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



USER MANUAL-TRADE UNION

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Introduction

Trade unions, enterprise associations, and federations are organized groups that have different purposes. Trade unions represent workers and fight for their rights at work. Enterprise associations bring businesses together to tackle common challenges and promote industry growth. Federations unite multiple unions or associations to increase their influence and work together. These groups are essential in advocating for their members and shaping sector-specific policies.

Trade unions represent workers, enterprise associations collaborate to address industry challenges, and federations bring together multiple groups for collective strength.

Background of the Trade Union

A trade union is an organization of workers formed for the purpose of improving the conditions of workers, who collectively seek to protect and promote their mutual interests through collective bargaining. Those unions pay attention to the various issues necessary to maintain professional dignity and respect through collective bargaining on issues such as fairness of pay, better working environment, working hours and benefits, their rights, security of service, compensation and social security. They represent groups of workers and act as an intermediary between management and workers. Even though it was mentioned in the Act related to factories and workers working in factories in 2016, a separate act related to trade unions was created in the year 2049.

Making the services provided by the Department of Labour and Occupational Safety technology-friendly and operating them through an electronic system in a fast and efficient manner, there is a need to make a software system which can handle the services carried out by the Department in a hassle-free environment in paper less digital format. Hence, DoLOS is looking for eligible firms to complete the assignment guided by ToR and DoLOS.

Overview of Homepage

In 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.

Next is the language translator switch, which can translate content in Nepali or English.

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, you can choose the user type that suits you. 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				

Modules of the System

The system consists of 6 users assigned to each department, and their respective roles and descriptions are provided below:

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

- 5. Trade Union Association
- 6. Labor Supply

Login

Browse the Link: <u>https://ilmis.dolos.gov.np/</u>

		I	LOGIN		
For					
Select	One				
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			Get OTP		

• Choose "Enterprise level Trade Union "

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कुनै एक छान्नहोस	
Work Permit-Organi	izational (गैर-नेपाली श्रम इजाजत-संस्थागत)
Work Permit-Individ	Jual (गैर-नेपाली श्रम स्वीकृति -व्यक्तिगत)
Labour Supplier (श्री	मेक आपूर्तिकर्ता)
Federation Level Tra	de Union(ट्रेड युनियन महासंघ)
Enterprise Level Tra	de Union (प्रतिष्ठानस्तरको ट्रेड युनियन)
Enterprise (प्रतिष्ठान)	
Association Level Tr	ade Union (ट्रेड युनियन संघ)
	C>
	OTP प्राप्त गर्नुहोस्

- Applicants must enter the 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 will resend

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".

After the applicant's verification is successful, they are directed to the Dashboard of different users.

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OCCUPATIONAL SAFETY	Home / Public Dashboard
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💼 ट्रेड युनियन सम्मिलन	
⊘ ट्रेड युनियन खारेज	

Trade union registration

To register as an enterprise-level trade union, the workers who wish to join must meet two requirements. First, their total count should be at least 25% of all non-management employees in the company. Second, the organization must have more than 10 employees in total. These conditions ensure that a significant portion of the workforce supports unionization and that the union represents a substantial workforce.

To register click "add new" for old register or renew click "old register and renew".

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To register an enterprise-level trade union, users need to fulfill the above requirements.

- Enter "प्रतिष्ठान नाम"
- Enter "प्रस्तावित नाम"
- Enter "ठेगाना"
- Enter "गठन मिति"
- Select "श्रम कार्यालय छान्नुहोस् "
- Upload "अन्सूची १"
- Upload "फारम १: सदस्य कामदारहरुले गरेको सम्झौता/स्वीकारोक्ति"
- Upload "फारम ३: कार्यसमितिको बैठकदवारा पारित निर्णय"
- Upload "फारम ४: अख्तियारनामाको पत्र"
- Upload "फारम ५: कामदारहरुको विवरण व्यावस्थापकद्वारा प्रमाणित गर्ने कागज "
- Upload "बिधान रमाणित प्रतिलिपि"
- Fill "फारम २: कार्यसमितिका पदाधिकारी र सदस्यहरुको नामावली (कार्यसमितिका सदस्यहरुको नामावली)"
- Enter "कारोबार संकेत नं"
- "भुक्तानी रकम (रु.)" is set by admin
- Select "भुक्तानी मिति"
- Upload "भुक्तानी मिति" or "अनलाइन भुक्तानी"
- Enter "save" button

If form 5 is filled, the administration will initiate the verification process. Upon approval, the certificate will be generated.

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If form 18 is filled, the administration will initiate the verification process. Upon approval, the certificate will be generated.

