



# USER MANUAL

Labor Contractor Process

**JK LAKSHMI CEMENT LIMITED**

01 APR 2020

# Labor Contractor

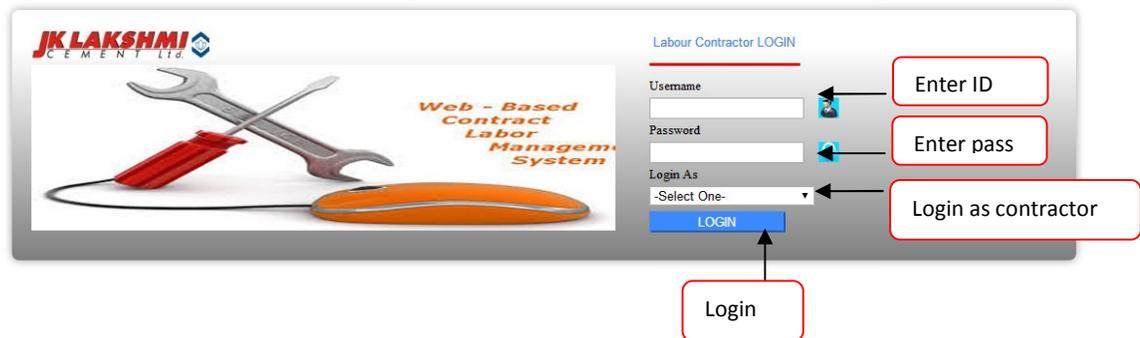
This Web based application is developed to make the online allocation and verification of contractor based employee through the system.

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) Allocation By Contractor



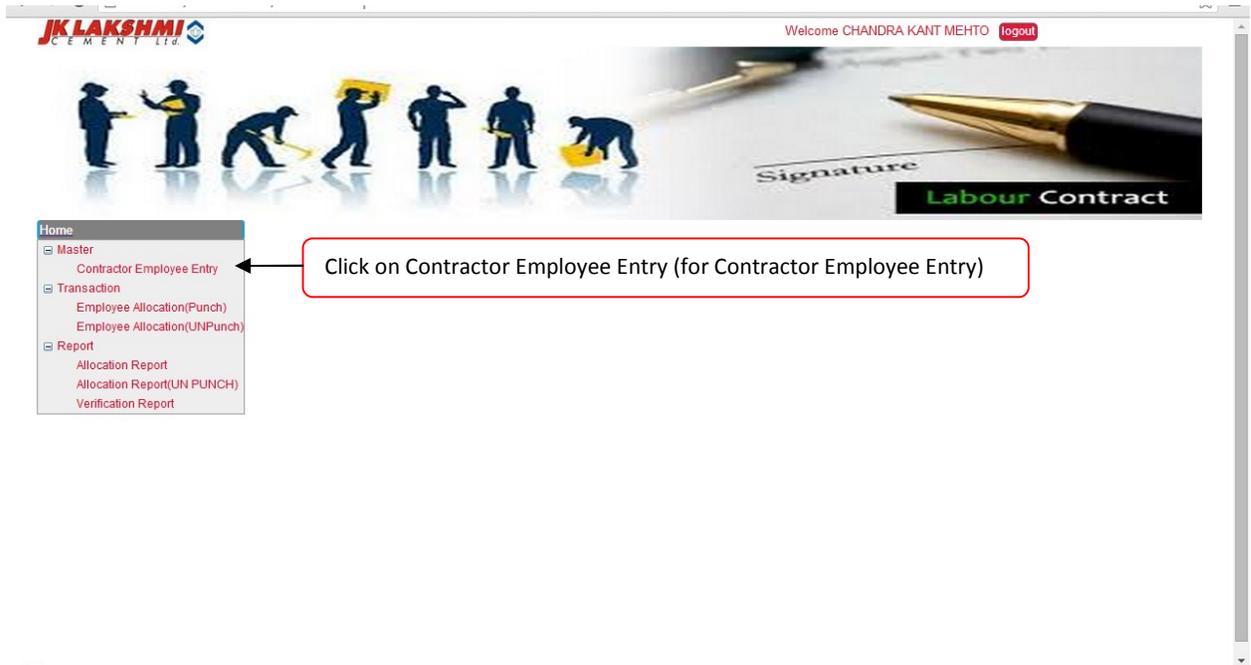
The first screen that appears after entering the url is the login screen. Contractor will enter his User Id and password, select login as contractor and click on login button to enter into the system.

