

DEPARTMENT OF LABOUR AND
OCCUPATIONAL SAFETY (DOLOS)
INTERGRATED LABOUR MANAGEMENT
INFORMATION SYSTEM(ILMIS)



नेपाल सरकार
श्रम तथा व्यवसायजन्य सुरक्षा विभाग
एकीकृत श्रम व्यवस्थापन सूचना प्रणाली

USER MANUAL- LABOUR SUPPLY

PREPARED BY: DOLOS

☎: +977-1-4790194, 4790206, 4790124, 4790120,
4790207, 4790088

✉: info@dolos.gov.np

🌐: www.dol.gov.np

1. CONTENTS

1. Introduction.....	3
2. Labour supply background.....	3
3. Overview of Homepage	3
4. Modules of the System	4
5. Login	5
6. Profile.....	7
6.1: GENERAL INFORMATION	7
6.1.2: Documents (कागजातहरु)	9
6.1.3: Directors (संचालकहरु).....	10
7. Request	12
7.1: Labor Supply Applications “श्रमिक आपूर्ति निवेदनहरु”	12
7.1.1: Renewal	18
7.2: Work area change	22
7.3: Service Change	24
7.4: Company Name change.....	25
7.5: Company Address change	26
7.6: Labor License Cancelation	28
Labour Suuply Approval	28

1. Introduction

Department of Labour and Occupational Safety has been established with the purpose of maintaining sound industrial Labour relations by protecting and enhancing the professional rights and safety of the workers/employees by creating safe, healthy and dignified working environment in the industry, establishment, trade, business, and service sector of the country. It also maintains the implementation of the law, provision and policy related to the labour administration. To achieve its objectives the department carries out many tasks. Major tasks carried out by the Department are the direction, implementation and enforcement of Labour related laws and policies, resolving Labour disputes, providing Work Permit to the Foreign Citizens working in various professions or other tasks according to the requirements of the relevant authorities, providing Labour supplier license /renewal of Labour supplier licenses, trade union association/federation/enterprise level trade union registration/renewal, reducing child Labour, etc., through various programs.

2. Labour supply background

With the increase of Labour supply companies in Nepal, as the need for effective regulation and monitoring of them was felt, a provision was made in the new Labour Act, 2074 and Labour Regulation, 2075 that Labour suppliers must get the permission. Labour suppliers are not allowed to supply labour without permission from the Department. It is helpful in the implementation of minimum wage of the workers, the services and facilities to be obtained by the workers along with social security.

This module should be developed in such a way that it enables the Labour Supplier Companies to submit registration request of their organization. Company's Authorized staffs should be able to update profile details of companies such as the owner's detail, office staffs' detail, details of all employees supplied, location change, name change, Share Legal update, etc. They can also manage their branch offices. For this, the company should be able to submit change request in their profile details with required documents

3. Overview of Homepage

In the home page, you can see the company logo. On the right side the "Grievance" refers to a formal complaint or dissatisfaction expressed by individuals or a group regarding a specific issue.

Authorized staff and public users can enter information about Occupational Accidents and diseases. The module allows both public and system users to lodge complaints and grievances.

A labor audit is a review or inspection of a company's employment practices, policies, and records to make sure they are following labor laws and regulations correctly. It checks if employees are being treated fairly and if the company is meeting its legal obligations as an employer.

Its dual language where we can have English and Nepali language.

Complainants should receive notifications about the status of their complaints via email and phone. They should also be able to view the status and add additional documents if needed.

In the login section, choose the user type. Enter your valid email, click the check button to agree to the terms and policies, and then click "Get OTP" to proceed.

Government of Nepal
Department of Labour and Occupational Safety
Integrated Labour Management Information System

Grievance Occupational Accident Labor Audit English

LOGIN

Select One

Email Address

I Accept Terms Of Use And Privacy Policy

Get OTP

4. Modules of the System

The system consists of 7 Modules

1. Work Permit-Individual
2. Work permit-organization
3. Trade Union Federation
4. Trade Union Enterprise
5. Enterprise

6. Trade Union Association

7. Labor Supply

5. Login

Link: <https://ilmis.dolos.gov.np/>

- Choose Labor Supply from the dropdown.
- Enter a valid email address to receive the OTP for verification.
- Click on the check box to accept the terms and conditions.
- Click on the Get OTP button.
- OTP will be sent to the respective email.
- If OTP is not received, Resend OPT.

DOLOS-ILMIS

Dear User,

Thank you for submitting DOLOS ILMIS User registration request. We require you to provide further information to assist us in verifying your identity.

OTP Code : 436937

Thank you,
DOLOS-ILMIS

Enter the OTP received in the email and click "SUBMIT".

VERIFY OTP

OTP has been send in your mail and mobile Number

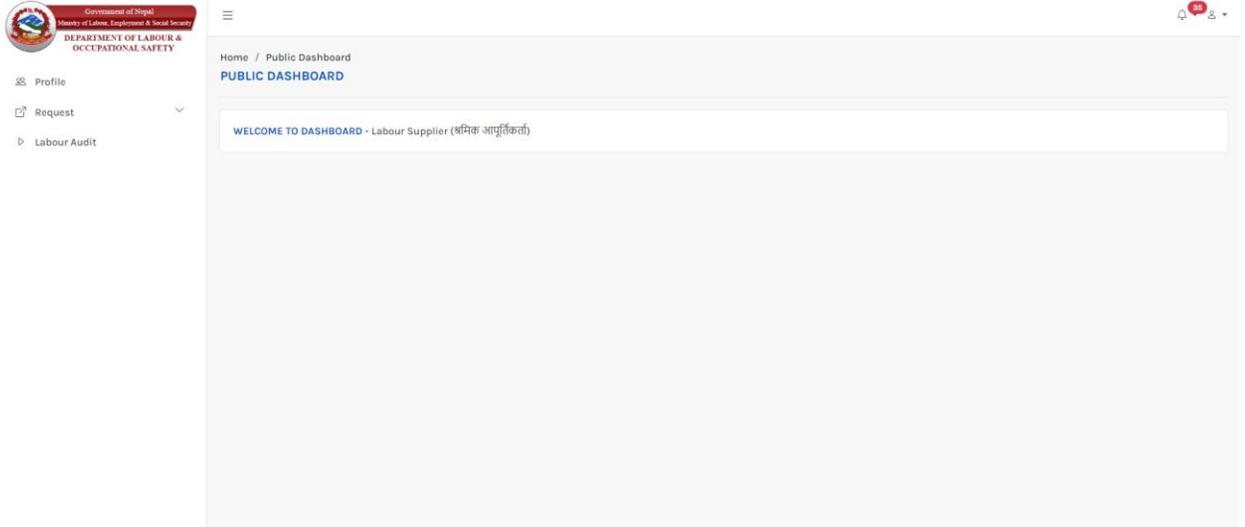


For 346196

[Resend OTP](#)

Submit

After the user's verification is successful, you are directed to the Dashboard of users.



