User Manual
for
Labour Registration

Karmika Seva Kendra

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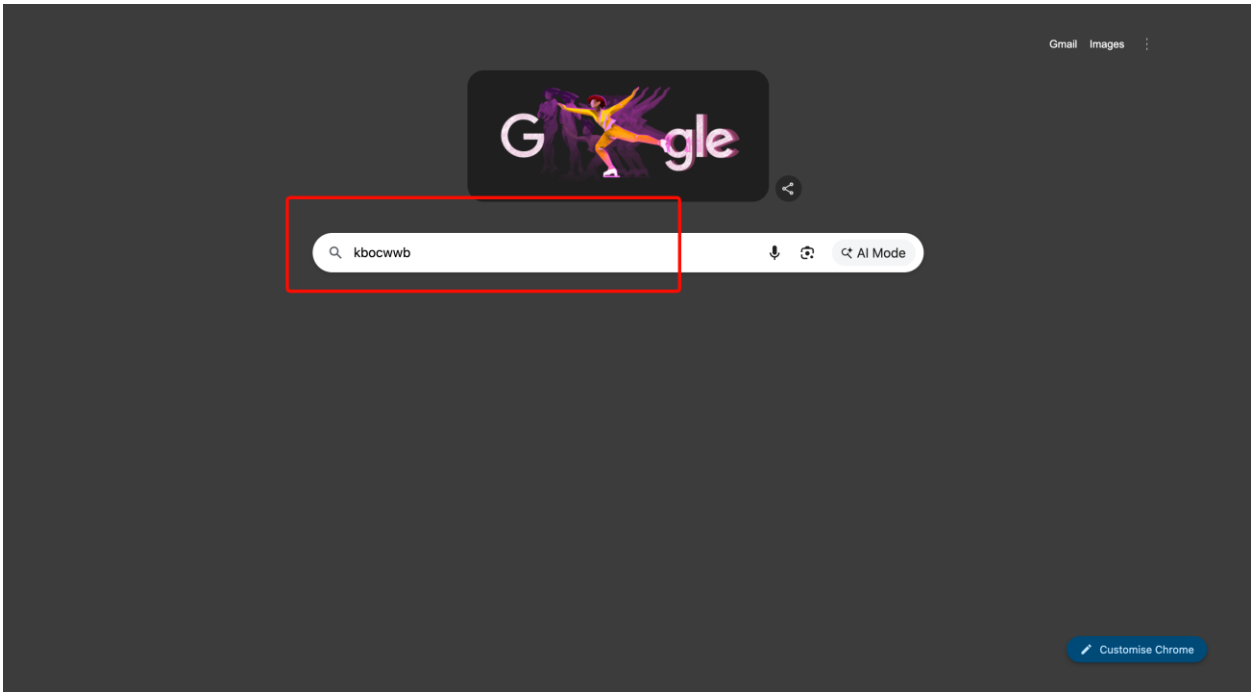
Step 1: Open Google and Search for KBOCWWB



