



Meghalaya Building and Other Construction Workers Welfare Board (MBOCWWB)

Worker's User Manual

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Worker's User Manual

CONTENT

SI No.	Content	Page
1.	MBOCWVB Online Portal	
	About MBOCWVB	1
	Online Portal Overview	1
	Basic Requirements	1
2.	Worker Registration	
	How to Register?	2-3
	How to Login?	3
	How to Apply for New Registration?	4-9
	How to Update / Track Application?	10
3.	Application for Benefit Schemes	
	List of available Benefit Schemes	11
	List of Enclosures required for Benefit Schemes	11-12
	How to apply for Benefit Scheme?	13
4.	Additional Information	
	Recommended Apps	14
	Support Centre	14
	List of Figures	15
	User Manual Update Logs	16

MBOCWWB Online Portal

Introduction

About Meghalaya Building and Other Construction Workers Welfare Board

A Board that caters your needs, basic amenities and the one that supports you in need. The Labour as Administrative Department was started right from the inception of the State of Meghalaya in 1972. For more information, visit megbocwwb.gov.in.

Online Portal Overview

The Online Portal is designed, developed, and hosted by National Informatics Centre, Meghalaya State Centre to facilitate the process of **Worker Registration** and **Benefits Applications** online. The Worker can apply for Cash Awards, Death Benefits, Disability Pension Benefits, Educational Scholarships, Family Pensions, Funeral Benefits, Instrument Grants, Maternity Benefits, Marriage Assistance Benefits, Medical Benefits, and Welfare Pension Benefit Schemes online.

The Online Portal is hosted at http://megbocwwb.gov.in/bocw_services/login.htm.

Basic Requirements

To be able to access MBOCWWB Online Portal, please ensure that you have at least: -

1. **Internet Connectivity** (2G, 3G, 4G, 5G, WiFi or LAN Internet Connection)
2. **A smart device** (Android/iOS Mobile Phone, Laptop or Desktop Computer)

Worker Registration

Online Worker Registration Process

A) How to Register?

1. Open http://megbocwwb.gov.in/bocw_services in your Mobile or Laptop/Computer.

MEGHALAYA BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD

MBOCWWB Portal Home New Registration

Registration of Building & Construction Workers (BOCW)
Any building worker who is a citizen of India and has completed 18 years of age but has not completed 60 years of age and who is not a member in any other welfare fund established under any law for the time being in force can **Register** in the portal. The BOCW must should furnish the following documents :-

1. A clear Digital Photo of Self (Passport Photo)
2. ID Proof (EPIC, Aadhaar, Ration Card, Driver License, etc)
3. Scan Image of the Bank Passbook
4. Certificate from an Employer (Registered Contractor, Labour Inspector or Self Certification)

Login
Please enter your login credentials

*User id
User ID

*Password
Password

*Enter Security Code:

Security Code

Login Reset

Create new account

Worker

Benefit Schemes
Workers can now **APPLY ONLINE** for the following benefits :-

- I. Cash Award
- II. Death Benefit
- III. Disability Pension
- IV. Educational Scholarship
- V. Family Pension
- VI. Funeral Benefit
- VII. Instrument Grant
- VIII. Maternity
- IX. Marriage Assistant
- X. Medical Benefit
- XI. Welfare Pension

Figure 2.1: Homepage

2. Click **New Registration** > **Worker** from Menu bar or click **Worker** under Create new account to register.
3. Enter all the required Information as shown in *Figure 2.2* and click **Register**.

Worker Registration
Please enter the correct information for registration

*Full Name
Full Name

*Mobile Number
Mobile Number

*Email ID/User ID
User ID
If Email is not available, phone number can be used

*Password
Password

*Confirm Password
Confirm Password

*Enter Security Code:

Security Code

Register Reset

Figure 2.2: Worker Registration Form

4. After successful registration, you will see the message “**Registered Successfully**” as shown in *Figure 2.3*. You can now log in using the **Email ID / User ID** and **Password** on the Login page.

