### # 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. **VERIFICATION OF CONTRACTOR** 2 • 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. **CHANGING VERIFIED CONTRACTOR'S DETAILS** 3 • 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 **CHECKING LIST OF VERIFIED CONTRACTORS** 4 • 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) $\rightarrow$ 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 **CHECKING LIST OF VERIFIED LOAs** 6 • 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 **CHANGING VERIFIED LOA DETAILS** 7 • 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 WAGES SHEET FOR ANY LOA 8

## STEP BY STEP PROCESS FOR RAILWAY AUTHORITY MODULE

	Login to the portal (as per steps at 1 above)
	• In the menu on left side, click on <b>Reports</b> → <b>Workman Wages</b>
	• 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,
9	FNGAGED WORKMAN LIST FOR ANY LOA
,	• Login to the nortal (as per stens at 1 above)
	• In the menu on left side click on <b>Reports</b> $\rightarrow$ <b>Engaged Workman List</b>
	<ul> <li>Select I 0.4 number from the dron-down list</li> </ul>
	• Some filters are provided to select IOA number like Zone Division Department &
	Contractor
	<ul> <li>Click the Show button</li> </ul>
	<ul> <li>The generated report can be conjed printed and downloaded in various formats like CSV</li> </ul>
	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 <b>Administration → Railway Authority Account Creation</b>
	• 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 <b>Activate User</b> 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 <b>Can Verify</b>
	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 <b>Division</b> for Divisional User Level and <b>Department</b> for
	Departmental User Level.
	• As an illustration (1) GM/AGM/SDGM are zonal level posts (2) DRM/ADRM are Divisional level posts (2) DCCTE (CCE /Dx CCTE are Departmental level /UO division (CCE dont next)
	(A) 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
	CHECKING LIST OF ADMINISTRATOR ACCOUNTS. ADMINISTRATOR ACCOUNT
11	MANAGEMENT
	• Login to the portal (as per steps at 1 above)
	• In the menu on left side, click on Administration $\rightarrow$ Railway Authority Account
	Management
	• Click <b>Change Password</b> button corresponding to Administrator whose password is to be
	changed.
	• Enter new password and confirm it, press OK.
	• Click <b>Enable</b> or <b>Disable</b> button to enable/disable an Administrator.
	• Administrator privileges can be modified using the controls under the <b>Privileges</b> column.
	• If user is disabled, mobile/email can be deleted
	<ul> <li>Before enabling a user, mobile/email have to be provided</li> </ul>
12	CHECKING ADMINISTRATOR SELF PROFILE

	<ul> <li>Login to the portal (as per steps at 1 above)</li> </ul>
	• In the menu on left side, click on <b>My Profile</b>
	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)
	<ul> <li>In the menu on left side, click on Administration → Minimum Wage</li> </ul>
	<ul> <li>Select Period and click Show button</li> </ul>
	• 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 <b>Feedback</b>
	• Enter any new feedback in the description section and click <b>Submit</b> button.
	• Additionally, this page lists previously registered feedbacks. Detailed information
	pertaining to any specific feedback can be seen by clicking the <b>Feedback ID</b> or <b>Description</b>

# **SCREENSHOTS**



### Figure 1 – Main Page

### INDIAN RAILWAY SHRAMIK KALYAN PORTAL

Indian Railway Shramik Kalyan Portal         Contractor Registration         Firm's Name         Name         Address         State         Select         V         Indian Railway Shramik Kalyan Portal	C A	www.shramikkalvan.indianrailwavs.g	ov.in/contractor/ContractorRegn.isp			💟 🏠 🔍 Search	
Contractor Registration         Firm's Name"         Firm's Name"         Name"         Address"         Address"         State"         Select         I D-digt moble number	00		s Indian	भारतीय रेल श्रमिक I Railway Shra	रु कल्याण पोर्टल amik Kalyan P	lortal	EP CR
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Name" Father's Name   Address" PIN Code."   6-digt PIN   State" Select   V REP5 ID   Moble Number 10-digt moble number   10 digt moble number Landine   PAN No." 10 digt moble number   10 digt SAN Addra No.   EPFO Regn. No. OR   OR Select   V Email   LOA No. & Date" Zone" Select ×   Department Select ×   Loa Instructure Loa Instructure	Firm's Name				Firm's Reg. No.		
Address*     PIN Code."     6-digt PIN       State*     Select     IREPS ID       Mobile Number*     10-digt mobile number     Landine       PAN No.*     10 chars PAN     Addra No.       10 chars PAN     OR Select     Email       EPFO Regn. No.     OR Select     Email       LOA No. & Abdre     Cick     Authonity       Zone*     Select ×     Division*	Name"				Father's Name		
State"     Select     v     IREPS ID       Mobie Number     10-digt mobile number     Landine       PAN No."     10 chars PAN     Aadhar No.       12-digt Aadhar     12-digt Aadhar       EPFO Regn. No.     O.R. Select     Email       LOA No. & Date"     Click     Authority       Zone" Select v     Division" Select v	Address*				PIN Code."	G-digit PIN	
Mobile Number     10-digit mobile number     Landine       PAN No.*     10 chars PAN     Adhar No.     12-digit Aadhar       EPFO Regn. No.     OR     Select     Email       LOA No. & Date*     Cick     Authority     Zone*	State <sup>*</sup> S	ielect v			IREPS ID		
PAN No."     10 chars PAN     Aadhar No.     12-digit Aadhar       EPFO Regn. No.     OR     Select     Email       LOA No. & Date"     Click     Authority     Zone" Select v	Mobile Number*	L0-digit mobile number			Landline		
EPFO Regn. No. OR Select v Email	PAN No.	LO chars PAN			Aadhar No.	12-digit Aadhar	
LOA No. & Date" Click Authority Zone" Select v Department Select v	EPFO Regn. No.		OR Select	v	Email		
Parents No Standard LoA Territor Authority <sup>1</sup> Calact u	LOA No. & Date"		Click		Authority	Zone" Select V Division" Select V Department Select V	
Browse No the selected.	E	Browse No file selected.				LoA Issuing Authority* Select 👻	
Login Detals- Password Re-enter Password Submit	ogin Details assword <sup>*</sup>	Re-enter Password*				Submit	





