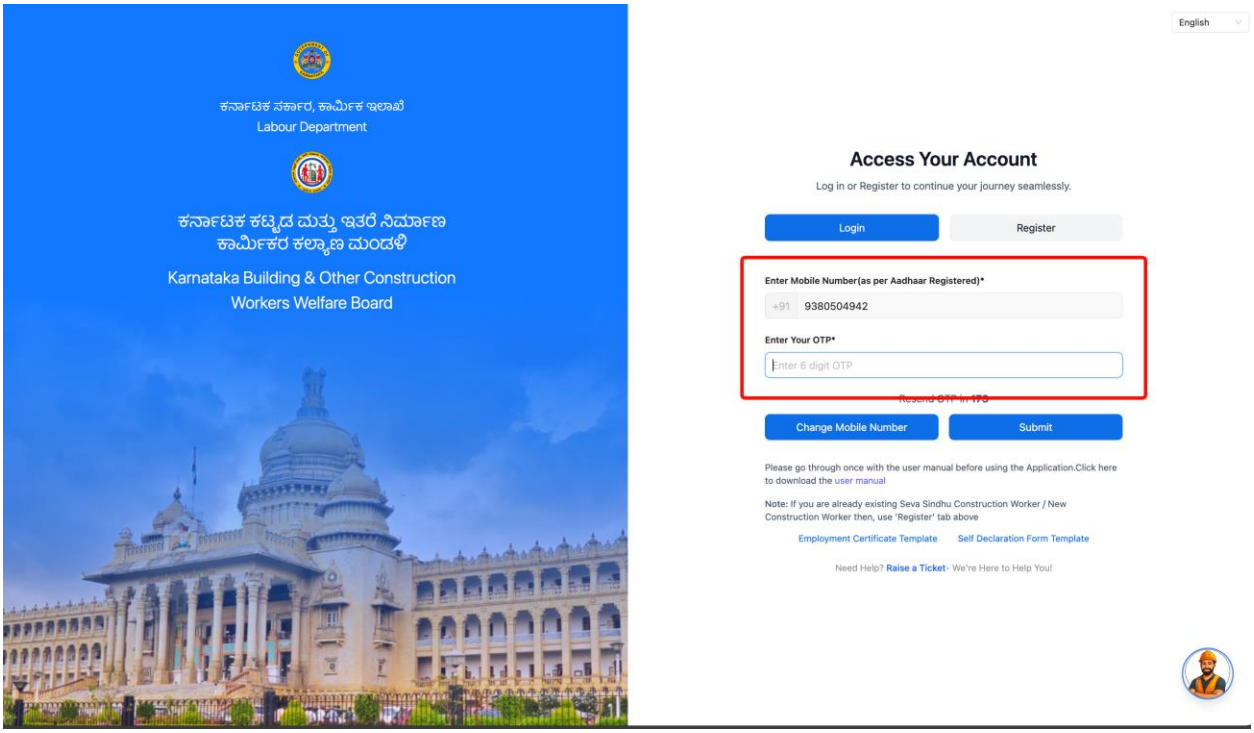
Labour Renewal – User Manual

Labour Can Apply for Renewal

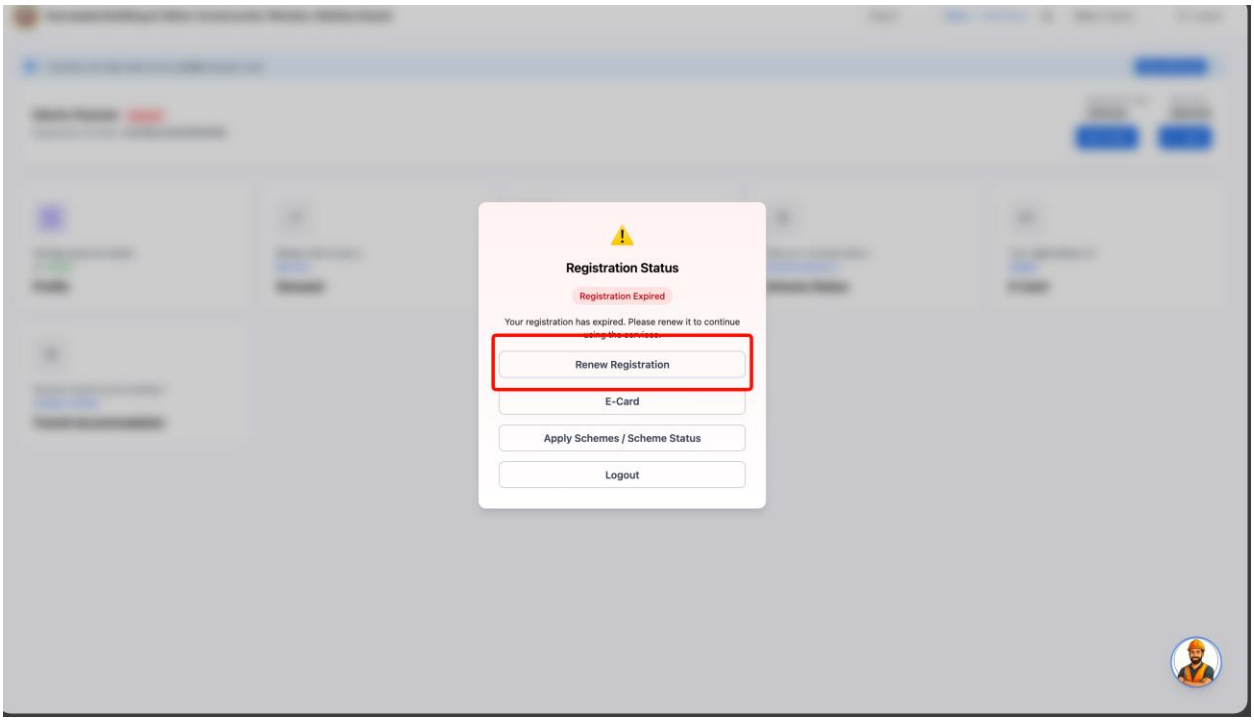
A labour can apply for renewal only after the registration validity period has expired.

Step 1: Login to the System



1. Visit the official KBOCWWB website.
2. Click on “Register / Login”.
3. Enter the registered mobile number.
4. Verify using OTP.
5. Login to the dashboard.

Step 2: Click on “Renew Registration”

