

Centre for Industrial Solution and Advanced Training  
ISO 9001:2015 Certified



# Proposal for Fully Integrated Auto Workforce/Workman Management System

[www.cisat.co.in](http://www.cisat.co.in)

CISAT

Complete Workers  
Management

Online attendance &  
reporting

E- Management

2018

- ✓ Workman Details
- ✓ Contractors Details
- ✓ Areawise workers information
- ✓ Induction & Safety Training
- ✓ Payment Details
- ✓ Reporting as per Statutory requirement
- ✓ Incident and Accident details related to worker
- ✓ Individual Management and record
- ✓ Facility to mention all schemes by government
- ✓ Full customization as per the requirement

- Contractors Detail Module
- Workman Details Module
- Attendance Module
  - SAP Integration
  - Payment modules
- Training requirement
- Auto updation of all activities
- Fully customized as per requirement

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Ref: CISAT/Proposal/WMS/2018

**Sub: Proposal for Fully Integrated Online Workman/workforce Management System developed by CISAT**

To  
Head HR

**KA: Head HR/IR/Organizational Development**

Dear Sir,

We are glad to inform you that we have developed a web based Fully Integrated online Workman Management System for all workforce at site, plant/ group of plants or corporate. This system, alone can do all the Functions, Management and reporting as per business and statutory need such as,

- Reports related to payment of workers, overtime, worktime etc.
- Report related to EPF, ESIC, etc.
- Various reports as per statutory Forms
  - All Forms (1-25) 1,3,12, 6A, 13, 14, 15, 16, 19, 24, 27, 28, 20, 21, 22, 23, 25, 4, 5, 7 & 10.
- Other formats may also be there as per various states.
- Reports as per every format.

In short it can do all the function of a workforce management hence will be useful to all the organizations to save time, Reduce cost, Improve process, Improve customer or employee satisfaction, easy follow up & reporting.

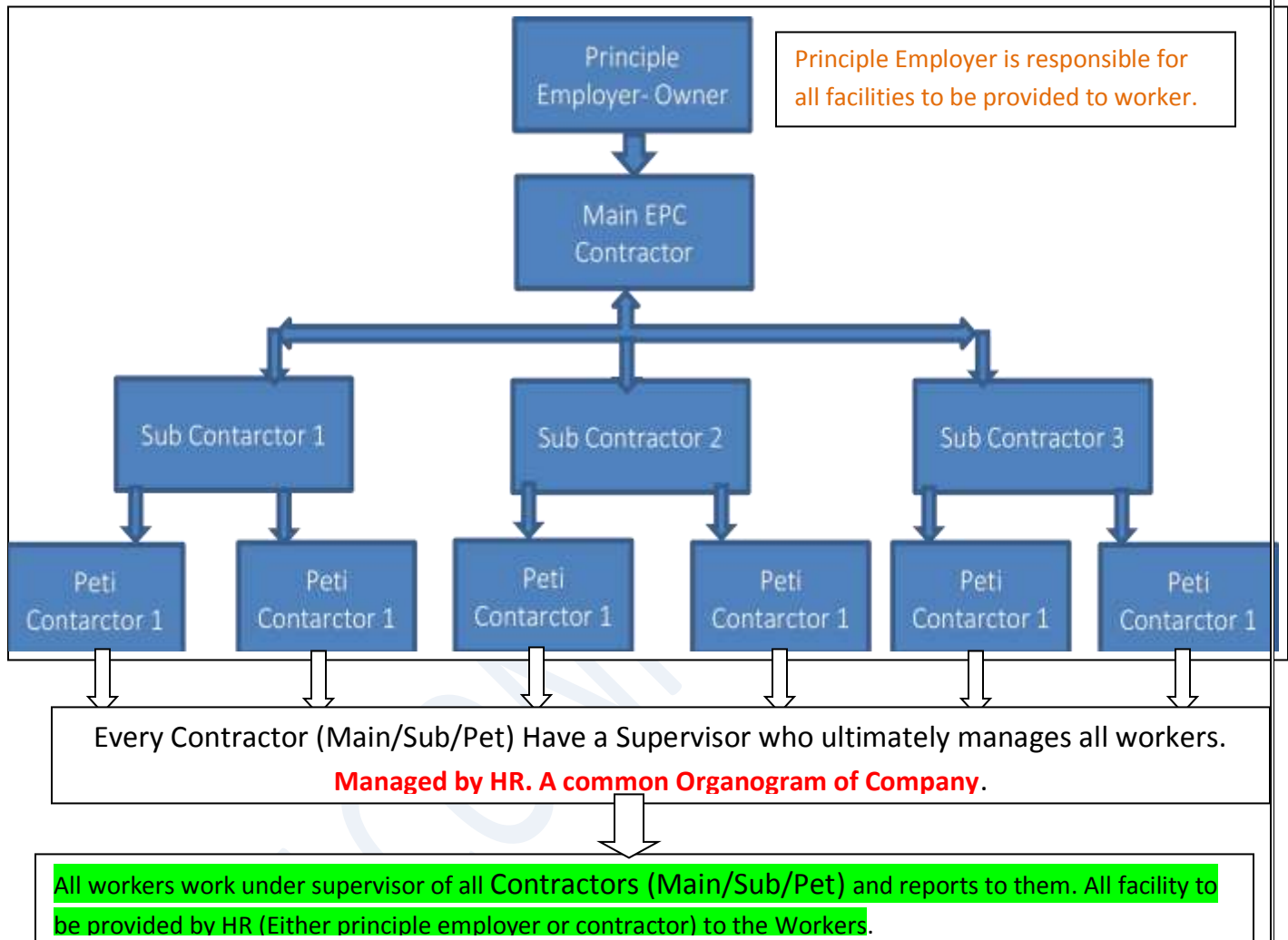
It can be customize as per the requirement of an individual organization. We will be happy to discuss more and give a demo if your company is interested. Kindly do inform by an email/call or web.

