

User Manual	Factories & Boilers	
	Module	Annual Returns (Form 34) (Applicant)

User Manual

For

Factories & Boilers

(Annual Returns)

User Manual	Factories & Boilers	
	Module	Annual Returns (Form 34) (Applicant)

- User needs to enter username, password & captcha code in order to login into goaonline portal as shown in Fig 1.

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100 Days of Action

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75th Anniversary

Covid-19 Home About Us Services Tracking Notification Login Register

Login/Register

Login Login with OTP Register

Enter Username/Email

Required

Enter Password

Required

Forgot Password?

9NUQQU

Enter the code exactly as shown above

Enter the code shown above

Login

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Fig 1

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- After successful Login, the user needs to select Integrated Returns under Services tab as shown in Fig 2.

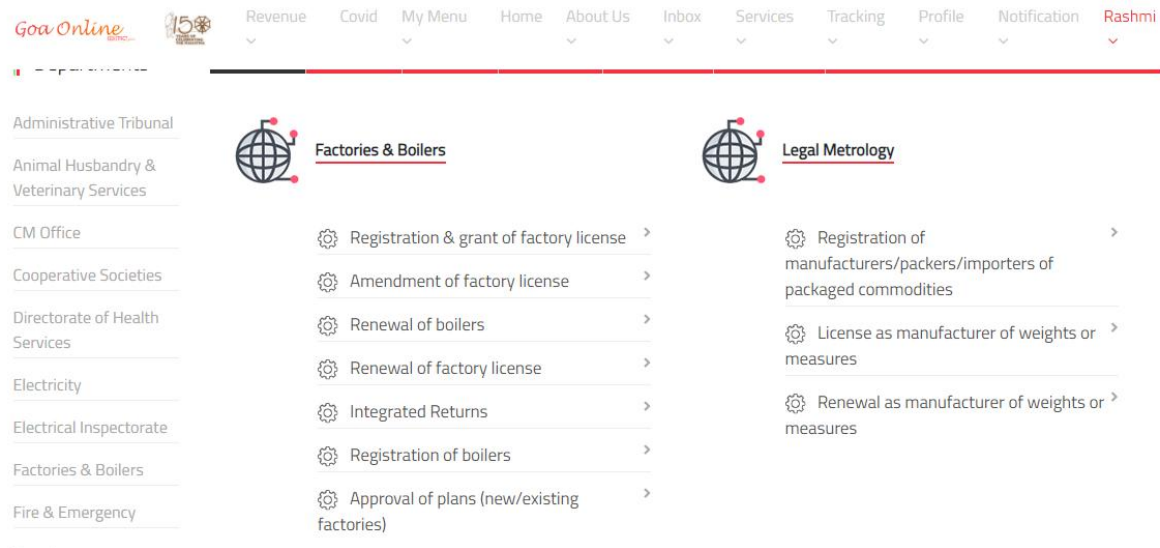


Fig 2

- The user will then click on Proceed To Apply button as shown in Fig 3.

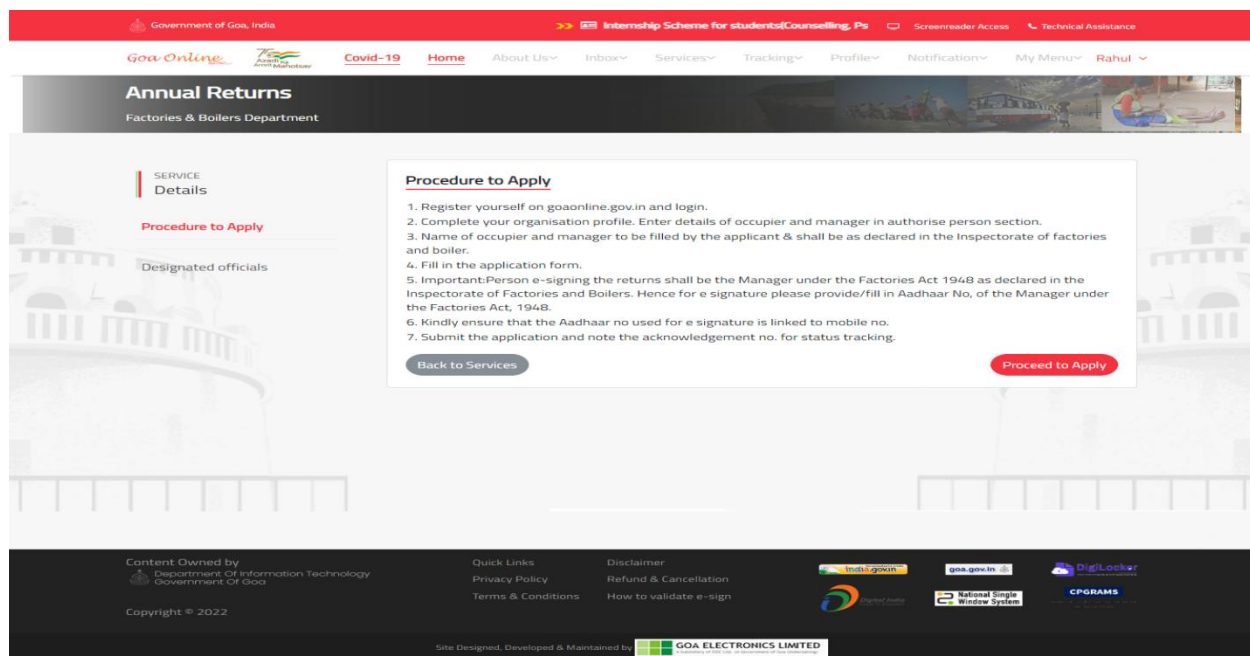


Fig 3

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- Click on File new Returns button as shown in Fig 4.