**Note:** User Name will be the Contractor Code of the contractor.



Once Contractor has successfully login he has to select the plant for which he his allocating the labor.

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



On Clicking on contractor employee entry link following form will be available to the user. Fill the required details as required and click on save button to save the new employee entry for the contractor.

The screenshot shows the 'Contractor Employee Master' form. It features a header with 'New' and 'List' buttons. A 'Back' link is located in the top right corner. The form is divided into two columns of fields, all marked as mandatory with a red asterisk. The left column includes: Company Code (JKLC SIROHI PLANT), Contractor Name (CHANDRA KANT MEHT), Effective From (16/06/2015), Emp Name, Dept (--SELECT DEPT--), Supply Code (--SELECT SUPPLY CO), Active (-Select One-), and PF Applicable (-Select One-). The right column includes: Plant (SIROHI PLANT), Emp Code, Job Code (--SELECT JOB CODE--), Section, Skill Code (--SELECT SKILL CODE--), Rate, and PF Number. At the bottom, there are 'Save' and 'Reset' buttons. A red box with an arrow points to the 'List' button, labeled 'To View Employee List.'. Another red box with an arrow points to the 'Save' button, labeled 'To save Entry.'.

Once you save the entry the employee will be added in the contractor list and it will be available at the time of allocation

The screenshot shows the 'Contractor Employee Master' list view. The browser address bar indicates the URL '10.10.5.4/lbcontractor/Cont\_Emp\_Entry\_Form.aspx?PageNo=10'. The table has columns for '#', 'Contractor Code', 'Contractor Name', and 'View Edit'. A single record is displayed with Contractor Code '0001400024' and Contractor Name 'CHANDRA KANT MEHTO'. Below the table, it says 'Total Records :'. The 'View Edit' column contains icons for viewing and editing. A red box with an arrow points to the view icon, labeled 'To view Entry.'. Another red box with an arrow points to the edit icon, labeled 'To edit Entry.'.

#	Contractor Code	Contractor Name	View Edit
1	0001400024	CHANDRA KANT MEHTO	

The List will show the entire contractor employee list and if some updating required you can edit it through the editing part.