The admin requests the upload of the "daabi ujurika sambandhama" for 15 days, 7 days, and 3 days, along with the issuance of a letter to be published on the website.

Once the administrator approves, the user will receive a certificate on their profile.

नेपाल सरकार श्रम रोजगार तथा सामाजिक सुरक्षा मंत्रालय श्रम तथा व्यवसायजन्य सुरक्षा विभाग श्रम तथा रोजगार कार्यालय टेकु, काठमाडौँ								
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6. Renewal of Enterprise level

The trade union authorized personnel should update any necessary documents, if applicable, and upload them again for certification renewal. 15 days' notice is sent to the Registered Trade Union if not renewed after expiry.

The conditions for renewal are as follows: Renewal must be done either before 3 months of expiry, within 3 months of expiry, or within 6 months after expiry.

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- Upload "लेखा अडिट रिपोर्ट"
- Upload "फारम ४: अख्तियारनामाको पत्र"
- Upload "फारम ५: कामदारहरुको विवरण व्यावस्थापकद्वारा प्रमाणित गर्ने कागज /फारम ५"
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- Enter "save" button

If a form is filled, the administration will initiate the verification process.

7. Name Change of Enterprise level

To change your name, start by filling out the "Basic Details" form. If necessary, the authorized representative of the trade union should update all the required documents and upload them again for certification renewal click "add new"

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Please fill in the basic details.

• Fill in the name of the currently established Trade Union.

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- Click the Save button.

8. Official Trade Union

Within the enterprise, there are multiple trade unions, and one of them is designated as the Official (Adhikarik) Trade Union through a voting process. The administration has the authority to mark a specific trade union as "Official," and all other trade unions will be notified accordingly. The name of the enterprise will be displayed, and the voucher upload on the Official Trade Union should be marked. Click "add new"

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9. Trade Union Expelled.

To expel from the trade union, select "Trade Union Act" and provide the reason for cancellation.



Please upload these documents:

- Upload the application.
- Upload the evidence of expulsion as per the provisions.
- Upload the certificate of proof.
- Enter "save".

10. New Sangh (Association) Registration

Please choose from the following options which form you are feeling: 50, 500, or 5000, respectively.

To register Form 50, please provide the following information.

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	nepal@gmail.c	काठमाण्डी मा.न.पा२८, खागवजार	2076-11-08	98000000000

To register a trade union association form 50, please follow these steps:

- Enter the proposed name of the organization.
- Enter the email address of the organization.
- Enter the address of the organization.
- Enter the date of establishment of the organization.
- Enter the contact number of the organization.

Upload the documents.

- Upload Application/Appendix 3.
- Upload authorization letter.
- Upload a certified copy of the decision of the executive committee.
- Upload a certified copy of the resolution of the general assembly.
- Upload the constitution (certified copy).
- Upload a certified copy of the agreement reached among trade unions.
- Upload an acceptance letter/form 12 from other trade union federations.
- Upload additional documents.
- Fill in the names of the members of the executive committee.
- Fill in the details of the trade unions at the organizational level for the formation of the trade union federation.

Specify the payment method.

- Enter the business reference number.
- Enter the payment amount (in NPR).
- Enter the payment date.
- Upload a voucher or make an online payment.

To register a trade union association form 500, please follow these steps:

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- Enter the proposed name of the organization.
- Enter the email address of the organization.
- Enter the address of the organization.
- Enter the date of establishment of the organization.
- Enter the contact number of the organization.

Upload the documents.

- Upload Application/Appendix 3.
- Upload authorization letter.
- Upload a certified copy of the decision of the executive committee.
- Upload a certified copy of the resolution of the general assembly.
- Upload the constitution (certified copy).
- Upload a certified copy of the agreement reached among trade unions.
- Upload a certified copy of the agreement reached among trade unions.
- Upload additional documents.
- Fill in the names of the members of the executive committee.

Specify the payment method.

- Enter the business reference number.
- Enter the payment amount (in NPR).
- Enter the payment date.
- Upload a voucher or make an online payment.

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To register a trade union association form 5000, please follow these steps:

- Enter the proposed name of the organization.
- Enter the email address of the organization.
- Enter the address of the organization.
- Enter the date of establishment of the organization.
- Enter the contact number of the organization.

Upload the documents.

- Upload Application/Appendix 3.
- Upload authorization letter.
- Upload a certified copy of the decision of the executive committee.
- Upload a certified copy of the resolution of the general assembly.
- Upload the constitution (certified copy).
- Upload a certified copy of the agreement reached among trade unions.
- Upload a certified copy of the agreement reached among trade unions.
- Upload a certified copy of the agreement reached among trade unions.
- Upload additional documents.
- Fill in the names of the members of the executive committee.

