

System operation Procedure (SoP)  
for  
Online Benefit Approval Procedure  
by DLO  
for all benefits.

# DLO LOGIN

## Choose the option Verification of Benefits

Email: Inbox (25)

Odisha Building & Other Construc

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bocboard.labdirodisa.gov.in/Building/admin/DLODash.jsp

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Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Edit And Update Benefits

Regenerate File for Dm

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer ( District Labour Office Khordha )

Dashboard

205377

No Of Beneficiary

28

No Of Employer

male: 10810  
female: 7628

working tools

male: 3924  
female: 2500

Safety Equipment

male: 330  
female: 102

Death Benefit

male: 364  
female: 302

Assistance for Marriage

male: 331  
female: 102

Funeral Expenses

male: 6057  
female: 2901

Education of Children

male: 60  
female: 337

Maternity Benefit

male: 9140  
female: 4357

Bi-Cycle Benefit

NIC

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# Choose the BENEFIT Type

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Benefit Applied Date Range

12/06/2019 - 12/06/2019

Benefit Type

Assistance for Marriage

Select

Assistance for Marriage

Assistance for the Education of Children

Bi-Cycle Benefit

Death Benefit

Funeral Expenses

Maternity Benefit

Safety Equipment

Working Tools

Submit

Reset

NIC

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# Verification/ view details of BENEFIT Application

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Benefit Applied Date Range

12/06/2019 - 12/06/2019

Benefit Type

Assistance for Marriage

Submit

Reset

10 records per page

Search:

#	Application No.	Beneficiary No.	Beneficiary Name.	Benefit Type.	View Details	Status
1	KHO001B42019000008	ODKHO001001234	P JAYANTI	Assistance for Marriage		PENDING

Showing 1 to 1 of 1 entries

← Prev

1

Next →

Approve

Reject

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# DETAILS VIEW OF Benefit APPLICATION

The screenshot displays the Odisha Building & Other Construction Worker's Welfare Board portal. A modal window titled "View Benefit details" is open, showing the following information:

Field	Value
Registration no	ODKHO001001234
Worker Name	P JAYANTI
Date of Birth	25/08/1988
Gender	FEMALE
Marital Status	UNMARRIED
Father's Name/ Husband's Name	P BIMEYA
Mobile no.	
Aadhaar No	567777765544
Application No	KHO001B42019000008
Photo	
Applied Date	12/06/2019
Marriage Certificate RegNo	48964
Marriage Certificate RegDate	01/01/2018
Marriage Self/Daughter	SELF
Name Daughter	N/A
Date Marriage	N/A
Daughter DOB	N/A
Husband Name	BIJAY JENA
Husband DOB	12/06/1991
Concerned District	BLS
Concerned Block	
Certifying Authority Designation	REGISTRAR
Availed Earlier Marriage	NA

The modal window includes a "Close" button at the bottom right. The background interface shows a sidebar with navigation options like "Registration", "Verification of Beneficiary", "Identity Cards", and "View Of Benefits". The main content area displays a table of benefit applications with columns for "#", "Application No.", and "Beneficiary Waiting for Approval". The table shows one entry with application number KHO001B42019000008.

# AFTER APPROVAL put REMARKS & Submit

The screenshot displays the Odisha Building & Other Construction Worker's Welfare Board portal. A modal titled "Remark for your approval" is open, showing a text input field with the word "APPROVED" and "Close" and "Submit" buttons. The background interface includes a sidebar with navigation options like "Registration", "Verification of Beneficiary", and "Identity Cards". The main content area shows a table of beneficiary records with columns for Application No., Beneficiary No., Beneficiary Name, Benefit Type, View Details, and Status. A record for P. JAYANTI is shown with a status of "PENDING".