Edit Screen will appear like this

**Contractor Employee Master**

Edit
List

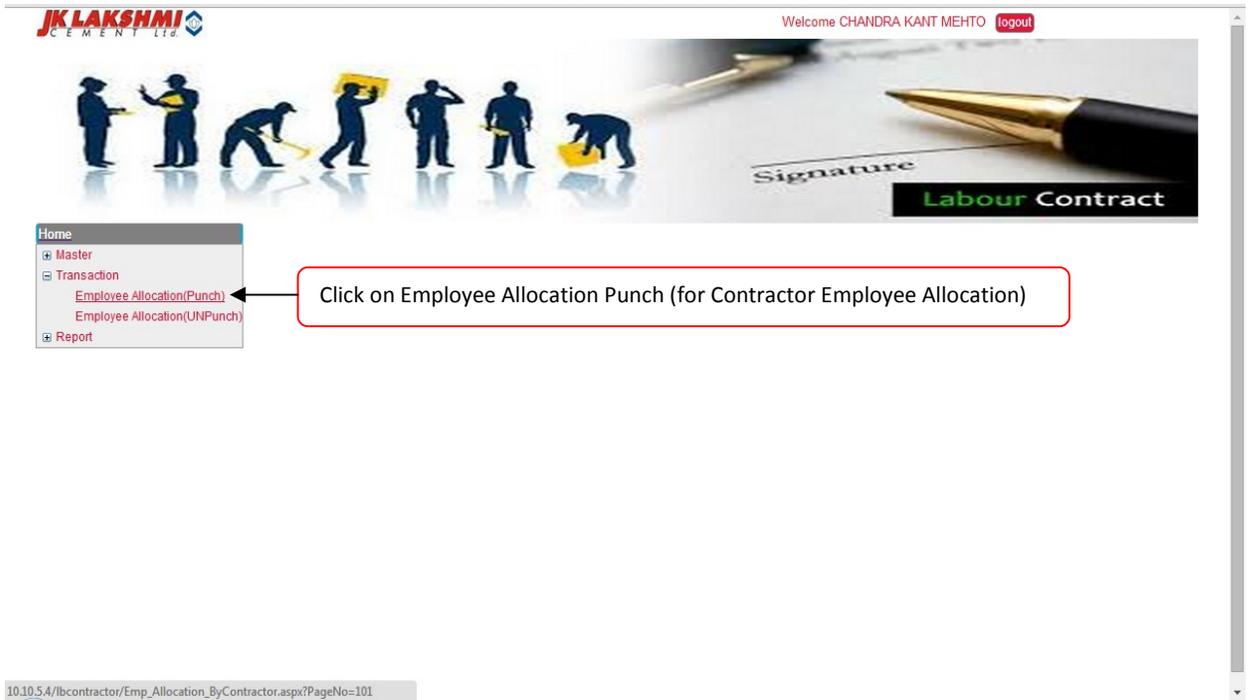
**\* Mandatory Fields** Back

*Company Code	: JKLC SIROHI PLANT ▼	*Plant	: SIROHI PLANT ▼
*Contractor Name	: CHANDRA KANT MEHT ▼	*Emp Code	: <input type="text"/>
*Effective From	: 16/06/2015	*Job Code	: --SELECT JOB CODE-- ▼
*Emp Name	: <input type="text"/>	*Section	: <input type="text"/>
*Dept	: --SELECT DEPT-- ▼	*Skill Code	: --SELECT SKILL CODE ▼
*Supply Code	: --SELECT SUPPLY COI ▼	*Rate	: <input type="text"/>
*Active	: -Select One- ▼	*PF Number	: <input type="text"/>
*PF Applicable	: -Select One- ▼		

#	EMP NAME	EMP CODE	Edit
1	00	008671	
2	Akash Mehato	008672	
3	00	008673	
4	Soniya	008674	
5	Bhaira Ram	008675	
6	Ganesh	008676	
7	00	008677	
8	Kali	008678	
9	00	008679	
10	Kari	008680	
11		011701	
12	00	011702	
13		011703	
14		011704	
15	Puni	011705	
16		011706	
17	00	011707	
18		011708	
19	00	011709	
20		011710	
21		011711	
22		011712	
23		011713	
24		011714	
25		011715	
26		011716	
27		011717	
28		011718	
29		011719	
30		011720	

You can make the changes required and click on submit icon to save the desire changes.

To Allocate the Employee by the Contractor



On Clicking following screen will open – enter the date for which you want to make allocation and click on view .It will show the list of employee that are available for allocation on that day.Fill the details (if required) and make the allocation yes( which means you are allocating that particular employee to the particular section) as shown

**Employee Allocation By Contractor** New

**\* Mandatory Fields**

\* Company Code : JKLC SIROHI PLANT      \* Plant : SIROHI PLANT  
 \* Contractor Name : CHANDRA KANT MEHT      \* Date : 16/06/2015

#	Empname	Empcode	Job Code	Dept	Section	Supply	Skill	PDATE	SHIFT	PUN1	PUN2	PUN3	PUN4	PUN5	PUN6	TOT	Expected OT
1	Akash Mehato	008672	Capital	CIVIL	1013@CIVIL	JOB CONT	G05-MASON	16/06/2015	DD	07:59							0
2	00	008673	Capital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	07:57							0
3	Puni	011705	Capital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	07:56							0
4	00	011709	Capital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	08:02							0

Allocation By Contractor

New List

Back

: JKLC SIROHI PLANT \*Plant  
 : CHANDRA KANT MEHT \*Date  
 : SIROHI PLANT  
 : 16/06/2015

View

Code	Dept	Section	Supply	Skill	PDATE	SHIFT	PUN1	PUN2	PUN3	PUN4	PUN5	PUN6	TOT	Expected OT	OT	Allocate
ital	CIVIL	1013@CIVIL	JOB CONT	G05-MASON	16/06/2015	DD	07:59							0		Yes
ital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	07:57							0		Yes
ital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	07:56							0		No
ital	CIVIL	1013@CIVIL	JOB CONT	G07-LABOUR	16/06/2015	DD	08:02							0		Yes

