A	<input checked="" type="radio"/> Submitted	01-Jan-2019

Completed

After completing all task you can view generate undertaking button. Now click on button view undertaking inputs.

Contractor EIC TC HR

View Under Taking

Generate Undertaking

Under Taking List

Contractor

Feb 7, 2019

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Task List

Home > General > Dashboard

SPIKYARC |

- NOC of e
- payment
- Service C
- Annual L
- Register
- Details o
- monthly
- Indemni
- No dues
- Form - V

Completed

Contractor EIC TC HR

Generate Undertaking

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Task

Task List

Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	▼	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	▼	Not Applicable
No unlawful deduction has been done.	Yes	▼	Enter Comment
Appointment letter has been given to all employees.	Yes	▼	Enter Comment
Payment has been done through Bank Account only.	Yes	▼	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	▼	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	▼	Enter Comment

Save Print Upload Document Cancel

Under Taking List

Contractor

Feb 7, 2019

Task

Task List

Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	▼	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	▼	Not Applicable
No unlawful deduction has been done.	Yes	▼	Enter Comment
Appointment letter has been given to all employees.	Yes	▼	Enter Comment
Payment has been done through Bank Account only.	Yes	▼	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	▼	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	▼	Enter Comment

Save Print Upload Document Cancel

After completing all inputs and comments if required then click on save button to update undertaking.

Under Taking List

Contractor

Feb 7, 2019

Task

Task List

Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	▼	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	▼	Not Applicable
No unlawful deduction has been done.	Yes	▼	Enter Comment
Appointment letter has been given to all employees.	Yes	▼	Enter Comment
Payment has been done through Bank Account only.	Yes	▼	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	▼	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	▼	Enter Comment

Save Print Upload Document Cancel

After save undertaking click on print button to print undertaking.

PDF File Generated Or Print Preview

Undertaking Print

Contractor

about:blank

Print

Total: 2 pages

Destination Save as PDF

Pages All

e.g. 1-5, 8, 11-13

Layout Portrait

More settings

**Labour Compliance Declaration for the Month of
Bharat Oman Refineries Limited, Bina**

To – Date – 07/02/2019
The Vice President HR / Manager HR
HR Department, Bharat Oman Refineries Limited,
BORL Complex, Bina, Dist. Sagor – 470 124 (M.P.)

Sub: Certification for Compliance of Provisions of Various Labour Statutes for the month Jan-19 under PO/FOA/LOI/ No. dated: 01/11/2018 Validity : 28/02/2019 Nature of work: Horticulture,Support Services

Dear Sir,

We are submitting declaration of monthly Compliance under various labour statutes in reference to the above mentioned PO-FOA. We undertake that we have adhered to all the labour enactments applicable and all instructions and directions issued by Bharat Oman Refineries Limited being a principal employer. Henceforth, we are submitting documents as envisaged under various labour statutes for obtaining HRC certificate from BORL.

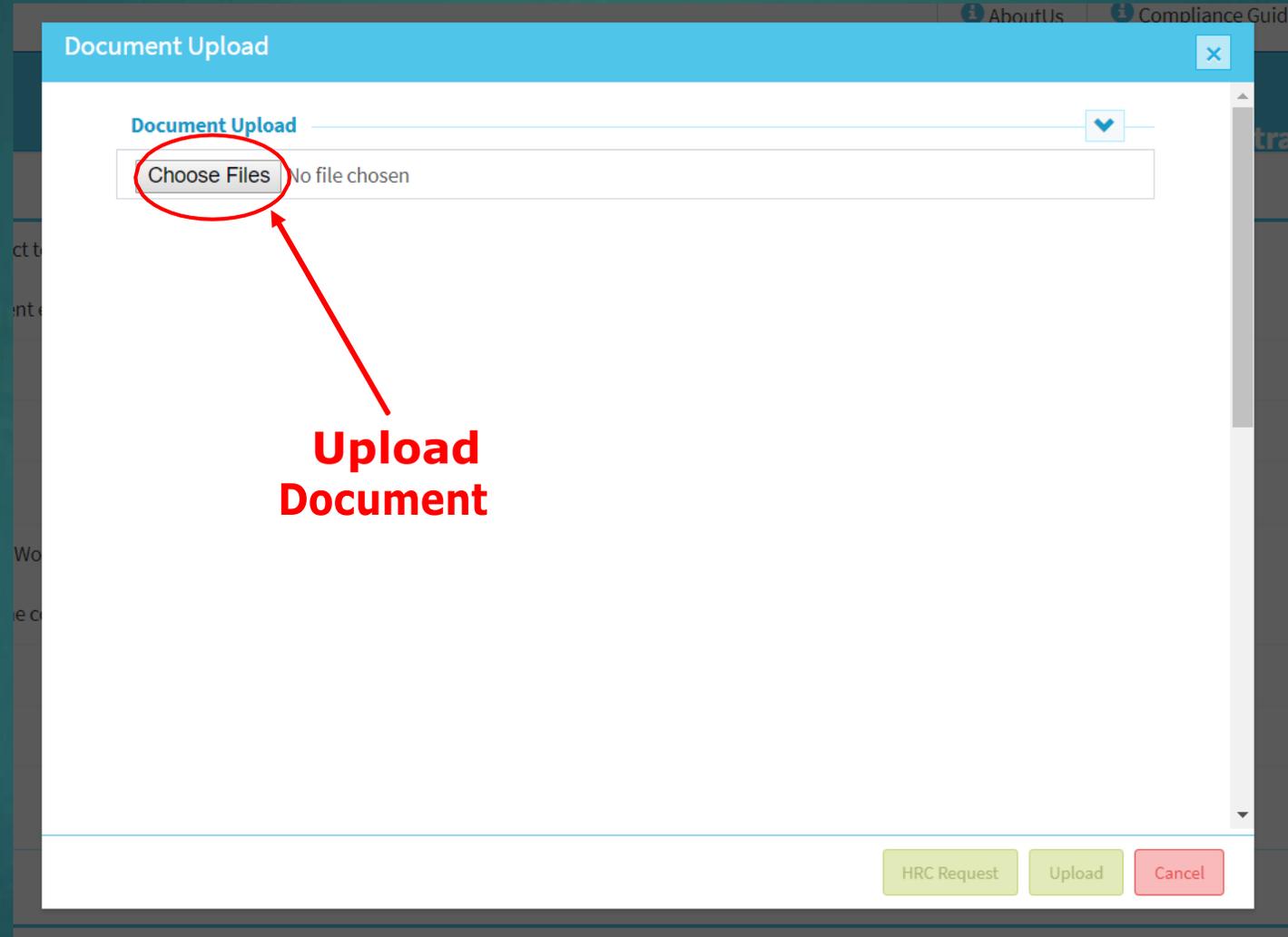
HRC Task following:

HRC Tasks	Actual Date	Approval Status
Application on Covering Letter signed by Contractor and forwarded by EIC to BORL HR	01/01/0001	Submitted
Workmen Register Form-A	10/10/2019	Submitted
Wage Register Form-B	01/12/2108	Submitted
Loan/Recovery Register Form- C	10/12/2018	Submitted
Attendance Register Form -D	02/07/2019	Submitted
Form-18 Leave Register	02/07/2019	Submitted
Employees Wage-Slip	02/07/2019	Submitted
Bank Statement of salary transfer	02/07/2019	Submitted
PF Challan and ECR	02/07/2019	Submitted
ESIC Challan and ECR	02/07/2019	Submitted
M P Labour Welfare Fund contribution	07/02/2019	Submitted
ESIC registration or Valid ECA policy if wage is more than 21000/-	02/07/2019	Submitted
Valid Labour License (If employees more than 19)	02/07/2019	Submitted
Employment Card	02/07/2019	Submitted
Form-11, salary breakup and consent from the employee for EPF exempted employee	02/07/2019	Submitted
Gate Pass Cancellation letter (forwarded by Security) of employees left	02/07/2019	Submitted
NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	02/07/2019	Submitted
Service Certificate	02/07/2019	Submitted
Annual Leave Encashment	02/07/2019	Submitted
Register of Bonus	02/07/2019	Submitted
Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	02/07/2019	Submitted
Indemnity Bond	02/07/2019	Submitted
No dues from Security/ Canteen	02/07/2019	Submitted
Form - VI A	02/07/2019	Submitted

Activate Windows
Go to Settings to activate Windows.

