

User Manual	Inspectorate of Factories and Boilers	
	Module	Integrated Returns

User Manual **For** **Integrated Returns** **(Half Yearly Returns)**



GOA ELECTRONICS LIMITED
A Subsidiary of EDC Ltd., (A Government of Goa Undertaking)

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Visit www.goaonline.gov.in where you can get the information about services provided by the Government of Goa as shown in **Fig 1**

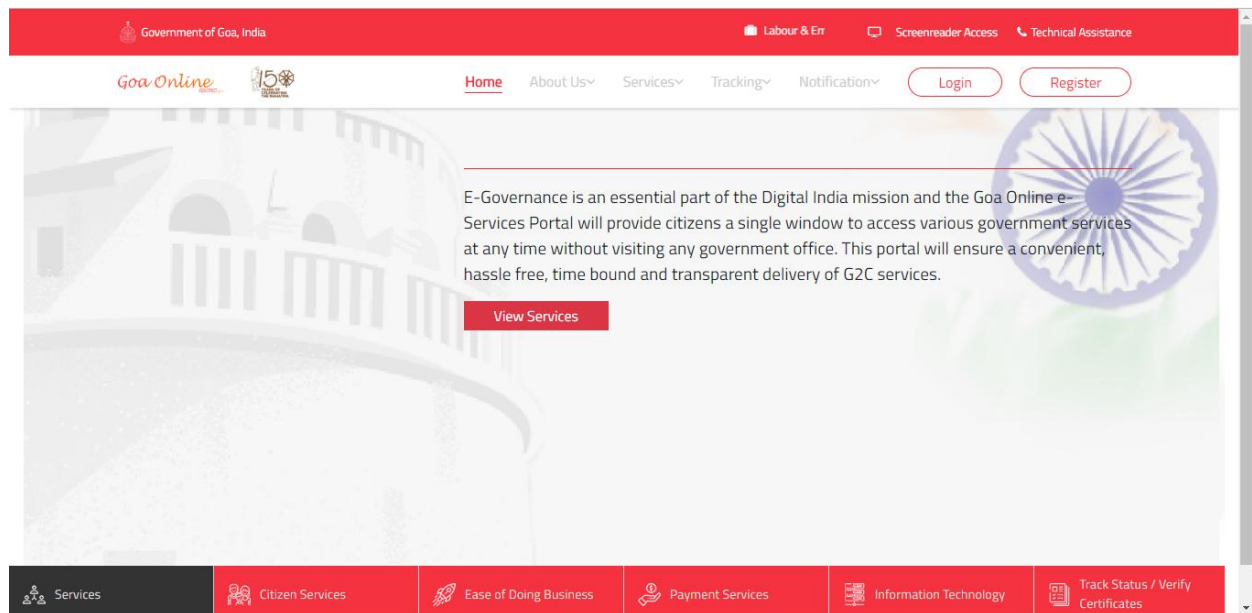


Fig 1

- User will then click on **Log in** option in menu bar as shown in **Fig 2**.

