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1 VERSION HISTORY

Ver. No.	Date	Change Summary	Prepared By	Reviewed By	Approved By
0.1	27/01/2021	Initiated	Shilpa		

2 ABOUT FABOS

2.1 Introduction

Factories And Boilers Online System (FABOS) is intended to provide Online facility for the Factory owners and to facilitate efficient and faster processing of the requests received. The beneficiaries will be able to interface with the Directorate through the Internet. This will include submission of applications, online payment facility, SMS integration etc. It also provides facility to the users for making payments through Friends / Akshaya counters. Other possibility is to publish the relevant information like status of various requests made by the users through the Friends / Akshaya centres.

The FABOS will facilitate the senior officers of the department and the minister to view the current status of Inspection/ Factory Information / Boiler Information / Legal Information / Finance etc. Decisions can be taken effectively and swiftly with the availability of right information on demand. Further it automates the core Functional, HR, Financial and Administrative areas of the Directorate and all its sub offices, including the public interfacing of the functional activities which will result in significant improvements in efficiency and reduction of workload of the organization. In the present era of transparent and accountable Governance, the Public Interfacing of the Department is a major aspect. For the Directorate this is an important factor as all the Factories operating in the state, needs to regularly submit information, provide clarifications, effect payments, renew licenses etc.

2.2 Conventions Followed

In this user manual, the software buttons are represented as **[Button]** (bold and bracketed). The Hyperlinks are represented as **Link** (bold and underlined). And the text fields are represented as *(Text)* (italicized and bracketed). The lists are represented as (Text) (bracketed). The radio buttons are represented as **(bold and bracketed)**.

3 STAKE HOLDERS

FABOS Boiler Registration Module will have the following Stakeholders:

3.1 Applicant (Boiler Owner)

Boiler Owner can apply for registration of boiler, submit commencement letter, material identification date, open testing date, hydraulic testing date, and completion letter when notified by the inspector

3.2 Inspector

Once application is submitted by Boiler owner, inspector verifies the application request for Commencement form, Material Identification Date, Open Testing Date, Completion Form; when requested details are provided by the applicant, inspector will update material identification details, open testing details, hydraulic testing details, Form B2 details; once verified application will be forwarded to the director

3.3 Joint Director

When open testing details are forwarded by Inspector, Joint Director verifies the details, update sanction order and return it back to the inspector

3.4 Director

Director after verifying the boiler details will allot the boiler to the applicant and will have the provision to approve the application once all details are verified.

4 PROCEDURE

4.1 Logging into the Portal

User can login to the portal by entering the *Username*, *Password and Captcha provided, then* click on **[Login]** button

Figure 1- Login Page

4.2 Apply for Registration of Boiler

Once logged in, click on *Boiler* icon on the following page

Figure 2- Boiler Icon

4.3 Add New Boiler

On the following page that appears, under *Work Space (Boiler)* tab click on *[New Boiler]* on the top-right corner of the page, to add new boiler

Figure 3- New Boiler

4.4 Add Boiler Details

User can add boiler details under the *Boiler Workspace* tab by clicking the *[Add New]* on the top-right corner, enter the details and click on **[Save]** button, once saved user can Edit/Delete the added details by clicking *[Edit]* *[Delete]*

Figure 4- Add New Boiler

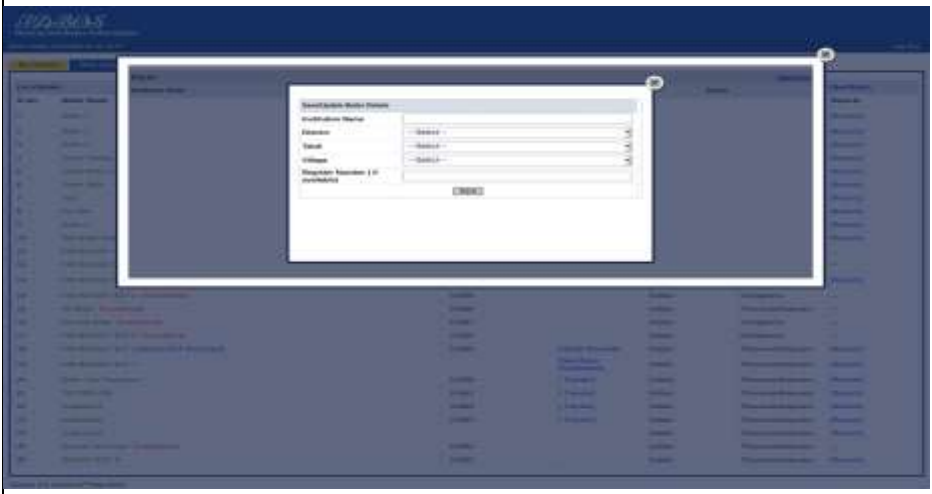

Figure 5- Add Boiler Details

4.5 Submit Boiler Details

By clicking on *[Submit]* user can submit the boiler details to the Director

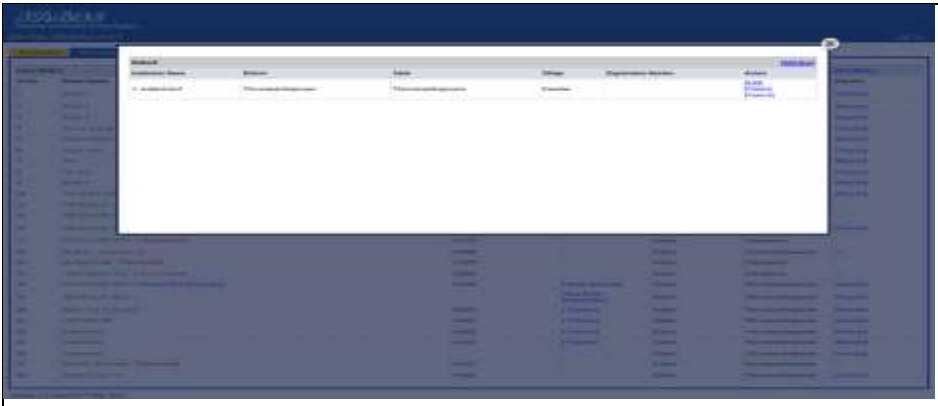

Figure 6- Submit Boiler Details

Once submitted it will be listed under *Boiler Workspace* tab

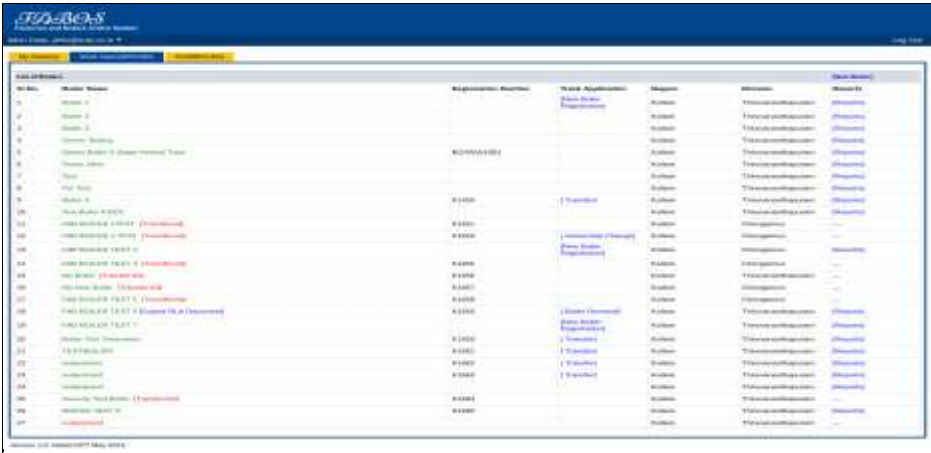

Figure 7- New Boiler Added

4.6 Logging in as Director F&B

Director can login to the portal using the credentials, once logged in select *BIS* from *Modules*

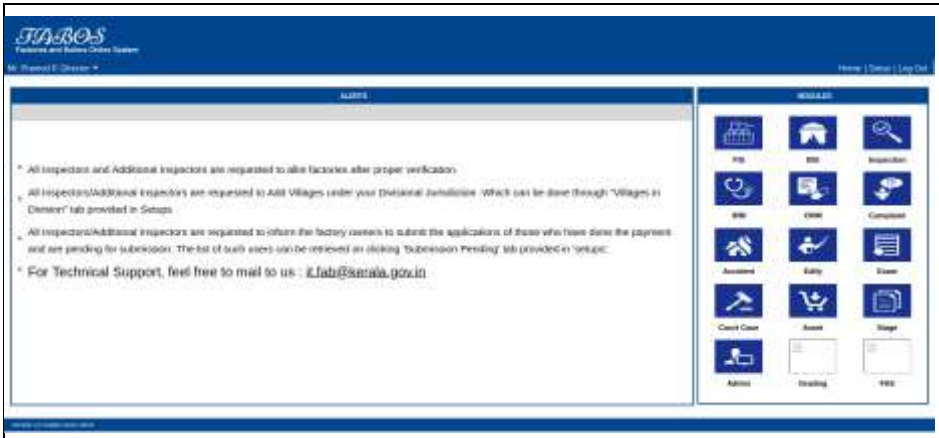

Figure 8- BIS Icon

4.7 Allot the Boiler to the Applicant

Under *Inbox* tab, click on *[Setups]* provided on the top of the page, search for the applicant using License Number/User Name/Email/Mobile No, once found click on [Allot]/ [Deallot] provided against the user

