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कार्यकारी आदेश संख्या/ Executive Order No 243/2025

महाराष्ट्र कारखाना नियम 1963 के नियम 87 के साथ कारखाना अधिनियम, 1948 की धारा 48(1) के अनुसार, प्रत्येक कारखाना जिसमें 50 (पचास) से अधिक महिलाएं सामान्य रूप से कार्यरत हैं, उन्हें ऐसी महिलाओं के छह वर्ष से कम उम्र के बच्चों के उपयोग के लिए उपयुक्त कमरा या कमरे बनाए रखने की आवश्यकता होती है।

महाराष्ट्र दुकान और स्थापना (रोजगार और सेवा की शर्तों का विनियमन) अधिनियम, 2017 के अध्याय V की धारा 23 के अनुसार प्रत्येक प्रतिष्ठान में जिसमें 50 (पचास) या उससे अधिक कर्मचारी कार्यरत हैं, वहां ऐसे श्रमिकों के बच्चों के उपयोग के लिए क्रेच सुविधा प्रदान की जाएगी और उसका रखरखाव किया जाएगा।

2. उपरोक्त प्रावधानों के अनुसार, सीपज़ एसईज़ेड की जिन इकाइयों में 50 से अधिक कर्मचारी हैं, उन्हें अपनी महिला कर्मचारियों को अनिवार्य रूप से क्रेच सुविधा प्रदान करनी होगी। यदि आपकी इकाई इकाई परिसर में क्रेच सुविधा प्रदान करने की स्थिति में नहीं है, तो उस स्थिति में, आपकी इकाई सीपज़ एसईज़ेड प्राधिकरण द्वारा प्रदान की जाने वाली सामान्य क्रेच सुविधा का लाभ उठा सकती है।

3. वर्तमान में, इकाइयां डिमांड ड्राफ्ट के माध्यम से लागू शुल्क जमा करके ऑफ़लाइन मोड में क्रेच सुविधा के लिए आवेदन करती हैं। इसके बाद, SEEPZ प्राधिकरण सामान्य क्रेच सुविधा का लाभ उठाने के लिए एक भौतिक प्रमाण पत्र जारी करता है, जिसे इकाई धारकों को महाराष्ट्र सरकार के स्वास्थ्य और सुरक्षा विभाग के निदेशक को प्रस्तुत करना आवश्यक है। हालाँकि, मौजूदा मैनुअल सिस्टम में मानवीय संपर्क और इकाई

As per Section 48(1) of the Factories Act, 1948 read with Rule 87 of Maharashtra Factories Rules 1963, every factory wherein more than 50 (Fifty) women are ordinarily employed, they are required to maintain a suitable room or rooms for the use of children under age of six years of such women.

As per The Maharashtra Shop, and Establishment (Regulation of Employment and Conditions of Service) Act, 2017, Chapter V Section 23 in every establishment wherein more than 50 (fifty) or more workers are employed there Creche Facility shall be provided and maintained a suitable room or rooms as creche for the use of children of such workers

2. In terms of the above provisions units of SEEPZ SEZ having more than 50 workers in their factory/Unit shall mandatorily provide creche facility to your female employees. In case your unit is not in a position to provide creche facility in the Unit premises, then in that case, your unit can avail the common creche facility provided by SEEPZ SEZ Authority

3. At present, units apply for the crèche facility in offline mode by submitting the applicable charges through Demand Draft. Subsequently, the SEEPZ Authority issues a physical certificate for availing the common crèche facility, which the unit holders are required to submit to the Director, Health and Safety Department, Government of Maharashtra. However, the existing manual system requires

प्रतिनिधियों द्वारा शारीरिक दौरे की आवश्यकता होती है, जिससे केंद्रीकृत रिकॉर्ड बनाए रखना और समग्र क्रेच सुविधा उपयोग की निगरानी करना मुश्किल हो जाता है। यह प्रक्रिया उपयोगकर्ताओं के लिए असुविधा का कारण भी बनती है।

4. मौजूदा मैनुअल सिस्टम की सीमाओं को संबोधित करने के लिए, RISE ERP प्लेटफॉर्म के तहत एक ऑनलाइन एप्लिकेशन विकसित किया गया है और अब इसे SEEPZ SEZ द्वारा लागू किया जा रहा है। SEEPZ SEZ के सभी हितधारकों को सूचित किया जाता है कि अब से क्रेच सुविधा से संबंधित सभी प्रक्रियाएँ - जिसमें आवेदन, भुगतान, प्रमाण पत्र जारी करना, बच्चों का पंजीकरण और समग्र प्रबंधन शामिल है - केवल RISE ERP पोर्टल (<https://rise.seepz.gov.in>) के माध्यम से संचालित की जाएँगी। यह ऑनलाइन मॉड्यूल पिछली ऑफ़लाइन प्रक्रियाओं को पूरी तरह से बदल देता है, जिससे पारदर्शिता, पहुँच में आसानी और क्रेच सुविधा उपयोग की कुशल निगरानी बढ़ जाती है।

5. क्रेच सुविधा का विवरण:

क) स्थान: बीएफसी बिल्डिंग, सीपज़ एसईजेड का ग्राउंड फ़्लोर

ख) शुल्क: समय-समय पर तय अनुसार।

ग) भुगतान का तरीका: केवल ईआरपी मॉड्यूल के माध्यम से ऑनलाइन। एसईईपीजेड प्राधिकरण द्वारा कोई डीडी/चेक/एनईएफटी स्वीकार नहीं किया जाएगा

घ) इकाई के लिए आवेदन प्रारंभ तिथि: पिछले वित्तीय वर्ष की 1 मार्च।

नोट:

- I. इकाइयां किसी भी वित्तीय वर्ष के लिए केवल उस वित्तीय वर्ष की अंतिम तिथि तक ही क्रेच सुविधा के लिए आवेदन कर सकती हैं और उसका लाभ उठा सकती हैं।
- II. वित्तीय वर्ष की समाप्ति के बाद, आवेदन स्वीकार नहीं किए जाएंगे और उस संबंधित वित्तीय वर्ष के

increased human interaction and physical visits by unit representatives, making it difficult to maintain a centralized record and monitor the overall crèche facility utilization. This process also causes inconvenience to users.

4. To address the limitations of the existing manual system, an online application has been developed under the RISE ERP platform and is now being implemented by SEEPZ SEZ. All stakeholders of SEEPZ SEZ are hereby informed that, henceforth, all processes related to crèche facility — including application, payment, issuance of certificates, registration of children, and overall management — shall be conducted exclusively through the RISE ERP portal (<https://rise.seepz.gov.in>). This online module fully replaces the previous offline procedures, thereby enhancing transparency, ease of access, and efficient monitoring of crèche facility utilization.

5. Details of the creche facility:

a) Location: Ground Floor of BFC Building, SEEPZ SEZ

b) Charges: As amended from time to time.

c) Mode of payment: Online through the ERP module only. No DDs/ Cheques/ NEFT will be accepted by SEEPZ Authority

d) Application Start date for unit: 1st march of previous financial year.

Note:

- i. Units may apply and avail the crèche facility for any financial year only until the last date of that financial year.
- ii. Post closure of the financial year, applications will not be accepted, and no certificate will be issued for that respective financial year.