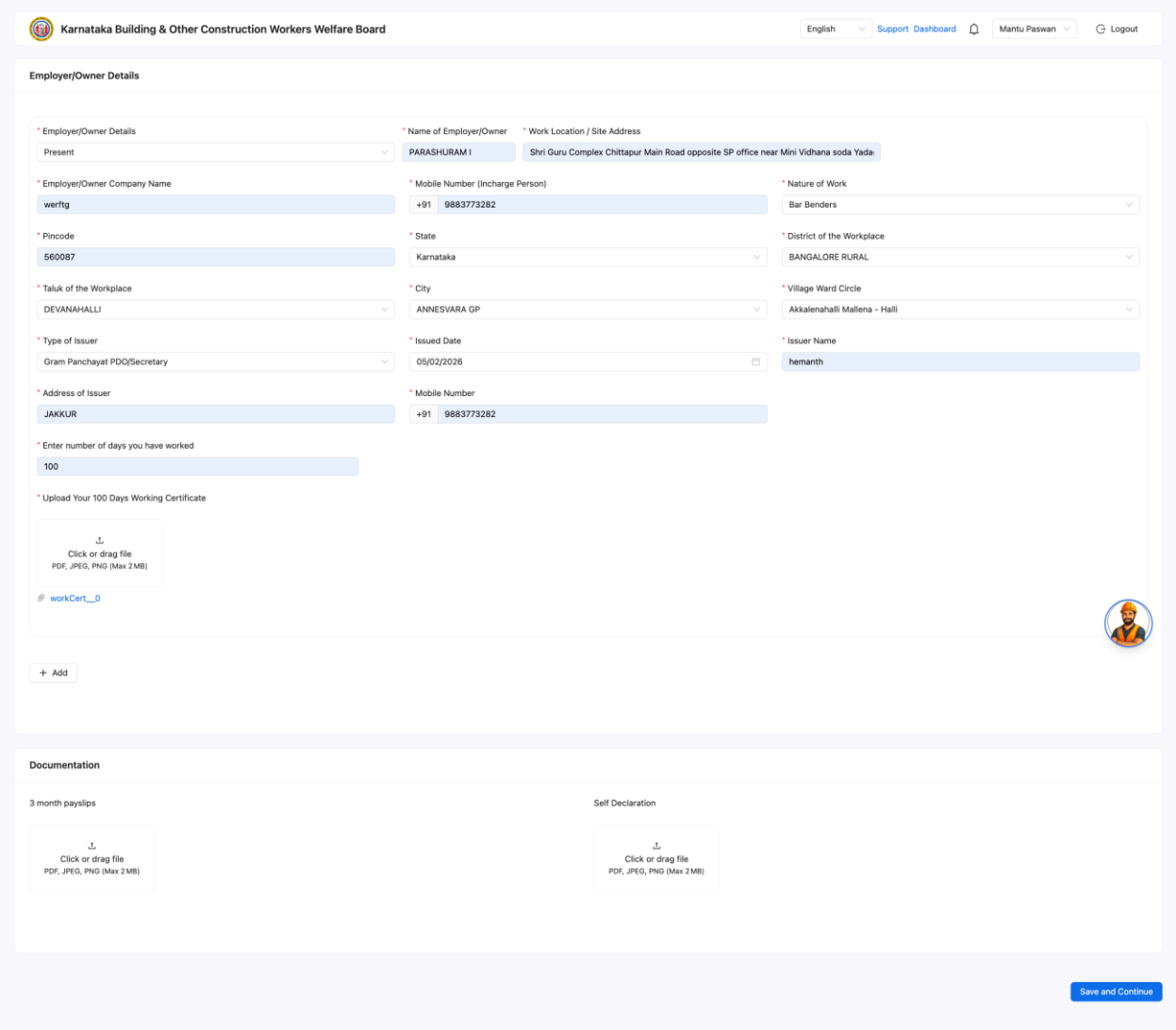


After login:

1. Click on the “Renew Registration” button.

the renewal form will open.

Step 3: Fill Employer and Work Details (Renewal Module)



Section 3.1: Employer / Owner Details

The labour must enter the details of the employer under whom construction work was carried out.

Fields to be Filled:

- Employer / Owner Status (Present / Past)
- Name of Employer / Owner
- Employer / Owner Company Name

- Mobile Number (In-charge Person)

Section 3.2: Work Location Details

The labour must provide complete details of the workplace where construction activity was performed.

Fields to be Filled:

- Work Location / Site Address
- Pincode
- State
- District of Workplace
- Taluk of Workplace
- City / Town
- Village / Ward / Circle
- Labour Circle (Auto-mapped based on selected location)
- Ensure district and taluk are selected correctly.
- Incorrect location mapping may delay verification.

Section 3.3: Work Details

The labour must provide details about the nature and duration of work.

Fields to be Filled:

- Nature of Work
  (Example: Mason, Helper, Bar Bender, Carpenter, etc.)
- Enter Number of Days Worked

Validation Rule:

- Number of days worked must be **90 days or more**.
- System should not allow submission if days entered are less than 90.

Section 3.4: Certificate Issuer Details

Type of Issuer (Dropdown Options):

- Labour Inspector
- Employer of the Construction Activity
- Gram Panchayat PDO / Secretary

Based on the selected Type of Issuer, different fields are displayed dynamically.

Case 1: If Labour Inspector is Selected

Fields Required:

- Issued Date
- Issuer Name
- Designation of Issuer
- Mobile Number of Issuer
- Number of Days Worked

Case 2: If Employer of the Construction Activity is Selected

Fields Required:

- Issued Date
- Issuer Name
- Designation of Issuer
- Mobile Number of Issuer
- Number of Days Worked

Case 3: If Gram Panchayat PDO / Secretary is Selected

Fields Required:

- Issued Date
- Issuer Name
- Address of Issuer
- Mobile Number of Issuer
- Number of Days Worked
- Mobile number must be valid.
- Issued Date cannot be a future date.