Figure 9- Allot/Deallot Boiler

Once clicked, on the pop-up that appears, click on *[Allot]* provided against the concerned Institution name

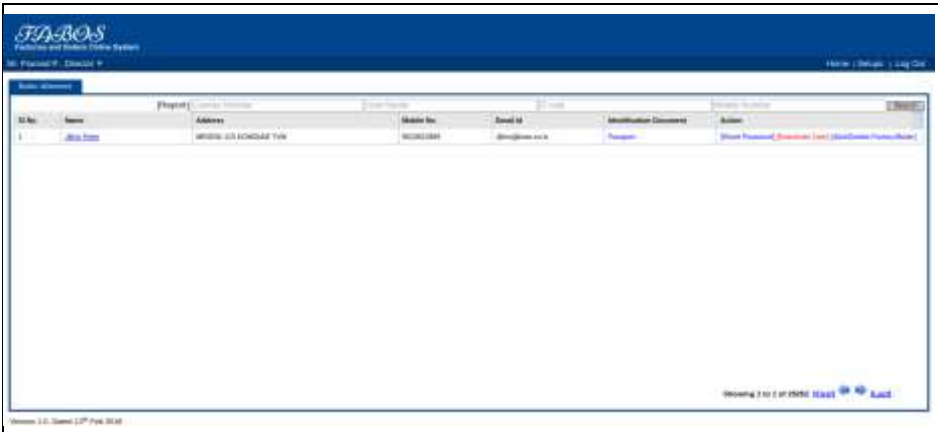

Figure 10- Allot Boiler

4.8 Add Details for Boiler Registration

Once boiler is allotted, When the applicant gets logged in under the *Boiler Workspace* tab, click on the concerned institution and click on *Boiler*

Registration Icon, on the following page named “Application of Registration for New Boilers” under *Boiler Details* subtab add all the necessary details

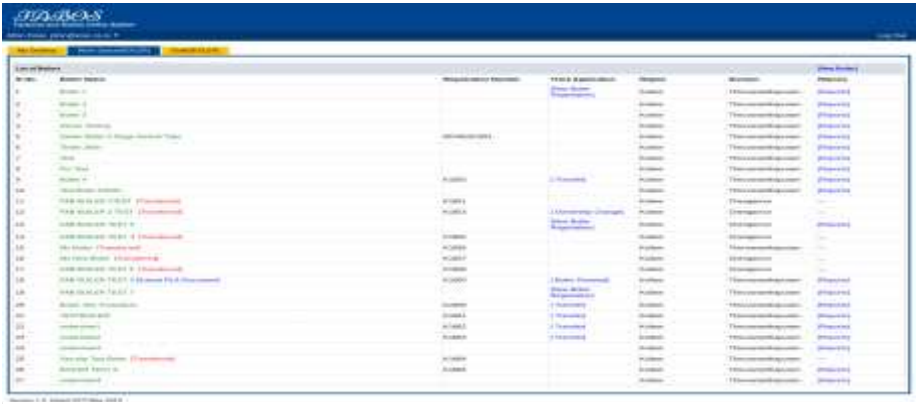

Figure 11- Allotted Boiler

Figure 12- Boiler Registration Icon

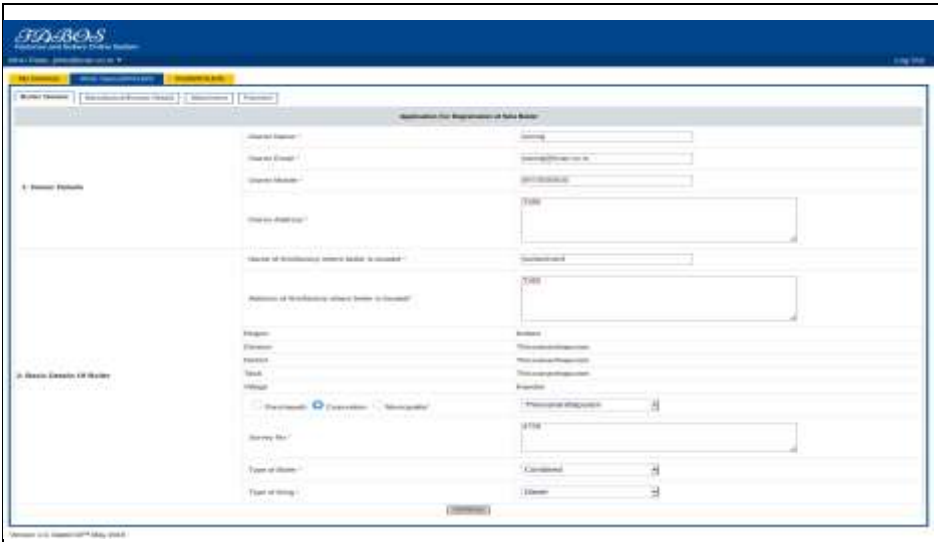

Figure 13- Application for Registration of New Boiler

Once boiler details are added, click on **[Continue]** button. And then user can add *Manufacture/Erector Details,* click on **[Continue]** button to add Attachments and make payment