लिए कोई प्रमाण पत्र जारी नहीं किया जाएगा।

6. सीप्ज़ एसईजेड की इकाई

क्रेच सुविधा का लाभ उठाने के लिए आवेदन प्रक्रिया

ए. इकाइयों के लिए:

चरण 1: क्रेच प्रबंधन मॉड्यूल तक पहुँचना

1. rise.seepz.gov.in पर जाएँ।
2. अपने क्रेडेंशियल के साथ लॉग इन करें और क्रेच प्रबंधन मॉड्यूल पर जाएँ।

चरण 2: क्रेच सुविधा के लिए आवेदन करें

1. वित्तीय वर्ष चुनें।
2. “आवेदन करें” पर क्लिक करें और भुगतान लिंक जनरेट होने के बाद कर्मचारी विवरण सबमिट करें।
3. भुगतान आरंभ करें पर क्लिक करें।
4. भुगतान विधि चुनें- ऑनलाइन/चालान

भुगतान के सफल समापन के बाद, इकाई क्रेच प्रमाणपत्र देख और डाउनलोड कर सकती है।

ए. बच्चों का पंजीकरण

1. कर्मचारी स्वयं अपने बच्चे के पंजीकरण के लिए ऑनलाइन आवेदन कर सकते हैं। यदि कर्मचारी को कोई कठिनाई हो तो वे अपने बच्चे के पंजीकरण के लिए क्रेच संचालक से संपर्क कर सकते हैं।
2. क्रेच संचालक बच्चों का पंजीकरण करेगा और सभी आवश्यक विवरण दर्ज करेगा, केवल आरआईएसई ईआरपी मॉड्यूल में उपस्थिति बनाए रखेगा।
3. ऐसे मामलों में जहां संबंधित इकाई ने क्रेच सुविधा के

6. Unit of SEEPZ SEZ

Application Procedure to avail creche facility

A. For Units:

Step 1: Accessing Crèche Management Module

1. Visit rise.seepz.gov.in.
2. Log in with your credentials and navigate to the **Crèche Management Module**.

Step 2: Apply for creche Facility

1. Select the financial year.
2. Click on “**Apply**” and submit the employee details there after payment link will be generated.
3. Click on Initiate Payment.
4. Choose the payment method - on-line/challan.

After the successful completion of payment, the unit can view and download the Crèche Certificate.

B. Registration of Children

1. Employee herself can apply for her child registration online. If employee has any difficulty, then they can approach creche operator for their child registration.
2. Creche Operator shall register the children and enter all required details, maintain attendance in the RISE ERP Module only.

लिए पहले से पंजीकरण नहीं कराया है, किसी कर्मचारी द्वारा बच्चे के पंजीकरण पर, आरआईएसई ईआरपी प्रणाली स्वचालित रूप से संबंधित इकाई को भुगतान अधिसूचना तैयार करेगी और भेजेगी। इकाई को इस आदेश की धारा 6(ए) के तहत चरण 2 के खंड 3 और 4 में उल्लिखित प्रक्रिया का पालन करके भुगतान करना होगा।

ए. ट्रेकिंग और मॉनिटरिंग

1. संपदा अधिकारी या एसईईपीजेड का कोई अन्य अधिकृत अधिकारी सभी विवरण देख सकता है और रिपोर्ट डाउनलोड कर सकता है।

इस ऑर्डर के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को प्रबंधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएँ अनुलग्नक-ए में उपलब्ध हैं।

यदि हितधारकों को किसी भी कठिनाई का सामना करना पड़ता है, तो उन्हें RISE सिस्टम में सक्षम तकनीकी हेल्पडेस्क पर टिकट उठाना चाहिए। इससे SEEPZ प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

3. In cases where a concerned Unit has not registered for the crèche facility in advance, upon registration of a child by an employee, the RISE ERP system will automatically generate and send a payment notification to the concerned Unit. The Unit shall be required to make the payment by following the procedure outlined in Clauses 3 and 4 of Step 2 under Section 6(A) of this Order.

C. Tracking and Monitoring

1. Estate officer or any other authorised officer of SEEPZ can view all details and download reports.

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

In case stakeholders face any difficulty, they should raise tickets on the Technical Helpdesk enabled in the RISE system. This will help the SEEPZ Authority track and monitor the issues and any pendency as well.

This issues with the approval of Competent Authority.

Digitally signed by
Mital Sudhir Hiremath
(Mital Hiremath)
Date: 2025.01.07 16:53:58

संयुक्त विकास आयुक्त / Joint Development Commissioner,
सीपज़ सेज़, मुंबई / SEEPZ SEZ, Mumbai

प्रतिलिपि/ Copy to:

1. सभी अधिकारी/कर्मचारी/ All Officers/Staff Members
2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
4. सीप्ज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

Annexure A

Roles of Users in Creche Management Module:

User	Roles in Module
Development Commissioner	a) View Dashboard b) Generate Reports c) View of Units who have availed creche facility d) View of Unit employees who have registered for creche facility
Joint Development Commissioner	a) View Dashboard b) Generate Reports c) View of Units who have availed creche facility d) View of Unit employees who have registered for creche facility
Deputy Development Commissioner	a) View Dashboard b) Generate Reports c) View of Units who have availed creche facility d) View of Unit employees who have registered for creche facility
Assistant/ UDC/LDC of Labour Division	a) Provision to verify the employee details submitted by Units b) Initiate annual notification to Units
Assistant Development Commissioner, Estate	a) View Dashboard b) Generate Reports c) View of Units who have availed creche facility d) View of Unit employees who have registered for creche facility
Unit	a) Submit employee details b) Make payment c) Download Creche Certificate
NGO	a) Register the child b) Mark attendance of children c) Generate Attendance Report



RISe ERP for SEEPZ SEZ

USER MANUAL

for

CRECHE MANAGEMENT

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	03-08 - 2024	Nishmitha K V	Muhammed Muhsin	
1.1	Update version	03-02 - 2025	Nishmitha K V	Elizabeth John	

2 INTRODUCTION

2.1 *PRODUCT FUNCTION*

Creche management refers to the administration and organization of a childcare facility known as a creche. Units with female employees can enhance workplace inclusivity by participating in the creche Management initiative. Eligible companies are required to pay an annual enrollment fee of 5000 INR.

The process involves three main users: the SEEPZ User, the Unit User, and the NGO User. The SEEPZ User sends a notification to the Unit User, directing them to provide employee details, make the payment, and generate the certificate. Once the certificate is generated, the NGO User registers the child details and marks attendance. The SEEPZ User also has the ability to view attendance details and generate the necessary reports.

2.2 *INTENDED AUDIENCE*

This manual is designed for three main user groups:

SEEPZ User:

SEEPZ users have the ability to create employee detail notifications, view attendance details, and generate reports.