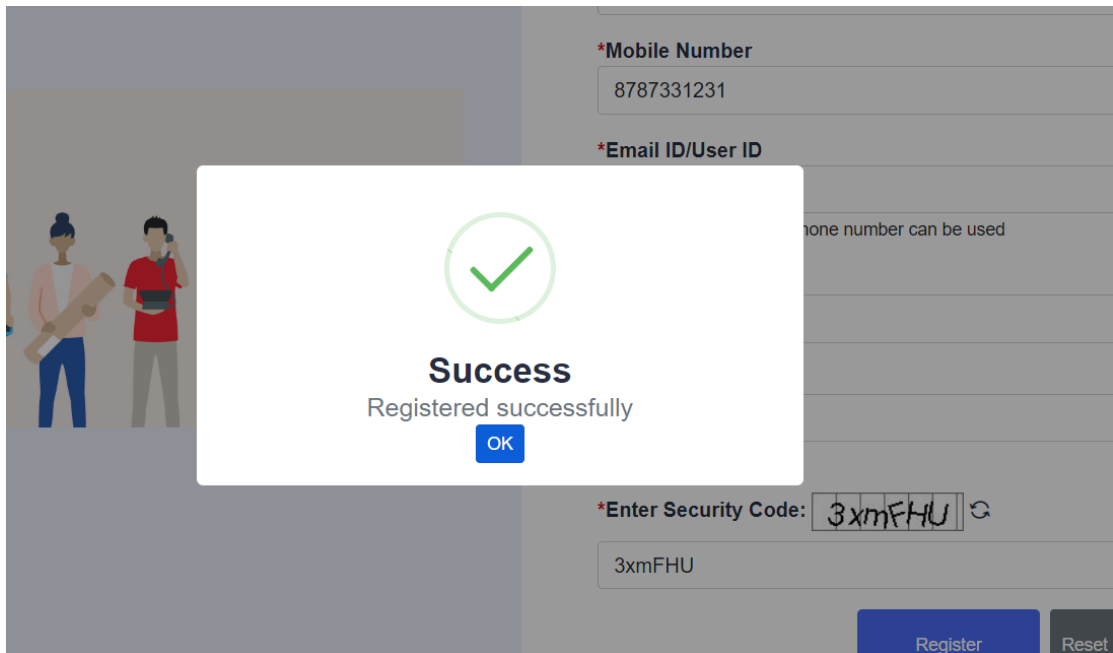


Figure 2.3: Successful Registration Acknowledgement

B) How to Login?

1. Open http://megbocwwb.gov.in/bocw_services on your Mobile or Laptop/Computer.
2. Enter your Registered **Email ID / User ID**, **Password** and **Secure Code**.
3. Click **Login**.

Note: You can update your password from **Profile Icon > Change Password**.

C) How to apply for new Registration?