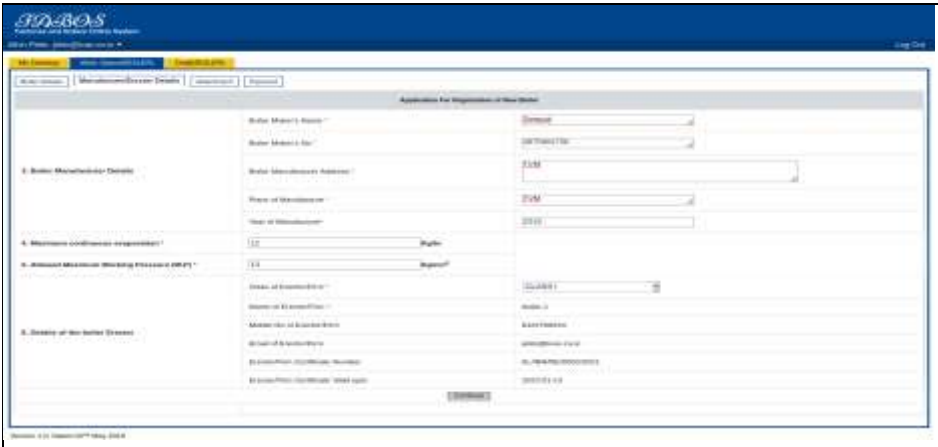

Figure 14- Manufacture/Erector Details

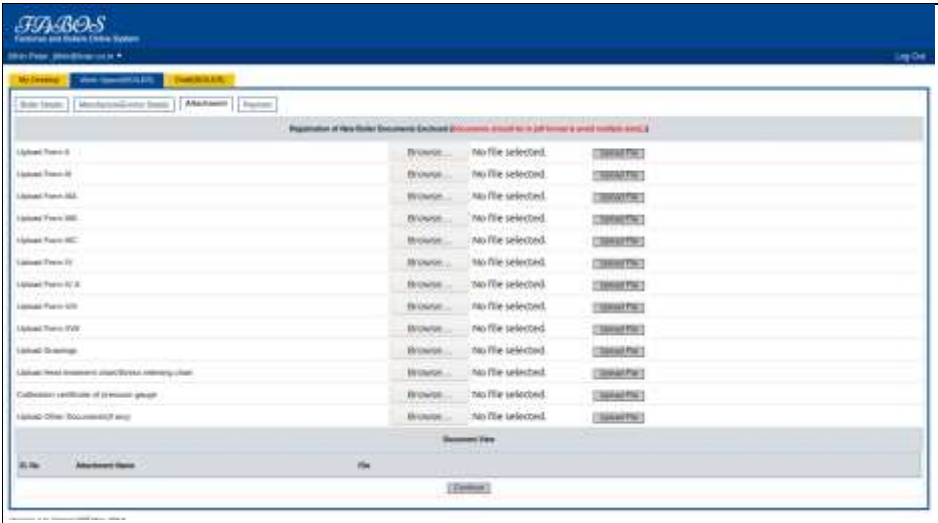

Figure 15- Add Attachments

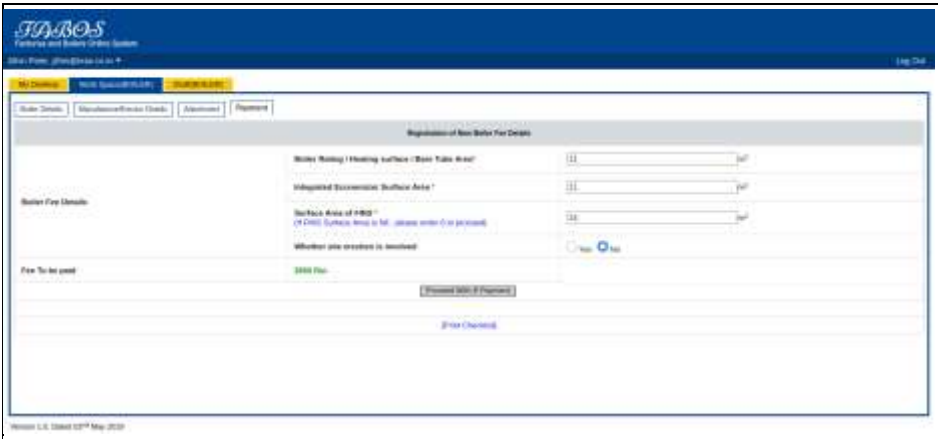

Figure 16- Payment Details

When all necessary details are added and payment is done, click on **[Submit**

Application] button

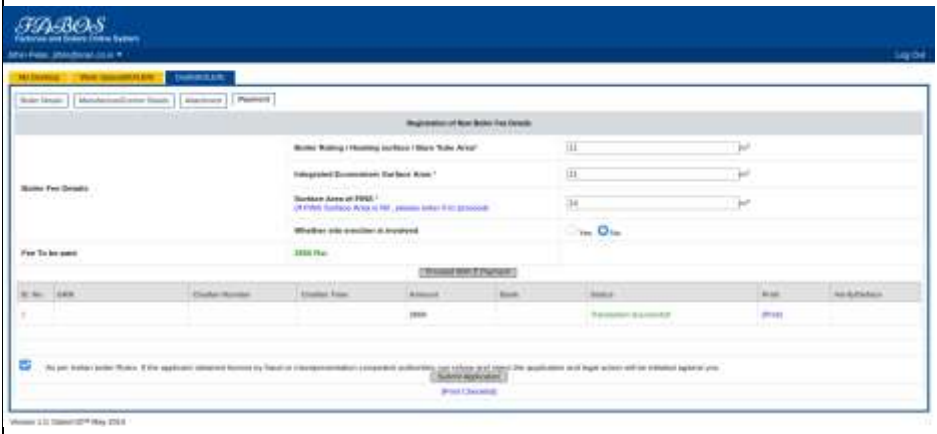

Figure 17- Submit Application

4.9 View Received Boiler Registration Application

When director gets logged in, he/she will be able to view the received application under *Inbox* tab of *BIS* Module click on *[View]* against the concerned application, once details are verified Director has the provision to add *Remarks* and click on **[Forward]** button and select the user to which application is to be forwarded and click on **[Send]** button

Figure 18- BIS Module

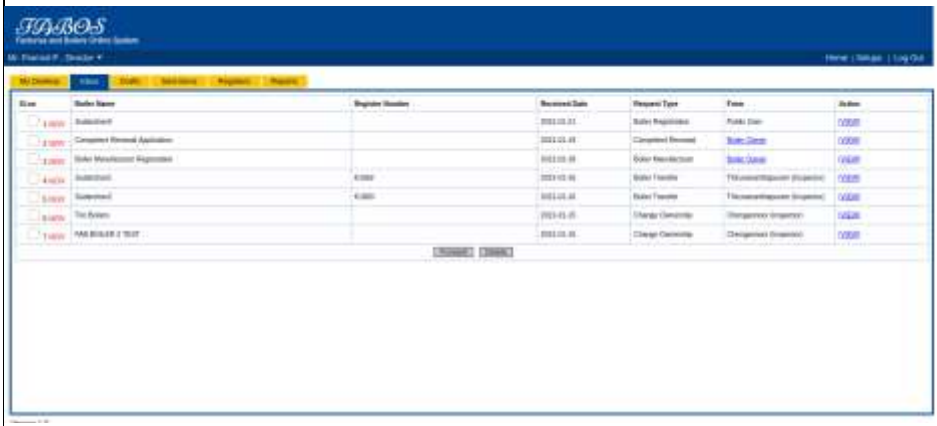

Figure 19- Received Applications

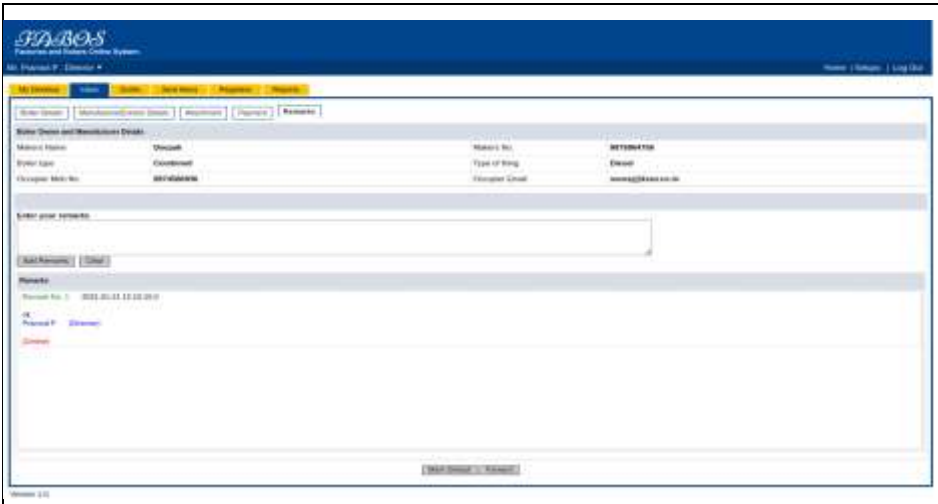

Figure 20- Forward Application

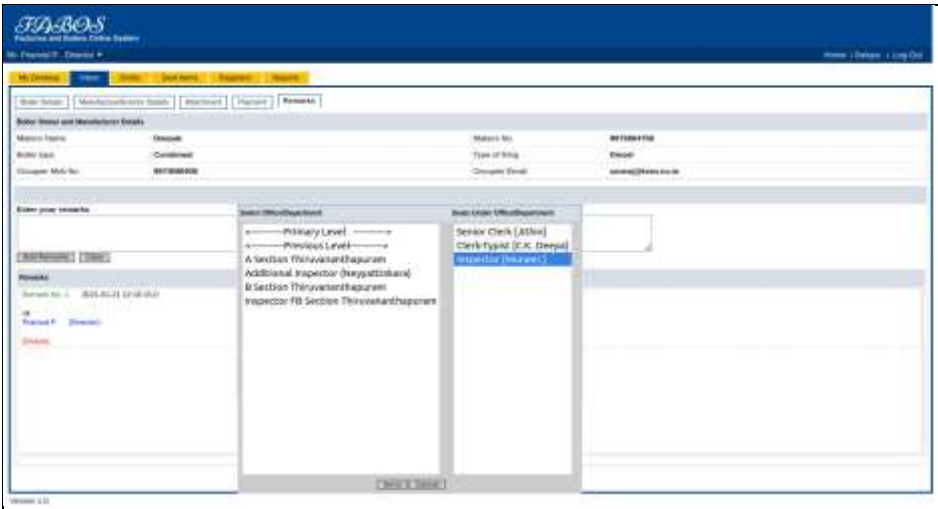

Figure 21- Select User and Send

4.10 Logging in as Inspector

Once logged in as inspector, he/she will be able to view the application under *Inbox* tab of *BIS* Module click on *[View]* against the concerned application, once details are verified Inspector has the provision to add *Remarks.*

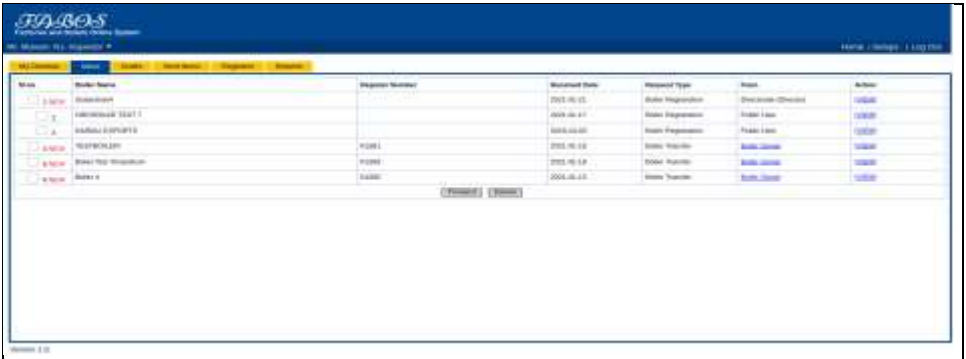

Figure 22- Received Applications in Inspector Login

4.11 Request Commencement Form

If *Commencement form* is required user can add it in remarks and click on **[Request Commencement Form]** button, which notifies the boiler owner to add Commencement Form