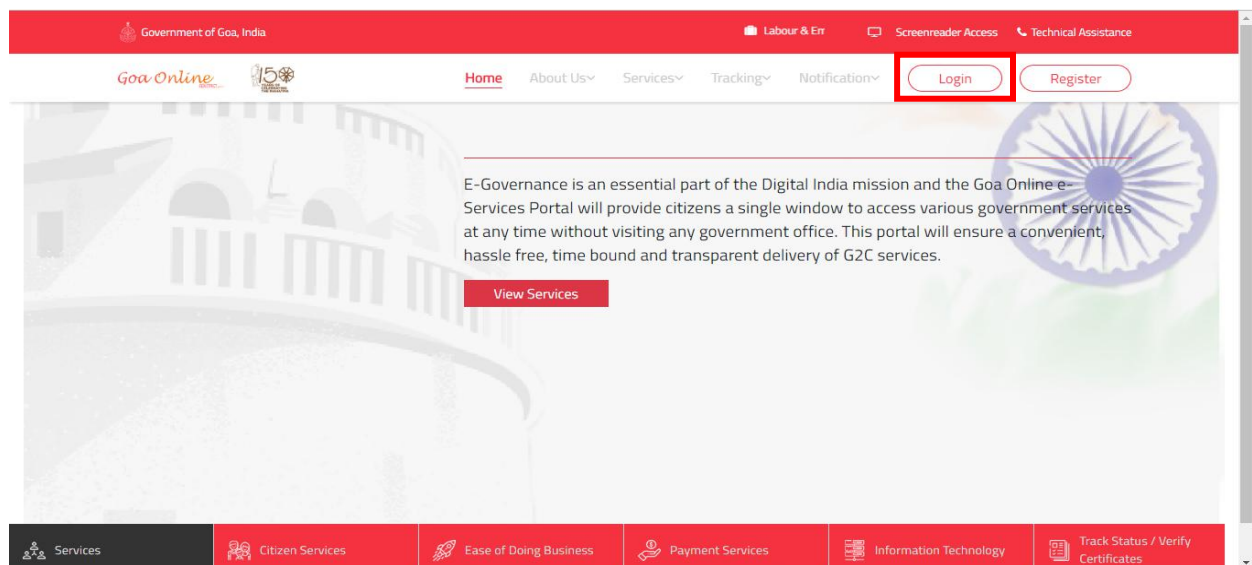


Fig 2

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- Enter username and password.
- Enter the captcha code and click on **Login** as shown in **Fig 3**.

Fig 3

- On successful log in click on **Organisation Profile**, under Profile tab as shown below to enter or to update the organization details as shown below.

Fig 4

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- Now the organization details if already entered will be displayed.
- Click on **Edit details & add Unit** to edit organization details and add unit details as shown in **Fig 5**.

Fig 5

- Now click on the **Edit** button to edit the business entity profile as shown in **Fig 6**. Here, you can edit the details like legal name of business entity, constitution, scale, category, incorporation number and date and company PAN as shown in **Fig 6**.

Fig 6

- You can edit the registered office address in India as below as shown in **Fig 7**.
 - Tick if the company has global headquarter. If yes enter the details.
 - Tick if the unit name is same as business entity name.
 - Enter India unit/branch/office name, line of activity and product /service.
 - Enter complete address with taluka, village and the contact details

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- Also enter number of facilities/operating and number of employees in India and Goa in respective textboxes. Once the details are entered Update button will be visible on click of which the head office address will be updated.

Fig 7

- Enter Share holder name and its equity(if applicable)
- On Click of **ADD** more Equity details can be added to the grid as shown in **Fig 8**
- Enter Stock Exchange name and click on **ADD** to save the Stock Exchange Details.
- On Click on **Next** button the Stock Exchange/share holder details can be saved and applicant is directed to the next tab as shown in **Fig 8**.

Fields marked as * are mandatory

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Stock Exchange/Share holder Details(If any) ✓

Add/Edit Equity Detail Add/Edit Stock Exchange Details

Share Holder Name* Equity*

ADD

a 100.00% X

Next

Fig 8

- After saving the stock Exchange/Share holder details, you will be directed to the tab wherein the user will enter **Registered unit/factory/office in Goa with Registration Details** as follows:
- Select whether the functional unit name is same as Registered unit, if not enter Goa unit/branch/Office name.
- Enter line of activity and product/service details.
- Select Goa State PCB Classification.
- Enter complete address with taluka and city/village and contact details.
- Select whether located in industrial estate, if yes select the industrial estate.
- Enter date of Commercial operation and the type.
- Enter total number of Employees and total number of contract employees.
- On Click of **Save and Next** button, registered unit/facility/office in Goa with Registration details will be saved as shown in **Fig 9**.

