भारत सरकार वाणिज्य और उद्योग मंत्रालय सीप्ज़ विशेष आर्थिक क्षेत्र प्राधिकरण अंधेरी (पूर्व), मुंबई - 400096



Government of India Ministry of Commerce & Industry SEEPZ Special Economic Zone Authority Andheri (E), Mumbai - 400096

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कार्यकारी आदेश संख्या/ Executive Order No <u>243</u>/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 ∨ 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, सीप्ज़ 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 सीप्ज़ 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। हालॉंकि, 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 प्लेटफ़ॉर्म 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, सीप्ज़ एसईजेड का ग्राउंड फ्रोर

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:

- 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।
- 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 (https://rise.seepz.gov.in). This ERP portal online module fully replaces the previous procedures, offline 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।

<u>6. सीप्ज एसईजेड की इकाई</u>

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।

 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।

 "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

 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।

 क्रेच संचालक बचों 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.<u>Unit of SEEPZ SEZ</u>

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 Faciliity

- 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 online/challan.

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

B. <u>Registration of Children</u>

- 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।

<u>ए. ट्रैकिंग और मॉनिटरिंग</u>

 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 (Mi**Dattir@1adt)-2025** संयुक्त विकास आयुक्त /**lt6153:/58**pment Commissioner, सीप्ज सेज़, मुंबई /SEEPZ SEZ, Mumbai

01/01/2025 Date:#ApprovedDate#

F.No.: SEEPZ-SEZ/E-OPT-11/76/2022-IT/COMP/ 46/44

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

Roles of Users in Creche Management Module:

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

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3 ACCESSING THE CRECHE MODULE

Notifications	Functional Modules
	Estade Management Prancia Estade Management Rest & Bins Land & Building Waste Draposal EOU
	UKC Contract Performance Conference Record
	General Modules
	HEARS Contractual Contractual Employee Security Contract
No notifications found	Communication State
	Click on [Creche] button to access creche module.
	Figure 1 - Access Creche Module
	5

4 SETUP

Inbox Dashboard Notification Employee Deta	is Child Registration Reports		
Select Financial Year	~		
Total Payment Received Rs. 10000.0	Units Eligible For Creche Facility 2 Nos	Employee Details Submitted 2 Units	Payment Completed 2 Units
	Units Registered For Creche Facility O Nos	Employee Details Not Submitted 4 Units	Payment Pending O Units
		Click on [🌣] button to	access setup.
	Figure 2	2 - Setun	

4.1 RATE SETUP

RISe Creche Management						0 @ @
Rate						Add Rate +
show 10 antrais						Salv/h
4 1 0-m	11 Destinator		Course Dantes		To Date	- Chabus
A II HAV	in Parkan		Plan bate		TO Date	Biatus
1 5000.0	Registration for creche		01-11-2024		30-11-2024	Inactive
2 10	Registration for croche		17 01 2025		31 01 2025	Active
		Click of	on [Add Ra to add rate s	ate +]		
		2011011		sere.p.		
	Fig	gure 3 – Ad	dd Rate			
200 Q of 31						

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5 CREATE NOTIFICATION

5.1 LOGIN – LABOUR DIVISION LDC (SEEPZ USER)

	Patch C drivence v MetaDeliki Terms and Conditions v Contact Image: Contact drivence v Image: Contact drivence v Contact Image: Contact drivence v Patch drivence v Contact Image: Contact drivence v Contact Contact
	, page
RISe	
SEEPZ User Public User	Select the User.
Username: Password:	Enter Username, Password and Captcha.
26368 C Captcha	Click on [Login] Button to login.
Forgot Password?	
Figure 6 - Login	Details
Page 11 of 31	