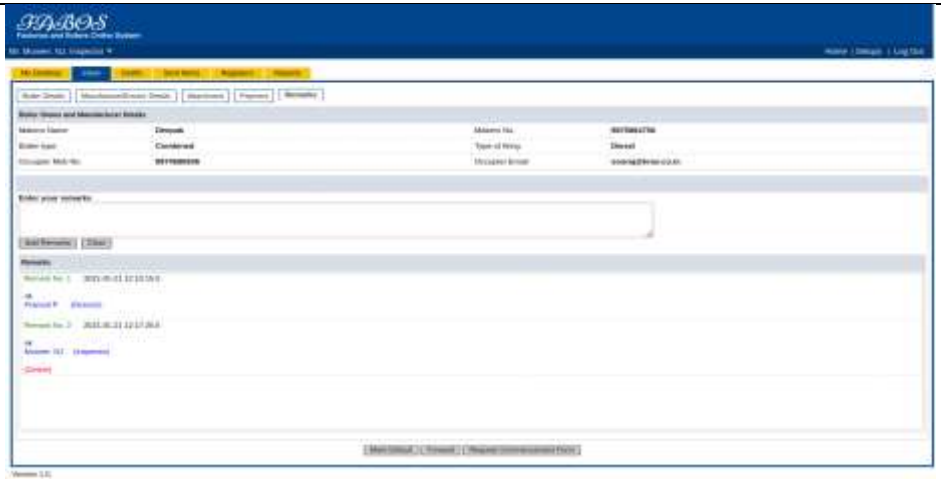

Figure 23- Request Commencement Form Button

4.12 Add Commencement Letter by Applicant

Applicant can add the commencement letter by clicking *[Commencement Letter]* link provided against the concerned application listed under *Boiler Work space* Tab, on the following page add necessary details, check the declaration and click on **[Submit Commencement Form]** button

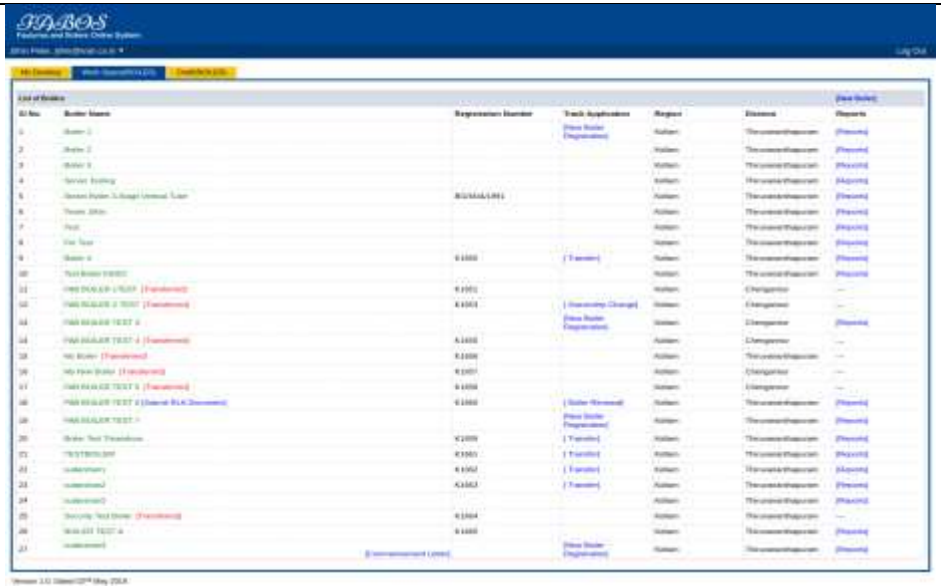

Figure 24- Commencement Form Link

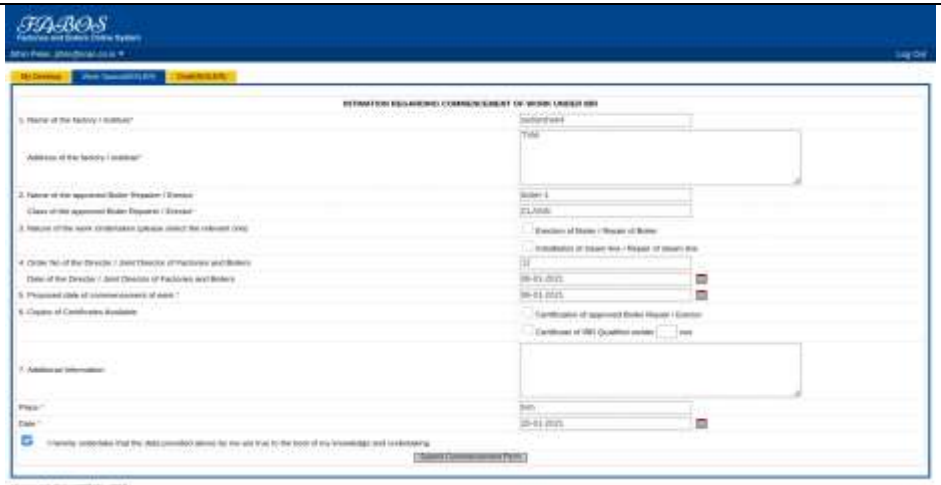

Figure 25-Add Details and Submit Commencement form

4.13 Verify Commencement Form

Once commencement form is added, inspector can verify the commencement letter under *Inbox* tab of *BIS* Module click on *[View]* against the concerned application

A *[Commencement Letter]* link will be provided under Commencement Form subtab of *Inbox* Tab, user can verify the letter by clicking on it.

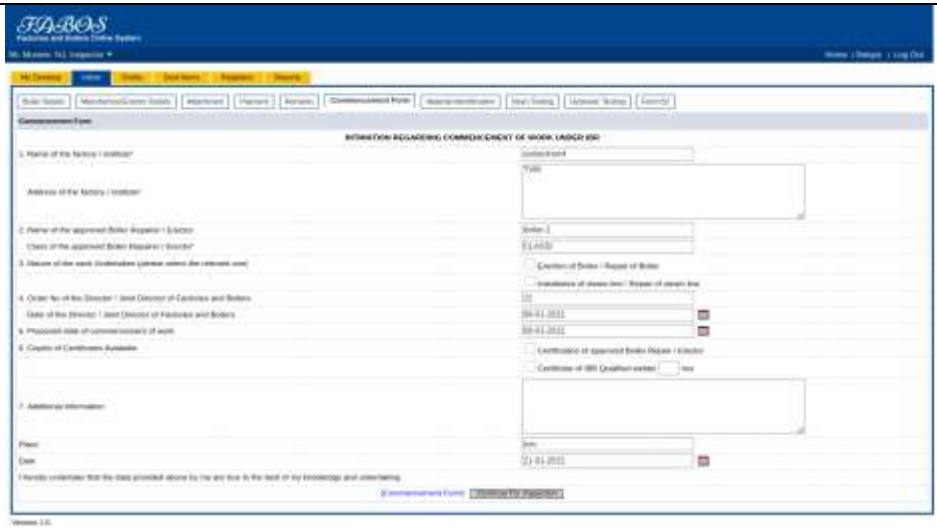

Figure 26- Verify Commencement Form

4.14 Request Material Identification Date

Once verified, click on **[Continue for Inspection]** button, inspector can request for Material Identification Date by clicking the **[Request Material Identification Date]** button under *Material Identification* Subtab, once clicked boiler owner will be notified to provide material identification date

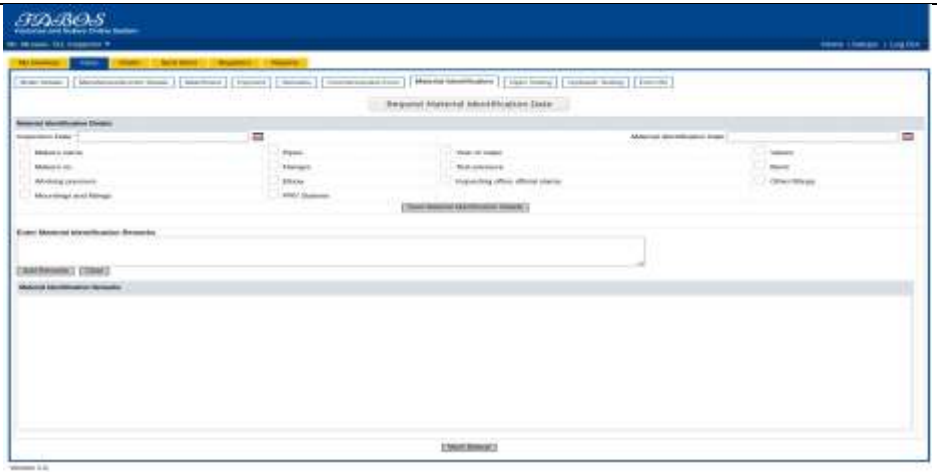

Figure 27- Request Material Identification Date Button

4.15 Submit Material Identification Date

Applicant can submit Material Identification Date by clicking the *[Submit Material Identification Date]* link provided against the concerned application under *Boiler Workspace* Tab