Upload Undertaking

Contractor



Upload Undertaking

Contractor

Document Upload

Choose Files HRC Document upload.pdf

RC Document upload.pdf

HRC Undertaking
--FileType--
HRC Undertaking

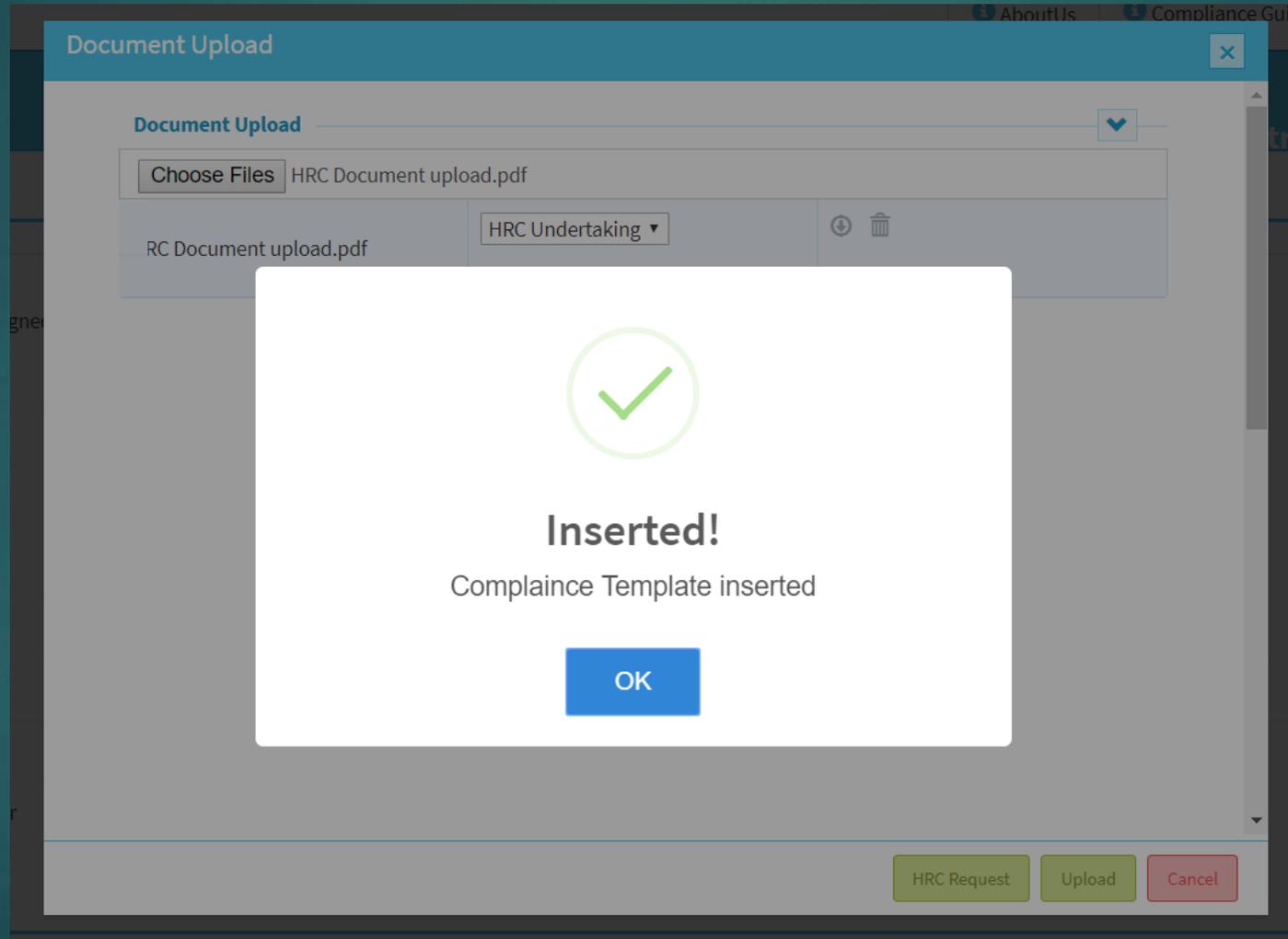
Select Document Type

After selecting undertaking document click on upload button

HRC Request Upload Cancel

Upload Undertaking

Contractor



Request HRC

Contractor

Document Upload

Document Upload

Choose Files HRC Document upload.pdf

RC Document upload.pdf	HRC Undertaking ▾	📄 🗑️
------------------------	-------------------	------

**After uploading undertaking for EIC Approval
Click on HRC Request**

HRC Request Upload Cancel



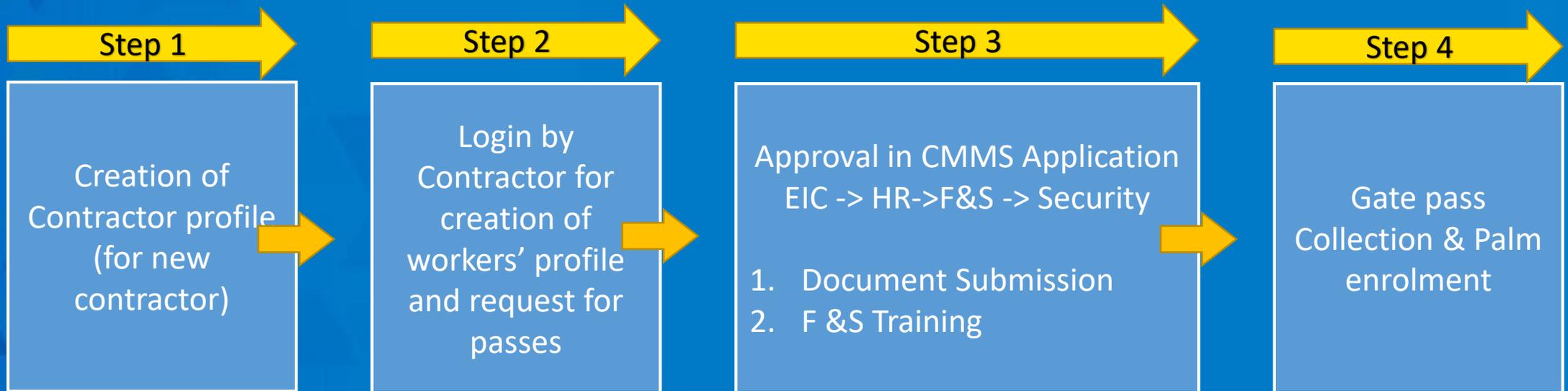
CMMS

Contractor Portal

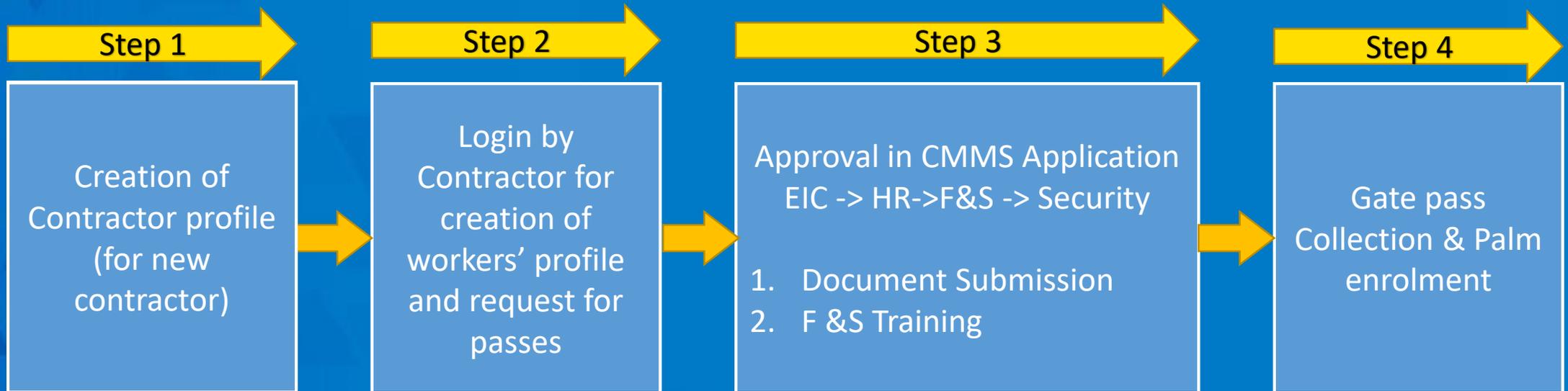
Bina Refinery **BPCL**



Process Flow



Process Flow



Step 1: Creation / updation of Contractor profile

A: For contractors not existing in CMMS

- **EIC** has to provide PO/LOI/LOA to **Team Compliance**
- **Contractor** has to provide Employees' Compensation Policy or ESIC registration (as applicable) and Labour License (if CL engaged is more than 19) to **Team Compliance**
- **Team Compliance** will create login credentials for CMMS System and provide to **Contractor**
- **Contractor** has to provide documents of EPF registration, ESIC registration (If applicable) to **Team Compliance** to complete the profile



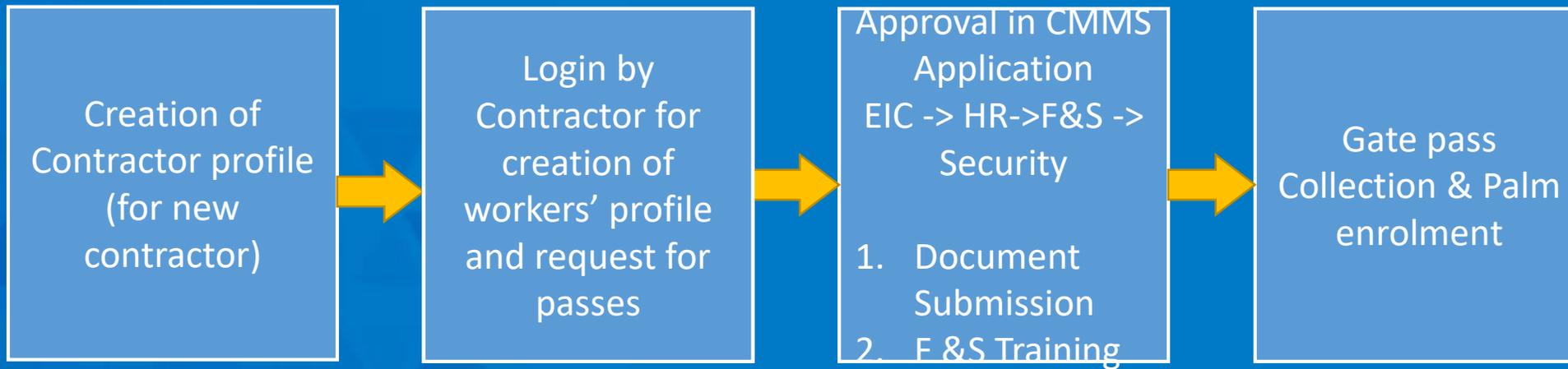
Step 1: Creation / updation of Contractor profile