USER MANUAL- RISE (CRECHE MANAGEMENT) Confidential $RISe\,$ Santacruz Electronic Export Processing Zone SEZ LDC SEEPZ SEZ-II Welcome, Alloted On 27-12-2024 Good Morning Please select a profile from your list of privileges to continue. Wishing you a productive and successful day ahead! LDC-Sai-Wardha, LTI & Mindtree Alloted On 27-12-2024 LDC - EOU-II Alloted On 27-12-2024 LDC-JNPA Alloted On 27-12-2024 LDC - Labour Division Alloted On 27-12-2024 Select Click here to Select Seat. Figure 7 - Select seat

5.1.1 INBOX

Show 10 ontrics				Search	
	List Of Notificatio	пк			
# 1: Notification				G Date	Action
1 Mahavir Impex has submitted their employee details for the 2024-25 financial year				26-07-2024	۲
Showing to 1 of 1 entries				F	revious 1 N
Click on <i>Inbox</i> Tab to view received notification.		Click on	button [•] button det	to view ails.	

5.1.2 DASHBOARD

-Select Hnancial Year-	<u> </u>			
Total Payment Received Rs. 0.0	Units Eligible For Creche Facility O Nos	Employee Details O Units	Submitted	Payment Completed O Units
	Units Registered For Creche Facility O Nos	Employee Details 283 Units	Not Submitted	Payment Pending O Units
Financial	Year Wise Income		Registered	Unit Names
			No	data
2021 22 2022 20				
	1000 May 104.0 200.0			
In this section, Use Received, Units E Employee Detail Completed Coun Creche Facility, submitted Paymen	er can view Total Payn Eligible to Crech Fac s Submitted, Payn t, Units Registered Employee Details	nent cility, nent for Not	Here User of Financia and Registe	can view the graph Year Wise Income ered Unit Names.

5.1.3 NOTIFICATION

RISe Creche Management	A 0 👁 💌
blox Dathboart Notification Attendance Details Reports Notification Show 10 entrus	Add Notification Search
# 11 Notification Type 11 Financial Year 11 Subject 1 Employee Detail Submission 2024-25 test	11 Last Date 11 Action 28-02-2025 @
Click on the <i>Notification Tab</i> to access the notification.	Click on [Add Notification] button to create notification to unit user.
Figure 10 - I	Notifications
Dame 12 of 21	

SER MANUAL- RISE (CRECH	IE MANAGE	MENT)		Confident
KISe Creche Management Inbox Dashboard Notification Attendance Details Re	ports		ທີ	9 G @ (**)
Notification Notification Type * Employee Detail Submission 2024-25		Subject *	Last Date" dd/mm/yyyy	
Description*				
Add Attachments Subject Browsc. No (Allowed Types: PDF/ Allowed Types: PDF/ No	nile selected. PNG/JPG/JPEG) (Max Size : 2mb)			
				Clear Save
Enter subject, Enter of	late.	Add attachments and [Save] button to save	click on the details.	
F	igure 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.

3 Employee Detail Submission	2023-24 ggg	21-12-2023 💿 🗭 🕈 🗸
Showing 1 to 3 of 3 entries		Previous 1 Next
	Access options for v and sending the noti	viewing, editing, deleting ification by clicking here.
F	igure 12 - Notification Being F	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.

Story 10 untres # 1 Notification Type 11 Financial Year 11 Subject 1 Employee Detail Sutemission 2024 25 Test	See 11 Last Date 28.02-2025	1 Action
Show ID unites # 11 Notification Type 11 Financial Year 11 Subject 1 Employee Detail Submission 2024 25 test	Som 11 Last Date 28-02-2025	11 Action
# 1 Notification Type 1 Financial Year 1 Subject 1 Employee Detail Submission 2024 25 test	11 Last Date 28-02-2025	11 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.