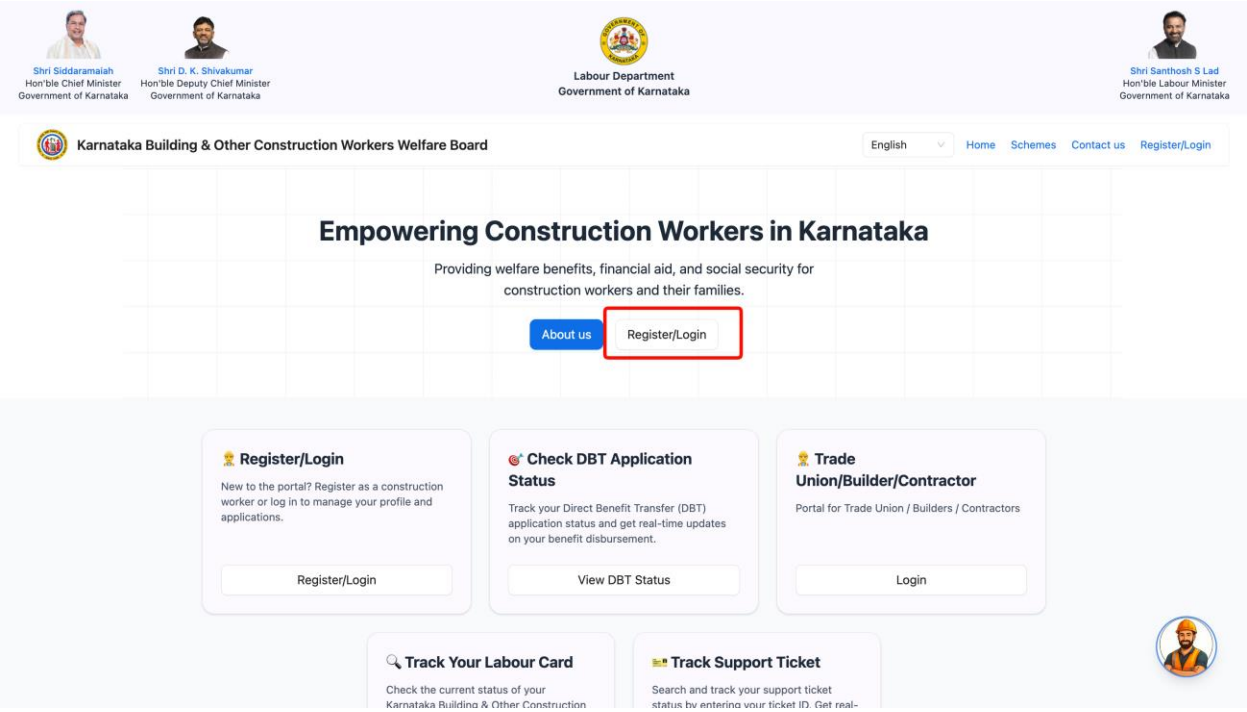
Instructions

1. Open any web browser on your computer or mobile
2. *(Example: Google Chrome, Firefox, Edge)*.
3. In the Google search bar, **type**:

KBOCWWB

4. Press **Enter** or tap on the **Search** button.

Step 2: Click on Register / Login (Labour)



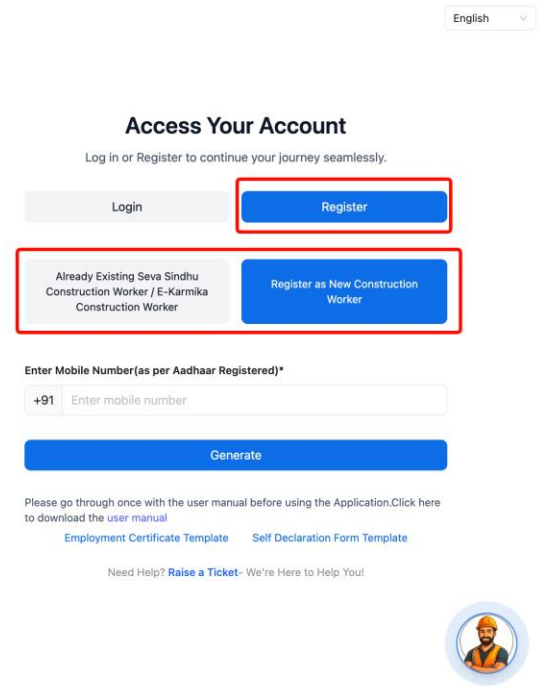
After searching **KBOCWWB**, the official website home page of

Karnataka Building & Other Construction Workers Welfare Board is displayed.

Instructions

1. On the home page, locate the **Register/Login** button
2. *(highlighted on the screen)*.
3. Click on **Register/Login**.

Step 3: Choose Registration Type (New or Existing Worker)



Option 1: Already Existing Seva Sindhu / E-Karmika Construction Worker

Who should select this

- Labour who has **already registered earlier** in:
  - Seva Sindhu portal

1. Click on **Already Existing Seva Sindhu Construction Worker / E-Karmika Construction Worker**.
2. Enter **Mobile Number (as per Aadhaar)**.
3. Click on **Generate** to receive OTP.

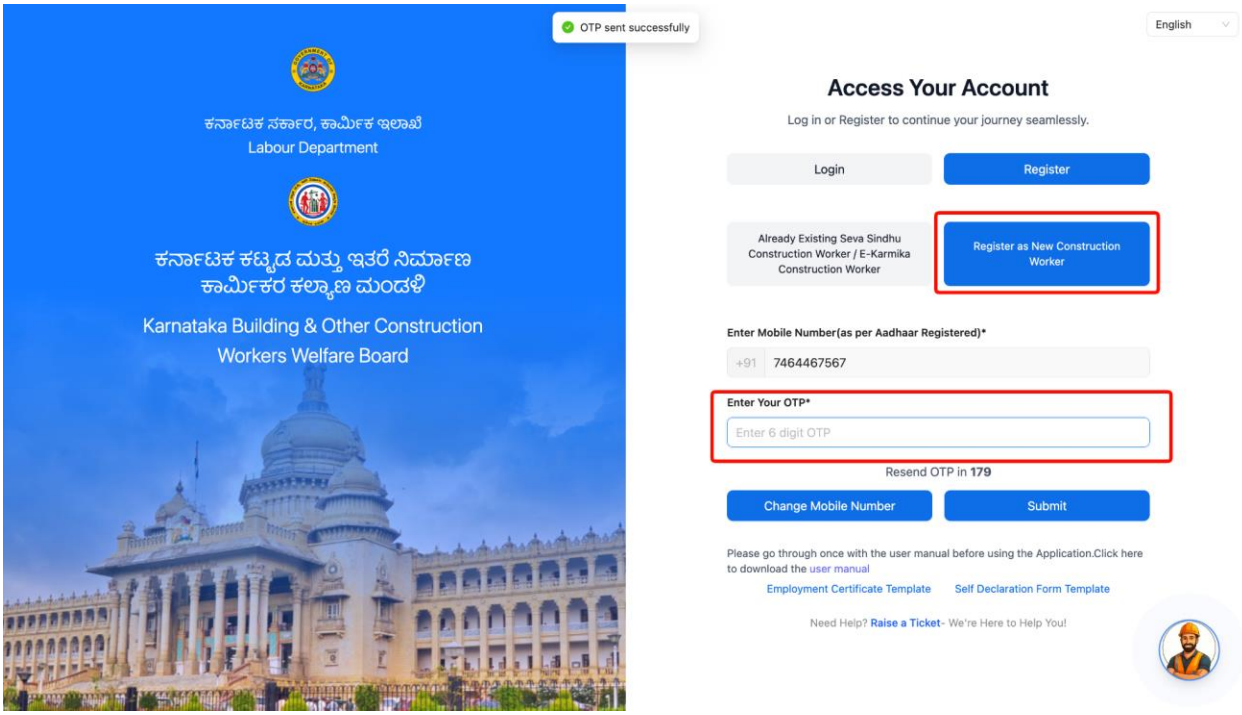
Option 2: Register as New Construction Worker