6. Profile

6.1: GENERAL INFORMATION

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

Home / Organization Profile
ORGANIZATION PROFILE

General Information

कम्पनीको नाम *

कम्पनीको नाम

प्यान न. *

प्यान न.

कम्पनी दर्ता न. *

कम्पनी दर्ता न.

कम्पनी दर्ता मिति *

कम्पनी दर्ता मिति

व्यवस्थापक/प्रमुखको नाम *

व्यवस्थापक/प्रमुखको नाम

व्यवस्थापक/प्रमुखको ईमेल *

व्यवस्थापक/प्रमुखको ईमेल

व्यवस्थापक/प्रमुखको सम्पर्क नम्बर *

व्यवस्थापक/प्रमुखको सम्पर्क नम्बर

श्रमिक आपूर्तिकर्ताले गर्ने काम *

सुरक्षा सेवा सहकारी सेवा व्यावसाय सहयोग सेवा घरेलु सहयोग सेवा

प्रदेश *

प्रदेश छान्नुहोस्

जिल्ला *

जिल्ला छान्नुहोस्

न पा / गाउँपालिका *

न पा / गाउँपालिका छान्नुहोस्

वार्ड न. *

Select Ward

टोल *

टोल

फ्याक्स न.

फ्याक्स न.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

Profile

Request

Labour Audit

प्रदेश • प्रदेश छान्नेहरूम्

जिल्ला • जिल्ला छान्नेहरूम्

न पा / गाउँपालिका • न पा / गाउँपालिका छान्नेहरूम्

वार्ड नं. • Select Ward

टोल • टोल

फ्याक्स नं. • फ्याक्स नं

कम्पनीको ईमेल • कम्पनीको ईमेल

कम्पनीको सम्पर्क नम्बर • कम्पनीको सम्पर्क नम्बर

कम्पनीको सामाजिक सुरक्षा कोष सुचिकृत नं. (SSID) • कम्पनीको सामाजिक सुरक्षा कोष सुचिकृत नं. (SSID)

ESSF Deposit Amount • ESSF Deposit Amount

ESSF No. of Contributors • ESSF No. of Contributors

आधिकारिक व्यक्तिको विवरण

नाम • नाम

पद • पद

ईमेल • lss@gmail.com

सम्पर्क नम्बर • सम्पर्क नम्बर

save

When you open a profile, you will find a general section where you need to provide details about the organization. Here are the fields you need to fill in:

- Enter Organization Name:
- Enter PAN Number:
- Enter Organization Registration Number:
- Enter Organization Registration Date:
- Enter Director/Managing Director Name:
- Enter Director/Managing Director Email:
- Enter Director/Managing Director Number:
- Click on the checkbox to define the nature of work/service:
- Select Province:
- Select District:
- Select VDC:
- Select Ward Number:
- Optional: Enter Toll:
- Optional: Enter Fax Number:
- Enter Organization Email:
- Enter Organization Phone Number:
- Enter SSID:

Then, fill in the official person's details:

- Enter Name:
- Enter Designation:
- Enter Email:
- Enter Phone Number:
- Enter "save" button

After successfully updating the general information, proceed to the document section.

कागजातहरू

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

प्रोफाइल
निवेदन
श्रम अडिट

होम / संस्थाको विवरण
संस्थाको विवरण

संस्थाको विवरण
कागजातहरू
संचालकहरू
शाखा कार्यलय

कामजातहरू
incompleted

नियमावली
प्रबन्धपत्र

प्यनाभार दर्ता प्रमाण पत्र
कर बुक्का दर्ता प्रमाण पत्र
सामाजिक सुरक्षा कोष दर्ता प्रमाण पत्र

कम्पनी स्टाम्प
श्रम अडिट
अन्य कागजात

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Next

नोट :-
- मान्य ढाँचा (pdf, jpeg, png) 7 पक्ष मात्र हो।
- यदि कम्प्युटरमा फाइलहरू छन् भने एक्सप्लोररबाट फाइलहरू बनाउनुहोस्।
- 1 एचआर भन्दा ठूलो फाइलहरू स्वीचिँदैन।

Please fill in the document section (attachments should be in PDF, JPEG, JPG, or PNG format and should not exceed 1MB):

- Upload “कम्पनी दर्ता प्रमाण पत्र”
- Upload “नियमावली”
- Upload “प्रबन्धपत्र”
- Upload “प्यान”
- Upload “कर चुक्ता”
- Upload “सामाजिक सुरक्षा कोष दर्ता प्रमाण पत्र”
- Upload “कम्पनी स्टाम्प”
- Upload “श्रम अडिट”
- Upload “अन्य कागजात”
- Once you have uploaded all the required documents, click the “save” button.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

Home / Organization Profile
ORGANIZATION PROFILE

Profile

Request

Labour Audit

General information

- कामजातहरू
- संचालकहरू
- शाखा कार्यलय

संचालकहरू

Show 10 entries

Search:

S.NO	पुरा नाम	सम्पर्क नम्बर	नागरिकता	ACTION
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

+ Add New

To add directors, click on the "Add New" button.

नयाँ संचालक थपुहोस ✕

पुरा नाम *

सम्पर्क नम्बर *

नागरिकता * No file chosen

Please provide the following information to add a new administrator:

- Full name “पुरा नाम”
- Contact number “सम्पर्क नम्बर”
- Upload citizenship “नागरिकता”
- Click the save button.

Once you have filled in the details for the new administrator, you can proceed to fill out the Branch Office section. To do this, navigate to the "शाखा कार्यालय" (Branch Office) section.



Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

- Profile
- Request
- Labour Audit

Home / Organization Profile
ORGANIZATION PROFILE

- General Information ✔
- कगजातहरू ✔
- संचालकहरू ✔
- शाखा कार्यालय ❌

← शाखा कार्यालय + Add New

Show 10 entries

S.NO	ठेगाना	इमेस	सम्पर्क नम्बर	आधिकारिक व्यक्तिको नाम	ACTION
No data available in table					

Showing 0 to 0 of 0 entries
Previous Next

To add Branch Office, click on the "Add New" button.

नयाँ शाखा कार्यलय थपुहोस ×

ठेगाना *	<input type="text" value="ठेगाना"/>
इमेल *	<input type="text" value="इमेल"/>
सम्पर्क नम्बर *	<input type="text" value="सम्पर्क नम्बर"/>
आधिकारिक व्यक्तिको नाम *	<input type="text" value="आधिकारिक व्यक्तिको नाम"/>

Please provide the following information to add a Branch Office:

- Enter the branch office detail "नयाँ शाखा कार्यलय थपुहोस"
- Enter the address "ठेगाना"
- Enter the email "इमेल"
- Enter the contact number "सम्पर्क नम्बर"
- Enter the name of the authorized person "आधिकारिक व्यक्तिको नाम"
- Enter the "save" button.

7. Request

7.1: Labor Supply Applications "श्रमिक आपूर्ति निवेदनहरु"

Once you have created the profile, you can proceed to submit a request. To do this, navigate to "श्रमिक आपूर्ति निवेदन" (Labor Supply Application) and click on the "श्रमिक आपूर्ति निवेदन" (Add New) button but if you are a previous registrant, click on "पुरानो दर्ता".

To fill in the general information, please follow these steps:

Note that the "Registration" (दर्ता) radio button is automatically marked.

- Select the "श्रमिक आपूर्ति गर्ने भौगोलिक क्षेत्र" (geographical location for work).
- Enter the "श्रमिक आपूर्ति गर्ने अनुमानित संख्या" (approximate number of labor supplies).
- Choose the file "निवेदन अनुसूची-७ बमोजिमको" (Application Schedule-7).
- Choose the file "हस्ताक्षर" (Signature).
- Choose the file "कालो सूचीमा नपरेको स्वघोषणा" (Undeclared in the Blacklist).
- Click the save button. **If you are a previous registrant, click on "पुरानो दर्ता".**

पुरानो विवरण फारम

इजाजतपत्र पाएको आर्थिक वर्ष *	इजाजतपत्र नम्बर *	इजाजतपत्र जारी मिति *	इजाजतपत्रको मान्य अवधि *
छात्रोत्स		इजाजतपत्र जारी मिति	इजाजतपत्रको मान्य अवधि
नतिकरणको विवरण			
श्रमिक आपूर्ति गर्ने भौगोलिक क्षेत्र * <input type="checkbox"/> नेपालभर			
क्षेत्र छान्नुहोस्			
श्रमिक आपूर्ति गरेको संख्या *	ESSF Deposit Amount *	ESSF No. of Contributors *	
श्रमिक आपूर्ति गर्ने अनुमानित संख्या	ESSF Deposit Amount	ESSF No. of Contributors	

कागजातहरू

इजाजतपत्र *	निवेदन (डाया ↓)	हस्ताक्षर *

दशैं खर्च भुक्तानीको विवरण

Choose File No file chosen
(अधिकतम साइज 1 mb)

बैंक मार्फत तलब भत्ता पठाएको विवरण

Choose File No file chosen
(अधिकतम साइज 1 mb)

श्रमिकहरूको संख्यात्मक विवरण * (डाया ↓)

Choose File No file chosen
(अधिकतम साइज 1 mb)

श्रम अडिट प्रतिवेदन *

Choose File No file chosen
(अधिकतम साइज 1 mb)

श्रमिकहरूको पारिश्रमिक विवरण *

Choose File No file chosen
(अधिकतम साइज 1 mb)

श्रमिकहरूको सामाजिक सुरक्षा कोष जम्मा गरिएको रकमको विवरण *

Choose File No file chosen
(अधिकतम साइज 1 mb)

अन्य कागजातहरू *

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

Choose File No file chosen
(अधिकतम साइज 1 mb)

अन्य कागजातहरू *

Choose File No file chosen
(अधिकतम साइज 1 mb)

To fill in the "पुरानो दर्ता", please follow these steps:

Select "इजाजतपत्र पाएको आर्थिक वर्ष"

Enter "इजाजतपत्र नम्बर"

Select "इजाजतपत्र जारी मिति"

Select "इजाजतपत्रको मान्य अबधि"

Select "श्रमिक आपूर्ति गर्ने भौगोलिक क्षेत्र"

Enter "श्रमिक आपूर्ति गरेको संख्या"

Enter "ESSF Deposit Amount"

Enter "ESSF No. of Contributors"

Upload "इजाजतपत्र"

Upload "निवेदन"

Upload "हस्ताक्षर"

Upload "दर्शन खर्च भुक्तानीको विवरण"

Upload "बैंक मार्फत तलब भत्ता पठाएको विवरण"

Upload "श्रमिकहरुको संख्यात्मक विवरण"

Upload "श्रम अडिट प्रतिवेदन"

Upload "श्रमिकहरुको पारिश्रमिक विवरण"

Upload "श्रमिकहरुको सामाजिक सुरक्षा कोष जम्मा गरिएको रकमको विवरण"

Upload "दर्शन खर्च भुक्तानीको विवरण"

Click "save" button

After saving, you can view your details in the picture below.

The screenshot shows the user interface of the Government of Nepal's Labour Department portal. The header includes the logo and name of the Department of Labour & Occupational Safety. The left sidebar contains navigation options such as 'प्रोफाइल', 'निवेदन', 'श्रमिक आपूर्तिकर्ता', 'कार्यक्षेत्र परिवर्तन', 'सेवा परिवर्तन', 'कम्पनीको नाम परिवर्तन', 'कम्पनीको ठेगाना परिवर्तन', 'इजाजतपत्र खारेज', and 'श्रम जडिट'. The main content area displays a table of applications with columns for 'निवेदन मिति', 'निवेदनको प्रकार', 'आपूर्ति संख्या', 'इजाजतपत्र नं.', 'नवीकरण हुन बाँकी दिन', 'भुक्तानी स्थिति', 'स्थिति', 'स्वीकृत मिति', and 'कार्य'. A single entry is visible with a status of 'Submitted'.