Inbox	Dashboard Notification 4	Attendance Details	Reports								
Notifi Notifi	ication Details ication Type	Financial Y	ear		Subje	ct			Last Date		
Empl	oyee Detail Submission	2024-25			test				28-02-2025		
Desc	ription										
Attac	chments										
No at	ttachment										Go Back
				Employee D	etails of Unit e Details of Units (2)	s (2024-25) ³²⁴⁻²⁵⁾					
	Urst Name	LoA Number	Total Employees in the unit		fale	Fer	nale	Transj	gender	Submitted On	Bit
3.9				Permanent	Contractual	Permanent	Contractual	Permanent	Contractual		
1	Pure Dia - Jewel Pvt. Ltd (new)	NA								Pending	hast Generated
2	Portescap India Pvt. Ltd (Stepper Motors) 🔘	SEEPZ-SEZ/A-UNUS/ APL/HW-M/2015-12/ 3198 dt. 28.02.2012	200	100	0	100	0	0	0	02-02-2025	0
3	Webly Services (India) Pvt, 51d	PER-8/14/85-EPZ dt. 15.10.1985				-				Pending	This Generates
4	Nabbi Drivegeters	98EP2-562/A 4/NE/M/ 2019-20/03065 dated 15.10.2019	*	-	*	(4)		(ar.)		Pending	(Not Cenecated)
5	Sun City	NA	-				- *			Pending	Not Generated
6	Bombay Jewellery Manufacturers	SEEPZ-SEZ/A-UNUS/ GJ-09/2014-15/1328 dt. 21.01.2015						4		Pending	(Not Generated)
7	Jennie NKI	SEEP2-SE27A-VGJ-09/ %-17/25523 dt 27.08.20%	-		π,	-	*	-		Pending	Nut Generated
tros	ing to 10 of 201 entries									Presson 2 2 2 4	N
				Employee Details	Remender. Paym	err Reminder					
÷											
	Linit name the	at receive	d notifi	cation		S	ubmitte	ed emr	lovee	details	are
_	ore listed here		u nouiii	cation		die	solave	d here	··· ,		
	are listed here	3.				uit	spiaye	u nere	•		
		Fi	qure 1	4 - Vie	ew Er	nplove	e De	tails			
						1					





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6 SUBMIT EMPLOYEE DETAILS, PAYMENT PROCESS AND GENERATE CERTIFICATE

6.1 LOGIN UNIT USER



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.

Show	10 entries						Sea	rch:	
				List Of Notifications					
# 11	Notification Type	Subject	Description	11	Last Date	Notification Received Date 11	Remaining days for Submission	Financial Year	Action
1	Employee Detail Submission (Portescap India Pvt. Ltd (Stepper Motors))	test	test		28-02-2025	02-02-2025	25 days	2024-25	۲
2	Employee Detail Submission (Portescap India Pvt.Ltd (DC Motors))	test	test		28-02-2025	02-02-2025	25 days	2024-25	۲
3	Employee Detail Submission (PORTESCAP INDIA PVT. LTD)	test	test		28-02-2025	02-02-2025	25 days	2024-25	۲
				Click on [•] received not	button	to view 1.	1	-	

6.1.1.2 UNIT EMPLOYEE DETAILS

Notification Details Notification Type Employee Detail Submission Description test Attachments	Subject test		Last Date 28-02-2025	Remaining days f Submission 25 days	for Notification 02-02-202	n Received Date 25
No attachment Add Employee Details Show 10 entries					Search	Add Employee Detail
# Unit Name	LoA Number	Total Employees in the unit	Male	Female	Transgender	Action
		Click on [A to add emp	dd Employee C loyee details.	etails] butto	n	
		Figure 21 –	Add Employe	e Details		