1. After successful login, click on **Apply for New Registration** from menu as shown in *Figure 2.4*.

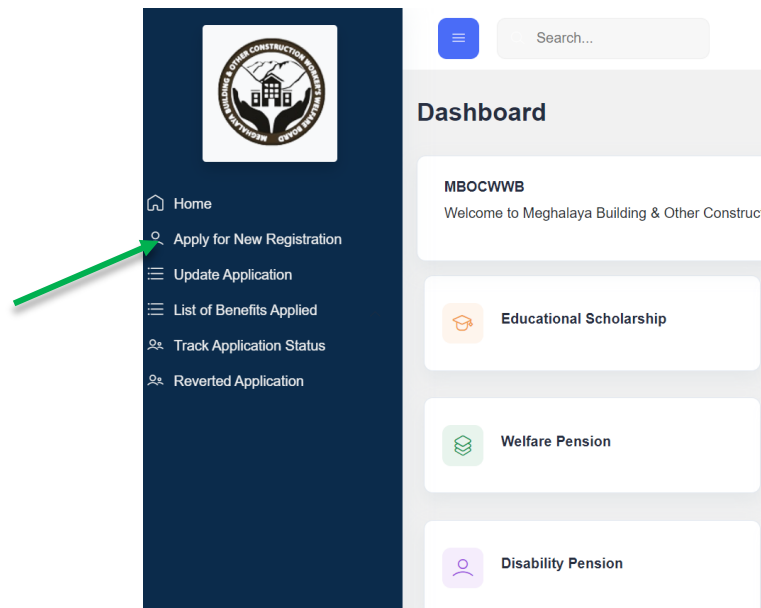


Figure 2.4: Menu

2. Fill all the required details in the Registration Form as shown in *Figure 2.5*.

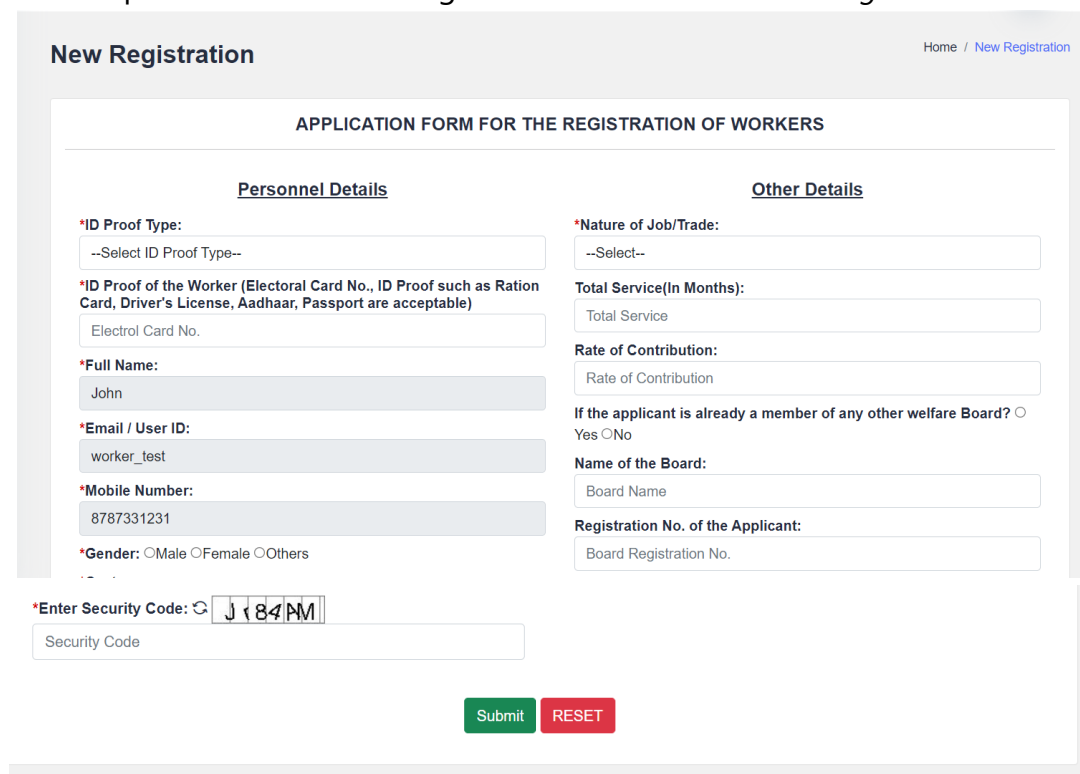


Figure 2.5: Worker's Online Registration Form

3. Click on **Submit**.
4. After successful registration, you will be directed to another page to manage all the **Family & Nominee Details**.

