STEP BY STEP PROCESS FOR RAILWAY AUTHORITY MODULE

#	DETAILS
1	**LOGIN TO THE PORTAL**
	• Open **www.shramikkalyan.indianrailways.gov.in** • Enter Username and Password. Select **Sign-In as Railway Authority**. Click **Sign-In** button.
2	**VERIFICATION OF CONTRACTOR**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Contractor → Contractor Verification** (*The page will list all unverified contractors under user's zone/division/department*) • If user is the same LOA issuing authority as chosen by contractor then an **Edit** Button will appear against the contractor entry. Click the **Edit** button to open Edit dialog box, change the **Status** and click **Save** • If user is not the LOA issuing authority then they can only see details of the unverified contractor by clicking the **View** button **NOTE** • Details of contractors can be modified by clicking on **Edit** button (mobile number, landline number, PAN, Aadhar, Email and PF number) • PAN cannot be changed after contractor has been verified. • Mobile number, PAN, Aadhar number, Email address and PF registration number are unique for each contractor. • Contractor **Status** (verified/rejected) can be changed one-time only.
3	**CHANGING VERIFIED CONTRACTOR'S DETAILS**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Contractor → Verified Contractor Management** • Enter PAN of verified contractor and click **Show** button • Click **Edit** button to modify editable details of the contractor • Click **Change Password** button to change login password of contractor
4	**CHECKING LIST OF VERIFIED CONTRACTORS**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Contractor → Verified Contractors** • The page will show list of all verified contractors as per user's zone/division/department
5	**VERIFICATION OF LOA**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Letter of Acceptance (LOA) → LOA Verification** • The page will list all LOAs pending verification under user's zone/division/department. • If user is the same LOA issuing authority as chosen by contractor then **Verify** and **Reject** buttons wil appear for each contractor entry • Click on **Verify/Reject** button
6	**CHECKING LIST OF VERIFIED LOAs**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Letter of Acceptance (LOA) → Verified LOAs** • The page will show list of all LOAs verified under user's zone/division/department
7	**CHANGING VERIFIED LOA DETAILS**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Letter of Acceptance (LOA) → Edit Verified LOA** • The page will show list of all LOAs verified by the user • Click the **Edit** button, change details as desired and click **Submit** button
8	**WAGES SHEET FOR ANY LOA**

	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Reports → Workman Wages** • Select LOA number from the drop-down list. • Some filters are provided to select LOA number like Zone, Division, Department, Contractor, Period (month - year), Bank Deposit date and PF Deposit date. • Click the Show button. • The generated report can be copied, printed and downloaded in various formats like CSV, PDF and Excel.
9	**ENGAGED WORKMAN LIST FOR ANY LOA**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Reports → Engaged Workman List** • Select LOA number from the drop-down list. • Some filters are provided to select LOA number like Zone, Division, Department & Contractor. • Click the Show button. • The generated report can be copied, printed and downloaded in various formats like CSV, PDF and Excel.
10	**CREATING NEW ADMINISTRATOR LOGIN FOR ZONE/DIVISION/DEPARTMENT**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Administration → Railway Authority Account Creation** • Select User Level, Division, Department and Designation of the new Railway Authority A/c • Choose whether the new Railway Authority A/c should be immediately activated or not using **Activate User** checkbox. • Choose whether the new Railway Authority A/c can verify contractors or not using **Can Verify Contractor** checkbox. • Choose whether the new Railway Authority A/c can verify LOAs or not using **Can Verify LOA** checkbox. • Choose whether the new Railway Authority A/c can create other Administrator accounts himself and whether the latter shall be able to grant viewing or verification privileges. **NOTE** • **User Level**, **Division**, **Department** and **Designation** must be chosen in that order. • It is mandatory to choose **Division** for Divisional User Level and **Department** for Departmental User Level. • As an illustration (1) GM/AGM/SDGM are Zonal level posts (2) DRM/ADRM are Divisional level posts (3) PCSTE/CCE/Dy.CSTE are Departmental level/HQ division/S&T dept. posts (4) Sr.DSTE/ASTE are Departmental level/XXX division/S&T dept. Posts • The Designation field contains only those designations against which a Railway Authority Account has not been created already.
11	**CHECKING LIST OF ADMINISTRATOR ACCOUNTS, ADMINISTRATOR ACCOUNT MANAGEMENT**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Administration → Railway Authority Account Management** • Click **Change Password** button corresponding to Administrator whose password is to be changed. • Enter new password and confirm it, press OK. • Click **Enable** or **Disable** button to enable/disable an Administrator. • Administrator privileges can be modified using the controls under the **Privileges** column. • If user is disabled, mobile/email can be deleted • Before enabling a user, mobile/email have to be provided
12	**CHECKING ADMINISTRATOR SELF PROFILE**