B : For contractors existing in CMMS

- EIC has provide PO/LOI/LOA to **Team Compliance**
- **Contractor** has to provide Employees' Compensation Policy or ESIC registration (as applicable) and Labour License (if CL engaged is more than 19) to **Team Compliance**
- **Contractor** has to provide Employees' Compensation Policy (if applicable) and Labour License (if CL engaged is more than 19) to **Team Compliance**
- **Team Compliance** will reset login credential for CMMS System and provide to **Contractor** (In case the contractor does not remember login credentials)



Process Flow



Step 2: Creation of worker profile in CMMS and Request for Passes

- **Contractor** has to create worker profile in CMMS and upload photograph
- **Contractor** has to request gate passes in CMMS (in absence of labour license, maximum 19 requests can be made)
- Contractor has to submit Hard copy of documents of contract workers to **Team Compliance**

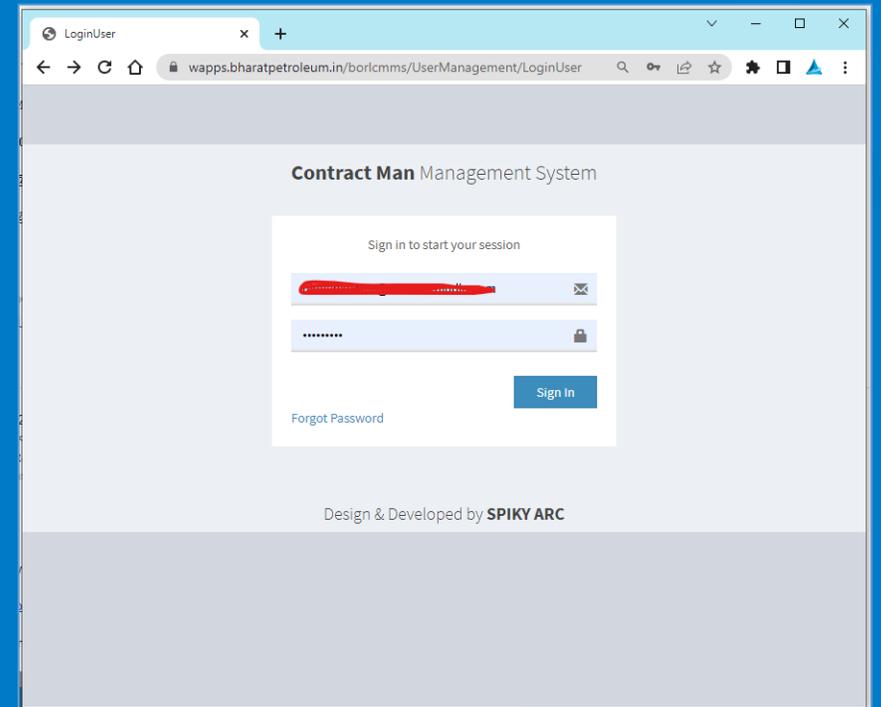


Step 3: Request Gate Pass & Approval in CMMS, Palm Enrollment & Gate Pass Collection

Open Link as provided below

<https://wapps.bharatpetroleum.in/borlcmms/>

Login using your user name and password



Contract Man Management System

Sign in to start your session

.....

.....

Sign In

Forgot Password

Design & Developed by SPIKY ARC



Creation of Contract Workers' Profile



May 18, 2023

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Labour
Home > General > Dashboard

Import Add Labour

Search..

	Skill Type	Trade	Birth Date	Wage Criteria	Gender	Qualification	UAN	GatePassRequestNo	Action
	Highly Skilled (BOCW)	MANAGER	26-09-1987	EC Policy Applicable	Male	Post Graduate		142860 (New)	  
	Highly Skilled (BOCW)	ASST. MANAGER	09-01-1988	EC Policy Applicable	Male	Post Graduate		140856 (New)	  
3	ALOK KUMAR PANDEY	Highly Skilled (BOCW)	EXECUTIVE	09-01-1988	ESIC Applicable	Male	Post Graduate		  
4	Digambar Bandu Shinde	Highly Skilled (BOCW)	MANAGER	23-08-1991	EC Policy Applicable	Male	Post Graduate	140639 (New)	  
5	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate	148141 (Renew)	  
6	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate	140229 (New)	  
7	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate	148676 (Renew)	  
8	Ankan Bajpai	Highly Skilled (BOCW)	EXECUTIVE	26-01-1993	EC Policy Applicable	Male	Post Graduate	140012 (Cancel)	  
9	Ankan Bajpai	Highly Skilled (BOCW)	EXECUTIVE	26-01-1993	EC Policy Applicable	Male	Post Graduate	136771 (New)	  
10	DEVASHISH KUMAR	Highly Skilled (BOCW)	EXECUTIVE	01-01-1991	EC Policy Applicable	Male	Post Graduate	141330 (Cancel)	  

Contract Man

Gate Pass Requests

First Previous Page 1 of 7 Next Last

Total Record: 68

Contractor can create a new contract worker profile by Clicking on **Contract Man** link.



Click on Add Labour

May 18, 2023

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Labour
Home > General > Dashboard

Import AddLabour

Search..

#	Full Name	Skill Type	Trade	Birth Date	Wage Criteria	Gender	Qualification	UAN	GatePassRequestNo	Action
1	Ravi Mishra	Highly Skilled (BOCW)	MANAGER	26-09-1987	EC Policy Applicable	Male	Post Graduate		142860 (New)	  
2	ALOK KUMAR Panday	Highly Skilled (BOCW)	ASST. MANAGER	09-01-1988	EC Policy Applicable	Male	Post Graduate		140856 (New)	  
3	ALOK KUMAR PANDEY	Highly Skilled (BOCW)	EXECUTIVE	09-01-1988	ESIC Applicable	Male	Post Graduate			  
4	Digambar Bandu Shinde	Highly Skilled (BOCW)	MANAGER	23-08-1991	EC Policy Applicable	Male	Post Graduate		140639 (New)	  
5	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate		148141 (Renew)	  
6	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate		140229 (New)	  
7	Ajay Singh Thakur	Highly Skilled (BOCW)	HR & Admin Executive	01-04-1994	EC Policy Applicable	Male	Graduate		148676 (Renew)	  
8	Ankan Bajpai	Highly Skilled (BOCW)	EXECUTIVE	26-01-1993	EC Policy Applicable	Male	Post Graduate		140012 (Cancel)	  
9	Ankan Bajpai	Highly Skilled (BOCW)	EXECUTIVE	26-01-1993	EC Policy Applicable	Male	Post Graduate		136771 (New)	  
10	DEVASHISH KUMAR	Highly Skilled (BOCW)	EXECUTIVE	01-01-1991	EC Policy Applicable	Male	Post Graduate		141330 (Cancel)	  

First Previous Page 1 of 7 Next Last

Total Record:68



Select the Appropriate options

Select Criteria

Please select Appropriate Applicability.

ESIC Applicable
 E.C Policy Applicable

Next

Skill Type	Trade	UAN	GatePa
Highly Skilled (BOCW)	MANAGER		142860
Highly Skilled (BOCW)	ASST. MANAGER	09-01-1988	EC Policy Applicable
Highly Skilled (BOCW)	EXECUTIVE	09-01-1988	ESIC Applicable

Select Criteria

Is labour local or Non-Local?