Manage Family & Nominee Details

Home / Manage Family & Nominee Details

Family Member Details

Show 10 entries Search:

SI No.	Code	Name	Gender	Caste	Date of Birth	Age	Relationship	Class of School Going Children	Action
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

Nominee Details

I nominate the following person/persons as rightful dependents to receive all the dues from the fund on my behalf and in the event of my death, as rightful heirs to receive all benefits due to me.

Show 10 entries Search:

SI No.	Code	Name	Date of Birth	Age	Relationship	Amount Alloted	Action
No data available in table							

Figure 2.6: Family & Nominee Details Page

5. Add & Update Family / Nominee Details.

Add Family Member Details

- Click on **Add New** to add Family as shown in Figure 2.6.
 - Fill all the required details as shown in Figure 2.7 (Family Details).
- Note:** Bank Account Number and Bank IFSC code is required for children in Class V and above for Educational Scholarship benefits.

Add Family Member

*Name:

*Relationship:

*Date of Birth:

*Age:

*Gender: ☐ Male ☐ Female ☐ Others

*Caste:

*Qualification:

*Class of School Going Children:

Bank Account Number:

Bank IFSC:

Add Close

Figure 2.7: Family Member Form

- Click **Add** to register Family member.


Update Family Member Details

- i. Click on **Update Button** from the Family Member Details Table as shown in *Figure 2.8*.

Manage Family & Nominee Details Home / Manage Family & Nominee Details

Family Member Details + Add New

Show 10 entries Search:

SI No.	Code	Name	Gender	Caste	Date of Birth	Age	Relationship	Class of School Going Children	Action
1	2022/EKH/1F1	James	Male	Schedule Tribe	2010-10-14	11	Son	Class VII	

Showing 1 to 1 of 1 entries Previous 1 Next


Figure 2.8: Family Member Details Table

- ii. Fill in the correct information as shown in *Figure 2.9*.

Update Family Member Details ×

***Name:**

***Relationship:**

***Date of Birth** 

***Age**

***Gender:** ☒ Male ☐ Female ☐ Others

***Caste:**

***Qualification:**

***Class of School Going Children**

Bank Account Number:

Bank IFSC:

Update Close

Figure 2.9: Family Member Detail Update Form.

- iii. Click on **Update Button** to update Family Details.

Add Nominee Member Details

- iv. Click on **Add New** to add Nominee as shown in *Figure 2.6*.
- v. Fill all the required details as shown in *Figure 2.10*.

Add Nominee

*Name:

Name

*Date of Birth

dd-mm-yyyy

*Address Line 1

Address Line 1

*State

--Select State--

*PIN Code

PIN Code

*Amount to be Given (%)

Amount to be Given (%)

Bank IFSC:

Bank IFSC

*Age

Address Line 2

Address Line 2

*District:

--Select District--

*Relationship

Relationship

Bank Account Number:

Bank Account Number

Add

Close

Figure 2.10: Nominee Member Form

- vi. Click **Add** to add Nominee Details.

Update Nominee Member Details

- iv. Click on **Update Button** from the Nominee Member Details Table as shown in *Figure 2.11*.

Nominee Details

+ Add New

I nominate the following person/persons as rightful dependents to receive all the dues from the fund on my behalf and in the event of my death, as rightful heirs to receive all benefits due to me.

Show

10

▼

entries

Search:

SI No.	Code	Name	Date of Birth	Age	Relationship	Amount Alloted	Action
<div><div>+</div></div> 1	2022/EKH/1N1	Jackson	2010-01-01	12	Uncle	100	<div><div><div></div></div>Update</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Figure 2.11: Nominee Details Table

- v. Fill in the correct information as shown in Figure 2.12.

Update Nominee Details

***Name:**
Jackson

***Date of Birth**
01-01-2010

***Age**
12

***Address Line 1**
Shillong

Address Line 2
Address Line 2

***State**
Meghalaya

***District:**
EAST KHASI HILLS

***PIN Code**
793008

***Relationship**
Uncle

Bank Account Number:
Bank Account Number

Bank IFSC:
Bank IFSC

***Amount to be Given (%)**
100

Update **Close**

Figure 2.12: Nominee Detail Update Form.