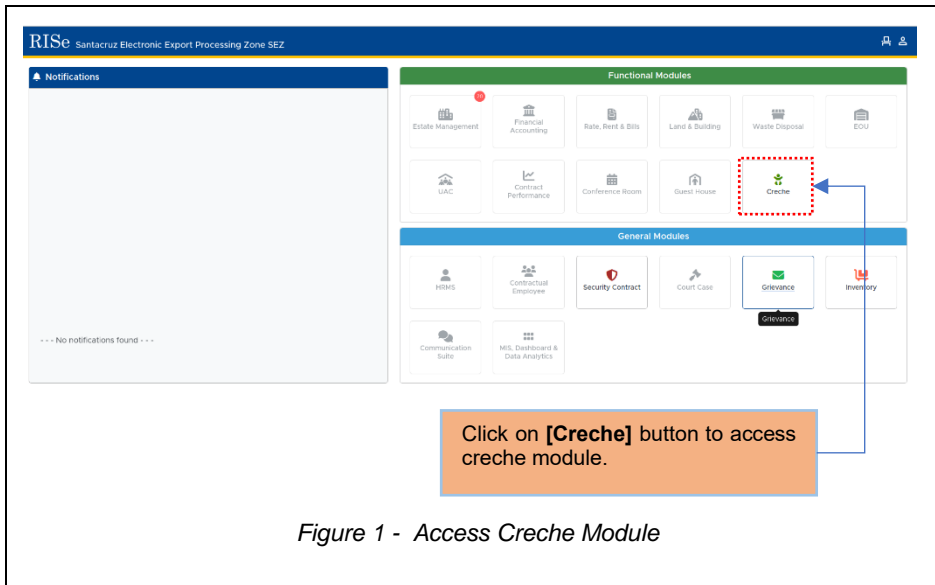
UNIT User:

Submit employee details and make the necessary payment to enrol in creche management services.

NGO User:

The NGO user is responsible for registering child details and marking attendance.

3 ACCESSING THE CRECHE MODULE



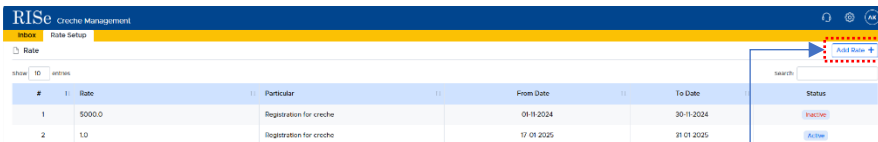
4 SETUP



Click on [⚙️] button to access setup.

Figure 2 - Setup

4.1 RATE SETUP



Click on [Add Rate +] button to add rate setup.

Figure 3 – Add Rate

RISE Creche Management

Rate Setup

Add Rate

Rate: Particular: From Date: To Date:

Clear Save

0 rows 10 entries Search

#	Rate	Particular	From Date	To Date	Status
1	10000.0	Registration for creche	01-11-2024	30-11-2024	Inactive
2	1.0	Registration for teacher	15-01-2025	31-01-2025	Active

Save

Provide the rate, select particular, from & to date .Then click on **[Save]** button to save the details.

Saved details are listed here.

Figure 4 – Rate Details

5 CREATE NOTIFICATION

5.1 LOGIN – LABOUR DIVISION LDC (SEEPZ USER)

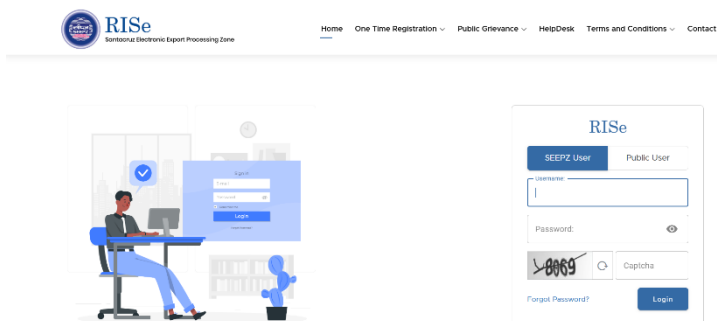


Figure 5 - Login page

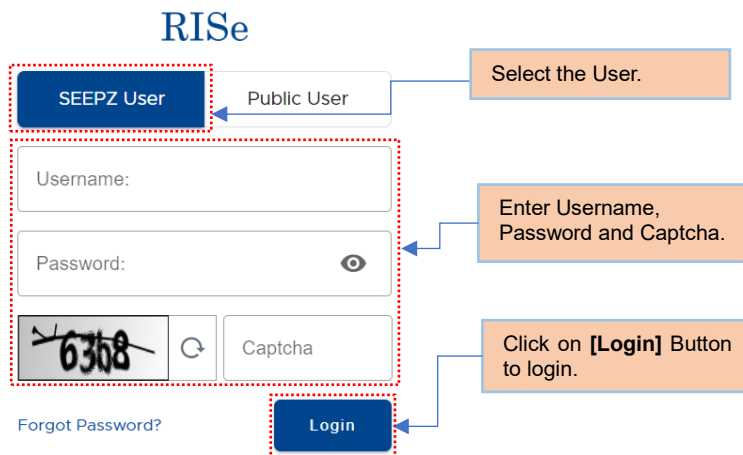
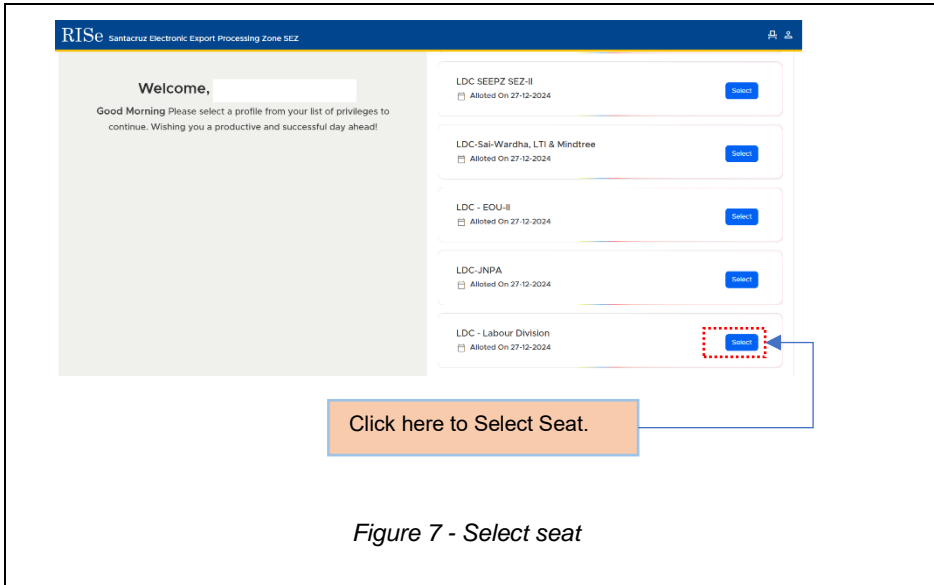
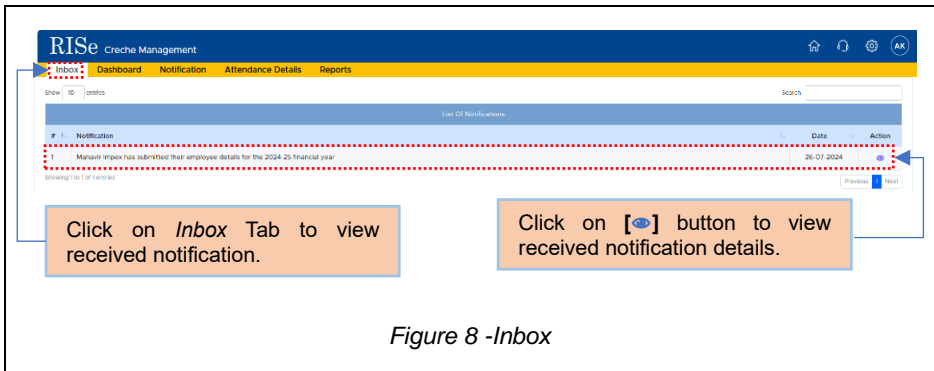