Save Reset

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

Employee Allocation By Contractor

New List

#	Allocation Date	Doc No	View	Edit
1	01/05/2015	1049		
2	02/05/2015	1058		
3	03/05/2015	1084		
4	04/05/2015	1083		
5	05/05/2015	1082		
6	06/05/2015	1085		
7	07/05/2015	1099		
8	08/05/2015	1160		
9	09/05/2015	1161		
10	10/05/2015	1162		
11	11/05/2015	1163		
12	12/05/2015	1164		
13	13/05/2015	1165		
14	14/05/2015	1173		
15	15/05/2015	1192		
16	16/05/2015	1245		
17	17/05/2015	1246		
18	18/05/2015	1247		
19	19/05/2015	1248		
20	20/05/2015	1249		
21	21/05/2015	1296		
22	22/05/2015	1297		
23	23/05/2015	1314		

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.

**Note:** Editing will be available only for the same day entries. so for any correction it can be done on the same day before the verification get started

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

## Employee Allocation By Contractor

**\* Mandatory Fields**

\* Company Code : JKLC SIROHI PLANT \* Plant : SIROHI PLANT  
 \* Contractor Name : CHANDRA KANT MEHT \* Date : 14/05/2015

#	Empname	Empcode	Job Code	Dept	Section	Supply	Skill	PDATE	SHIFT	PUN1	PUN2	PUN3	PUN4	PUN5	PUN6	TOT	Expected OT	OT
1	Akash Mehato	008672	Capital	CIVIL	N048@CIVIL M	JOB CONT	G05-MASON	14/05/2015	DD	07:54	10:51	14:24				17:34	06:07	0
2	Ganesh	008676	Capital	CIVIL	N048@CIVIL M	JOB CONT	G05-MASON	14/05/2015	DD	07:58						17:34	09:36	1.30
3	Kari	008680	Capital	CIVIL	N048@CIVIL M	JOB CONT	G07-LABOUR	14/05/2015	DD	07:58						17:31	09:33	1.30
4	Puni	011705	Capital	CIVIL	N048@CIVIL M	JOB CONT	G07-LABOUR	14/05/2015	DD	07:48						17:29	09:41	1.30
5	00	011709	Capital	CIVIL	N048@CIVIL M	JOB CONT	G07-LABOUR	14/05/2015	DD	07:58						17:31	09:33	1.30

Submit Reset

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

On Clicking following screen will open –Fill the details and click on add button to add the rows. After adding all the UN punch entries click on save button to save the entry as shown

**Employee Allocation By Contractor (UNPUNCH)** Edit List

**\* Mandatory Fields** Back

* Company Code	: JKLC SIROHI PLANT	* Plant	: SIROHI PLANT
* Contractor Name	: NATIONAL TRANSPOR	* Date	: 16/06/2015
* Job Code	: --SELECT JOB CODE--	* Section	:
* Dept	: --SELECT DEPT--	* Skill	: -Select One-
* Supply	: -Select One-	* OT	: 0
* No Of Person	:		
* Remarks	:		

+ ADD

#	Job Code	Dept	Section	Supply	Skill	No Of Person	OT	Remarks	Edit
1	Revenue	MINES	ADHOC/SUPPLY JOB	LUMSUM	ADHOC/SUPPLY JOB	144	0	mines operation work	

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

**Employee Allocation By Contractor (UNPUNCH)** New List

#	Allocation Date	Document No	View	Edit
1	18/05/2015	1021		
2	20/05/2015	1022		
3	21/05/2015	1023		
4	22/05/2015	1024		
5	23/05/2015	1025		
6	24/05/2015	1026		
7	25/05/2015	1027		
8	26/05/2015	1028		
9	27/05/2015	1029		
10	29/05/2015	1030		
11	30/05/2015	1045		
12	31/05/2015	1049		
13	01/06/2015	1050		
14	02/06/2015	1052		
15	03/06/2015	1053		
16	04/06/2015	1054		
17	05/06/2015			
18	06/06/2015			
19	07/06/2015	1061		
20	08/06/2015	1062		
21	09/06/2015	1063		
22	10/06/2015	1066		
23	11/06/2015	1069		

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.