Section 3.5: Upload Required Documents

1. 90 Days Working Certificate (Mandatory)

The uploaded certificate must clearly contain:

- Labour Name
- Employer Name
- Work Location
- Number of Days Worked (Minimum 90)
- Signature and Seal of Issuer
- Issued Date

Accepted Formats:

- PDF
- JPEG
- PNG

Maximum File Size:

- 1 MB

2. Self Declaration (Mandatory)

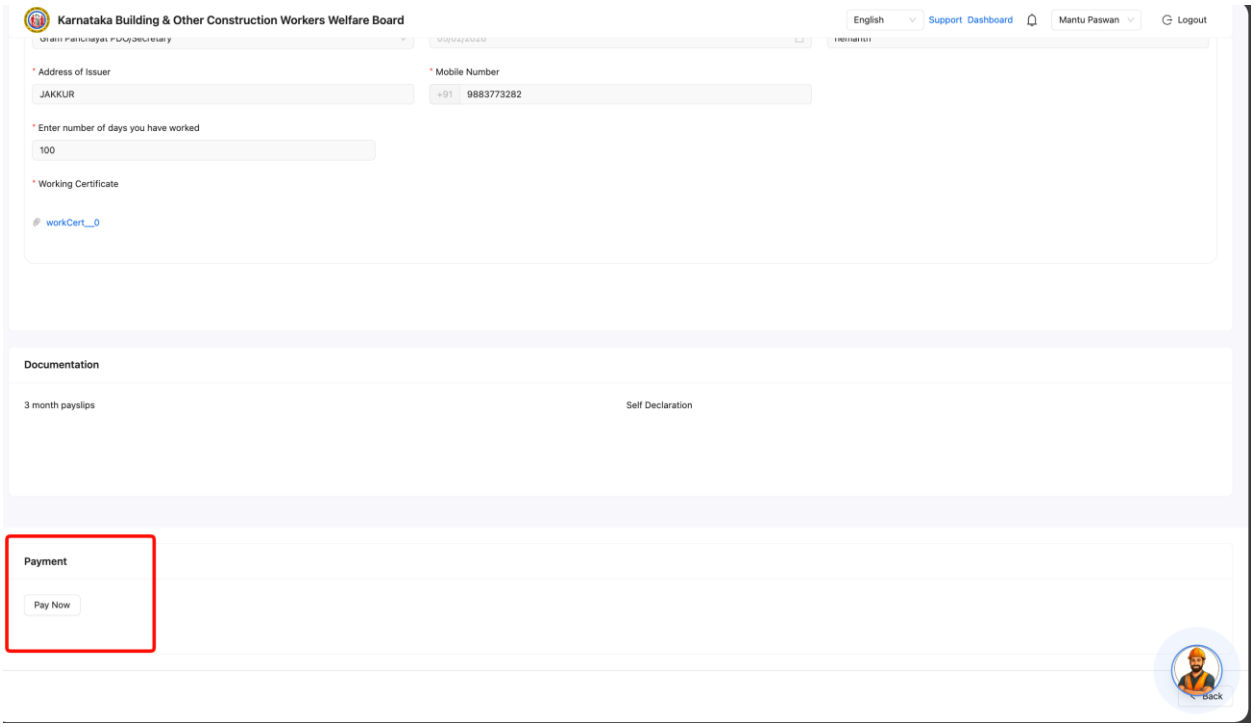
The labour must upload a self-declaration document confirming:

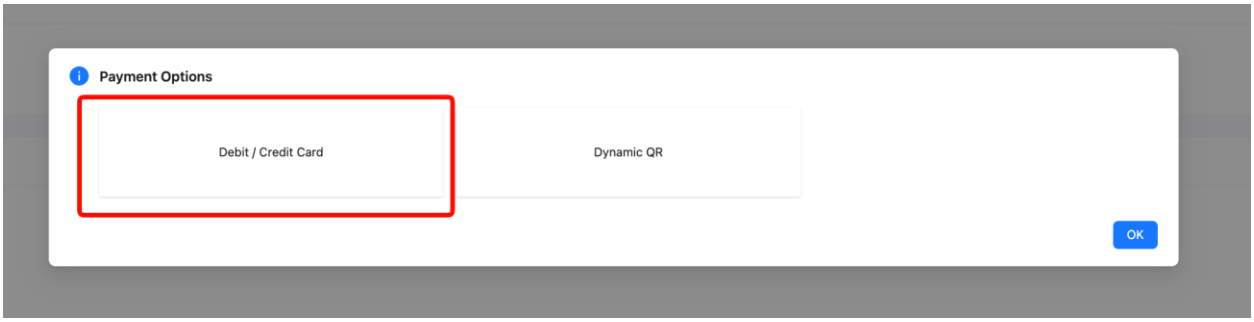
- Work details are true
- Information provided is correct
- No false claim is made