	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **My Profile** • The user can see his Level, Domain and Privileges.
13	**MINIMUM WAGE ENTRY** *(only for designated Railway Board user)*
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Administration → Minimum Wage** • Select **Period** and click **Show** button • The system allows entry of minimum wages for the selected period if it is absent in the system • If minimum wages for the selected period is present in the system, it is displayed. The **Revise** button may be clicked to modify any particular minimum wage entry
14	**FEEDBACK REGISTRATION**
	• Login to the portal (as per steps at 1 above) • In the menu on left side, click on **Feedback** • Enter any new feedback in the description section and click **Submit** button. • Additionally, this page lists previously registered feedbacks. Detailed information pertaining to any specific feedback can be seen by clicking the **Feedback ID** or **Description**

SCREENSHOTS
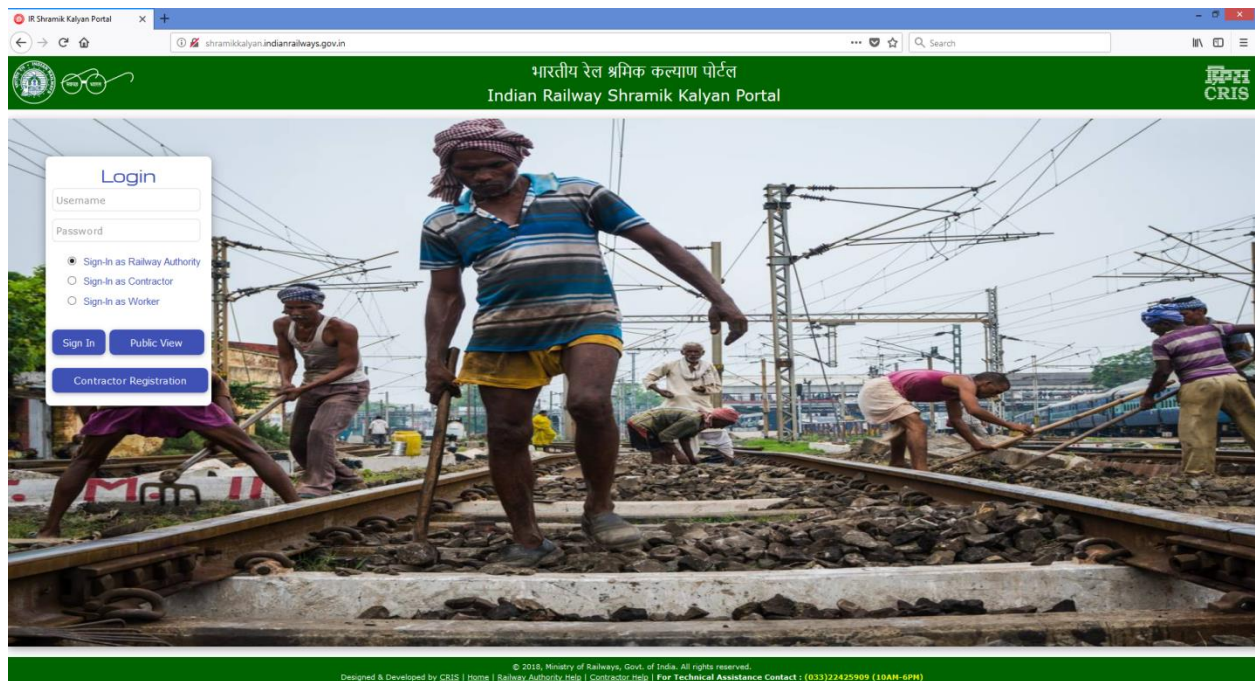
Figure 1 – Main Page

Figure 2 - Contractor Registration
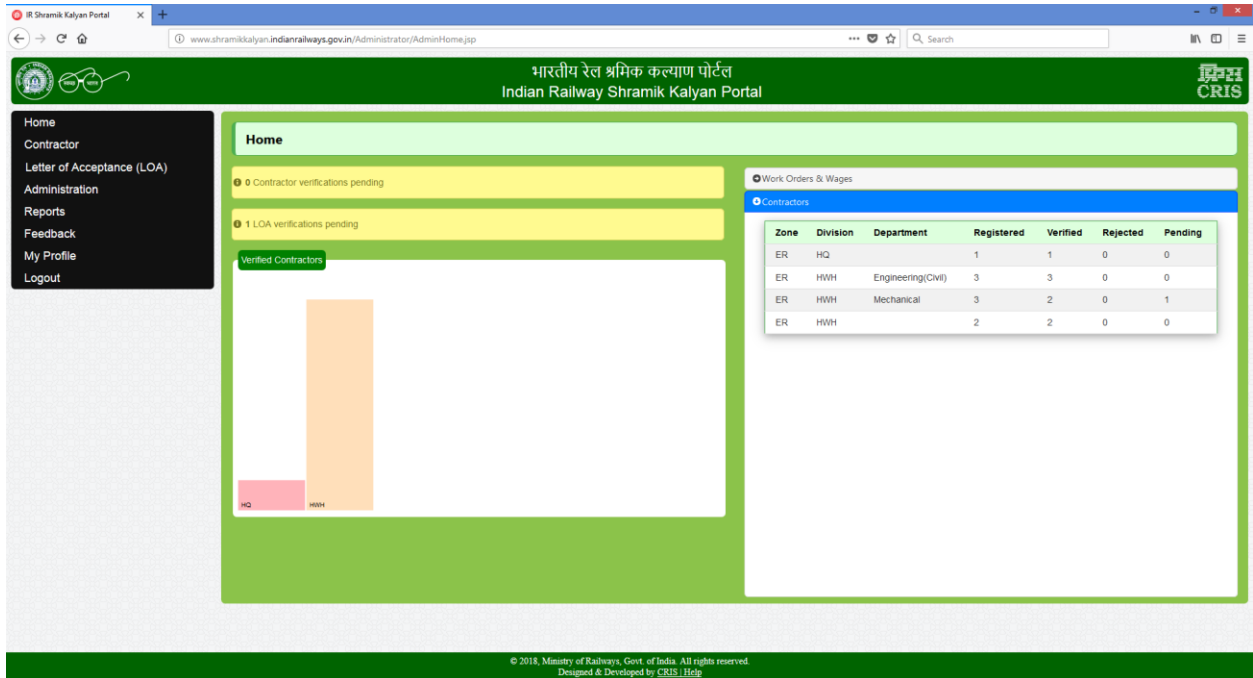

Figure 3 - Public View

Figure 4 - Administrator Home Page

Figure 5 - Administrator Account Creation
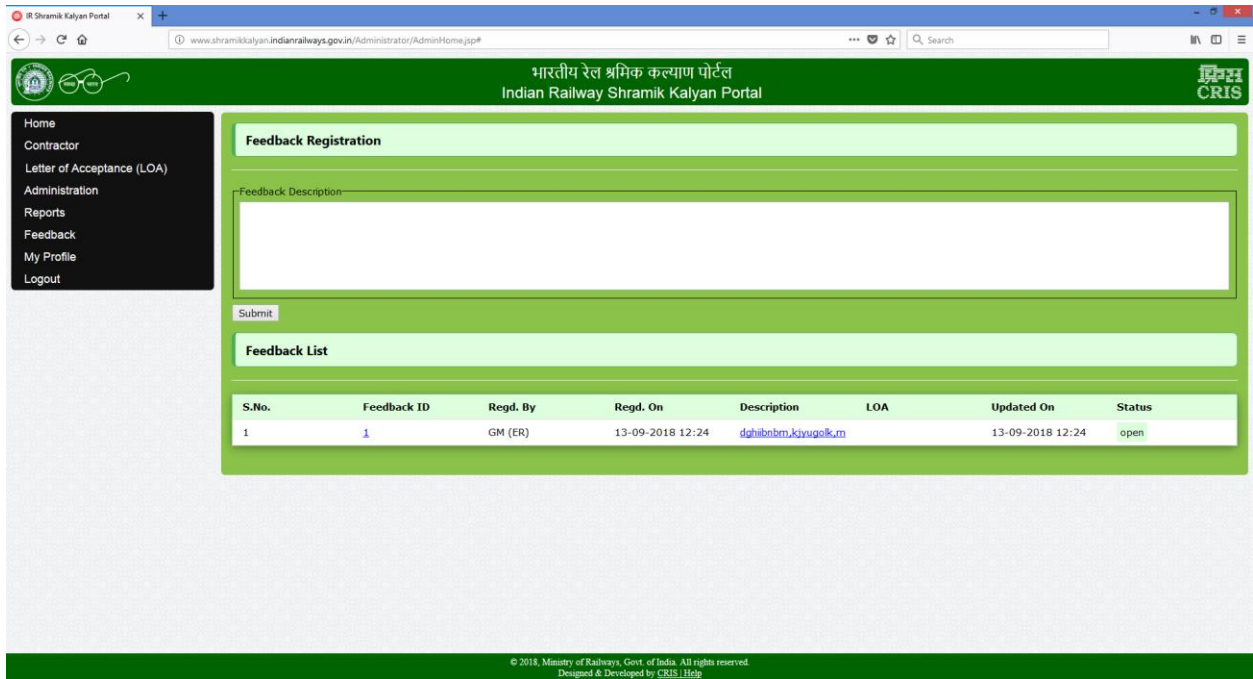
Figure 6 - Administrator Account Management
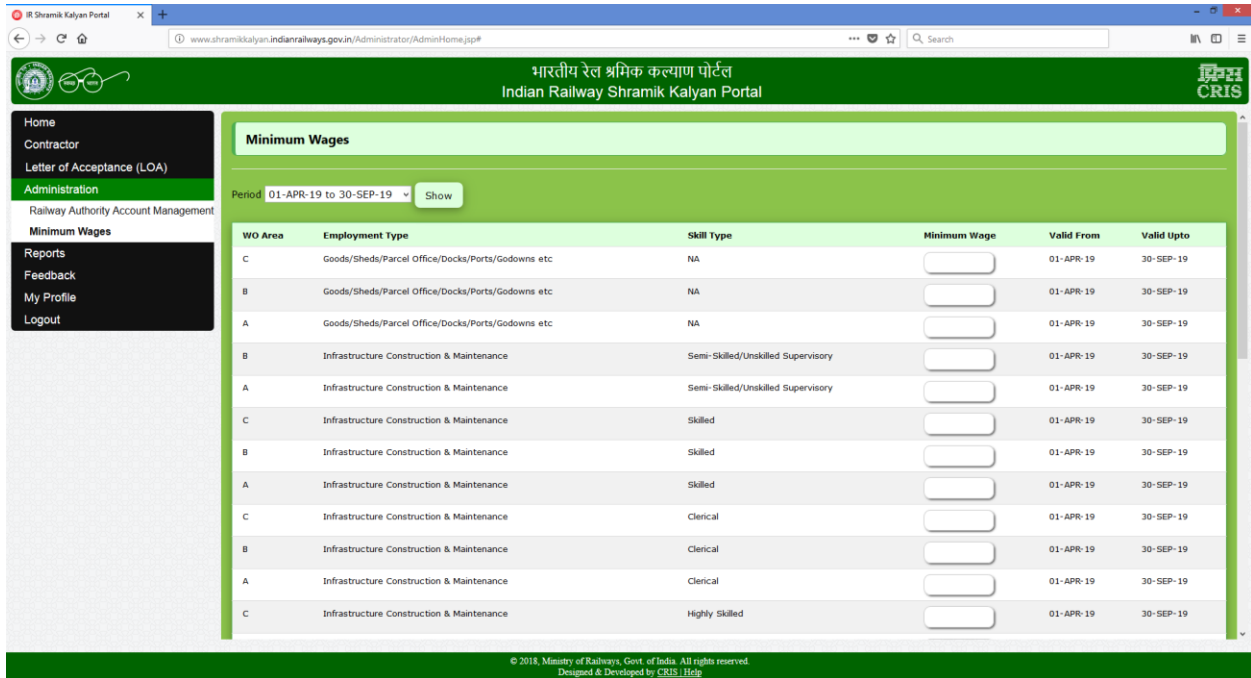