Specify the payment method.

- Enter the business reference number.
- Enter the payment amount (in NPR).
- Enter the payment date.
- Upload a voucher or make an online payment.

After submitting a registration form, the administrator will verify it and issue a certificate.

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11. Renew Sangh (Association) Registration

If the renewal application date has passed 6 months after the license expiry date, it cannot be renewed. A new application is required. Here's the method and process to renew a Sangh (Association) for Trade Union click on "add new".

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Documents to upload and fill.

- Upload Application/Appendix 3.
- Upload authorization letter.
- Upload a certified copy of the decision of the executive committee.
- Upload a certified copy of the resolution of the general assembly.
- Upload the constitution (certified copy).
- Upload a certified copy of the agreement reached among trade unions.
- Upload an acceptance letter/form 12 from other trade union federations.
- Upload additional documents.

- Upload the certificate of registration.
- Upload the audit report of the past fiscal year.
- Fill in the names of the members of the executive committee.
- Fill in the details of the trade unions at the organizational level for the formation of the trade union federation.

Specify the payment method.

- Enter the business reference number.
- Enter the payment amount (in NPR).
- Enter the payment date.
- Upload a voucher or make an online payment.

After submitting a renew form, the administrator will verify it and issue a certificate.

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12. Change of Trade Union Association Name

This is a request to change the Trade Union Name click "add new "and fill the required information.

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Basic details

- Previous name of the trade union: "Auto"
- Enter current name of the established trade union: [Please enter the current name]

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- Upload application.
- Upload a certified copy of the document evidencing the name change as per the constitution.
- Upload a copy of the amended constitution.
- Upload additional documents.
- Enter "Save" button

13. Trade Union Conference

Follow these procedures to organize a Trade Union conference

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In the basic information section:

• Enter the proposed name.

- Enter the address.
- Enter the establishment date.
- Enter the contact number.
- Enter the email.
- Select the Trade Unions participating in the conference.
- Enter or select the number of votes in favor of the conference by the members.

In the documents:

- Upload the constitution (certified copy).
- Upload the certified copy of the agreement made among the Trade Unions.
- Upload the decision of the executive committee.
- Upload the authorization letter.

In the payment type:

- Upload proof of payment or select online payment.
- Enter and press the "Save" button.

14. New Sangh (Federation) Registration

To register a Trade Union Federation, you are required to provide the information given in the picture below:

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In the basic details section.

Enter the proposed name of the Trade Union Federation.

- Enter the address of the Trade Union Federation.
- Enter the establishment date of the Trade Union Federation.
- Enter the contact number of the Trade Union Federation.
- Enter the email address of the Trade Union Federation.

In the "Documents" section:

- Upload the "Nivedan/Anusuchi 5" along with the available form for download.
- Upload the certified copy of the decision made by the Executive Committee.
- Upload the constitution (certified copy).
- Upload the authorization letter.
- Upload "Form 13: Acceptance of the formation of the Trade Union Federation" along with the available form for download.
- Upload the certified copy of the decision of approval or non-approval of the support.
- Upload any additional required documents.

In the "List of Executive Committee Members," fill the given form for each member:

- Enter the name of the member.
- Enter the middle name of the member.
- Enter the last name of the member.
- Enter the address of the member.
- Enter the designation of the member.
- Enter the citizenship number of the member.
- Upload the citizenship certificate of the member.
- Upload the certified proof of continuous service.
- Enter any remarks
- Add new entries if required.

In the "Form 13: Acceptance of the formation of the Trade Union Federation":

- Select the name of the Trade Union.
- Enter the address of the Trade Union.
- Enter the name of the authorized person.
- Upload the Trade Union stamp.
- Upload the copy of the decision made by the Union's Executive Committee.
- Upload the authorization letter of the Union.
- •

In the "Payment Method":

- •
- Enter the business reference number.
- Enter the payment amount (in Nepali Rupees).
- Select the payment date.
- Upload the voucher or complete the online payment.
- Click the "Save" button.

After submitting a registration form, the administrator will verify it and issue a certificate

Additionally, the user has the option to view their details and print the certificate.



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15. Renewal of the Organization

In Renewal of the Organization, It involves updating and making changes to the organization, which may include changing its name, address, and other details. The process requires submitting an official application and supporting documents explaining the reasons for the name change, enter "add new" for renewal.