**Figure 3 - Public View** 

### INDIAN RAILWAY SHRAMIK KALYAN PORTAL

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Letter of Acceptance (LOA) Administration	O Contractor verifications pending	0	Work Orde	rs & Wages						
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Feedback My Profile	Verified Contractors		ER	HQ	Department	Registered	1	0	Pending 0	
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Figure 5 - Administrator Account Creation

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Administration	Searc	h User id	1							
Railway Authority Account Creation Railway Authority Account		Rly. Auth. ID	Level	Designation	Domain	Privileges	Mobile	Email	Password Change	Status
Management Reports Feedback My Profile Logout	1.	abcd	DEPARTMENTAL	DME(C&W)	ER/HWH/Mechanical	Contractor Approval WO Approval Create User - View Create User - Approve & View Cannot Create User	9002022427	deepak135gupta@gmail. com	Change Password	Disable
	2.	testhwh	DIVISIONAL	DRM	ER/HWH	Contractor Approval WO Approval Create User - View Create User - Approve & View Cannot Create User			Change Password	Disable
	3.	eradmin	ZONAL	GM	ER	Contractor Approval WO Approval Create User - View Create User - Approve & View Cannot Create User			Change Password	You!
	4,	testsdah	DIVISIONAL	DRM	ER/SDAH	Contractor Approval W0 Approval Create User - View Create User - Approve & View Cranto Create User			Change Password	Disable

Figure 6 - Administrator Account Management

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Figure 7 – Feedback Registration

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Home Contractor	Minimum	Wages				Î					
Letter of Acceptance (LOA) Administration Railway Authority Account Management	Period 01-APR	-19 to 30-SEP-19 V Show									
Minimum Wages	WO Area	Employment Type	Skill Type	Minimum Wage	Valid From	Valid Upto					
Reports	с	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA		01-APR-19	30-SEP-19					
My Profile	в	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA		01-APR-19	30- SEP- 19					
Logout	A	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA		01-APR-19	30-SEP-19					
	В	Infrastructure Construction & Maintenance	Semi-Skilled/Unskilled Supervisory		01-APR-19	30-SEP-19					
	А	Infrastructure Construction & Maintenance	Semi-Skilled/Unskilled Supervisory		01-APR-19	30- SEP- 19					
	с	Infrastructure Construction & Maintenance	Skilled		01-APR-19	30-SEP-19					
	В	Infrastructure Construction & Maintenance	Skilled		01-APR-19	30-SEP-19					
	А	Infrastructure Construction & Maintenance	Skilled		01-APR-19	30-SEP-19					
	с	Infrastructure Construction & Maintenance	Clerical		01-APR-19	30-SEP-19					
	В	Infrastructure Construction & Maintenance	Clerical		01-APR-19	30-SEP-19					
	A	Infrastructure Construction & Maintenance	Clerical		01-APR-19	30-SEP-19					
	с	Infrastructure Construction & Maintenance	Highly Skilled		01-APR-19	30-SEP-19					
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Figure 8 – Minimum Wage Entry

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Home Contractor	Minimum	Wages				Î					
Letter of Acceptance (LOA) Administration Railway Authority Account Management	Period 01-OCT	F-18 to 31-MAR-19 V Show									
Minimum Wages	WO Area	Employment Type	Skill Type	Minimum Wage	Valid From	Valid Upto					
Reports	с	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA	373 Revise	01-OCT-18	31-MAR-19					
My Profile	A	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA	558 Revise	01-OCT-18	31-MAR-19					
Logout	в	Goods/Sheds/Parcel Office/Docks/Ports/Godowns etc	NA	466 Revise	01-OCT-18	31-MAR-19					
	в	Infrastructure Construction & Maintenance	Skilled	617 Revise	01-OCT-18	31-MAR-19					
	A	Infrastructure Construction & Maintenance	Skilled	679 Revise	01-OCT-18	31-MAR-19					
	с	Infrastructure Construction & Maintenance	Clerical	527 Revise	01-OCT-18	31-MAR-19					
	в	Infrastructure Construction & Maintenance	Clerical	617 Revise	01-OCT-18	31-MAR-19					
	A	Infrastructure Construction & Maintenance	Clerical	679 Revise	01-OCT-18	31-MAR-19					
	с	Infrastructure Construction & Maintenance	Highly Skilled	617 Revise	01-OCT-18	31-MAR-19					
	в	Infrastructure Construction & Maintenance	Highly Skilled	679 Revise	01-OCT-18	31-MAR-19					
	с	Infrastructure Construction & Maintenance	Skilled	527 Revise	01-OCT-18	31-MAR-19					
	А	Infrastructure Construction & Maintenance	Semi-Skilled/Unskilled Supervisory	617 Revise	01-OCT-18	31-MAR-19					
	в	Infrastructure Construction & Maintenance	Semi-Skilled/Unskilled Supervisory	527 Revise	01-OCT-18	31-MAR-19					
	A	Infrastructure Construction & Maintenance	Highly Skilled	738 Reviee	01-OCT-18	31-MAR-19 *					
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Figure 9 – Minimum Wage Modification