Who should select this

- Labour who is **registering for the first time**
- Labour who **never applied earlier** in Seva Sindhu or E-Karmika

1. Click on **Register as New Construction Worker**.
2. Enter **Mobile Number (as per Aadhaar)**.
3. Click on **Generate** to receive OTP.

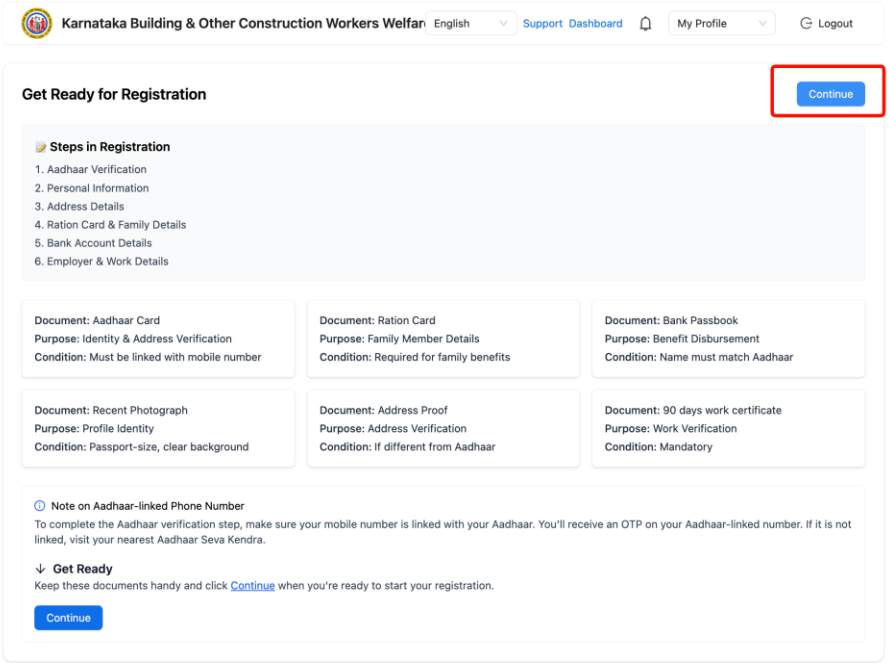
Step 4: Enter Mobile Number and Verify OTP



Instructions

1. In the **Enter Mobile Number** field:
    a. Enter the labour's **mobile number linked with Aadhaar**.
2. Click on **Generate**.
3. An **OTP (One Time Password)** will be sent to the entered mobile number.
4. Enter the **6-digit OTP** in the **Enter Your OTP** field.
5. Click on **Submit** to continue.

Step 5: Review Required Information and Documents, Then Click Continue



Steps in Registration

The registration process includes the following stages:

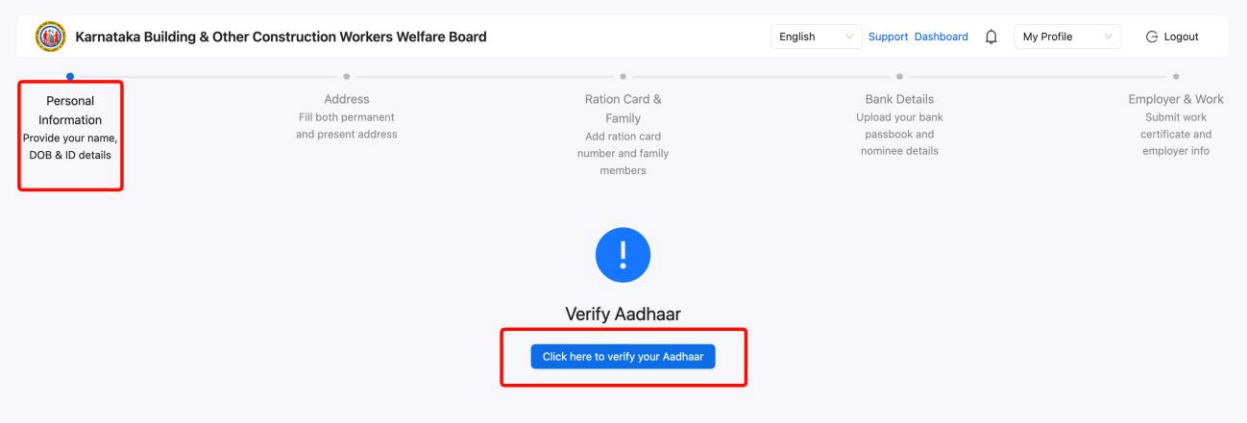
1. Aadhaar Verification
2. Personal Information
3. Address Details
4. Ration Card & Family Details
5. Bank Account Details
6. Employer & Work Details

