E26. Process Document for CLIP (for Administrator Login)

CIL'S CONTRACT LABOUR INFORMATION PORTAL (CLIP)
STEP BY STEP PROCESS FOR AREA/SUB AREA/UNIT LOGIN (JUNE 2020)

SL	DETAILS
1	**LOGIN INTO THE PORTAL**
	• Open **http://www.coalindia.in**, in the tab "**EMPLOYEE CORNER**", click on "**CLIP**" • In the menu on right side, click on "**ADMINISTRATOR SIGN IN**" • Enter Login details and click on **SUBMIT** *(Please contact your APM or Contract Labour Management Cell, SECL HQ for login details)*
2	**CHANGE OF PASSWORD**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**PROFILE**" • Click on "**CHANGE PASSWORD**" • Enter new password and enter **SUBMIT**
3	**CHECKING CUIN NO. FROM LIST OF APPROVED CONTRACTORS**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**CONTRACTOR [APPROVED]**" • The page will show details of all registered contractors • Search for the desired contractor's name, etc. and check the CUIN
4	**WORK-ORDER APPROVAL**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**WORK ORDER APPROVAL**" • The page will show details of all work orders pending for approval (Area Nodal Officer can see work-orders in respect of her/his Area) • Click on "**APPROVE**" button at the last column (work order will be visible under wages tab of contractor's login after approval)
5	**CHECKING LIST OF APPROVED WORK-ORDERS**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**WORK ORDER [APPROVED]**" • The page will show list of all approved work orders
6	**ENTERING EXTENSION DETAILS OF WORK-ORDERS**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**WORK ORDER [EDIT/DELETE]**" • The page will show list of all approved work orders • Search for the desired work order and click on EDIT button at the last column • A new pop up window will come with details of selected Work Order • Enter DATE OF EXTENSION and new DATE OF COMPLETION and click on SUBMIT
7	**DOWNLOADING WAGES SHEET FOR ANY CONTRACTOR**
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "**WORKMAN WAGES**" • Enter the name of contractor (AUTO FILL option has been provided) • The next tab will show drop-down list of all approved work-orders of the selected contractor • Select the desired work-order from the drop-down list • Select Month and Year & Click on "**GET WAGES EXCEL**" • Wages sheet (in MS excel format) for the selected contractor, work-order, month & year shall be downloaded

(JUNE 2020)

OBLIGATIONS UNDER CL(R&A) ACT, 1970; CL(R&A) RULES, 1971; CMPF SCHEME, ETC.

8	ENTERING DATE OF WAGES PAYMENT (FREEZING OF WAGES DETAILS)
	THIS OPTION HAS TO BE ADMINISTERED BY UNIT/SUB AREA/AREA NODAL OFFICER TO ENTER THE DATE OF WAGES PAYMENT AND DATE OF DEPOSIT OF PF CONTRIBUTION IN RESPECT OF ANY WORK ORDER FOR ANY MONTH (WAGE PERIOD) UPON RECEIVING THE PROOF. *ONCE THE ABOVE DATES ARE ENTERED BY ADMINISTRATOR LOGIN, THE WAGES DETAILS SHALL BE FROZEN IN CLIP AND BECOMES UNEDITABLE.* • Login into the portal (as per steps at 1 above) • In the menu on left side, click on "WORKMAN WAGES PAYMENT" • Enter the name of contractor (AUTO FILL option has been provided) • The next tab will show drop-down list of all approved work-orders of the selected contractor • Select the desired work-order from the drop-down list & select Month and Year • Click on "GET PAYMENT DETAILS" & click on "DISPLAY WAGE DETAILS" • Enter "BANK DEPOSIT DATE" and "PF DEPOSIT DATE" and click on SUBMIT
9	CHECKING LIST OF ADMIN LOGINS
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "USER MANAGEMENT" • The page will show the list of all administrator logins for Area (AHQ, Sub Areas, etc.) • Click on "PASSWORD RESET" to reset the password of login to default password
10	CREATING NEW ADMINISTRATOR LOGIN FOR AREA HQ/SUB AREA/UNIT/ETC.
	• Login into the portal (as per steps at 1 above) • In the menu on left side, click on "NEW ADMIN" • The page will show a drop-down list of all Sub Areas/Units of the Area • Select any "UNIT" from the list and enter LOGIN ID in the next tab • Click on ADD *(the new administrator login shall be created with username and password as entered)* **NOTE:** *Please create new admin login with proper name like AREA-CODE_UNIT-NAME, etc.*
11	REPORTS (MIS)

	This feature has been provided to download various kinds of reports(in PDF or MS EXCEL format) viz. list of all & approved work orders, location details of work orders, list of engaged workmen, etc.
	
