



# USER MANUAL

Labor Contractor Process

**JK LAKSHMI CEMENT LIMITED**

01 APR 2020

# Labor Contractor

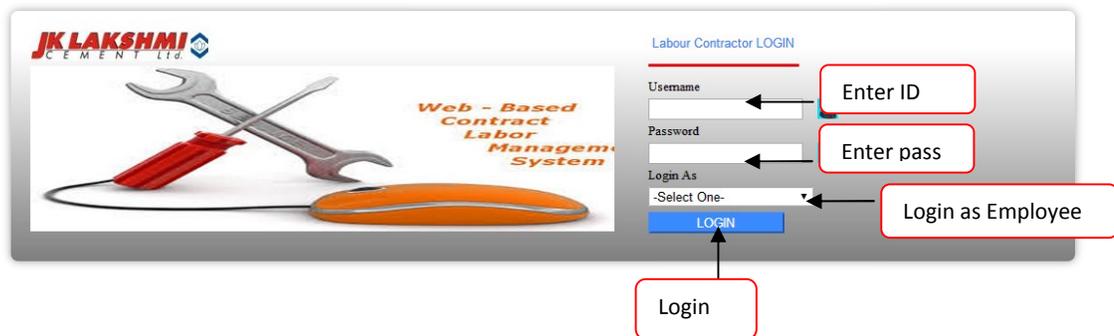
This Web based application is developed to make the online allocation and verification of contractor based employee through the system.

To use the labor contractor systems type the following Url in the browser: - <http://10.10.5.4/lbcontractor/>

The process is divided into three parts i.e.

- 1) Allocation by Contractor: - Contractor will allocate his labor on daily basis and allocation mail will be generated for authorized employee about that verification.
- 2) Employee Verification: - Employee will verify the labor allocated by contractor and a confirmation mail will be received to admin about that verification.
- 3) Admin Section:-The admin can have the facility to upload the punches, can view and allocation and verification done through reporting parts and have the other admin rights.

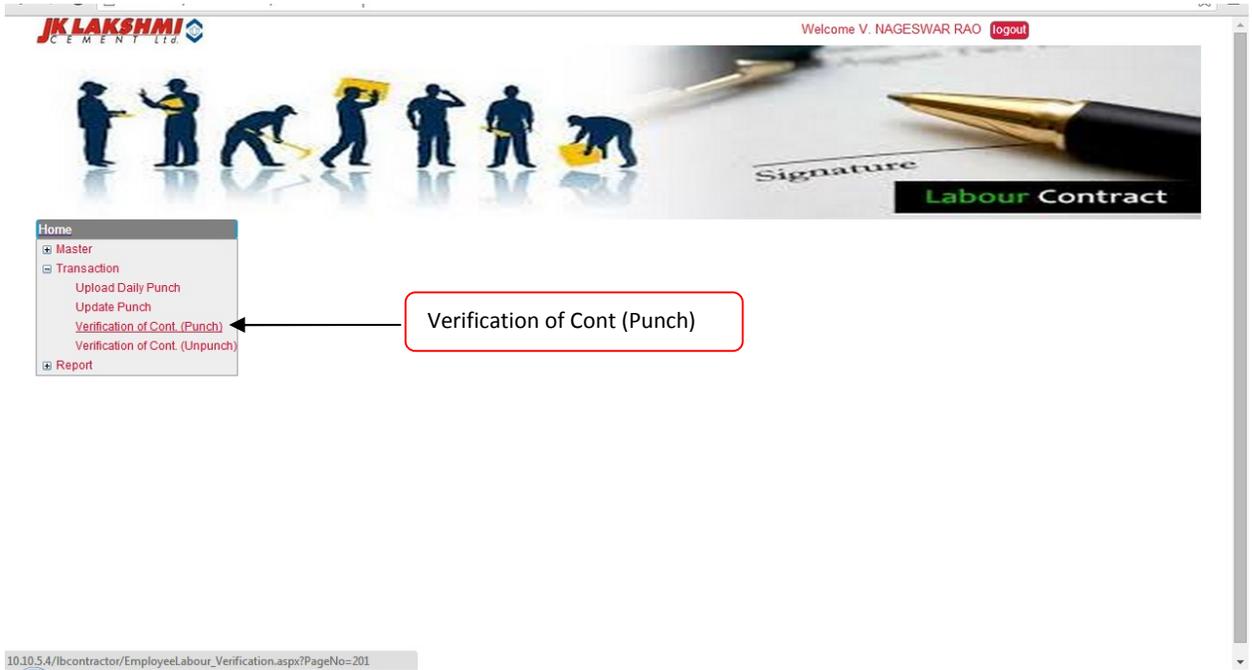
- 1) Employee Verification :- <http://10.10.5.4/lbcontractor/>