5. Step 4: Submit Renewal Application

1. Verify all entered details.
2. Click “Save and Continue”.
3. Proceed to payment.

6. Step 5: Renewal Payment





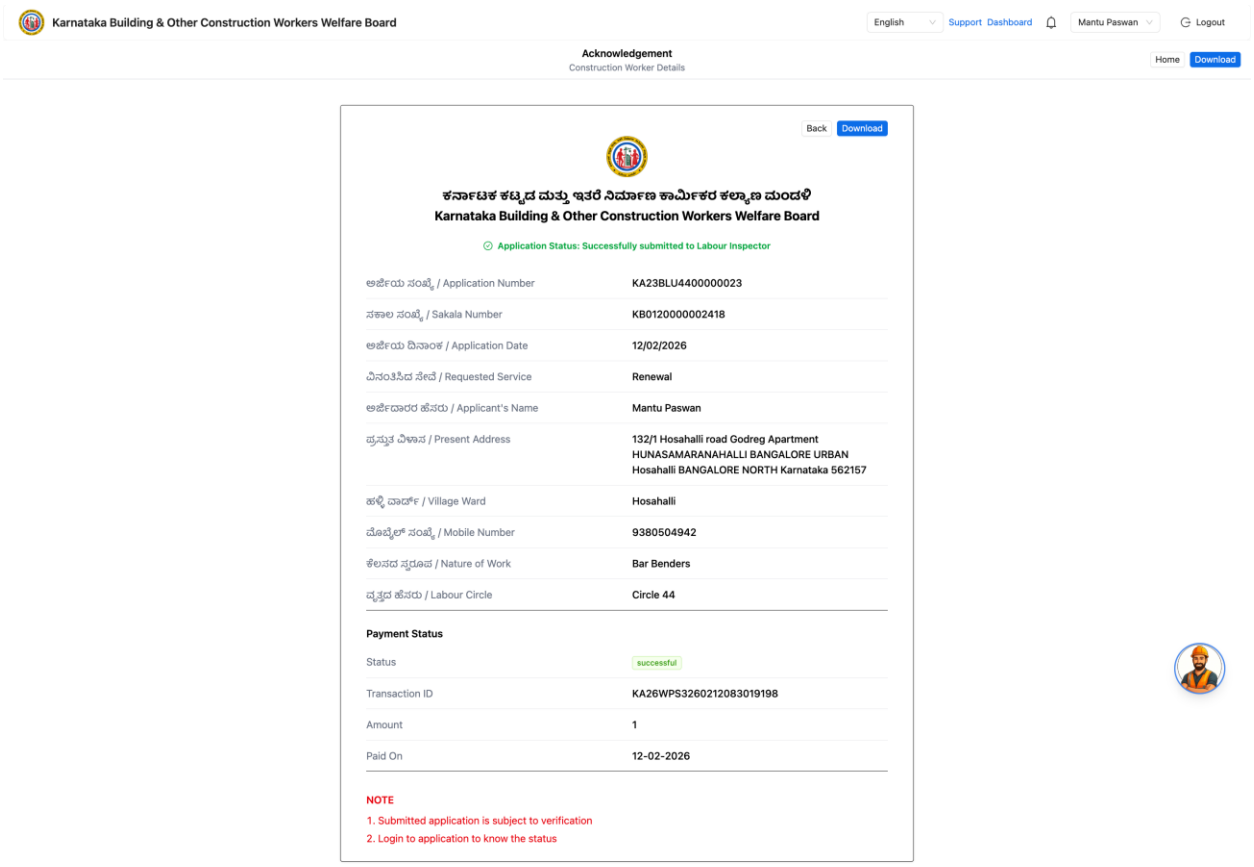
Renewal Fee: ₹50

The labour must complete payment using one of the following options:

- Debit / Credit Card
- Dynamic QR (UPI)

The user must not refresh or close the page during payment.

7. Step 6: Acknowledgment Generation



After successful payment:

- A Renewal Application Number is generated.
- An acknowledgment receipt is generated.
- The labour can download or print the acknowledgment.