Domicial
 Non-Domicial

Prev Next

Trade	UAN
MANAGER	
ASST. MANAGER	09-01-1988
EXECUTIVE	09-01-1988

Select Criteria

Please select Contract man type

Crane Operator
 Driver
 Other

Prev Next

Trade	UAN
MANAGER	
ASST. MANAGER	09-01-1988
EXECUTIVE	09-01-1988
MANAGER	09-01-1988



Contract Worker Personal Details

Labour

Labour Details Official Detail Compliance Detail Contact Detail

Company: Bharat Petroleum Corporation Limited

Plant: BINA

Labour personal details

First Name	Vinay	✓	पहला नाम	Enter Hindi First Name
Father / Husband	Khushi Lal	✓	पिता / पति	Enter Father / Husband Name
Last Name	Kumar	✓	उपनाम	Enter Last Name
Relationship	Father	✓	Date Of Birth	12/15/1986
Mobile	7377282859		Age	36 years 4 months 7 days old
Marital Status	MARRIED		Identification Mark	Mole of head
Gender	Male	✓	Religion	Hindu

Previous Update Clear Cancel Next

Labour Details

- ✓ First Name
- ✓ Father / Husband
- ✓ Last Name
- ✓ Relationship
- ✓ Date Of Birth
- ✓ Gender
- ✓ Identity Type
- ✓ Background Check
- ✓ Qualification Check
- ✓ LocalAddress Check
- ✓ PermenantAddress Check

Official Details

- ✓ Trade / Designation
- ✓ Work Category
- ✓ Work Site

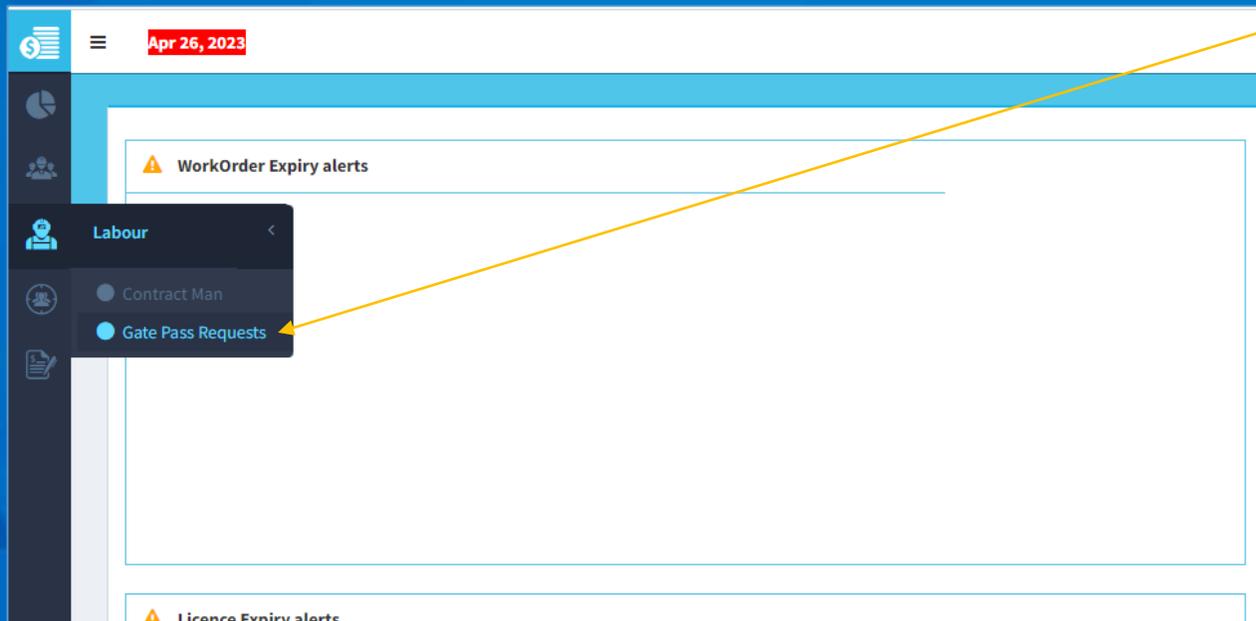
Complete contract worker profile; Mandatory input marked in **red colour**.



Process for gate pass request



Gate pass request process



1

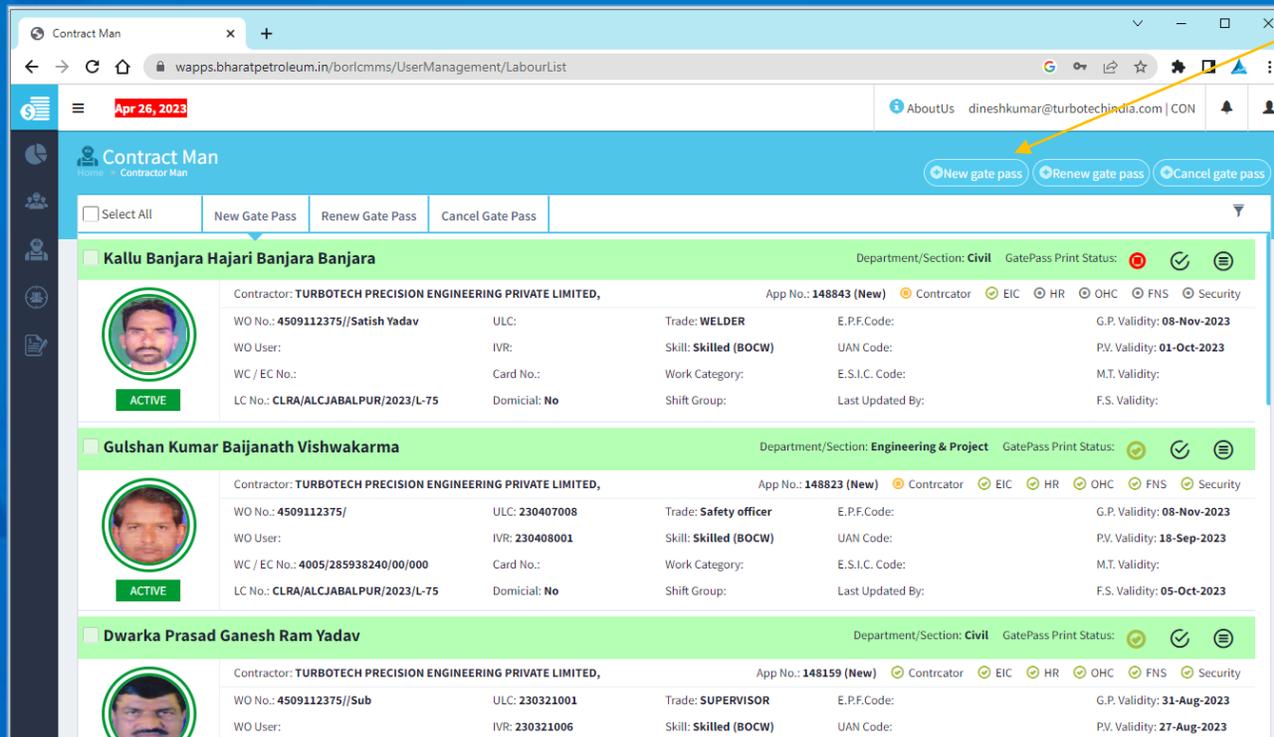
Contractor can request a new gate pass request by Clicking on **Gate Pass Requests** link.



Gate pass request process

2

Click on New Gate Pass button to initiate the request.



Contract Man

Apr 26, 2023

About Us dineshkumar@turbotechindia.com | CON

New Gate Pass Renew Gate Pass Cancel Gate Pass

Select All New Gate Pass Renew Gate Pass Cancel Gate Pass

Name	Department/Section	GatePass Print Status
Kallu Banjara Hajari Banjara Banjara	Civil	🔴 🟢 📄
Gulshan Kumar Baijanath Vishwakarma	Engineering & Project	🟢 🟢 🟢 🟢 🟢 🟢 🟢 📄
Dwarka Prasad Ganesh Ram Yadav	Civil	🟢 🟢 🟢 🟢 🟢 🟢 🟢 📄

Contractor: TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED, App No.: 148843 (New) Contractor EIC HR OHC FNS Security

WO No.: 4509112375//Satish Yadav ULC: Trade: WELDER E.P.F.Code: G.P. Validity: 08-Nov-2023

WO User: IVR: 230408001 Skill: Skilled (BOCW) UAN Code: PW Validity: 01-Oct-2023

WC / EC No.: Card No.: Work Category: E.S.I.C. Code: M.T. Validity:

LC No.: CLRA/ALCJABALPUR/2023/L-75 Domicial: No Shift Group: Last Updated By: F.S. Validity:

Contractor: TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED, App No.: 148823 (New) Contractor EIC HR OHC FNS Security

WO No.: 4509112375/ ULC: 230407008 Trade: Safety officer E.P.F.Code: G.P. Validity: 08-Nov-2023

WO User: IVR: 230408001 Skill: Skilled (BOCW) UAN Code: PW Validity: 18-Sep-2023

WC / EC No.: 4005/285938240/00/000 Card No.: Work Category: E.S.I.C. Code: M.T. Validity:

LC No.: CLRA/ALCJABALPUR/2023/L-75 Domicial: No Shift Group: Last Updated By: F.S. Validity: 05-Oct-2023

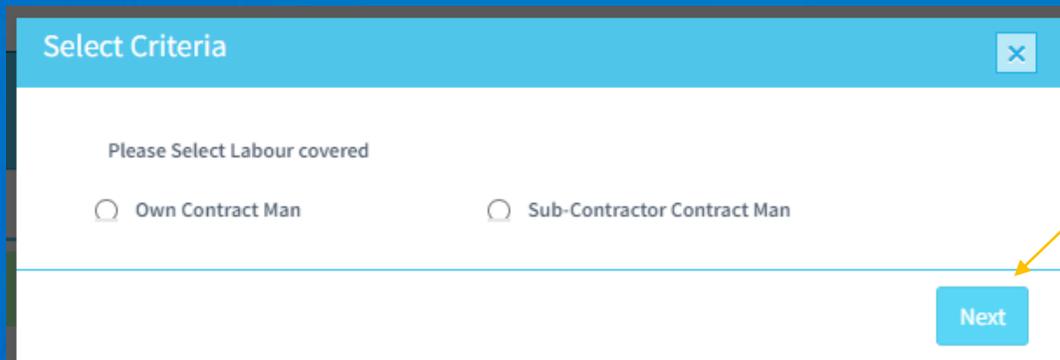
Contractor: TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED, App No.: 148159 (New) Contractor EIC HR OHC FNS Security