**Note:** Editing will be available only for the same day entries. So for any correction it can be done on the same day before the verification get started

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

**Employee Allocation By Contractor (UNPUNCH)** Edit List

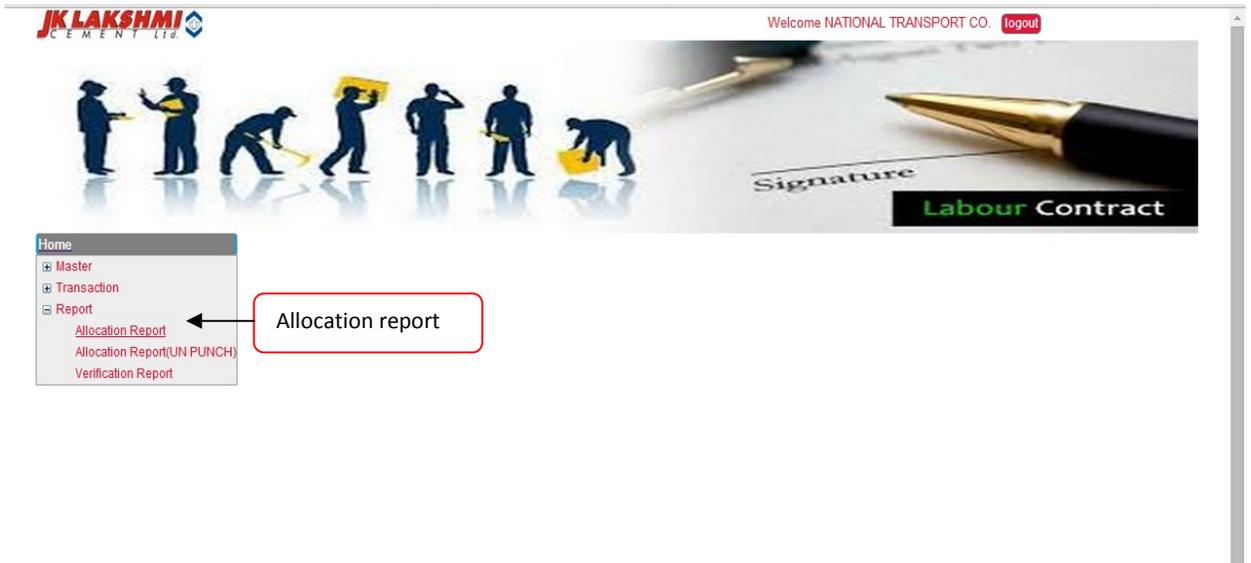
**\* Mandatory Fields** Back

* Company Code	: JKLC SIROHI PLANT	* Plant	: SIROHI PLANT
* Contractor Name	: NATIONAL TRANSPOR	* Date	: 15/06/2015
* Job Code	: --SELECT JOB CODE--	* Section	:
* Dept	: --SELECT DEPT--	* Skill	: --Select One--
* Supply	: --Select One--	* OT	: 0
* No Of Person	:		
* Remarks	:		

#	Job Code	Dept	Section	Supply	Skill	No Of Person	OT	Remarks	Edit
1	Revenue	MINES	ADHOC/SUPPLY JOB	LUMSUM	ADHOC/SUPPLY JOB	142	0	mines operation work	<input type="button" value="Edit"/>

The following reports will be available to the contractor for checking purpose

1) Allocation report (Punch Wise)



This report will show the daily basis allocation done by the contractor based on dept and section.

The report will contain detail and summary part as shown

**Search Criteria**

<b>Date</b>	: 16/06/2015	<b>To Date</b>	: 16/06/2015
<b>Contractor Name</b>	: NATIONAL TRANSPORT (▼)	<b>Report Type</b>	: --Select Report Type-- (▼)
		<input type="button" value="Submit"/> <input type="button" value="Reset"/>	
		<input type="button" value="--Select Report Type--"/> <input type="button" value="Detail"/> <input type="button" value="Summary"/>	

Detail will provide a single day detail report to contractor based on the from date and summary will provide the summary data to the contractor based on the date range.