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Online Returns Home

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List Of Returns Filed

Choose return

File New Returns

Organisation	Year	Acknowledgement No	Date	Status	Return File	Remarks
HELPLINE SERVICES (C-312,FONDVEM, RIBANDAR TISWADI GOA)	2021	F062202287	31-Jul-2022	Draft Mode	Annual returns of accidents and dangerous occurrence	
HELPLINE SERVICES (C-312,FONDVEM, RIBANDAR TISWADI GOA)	2021	F052202255	31-Jul-2022	Draft Mode	Half Yearly Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2020	F042100783	22-Feb-2021	Draft Mode	Annual Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2020	F052100783	22-Feb-2021	Draft Mode	Half Yearly Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2021	F042100693	09-Feb-2021	Draft Mode	Annual Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2020	F062100677	08-Feb-2021	Draft Mode	Annual returns of accidents and dangerous occurrence	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2020	F042100501	29-Jan-2021	Draft Mode	Annual Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2019	F062002427	09-Dec-2020	Draft Mode	Annual returns of accidents and dangerous occurrence	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2019	FAB2002003	07-Oct-2020	Draft Mode	Annual Returns	
MRS MERLYN A PINTO D COSTA (ADDRESS)	2020	FAB2001987	05-Oct-2020	Draft Mode	Half Yearly Returns	

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Fig 4

User Manual	Factories & Boilers	
	Module	Annual Returns (Form 34) (Applicant)

- Select Company Name, Calendar Year & Unit/Factory/Branch and then click on File New Returns.

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Prepare Integrated Returns

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[Help ?](#)

Choose Company ▾ [Back](#)

Select Calendar Year: * ▾ Unit/Factory/Branch: * ▾

[File New Returns](#)

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Fig 5

User Manual	Factories & Boilers	
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- Select name and address of occupier and manager respectively, file return against as: Factories Act and Type of Return as : Annual Returns and then click on Save & Proceed.

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Part I : Prepare and Submit Returns

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Helpline Services Ack no : - Year : 2021 [Back](#)

General Part

Company Name : **Helpline Services** Returns for the year : **2021**

Address : **C-312,Fondvem, Ribandar Tiswadi Goa Chimbhel Tiswadi North Goa GOA**

Telephone : Fax :

Mobile : Email :

Category of establishment : **Private Limited Company**

Factory Identification Number

Please Note : In case employer/principal employer/ contractor/occupier is not available kindly add in organisation profile (authorised representative).

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

Select	Role	Name	Address
<input checked="" type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South 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"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South Goa GOA

File return against:*

☐ Labour act ☒ Factories act ☐ Both

Type of Returns:*

Annual

[Save & Proceed](#)

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Fig 6

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- Fill in all the required details under: Factory Details, NIC Code Details, Facilities, Dangerous Processes, Leave with Wages and Wages section and then click on Submit button as shown in Fig 7

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Annual Returns Application Date : 01-Aug-2022 Acknowledgement No : F042202289

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Factory details

Registration number of the factory* 9999 Licence number of the factory* 9999 Name of the factory* Helpline Services

Section of the Act under which the factory is covered*

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

Note: In case Employer/Principal Employer/Contractor/Occupier/Manager is not available kindly add the same in organisation profile(Authorised Representative).Name of the occupier and Manager to be selected 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 type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South 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 type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South Goa GOA

Factory address

District North Goa Taluka Tiswadi Village Chimbhel

Pin code Plot No Survey No

Subdivision No Locality C-312,Fondvem, Ribandar Tiswadi Goa

Industry*

Nature of industry* Select... NIC code number* Select...

Add

Sr No.	Nature of Industry	NIC code no	Action
1	Manufacturing of Ice	01115 - Growing of mustard oil seed	Edit

NIC code details

NIC code : 01115 ☐ Man Days ☒ Accident ☒ Tick if Nil Returns

Facilities(Safety and welfare) ☒ Dangerous Processes ☒ Leave with wages ☒ Wages

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 upon submit please provide Aadhaar number of manager under the Factories Act 1948

Submit Return to dashboard

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Fig 7

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- After clicking Submit, PDF will be generated of form 34 which needs to be E signed by the Manager of the Factory by clicking on E sign button as shown in Fig 8.

Fig 8

- On click of Esign button page will redirect to Aadhaar portal where user needs to enter Aadhar number and click on Get OPT button as shown in Fig 9.

Fig 9

User Manual	Factories & Boilers	
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- Enter the received OTP, select Declaration & then click on Submit button.





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



CDAC's e-Sign Service

View Document Information

☒ Aadhaar Number ☐ Virtual ID ☐ UID Token
 [Get Virtual ID](#)

☐ Aadhaar TOTP ☒ Aadhaar OTP
 [How to generate TOTP?](#)

☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of signing.

[▶ Listen to Consent](#) [English ▼](#)

OTP has been sent to mobile number <*****8213>

[Submit](#)
[Cancel](#)
Not Received OTP? [Resend OTP](#)

Kindly click "Resend OTP" link after 21 seconds....

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- On successful E sign application will be submitted to department and user can download soft copy of returns(Preview Report Online Returns) from track status as shown shown in below Fig.

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Applications Submitted by the Registered User
32

Applications Pending for Processing
14

Certificates Issued to the Registered User
8

Certificates Pushed in Digilocker
0

My Applications Integrated Returns All

Factories & Boilers

Annual Returns 31/07/2022
Date of Application

F942201059 Application is submitted to the department successfully. Latest Status

Acknowledgement No

Track Status

31/07/2022

Application is saved in draft/edit mode and not yet submitted to the department. @ 11:00 AM

31/07/2022

Application is submitted to the department successfully.
 Application Received by the department
[Preview report Online Returns](#)