



# USER MANUAL-WORK PERMIT

# PREPARED BY: DOLOS

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🕽 : www.dol.gov.np

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#### **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. Work Permit Individual and Organization

This module has developed in such a way that it enables the service seeker (Foreign workers) to access, fill and submit the online application form anywhere -anytime via internet. After duly filled the form and uploaded the mentioned documents, service seeker can choose an interview date from a slot specified by the Department and submit the form online and then successful form submission should be displayed and notification regarding the same along with customized instructions should be sent in their registered email and mobile number

#### **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.

٢	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

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

Choose the work permit- Individual



In the application, the user can choose from different options in the "For" dropdown menu: Work Permit-Individual, Work Permit-Organization, Trade Union Federation, Trade Union Enterprise, Trade Union Association, and Labor Supply.

- 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 Use	r,
Thank you require you identity.	for submitting DOLOS ILMIS User registration request. We a to provide further information to assist us in verifying your
OTP Code :	436937
Thank you, DOLOS-ILN	ЛIS

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

VERIFY OTP	
OTP has been send in your mail	×
For 514773	Resend OT
Enter Your OTP	
Submit	

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

Government of Nepal Viniety of Labore, Employment & Social Security	≡					Ĺ	<u>1</u> • *
Profile	Home / Public Dashboard						
Employee List	WELCOME TO DASHBOARD - V	Vork Permit-Organizational (गैर-नेपाली श्रम स	वीकृति-संस्थागत)				
+ Labor Audit	List Of Workpermit Expired Applie	cation					
	EMPLOYEE NAME	DESIGNATION	FROM	то	REQUESTEXPIRE	STATUS	
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### 6. Work permit of Foreign Citizens (Individual)

6.1: PROFILE

This module allows foreigners in Nepal or outside Nepal to register for a work permit. It includes an application form that users will fill out to start the work permit process. The application begins with basic information to create a personal profile, and once completed, users can easily apply for the work permit with only additional information required.

Government of Nepal Ministry of Laloos. Employment & Social Security				¢ <sup>89</sup> ≗ -
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY	Home / Profile PROFILE			
☐ <sup>2</sup> Request ✓	General Information	General Information     Already taken permit number. Employee Name * Enter Full Name	Email * nepal@gmail.com	
		Gender * Select one	Qualification *	No image available
		Experience *	Country * Select Country *	
ilmis.dryicesolutions.net/front/profileview#		Save		

# *If you have already been issued a work permit number, click on the "Check"Already taken permit number.*

- Enter your full name.
- The email you used to sign in will be filled in automatically in the email section.
- Select your gender.
- Enter your qualification.
- Enter your experience.
- Select your country.
- Enter your passport number.
- Upload a passport-sized photo (less than 1MB).
- Click the "Save" button.

# Once you've completed the general information, proceed to fill out the document section.

#### 6.1.2: Documents



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

- Upload passport and visa
- Upload bio data.
- Upload qualification file.
- Upload offer letter.
- Upload no objection letter.
- Click the "Submit" button.

Once you've completed the Document Section, proceed to fill out the Request section.

Government of Nepal Manny of Labore. Employment & Social Socialy	۵. ۵.
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY	Home / Work Permit Request List WORK PERMIT REQUEST LIST
C <sup>2</sup> Request ∧           Workpermit Request	Show 10 v entries Search:
	No data available in table           Previous         Previous         Next

#### To request a work permit:

- Go to the "Work Permit Request" section.
- Click on "Add New Work Permit Request."

Government of Nepal Many of Labor, Employment & Social Security	=	ADD WORK PERMIT REQ	IEST	×		¢ <b>0</b> ≗ .
Profile     Norkpermit Request	Home / Worl WORK PER Show 10 NAME : aaa Showing 1	Organization Name * Organization Email * Organization Phone No. * Organization Address * Manager Name * Manager Contact No * Duration *	Organization Name Organization Email Organization Phone No. Organization Address Manager Name Manager Contact No From Ta	•	Search: PAYMENT STATUS : NO	Add New Work Permit Request
_		Occupation *	Select one	Submit Request		Show desktop

#### To add a work permit request:

- Enter the organization name.
- Enter the organization email.
- Enter the organization phone number.
- Enter the organization address.
- Enter the manager name.
- Enter the manager contact number.
- Select the duration date.
- Enter the designation.
- Select the occupation and "Submit request".

After requesting a work permit:

If an" interview and payment" are required by the admin, select an interview time slot first and once the interview is done you can Proceed with payment.