O/P Of the report will be like this for detail

NATIONAL TRANSPORT CO. for Dated 15/06/2015 (Single Day Report)					6/16/2015 11:48:57 AM		
#	Emp Code	Job Code	Dept Name	Section	Supply	Skill	No Of Person Allocated
1	012355	REVENUE	MINES	BAJA RAM	LUMSUM	HEMO	1
2	011440	REVENUE	MINES	ISWER	LUMSUM	HEMO	1
3	012352	REVENUE	MINES	KALUDAS	LUMSUM	HEMO	1
4	011442	REVENUE	MINES	R S HADA	LUMSUM	HEMO	1
5	012356	REVENUE	MINES	SATPAL-D.OPTR	LUMSUM	DRILL OPTR	1
<b>Total</b>							5
6	012354	REVENUE	MINES WORKSHOP	MINES WORK SHOP	LUMSUM	HEPLER	1
<b>Total</b>							1
							6

O/P Of the report will be like this for summary

[View Search Panel](#)

Summary Statement for NATIONAL TRANSPORT CO. from Dated 14/06/2015 to 16/06/2015						6/16/2015 11:50:05 AM
#	Dept Name	Section	Job Code	Supply	Skill	No Of Person Allocated
1	MINES	B-LAXMAN	REVENUE	LUMSUM	BLASTER	1
2	MINES	BAJA RAM	REVENUE	LUMSUM	HEMO	2
3	MINES	CHAIN SINGH	REVENUE	LUMSUM	HEMO	1
4	MINES	IRFAN	REVENUE	LUMSUM	HEMO	1
5	MINES	ISWER	REVENUE	LUMSUM	HEMO	2
6	MINES	KALUDAS	REVENUE	LUMSUM	HEMO	2
7	MINES	R S HADA	REVENUE	LUMSUM	HEMO	1
8	MINES	RAJENDER	REVENUE	LUMSUM	HEMO	1
9	MINES	RAJESH	REVENUE	LUMSUM	HEMO	1
10	MINES	SARWAN	REVENUE	LUMSUM	HEMO	1
11	MINES	SATPAL-D.OPTR	REVENUE	LUMSUM	DRILL OPTR	2
12	MINES	SHANKER LAL	REVENUE	LUMSUM	HEMO	1
<b>Total</b>						16
13	MINES WORKSHOP	MINES WORK SHOP	REVENUE	LUMSUM	HEPLER	1
<b>Total</b>						1
						17

## 2) Allocation Report (Un Punch)


Welcome NATIONAL TRANSPORT CO. [Logout](#)



Home

- Master
- Transaction
- Report
  - [Allocation Report](#)
  - [Allocation Report\(UN PUNCH\)](#)
  - [Verification Report](#)

Allocation report (UN Punch)

←

This report will show the daily basis allocation (UN punch) done by the contractor based on dept and section as shown

**Search Criteria**

Date : 15/06/2015

Contractor Name : NATIONAL TRANSPORT (▼)