After that, the profile and new application details are included and forwarded for further verification.

- The verifier carefully examines all the filled details and uploaded documents.
- If the verifier identifies any missing documents or mistakes, the application is rejected with appropriate remarks.
- If everything is found to be satisfactory by the verifier, the Bank Guarantee and revenue (License Fee and Fine) are determined and notified to the user.

This screenshot shows the 'Profile' section of the portal. The left sidebar lists options like 'Request', 'श्रमिक आपूर्ति निवेदन', 'श्रमिक आपूर्तिकर्ताको कार्यादेश परिवर्तन', 'श्रमिक आपूर्तिकर्ताको सेवा परिवर्तन', 'श्रमिक आपूर्ति कम्पनीको नाम परिवर्तन', 'श्रमिक आपूर्ति कम्पनीको ठेगाना परिवर्तन', 'श्रमिक आपूर्तिकर्ताको इजाजतपत्र खारेज', and 'Labour Audit'. The main content area displays a table with columns for 'निवेदन मिति', 'निवेदनको प्रकार', 'श्रमिक आपूर्ति गर्ने अनुमानित संख्या', 'इजाजतपत्र नं.', 'नवीकरण जडिम मिति', 'भुक्तानी स्थिति', 'स्थिति', 'स्वीकृत मिति', and 'ACTION'. A single entry is shown with a status of 'Payment Process'.

Once the reviewer accepts and completes the document review process, you will get access to make the payment.

✕
PAYMENT

Online Payment

Bank Voucher Upload

<p>कारोबार संकेत नं*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>भुक्तानी रकम (रु.)*</p> <input style="width: 95%; height: 25px; background-color: #e0e0e0;" type="text" value="20000"/>
<p>भुक्तानी मिति*</p> <input style="width: 95%; height: 25px; background-color: #e0e0e0;" type="text"/>	<p>Voucher*</p> <div style="display: flex; align-items: center;"> Choose File No file chosen </div>

Save

The admin reviews the documents and either rejects, sends back with remarks, or approves with DoLOS permission.

Once the approver approves the application the Certificate is issued with date, Time and company information.

इजाजत पत्र नं. : 10/2079/80
 श्री वेदशेखर सेकुयिटी लिमिटेड प्रा. लि. (क. ट. नं. 118997-070-71)
 Gokarneshwar - 17, Kathmandu, Bagmati ।

(नियम २८ को उपनियम (१) सँग सम्बन्धित)

नेपाल सरकार

श्रम, रोजगार तथा सामाजिक सुरक्षा मंत्रालय

श्रम तथा व्यवसायजन्य सुरक्षा विभाग

श्रमिक अपूर्तिकर्ताको इजाजत

इजाजत जारी गर्ने अधिकृतको

दस्ताखत : _____

नाम: Labour Approver

पद : _____

मिति: 2080-03-08

यस विभागको मिति 2080-03-08 को निर्वाच अनुसार वस्तु कम्पनीलाई देहायको क्षेत्रिय देहायका कार्यालय सम्बन्धित श्रमिक अपूर्ति गर्न श्रम ऐन, २०७४ को दफा ५१ र श्रम नियमावली, २०७५ को नियम २८ बमोजिम निम्नानुसारका सर्तहरू पालना गर्ने गरी यो इजाजतपत्र प्रदान गरिएको छ ।

(१) श्रमिक अपूर्ति गर्ने क्षेत्र

- श्रम तथा रोजगार कार्यालय, जनकपुर, पर्नुवा
- श्रम तथा रोजगार कार्यालय, टेकु, काठमाडौं

(२) अपूर्ति गरिएका श्रमिकले गर्ने कामको प्रकारि:

- सुरक्षा सेवा

जारी मिति: 2080-03-08

श्रमिक अपूर्तिकर्ताले पालना गर्नुपर्ने सर्तहरू

१. अपूर्ति गरिएका श्रमिकको पारिभाषिक यात्रिक रयमा बैंक र विविध संस्था मार्फत भुक्तानी गर्ने ।
२. श्रम ऐन २०७४ को दफा ५८ को उपदफा २ बमोजिम मात्रै श्रमिक अपूर्ति गर्न पाउने छ ।
३. श्रम ऐन २०७४ को दफा १०० तथा श्रम नियमावली २०७५ को नियम ५६ अनुसार श्रम अडोइट भरी पेश गर्नु पर्ने छ ।
४. श्रम ऐनको २०७४ को दफा ४ बमोजिम बाँध ब्रम्मा र दफा ५ बमोजिम बालबालिकालाई काममा लगाउनु नहुने ।
५. कम्पनीको नाम, स्थान, उद्योग वा अन्य कुनै विवरण परिवर्तन भएमा यो इजाजत पत्र कार्यालयलाई बुझ्ने पराउने ।
६. श्रम ऐन, २०७४ को दफा ६० र श्रम नियमावली २०७५ को नियम ३१ बमोजिम इजाजतपत्रवालाको विवरण बुझाउनु पर्ने ।
७. श्रम ऐन, २०७४ को दफा ६७ बमोजिम अपूर्ति गरिएका श्रमिकबाट मुक्त बित्त नपाउने ।
८. श्रम ऐन, २०७४ को दफा ६९ अनुसार श्रमिक अपूर्तिकर्ताको दायित्व पुरा गर्नु पर्ने ।
९. श्रम ऐन, २०७४ तथा श्रम नियमावली २०७५ को पूर्व कसमा पालना गर्नु पर्ने ।
१०. श्रम नियमावली, २०७५ को नियम ३० को अधिनमा रही श्रमिक अपूर्तिकर्ता इजाजतपत्र नवीकरण पराउनु पर्ने ।

नवीकरण विवरण

इजाजत पत्र नं: 10/2079/80

श्री देवफेयर सेयुरिटी सर्विस प्रा.लि. (के.डि.नं. 118997-070-71) Gokarneshwar, - 17, Kathmandu, Bagmati

जारी गरिएको मिति	मान्य अवधि	नवीकरण मिति	दस्ता/नवीकरण दस्तुर रु.	अन्य दस्तुर रु.	नवीकरण गर्नेको हस्ताक्षर	कैफियत
2080-03-08	2080 आषाढ मसान्त सम्म		10000/-			नयाँ दर्ता

मुनकः यस सम्बन्धमा केहि कुन बुझ्न परेमा यत विभागको निम्न फोन नम्बरहरूमा सम्पर्क गर्न सक्नु हुनेछ। ०१ ५१०७११५, ५१०७२०६, ५१०७११७। Email: info @ dal.gov.np, website : www.dal.gov.np

The renewal application can only be submitted three months before the license expiration date. The authorized person can edit/update existing information, attach new documents if necessary, and submit the renewal application. If there are office changes or multiple offices to be added, the corresponding bank guarantee must be uploaded. A renewal fee of NPR 5,000.00 should be paid within three months prior to the license expiry. If the renewal is done after the license end date, penal fees will be applied.