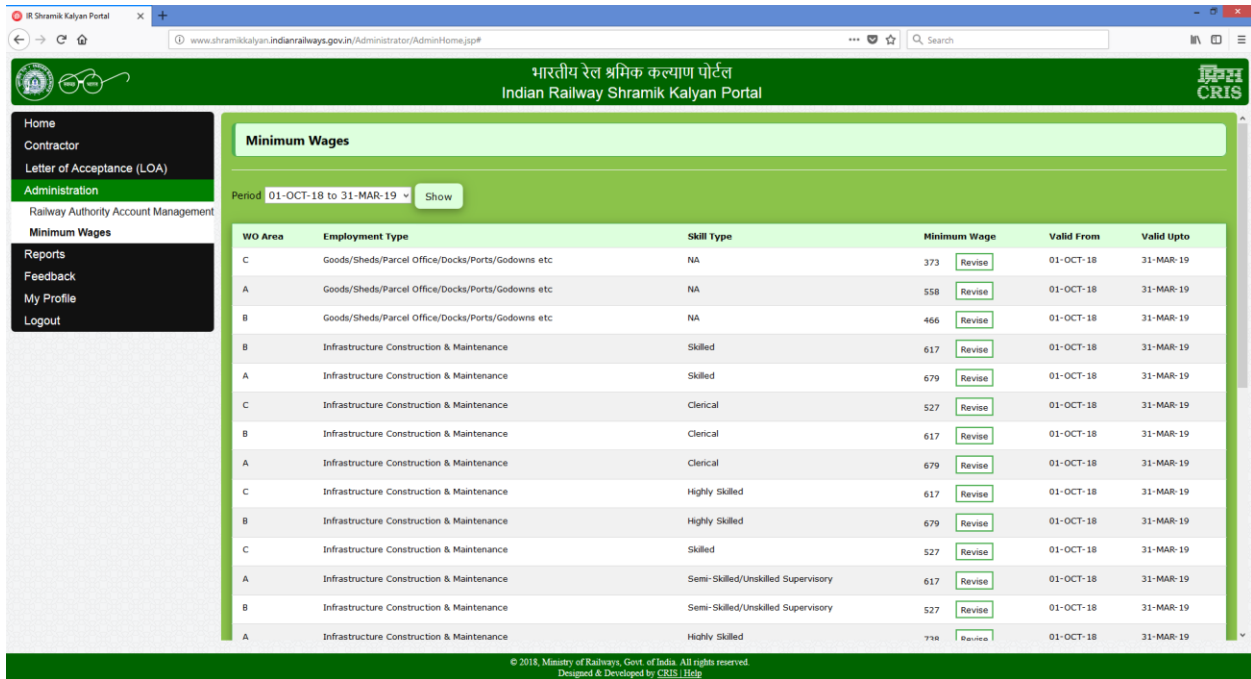**Figure 7 – Feedback Registration**

Figure 8 – Minimum Wage Entry

Figure 9 – Minimum Wage Modification