Fields marked as * are mandatory

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Registered Unit/Facility/Office in Goa with registration Details

☒ Tick if the functional unit is same as Registered Unit

Goa Unit/Branch/Office Name*

Line of Activity* Product/Services*

IT & ITes product

Goa State PCB Classification* State*

Choose one Goa

Complete Address*

Panaji

Taluka* City/Village* Pincode*

Tiswadi Panaji

Landline* Fax* Email*

Located in Industrial Estate* Plot Allotment order number* Plot allotment order date*

Yes 01-Jan-2019

Plot number* Industrial Estate*

Date of Commercial Operation* Type* Identification No*

02-Jan-2019 Not Available

GSTIN If any Total Employees* Total Contract Employees*

1 Nos 1 Nos

Save & Next

Fig 9

- After saving the registered units in Goa Details, you can click on **Add** button on **Other Office Addresses in Goa (If any)** to add other office addresses in Goa as shown in Fig 10. You can also skip this tab if not applicable as shown below.

Other Office Address In Goa(If any)

Add

Skip

Fig 10

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- After clicking on **Add** button enter the complete address of the office with contact details. Also enter the industrial estate if located in industrial estate with plot allotment order number and date as shown in **Fig 11**.
- Click on **Add Address** to save the address as shown in **Fig 11**.

Other Office Address In Goa (If any)

State*
Goa

Complete Address*
EDC

Taluka*
Tiswadi

City/Village*
Panaji

Pincode*
403001

Landline*
2435019

Fax

Email

Located in Industrial Estate*
Yes

Plot Allotment order number
21536213

Plot allotment order date
01-Jan-2019

Industrial Estate*
Tivim Industrial Estate

Add address

Fig 11

- Once the office addresses in Goa is added/saved, you can add more authorized representative details by clicking on the **ADD MORE** button as shown in **Fig 12**. Then **Proceed to document upload** to go to the document upload tab.

Fields marked as * are mandatory

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Authorised Representative

ADD MORE

Nevil Fernandes ()

ArondaNA,Paliem,Pernem,Goa,India

Authorized Person

7875916096

proceed to document upload

Fig 12

- Enter Authorised representative details as name, role, designation, complete address and the contact details. Also enter Aadhaar No. /Virtual ID and PAN as shown in **Fig 13**.
- Click on **Save person details** to save the details as shown in **Fig 13**.

Authorised Representative

First Name*

Middle Name

Last Name*

Role*

Designation*

Share%(if any)

Directors Identification No(DIN)

State*

Country*

Complete Address*

Taluka*

City/Village*

Pincode*

Mobile*

Email

AadhaarNo./Virtual ID*

PAN*

Voter ID

Save person details

Fig 13

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- Select type of document and the document to be uploaded. Click on **Upload** to upload the document as shown in **Fig 14**.
- Once all the necessary documents are uploaded tick the checkbox provided to accept the declaration as shown in **Fig 14**.
- On click of **Save Business Profile**, the business entity profile will be saved as shown in **Fig 14**.

Organisation Documents

Document(s) Upload

Document Type *
Choose One

Document *
Choose One

Select File *
Choose File No file chosen

Upload

☒ I hereby declare that I am authorized to share the information furnished on this form and agree that the above information is accurate, true and complete. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for legal proceedings under the IT Act which may lead to cancellation of application.

Mandatory List of Documents

Private limited company document (Minimum 1 document(s) required)	
✓ Authority letter for signature on application*	1

Registration certificate (Minimum 1 document(s) required)*	
✓ Shop and Est Registration	1
✓ Registration Certificate	1
✓ Society Registration with RCS	1
✓ Certificate of Incorporation*	1

Save Business Profile

Fig 14

Fields marked as * are mandatory

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- Now, click on **All Services** to view all the services provided by Goaonline web portal as shown below