Odisha Building & Other Construction Worker's Welfare Board. AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

Dashboard Approval of Beneficiary

Beneficiary Waiting for Approval

Benefit Applied Date Range

10 records per page

Search:

	#	Application No.	Beneficiary No.	Beneficiary Name.	Benefit Type.	View Details	Status
<input checked="" type="checkbox"/>	1	KHO001B42019000008	ODKHO001001234	P. JAYANTI	Assistance for Marriage	<input checked="" type="checkbox"/>	PENDING

Showing 1 to 1 of 1 entries

← Prev 1 Next →

Approve Reject

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# BENEFITS SENT FOR PREPARING LIST FOR COLLECTOR APPROVAL

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Success!  
1 Benefit(s) Successfully Sent

Benefit Applied Date Range12/06/2019 - 12/06/2019Benefit TypeSelectSubmitReset

NIC

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# Select Type of Benefit & Submit for forwarding to DM

The screenshot shows a web browser window with the URL `164.100.140.27/Building/admin/viewOfBenefits.jsp`. The page title is "Odisha Building & Other Construction Worker's Welfare Board." and the user is logged in as "AMBIKA PRASAD MISHRA".

The left sidebar contains the following menu items:

- District Labour Officer
- Registration
- Verification of Beneficiary
- Identity Cards
- Identity Cards Register
- Verification of Establishment
- Verification of Trade Union
- Verification Of Benefits
- View Of Benefits
- Verification Of Rejection
- Registration Of Certifying Officer
- Beneficiary DOB Verification
- Report
- Edit/Update/Upload Section

The main content area is titled "District Labour Officer (District Labour Office Khordha)". Below this is a breadcrumb trail: "Dashboard / Approval of Beneficiary".

The form is titled "Beneficiary Waiting for Approval". It contains a "Benefit Type" dropdown menu with the following options:

- Select
- Assistance for Marriage
- Assistance for the Education of Children
- Bi-Cycle Benefit
- Death Benefit
- Funeral Expenses
- Maternity Benefit
- Safety Equipment
- Working Tools

There are "Submit" and "Reset" buttons next to the dropdown menu.

The footer contains the following text:

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Benefit List (not sent status) will display for forward to DM

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Benefit

Beneficiary Waiting for Approval

Benefits Status

NOT Sent

Submit

Reset

BenefitType : Assistance for Marriage

10

records per page

Search:

	#	Application No.	Beneficiary No.	Beneficiary Name	Ref. Id	View Details	Status
	1	KHO001B42019000008	ODKHO001001234	P JAYANTI	Not provided		PENDING

Showing 1 to 1 of 1 entries

← Prev

1

Next →

Forward

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# Put remark and Submit for approval

Odisha Building & Other Construction Worker's Welfare Board. AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer

Dashboard Approval of Benefits

Beneficiary Waiting for Approval

Benefits Status

10 records per page

Search:

	#	Application No.	Beneficiary No.	Beneficiary Name	Ref. Id	View Details	Status
<input checked="" type="checkbox"/>	1	KHO001B42019000008	ODKHO001001234	P JAYANTI	Not provided	<input checked="" type="checkbox"/>	PENDING

Showing 1 to 1 of 1 entries

Forward

Submit Reset

Approval List to be send for Assistance for Marriage Benefit.

Remark

APPROVED

Close Submit

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Print the verified list and send to DM for approval

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Success!

1 Benefit(s) Successfully Sent

#	BenefitApplication No.	Beneficiary Name.	Beneficiary NO.	District.	Block	Panchayat	Address	Marriage self/daughter	Daughter Name & Age	Husband Name & Age	Da
1	KHO001B42019000008	P JAYANTI	ODKHO001001234	KHORDHA	BHUBANESWAR M.C	BHUBANESWAR M.C	LABOUR COLONY KHARVEL NAGAR,	SELF	/	BIJAY JENA / 28 years	

Print

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**Contd....**

# Unique reference ID may be noted and Generated list can be printed

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Success!  
1 Benefit(s) Successfully Sent

Daughter Name & Age	Husband Name & Age	Date Of Marriage	Marriage Certificate Regdate	Marriage Certificate Regno	Concerned District	Concerned Block	Certifying_Authority_Designation	Grant Amount	ApplieDate	Ref_id
	BIJAY JENA / 28 years		01/01/2018	48964	BALASORE	SORO	REGISTRAR	50000	12/06/2019	KHO001B4000001

Print

NIC

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# Sent the Benefit list for DM Approval