Inbox Unit Employee Details Creche Request				ଳ ତ ଲ
Notification Details Notification Type Subject Employee Detail test Submission Description test Attachments No attachment	Last Date 28-02-20	25	Remaining days for Submission 25 days	Notification Received Date 02-02-2025
Add Employee Details Unit Details Unit Details Name Of Unit Portescap India PVL Ltd (Stepper Motors) LoA Number SEEPZ-SEZ/Au/NuS/ APL/HW-14/2011-22/31	Ny@portescap.com	Number	- Financial Vear 2024-25	×
Units details are automatica	ally populated.			
Figu	re 22 - Add Emp	loyee Det	ails	
Total Number of Female Permanent Employees*	Total Number of Female Contractual Employees	s*	Total Number of Transgender Pe	rmanent Employees*
Total Number of Transgender Contractual Employees* Add Attachments Subject Choose File (Abowed Types: PDF/P)	No file chosen NG/JPG/JPEG (Mex Size : 2nki)			Clear Save
Total Number of Transponder Contractual Employees' Add Attachments Sudgect Choose File VAtional Types: POPP Provide the necessary details [Save] button to save the deta Click on [Save] button to save	No file chosen NC/PG/UFG (Max How : 248) and click on sils.	Are you sure you	I want to save?	Case Som No Yes
Total Nuncles of Transponder Contractual Employees' Add Attachments Subject Choose File (Attachments (Choose File (Attachments (Save) button to save the details (Save) button to save the details Click on [Save] button to save	No file chosen NC/JPG/JPCG (Mor Size: 2xel) and click on ails.	Are you sure you	I want to save?	Cer Soo No Yos

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ER MANUAL- RISE (CRECHE MANAGEN	MENT)		Confidenti
RISe Creche Management				6 G 🐼
Inbox Unit Employee Details Creche Reque	st			
Unit Details				
Name Of Unit Portescap India Pvt. Ltd (Stepper Motors)	Email Id dennis.vazhappily@portescap.com	Contact Number	Financial Year* 2024-25	
LoA Number SEEPZ SEZ/IA I/NUS/ APL/HW-14/2011-12/31				
Employees Details				
Total Number of Employees*	Total Number of Male Perma	nent Employees*	Total Number of Male Contractual Employees*	
20	12		0	
Total Number of Female Permanent Employees*	Total Number of Female Cont 1	tractual Employees*	Total Number of Transgender Permanent Emplo	yees*
Total Number of Transgender Contractual Employees	• Remarks test			
Add Attachments			6	
Subject	Choose File No file chosen	-		
	(Allowed Types: PDE/PNG/JPG/JPEG) (Max Size : 2mb)			
✓ Successfully Saved just now X			Clear	odate Submit
	Click o submit	n [Submit] butt the details.	ton to	
	Figure 24 - Submit	Employee De	ətails	

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	Х	
	The total number of you want to procee	of female employees is less than 50. Do ed?	
Click on [Yes] submit the det	button to ails.	Yes No Cancel	
	Figure	25 - Confirmation For Submission	
Once the details	are submitted	d, the process moves to payment.	
Page 21 of 31			

6.1.2 PAYMENT PROCESS

6.1.2.1 CRECHE REQUEST - NEW

New Submitted	he Request								
Show 10 entries								Search:	
			List Of Submitte	d Details					
# Unit Name	LoA Number	Total Employees	Financial Year	м	fale	Fe	emale	Trans	gender
1.				Permanent 11	Contractual	Permanent 1	Contractual	Permanent	Contractual
1 Portescap India Pvt. Ltd (Stepper M	otors) SEEPZ-SEZ/IA- U/NUS/ APL/HW- 14/2011-12/ 3198 dL 28.02.2012	20	2024-25	12	0	7	1	0	0
			Click or	n link to	make	paymer	nt.		
	F	-igure 2	6 - Pay	ment l	Proces	S		_	
Control Management Control Respect Control Respect	Envil 11 dentis vathappitys Total Number of Mi 12 o O	portescap.com de Permanent Employee ansgender Permanent f	Co es To Employees To O	nfact Number Ial Number of Fern tal Number of Tran	sale Permanent Emp	Koycos al Employees	LoA Number SEEP2-SE2/A-UNI SE20-22012 Total Number of M O Attachments No attachment	US/ APL/HW-14/20	ନ ମି (ani-12/ 3198 dt. playees Co Bast
Research Management Term Management Term Management Second Response Details Manner (1) Portecopret Details Manner (1) Total Number of Female Contractual Employees Poils Manner of Emale Contractual Employees Manner (1) Manner (1)	Email k3 demis varbappilyi Total kumber of Ma 12 Total kumber of Tri 0	portescap.com le l'omanent Enclose arsgender Permanent f Sele Onl	ect mod ine Pay	ntact Number Lai Number of Forn all Number of Tran e of pa ment of	uis Pernanent Eng asgender Contractu sygment t r DD.	eyces al Employees Sype as	LoA Number SEP2-SEZA-ANI Total Number of M Adlachments No attachment	US/ APL/HW-14/20	R D (

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.