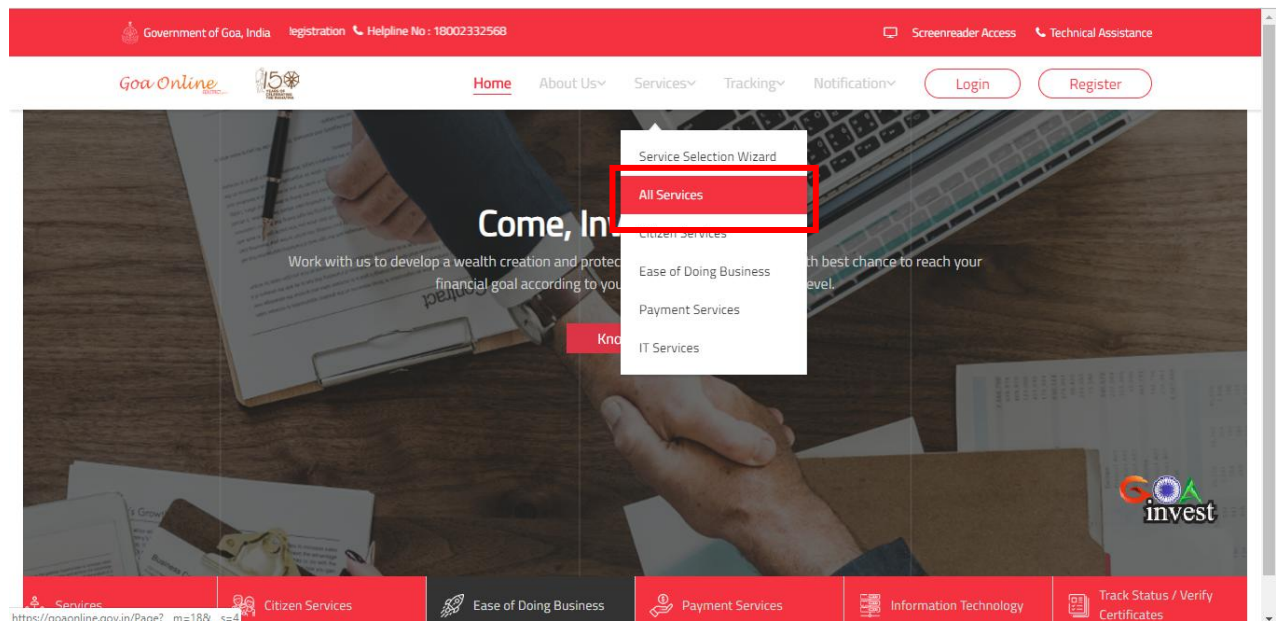


Fig 15

- Then click on desired service under the respective department as shown below.