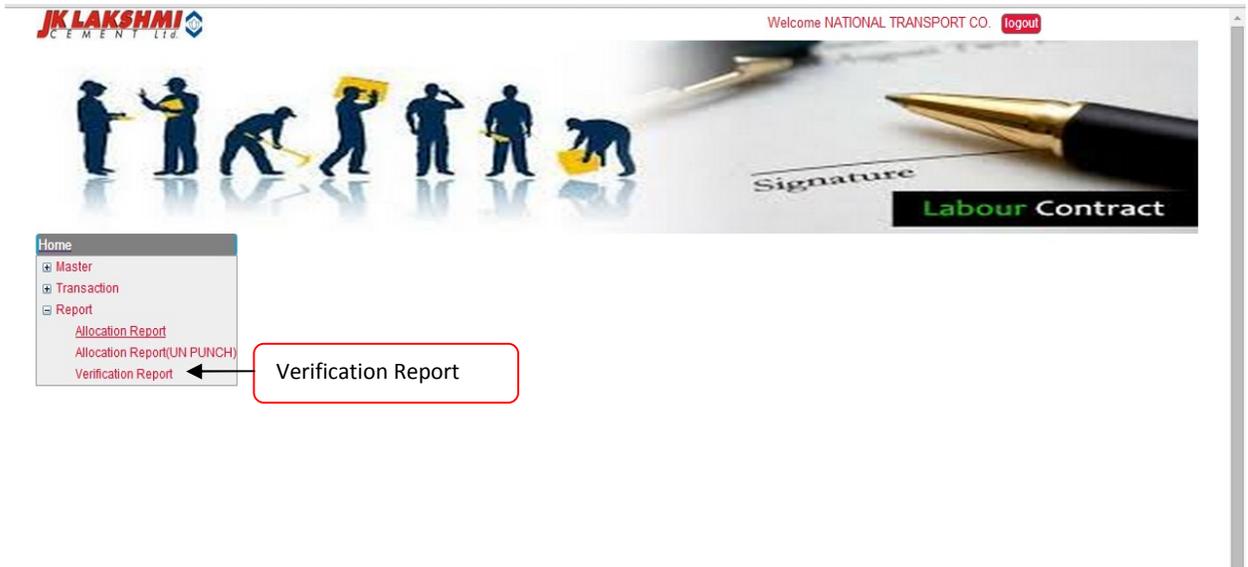
Submit Reset

O/P Of the report will be like this

View Search Panel

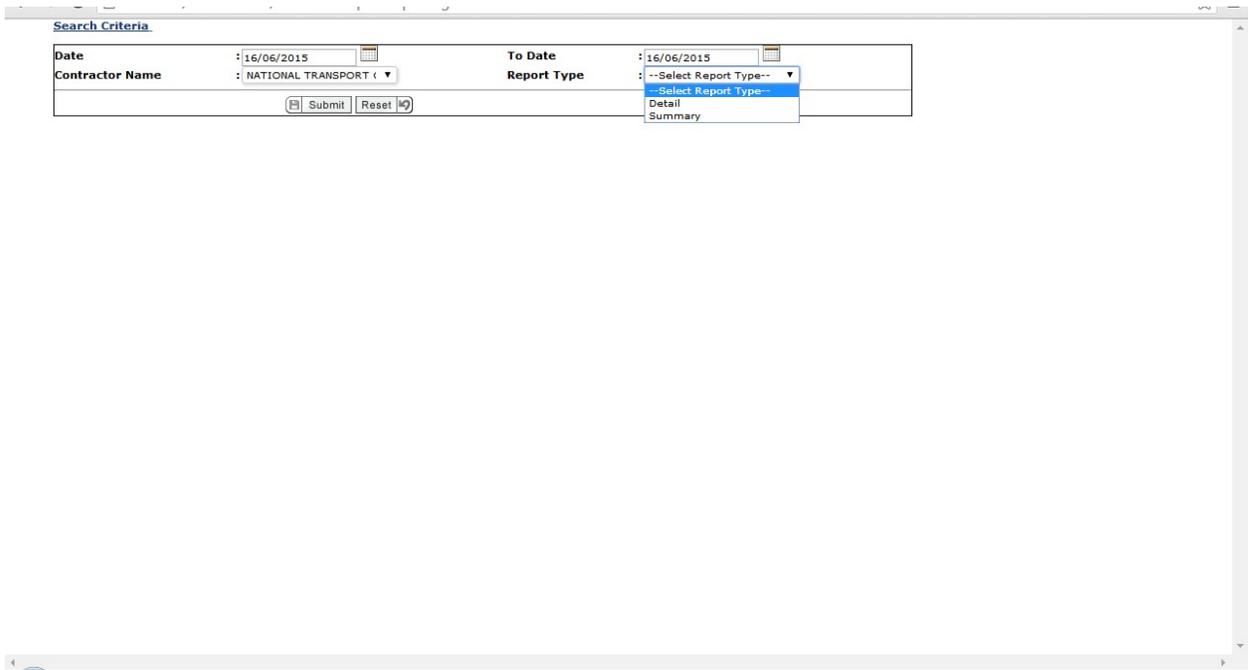
NATIONAL TRANSPORT CO. for Dated 15/06/2015					Employee Approval		6/16/2015 11:54:10 AM			
#	Job Code	Dept Name	Section	Supply	Skill	No Of Person	OT	Verified By	Verified On	Status
1	REVENUE	MINES	ADHOC/SUPPLY JOB	LUMSUM	ADHOC/SUPPLY JOB	0	0			PENDING