The first screen that appears after entering the url is the login screen. Employee will enter his User Id and password, select login as employee and click on login button to enter into the system

**Note:** User Name will be the Employee Code of the Employee.

Now based on the authorization the following screen will be appear to the user.



On Clicking following screen will open – select the dept and enter the date for which you want to verify and click on view button following screen will appear

**Verification Of Contractor Labour(Employeewise)** New List

**\* Mandatory Fields** Back

\* Company Code : JKLC SIROHI PLANT      \* Plant : SIROHI PLANT  
 \* Dept : PERSONNEL & ADMIN.      \* To Date : 04/06/2015  
 \* From Date : 01/06/2015     

#	Empname	Empcode	CONT NAME	SECTION NAME	PDATE	SHIFT	PUN1	PUN2	PUN3	PUN4	PUN5	PUN6	TOT	Total Day Approved(1 day=8 Hr)	OT Approved(0.5=30Mins)	Employee Check
1	CHAMPA	008665	RAJ SOLANKI CONST. CO.	TOWNSHIP MAINT	01/06/2015	DD	07:39						17:31 09:52	1		Approve ▼
2	BABALI	008667	RAJ SOLANKI CONST. CO.	TOWNSHIP MAINT	01/06/2015	DD	07:40									Pending ▼
3	Pinkali	011677	RAJ SOLANKI CONST. CO.	TOWNSHIP MAINT	01/06/2015	DD	07:40						17:28 09:48	1		Approve ▼
4	KIRAN	011678	RAJ SOLANKI CONST. CO.	TOWNSHIP MAINT	01/06/2015	DD	07:40						17:31 09:51	1		Approve ▼
5	smt suaa	007961	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	07:31						17:26 09:55	1		Approve ▼
6	Subhash Kundu	007963	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	05:51						14:00 08:09	1		Approve ▼
7	smt Kogi	007964	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	07:49						17:29 09:40	1		Approve ▼
8	Rahul	007965	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	05:33						19:07 13:34	1		Approve ▼
9	Regi	007966	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	07:45						17:27 09:42	1		Approve ▼
10	Aasha	007971	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	05:54	17:25					17:26 11:25	1		Approve ▼
11	Birma ram	007972	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	07:39						19:09 11:30	1		Approve ▼
12	Sarda	007973	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	07:48						17:27 09:39	1		Approve ▼
13	Gotam	007975	SATYA PAL SINGH	TOWNSHIP MAINT	01/06/2015	DD	05:49						17:31 11:42	1		Approve ▼

93	Gulam	007975	SATYA PAL SINGH	MAINT	04/06/2015	DD	05:30				17:24	11:48	1			Approve
94	Hira lal	007976	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	07:40				17:28	09:48	1			Approve
95	Bhoja ram	007982	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	07:47				17:32	09:45	1			Approve
96	Annu	007983	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	05:36				17:24	11:48	1			Approve
97	Arjun	007984	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	07:55				19:40	11:45	1			Approve
98	Manju	007985	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	05:49	05:50			17:31	00:01	0			Approve
99	Rahul	007987	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	14:15				21:54	07:39	1			Approve
100	Noratmal	007989	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	05:54				17:27	11:33	1			Approve
101	Moti	008034	SATYA PAL SINGH	TOWNSHIP MAINT	04/06/2015	DD	17:00				21:06	04:06	.5			Approve

Consider 8 Hr =1 day employee can enter his verification (1 or .5 as half day or 0) for the contractor employee and enter the O.T. If required make it approve (which means it's ok from employee).