Documents Required

Ensure the following documents are ready before proceeding:

- **Aadhaar Card**
  - Purpose: Identity & Address verification
  - Condition: Mobile number must be linked with Aadhaar
- **Ration Card**
  - Purpose: Family member details
  - Condition: Required for family benefits
- **Bank Passbook**
  - Purpose: Benefit disbursement
  - Condition: Name must match Aadhaar
- **Recent Photograph**
  - Purpose: Profile identity
  - Condition: Passport-size, clear background
- **Address Proof** (if different from Aadhaar)
  - Purpose: Address verification
- **90 Days Work Certificate**
  - Purpose: Work verification
  - Condition: **Mandatory**

Step 6: Aadhaar Verification (e-KYC)



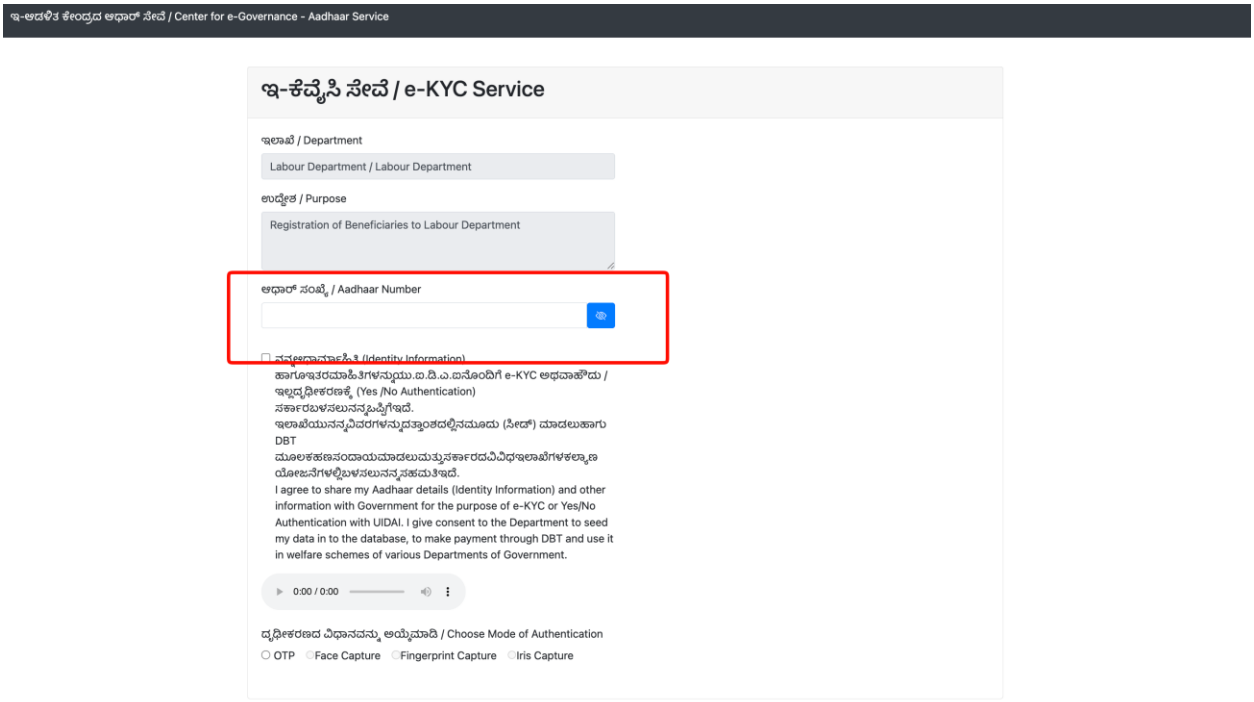
Instructions

1. Review the screen and ensure you are ready with:
    a. Aadhaar number
    b. Aadhaar-linked mobile phone
2. Click on **“Click here to verify your Aadhaar”**.
3. You will be redirected to the **Aadhaar authentication process**.
4. Enter Aadhaar details as prompted and complete **OTP-based e-KYC**.

Important Instructions

- Mobile number **must be linked with Aadhaar** to receive OTP.
- Do not refresh or close the page during Aadhaar verification.
- Aadhaar details will be **auto-fetched** after successful verification.