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In Documents:

- Upload Application (sample download format is available).
- Upload a certified copy of the decision made by the working committee.
- Upload the constitution (certified copy).
- Upload the authorization letter.
- Upload components (if applicable).
- Upload the document confirming acceptance for the renewal of the organization (sample download format is available).
- Upload the decision of support or non-support and related information (certified copy).
- Upload the report of the previous fiscal year's audit (if applicable).
- Upload the tax clearance certificate.
- Upload additional documents.

In Form for the Members of the Working Committee:

- Enter name, middle name, last name, address, position, citizenship number.
- Upload citizenship, undivided service certificate (certified copy).
- Enter remarks.

In Document for the Formation of the Organization:

• Select the name and address of the trade union.

- Enter the name of the authorized person.
- Upload the trade union stamp.
- Upload a copy of the decision made by the trade union's executive committee.
- Upload the trade union's authorization letter.

16. Trade Union Name Change

Trade Union Name Change is the process of modifying the existing name of a registered trade union to a new name. It involves proposing the name change and obtaining approval during a general meeting of the union members. After approval, the necessary documentation and formalities are completed to reflect the new name officially, enter "add new" for name change.

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In Basic Information:

- The previous name of the Trade Union is auto-filled.
- Enter the current name of the Trade Union.

In Documents:

- Upload the application.
- Upload a certified copy of the evidence of the name change as per the constitution.
- Upload a copy of the amended constitution.
- Upload additional documents.
- Click on the save button.

After submitting a registration form, the administrator will verify it and issue a certificate

Additionally, the user has the option to view their details and print the certificate.



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दर्ता प्रमाणपत्र पत्र नं. : १७

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पव्जिकधिकारी दस्तखत

अनुसुची - ६

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17. Trade Union Conference

Trade Union Conference is a significant gathering of representatives from different trade unions to discuss and advocate for the welfare and rights of workers. It aims to foster solidarity and unity among unions for common goals, such as better working conditions and fair treatment

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In Basic Information:

- Enter the proposed name.
- Enter the address.
- Enter the establishment date.
- Enter the contact number.
- Enter the email address.
- Select the trade unions participating in the conference.
- Enter the number of votes in favor of the conference by the members.

In Documents:

- Upload the application.
- Upload the certified copy of the agreement reached among the trade unions.
- Upload the decision of the executive committee.
- Upload additional documents.

In the Payment Method:

- Enter the business reference number.
- Enter the payment amount (in Nepali Rupees).
- Select the payment date.
- Upload the voucher or complete the online payment.
- Click the "Save" button.

After submitting a registration form, the administrator will verify it and issue a certificate.

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दर्ता प्रमाणपत्र पत्र नं. : ७							
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18. Trade Union Expulsion

"Trade Union Expulsion" or "Trade Union Termination" refers to the process of removing a member or a trade union from the organization due to reasons like rule violations, unethical practices, or failure to meet membership criteria. This action is taken by the trade union's governing body to uphold discipline and the union's values.

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In General Information:

• Write the reason for cancellation.

In Documents:

- Upload the application.
- Click on the save button.

After submitting a registration form, the administrator will verify it and issue a letter.

19. Information

In the Information section, the trade union provides general details that remain unchanged over time.

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In General Information:

• Enter Details

- Upload Attachment
- Click on "Save" button

20. Constitutional Amendment

The Constitutional Amendment is making changes to the federation's constitution to adapt to new situations and improve its effectiveness, enter "add new" for more detail.

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In Documents section:

- Upload Application.
- Upload a certified copy of the Constitution Amendment as per the constitution.

- Upload the Constitution Amendment made three months ago.
- Upload additional documents.
- Click on the save button.

Association/Federation/ Enterprise level Trade Union Registration and Renewal

This module was developed in such a way that it enables authorized staffs (DoLOS staffs or Staffs from Labour and Employment offices) 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 checks all the details filled and all the documents uploaded by the service seekers. If verifiers found ok then he/she sets the amount of revenue (Fee and Fine). If the verifier found any mistake, then he/she rejects the application back to service seekers login with proper remarks (reason of rejection). The account officer then verifies the amount. Notice of Objection to the Claim is published in National Daily. Provision should be available for this in the system. If objection is not revised from anyone then verifier forwards Registration/renewal request to Supervisor with recommendation. The Supervisor after verification will forward to Approver for approval. Once the Approver approves the Registration/renewal request it should be reflected in ILMIS and Authorized DoLOS staffs or Staffs from Labour and Employment offices)can be able to generate Registration/renewal certificate. Approver can reject the application if any missing document is found (with specific Reason). The user involved in Registration/renewal procedure can reject the request along with the remarks for rejecting. The Trade Union can resubmit the request again for approval