- vi. Click on **Update Button** to update Nominee Details.
6. After adding all the Family & Nominee Details, click on **Proceed** as shown in *Figure 2.13*.

Manage Family & Nominee Details

Home / Manage Family & Nominee Details

Family Member Details **+ Add New**

Show 10 entries Search:

SI No.	Code	Name	Gender	Caste	Date of Birth	Age	Relationship	Class of School Going Children	Action
1	2022/EKH/1F1	James	Male	Schedule Tribe	2010-10-14	11	Son	Class VII	Update

Showing 1 to 1 of 1 entries Previous 1 Next

Nominee Details **+ Add New**

I nominate the following person/persons as rightful dependents to receive all the dues from the fund on my behalf and in the event of my death, as rightful heirs to receive all benefits due to me.

Show 10 entries Search:

SI No.	Code	Name	Date of Birth	Age	Relationship	Amount Alloted	Action
1	2022/EKH/1N1	Jackson	2010-01-01	12	Uncle	100	Update





Showing 1 to 1 of 1 entries Previous 1 Next

Proceed

Figure 2.13: Family & Nominee Details

7. Upload all the required enclosures as shown in *Figure 2.14*.

Worker Registration - File Upload

SI No.	Enclosure	Permissible File Size	Permissible File Type	Mandatory	Upload	View
1.	Photograph of the Worker.	up to 5 MB	jpeg, jpg only	Yes	 Upload	
2.	ID Proof of the Worker Electoral Card, ID Proof such as Ration Card, Driver's License, Aadhaar Card, Passport are acceptable	up to 5 MB	jpeg, jpg or pdf only	Yes	 Upload	
3.	Employer Certificate / Self Certification. Issued Either by the Labour Inspector or the Employer or SDO/AEE of Works Department	up to 5 MB	jpeg, jpg or pdf only	Yes	 Upload	
4.	Bank Passbook of the Worker.	up to 5 MB	jpeg, jpg or pdf only	No	 Upload	

Complete

Figure 2.14: Worker Registration Enclosures Page

8. Click on **Complete Button** to complete the registration process.
9. Your application has been submitted successfully and is under process by respective **Block/District LDA**.
10. Once your application has been processed and verified by **Block/District LDA, Block/District Labour Inspector** and approved **District Labour Commissioner (DLC)**, Registration Certificate will be generated.

D) How to Track / Update Application?

