



Nagaland Building and Other Construction Workers' Welfare Board

Department of Labour
Govt. of Nagaland

CESS USER'S MANUAL

Version - 1.0

(<https://nbocw.nagaland.gov.in>)

Prepared for: -

**Nagaland Building and Other Construction
Workers' Welfare Board (NBOCWWB)**
Directorate of Labour Department
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Version 1.0

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Document Details

Version	Date	Description	Author
1.0	27-July-2020	Cess User's Manual	NK Square Infotech Pvt. Ltd.



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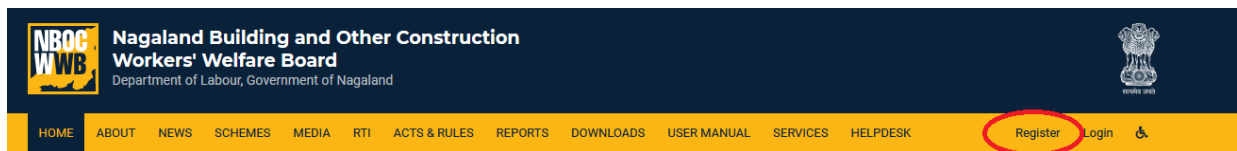
1. INTRODUCTION

The purpose of this document is to provide a step by step instruction for the Cess users, how to register, update profile, password reset, online Cess payment, print receipt etc. in the Nagaland Building and Other Constructions Worker's Welfare Board (NBOCW WB) Portal.

2. CESS USER MANAGEMENT

2.1. How to Register?

The Cess users can register directly from the Portal using this Link <https://nbocw.nagaland.gov.in/register> or go to <https://nbocw.nagaland.gov.in> > Register.



Fill all the necessary details in the form and verify your phone with OTP (one time password).

REGISTER

1. ENTER LOGIN DETAILS

Email: Confirm Email:

Password: Confirm Password:

Phone no: Enter OTP:

Resend otp OTP successfully sent. Your OTP will expire in 10 minutes

Alternate Phone no:

2. REQUIRED INFORMATION

Name: PWD R&B Department Type: State Government

Address: 123 PWD Kohima Nagaland

State: Nagaland Select District: Kohima

PIN Code: 797001 PAN: PAN120394K

TAN:

Either tan or pan or both is mandatory

96657 96657

REGISTER



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After successfully submitting the registration application, a successful message will confirm on your screen;

Successfully registered. A verification link has been sent to your email. Kindly click on the link sent to your email to activate your account

Check your email inbox and verify the email address.

Note: *If Account Activation email is not in the inbox, check in the Spam.*

Account Verify > Inbox x

NBOCWWB nbocw-ngl@gov.in via gov.in to me 5:12 PM (0 minutes ago) ☆ ↶ ⋮

NBOCW Welfare Board

Email Verification

Dear **PWD R&B Deptment**,

Thank you for registering with NBOCWWB. Click on the link below to activate your account.

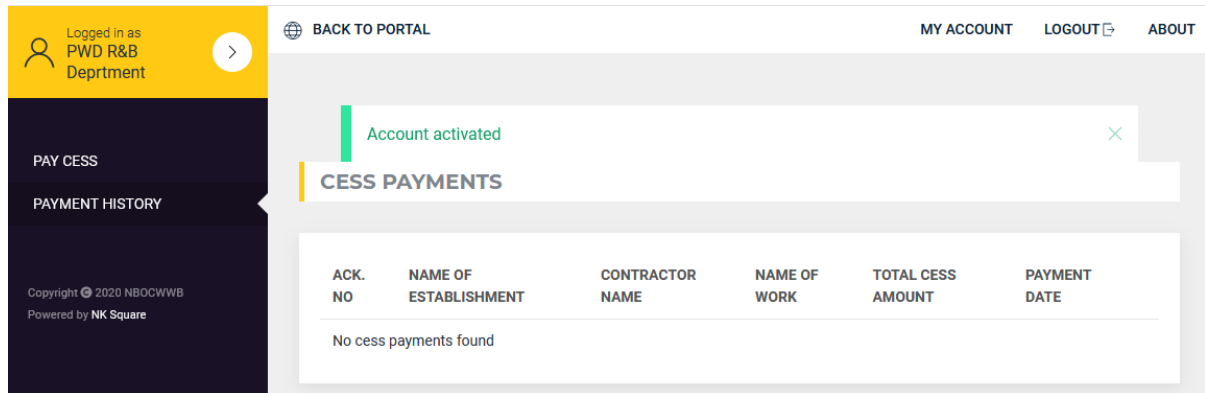
ACTIVATE MY ACCOUNT →

NBOCWWB

NBOCW Welfare Board
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Kohima, Nagaland 797001

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Final Step for Registration, Click on **"ACTIVATE MY ACCOUNT"**. On successful activation of account, it will redirect to the user dashboard.