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

Inbox Unit Employee Details Crecke Request			A O @
New Submitted			
Unit Employee Details Name of Unit Porteccap India PrLLtd (DC Molons) Total Namber of Employees (as on til date) 200 Total Number of Femare Contractual Employees Portice Invoice Invoice	Email id dennik vahappilyisportescap.com Total Number of Maie Permanent Employees 100 Total Number of Transgender Permanent Employees 0	Contact Number Total Number of Pernale Permanent Employees 20 Total Number of Transgender Contractual Employees 0	LoA Number IA./NUS/AP/GU/ \$90/03-04/778 ett 12.06.2003 Toda Number of Male Contractual Employees BO Attachments No attachment
Add Payment Details			
Add Payment Details Mole of degreet? Select Payment Type v			
Add Poyment Octable 			Sara.
Add Payment Creates 	Unitive	Present Ver	tarm. Net Space Anton
Add Payment Creates Hose of gammer	Line Mare Permange Math Pul Line (CC Marent)	Proved Ver 2004-25	harm Nationa Transition

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

6.1.2.2 SUBMITTED

	10 entries					56310	n .
			Submitted Croche Requests				
e	Request Number	Unit Name		Financial Year	LoA Number	Total Number Of Employees	Status
1	SEEPZ/CRECHE/2024-25/101	Portescap India Pvt. Ltd (Stepper Motors)		2024-25	SEEP2-SEZ/A- VNUS/ APL/HW- 14/2011-12/ 3198 ct. 28.02.2012	200	Certificate issued
2	SEEPZ/CRECHE/2024 25/102	Portescap India Pvt.Ltd (DC Motors)		2024-25	IA- I/NU5/APL/GJ/ 590/03-04/178 dt. 12.06.2003	200	Certificate Issued
			Generated C	ertificat	e.		
		Figure 30	– Issued Certifica	ate			
~	e the certif	icate is generated, p	roceed with chi	ld regi	stratio	on.	

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

Notifications	్ర		Functional Modules	
		ve		
No notifications found				
			Click on [Creche] button to access	
	_		creche module.	

7.1.1 CHILD REGISTRATION

	all		or though Applications		Search	
× .,	Request Number	Unit Name	Sanctioned Date	Financial Year	LoA Number	Total Number Of Female Employees
t	SEEPZX/RECHE/2024-25/101	Portescap India Pvt. Ltd (Stepper Motors)		2024-25	SEEPZ-SEZ/A-(/NUS/ APL/HW-14/2011-12/ 3198.dt. 28.02.2012	100
2	SEEPZ/CRECHE/2024-25/102	Portescap India Pvt.Ltd (DC Motors)		2024-25	IA-UNUS/APL/GJ/ 590/03-04/178 dt. 12.06.2003	20