Odisha Building and Other Construction Worker's Welfare Board ,Government Of

Office- District Labour Office Khordha

Type of Benefits for

Marriage Benefit

References

KH0001B4000001 / 12/06/2019

Sl.No.	Benefit Application No. & Date	Beneficiary no. / ID Card No. & Date	Name of the Reg. Beneficiary & name of father/husbands of the beneficiary	Address of the Reg. Beneficiary	Name of the Daughter	D.O.B Of Daughter	Groom Name & Age	Marriage Certificate Date of Marriage	Regd. No.	Granted Amount	Name of the Bank	Address of Bank	IFSC Code	S.B. account No.	Aadhar No.	Remarks
1	KH0001B4201900000	ODKH0001001234 12-06-2019	P JAYANTI P BIMEYA	LABOUR COLONY KHARVEL NAGAR, BHUBANESWAR M.C BHUBANESWAR M.C KHORDHA	null	8/25/88 12:00	BIJAY JENA 5/12/91 12:00	null	48964	50000.0	BANK OF INDIA	BOBO	ABF3466	3759235235325	56777765544	

IT Solution Provided By National Informatics

12/06/2019

Page 1 of 1

Once approved from DM, as per the reference id, the list can be updated into the system by ticking the option as shown followed by Approved Button

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Benefit

Beneficiary Waiting for Approval

Benefits Status

Sent

Reference Id

KHO001B4000001

Submit

Reset

BenefitType : Assistance for Marriage

10

records per page

Search:

	#	Application No.	Beneficiary No.	Beneficiary Name	Ref. Id	View Details	Status
	1	KHO001B42019000008	ODKHO001001234	P JAYANTI	KHO001B4000001		PENDING

Showing 1 to 1 of 1 entries

← Prev

1

Next →

Approved

NIC

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# Post collector approval, enter Ref No. & Date for record and Submit

Odisha Building & Other Construction Worker's Welfare Board. AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

Dashboard Approval of Beneficiary

Beneficiary Waiting for Approval

Benefits Status

10 records per page

Showing 1 to 1 of 1 entries

Approved

Approval List to be send for Assistance for Marriage Benefit.

Remark

APPROVED

Collector RefNo

345

Collector RefDate : \*

05/06/2019

Close Submit

#	Application No.	Beneficiary No.	Beneficiary Name	Ref. Id	View Details	Status
1	KHO001B42019000008	ODKHO001001234	P JAYANTI	KHO001B4000001	✓	PENDING

← Prev 1 Next →

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# CSV list generate for BANK by clicking **GenerateCSV**

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA

District Labour Officer

Registration

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report

Edit/Update/Upload Section

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Success!  
1 Beneficiary(s) Successfully

#	BenefitApplication No.	Beneficiary Name.	Beneficiary NO.	District.	PrBlock	PrPanchayat	PrAddress	Benefit	SanctionAmount	BankNan
1	KHO001B42019000008	P JAYANTI	ODKHO001001234	KHORDHA	BHUBANESWAR M.C	BHUBANESWAR M.C	LABOUR COLONY KHARVEL NAGAR,	Assistance for Marriage	50000	BANK OF INDIA

GenerateCSV

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Contd....



# REST PART OF THE LIST

Odisha Building & Other Construction Worker's Welfare Board.

AMBIKA PRASAD MISHRA ▾

District Labour Officer

Registration ▸

Verification of Beneficiary

Identity Cards

Identity Cards Register

Verification of Establishment

Verification of Trade Union

Verification Of Benefits

View Of Benefits

Verification Of Rejection

Registration Of Certifying Officer

Beneficiary DOB Verification

Report ▸

Edit/Update/Upload Section ▸

District Labour Officer (District Labour Office Khordha)

Dashboard / Approval of Beneficiary

Beneficiary Waiting for Approval

Success!

1 Beneficiary(s) Successfully

	PrPanchayat	PrAddress	Benefit	SanctionAmount	BankName	BranchName	IfscCode	MicrcCode	AccountNo	Ref_id
SWAR	BHUBANESWAR M.C	LABOUR COLONY KHARVEL NAGAR,	Assistance for Marriage	50000	BANK OF INDIA	SORO	ASF3455		3759235235325355	KHO001B4000001

GenerateCSV

NIC

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# CSV FILE SENT TO BANK

- **Note:**
- Send the CSV file to Bank until the Payment Gate-Way integration takes place by the Board.
- Do not open the CSV ( Comma Separated Value) file in Excel format.
- It may change the date / account number format as per the local setting in Excel file.