सामान्य जानकारी

डाटा नबिकरण

इजाजतपत्रको मान्य अवधि २०८०-३-१९ इजाजतपत्र नम्बर १००००१

श्रमिक आपूर्तिकर्ताको कार्यक्षेत्र
१. श्रम तथा रोजगार कार्यालय, धनगढी कैलाली

श्रमिक आपूर्ति गरेको संख्या * 88 ESSF Deposit Amount * ESSF No. of Contributors *
ESSF Deposit Amount ESSF No. of Contributors

निवेदन * हस्ताक्षर * दशैं खर्च भुक्तानीको विवरण

No image available No image available No image available

Choose File No file chosen Choose File No file chosen Choose File No file chosen
(अधिकतम साइज १ mb) (अधिकतम साइज १ mb) (अधिकतम साइज १ mb)

बैंक मार्फत तलब भत्ता पठाएको विवरण श्रमिकहरुको संख्यात्मक विवरण * श्रम अडिट प्रतिवेदन *

No image available No image available No image available

Choose File No file chosen Choose File No file chosen Choose File No file chosen
(अधिकतम साइज १ mb) (अधिकतम साइज १ mb) (अधिकतम साइज १ mb)

श्रमिकहरुको पारिश्रमिक विवरण * श्रमिकहरुको सामाजिक सुरक्षा कोष जम्मा गरिएको रकमको विवरण * अन्य कागजातहरू *

No image available No image available No image available

Choose File No file chosen Choose File No file chosen Choose File No file chosen
(अधिकतम साइज १ mb) (अधिकतम साइज १ mb) (अधिकतम साइज १ mb)

बचत गर्नुहोस्

- Upload "निवेदन"
- Upload "हस्ताक्षर"
- Upload "दशैं खर्च भुक्तानीको विवरण"
- Upload "बैंक मार्फत तलब भत्ता पठाएको विवरण"
- Upload "श्रमिकहरुको संख्यात्मक विवरण"
- Upload "श्रम अडिट प्रतिवेदन"
- Upload "श्रमिकहरुको पारिश्रमिक विवरण"
- Upload "श्रमिकहरुको सामाजिक सुरक्षा कोष जम्मा गरिएको रकमको विवरण"
- Upload "अन्य कागजातहरू"
- Click "save" button

If the admin accepts your document, you will proceed with the payment process either you can pay through online payment or bank voucher upload.

PAYMENT

Online Payment Bank Voucher Upload

कारोबार संकेत नं *

भुक्तानी रकम (रु.) *

भुक्तानी मिति *

Voucher * No file chosen

Once more you are required to submit the Bank Guarantee.

BANK GUARANTEE

Bank Guarantee Upload

Bank Guarantee : 6500000

बैंकको नाम *

बैंकको ठेगाना *

जारी मिति *

मान्यता मिति *

Performance Guarantee/Bond No *

Bank Guarantee * No file chosen

Once again, the user needs to verify the bank guarantee.

BANK GUARANTEE ✕

Bank Guarantee Upload

NAME	ACTION
Bank Guarantee Verify	

Verified Bank Guarantee *

Choose File No file chosen

पेश गर्नुहोस

The admin verifies the documents and either rejects, sends back with remarks, or approves. The admin process for renewal follows a similar procedure as the new application. Once approved, a new certificate with updated dates and the same License Number will be provided.



Ministry of Labour
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY



होम / श्रम आपूर्ति इजाजत

श्रम आपूर्ति इजाजत



(नियम २८ को उपनिबन्ध (१) संग सम्बन्धित)
पोखरा कार्यालय
श्रम, सेवान्तर तथा सामाजिक सुरक्षा मन्त्रालय
श्रम तथा व्यवसायिक सुरक्षा विभाग

श्रमिक आपूर्तिकर्ताको इजाजतपत्र

इजाजत जारी गर्ने अधिकृतको
नाम: Pokhara labour office
पद:
मिति: २०८०-०४-३२
दस्तखत: 

इजाजत पत्र नं.: २०८०/०४/०७
श्री माता वानेश्वरी सेक्टरिटी सर्भिस प्रा.लि. (क.द.नं. १६११९०/०७३/०७४) Budhimal. - २, Rautahat, Madhesh ।

यस विभागको मिति २०८०-०४-३२ को निर्णय अनुसार यस कम्पनीलाई देहायको क्षेत्रमा देहायका कार्यसँग सम्बन्धित श्रमिक आपूर्ति गर्न श्रम ऐन, २०७४ को दफा ५९ र श्रम नियमावली, २०७५ को नियम २८ यमोजित निम्नानुसारका सर्तहरू पालना गर्ने गरी यो इजाजतपत्र प्रदान गरिएको छ ।

(१) श्रमिक आपूर्ति गर्ने क्षेत्र :
- नैसर्गिक ।
(२) आपूर्ति गरिएका श्रमिकसँग गर्ने कामको प्रकृति:
- सुरक्षा सेवा