Employee can reject the entry if he found it to be false or can put it as pending which he can approve it after some time.

Click on save button to save the entry. You can view the entry from the list

**Verification Of Contractor Labour(Employeewise)** New List

#	Dept	Date	View	Edit
1	PERSONNEL & ADMN.	15/05/2015		
2	PERSONNEL & ADMN.	16/05/2015		
3	PROCESS	18/05/2015		
4	PERSONNEL & ADMN.	21/05/2015		
5	PERSONNEL & ADMN.	22/05/2015		
6	PERSONNEL & ADMN.	23/05/2015		
7	PERSONNEL & ADMN.	26/05/2015		
8	PERSONNEL & ADMN.	08/06/2015		

Total Records :

To view Entry.

To edit Entry.

You can view the entry done by clicking on view button and for making some changes click on edit button.

For making changes click on edit button make the changes and click on submit button to save the changes as shown.

**Verification Of Contractor Labour(Employeewise)** Edit List

**\* Mandatory Fields** Back

\*Company Code : JKLC SIROHI PLANT \*Plant : SIROHI PLANT  
 \*Dept : PERSONNEL & ADMN.  
 \*From Date : 26/05/2015 \*To Date : 26/05/2015

#	Empname	Empcode	CONT NAME	SECTION NAME	PDATE	SHIFT	PUN1	PUN2	PUN3	PUN4	PUN5	PUN6	TOT	Total Day Approved(1 day=8 Hr)	OT Approved(0.5=30Mins)	Employee Check	
1	KAMALA	007795	INDRA CONST. CO.	WATER HUT	26/05/2015	DD	07:53	12:35	13:59				17:34	08:17	1		Approve
2	RAMA RAM	007804	INDRA CONST. CO.	WATER HUT	26/05/2015	DD	07:45						17:44	09:59	1		Approve
3	DALA RAM	008715	INDRA CONST. CO.	WATER HUT	26/05/2015	DD	07:50						17:37	09:47	1		Approve

For Making Verification of Un punch employee allocated by contractor use the Employee Allocation (UN Punch) link as shown



On Clicking following screen will open –Enter the no of person to be approved along O.T. if required and click on save button to save the data

**Verification Of Contractor Labour(Employeewise-Unpunch)** Edit List

**\* Mandatory Fields** Back

\* Company Code : JKLC SIROHI PLANT      \* Plant : SIROHI PLANT  
 \* Dept : SECURITY  
 \* From Date : 29/05/2015      \* To Date : 29/05/2015

#	CONT NAME	SECTION NAME	DATE	No Of Person	OT	No Of Person Approved	OT Approved	Employee Check
1	DYNAMIC TEAM SECURITY SERVICES PVT. LTD.	SECURITY	29/05/2015	3	0	3	0	Approve

You can view the entry from the list

**Verification Of Contractor Labour(Employeewise-Unpunch)** New List

#	Dept	From Date	View	Edit
1	SECURITY	29/05/2015		

Total Records :

To view Entry.

To edit Entry.

You can view the entry done by clicking on view button and for making some changes click on edit button.

For making changes click on edit button make the changes and click on submit button to save the changes as shown.

### Verification Of Contractor Labour(Employeewise-Unpunch)

[Edit](#)[List](#)

**\* Mandatory Fields**

[Back](#)

\* Company Code : JKLC SIROHI PLANT  
\* Dept : SECURITY  
\* From Date : 29/05/2015

\* Plant : SIROHI PLANT  
\* To Date : 29/05/2015

#	CONT NAME	SECTION NAME	DATE	No Of Person	OT	No Of Person Approved	OT Approved	Employee Check
1	DYNAMIC TEAM SECURITY SERVICES PVT. LTD.	SECURITY	29/05/2015	3	0	3	0	Approve

**Note:** Do not left screen ideal for more than 10 mins. This will lead to expire you session and you have to re login and all your unsaved changes will be lost.