Figure 6 - Login Details



5.1.1 INBOX



5.1.2 DASHBOARD

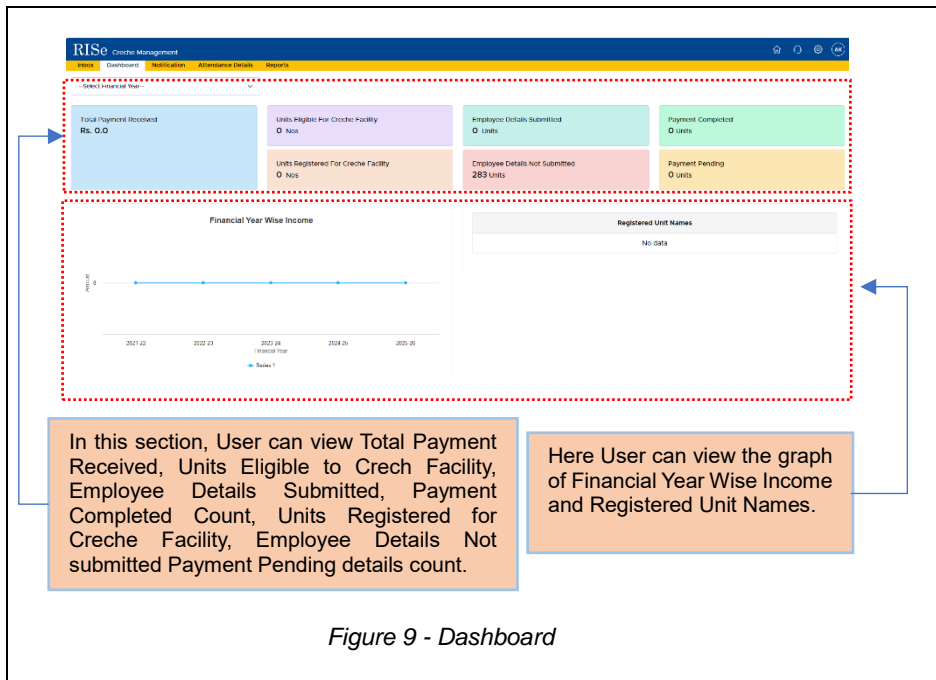


Figure 9 - Dashboard

5.1.3 NOTIFICATION



Figure 10 - Notifications

Notification

Notification Type * Employee Detail Submission

Financial Year * 2024-25

Subject *

Last Date * dd/mm/yyyy

Description *

Add Attachments

Subject

Browse... No file selected.

(Allowed Types: PDF/PNG/JPG/JPEG (Max Size: 2MB))

Clear Save

Enter subject, Enter date.

Add attachments and click on **[Save]** button to save the details.

Figure 11 – Create Notification

The SEEPZ user notifies all units, to provide their respective employee details. After saving the details, the notification conveniently located below within the same Tab.

ID	Notification Type	Financial Year	Date	Action	
3	Employee Detail Submission	2023-24	999	21-12-2023	View Edit Delete Send

Showing 1 to 3 of 3 entries

Previous 1 Next


Access options for viewing, editing, deleting and sending the notification by clicking here.

Figure 12 - Notification Being Processed

Upon clicking the send option, the notification will be sent to all unit users. Once notifications are submitted, the user can view the list of submissions.

Show 10 entries

Search

#	Notification Type	Financial Year	Subject	Last Date	Action
1	Employee Detail Submission	2024-25	test	28-02-2025	

Click here to view submitted lists.

Figure 13 - Submitted Lists

The employee details submitted by a unit user are displayed here.

RISe

Creche Management

Inbox

Dashboard

Notification

Attendance Details

Reports

Notification Details

Notification Type

Employee Detail Submission

Description

test

Attachments

No attachment

Financial Year

2024-25

Subject

test


Last Date

28-02-2025

Go Back

Employee Details of Units (2024-25)

Employee Details of Units (2024-25)

#	Unit Name	LoA Number	Total Employees in the unit	Male	Female	Transgender	Submitted On	Bit		
			Permanent	Contractual	Permanent	Contractual	Permanent	Contractual		
1	Peta (Dr. Jagan Prasad) Ltd (M)	NA	Pending	Not Generated		
2	Baranagar India Pvt. Ltd (Shreeya Motors)	SEEP2-SE2AA-UNUS/ARU-PW-18/2019-02/398 dt. 28-02-2025	200	100	0	100	0	0	02-02-2025	
3	Weekly Services (India) Pvt. Ltd	PER-SARS-EPE dt. 15-10-1985	Pending	Not Generated
4	Kashin Enterprises	SEEP2-SE2AA-UNEDM/2019-20/03045 dated 15-10-2019	Pending	Not Generated
5	Ban City	NA	Pending	Not Generated
6	Bombay Jewellery Manufacturers	SEEP2-SE2AA-UNUS/GJ-09/2014-15/328 dt. 21-01-2015	Pending	Not Generated
7	Jewel NIT	SEEP2-SE2AA-UNJ-09/16-17/05023 dt. 27-08-2016	Pending	Not Generated

Showing 1 to 7 of 28 entries

Previous

1

2

3

4

5

28

Next

Download Data as Excel

Download Data as PDF

Unit name that received notification are listed here.

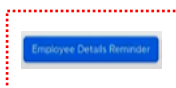
Submitted employee details are displayed here.

Figure 14 - View Employee Details



Click here to initiate the Employee Details Remainder and Payment Remainder.