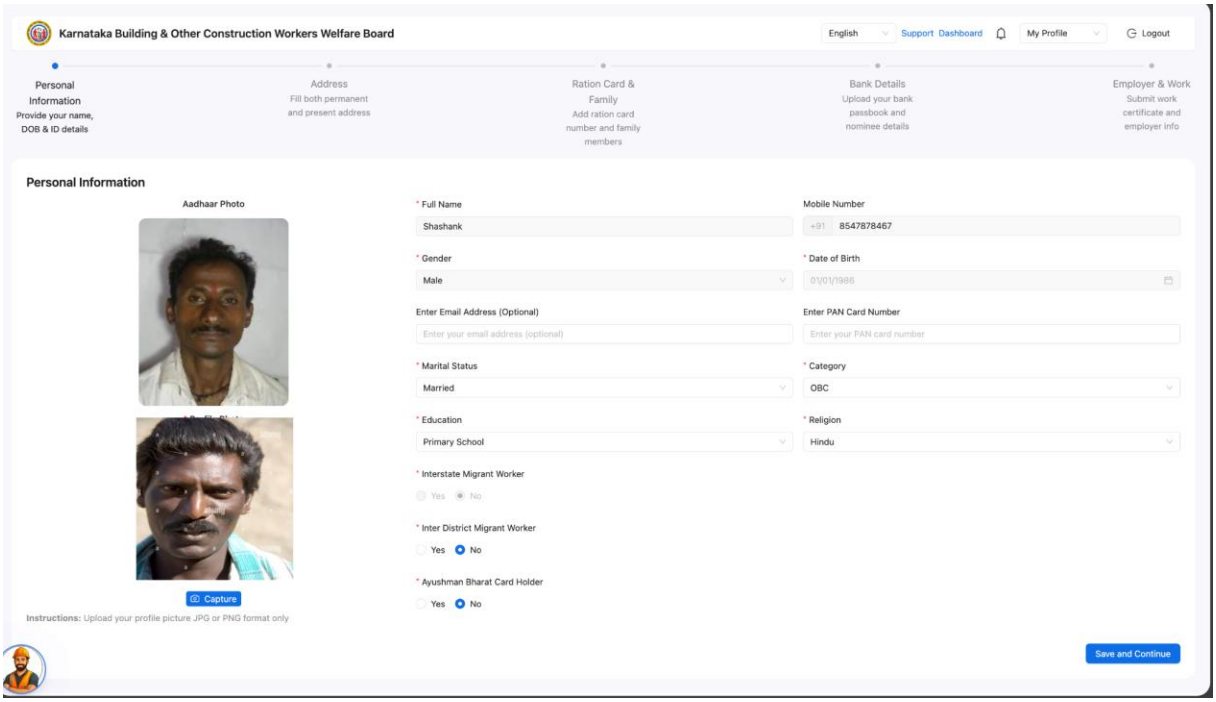
Step 7: Enter Aadhaar Number and Complete e-KYC



Instructions

1. In the **Aadhaar Number** field:
    a. Enter the labour's **12-digit Aadhaar number**.
2. Carefully read the **consent / declaration** shown on the screen.
3. Select **Choose Mode of Authentication**:
    a. **OTP** *(recommended)*
4. Select **OTP** for normal registration.
5. Proceed to receive **OTP on Aadhaar-linked mobile number**.
6. Enter the OTP to complete **Aadhaar e-KYC verification**.

Step 7: Fill Personal Information (After Aadhaar Verification)



Section 1: Aadhaar Photo

- The Aadhaar profile photo is automatically displayed.
- Labour must capture a **live photo** using the **Capture** button.
- To capture the live photo, the labour must properly align their face within the camera frame and blink their eyes when prompted to complete the capture process.
- Caputured photo must be:
    - Clear
    - Front-facing

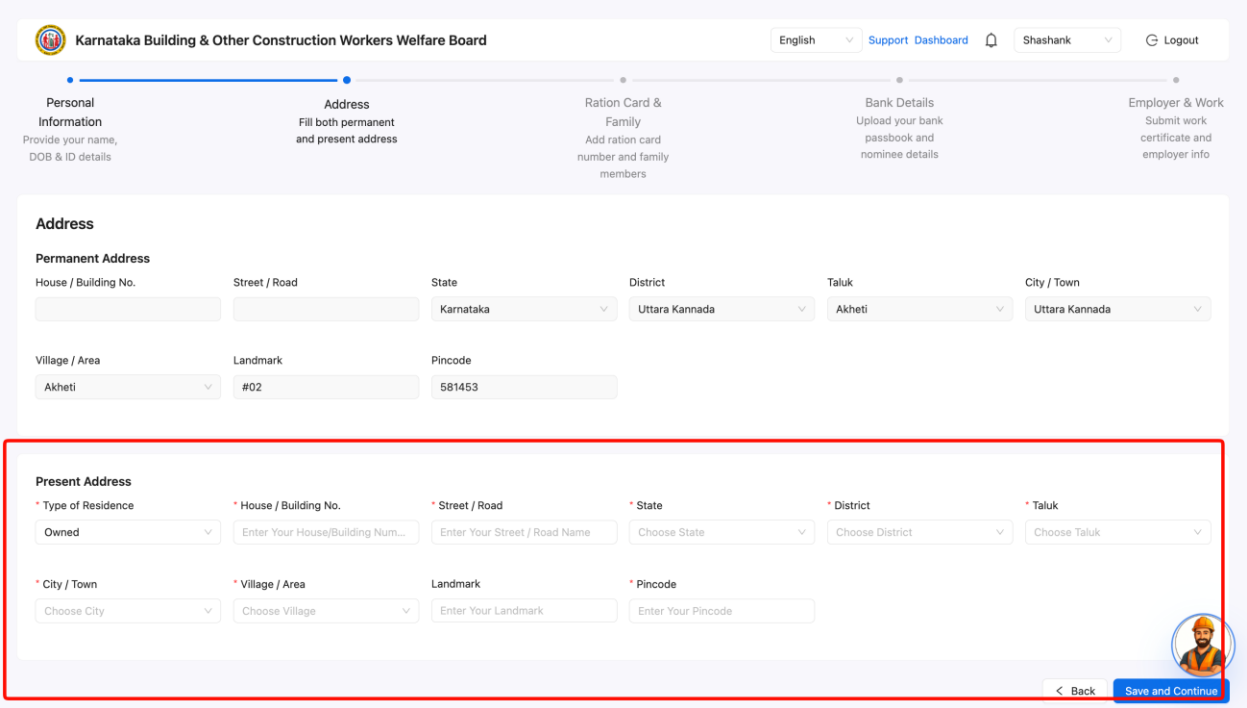
Section 2: Personal Details

Fields to be Filled / Selected

- Email Address (Optional)