WO No.: 4509112375//Sub ULC: 230321001 Trade: SUPERVISOR E.P.F.Code: G.P. Validity: 31-Aug-2023

WO User: IVR: 230321006 Skill: Skilled (BOCW) UAN Code: PW Validity: 27-Aug-2023



Gate pass request process



Select Criteria

Please Select Labour covered

Own Contract Man Sub-Contractor Contract Man

Next

3

- If you want to create gate pass under your **work order** then select **Own Contract Man** option
- If you want create gate pass under **sub-contractor work order** then select **Sub-Contractor Contract Man** option.
- Then, click on **next** button



Gate pass request process

Select Work Order

Selected Contractor **TURBOTECH PRECISION ENGI**

#	WorkOrder No	Allow Person	Remaining Person	EIC User	Issue Date	Validity	Status ↓	Action
1	4509112375/	60	37	SUJIT.BISWAS	22-Aug-2022	09-Nov-2023	Active	

First Previous Page 1 of 1 Next Last

Prev Next

4

- Click on **selection** icon to select **work order**.
- Here you have to check the remaining person capacity.
- If Remaining person capacity is zero, then you can not request gate pass in selected **work order**



Gate pass request process

Select License

Selected Contractor: TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED, Selected WorkerOrderNo: 4509112375/

#	License	Person to be engaged	Remaining Person	State	Issue Date	Validity	Status	Action
1	CLRA/ALCJAB...60	58	58	MADHYA PRADESH	17-Mar-2023	16-Mar-2024	Active	
2	Acknowledg... 60	40	0	MADHYA PRADESH	10-Mar-2023	09-Apr-2023	Expired	

First Previous Page 1 of 1 Next Last

Prev Next

5

- Click on **selection** icon to select **Licence**.
- Here you have to check the remaining person capacity.
- If Remaining person capacity is zero, then you can not request gate pass in selected **Licence**.



Gate pass request process

Select Labour covered

Selected Contractor
TURBOTECH PRECISION ENGINEERII

Selected WorkerOrderNo
4509112375/

Selected License
CLRA/ALC.JABALPUR/2023/L-75

Select Labour covered

ESIC E.C Policy

Prev Next

6

- Select **ESIC or E.C. Policy, as applicable.**
- Select ESIC if monthly gross wages is less than Rs 21,000/-, otherwise E.C. Policy.



Gate pass request process

Select E.C. Policy

Selected Contractor: TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED,

Selected WorkerOrderNo: 4509112375/

#	ECPolicy No	No of Insured	Remaining Person	Issue Date	Validity Date	Status ↓	Action
1	4005/285938240/00/000	5	3	19-Mar-2023	18-Mar-2024	Active	

First Previous Page 1 of 1 Next Last

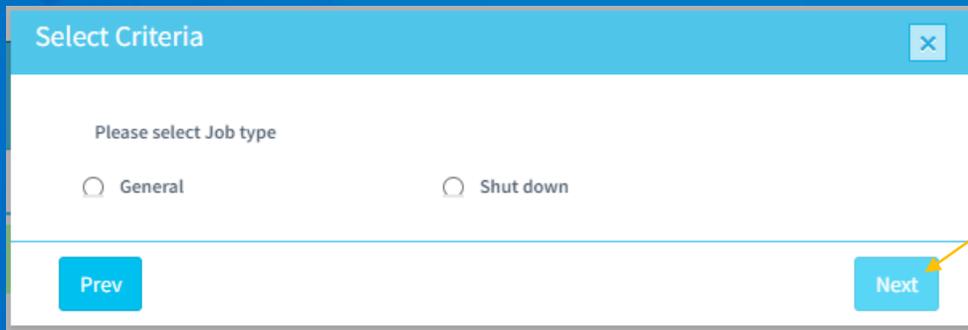
Prev Next

7

- Click on **selection** icon to select E.C. Policy. Here you have to check the remaining person capacity.
- If Remaining person capacity is zero, then you can not request gate pass in selected E.C. Policy.



Gate pass request process



Select Criteria

Please select Job type

General Shut down

Prev Next

8

Select options as applicable, then click on next to select contract man.



Gate pass request process

Select Labours

Note : You can select maximum 10 labour at a request time.

#	First Name	Middle Name	Last Name	Age	DOB	Action
1	Santram	Shivraj	Singh	49	01/01/1974	<input type="checkbox"/>
2	Imrat Kushwaha	Kudau	Kushwaha	39	01/01/1984	<input type="checkbox"/>
3	Deepak	Khemchand Panthi	Panthi	29	17/05/1993	<input type="checkbox"/>

First Previous Page 1 of 1 Next Last

Prev Submit

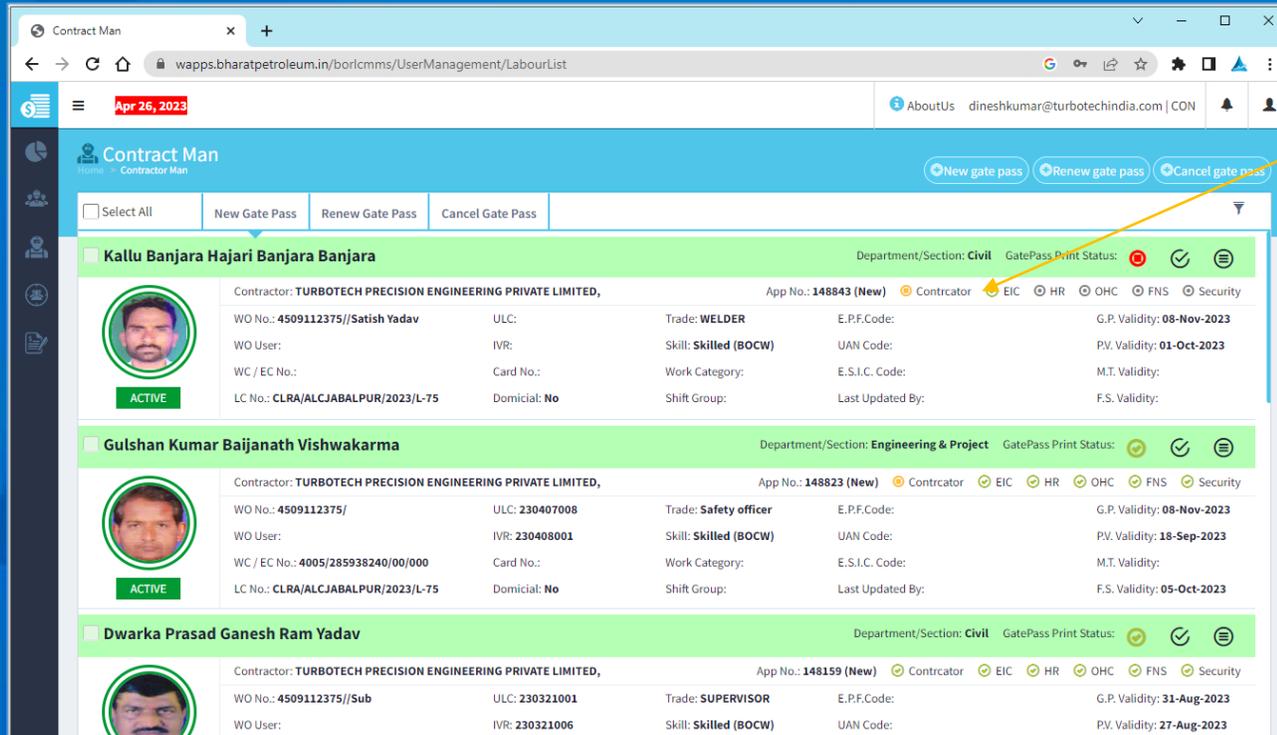
9

- Select workers for gate pass request and click 'Submit'.
- You can select maximum 10 gate pass at a time.



Gate pass request process

You can see here step by step gate pass approval status



Employee Name	Department/Section	GatePass Print Status
Kallu Banjara Hajari Banjara Banjara	Civil	⚠️
Gulshan Kumar Baijanath Vishwakarma	Engineering & Project	✅
Dwarka Prasad Ganesh Ram Yadav	Civil	✅

Employee Name	Contractor	App No.	Trade	Skill	E.P.F. Code	G.P. Validity
Kallu Banjara Hajari Banjara Banjara	TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED,	148843 (New)	WELDER	Skilled (BOCW)		08-Nov-2023
Gulshan Kumar Baijanath Vishwakarma	TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED,	148823 (New)	Safety officer	Skilled (BOCW)		08-Nov-2023
Dwarka Prasad Ganesh Ram Yadav	TURBOTECH PRECISION ENGINEERING PRIVATE LIMITED,	148159 (New)	SUPERVISOR	Skilled (BOCW)		31-Aug-2023