जारी मिति: २०८०-०४-३२

श्रमिक आपूर्तिकर्ताले पालना गर्नुपर्ने सर्तहरू

१. आपूर्ति गरिएका श्रमिकको पारिश्रमिक मासिक रूपमा बैंक र बित्तिय संस्था मार्फत भुक्तानी गर्ने ।
२. श्रम ऐन २०७४ को दफा ५८ को उपदफा २ बमोजिम मात्रै श्रमिक आपूर्ति गर्न पाउने छ ।
३. श्रम ऐन २०७४ को दफा ६० तथा श्रम नियमावली २०७५ को नियम ५६ अनुसार श्रम अर्डीत भरी सेवा गर्नु पर्ने छ ।
४. श्रम ऐनको २०७४ को दफा ४ बमोजिम बाँदा श्रममा र दफा ५ बमोजिम बास्तबिकतालाई कायमा लगाउनु नहुने ।
५. कम्पनीको नाम, स्थानिय, ठेगाना वा अन्य कुनै विवरण परिवर्तन भएमा सो को जानकारी यस कार्यालयलाई दुवैले गराउने ।
६. श्रम ऐन, २०७४ को दफा ६० र श्रम नियमावली २०७५ को नियम ३१ बमोजिम इजाजतपत्रवाताले विवरण बुझाउनु पर्ने ।
७. श्रम ऐन, २०७४ को दफा ६० बमोजिम आपूर्ति गरिएका श्रमिकबाट मुक्त भिन्न नपाउने ।
८. श्रम ऐन, २०७४ को दफा ६१ अनुसार श्रमिक आपूर्तिकर्ताको दायित्व पूरा गर्नु पर्ने ।
९. श्रम ऐन, २०७४ तथा श्रम नियमावली २०७५ को पूर्व रूपमा पालना गर्नु पर्ने ।

नवीकरण विवरण

इजाजत पत्र नं.: २०८०/०४/०७
श्री माता वानेश्वरी सेक्टरिटी सर्भिस प्रा लि. (क.द.नं. १६११९०/०७३/०७४) Budhimal. - २, Rautahat, Madhesh

जारी गरिएको मिति	माय अवधि	नवीकरण मिति	दस्तावेजीकरण दस्तुर रु.	अन्य दस्तुर रु.	नवीकरण गर्नेको इलाका	कैफियत
२०८०-०४-३२	२०७७ आषाढ महाना वसन्त		२०००००			नयाँ दस्ता

7.2: Work area change

The "Work Area Change" feature allows service seekers to fill out an online form for requesting a work area change. Authorized staff members can access the form filled by service seekers and view or download the uploaded documents. Click on the "Add New" button to change work area.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

प्रोफाइल

निवेदन

- श्रमिक अपूर्तिकर्ता
- निवेदन
- कार्यक्षेत्र परिवर्तन
- सेवा परिवर्तन
- कम्पनीको नाम परिवर्तन
- कम्पनीको ठेगाना परिवर्तन
- इजाजतपत्र खारेज
- श्रम अडिट

होम / कार्य क्षेत्र परिवर्तन निवेदनहरू
कार्य क्षेत्र परिवर्तन निवेदनहरू

Show 10 entries Search:

इजाजतपत्र नम्बर	निवेदन मिति	धुस्नानी स्थिति	स्थिति	स्वीकृत मिति	कार्य
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Select the area of work that you are changing.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

प्रोफाइल

निवेदन

- श्रमिक अपूर्तिकर्ता
- निवेदन
- कार्यक्षेत्र परिवर्तन
- सेवा परिवर्तन
- कम्पनीको नाम परिवर्तन
- कम्पनीको ठेगाना परिवर्तन
- इजाजतपत्र खारेज
- श्रम अडिट

होम / कार्य क्षेत्र परिवर्तन
कार्य क्षेत्र परिवर्तन

कार्य क्षेत्र परिवर्तन फारम

इजाजतपत्र नम्बर इजाजतपत्रको मान्य अवधि संस्थाको नाम संस्थाको ठेगाना

वेलफेयर सेक्युरिटी सर्मिस प्रा लि. Changunarayan-3, Bhaktapur, Bagmati

श्रमिक अपूर्तिकर्ताको कार्यक्षेत्र

श्रमिक अपूर्तिकर्ताले हाल कायम गर्न चाहेको कार्यक्षेत्र नयातभर

क्षेत्र काय्नुोस्

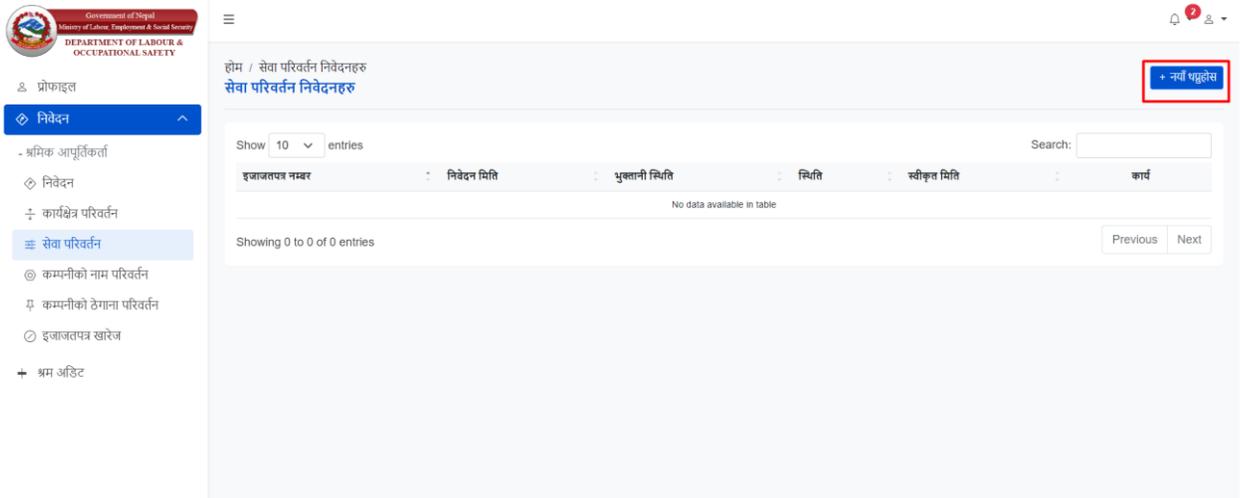
- श्रम तथा रोजगार कार्यालय, जनकपुर, धनुषा
- श्रम तथा रोजगार कार्यालय, टेकु, काठमाडौं
- श्रम तथा रोजगार कार्यालय, धनगढी, कैलाली
- श्रम तथा रोजगार कार्यालय, नेपालगञ्ज, बाँके
- श्रम तथा रोजगार कार्यालय, पोखरा, कास्की
- श्रम तथा रोजगार कार्यालय, बुटवल, रूपन्देही

If admin finds okay, then they either set the amount of Bank Guarantee and revenue (License Fee and Fine), or forwards the application request to the Supervisor.