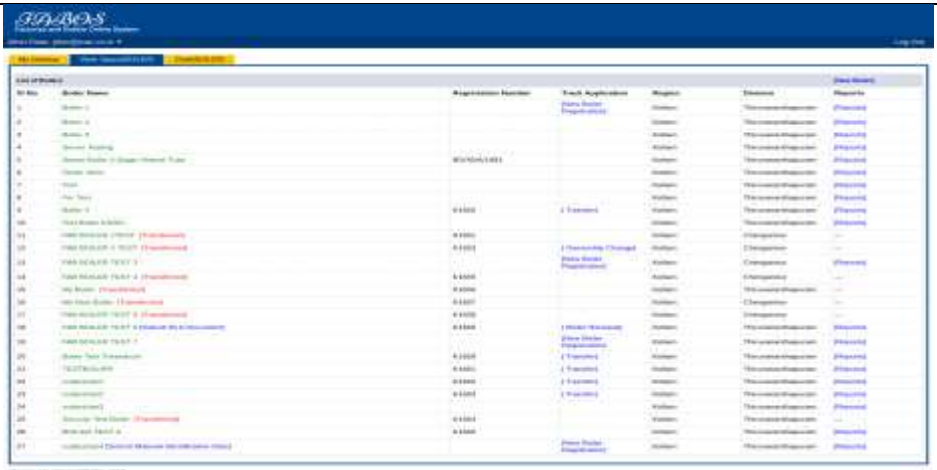

Figure 28- Submit Material Identification Link

Once *[Submit Material Identification Date]* link is clicked on the following pop-up that appears, add the date and click on **[Submit Material Identification Date]** button

Figure 29- Add Material Identification Date

4.16 Add Material Identification Details by Inspector

Once material identification date is submitted by the applicant, inspector can add the remaining Material identification details under *Material Identification* Subtab of *Inbox* Tab in the BIS Module

Add the necessary details and click on **[Save Material Identification Details]** button. Inspector can also add Remarks and click on **[Material Identification Cleared]** button

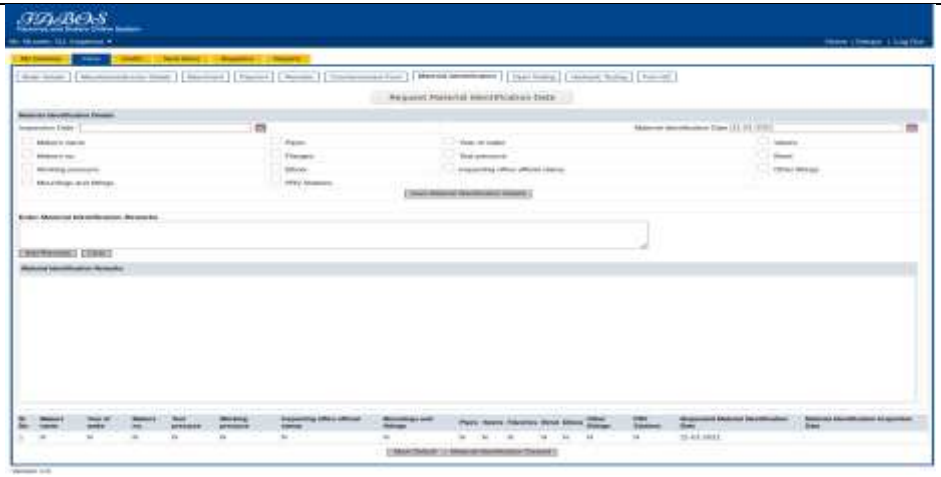

Figure 30- Add Material identification details

4.17 Request Open Testing Date

When material identification is cleared, click on **[Continue to Open Testing]** button. Inspector can request for Open Testing Date by clicking the **[Request Open Testing Date]** button under *Open Testing* Subtab, once clicked boiler owner will be notified to provide open testing date

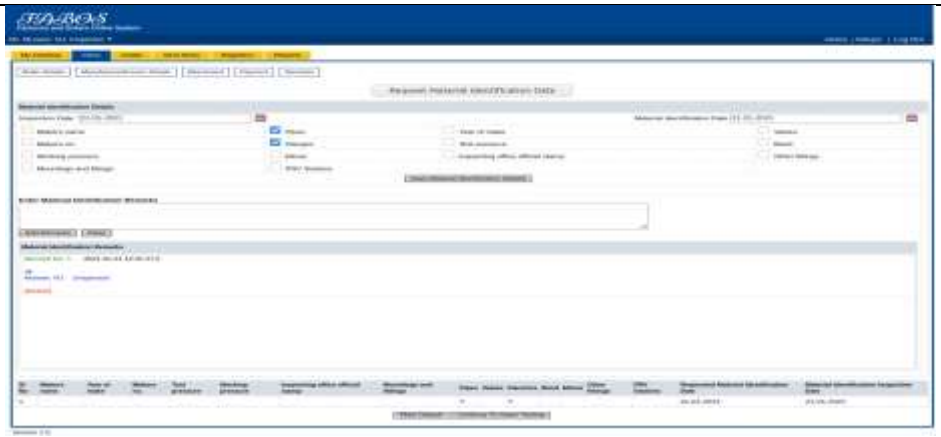

Figure 31- Continue to open testing button

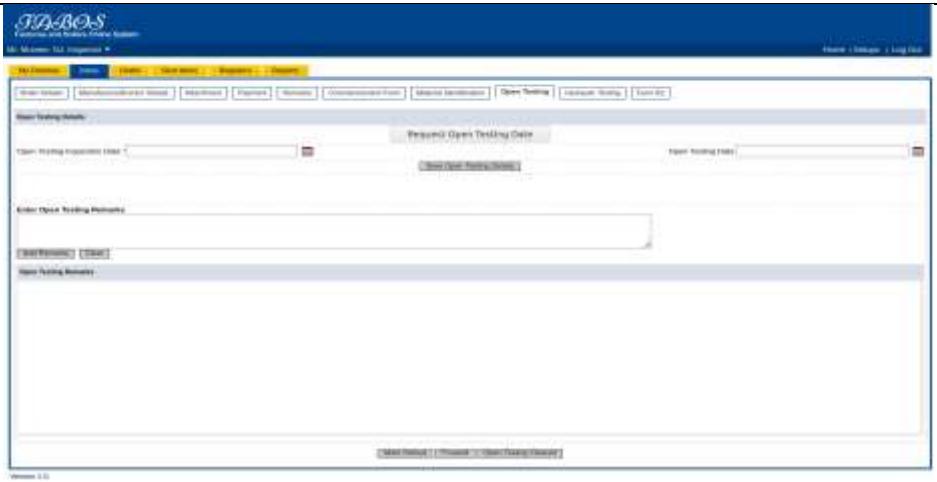

Figure 32- Request open testing date button

4.18 Submit Open Testing Date

Applicant can submit Open Testing Date by clicking the *[Submit Open Testing Date]* link provided against the concerned application under *Boiler Workspace* Tab

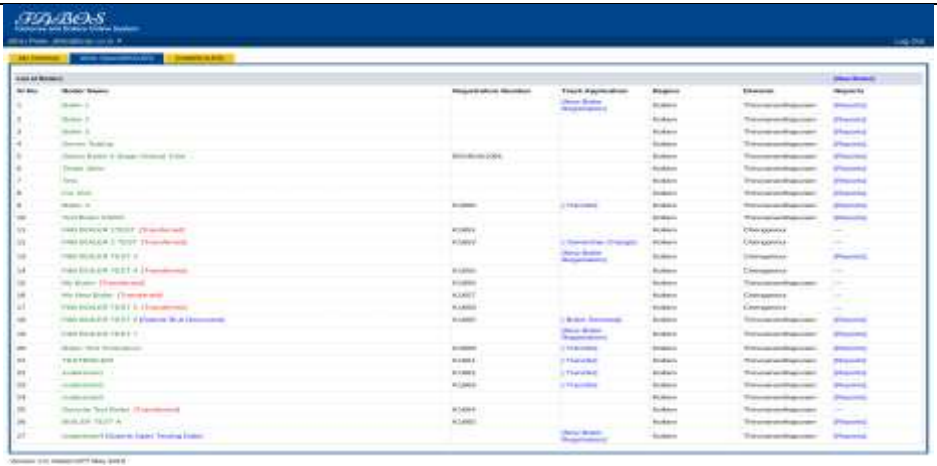

Figure 33- Submit Open Testing Link

Once *[Submit Open Testing Date]* link is clicked on the following pop-up that appears, add the date and click on **[Submit Open Testing Date]** button