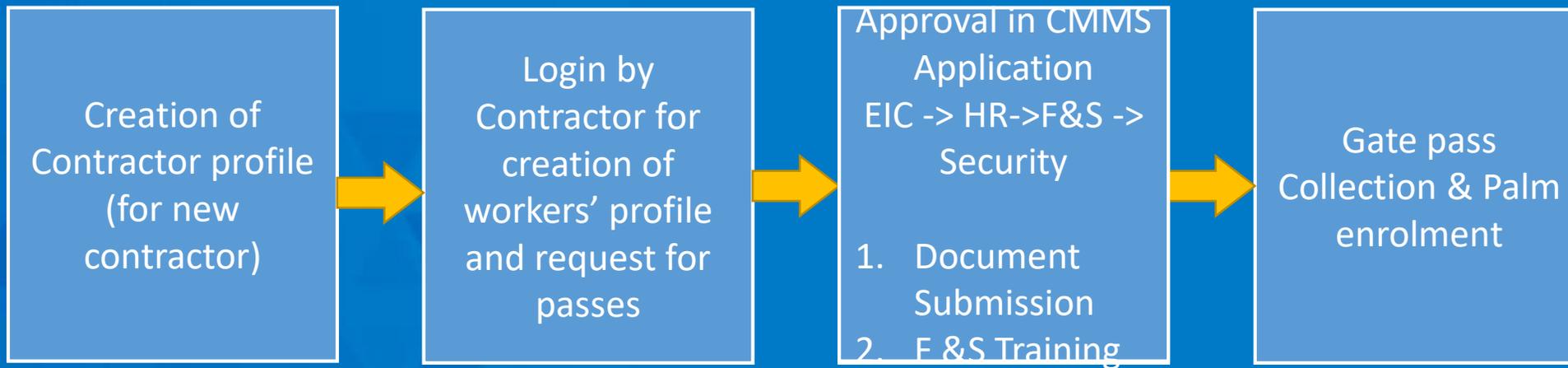
After applied gate pass request you can see the gate pass approval status at below screen.



Process for Gate Pass Approval to Gate pass Issue



Process Flow



Approval Flow for Gate pass Request



Contractor has to make gate pass request in CMMS and submit hard copy of the documents at Team Compliance.

EIC user will check necessary details like validity period etc. of requested labour.

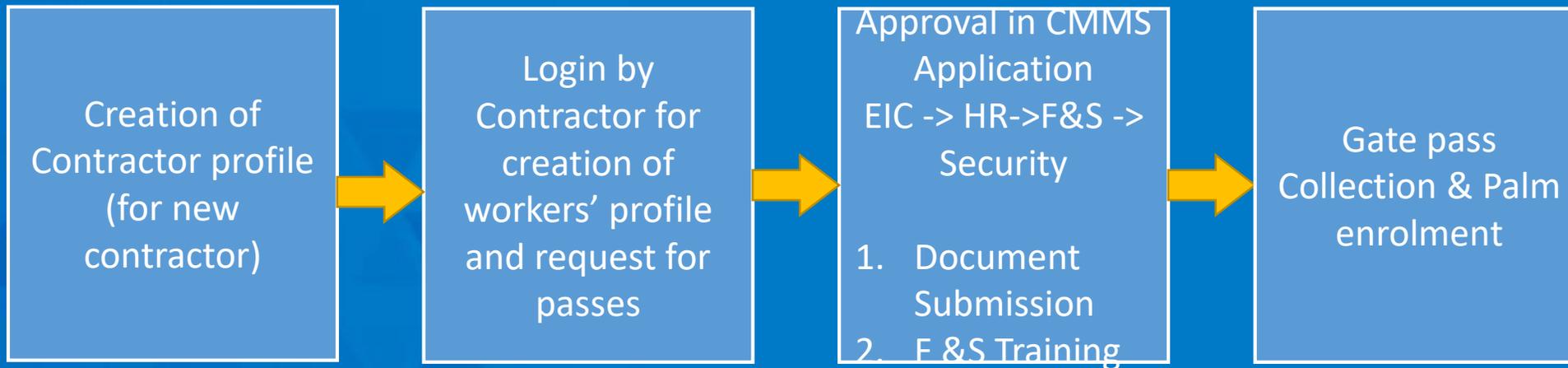
HR user will check all documents, Validity date, License, E.C. Policy if applicable and verified labour then approved gate pass.

F & S user will provide Induction training to labour and approve gate pass.

Security user will approve and Print the gate pass.



Process Flow



Step 4: Gate pass distribution and Palm enrolment

- Contract supervisor shall coordinate with Security Gate No. 1 for collecting gate passes.
- Contractor supervisor shall coordinate with security and make workers available at Security Gate No.1 for palm enrollment.



Thank you



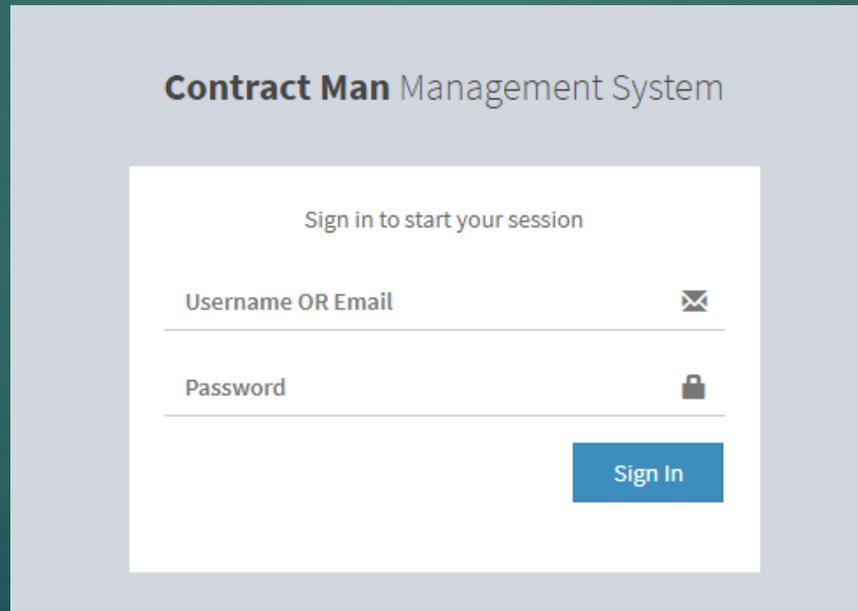
TCMS

NEW DEVELOPMENT



Login in CMMS Portal

- ▶ Open link: <https://borlapps.co.in/borlcmms>
- ▶ Enter username and password provided by BORL to login in CMMS system



The screenshot shows the login interface for the Contract Man Management System. At the top, the title "Contract Man Management System" is displayed. Below the title, the instruction "Sign in to start your session" is centered. There are two input fields: "Username OR Email" with an envelope icon on the right, and "Password" with a lock icon on the right. A blue "Sign In" button is positioned at the bottom right of the form area.

HRC request

Contractor

- ▶ Three Step to submit HRC
 - ▶ Complete all monthly assigned compliance task
 - ▶ Generate Undertaking
 - ▶ Upload Undertaking document and submit HRC request.

Move Cursor on left side menu and click on Grievance

Contractor

Dec 3, 2018

Compliance Guidelines for Service Providers | wraccounts@bluestarindia.com | CON

Grievance Information

Add

InProcess		For Your Action									
#	GrievanceNo	ContractorName	WorkOrderNo	GrievanceSubject	GrivanceCategory	Priorit	Impact	Grieva	Dateof	Expect	Action
1	2	ADVANCED BOLTING SOLUTIONS PVT. LTD		sad	PF - Provident Fund	Critical	Critical				
2	3	ANAND SALES AGENCY		sad	PF - Provident Fund	Critical	Critical				
		Ashwamedh Engineers & Consultants	4500028229	fewe	PF - Provident Fund	Critical	Critical				
		SPIKYARC	4500021838	dUMMY	PF - Provident Fund	Critical	Critical				
5	6	BLUE STAR LTD.	4500025051	demo	PF - Provident Fund	Critical	Critical				

HR Clearance

HRC

Click to open HRC Page

First Previous Page 1 of 1 Next Last

Feb 7, 2019

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Contractor HRC

Home > General > Contractor HRC

2018 - 2019

Apr-18

May-18

Jun-18

Jul-18

Aug-18

Sep-18

Oct-18

Nov-18

Dec-18

Jan-19

Feb-19

Mar-19

--Select Contractor --

SN	Contractor Name	EIC USER	HRC Applicability	DEPARTMENT	DATE	HRC Status	Status	Action
1	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
	4500021838	HARSHVARDHAN.TOMAR	No	Human Resources	07-10-2015	Approved HR	<div style="width: 20px; height: 10px; background-color: #90EE90;"></div>	↻
	4500032260	HARSHVARDHAN.TOMAR	Yes	Human Resources	01-05-2018	Not Submitted		↻
		AALOK.DUBEY	Yes	Process	01-11-2018	Not Submitted	<div style="width: 20px; height: 10px; background-color: #6A5ACD;"></div>	↻
2	SPIKYARC	Tejal	Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
3	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		

Click on button to View HRC tasks

Feb 7, 2019

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Contractor HRC

Home > General > Contractor HRC

2018 - 2019

Apr-18

May-18

Jun-18

Jul-18

Aug-18

Sep-18

Oct-18

Nov-18

Dec-18

Jan-19

Feb-19

Mar-19

--Select Contractor --

SN	Contractor Name	EIC USER	HRC Applicability	DEPARTMENT	DATE	HRC Status	Status	Action
1	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
	4500021838	HARSHVARDHAN.TOMAR	No	Human Resources	07-10-2015	Approved HR	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>	
	4500032260	HARSHVARDHAN.TOMAR	Yes	Human Resources	01-05-2018	Not Submitted		
		AALOK.DUBEY	Yes	Process	01-11-2018	Not Submitted	<div style="width: 100%; height: 10px; background-color: #6A5ACD;"></div>	
2	SPIKYARC	Tejal	Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		
3	SPIKYARC		Total PO: 3	Submitted : 0	Pending : 0	Completed : 0		