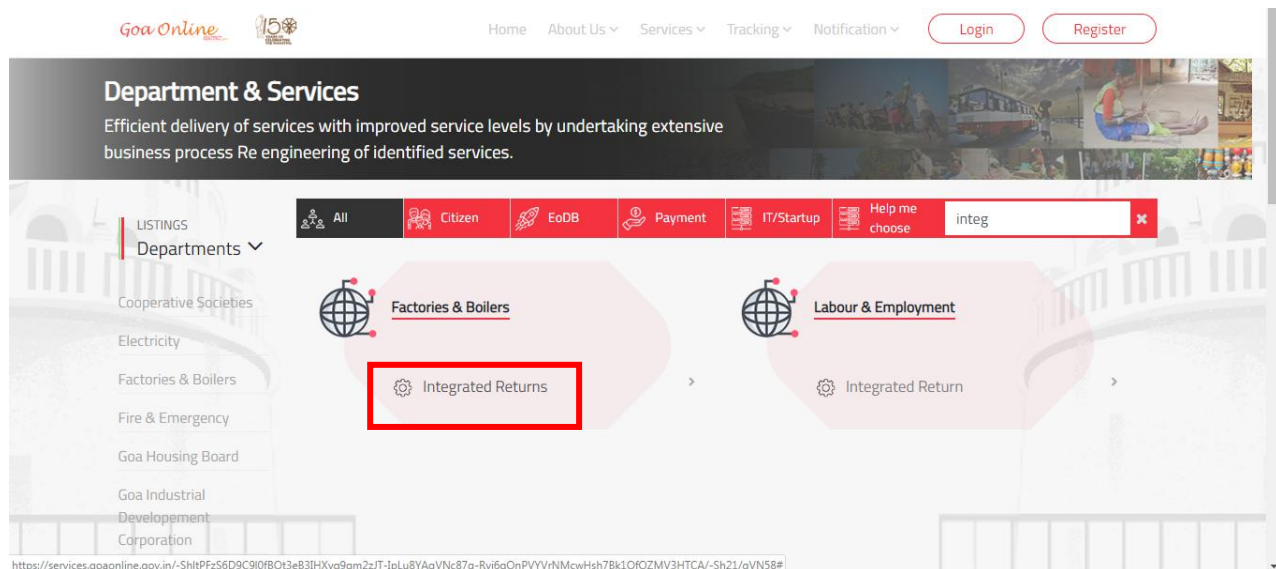


Fig 16

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- On click of the service the procedure to apply will be displayed.
- Click **Proceed to Apply** to file the integrated returns as shown below.

Government of Goa, India

Goa Online

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Factories & Boilers Department
Annual Returns

SERVICE Details

Procedure to Apply

Designated officials

Procedure to Apply

1. Register yourself on goaonline.gov.in and login.
2. Complete your organisation profile. Enter details of occupier and manager in authorise person section.
3. Name of occupier and manager to be filled by the applicant & shall be as declared in the Inspectorate of factories and boiler.
4. Fill in the application form.
5. Important: Person e-signing the returns shall be the Manager under the Factories Act 1948 as declared in the Inspectorate of Factories and Boilers. Hence for e signature please provide/fill in Aadhaar No, of the Manager under the Factories Act, 1948.
6. Kindly ensure that the Aadhaar no used for e signature is linked to mobile no.
7. Submit the application and note the acknowledgement no. for status tracking.

Back to Services

Proceed to Apply

Fig 17

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- On click of **Proceed to Apply**, the form for online returns filing will be displayed as shown below. Here click on **File New Returns** to file new returns as shown below.

Fig 18

- Here select the calendar year towards which you want to file the integrated returns and also select the unit and click on **File New Returns** as shown below.

Fig 19

- Here the basic unit details will be displayed. Then select the name and address of the Employer/Principal Employer and Manger as textboxes provided below.

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- Also select the **File Returns Against** and **Type of Returns** by selecting the appropriate option and click on **Save & Proceed** to save the details as shown below.

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Part I : Prepare and Submit Returns

Test Entry Ack no : - Year : 2019 Back

General Part

Company Name : **Test Entry** Returns for the year : 2019

Address : **Aawdawdaw Panaji Tiswadi North Goa Goa**

Telephone : **1111111111** Fax :

Mobile : **1111111111** Email :

Category of establishment : **Private Limited Company**

Factory Identification Number

☒ **Select Name and Address of the Employer/Principal Employer/Contractor(Select atleast one record)**

Select	Role	Name	Address
<input checked="" type="radio"/>	Authorized Person	Gayatri G Gaunkar	58, Mayemghfghfghf Calangute Bardez North Goa Goa
<input type="radio"/>	Authorized Person	awdawdaw adawwdaw adadawd	awdawdaw Panaji Tiswadi North Goa Goa

☒ **Select Name and Address of the manager or person responsible for the supervision and control of the establishment(Select atleast one record)**

Select	Role	Name	Address
<input checked="" type="radio"/>	Authorized Person	Gayatri G Gaunkar	58, Mayemghfghfghf Calangute Bardez North Goa Goa
<input type="radio"/>	Authorized Person	awdawdaw adawwdaw adadawd	awdawdaw Panaji Tiswadi North Goa Goa

File return against:

☐ Labour act ☒ Factories act ☐ Both

Type of Returns:

Half yearly

Save & Proceed

Fig 20

Fields marked as * are mandatory

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- On successful saving of the General Part new section will be displayed. Also enter **Details of Workmen Employed** and click on **Save & Proceed** to save and go to the next tab as shown below.

Fig 21

- On click of Save & Proceed the next tab will be displayed where enter the factory details as below.
- Enter registration number, license number and the name of the factory in textboxes provided.
- Select the particular section towards which the factory is covered. Also select the name and address of the employer and the manager or person responsible in the provided textboxes.