If only an "interview is required without payment", choose a suitable interview time.

For "interview not required but payment required", if no interview is needed, pay through bank voucher or online.

If marked as "free", no interview or payment is necessary.

After approving the applied request, the admin will provide an approval certificate and an E-card to the user.

#### Work Permit Approval Process

It enables authorized staffs (DOL staffs or Staffs from and Employment offices) 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 checks all the details filled and all the documents uploaded by the service seekers. If the verifier finds any mistake, then he/she rejects the application back to service seekers login with proper remarks (reason of rejection). If verifier finds ok then he/she sets the date and time of interview which should be notified to the service seeker in their verified e-mail address. Verifier personnel should be able to bypass the interview and submit the documents for approval to senior officials. After the Interview is done he/she forward the application to Reviewer for review and then reviewer forward it to Approver for approval but if interview is approved applicant shall deposit revenue and fine fee through e-payment system intergraded with ILMIS.

The applications forwarded to the approver should be displayed in approver's dashboard. The approver can view all the details filled and all documents uploaded by the service seekers along with details of verifier and review who has verified and reviewed it and forwarded for work permit approval. The approver scrutinizes all the details filled and all the documents uploaded by the service seekers. If approver finds ok then he/she approves the work permit application but if the approver found any mistake, then he/she rejects the application back to verifier's login with proper remarks (reason of rejection). Once the application is approved the Work Permit card (e-card) should be sent in the service seekers registered email and also should be downloadable and printable from service seekers own login.

All Work Permit information (Work Permit details than can be displayed publicly) should be able to be verified from DOLOS website form anywhere. Information mentioned in the Work Permit should be available to other government agencies and the related employer in Nepal via required medium

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٢		नेप Gover श्रम रोजगार तथा Ministry of Labour, Em श्री तथा व्यव Department of Labo	ास सरकार ment of Nepal सामाजिक सुरक्षा मंत्रालय oloyement and Social Security पा पाजन्य सुरक्षा विभाग ur and Occupational safety		
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### 8. Work permit of Foreign Citizens (Organization)

#### 8.1: PROFILE

This module allows foreigners in Nepal or outside Nepal to register for a work permit. It includes an application form that user will fill out to start the work permit process. The application begins with basic information to create an Organization profile, and once completed, organization can easily apply for the work permit with only additional information required.

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& Profile	Home / Profile PROFILE					
🗞 निवेदन 🗸 🗸	General Information	General Information				
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		Organization Name		Organization Location		
		PAN Number	Registration Number		Registration Date *	
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		Province *	District *		Municipalities *	
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		Email *				
		o@gmail.com				
		Contact Person				
		Name *				
		Name				
		Designation *	Email *		Contact Number*	
		Designation	Email		Number	
		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:

- Organization name
- Address/Location
- PAN number
- Registration number
- Registration date
- Select province
- Select district
- Select municipality
- Select ward

- Enter tole
- Enter Fax
- There is also a default email that you use for login.

In addition, there is a contact person section where you need to provide information about the organization's contact person. Here are the fields you need to fill in:

- Name
- Designation
- Email
- Contact number
- Once you have entered all the required information, click the "save" button.

After you've provided the basic information, you'll move on to the document and organization key member sections.



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

- Upload PAN/VAT Certificate
- Upload Approval Letter from the Home Ministry
- Upload Agreement letter from the related ministry
- Upload newspaper notice
- Upload labor audit report
- Upload SSF certificate

- Upload organization registration certificate
- Upload progress report
- Upload Job Description
- Upload Replacement Plan
- Upload Related Ministry Letter
- Upload Tax Clearance Letter
- Once you have uploaded all the required documents, click the submit button.

Government of Nepal Mainty of Labour, Employment & Social Security DEPENDENT OF LADOUR A	=				<u></u> , ● ≥ -
Profile     Employee List	Home / Profile PROFILE			⊘ नोट :-	- मान्य दाँचा (pg. jpsg. png र pnf मात्र हो   - पदि तथाईसँग देरे छरिहरू छन् भने एकल paï काइल बनाउन्द्रतेम्। - १ एमबि भन्दा हुलो काहल समर्थित छैन।
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		Show 10 v entries			Search:
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		Growing o to o of o churca			

To add key members to the organization, follow these steps:

- Enter the name
- Enter the contact number
- Enter the email
- Click the save button.

After saving, you can add other key members of the organization using the same process.