**Click on button to
View generated task
for HRC**



Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 0 Total Contractor Amount : 5500

SPIKYARC |

AALOK.DUBEY

Jan-19

<input checked="" type="checkbox"/>	NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Service Certificate	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Annual Leave Encashment	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Register of Bonus	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Indemnity Bond	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	No dues from Security/ Canteen	<input checked="" type="radio"/> Generated	01-Jan-2019
<input checked="" type="checkbox"/>	Form - VI A	<input checked="" type="radio"/> Generated	01-Jan-2019

Click on task to view inputs

Completed



Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 0 Total Contractor Amount : 5550

SPIKYARC	AALOK.DUBEY	Jan-19
<input checked="" type="checkbox"/> NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	Submitted	
<input checked="" type="checkbox"/> Service Certificate	Submitted	
<input checked="" type="checkbox"/> Annual Leave Encashment	Submitted	
<input checked="" type="checkbox"/> Register of Bonus	Submitted	
<input checked="" type="checkbox"/> Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	Submitted	
<input checked="" type="checkbox"/> Indemnity Bond	Submitted	
<input checked="" type="checkbox"/> No dues from Security/ Canteen	Submitted	
<input checked="" type="checkbox"/> Form - VIA	Submitted	

Enter proper inputs and upload relevant documents

Subscription	Total	US	SS	S	HS
0	0				

Documents

Title	Doc Type	Doc Size	Is Verified
-------	----------	----------	-------------

NOTE: You can upload only PDF and Excel

No file chosen

Your Inputs

Actual Date Of Submission
07-02-2019

Status
Submitted

After enter proper inputs click on save but to complete your task

Feb 7, 2019

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Task List

Home > General > Dashboard

Total HR Amount : 0 Total CHD Amount : 8000 Total Contractor Amount : 45515

SPIKYARC | 4500032260

HARSHVARDHAN.TOMAR

Jan-19

<input checked="" type="checkbox"/>	NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Service Certificate	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Annual Leave Encashment	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Register of Bonus	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Indemnity Bond	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	No dues from Security/ Canteen	<input checked="" type="radio"/> Submitted	01-Jan-2019
<input checked="" type="checkbox"/>	Form - VI A	<input checked="" type="radio"/> Submitted	01-Jan-2019

Completed

After completing all task you can view generate undertaking button. Now click on button view undertaking inputs.

Contractor EIC TC HR

View Under Taking

Generate Undertaking

Under Taking List

Contractor

Feb 7, 2019

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Task List

Home > General > Dashboard

SPIKYARC |

- NO of e
- payment
- Service C
- Annual L
- Register
- Details o
- monthly
- Indemni
- No dues
- Form - V

Completed

Contractor EIC TC HR

Generate Undertaking

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Task

Task List

Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	▼	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	▼	Not Applicable
No unlawful deduction has been done.	Yes	▼	Enter Comment
Appointment letter has been given to all employees.	Yes	▼	Enter Comment
Payment has been done through Bank Account only.	Yes	▼	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	▼	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	▼	Enter Comment

Save Print Upload Document Cancel

Under Taking List

Contractor

Feb 7, 2019

Task

Task List

Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	▼	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	▼	Not Applicable
No unlawful deduction has been done.	Yes	▼	Enter Comment
Appointment letter has been given to all employees.	Yes	▼	Enter Comment
Payment has been done through Bank Account only.	Yes	▼	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	▼	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	▼	Enter Comment

Save Print Upload Document Cancel

After completing all inputs and comments if required then click on save button to update undertaking.

Contractor EIC TC HR

Generate Undertaking

Under Taking List

Contractor

Task

Task List	Status	Action
Payment of Wages has been done in time (by 7th of every succeeding month).	Yes	Enter Comment
The type and number of manpower deployed at BORL, Bina is as per the contract requirement.	No	Not Applicable
No unlawful deduction has been done.	Yes	Enter Comment
Appointment letter has been given to all employees.	Yes	Enter Comment
Payment has been done through Bank Account only.	Yes	Enter Comment
Attendance Card (along with mentioning OT duty) has been given to all the employees.	Yes	Enter Comment
Wage/Pay slip has been given to all the employees.	Yes	Enter Comment

Save Print Upload Document Cancel

After save undertaking click on print button to print undertaking.

PDF File Generated Or Print Preview

Undertaking Print

Contractor

about:blank

Print

Total: 2 pages

Save Cancel

Destination Save as PDF

Change...

Pages All e.g. 1-5, 8, 11-13

Layout Portrait

More settings

**Labour Compliance Declaration for the Month of
Bharat Oman Refineries Limited, Bina**

To – Date – 07/02/2019
The Vice President HR / Manager HR
HR Department, Bharat Oman Refineries Limited,
BORL Complex, Bina, Dist. Sagor – 470 124 (M.P.)

Sub: Certification for Compliance of Provisions of Various Labour Statutes for the month Jan-19 under PO/FOA/LOI/ No. dated: 01/11/2018 Validity : 28/02/2019 Nature of work: Horticulture,Support Services

Dear Sir,

We are submitting declaration of monthly Compliance under various labour statutes in reference to the above mentioned PO-FOA. We undertake that we have adhered to all the labour enactments applicable and all instructions and directions issued by Bharat Oman Refineries Limited being a principal employer. Henceforth, we are submitting documents as envisaged under various labour statutes for obtaining HRC certificate from BORL.

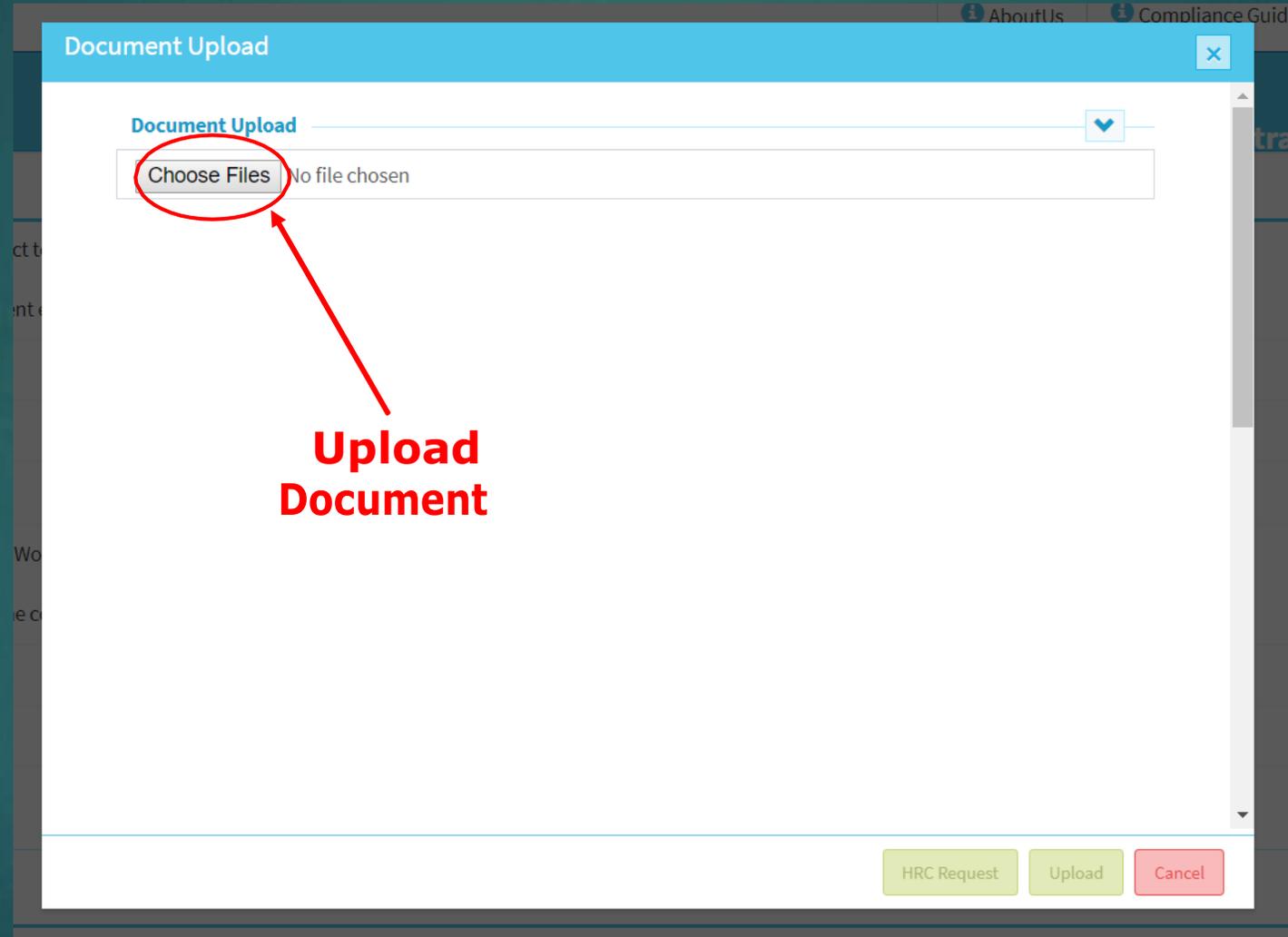
HRC Task following:

