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Workflow for Standing Order – Citizen User

1. **LOGIN**

   Upon login through the SSO, the citizen is redirected to his/her main page of the LDMS system.

2. **Landing on Home Page**

   Main Page offers different menu items for different acts or modules at the left hand side of the screen as visible in the figure below.

3. **Click on Standing Order Application**

   Upon clicking “Standing Order Application”, a sub-link menu item “Owner/Employer” appears.

   स्थायी आदेश पे बिलकल करने के बाद, एक उप-लिंक आता है "मालिक / नियोक्ता" जैसे की नीचे दर्शाकित है
4. **Click on “Owner/Employer” sub menu item**

   When user clicks on “**Owner/Employer**”, below form appears.

   "मालिक / नियोक्ता" पे क्लिक करने पर नीचे दिखाया गया फॉर्म आएगा. 
4.1 Form Details

प्रपत्र विवरण

1. Name of Owner/Employer: In this field name of owner/employer of the organization has to be filled. For example if the name of the owner/employer is “Shashank Sharma” then enter Shashank Sharma in this field.

2. Name of Industrial Establishment: In this field name of the Industrial Establishment has to be filled for example if the name of the establishment is “E&Y” then enter E&Y in this field.

3. Name of Manager/Authorized Signatory, if any: Enter the name of the manager of the Industrial Establishment or the authorized signatory.

4. Email-ID: Mention the email ID of the person applying for standing order. It can be a combination of alphabet, numbers and symbols. It is not a mandatory field.

5. Mobile No.: Mention the 10 digit mobile number. Country code of India “+91” is already prefixed to the number so no need to add a “0”. Only Numbers allowed. Not a mandatory field.

6. House No./Plot No./Name: In this field, enter the first line of the establishment address, for e.g., if your address is “116A, Civil Lines, Jaipur”, then enter “116A” in this field.

7. Street/Locality/Mohalla: In this field, enter the second line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter “Civil Lines” in this field.

8. Village/Town/City: In this field, enter the last line of the address. For e.g., if your address is “116A, Civil Lines, Jaipur”, then enter “Jaipur” in this field.
9. **District:** This field has a drop down list. When you click on this field, list of all the districts in Rajasthan comes up in alphabetical order. User can select the appropriate district. In order to select a district, click on the district which is appearing in the list.

10. **Total no. of employees:** Enter the total number of employees in the establishment, for example, if the total number of employees in the establishment is 200 then enter “200” in this field.

11. **No. of permanent workmen:** Enter the number of permanent workmen working in the establishment for example the number of the permanent workmen in the establishment is 180 than enter “180” in this field

12. **No. of temporary workmen:** Enter the number of temporary workmen working in the establishment for example the number of temporary workmen working in the establishment is 20 than enter “20” in this field.

13. **No. of Badlies or Substitutes:** Enter the total number of badlies or substitutes in the establishment, for example, the total number of badlies occurred in the establishment is 20 than enter “20” in the field.

14. **No. of probationers:** Total number of probationers working in the establishment for example the total number of the probationers working in the establishment are 10 than enter “10” in the field.

15. **No. of apprentices:** Enter total number of apprentices working in the establishment for example the total number of apprentices working in the establishment is 12 than enter “12” in the field.

16. **No. of trade union(s) if any, to which workmen belong:** Enter the number of trade union to which the workmen belong

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Details for Field no. 17 to 20 / 17 से 20 तक के क्षेत्रों का विवरण

With every application form it is mandatory to attach certain supporting documents.
User needs to attach these documents along with this application form. In order to attach a file, click on Browse, select the path of the file, select the file from the selected path and click on save. The required file gets attached with the application.

हर आवेदन पत्र के साथ यह कुछ समर्थन दस्तावेज संलग्न करना अतिवार्थ है

5. Recheck the filled form
   After all the fields are filled and attachments are added, re-check the form.
   भरे गए फॉर्म को पुन: जाँच लें

6. Submit the filled form
   If you are satisfied with the entries made, then click on SUBMIT.
   यदि आप भरे गए विवरण से संतुष्ट हैं, तो सबमिट बटन पर क्लिक करें

User clicks on “Submit” and an acknowledgment gets displayed with a Unique Application Number as shown in figure below.

प्रयोक्ता " सबमिट" पर क्लिक करता है और एक रसीद एक अद्वितीय आवेदन संख्या के साथ दिखाया जाता है जैसा की निम्न दर्शित है
7. **Store the Information/Application Number**

Applicant is advised to remember/store the application number for future reference in the system/department

आवेदक यह अद्वितीय आवेदन संख्या को भविष्य में संदर्भ के लिए रख ले

**USER MANUAL END/उपयोगकर्ता पुस्तिका समाप्त**