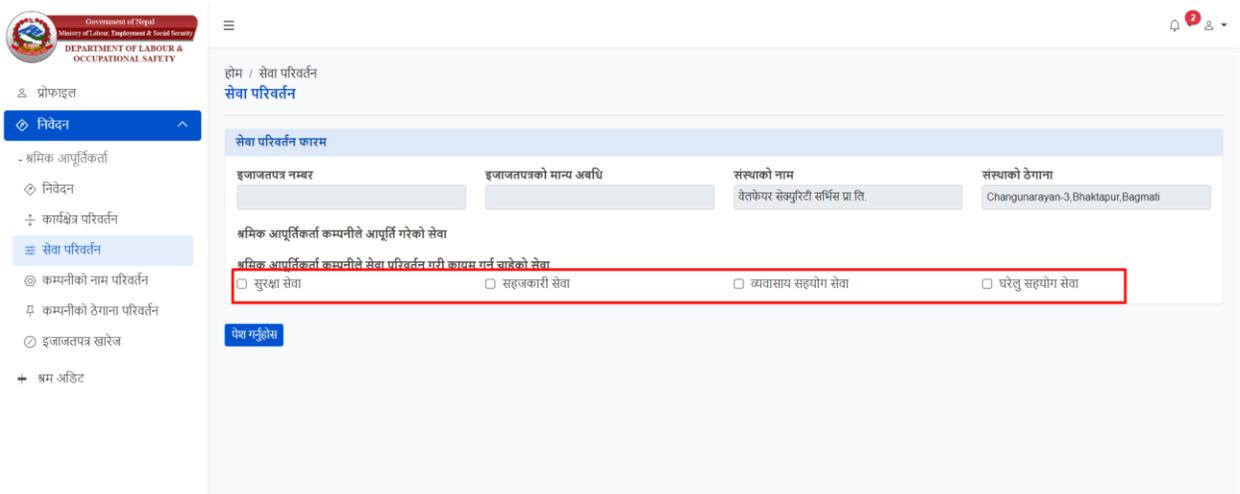
Verifier, supervisor or the Approver should be able to generate Permission / Renewal Certificate with change in work areas if permitted with that role by the office / department.

7.3: Service Change

The system will allow user to update the online application form for Service Change. This means they can switch to a different type of work or service from the two options currently available. Click on the “Add New” button to change service.



Mark the checkbox of the services you are changing.



If the admin finds any missing documents or errors, the change request will be rejected with appropriate comments, and the user will be informed of the rejection. However, if the admin finds everything in order, they will determine the applicable fee and notify the user accordingly. Certificate with change in work areas will be generated.

7.4: Company Name change

The system will enable user to update the online application form for a Company Name change. This means they can switch to a different company name from the options currently available. To initiate the change, they can click on the "Add New" button.

The screenshot shows the user interface for adding a new company name change. The page title is 'कम्पनीको नाम परिवर्तन निवेदनहरू' (Company Name Change Application Forms). A red box highlights the '+ नयाँ थप्नुहोस्' (Add New) button in the top right corner. The main content area is empty, showing 'No data available in table'.

The screenshot shows the 'कम्पनीको नाम परिवर्तन फारम' (Company Name Change Form). The form includes the following fields:

- कम्पनीको साविकको नाम (Company's previous name): XYZ
- कम्पनीको हाल कायम भएको नाम (Company's current name):
- कामजातहरू (Occupations):
- नाम परिवर्तनका लागि अनुरोध पत्र (Request letter for name change): No image available
- नाम परिवर्तनका लागि कम्पनी रजिष्टरको पत्र / नाम परिवर्तन साक्षितको कम्पनी दर्ता प्रमाणपत्र (Company registration letter / Name change certificate): No image available
- भुक्तानी फारम (Payment form):
- कारोबार संकेत नं (Business registration number):
- भुक्तानी रकम (रु.) (Payment amount (Rs.)): 1000
- भुक्तानी मिति (Payment date):
- भोवर अपलोड गर्नुहोस् (Upload signature): No image available
- अनसाइन भुक्तानी शिक् (रिजिस्ट्रार) (Unsigned payment slip (Registrar))

At the bottom, there is a 'पेश गर्नुहोस्' (Submit) button.

- Enter "कम्पनीको हाल कायम भएको नाम"

- Upload "नाम परिवर्तनका लागि अनुरोध पत्र"
- Upload "नाम परिवर्तनका लागि कम्पनी रजिष्ट्रारको पत्र / नाम परिवर्तन सहितको कम्पनी दर्ता प्रमाणपत्र"
- Enter "कारोबार संकेत नं"
- Select "भुक्तानी मिति"
- Upload "भौचर अपलोड गर्नुहोस्" or Click "अनलाइन भुक्तानी"
- Click "save" button

If the verifier identifies any missing documents or errors, they will reject the company name change request with relevant comments and notify the user of the rejection. However, if the verifier sees the request to be satisfactory, they will determine the applicable fee and inform the user accordingly. A certificate reflecting the change in company name will be generated.

7.5: Company Address change

The system will allow user to update the online application form for a Company Address change. This means they can switch to a different address for their company from the options currently available. To begin the change process, they can click on the "Add New" button.

The screenshot shows the user interface for the 'कम्पनीको ठेगाना परिवर्तन निवेदनहरू' (Company Address Change Requests) section. The interface includes a sidebar with navigation options such as 'Profile', 'Request', and 'Labour Audit'. The main content area displays a table with the following columns: 'इजाजतपत्र नम्बर' (License Number), 'निवेदन मिति' (Application Date), 'भुक्तानी स्थिति' (Payment Status), 'स्थिति' (Status), and 'स्वीकृत मिति' (Approval Date). The table currently shows 'No data available in table'. There is a search bar and a 'ACTION' button for each entry. The interface also includes a 'नयाँ थप्नुहोस्' (Add New) button in the top right corner.

Government of Nepal
Ministry of Labour, Employment & Social Security
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY

प्रोफाइल
निवेदन
श्रमिक अपूर्तिकर्ता
निवेदन
कार्यक्षेत्र परिवर्तन
सेवा परिवर्तन
कम्पनीको नाम परिवर्तन
कम्पनीको ठेगाना परिवर्तन
इजाजतपत्र खातेब
श्रम अडिट

कागजातहरू

ठेगाना परिवर्तनका लागि अनुरोध पत्र

कम्पनी रजिष्टर कार्यालयबाट ठेगाना परिवर्तन गरियो कागजात

No image available

Choose File No file chosen

(अधिकतम साइज 1 mb)

No image available

Choose File No file chosen

(अधिकतम साइज 1 mb)

भुक्तानी किसिम

कारोबार संकेत नं.