HRC Tasks	Actual Date	Approval Status
Application on Covering Letter signed by Contractor and forwarded by EIC to BORL HR	01/01/0001	Submitted
Workmen Register Form-A	10/10/2019	Submitted
Wage Register Form-B	01/12/2108	Submitted
Loan/Recovery Register Form- C	10/12/2018	Submitted
Attendance Register Form -D	02/07/2019	Submitted
Form-18 Leave Register	02/07/2019	Submitted
Employees Wage-Slip	02/07/2019	Submitted
Bank Statement of salary transfer	02/07/2019	Submitted
PF Challan and ECR	02/07/2019	Submitted
ESIC Challan and ECR	02/07/2019	Submitted
M P Labour Welfare Fund contribution	07/02/2019	Submitted
ESIC registration or Valid ECA policy if wage is more than 21000/-	02/07/2019	Submitted
Valid Labour License (If employees more than 19)	02/07/2019	Submitted
Employment Card	02/07/2019	Submitted
Form-11, salary breakup and consent from the employee for EPF exempted employee	02/07/2019	Submitted
Gate Pass Cancellation letter (forwarded by Security) of employees left	02/07/2019	Submitted
NOC of employees left with respect to any dues payable including payment, bonus, leave encashment etc.	02/07/2019	Submitted
Service Certificate	02/07/2019	Submitted
Annual Leave Encashment	02/07/2019	Submitted
Register of Bonus	02/07/2019	Submitted
Details of employees (IVR, Name, Working days, Wage Rate or monthly salary) worked during the contract period	02/07/2019	Submitted
Indemnity Bond	02/07/2019	Submitted
No dues from Security/ Canteen	02/07/2019	Submitted
Form - VI A	02/07/2019	Submitted

Activate Windows
Go to Settings to activate Windows.

Upload Undertaking

Contractor



Upload Undertaking

Contractor

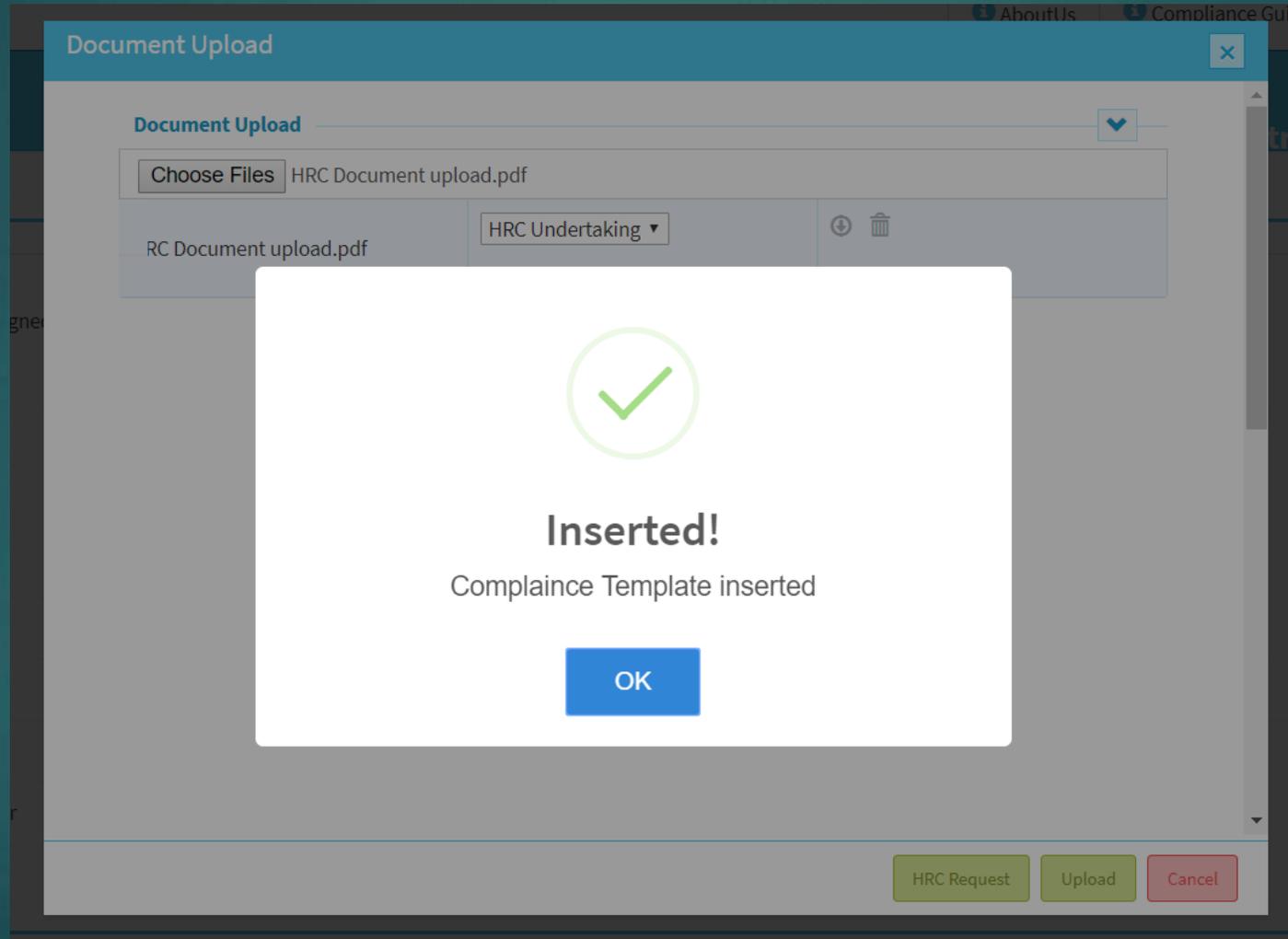
The screenshot shows a 'Document Upload' dialog box with a blue header. Below the header, there is a 'Document Upload' label and a dropdown arrow. A file selection area shows a 'Choose Files' button and the filename 'HRC Document upload.pdf'. Below this, a table lists the file 'RC Document upload.pdf'. A dropdown menu is open for this file, showing 'HRC Undertaking' as the selected option, with other options being '--FileType--' and 'HRC Undertaking'. A red circle highlights the dropdown menu, and a red arrow points from the text 'Select Document Type' to it. At the bottom of the dialog, there are three buttons: 'HRC Request', 'Upload', and 'Cancel'. A red circle highlights the 'Upload' button, and a red arrow points from the text 'After selecting undertaking document click on upload button' to it.

Select Document Type

After selecting undertaking document click on upload button

Upload Undertaking

Contractor



Request HRC

Contractor

Document Upload

Document Upload

Choose Files HRC Document upload.pdf

RC Document upload.pdf	HRC Undertaking	📄 🗑️
------------------------	-----------------	------

**After uploading undertaking for EIC Approval
Click on HRC Request**

HRC Request Upload Cancel

Monthly Checklist for Service Providers to confirm prior to submission of Documents for HRC

Sr No	Form/ Register	Checklist	Yes / No	Remarks
1	Muster Roll - Form D vis a vis Attendance Card	Names and Attendance of employees in Muster Roll - Form D have been matched with Number of Active Gate Passes during the period and with Attendance Card of employees.		
2	Paid Wages vis a vis Minimum Wage Notification	Minimum Wage has been considered as per the applicable Minimum Wages Rates for the month.		
3		Minimum Wage has been considered for the correct skill category of the employees as per the Minimum Wage Rate notification.		
4	Wage Calculation	Payment of Wage has been done in accordance with the total attendance of the respective employees.		
5	Wage Register (Form-B) vis a vis Muster Roll (Form D)	List of employees in Wage Register (Form B), Muster Roll (Form D) are same (this list should be a subset of the employees list in workman Register (Form A).		
6	Wage Register (Form B) vis a vis Attendance Card	Over Time hours mentioned in Wage Register (Form B) has been correctly matched with Attendance Card of employees.		
7	Over Time	Over Time has been paid on Hourly basis at twice the Ordinary Rate of Wage which includes basis and all allowance or minimum wages.		
8	Bank Statement vis a vis Wage Register (Form B)	Proof of Wage disbursement for all employees listed in Wage Register (Form B) has been submitted.		
9	(Revised) EPF remittance vis a vis Wage Register (Form B)	EPF contribution and challan for all covered/eligible employees listed in wage Register (Form B) have been submitted.		
10		Amount in ECR has been matched with PF with PF remittance amount in Wage Register (Form B).		
11		PF Remittance has valid TRRN Status		
12		Details of exempted employees and company staffs have been submitted.		
13		ESIC remittance vis a vis Wage Register (Form B)	ESIC contribution and challan for all covered/eligible employees listed in wage register (Form B) have been submitted.	
14	Amount in ECR has been matched with ESIC remittance in wage Register (Form B).			
15	Details of exempted employees and company staffs have been submitted.			

I/We undertake the responsibility that the information, documents, details provided above are correct in all respect and in case of any ambiguity/deviation/error, we will be held responsible for immediate correction / delay in payment/hold of bill amount for the same.

Contractor Seal/ Signature

- Form A - Format of Employee Register
- Form B - Format of Wage Register
- Form C - Format of Register of Loans / Recovery
- Form D - Format of Attendance Register