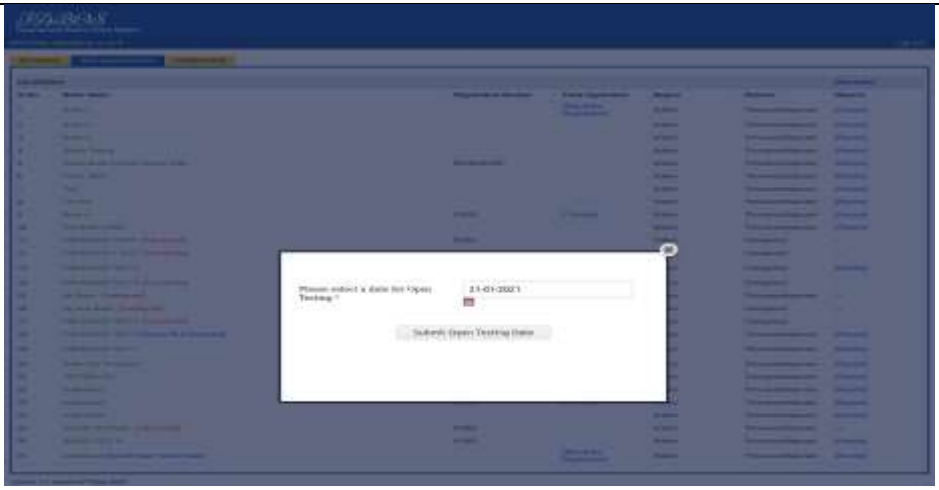

Figure 34- Submit Open Testing Date

By clicking the *[New Boiler Registration]* link provided against the concerned application, user can track the status of application

4.19 Add Open Testing Details by Inspector

Once Open Testing date is submitted by the applicant, inspector can add the remaining Open Testing details under *Open Testing* Subtab of *Inbox* Tab in the BIS Module

Add the necessary details and click on **[Save Open Testing Details]** button. Inspector can also add Remarks and if Open testing Details is not cleared inspector can forward the application to Joint director to add Sanction details click on **[Forward]** button, where user can select the person to which the application is to be forwarded (Joint Director) and click on **[Send]** button

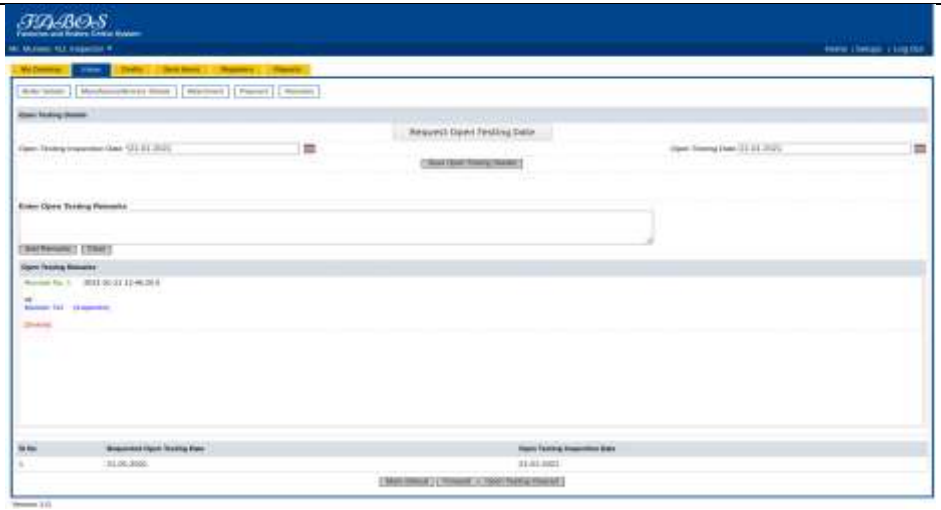

Figure 35- Add/Save and Forward Open Testing details

4.20 Add Sanction Order Details by Joint Director

Once forwarded by the inspector, joint director can add the Sanction details under *Open Testing* Subtab of *Inbox* Tab in the BIS Module

Add sanction order details and click on **[Save Sanction Order Details]** button.

Joint Director can add Open Testing Remarks then click on **[Add Remarks]** button to save the remarks added.

Once all details are added, joint director can forward the application to Inspector by clicking the **[Forward]** button

Note: As per the remarks added by joint director, inspector repeats the process starting from requesting the Material Identification Date to boiler owner (same process is repeated as explained from section 4.13 to 4.17)

4.21 Clearing Open Testing Details

Once Open Testing date is submitted by the applicant, inspector can add the remaining Open Testing details under *Open Testing* Subtab of *Inbox* Tab in the

BIS Module

Add the necessary details and click on **[Save Open Testing Details]** button.

Inspector can also add Remarks and click on **[Open Testing Cleared]** button

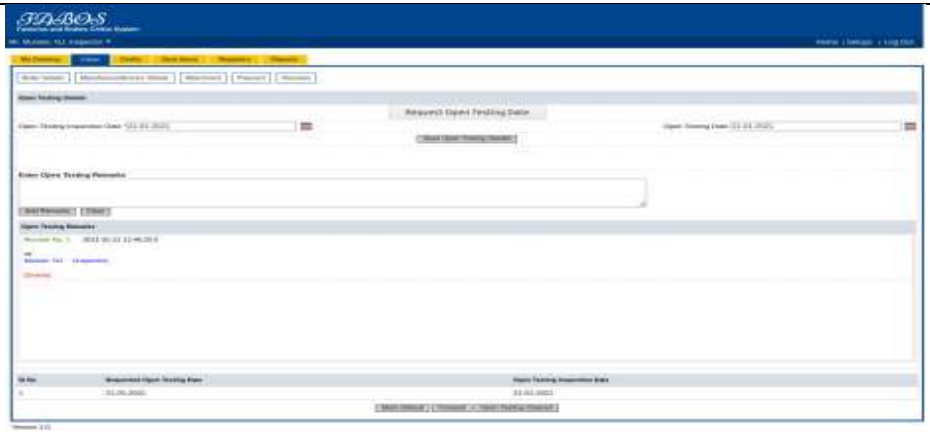

Figure 36- Open Testing Cleared Button

4.22 Request Completion Form

Once **[Open Testing Cleared]** button is clicked, a **[Request Completion Form]** button appears click on it to notify the boiler owner to send the completion form

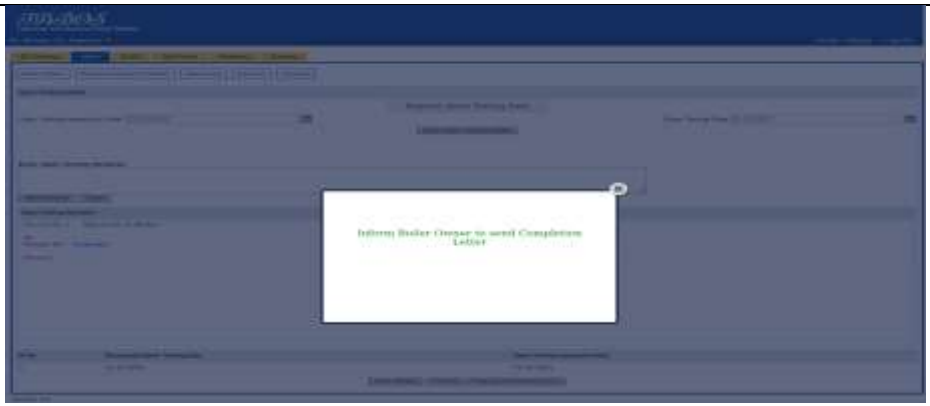

Figure 37- Notify Owner to send Completion Letter

4.23 Submit Completion Letter

Applicant can submit Completion Letter by clicking the *[Completion Letter]* link provided against the concerned application under *Boiler Workspace* Tab. On the following page that appears add necessary details and click on **[Submit Completion Form]** button

Figure 38- Completion letter link

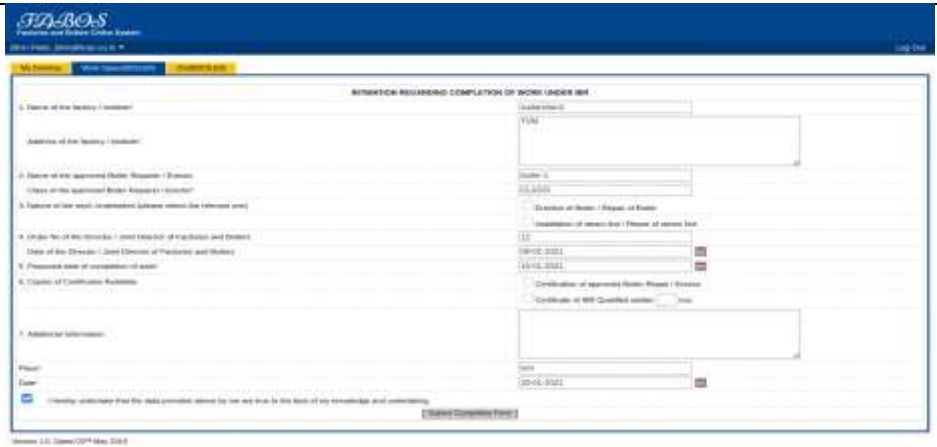

Figure 39- Submit Completion Form Button

4.24 Verify Completion Form by Inspector

Once completion form is added, inspector can verify the completion letter under *Inbox* tab of *BIS* Module click on *[View]* against the concerned application

A *[Completion Form]* link will be provided under Completion Form subtab of *Inbox* Tab, user can verify the letter by clicking on it.