### 8.2: Employee List

Government of Nepal Maistry of Labout, Exployment & Social Security	=				¢ <sup>∞</sup> ≥ -
DEPARTMENT OF LABOUR & OCCUPATIONAL SAFETY	Home / Employee List				+ Add Employee
32 Profile	EMPLOYEE LIST				
Employee List					
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Labour Audit	NAME	GENDER C	PASSPORT	DESIGNATION	ACTION
	Alejandra Rubio Sarria	Female	AP528123		
	Karla Alejandra Angulo Urbina	Female	C04305127		
	Kurchi Das Gupta	Female	\$7711521		
	Maria Ferrer Vives	Female	PAJ376100		
	Mireia Pons Pons	Male	PAK074516	Spanish Language Teacher	
	niya	Female	d232424	Manager	8
	Prathama Raghavan	Female	Z4503713		
	Rose Elizabeth Schwietz	Female	522409120		
	Sylvaine Elisa Julia Therese Plan	Female	17CR20665		

*Here is the employee list. To add more employees, simply click on the "Add Employee" button.* 

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Profile     Employee List	Home / Employee Information EMPLOYEE INFORMATION			٥	नोट :- - मान्य डाँचा - यदि लपाई - १ एमबि भ	jpg.jpeg.png र pdf मात्र हो   सँग धेरै छविहरू छन् भने एकल pdf याइल बनाउनुहोस्। न्दा ठूसो फाइल समर्थित छैन।
🗞 निवेदन 🗸 🗸		General Information				
+ भ्रम अडिट		Employee Name * Enter Full Name Gender * Select one Occupation * Select one	Country *	Email * organization@gmail.com Passport No.*  Designation *		No image available
		Qualification *	ŀ	Experience *	ě	Choose File No file chosen

- Enter employee name.
- The email you used to sign in will be filled in automatically in the email section.
- Select your gender.
- Select your country.
- Enter your passport number.
- Enter your Occupation.

- Enter your Designation.
- Enter your Qualification.
- Enter your experience.
- Upload a passport-sized photo (less than 1MB).
- Click the "Save" button.

Government of Nepal Mainty of Labor, Exployment & Social Security	≡			ļ 🏴 z 🗸
OCCUPATIONAL SAFETY	General Information	Documents		
≗ Profile	<ul> <li>Documents</li> </ul>	Passport/Visa	Bio Data	Qualification File
Employee List	L			
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		Choose File No file chosen	Choose File No file chosen	
		Submit		
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- Upload Passport/Visa
- Upload Bio Data
- Upload Qualification File
- Upload Offer Letter
- Upload No Objection Letter
- Enter "submit" button

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	Wang Fucui	Civil Technician	2023-08-15 2024-08-14	364 days	Approved	Yes	6
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#### To request a work permit:

8.3: Request

- Go to the "Work Permit Request" section.
- Click on "Add New Work Permit Request(organization)."

Government of Nepal Ministry of Labour, Employment & Social Security	≡			Ļ <sup>®0</sup> ≗ ▾
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	18 19 20 21 22 23 24			Submit Request
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- Check the list and choose the (from-to)date for the request.
- Click the "Submit Request" button.

After submitting an application, the admin will verify it and then announce whether you need to choose an interview slot and make a payment, or not.

# If the condition is to choose an interview time slot and payment, simply click the "Watch" button and select one slot.

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After the interview is done, you can proceed with payment using a bank voucher or online method.

Government of Nepal Ministry of Labour, Employment & Social Security	Ξ							Ļ <sup>∰</sup> ≗.
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*If you're choosing a bank voucher or online payment, please give the required information.* 

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If an" interview and payment" are required by the admin, select an interview time slot first and once the interview is done you can Proceed with payment.

If only an "interview is required without payment", choose a suitable interview time.

For "interview not required but payment required", if no interview is needed, pay through bank voucher or online.

If marked as "free", no interview or payment is necessary.

After approving the applied request, the admin will provide an approval certificate and an E-card to the user.

#### Same approval process follows for this as well.

#### Once your application is approved, you will receive a printable certificate.

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Government of Nepal Ministry of Labour, Employment & Social Security	Ξ							Ą
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-100	Wang Fucui	Civil Technician	2023-08-15	2024-08-14	364 days	Approved	Yes	8
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토: Civil Technician (편. : EJ8847092
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इजाजतपत्र जारी गर्ने अधिकारीको नाम : पद : जारी मिति : 2023-08-15 हरबाक्षर :