Figure 15 - Notification Buttons

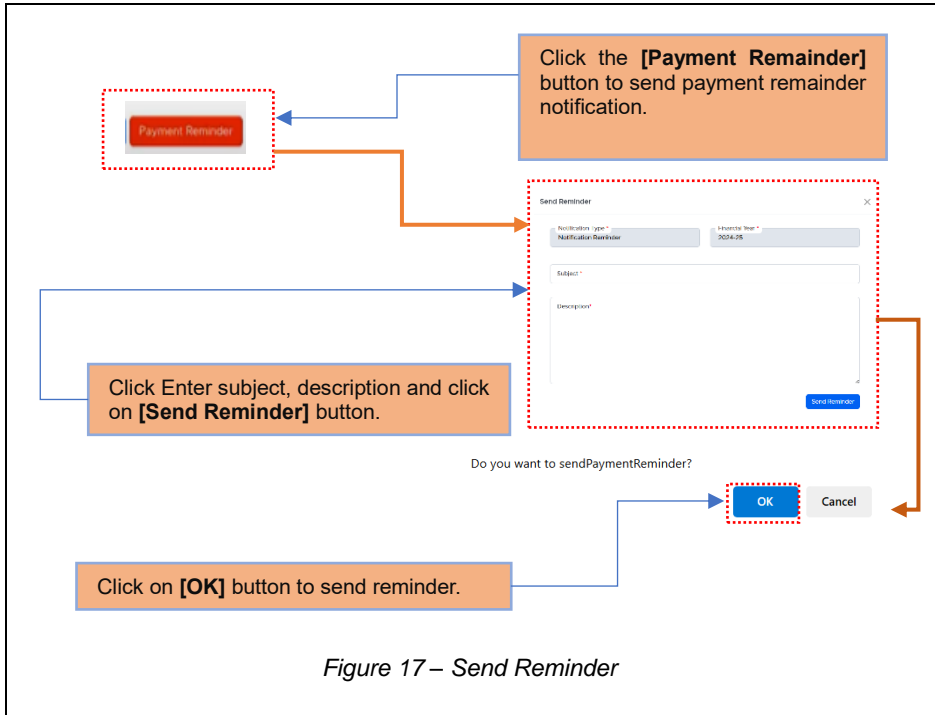


Click the **[Employee Details Remainder]** button to send employee details reminder notification.

Click Enter subject, description and click on **[Send reminder]** button.

Click on **[OK]** button to send reminder.

Figure 16 – Employee Details Remainder



6 SUBMIT EMPLOYEE DETAILS, PAYMENT PROCESS AND GENERATE CERTIFICATE

6.1 LOGIN UNIT USER

The screenshot shows the RISE login interface. At the top, the 'RISe' logo is displayed. Below it, there are two user selection buttons: 'SEEPZ User' and 'Public User'. The 'Public User' button is highlighted with a red dashed box and an arrow pointing to the instruction 'Select the User.'. Below the user selection, there is a login form with fields for 'Username:', 'Password:', and a 'Captcha' field. The 'Password:' field has an eye icon for toggling visibility. The 'Captcha' field shows a distorted number '2526' and a refresh button. Below the password field is a 'Forgot Password?' link. At the bottom of the form is a 'Login' button. An arrow points from the 'Login' button to the instruction 'Click on [Login] Button to login.'. Another arrow points from the entire login form area to the instruction 'Enter Username, Password and Captcha.'.

Figure 18 – Unit User Login Page

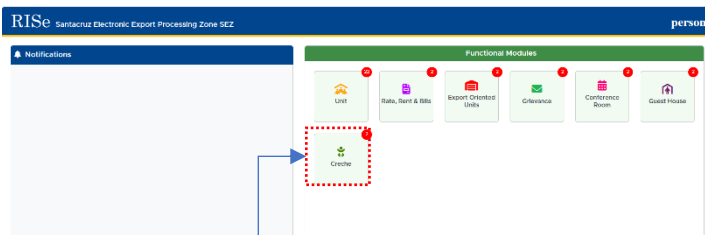


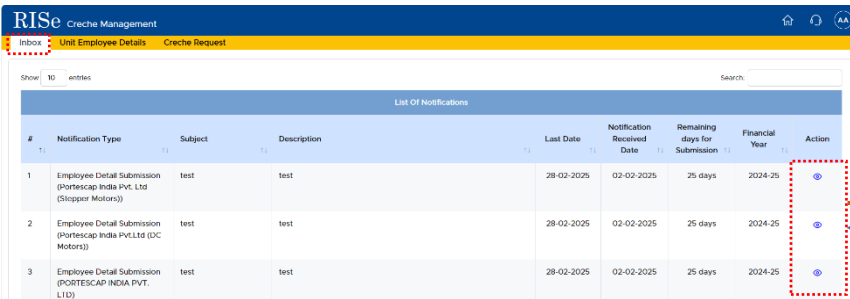
Figure 19 - Access Creche

6.1.1 SUBMIT EMPLOYEE DETAILS

Once the unit receives the notification, the unit user submits the employee details.

6.1.1.1 INBOX

The notifications received are displayed here.



List Of Notifications								
#	Notification Type	Subject	Description	Last Date	Notification Received Date	Remaining days for Submission	Financial Year	Action
1	Employee Detail Submission (Portescap India Pvt. Ltd (Stiggeer Motors))	test	test	28-02-2025	02-02-2025	25 days	2024-25	
2	Employee Detail Submission (Portescap India Pvt.Ltd (DC Motors))	test	test	28-02-2025	02-02-2025	25 days	2024-25	
3	Employee Detail Submission (PORTESCAP INDIA PVT. LTD)	test	test	28-02-2025	02-02-2025	25 days	2024-25	

Click on [] button to view received notification.

Figure 20 – Received Notification

6.1.1.2 UNIT EMPLOYEE DETAILS

RISE

Creche Management

Home

Unit Employee Details

Creche Request

Notification Details

Notification Type

Employee Detail Submission

Subject

test

Last Date

28-02-2025

Remaining days for Submission

25 days

Notification Received Date

02-02-2025

Description

test

Attachments

No attachment

Add Employee Details

Show

To

entries

Search

#	Unit Name	LoA Number	Total Employees in the unit	Male	Female	Transgender	Action
1				Permanent	Contractual	Permanent	Contractual

Click on [**Add Employee Details**] button to add employee details.

Figure 21 – Add Employee Details

Notification Details

Notification Type	Subject	Last Date	Remaining days for Submission	Notification Received Date
Employee Detail	test	28-02-2025	25 days	02-02-2025

Unit Details

Name Of Unit	Email id	Contact Number	Financial Year
Portescap India Pvt.Ltd (Stepper Motors)	dennis.vazhappilly@portescap.com		2024-25

LoA Number
SEEPZ/SEZ/IA-1/NUS/ APL/HW-14/2011-12/ 31

Units details are automatically populated.

Figure 22 - Add Employee Details

Employees Details

Total Number of Employees*	Total Number of Male Permanent Employees*	Total Number of Male Contractual Employees*

Total Number of Female Permanent Employees*	Total Number of Female Contractual Employees*	Total Number of Transgender Permanent Employees*

Total Number of Transgender Contractual Employees*	Remarks

Add Attachments

Subject: Choose File:

(Allowed Types: PDF/PNG/JPG/JPEG) (Max Size : 2mb)

Provide the necessary details and click on **[Save]** button to save the details.

Click on **[Save]** button to save the details.

Are you sure you want to save?

Figure 23 - Add Employee Details (1)

After saving the details, the user has the option to **Update** and **submit** them.

Unit Details

Name Of Unit: Portescap India Pvt. Ltd (Shipper Motors) | Email Id: dennis.vachappily@portescap.com | Contact Number: | Financial Year: 2024-25 | I CA Number: SEEPZ SEZ/AA/UNUS/APL/JW 14/2011 12/31

Employees Details

Total Number of Employees: 20 | Total Number of Male Permanent Employees: 12 | Total Number of Male Contractual Employees: 0
 Total Number of Female Permanent Employees: 7 | Total Number of Female Contractual Employees: 1 | Total Number of Transgender Permanent Employees: 0
 Total Number of Transgender Contractual Employees: 0 | Remarks: test

Add Attachments

Subject: | Choose File: No file chosen | Allowed Types: PDF/PNG/JPG/JPEG (Max Size: 2mb)

Buttons: Clear, Update, **Submit**

Message: ✓ Successfully Saved | join now ✕

Click on **[Submit]** button to submit the details.