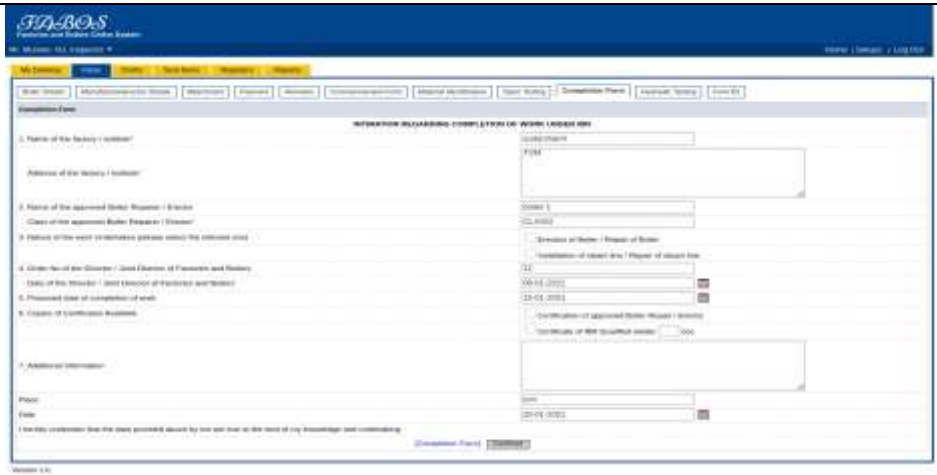

Figure 40- Completion Form Link

4.25 Request Hydraulic Testing Date

Once completion form is verified, Click on **[Continue]** button and click on **[Request Hydraulic Testing Date]** button under *Hydraulic Testing* Subtab which notifies the boiler owner to add Hydraulic Testing Date

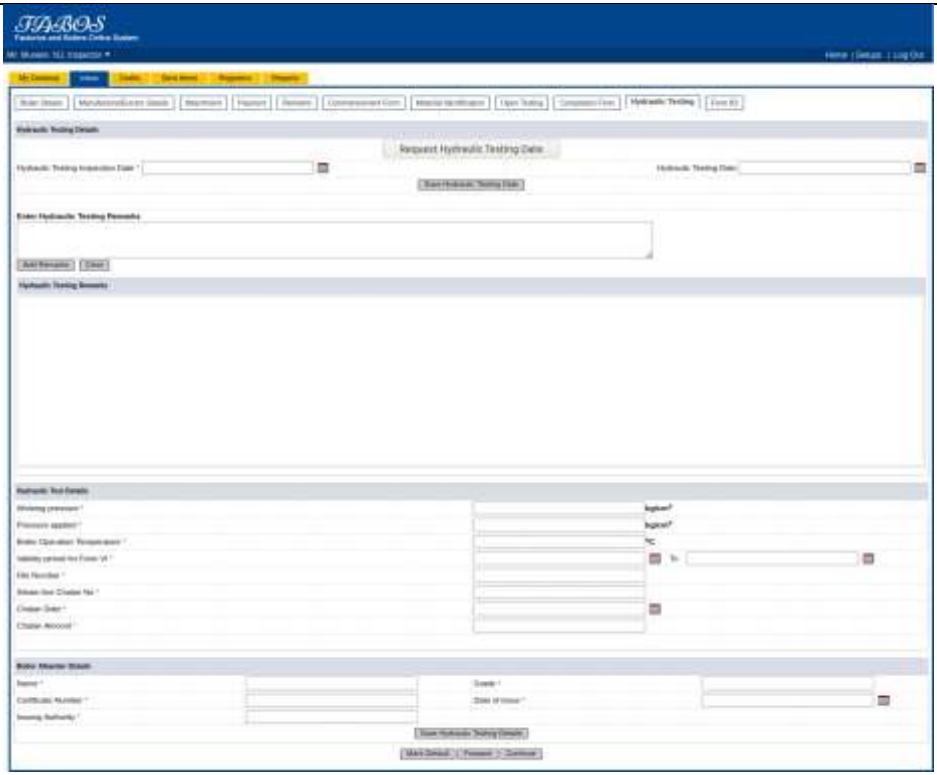

Figure 41- Request Hydraulic Testing Date Button

4.26 Submit Hydraulic Testing Date

Applicant can submit Hydraulic Testing Date by clicking the *[Submit Hydraulic Testing Date]* link provided against the concerned application under *Boiler Workspace* Tab

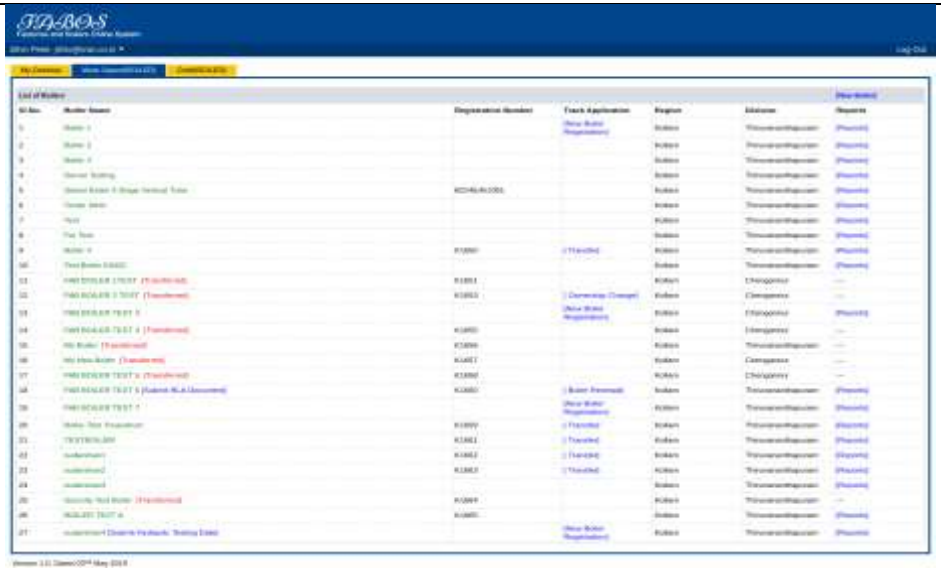

Figure 42- Submit Hydraulic Testing Date

Once *[Submit Hydraulic Testing Date]* link is clicked on the following pop-up that appears, add the date and click on **[Submit Hydraulic Testing Date]** button

Figure 43- Add Hydraulic Testing Date

4.27 Add Hydraulic Testing Details by Inspector

Once Hydraulic Testing date is submitted by the applicant, inspector can add the remaining Hydraulic Testing details under *Hydraulic Testing* Subtab of *Inbox* Tab in the BIS Module

Inspector can add Hydraulic Testing Remark once remarks is saved by clicking the **[Add Remarks]** button, add the *Hydraulic testing details*, *Boiler Attender Details* and click on **[Save Hydraulic Testing Details]** button. if Hydraulic testing is cleared click on **[Hydraulic Testing Cleared]** button

(Note: if hydraulic testing is not cleared, forward the application to JD for issuing the sanction order (which is similar to the flow explained in section 4.19) and restart the process from material identification ((which is similar to the flow explained from section 4.13 to 4.17))