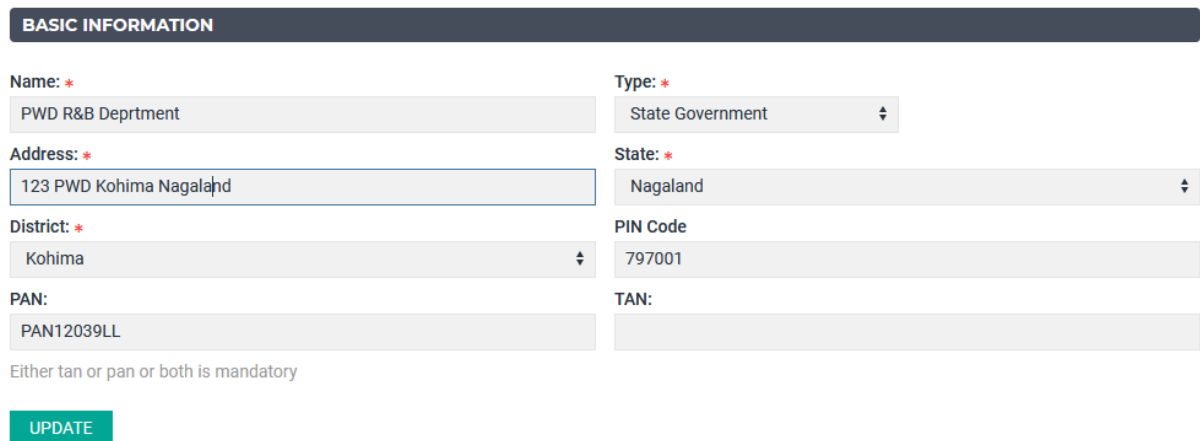


2.2. Update Profile

To update your profile go to >> MY ACCOUNT



Under the BASIC INFORMATION, users can update the profile accordingly.



BASIC INFORMATION

Name: * PWD R&B Deptment Type: * State Government

Address: * 123 PWD Kohima Nagaland State: * Nagaland

District: * Kohima PIN Code 797001

PAN: PAN12039LL TAN:

Either tan or pan or both is mandatory

UPDATE

After making the necessary changes, click on **"UPDATE"**



2.3. Password Reset

To change your password go to >> MY ACCOUNT

[BACK TO PORTAL](#)

[MY ACCOUNT](#)

[LOGOUT](#)

[ABOUT](#)

Under the CHANGE PASSWORD, enter your current password and the new password.

CHANGE PASSWORD

Password should be at least 8 characters, should contain at least one upper case letter(A-Z), one lower case letter(a-z) and at least one number(0-9) and at least one of the following characters # % & : = @ _ ` | ~

Current Password:

Password:

Confirm Password:

[UPDATE](#)

Click on "UPDATE" to update your new password.

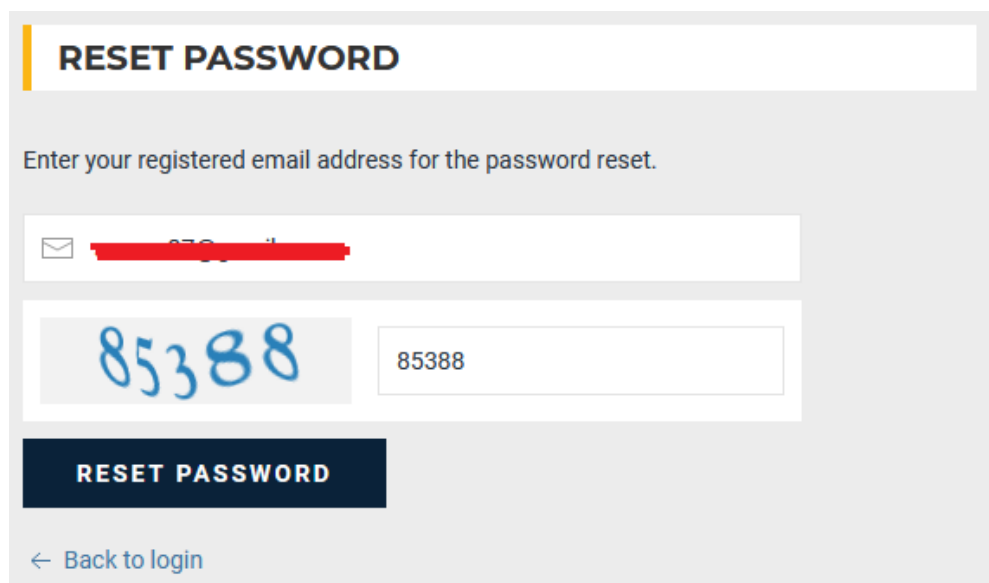
Note : Password should be at least 8 characters, should contain at least one upper case letter(A-Z), one lower case letter(a-z) and at least one number(0-9) and at least one of the following characters # % & : = @ _ ` | ~