Note: The name of occupier and manager has to be entered in **authorized representative** under organization profile in order to display under factory details.

- Factory address will be populated.
- Select nature of industry and NIC code. You can also add more factory details by clicking on **Add button** as shown below.
- Once all the factory details are entered click on **Save** button to save the details as shown below.

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Half Yearly Online Returns
05-Jul-2019
FAB1900429
Back

Factory details

Registration number of the factory*
Licence number of the factory*
Name of the factory*

Registration number
Licence number
Taretest

Section of the Act under which the factory is covered*

☐ Section 2(m)(i)
☐ Section 2(m)(ii)
☐ Section 85 chemical
☐ Section 85 non-chemical

Name of the Occupier and Manager to be filled by the applicant shall be as declared in the Inspectorate of Factories and Boilers

☒ Select Name and Address of the Employer/Principal Employer/Contractor/Occupier*

Select	Designation	Name	Address
<input checked="" type="radio"/>	Authorized Person	Nevil Fernandes	Panaji Pallem Pernem North Goa Goa

☒ Select Name and Address of the manager or person responsible for the supervision and control of the establishment*

Select	Designation	Name	Address
<input checked="" type="radio"/>	Authorized Person	Nevil Fernandes	Panaji Pallem Pernem North Goa Goa

Factory address

District
Taluka
Village

North Goa
Tiswadi
Old Goa

Pin code
Plot No
Survey No

403402
Plot No
Survey number

Subdivision No
Locality

Sub div No
Panaji

Industry*

Nature of industry*
NIC code number*

Nature of industry
Select...

Add

Save

Fig 22

Fields marked as * are mandatory

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- Here click on **Man Days** tab as shown below to enter the Man Days details.

Goa Online 50th Anniversary

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Factory details ✓

NIC code details

NIC code : 85491 Man Days ⚠

Hazard details

Submit Return to dashboard

Fig 23

- Here enter Number of days factory worked during the half year ending 30th Jun 2019 in the textbox provided.
- Enter number of Man Days worked and average number of workers employed (daily). Also enter number of medical officer as well as number of workers examined by the factory medical officer in respective textbox.
- Then click on **Save** button to save the details as shown below.

Fields marked as * are mandatory

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Men days details

Number of days factory worked during the half year ending 30th June 2019 *

Number of mandays worked (i.e aggregated attendance) during the half year ending 30th June 2019 (See Explanatory Note - 4)

(a) Adults	(i) Male		(ii) Female	
(b) Adolescents	(i) Male		(ii) Female	
(c) Children	(i) Male		(ii) Female	
Total				

Average number of workers employed (daily) i.e item 6 divided by item 7 (See Explanatory Note - 5)

(a) Adults	(i) Male		(ii) Female	
(b) Adolescents	(i) Male		(ii) Female	
(c) Children	(i) Male		(ii) Female	
Total				

Number of medical officer employed

(i) Part time	
(ii) Full time	

Number of workers examined by the factory medical officer

(i) Worker working in hazardous process	
(ii) Others	

Save

Fig 24

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- Then enter Hazard details as Total number of workers employed in hazardous process and name of hazardous process as shown below.
- Click on **Save & Continue** to save the details as shown below.

Hazard details

Hazard information

Total number of workers employed in hazardous process*

1

Name of hazardous process*

Select...

Add name of hazardous process

Sr. no.	Name of hazardous process	Action
1	Cement industries(Portland Cement(including slag cement, puzzolona cement and their products))	

<< 1 >>

Save & Continue

Fig 25

- Once factory details, NIC code details and Hazard Details are fully entered, click on **Submit** to submit the Application to the department as shown below.

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Factory details ✓

NIC code details ✓

Hazard details

NOTE: Person e-signing the returns shall be the manager under the Factories Act 1948 as declared in the Inspectorate of Factories and Boilers. Hence for e-signature please provide/fill in Aadhar No. of the Manager under the Factory Act, 1948

Submit Return to dashboard

Fig 26

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- On click of **Submit** button the confirmation will be asked to the application whether you want to save the entry, click **Yes** to Save and **No** to cancel as shown below.