Figure 24 - Submit Employee Details

If the number of added employee details is less than 50, a confirmation is required before submission. If it exceeds 50, the details are automatically submitted, and the payment process begins.

Confirmation

The total number of female employees is less than 50. Do you want to proceed?

Click on **[Yes]** button to submit the details.

Yes No Cancel

Figure 25 - Confirmation For Submission

Once the details are submitted, the process moves to payment.

6.1.2 PAYMENT PROCESS

6.1.2.1 CRECHE REQUEST - NEW

RISe Creche Management

Inbox Unit Employee Details **Creche Request**

Submitted

Show 10 entries Search

List Of Submitted Details

#	Unit Name	LoA Number	Total Employees In the unit	Financial Year	Male		Female		Transgender	
					Permanent	Contractual	Permanent	Contractual	Permanent	Contractual
1	Portescap India Pvt. Ltd (Stepper Motors)	SEEP2-GEZAA-UNUS/APL/HW-14/2011-12/ 3198 dt. 28.02.2012	20	2024-25	12	0	7	1	0	0

Click on link to make payment.

Figure 26 - Payment Process

RISe Creche Management

Inbox Unit Employee Details **Creche Request**

New Submitted

Unit Employee Details

Name of Unit: Portescap India Pvt. Ltd (Stepper Motors)

Email Id: dennis.vazhappilly@portescap.com

Contact Number

LoA Number: SEEP2-GEZAA-UNUS/APL/HW-14/2011-12/ 3198 dt. 28.02.2012

Total Number of employees (as on 18 date): 20

Total Number of Male Permanent Employees: 12

Total Number of Female Permanent Employees: 7

Total Number of Male Contractual Employees: 0

Total Number of Female Contractual Employees: 0

Total Number of Transgender Permanent Employees: 0

Total Number of Transgender Contractual Employees: 0

Invoice: Invoice No: C202425/000007

Attachments: No attachment

Go Back

Add Payment Details

Mode of payment: **Online Payment**

Select Payment Type

Online Payment

DD

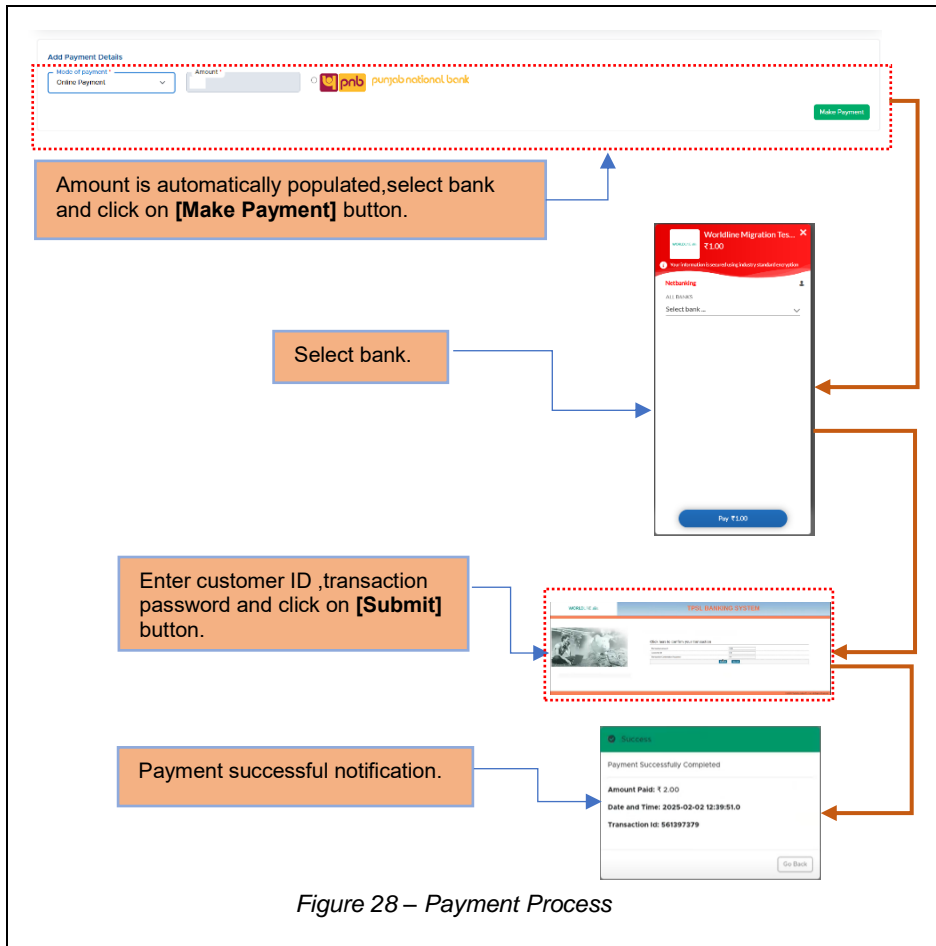
Select mode of payment type as Online Payment or DD.

Figure 27 - Payment Mode

There are two modes of payment: Online and Demand Draft (DD).

- In online mode, select the bank and proceed with the payment.
- In DD mode, enter the bank name, branch name, DD number, date, and amount.

For online payment,



The payment status will be indicated with an icon, showing either *Payment Pending* or *Payment Done*.



Once the payment process is completed, the certificate is generated and displayed under the *Submitted* sub-tab.

The screenshot displays the 'Employee Management' interface. At the top, there are tabs for 'Home', 'Unit Employee Details', and 'Create Request'. The 'Unit Employee Details' tab is active. Below the tabs, there is a search bar and a table titled 'Submitted Create Requests'. The table has columns for '#', 'Request Number', 'Unit Name', 'Financial Year', 'LoA Number', 'Total Number Of Employees', and 'Status'. Two rows are visible in the table. The first row, highlighted in yellow, corresponds to request number 'SEEPS/CRECH/2024-25/01' for 'Portescap India Pvt. Ltd (Stepper Motors)' in the financial year '2024-25'. The 'LoA Number' is 'SEEPS-SEZOA-VNUSF-AFL/HW-NA/2021/3798 dt. 28.02.2012' and the 'Total Number Of Employees' is '200'. The 'Status' is 'Certificate Issued'. The second row is partially visible, showing request number 'SEEPS/CRECH/2024-25/02' for 'Portescap India Pvt Ltd (DC Motors)' in the financial year '2024-25'. The 'LoA Number' is 'IA/INUS/AFLU/SIN/03-04/179 dt. 12.06.2003' and the 'Total Number Of Employees' is '200'. The 'Status' is also 'Certificate Issued'. A red dashed box highlights the 'Status' column for both rows. A blue arrow points from the 'Generated Certificate.' text box to the 'Certificate Issued' status in the first row.