	 • Login into the portal (as per steps at 1 above)
	 • In the menu on left side, click on any of the following options under "REPORTS"
	     WORK ORDER LIST | WORK ORDER APPROVED | WORK ORDER LOCATIONS | ENGAGED WORKMEN LIST | LOCATION NOT UPDATED | WAGES LOCK STATUS | GENDER DETAILS NA
	 • Further, In the menu on left side, click on any of the following options under "WAGE REPORTS"
	     # CONTRACTORS AREA WISE | # WORKERS CONTRACTOR WISE | WORKER ATTENDANCE | AVERAGE PAYMENT | WAGE DETAILS
	 • Click on REPORT PDF or REPORT EXCEL to download the selected report in the format

12	PREPARING SUMMARY OF WORK-ORDERS FOR WHICH WAGES ARE UPLOADED
	• Open http://www.coalindia.in • In the tab "OUR PEOPLE", click on "CLIP" (@ menu bar below CIL Logo) (this will take you to Home Page of Contract Labour Information Portal) • At the Menu on Right Side Top, click on "PUBLIC INFORMATION" • Select "COMPANY", "MONTH" and "YEAR" from the drop-down lists, and enter GO • Copy the details in an excel sheet • Count the no. of work orders for which wages details have been entered • Calculate the sum of workmen for which wages details have been entered

E27. Process Document for CLIP (for Contractors)

CIL'S CONTRACT LABOUR INFORMATION PORTAL (CLIP)
STEP BY STEP PROCESS FOR VARIOUS MODULES (FOR CONTRACTORS) (JUNE 2020)

SL	DETAILS
1	**CONTRACTOR REGISTRATION** (*ONE TIME PROCESS ONLY*)
	• Open **http://www.coalindia.in**
	• In the tab **"EMPLOYEE CORNER"**, click on **"CLIP"** (*@ menu bar below CIL Logo*) (*this will take you to Home Page of Contract Labour Information Portal*)
	• At the Menu on Right Side Top, click on **"CONTRACTOR REGISTRATION"**
	• Complete all the Personal Details of Contractor and enter **SUBMIT** (*Name of Contractor, Name of Firm, PAN Card No., Contact Details, Aadhar No. of proprietor, any running Work Order*) (*The information provided will not be in public domain*)
	(*Company Nodal Officer will approve the registration, after which contractor will get login details in SMS*)
2	**LOGIN INTO PORTAL BY CONTRACTOR**
	• Open **http://www.coalindia.in**, in the tab **"EMPLOYEE CORNER"**, click on **"CLIP"**
	• In the menu on right side, click on **"CONTRACTOR SIGN IN"**
	• Enter Login details as received through SMS and login
	(*6/7 digit CUIN No. would be both username and password. Password can be changed after login*)
3	**CHANGE OF PASSWORD**
	• Login into the portal (as per steps at 2 above)
	• In the menu on left side, click on **"PROFILE"** & Click on **"CHANGE PASSWORD"**
	• Enter new password and enter **SUBMIT**
4	**CHANGE OF PROFILE DETAILS**
	• Login into the portal (as per steps at 2 above). In the menu on left side, click on **"PROFILE"**
	• You may change Permanent Address, Present Address, Mobile No, Email ID
	• After entering the changed details, press **SAVE CHANGES**
5	**ADDITION OF WORKMEN DETAILS** (*DETAILS OF ALL EMPLOYEES TO BE ENTERED*)
	• Login into the portal (as per steps at 2 above)
	• In the menu on left side, click on **"WORKMAN DETAILS (ACTIVE)"**
	• The page will show details of all registered active workmen
	• At the bottom of the page, click on **"ADD EMPLOYEE"**
	• Enter all the details of contractor worker and enter **SUBMIT (AADHAR NO., BANK ACCOUNT NO., PF ACCOUNT NO., ETC. ARE MANDATORY)**
	(*Bio Data of contract labours must be entered correctly – Name, Surname, Father's Name, DOB, Gender, Designation, Type of Contractor {HPC/DGR/Min. Wages/NCWA/Others}, Category {Unskilled/Unskilled Supervisor/Semi-Skilled/Skilled/Highly Skilled}, Work Order, Address, Mobile No., Email ID, PAN No., Aadhar No., applicability & percentage of UG Allow./Pension/Bonus/Attendance Bonus/PF/etc., Bank A/c No., etc.*)
6	**TERMINATION OF WORKMEN PROFILE**
	• Login into the portal (as per steps at 2 above)
	• In the menu on left side, click on **"WORKMAN DETAILS (ACTIVE)"**
	• The page will show details of all registered workmen
	• Click in the button in front of name of workman, whose name is to be deleted
	• At the bottom of the page, enter **"DATE OF TERMINATION"** & **"REASON FOR TERMINATION"** and enter **SUBMIT**
	• This profile would be visible under "WORKMAN DETAILS (TERMINATED)" after selected date
	(*Deleting the date of termination from this list would move the workmen to ACTIVE LIST*)