With Best Regards & Thanks,

Mrs. Rupali,  
Director - Business Development

## WORKMAN MANAGEMENT SYSTEM

### Workman Flow and Status:



### HR/Supervisor Function:

1. Appoint Worker.
2. Collect all details, Issue gate pass, Safety Induction
3. Issue PPE, Explain the work and provide supervisor.
4. Take regular attendance may be **shift wise** as mentioned below.
5. Payment on time weekly or monthly. Sometime daily casual labor.
6. Statutory benefit to all the workers.
7. Provide statutory reports to Labor Inspector/Labor Officer time to time as per various formats (Form I to Form XIX). This is what we are developing.
8. Maintain all records and provide them time to time.



## Worker Function:

1. Worker may work in shifts
  - a. General (9:00AM to 5:30 PM)
  - b. Shift A (6:00 to 2:00 PM)
  - c. Shift B (2:00 PM to 10:00 PM)
  - d. Shift C (10:00PM to 6:30 AM)
2. Provide all information in proper.
3. Inform any Incident or accident happened.
4. Return all PPE, gate pass when leave.

## Attendance System:

1. Either Manual (Entry by Individual supervisor/HR)
2. Either by Smart Card/RFID
3. Either by thumb impression.

All attendance to be managed by HR or Supervisor.

## Various Reports:

1. All reports related to payment of worker on time.
2. All details related to attendance of worker in Days, overtime, work hours (\*8), in various shifts.
3. Specific reports that how many workers available on specific date or time period.
4. Workman available on various shifts on particular date or specific period of time (Day/Week/month/Year).
5. Details of workers on specific work area.
6. Details of workers contractor wise.
7. Statutory reports as per format.
8. Details of worker by issued PO wise.

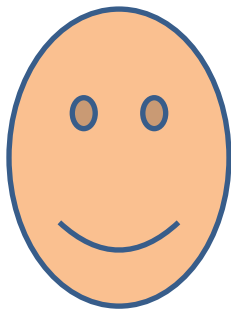
## Requirement:

1. One Login to Contractor to enter own details.
2. One login to each supervisor/HR- one each to every contractor or subcontractor or pet contractor.
  - a. He should be able to see various reports related to his workers.

3. Sequence of control as mentioned above. Top to bottom.

**4. Main (All) Controls to principle employer-HR.**

- a. He should be able to see every contractor's database.
- b. He should get to know all attendance daily-shift wise.
- c. Alert should be there if any supervisor/HR from contractor has not marked the attendance.
- d. He should be able to take all reports as per statutory requirements in various forms.
- e. All reports should be in PDF and there should be scope for signature and stamp of individual.
- f. He will be able to add or delete various schemes applicable.



If you are thinking to control various units from Corporate or Outsource the Training function, give us a chance to meet and discuss.

For more details, Demo and your requirement please Contact:

With Best Regards and Thanks,

**Vikas S. Wadnerkar** (Contact: +91-7709012815 )

**ME** (Electrical Engg), **BE** (Power Electronics), **PGDHRM**

**PE** (IE India- 700116-4), **IOSH** (UK) Certified, **OHSAS** 18001

**Head Technical Consultant and Expert Training**

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**Centre For Industrial Solutions and Advanced Training**

(An ISO 9001:2015 Certified)

**"A Complete Training Solution (Outsourcing) under One roof"**

(Technical- Electrical/Mechanical/Automation/Chemical, Behavioral, Soft Skill, Safety, Out Bound training, Business Excellence, Safety Audit, Energy Audit, Skill Gap Analysis/Automation Solution/Sales & Service; PLC/Drives, Productivity and Time and Motion Study, Improvement Projects, TPM, 5S and Six Sigma Implementation, Technicians Training)

We have Learning Management System, Performance management system, Attendance and pay roll management system. Do inform for any requirement.