#	Request Number	Unit Name	Financial Year	LoA Number	Total Number Of Employees	Status
1	SEEPS/CRECH/2024-25/01	Portescap India Pvt. Ltd (Stepper Motors)	2024-25	SEEPS-SEZOA-VNUSF-AFL/HW-NA/2021/3798 dt. 28.02.2012	200	Certificate Issued
2	SEEPS/CRECH/2024-25/02	Portescap India Pvt Ltd (DC Motors)	2024-25	IA/INUS/AFLU/SIN/03-04/179 dt. 12.06.2003	200	Certificate Issued

Generated Certificate.

Figure 30 – Issued Certificate

Figure 30 – Issued Certificate

Page 24 of 31

7 CHILD REGISTRATION PROCESS

Once the certificate is issued, each employee of the Unit User needs to visit the Creche facility centre provided by SEEPZ for child registration.

7.1 LOGIN – NGO USER

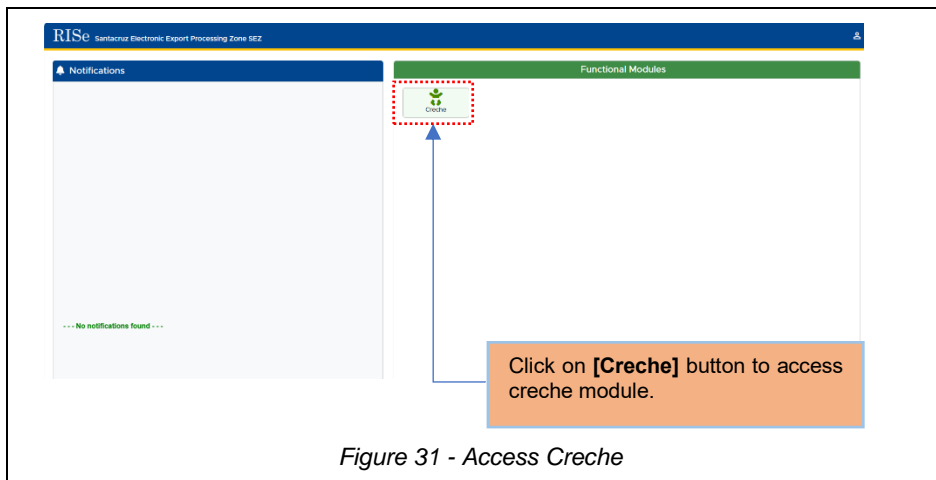
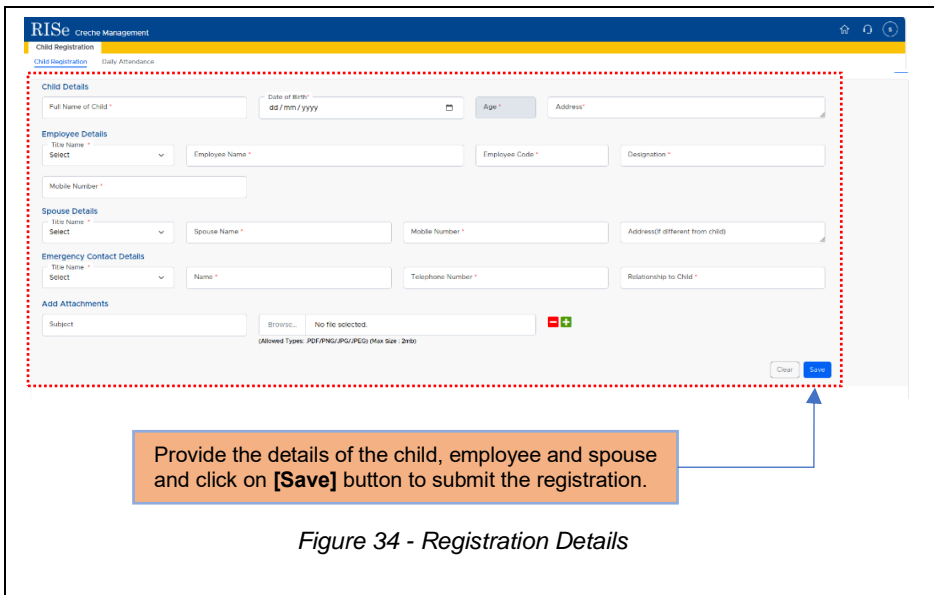
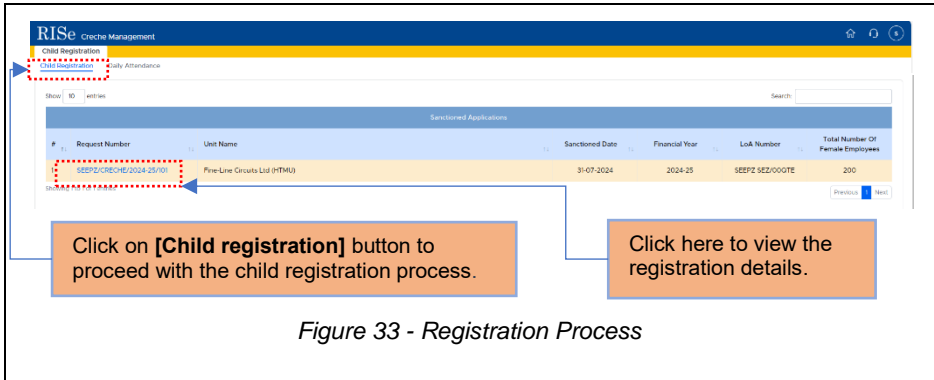


Figure 31 - Access Creche

7.1.1 CHILD REGISTRATION



Figure 32 - Child Registration



Once the details are saved, submit the child registration process. After saving the details, the user has the option to **Update** and **submit** them.

RISe Creche Management

Child Registration Daily Attendance

Employee Details

Title Name: Employee Name: Employee Code: Designation:

Mobile Number:

Spouse Details

Title Name: Spouse Name: Mobile Number: Address (if different from child):

Emergency Contact Details

Title Name: Name: Telephone Number: Relationship to Child:

Add Attachments

Subject: Browse... No file selected. (Allowed Types: PDF/JPG/GIF/PNG (Max Size: 2MB))

✓ Successfully Saved

Clear Submit

Click on **[Submit]** button to submit the details.

Figure 35 - Submit Registration Details

After submission, the details will be listed under the Child Registration sub-tab.