		(,		
210.						
Child Registration	gement					ស U (
Dild Registration Daily At	ttendance					
Show 10 entries						Search:
			Sanctioned A	Applications		
# Request Number	Unit Name	,		Sanctioned	Date Financial Year	LoA Number U Female Employees
1 SEEPZ/CRECHE/2	2024-25/101 Fine-Line 0	Circuits Ltd (HTMU)		31-07-20	2024-25	SEEPZ SEZ/ODOTE 200
showing the for tandes	······i					Previous 1 Next
Click o	on IChild re	adistration1	outton to		Click here	to view the
procee	ed with the	child registra	tion process		registration	n details.
p.0000					Ŭ	
TO.						
ISe Creche Manage	ment					6 O (9
ild Registration Daily Atte	endance					
Id Registration Daily Atte	endance	- Date of Brits				
III Registration Daily Atte Child Details Full Name of Child 1	endance	Date of Birth* dd / mm / yyyy	•	Age * Address*		
Id Begistration Daily Atte	endance	Date of With' dd/mm/yyyy		Age * Address*		
Id Registration Daily Atte Child Details Full Name of Child * Employee Details Title Name * Select	endance	Date of Birth ' dd / mm / yyyy me '		Age * Address* Employee Code *	Designation *	
Is Begistration Daily Atte Child Details Full Name of Child * Employee Details Tate Name * Select Mobile Number *	endance v Employee Na	Date of Breter dd / mm / yyyy		Age * Address*	Designation *	
Id Begldtration Daily Atte Child Details Full Name of Child * Employee Details Stelect Mobile Number * Spouse Details	vodance v Employee Na	Date of Brets dd / mm / ysyy	•	Age * Address*	Designation *	
Id Beditration Daty Attended To Daty Attended To Date Attended At	v Employes Na	cala al boto da/mm/yyyy ma *	Mobile Number *	Age* Address*	Celegration *	
Id Badanation Child Details Full Name of Orlid * Employee Details Taw Name * Select Select Select Employee Details Select Select Employee Select Select	v Employee Na v Spouse Name tails	= 0.10 of 0.000 = 0.10 of 0.000 = 0.100 = 0.1000 = 0.10000 = 0.1000 = 0.10000 = 0.10000 = 0.10000 = 0.10000 = 0.1000	Mobile humber *	Age * Address*	Cespator +	
At tisoprotein Table 2014 A series of Child Details Full Name of Child - Employee Details Table Name - Select Spouse Details Table Name - Select Enter Selec	v Employee Na v Spouse Name taks v Name *	Cala of lener" dd /mm /yyyy ma *	Mobile Number 1	Age* Addres* Employee Code *	Despaton * Address(f different from cold) Relationality to Child *	
At tisoposition Daily roles to the second se	v Crystyse Na v Spouls Name table v Kame *	Cate of free? ad / mm / yyyy ms *	Model Number 1 Telephone Number	Age* Addres* Treplayee Code *	Comprotion * Address(f different from critic) Relationship to Child *	
	v Enginyee Na v Spouse Name tals v Name *	Calla of Breter dd / mm / yyyy ma* Browne. No file spect Advanta Data: 000 897 497 497 497	Mobile Number - Teisphone Number	Age* Addres*	Despution * Address(f different from r/kig) Relationship to Old *	
te transversion o trais o trai	v Enginyee Na v Spouse Name tals v Name *	Calla of Engr dd / mm / yyyy dd / mm / yyyy ma* Browse. No file solect coloueud tyees. Prof.Phol.040.04	Mobile Number 1 Toluphone Number Sci Sci y Mar Size : Zeto	Age* Addres*	Advest(f different from cold) Relationship to Child*	
In Internet of Civili of Civil	v Enginee han	Call of Refer dd / Imm / yyyy dd / Imm / yyyy ma Bromsc. No file solect Watewed Types: PGT/PMGL/PGL/	Mobile Number * Talephone Number Kd, KG) Mix Size 2+60	Age* Addres*	Address(f different from child)	
In Internet of Civil of a constraint of Civil of Ci	v Enginee han	Call of Refer dd / Imm / yyyy dd / Imm / yyyy ma *	Moble humber * Taluphone Number Kd. KG) Mar Size: 2+K0	Age* Addres*	Address(f different from child)	
It teachanters of the second s	control	ne *	Mobile Number * Telephone Number PCo Mar Size 2x80	Age* Addres*	Address(1 different from child) Reference to Child *	
It interestation (1996)	cryptyse ha	the details of	Mobile Number * Telephone Number Telephone Number Rd. KCR Mar Sale : 3HED the child, em	Age* Addres*	Cespusor + Advest different from child Reference to the +	
ta tesestantino e la logo de la consecuencia de la	creatives have creative	Boose No file seet	Mode Number - Teleshow Funder Teleshow Series The child, em utton to subr	Age: Addres: Fredayue Cole - apployee and sp mit the registra	Course C	
All Marrier Control Details And Harme of Control - And Harme of Control - And Harme of Control - Solice: And Antionements Solice:	crettyee ta crettyee ta const have const h	Board a factor dat / mm/yyyy ma* Browne. No file spect William Friender Printer Pri	nd. City of a size: 3xeo the child, en utton to subr	Apr: Advert	Address of affreent from colog Relationship to Cold *	
At lancestration Play, etc. Child Details Full Name of Child - Full Name of Child - Full Name of Child - Steet Mobile Number - Steet Tars Name - Tars Name - Steet Tars Name -	Crystyse Ka Crystyse Ka Construction Provide t and click	Brown: No file soret Workers PRE-PRE-PRE-PRE-PRE-PRE-PRE-PRE-PRE-PRE-	ed. EX: Media Number - Totachane Number ext. The child, en utton to subr	Age: Addres: Trethyse Code : 	Addresself afferent from croling Relationality to Child *	