भुक्तानी रकम (रु.)

1000

भुक्तानी मिति

भौचर अपलोड गर्नुहोस्

अनलाइन भुक्तानी

रिक्त दिइएको

Choose File No file chosen

(अधिकतम साइज 1 एम्बी)

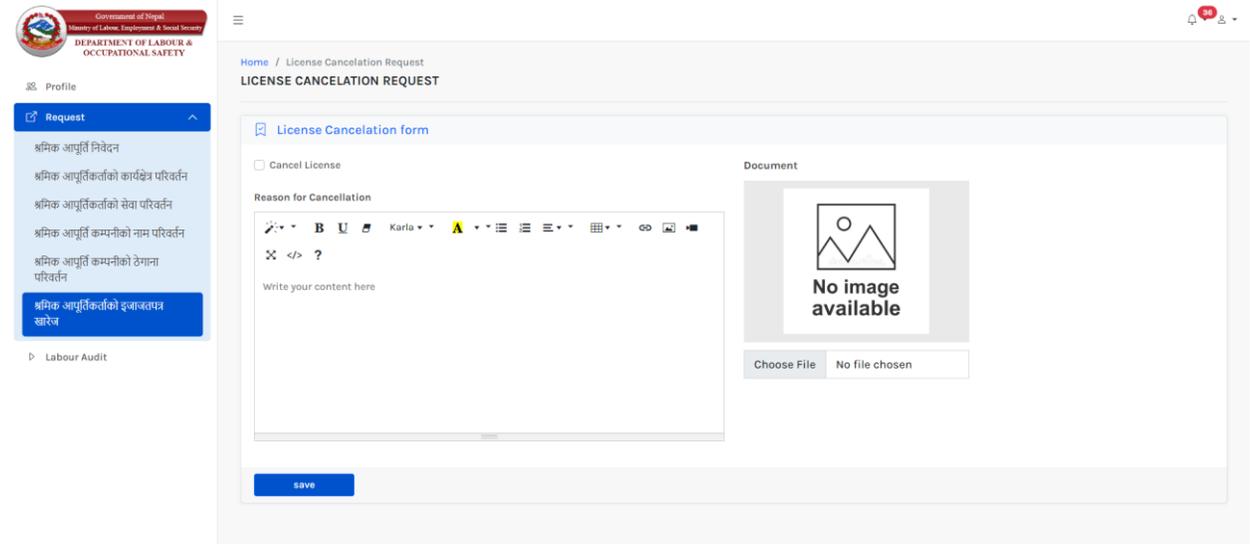
पेस गर्नुहोस्

- Upload "Upload"
- Upload "कम्पनी रजिष्टर कार्यालयबाट ठेगाना परिवर्तन गरियो कागजात"
- Enter "कारोबार संकेत नं"
- Select "भुक्तानी मिति"
- Upload "भौचर अपलोड गर्नुहोस्" or Click "अनलाइन भुक्तानी"
- Click "save" button

If the verifier identifies any missing documents or errors, they will reject the company address change request with relevant comments and notify the user of the rejection. However, if the verifier sees the request to be satisfactory, they will determine the applicable fee and inform the user accordingly. A certificate reflecting the change in company address will be generated.

7.6: Labor License Cancellation

User can apply to cancel their license by submitting the necessary documents and providing remarks explaining the reason for cancellation.



The screenshot shows the 'License Cancellation Request' form in the ILMIS system. The form is titled 'LICENSE CANCELLATION REQUEST' and includes a 'License Cancellation form' section. On the left, there is a sidebar with the logo of the Department of Labour & Occupational Safety, Nepal, and a list of services: 'श्रमिक आपूर्ति निवेदन', 'श्रमिक आपूर्तिकर्ताको कार्यक्षेत्र परिवर्तन', 'श्रमिक आपूर्तिकर्ताको सेवा परिवर्तन', 'श्रमिक आपूर्ति कम्पनीको नाम परिवर्तन', 'श्रमिक आपूर्ति कम्पनीको ठेगाना परिवर्तन', and 'श्रमिक आपूर्तिकर्ताको इजाजतपत्र खारेज'. Below the sidebar is a 'Labour Audit' link. The main form area has a 'Cancel License' checkbox and a 'Reason for Cancellation' text area with a rich text editor. To the right, there is a 'Document' section with a 'No image available' placeholder and a 'Choose File' button. A 'save' button is located at the bottom of the form.

After verification by the Supervisor, the application will be forwarded to the Approver for approval. Once the Approver grants approval, it will be updated in ILMIS, and a cancellation notice will be sent to the user through their verified email and mobile number. In case a Labor Supplier Company fails to comply with the rules and regulations of the Labor Act 2074 and Labor Regulation 2075, the Department of Labor and Occupational Safety (DoLOS) has the authority to suspend your license for a specific period.

Labour Supply Approval

This module was developed in such a way that it enables authorized staffs to access the form filled by the service seekers and view, download the documents uploaded by them.

The application request should be viewed in verifier's dashboard. The verifier then checks all the details filled and all the documents uploaded by the service seekers. If verifier finds any missing documents or mistakes, he/she can reject the application request with proper remarks (reasons for rejection). If verifier finds okay, then he/she sets the amount of Bank Guarantee and revenue (License Fee and Fine).

After bank Guarantee paper is submitted and revenue is deposited in the specified account via banks integrated with ILMIS or e-payment service providers or operators integrated with ILMIS, the application request should be forwarded by the verifier to the Supervisor.

The Supervisor checks the document and either rejects, or sends back to the verifier with proper remarks, or approves the application request with permission from DoLOS, or forwards the application request to the Approver.

The Approver also checks the documents and either rejects, or sends back to the verifier / supervisor with proper remarks, or approves the application request with permission from DoLOS.

Verifier, supervisor or Approver should be able to generate Permission / Renewal Certificate if permitted with that role by the office / department.

ILMIS should be integrated with office of Company Registrars' and IRD Systems for data validation, where possible.