7	PHOTO UPLOAD OF CONTRACTOR WORKER
	• Login into the portal (as per steps at 2 above) • In the menu on left side, click on **"PHOTO UPLOAD"** • The page will show details of all registered workmen • Click on the **ID no.** of workman, whose photograph is to be uploaded • Click on **"CHOOSE FILE"** and browse for the photograph in the computer, and enter **SUBMIT**
8	ADDITION OF WORK-ORDER DETAILS (*ALL RUNNING WORK-ORDERS TO BE ENTERED*)
	• Login into the portal (as per steps at 2 above) • In the menu on left side, click on **"WORK ORDER"** • The page will show details of all registered work orders • At the bottom of the page, click on **"CREATE NEW ORDER"** • Enter the details of all running work orders and enter **SUBMIT** (*Work Order/LOI No. & Date, Name of Work, Establishment of Work, Date of commencement & completion, Issuing Authority, Labour License, Name & Address of Principal Employer, Contract Main Type, Contract Sub Type*) **(IMPORTANT – ALL LOCATIONS OF WORK MUST BE SELECTED FROM THE DROP DOWN LIST AT THE BOTTOM. MULTIPLE LOCATIONS CAN BE SELECTED)** (*Area Nodal Officer will approve the work order*)
9	TAGGING NAMES OF CONTRACTOR WORKERS AGAINST WORK-ORDER
	• Login into the portal (as per steps at 2 above) • In the menu on left side, click on **"WORKMAN V/S WORK-ORDER"** • The page will show a drop-down list of all registered work orders • Select any **"WORK ORDER"** from the list and enter **GO** • Select the names of all workers to be tagged to the selected work order (check box at last column) and enter **SAVE** • Repeat for all work orders (*the names of selected contractor workers shall be tagged against the work-order*)
0	SHIFTING NAME OF CONTRACTOR WORKER FROM ONE WORK-ORDER TO OTHER
	• Login into the portal (as per steps at 2 above) • In the menu on left side, click on **"CHANGE WORKMAN V/S WORK-ORDER"** • The page will show two drop-down lists, both showing all registered work orders • Select **"OLD WORK ORDER"** from where worker's name is to be moved and **"NEW WORK ORDER"** where the name is to be shifted, and enter **GO** • Select the names of all workers to be moved from old to new work order (check box at last column) and enter **SAVE** (*the names of selected contractor workers shall be tagged against the new work-order*)
	ENTERING WAGES DETAILS OF CONTRACTOR WORKERS
	• Login into the portal (as per steps at 2 above) • In the menu on left side, click on **"WAGES-NEW"** • The page will show a drop-down list of all registered work orders along with Month/Year • Select the **"MONTH"** & **"YEAR"** for which wages details are to be entered and select the any **"WORK ORDER"** from the list and enter **GO** • The page will show list of workmen • Enter the attendance details (No. of days present) of all contractor workers and enter **SAVE** (*The system will calculate various components and net amount*) • Option of downloading of wages sheet is available at the bottom of the page. • Repeat for all work orders