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

DIGo						0.06
Child Registration						w o c
Child Registration Daily Attendance						
Employee Details	Employee France			- Employee Come (Participations 1	
Smt. v	test			123	8383	
Mobile Number 1 9676757656						
Spouse Details						
Title Name 1	Sprace Name *		Mobile Namber 1 9878678676		Address(if different from child)	
	11 min		10.0070070			
Emergency Contact Details	Name 1		Telephone Number	er '	Relationship to Child *	
Shri 🗸	test		9878686767		tather	
Add Attachments						
Subject		Browse. No file selected.		80		
		(Allowed Types: PDF/PNG/JPG/JPEG) (Max 1	ize : 2mio)			
-	_					
✓ Successfully Saved #	at reason 🗙 🛛				Clear	Submit.
			Click (on [Submit] b	utton to	
			a subsection is			
			supmi	t the details.		

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



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

7.1.2 DAILY ATTENDANCE

TTTDE Create Management Wit U U
Constructional Construction Co
Anotaco 000' 01/02/2025
Liti if Amediance
DM/New Allerdon Dite Forman Allerdon Data
Charges the date to mark the Click on [Finalize] button to
attendance. finalize the attendance.
Figure 37 - Mark Attendance
rigure 37 – Mark Allendance
NIDE Ceche Management w 0 C
C Alterdace Petals
- Amendana Dav 02/02/2025
Las el Astronópica
r Odd Name Attendance Date Formount Attendance Date 1 Argel 02/32/325 Pasart Pasart Pasart
Finalized by: Severan null Director, 42 40-2015
Finalized attendance status.
Figure 29 Finalized Attendence
Figure 36 - Finalized Allendance
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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

box Dashboard Notification	Attendance Details Reports					
Attendance Details						
Attendance Date" 02/02/2025	•					
			List of Attandance			
# Child Name		Child Age	Emergency Contact	Forenoon	Afternoon	Attendance Status
1 Angel		1	Shri.test , 9878686767	Present	Present	Present
Finalized On	: 02-02-	2025				
In this finaliz	s section,Use zed status.	r can vi	ew the attendance			
		Figuro	30 - View Attend	lance 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.

Reports			
Employee Details Report	Generate	Payment Status Report	Generate
Creche Enrollment Report	Centerate	Year Wise Employee Details Report	Cenerate
		Click here to acce	ss reports.
	Figure 40 -	Report Types	
	Figure 40 -	Report Types	
	Figure 40 -	Report Types	

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8.1.2.1 EMPLOYEE DETAILS REPORT



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

"Thank you for thoroughly exploring the features and information."