- PAN Card Number (Optional)
- Marital Status
- Category (SC / ST / OBC / General, etc.)
- Education
- Religion
- Interstate Migrant Worker (Yes / No)
- Inter District Migrant Worker (Yes / No)
- Ayushman Bharat Card Holder (Yes / No)

Step 9: Enter Address Details (Permanent & Present Address)



Permanent Address

Important Note

- **Permanent address is auto-fetched from Aadhaar** after successful e-KYC.
- Most fields are **pre-filled and read-only**.

Present Address

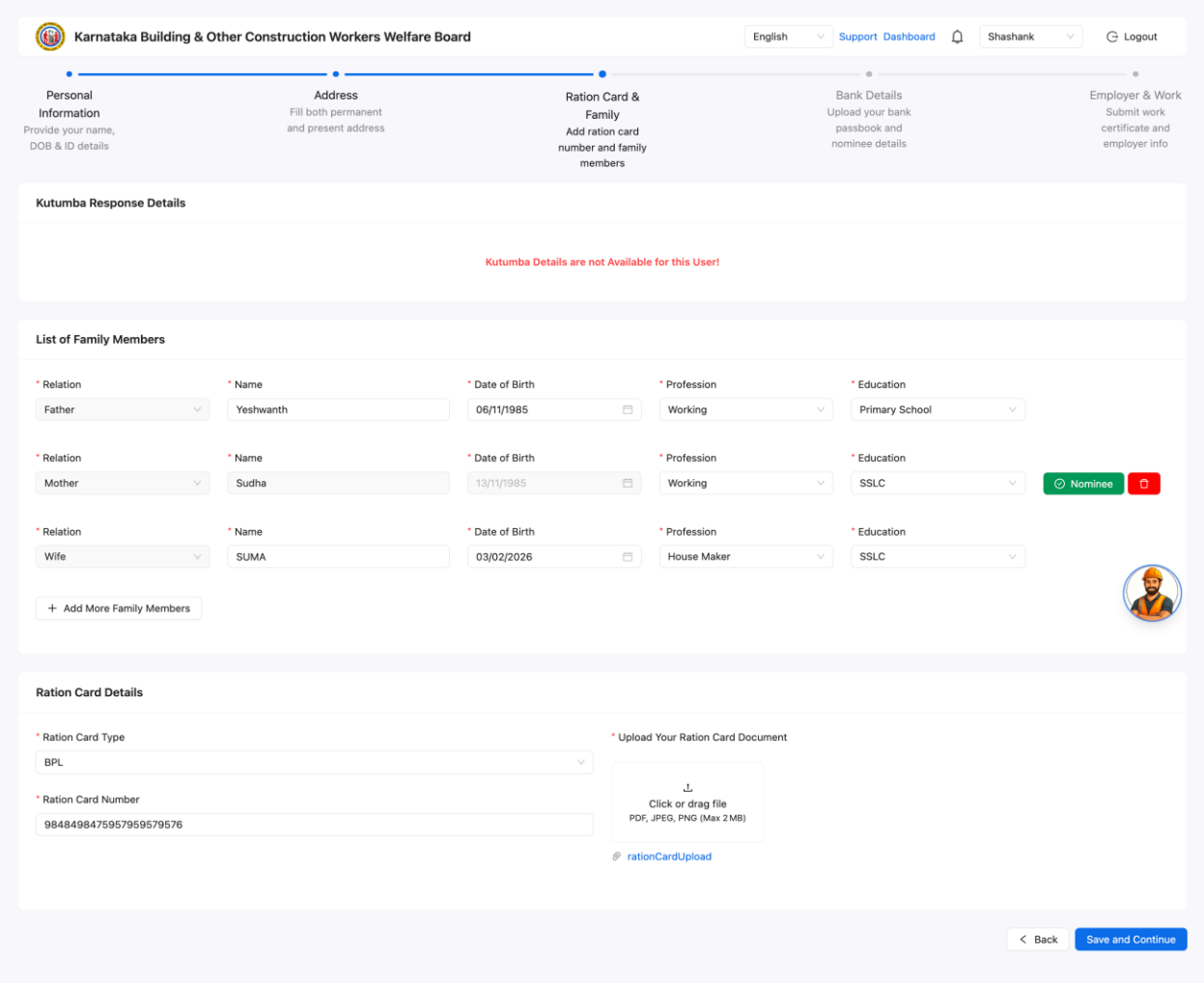
Important Instruction

- **Present address must be filled manually** if the labour .