1. From Menu, click on **Track Application Status** as shown in *Figure 2.15*.

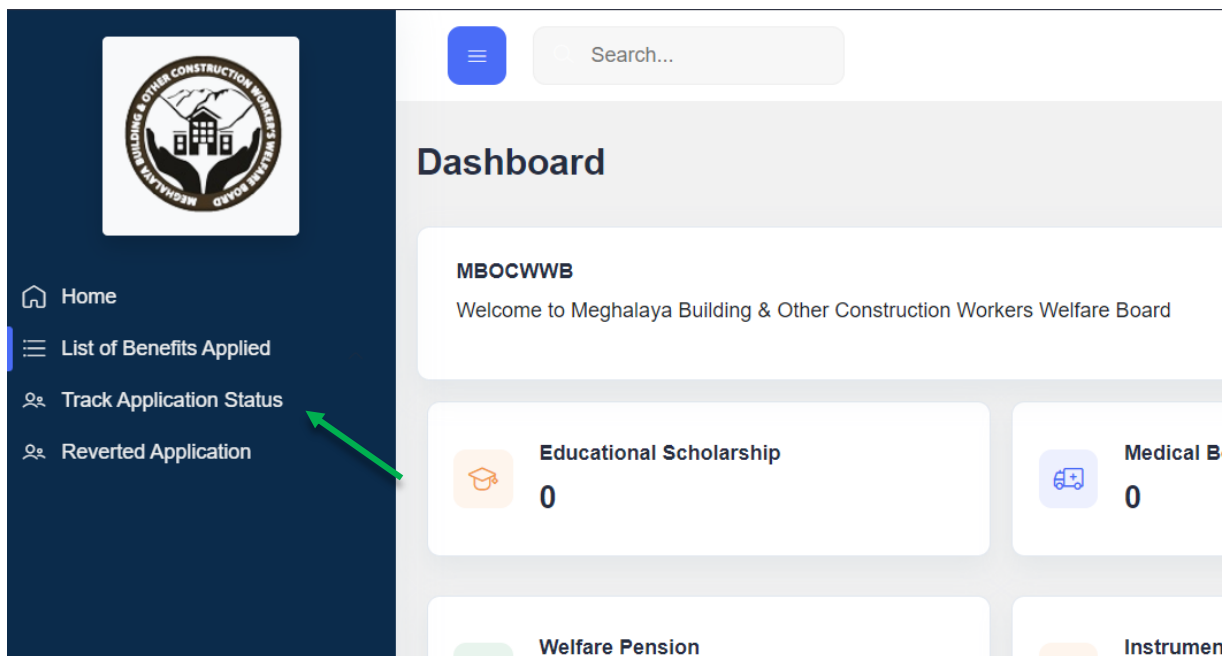


Figure 2.15: Track Application Status Menu

2. Click on **View Details** to view your application.
3. Click on **Application History** to view application history.
4. Click on **Update** to update your application.

Note: Once your application is under process or processed, you cannot update.

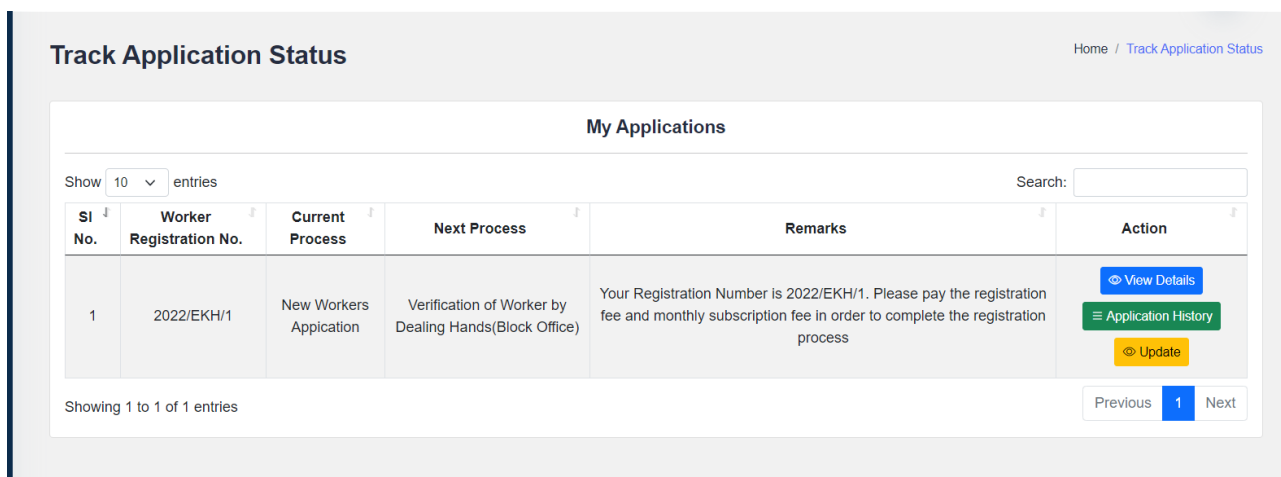


Figure 2.16: Application Status Page

Benefit Applications

Application for Benefit Schemes

List of Available Benefit Schemes: -

1. Cash Award
2. Death Benefit
3. Disability Pension
4. Educational Scholarship
5. Family Pension
6. Funeral Benefit
7. Instrument Grant
8. Maternity
9. Marriage Assistant
10. Medical Benefit
11. Welfare Pension