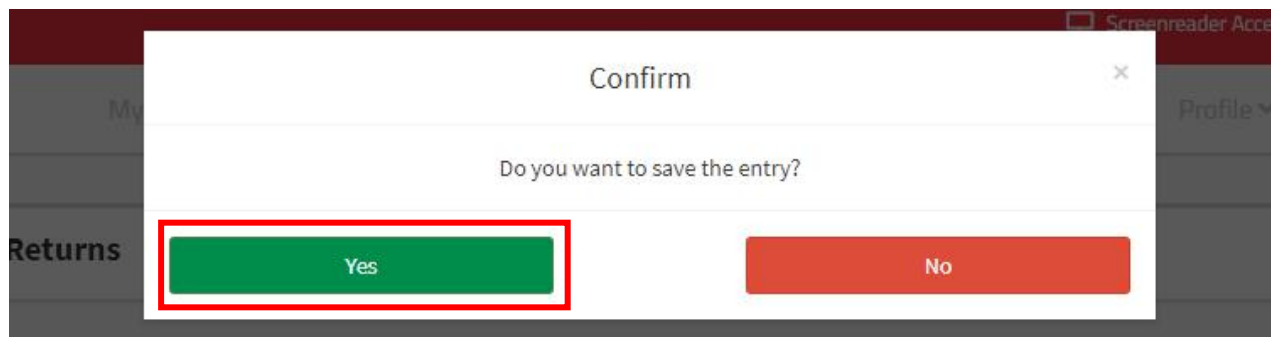


Fig 27

Fields marked as * are mandatory

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- On the confirmation towards the submission of the application the preview for the application will be displayed along with the **eSign** button.
- Click on **eSign** button to digitally sign the Half yearly returns as shown below.

Certificate

FORM No. 35
[See rule 136(b)]

HALF YEARLY RETURNS

For the half year ending June 2019
This return should be sent to the prescribed authority latest by 15th July of current year)

Registration No: : 1111
Licence No: : GOA/123
NIC Code No: : 85491
(as given in the licence)

1. Name of factory : 7acres

eSign Close

Fig 28

Fields marked as * are mandatory

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- On click of **eSign** user will be redirected to the page wherein enter your Virtual Aadhaar number and you will get the OTP on the respective mobile number.
- Enter the OTP received and tick the checkbox provided. Then click on **Submit** button to submit the OTP and digitally sign the returns file as shown below.

You are currently using C-DAC eSign Service and have been redirected from



Aadhaar Based e-Authentication

☒ I have read and provide my consent

[Get Virtual ID](#)

[View Document Information](#)

[Not Received OTP? Resend OTP](#)

Submit

Cancel

Fig 29

Fields marked as * are mandatory

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- Once OTP is verified digitally signed certificate will be displayed to the user as shown below.
- Click on **Close** button to close the certificate as shown below.

Government of Goa, India

GoaOnline

Half Yearly Online Returns

Factory details

Registration number of the factory*

1111

Section of the Act under which the factory is registered

Section2(m)(i) Section2(m)(ii)

Select Name and Address of the Employer

Select

Select	Designation	Name	Address
<input checked="" type="checkbox"/>	Authorized Person	Nevil Fernandes	ArondaNA Pallem Pernem North Goa Goa

Select Name and Address of the manager or person responsible for the supervision and control of the establishment*

Certificate

FORM No. 35
[See rule 135(b)]

HALF YEARLY RETURNS

For the half year ending June 2019
This return should be sent to the prescribed authority latest by 15th July of current year)

Registration No: : 1111
Licence No: : GOA/123
NIC Code No: : 85491
(as given in the licence)

1. Name of factory : 7 acres

Close

Fig 30

- On click of Close button you will be redirected to the page wherein you can click on Return to Dashboard button to go to the dashboard as shown below.

NIC code details ✓

Hazard details ✓

Return to dashboard

Fig 31

Fields marked as * are mandatory