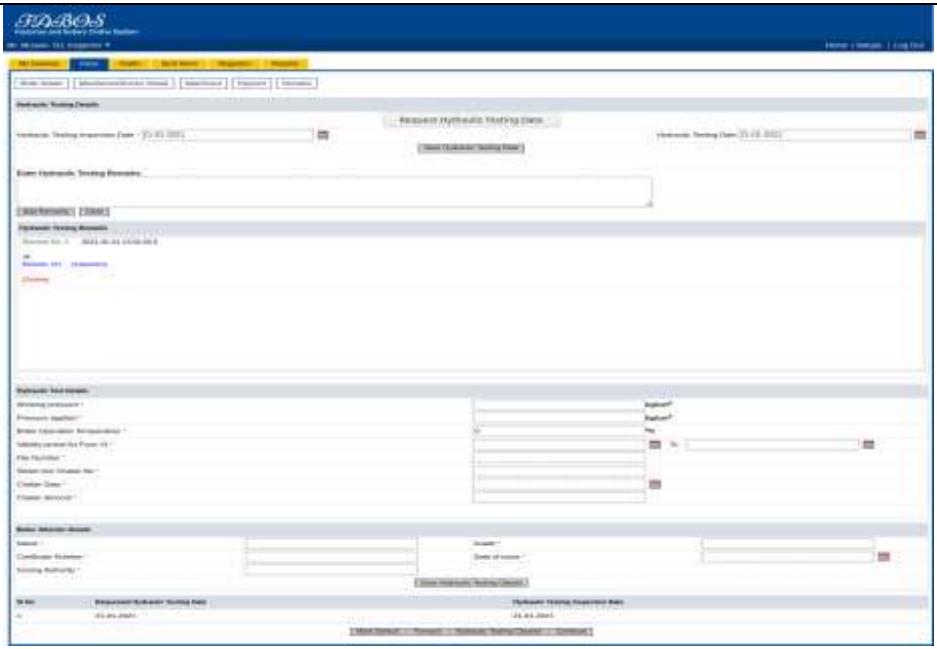

Figure 44- Hydraulic Testing Details

4.28 Add Form B2

Once Hydraulic Testing is cleared, inspector can add *Form B2* under *FormB2* Subtab of *Inbox* Tab in the BIS Module, add the details and click on **[Save Form B2 Details]** button

Once saved a *[Form B2]* link appears, user can view the form by clicking on it

User can forward the Form B2 to Director by clicking the **[Forward]** button, then select the user to which the form is to be forwarded and click on **[Send]** button

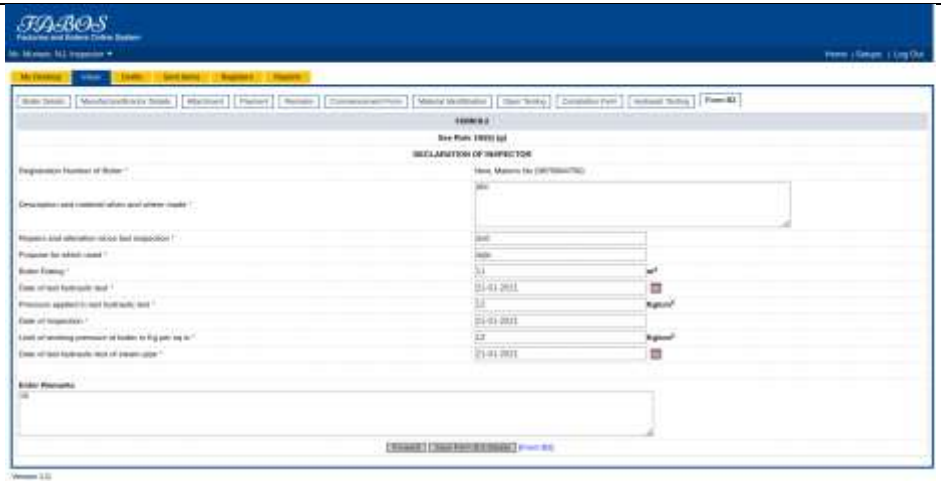

Figure 45- Add and Save Form B2

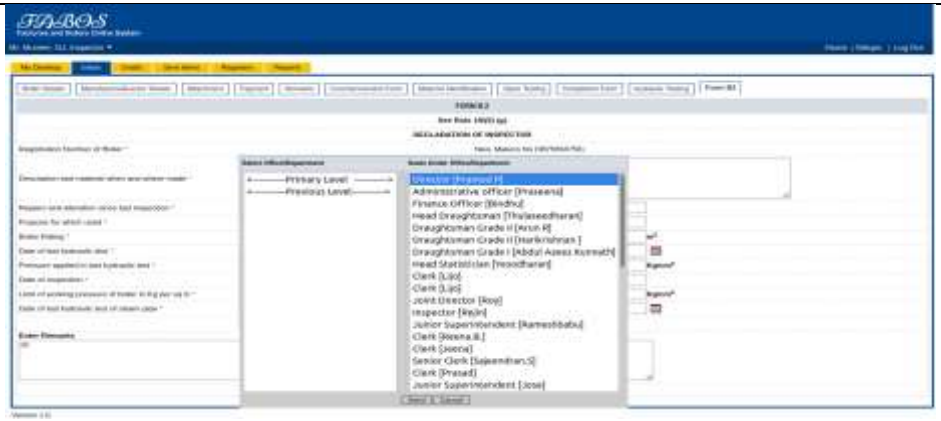

Figure 46- Forward Form B2

User can view the sanction order by clicking the *[Sanction Order]* link under the *Hydraulic Testing* Subtab

4.29 Approve Application by Director

Once forwarded by the Inspector, Director can view the application by clicking *[View]* against the concerned application

Director can approve application by clicking the **[Approve]** button under *Form B2* Subtab of *Inbox* tab in *BIS* Module

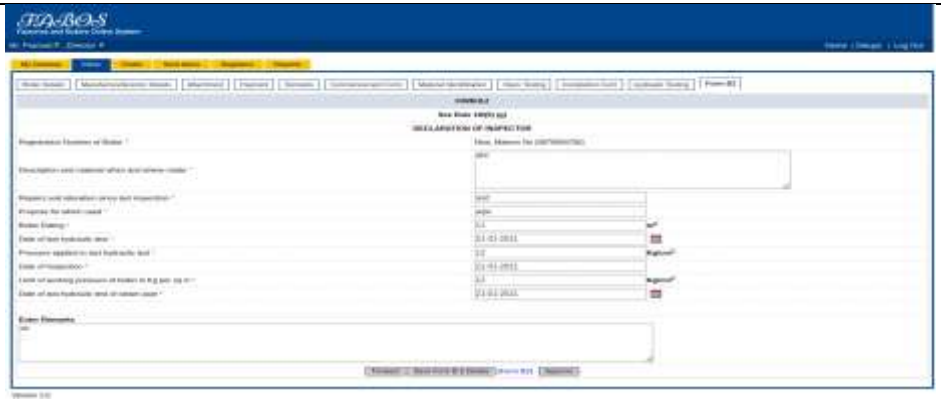

Figure 47- Approve Button

4.30 View Approved Application List

Once approved, applications will be listed in Green colour under *Boiler Workspace* tab of the applicant

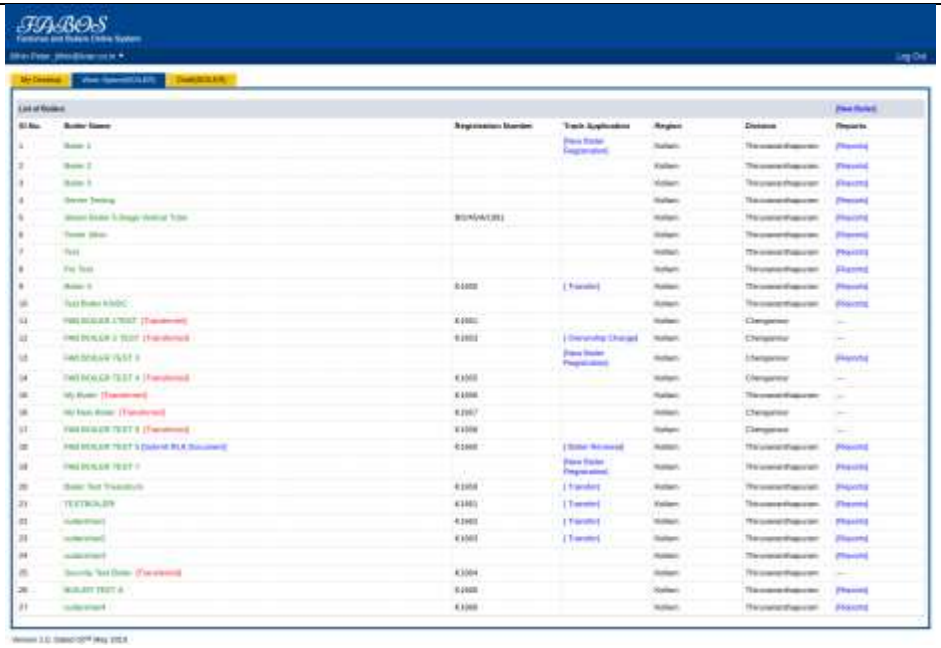

Figure 48- Approved Applications List