For more information, visit <http://megbocwwb.gov.in/schemes.html>

Enclosures Required for application of Benefit Schemes: -

1. Cash Award

- i. Bank Passbook
- ii. Student's Marksheet

2. Death Benefit

- i. MBOCWWB ID
- ii. Applicant ID Proof
- iii. Applicant Address Proof
- iv. Death Certificate
- v. Medical Certificate
- vi. Nominee's Consent Letters
- vii. Guardian Certificate (in case Applicant is Minor)
- viii. Bank Passbook

3. Disability Pension

- i. MBOCWWB ID
- ii. Medical Certificate
- iii. Disability Certificate
- iv. Medical Bills (In case Applicant is admitted into Hospital)
- v. Discharge Slip (In case Applicant is admitted into Hospital)
- vi. Bank Passbook

4. Educational Scholarship

- i. MBOCWWB ID
- ii. Student's Marksheet
- iii. Birth Certificate
- iv. Bank Passbook

- v. Bonified Certificate (To be downloaded from the portal and get it signed by Principal of University/College/ School)

5. Family Pension

- i. MBOCWWB ID
- ii. Death Certificate
- iii. Bank Passbook

6. Funeral Benefit

- i. Succession Certificate
- ii. Guardian Certificate
- iii. Applicant ID Proof
- iv. Applicant Address Proof
- v. Bank Passbook
- vi. Nominee Consent Letters

7. Instrument Grant

- i. Invoice Copy of Instruments Purchased

8. Maternity

- i. MBOCWWB ID

9. Marriage Assistant

- i. MBOCWWB ID
- ii. Marriage Certificate
- iii. Bank Passbook

10. Medical Benefit

- i. MBOCWWB ID
- ii. Medical Certificate
- iii. Employer Certificate
- iv. Medical Receipts
- v. Discharge Slip

11. Welfare Pension

- i. MBOCWWB ID
- ii. Date of Birth Proof
- iii. Living Certificate (After every 6 months)

How to Apply for Benefit Schemes: -

1. After successful login, click on any Benefit Schemes that you want to apply from the Dashboard as shown in *Figure 3.1*.