Fields to be Filled

- **Type of Residence** (Owned / Rented / Others)
- **House / Building No.**
- **Street / Road**
- **State**
- **District**
- **Taluk**
- **City / Town**
- **Village / Area**
- Landmark *(optional but recommended)*
- **Pincode**

Step 10: Enter Ration Card & Family Details



List of Family Members

Instructions

1. Add details for **each family member**:
    a. **Relation** (Father / Mother / Spouse / Child, etc.)
    b. Name
    c. Date of Birth
    d. Profession
    e. Education

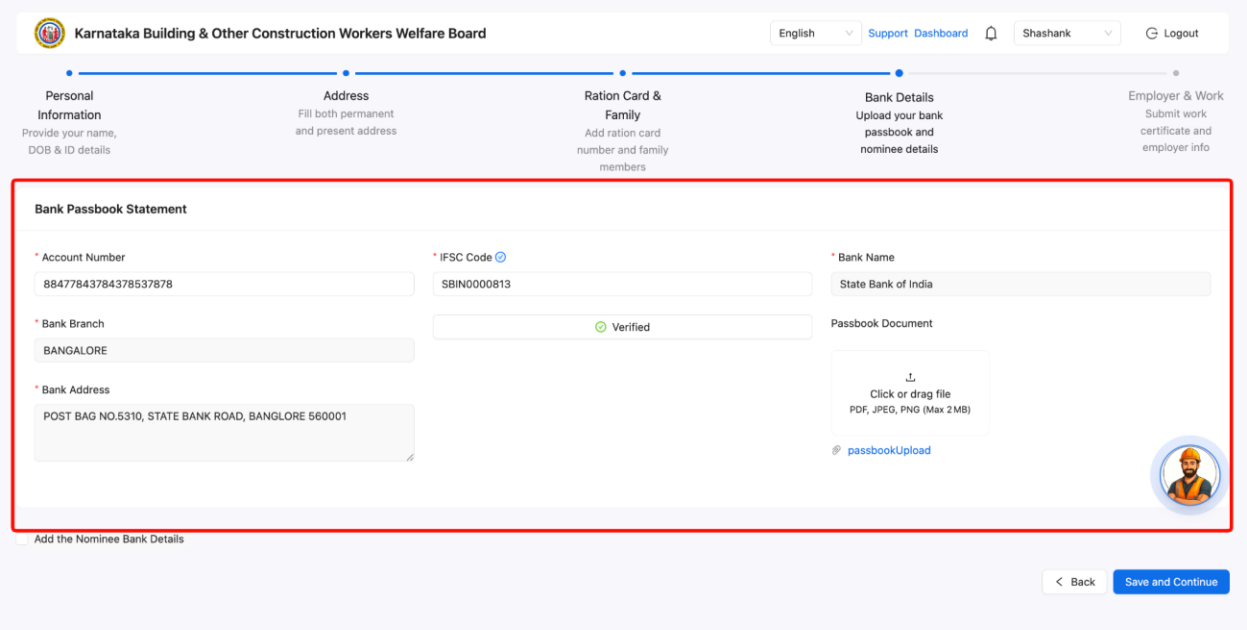
2. Use **Add More Family Members** button to include additional members.
3. Select **one eligible family member as Nominee** (if applicable).

Ration Card Details

Fields to be Filled

- **Ration Card Type (**APL/BPL/None of others)
- **Ration Card Number**
- **Upload Ration Card Document**
    - Supported formats: **PDF / JPEG / PNG**
    - Maximum size: 1 MB

Step 11: Enter Bank Details and Upload Passbook



Bank Passbook Statement

Fields to be Filled

- **Account Number**
  - Enter the labour's active bank account number.
- **IFSC Code**
  - Enter the correct IFSC code.
  - System auto-verifies the IFSC.
- **Bank Name**
  - Auto-fetched after IFSC verification.
- **Bank Branch**
  - Auto-fetched.
- **Bank Address**
  - Auto-fetched.

Passbook Upload

- Upload the **first page of the bank passbook**.
- Accepted formats: **PDF / JPEG / PNG**
- Maximum file size: 1 MB
- Name in passbook **must match Aadhaar name**.

Nominee Bank Details (Optional)

- Enable **Add the Nominee Bank Details** if required.
- Enter nominee's bank details carefully if selected.

Step 11: Enter Employer / Work Details and Upload Required Documents

Section 1: Employer / Owner Details

Fields to be Filled

Employer Information

- **Employer/Owner Details** (Present / Past)
- **Name of Employer/Owner**
- **Employer/Owner Company Name**
- **Mobile Number (Incharge Person)**

Section 2: Work Location Details

Enter complete workplace details:

- Work Location / Site Address
- Pincode
- State
- District of the Workplace
- Taluk of the Workplace
- City
- Village / Ward / Circle
- Labour Circle *(Auto-mapped based on location)*

The Labour Circle determines which Labour Inspector (LI) will verify the application.