3) Verification Report (Punch)



This report will show the daily basis verification done by the employee against the allocation made by the contractor based on dept and section.

The report will contain detail and summary part as shown



Detail will provide a single day detail report to contractor based on the from date and summary will provide the summary data to the contractor based on the date range.

O/P Of the report will be like this for detail

View Search Panel

NATIONAL TRANSPORT CO. for Dated 15/06/2015 (Single Day Report)								6/16/2015 11:57:23 AM			
#	Emp Code	Job Code	Dept Name	Section	Supply	Skill	No Of Person Approved(As Per 8 Hrs)	OT (Approved)	Verified By/Pending At	Verified On	Status
1	012355	REVENUE	MINES	BAJA RAM	LUMSUM	HEMO	0	0	BHAGWATI LAL GARG,ANIL KUMAR JAIN		PENDING
2	011440	REVENUE	MINES	ISWER	LUMSUM	HEMO	0	0	BHAGWATI LAL GARG,ANIL KUMAR JAIN		PENDING
3	012352	REVENUE	MINES	KALUDAS	LUMSUM	HEMO	0	0	BHAGWATI LAL GARG,ANIL KUMAR JAIN		PENDING
4	011442	REVENUE	MINES	R S HADA	LUMSUM	HEMO	0	0	BHAGWATI LAL GARG,ANIL KUMAR JAIN		PENDING
5	012356	REVENUE	MINES	SATPAL-D.OPTR	LUMSUM	DRILL OPTR	0	0	BHAGWATI LAL GARG,ANIL KUMAR JAIN		PENDING
<b>Total</b>							0				
6	012354	REVENUE	MINES WORKSHOP	MINES WORK SHOP	LUMSUM	HEPLER	0	0	LOKESH KUMAWAT,RUKMUDDIN		PENDING
<b>Total</b>							0				
<b>Total</b>							0	0			

Contractor can check the status of the verification done by the employee against his allocation

O/P Of the report will be like this for summary

View Search Panel

Summary Statement for NATIONAL TRANSPORT CO. from Dated 14/06/2015 to 16/06/2015								6/16/2015 11:58:34 AM	
#	Dept Name	Section	Job Code	Supply	Skill	No Of Person Approved	OT Approved		
1	MINES	B-LAXMAN	REVENUE	LUMSUM	BLASTER	1	0		
2	MINES	BAJA RAM	REVENUE	LUMSUM	HEMO	1	0		
3	MINES	CHAIN SINGH	REVENUE	LUMSUM	HEMO	1	0		
4	MINES	IRFAN	REVENUE	LUMSUM	HEMO	1	0		
5	MINES	ISWER	REVENUE	LUMSUM	HEMO	1	0		
6	MINES	KALUDAS	REVENUE	LUMSUM	HEMO	1	0		
7	MINES	R S HADA	REVENUE	LUMSUM	HEMO	0	0		
8	MINES	RAJENDER	REVENUE	LUMSUM	HEMO	1	0		
9	MINES	RAJESH	REVENUE	LUMSUM	HEMO	1	0		
10	MINES	SARWAN	REVENUE	LUMSUM	HEMO	0	0		
11	MINES	SATPAL-D.OPTR	REVENUE	LUMSUM	DRILL OPTR	1	0		
12	MINES	SHANKER LAL	REVENUE	LUMSUM	HEMO	1	0		
<b>Total</b>						10			
13	MINES WORKSHOP	MINES WORK SHOP	REVENUE	LUMSUM	HEPLER	0	0		
<b>Total</b>						0			
<b>Total</b>						10	0		

**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.