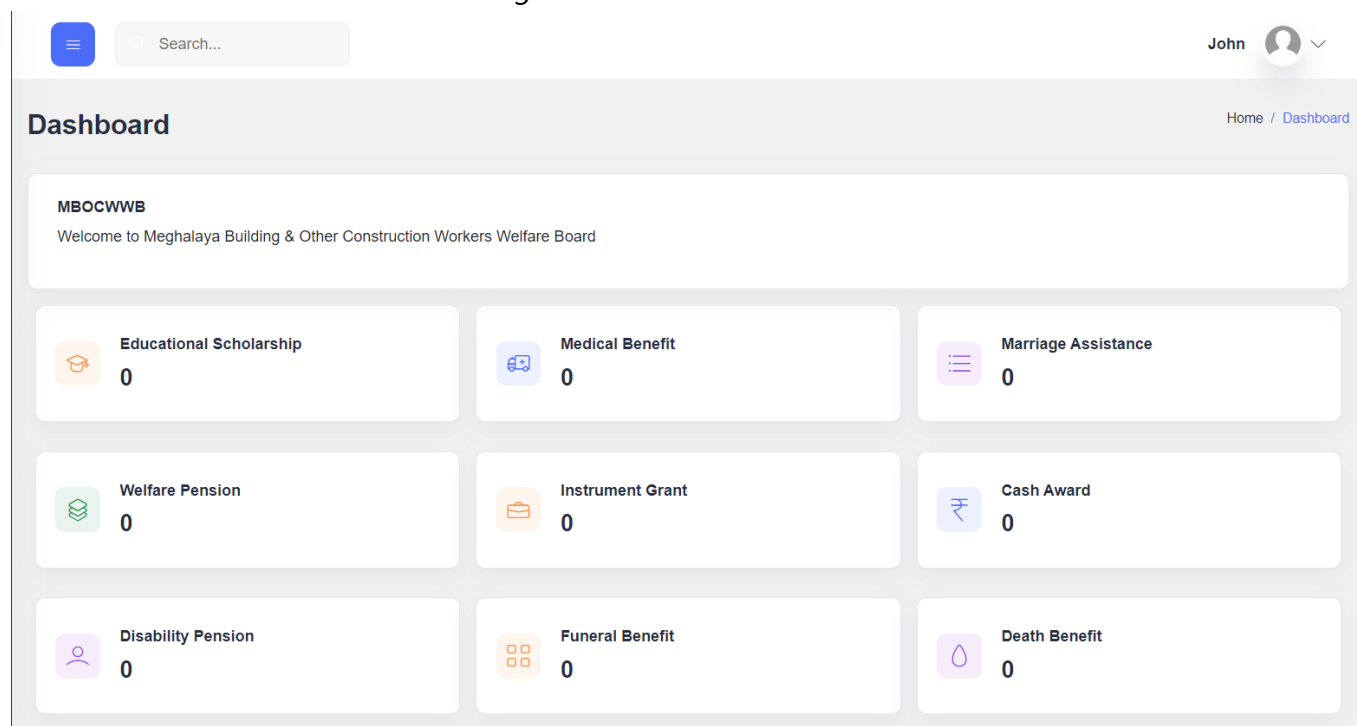


Figure 3.1: Worker's Dashboard

2. Fill in the all the required Information and necessary enclosures.
3. Click **Submit** to apply for benefit.

MBOCWVB Online Portal

Additional Information

Recommended Application

1. You can download the following apps to scan your documents.

- i. [Document Scanner \(Made in India\)](#) – **Android**
- ii. [PhotoScan by Google Photos](#) – **Android**
- iii. [Adobe Scan: PDF & Doc Scanner](#) – **iOS**

Support Center

If you face any problems or have any suggestion, feedbacks feel free to write to us via mail at mbocwwb@gmail.com or contact us [0364-2501224](tel:0364-2501224)

The undersigned acknowledged that they have reviewed the User Manual Document and agreed with the information present within this document. Any changes to this User Manual will be coordinated with and reviewed by any of the undersigned.

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List of Figures

Sl No.	Figure	Description	Page No.
1.	2.1	Homepage	2
2.	2.2	Worker Registration Form	2
3.	2.3	Successful Registration Acknowledgement	3
4.	2.4	Menu Bar	4
5.	2.5	Worker's Online Registration Form	4
6.	2.6	Family & Nominee Details Page	5
7.	2.7	Family Member Online Form	5
8.	2.8	Family Member Details Table	6
9.	2.9	Family Member Detail Update Form	6
10.	2.10	Nominee Member Online Form	7
11.	2.11	Nominee Details Table	7
12.	2.12	Nominee Details Update Form	8
13.	2.13	Family & Nominee Details	8
14.	2.14	Worker Registration Enclosures Upload Page	9
15.	2.15	Track Application Status Menu	10
16.	2.16	Application Status Page	10
17.	3.1	Worker's Dashboard	13

User Manual Document Update Logs

SI No.	Date	By	Action
1.	26/10/2022	Er. Justify B Shadap	Drafted the Worker's User Manual v1.0.0.
2.	27/10/2022	Dr. Pynbianglut Hadem	Review the User Manual
3.	27/10/2022	Er. Chinmoy Bhattacharya	Review the User Manual
4.	31/10/2022	Er. Justify B Shadap	Updated the Worker Registration File Upload Page.

Thank you,
**National Informatic Centre (NIC),
Meghalaya State Centre**