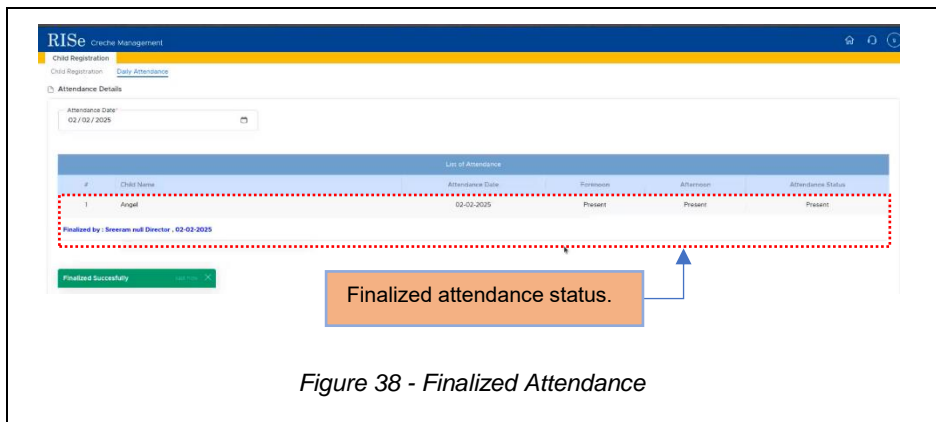
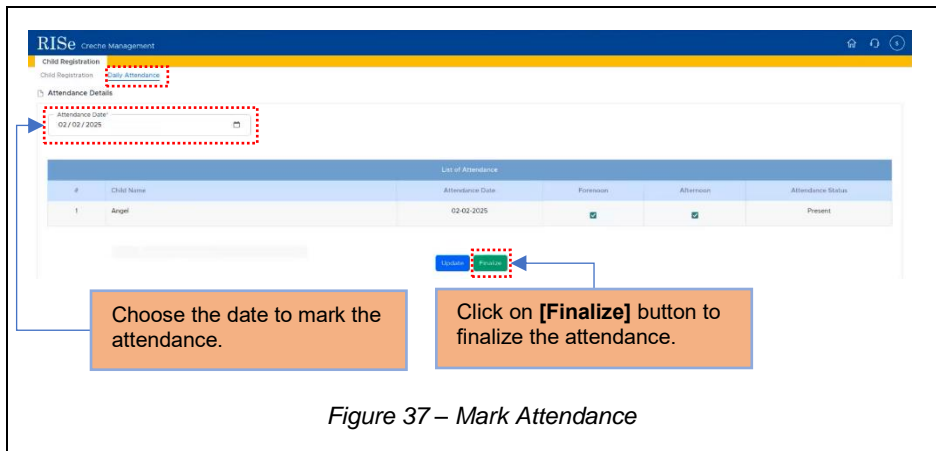
#	Child Name	Employee Name	Spouse Name	Mobile Number	Emergency Contact	Action
1	Angel	Shr.test	Shr.test	9676757656	Shr.test_9676686767	View Edit Delete

Click here to view,edit and delete the added details

Figure 36 - View/Edit/Delete

Once the child registration process is completed, proceed to mark daily attendance.

7.1.2 DAILY ATTENDANCE

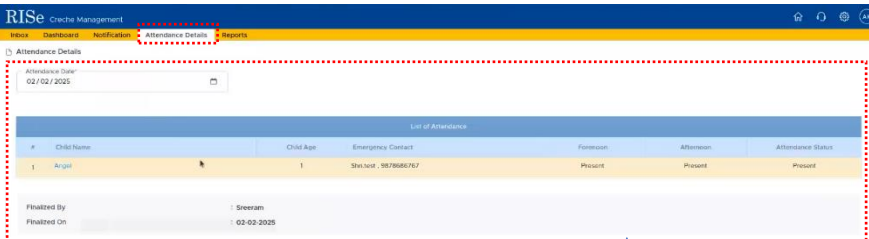


8 VIEW ATTENDANCE & GENERATE REPORTS

8.1 LOGIN – LDC USER

In this section, the user can view the updated attendance details and generate reports.

8.1.1 ATTENDANCE DETAILS

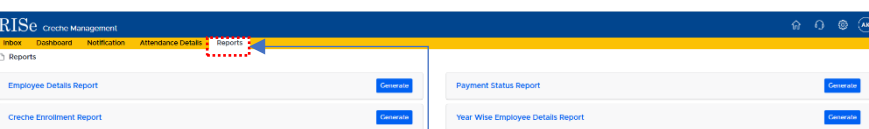


In this section, User can view the attendance finalized status.

Figure 39 - View Attendance Status

8.1.2 REPORTS

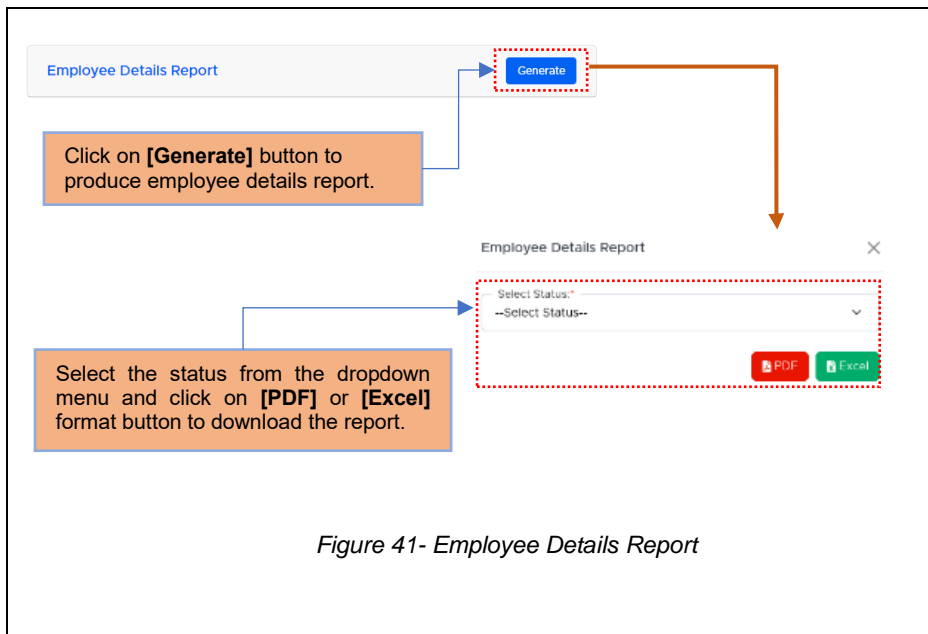
In this section, reports for employee details, creche enrollment details, payment details, and year-wise employee data can be generated.



Click here to access reports.

Figure 40 - Report Types

8.1.2.1 EMPLOYEE DETAILS REPORT



Note: Reports can be generated either in Excel or PDF formats.

SEEPZ Special Economic Zone Authority
SEEPZ Service Centre Building, SEEPZ SEZ, Andheri (E), Mumbai 400 096
Ph:022-26294700, E-mail: ed@seepz.mah.gov.in, Website: www.seepz.gov.in

Employee Details Report (Submitted)

Date:01-07-2024 to 31-07-2024

#	Name of Unit	LoA Number	Total Employees	Male Contractual Employees	Male Permanent Employees	Female Contractual Employees	Female Permanent Employees	Transgender Contractual Employees	Transgender Permanent Employees	Submitted On
1	First Line Circular LMS (ARTS)	SEEPZ SEZ/0001E	400	100	100	100	100	0	0	26-07-2024
2	Mahatma Jyoti	SEEPZ SEZ/0010HE	400	100	100	100	100	0	0	26-07-2024

Generated on: 31-07-2024

Figure 42 - Sample Report

The same procedure can be followed for generating Payment Status Report, Crèche Enrollment Report and Year Wise Employee Details Report.

****End Of the Module – RISE (Creche Management) ****

“Thank you for thoroughly exploring the features and information.”