Section 3: Work Details

- **Nature of Work**
  - Example: Mason, Helper, Bar Bender, Carpenter, etc.
- **Enter Number of Days Worked**
  - Minimum required: **90 days**

Section 4: Certificate Issuer Details (Dynamic Based on Issuer Type)

Type of Issuer (Dropdown Options)

The dropdown must contain:

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

Case 1: If "Labour Inspector" is Selected

Fields to Display:

- Issued Date (Mandatory)
- Issuer Name (Mandatory)
- Designation of Issuer (Mandatory)
- Mobile Number (Mandatory)
- Enter Number of Days Worked (Mandatory)

Case 2: If "Employer of the Construction Activity" is Selected

Fields to Display:

- Issued Date (Mandatory)
- Issuer Name (Mandatory)
- Designation of Issuer (Mandatory)
- Mobile Number (Mandatory)
- Enter Number of Days Worked (Mandatory)

Case 3: If “Gram Panchayat PDO / Secretary” is Selected

Fields to Display:

- Issued Date (Mandatory)
- Issuer Name (Mandatory)
- Address of Issuer (Mandatory)
- Mobile Number (Mandatory)
- Enter Number of Days Worked (Mandatory)

Section 5: Upload Mandatory Documents

90 Days Working Certificate

- Upload signed certificate
- Format: PDF / JPEG / PNG
- Max size: 2 MB

Self Declaration

- Upload self-declaration document
- Mandatory

Step 12: Make Registration Payment (₹100)

Payment Option 1: Debit / Credit Card

When to Select

- If the labour has:
    - Debit card
    - Credit card

Steps

1. Click on **Debit / Credit Card**.
2. Enter card details:
    a. Card Number
    b. Expiry Date
    c. CVV
3. Enter OTP received on registered bank mobile.
4. Complete payment.

Payment Option 2: Dynamic QR

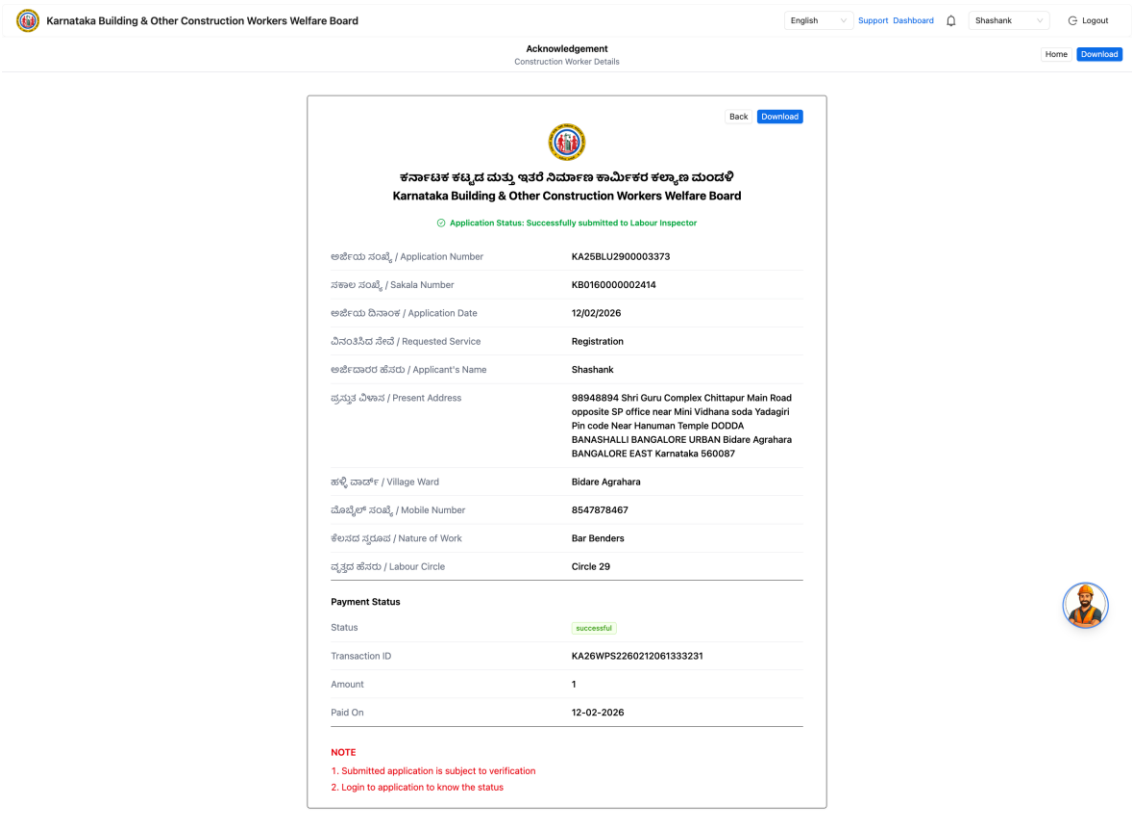
When to Select

- If the labour prefers:
    - UPI apps (PhonePe / Google Pay / Paytm / BHIM, etc.)

Steps

1. Click on **Dynamic QR**.
2. Scan the QR code using UPI app.
3. Confirm payment in mobile app.
4. Wait for payment success confirmation.

After Successful Payment



- Registration is successfully submitted.
- An **Acknowledgment Number / Application ID** is generated.
- Labour can track status using:
    - Application ID
    - Registered Mobile Number

Registration Completed Successfully

The application will now move to:

1. Field Verification
2. Labour Inspector (LI) Approval
3. Registration Approval & Card Generation