2.4. Forgot Password

Go to >> NBOCWBB Portal (nbocw.nagaland.gov.in) > Login > Forgot Password

click here' (the link is circled in red)." data-bbox="124 213 898 495"/>

Enter your registered email ID and captcha, Click on RESET PASSWORD.





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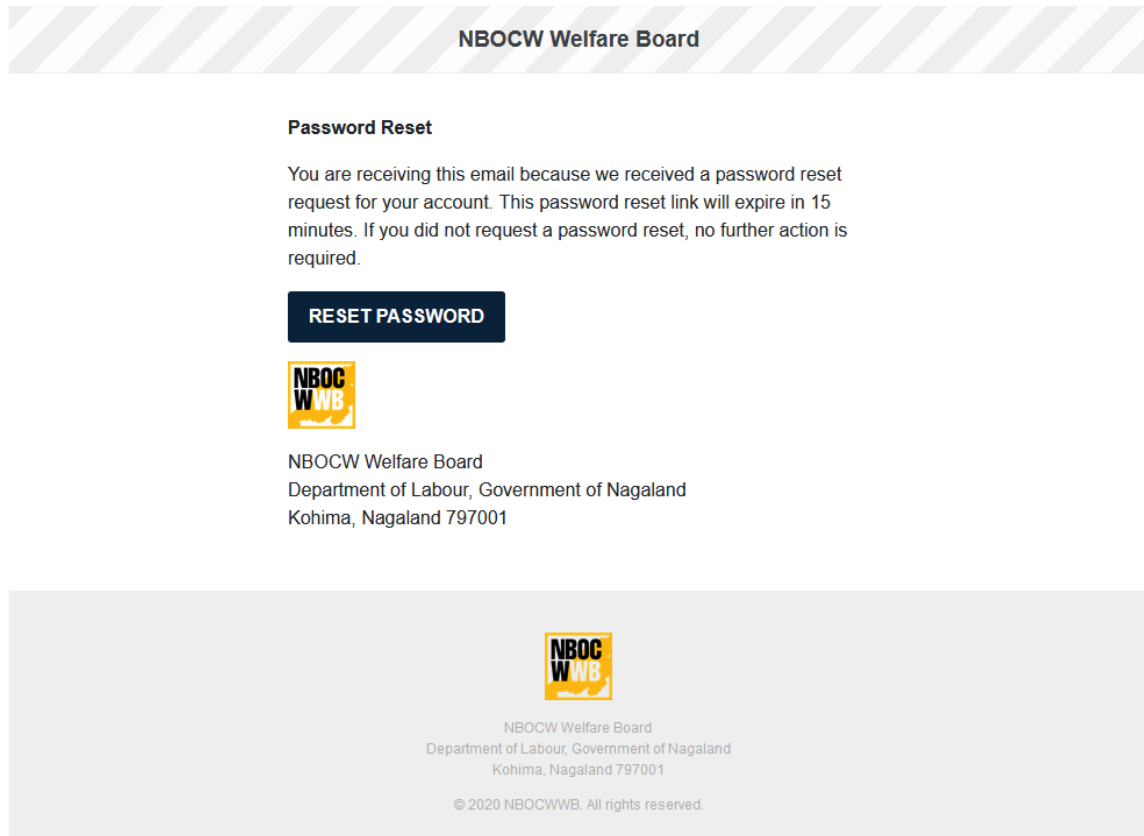
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A password reset email link will be send to the user registered email ID. Sample email below;



Click on the “RESET PASSWORD” to reset your new password. It will redirect you to the NBOCWFB Portal for password reset. Enter your registered email ID and New Password

RESET PASSWORD

Please enter your registered email and your new desired password to complete the password reset.

Password should be at least 8 characters, should contain at least one upper case letter(A-Z), one lower case letter(a-z) and at least one number(0-9) and at least one of the following characters # % & : = @ _ ' | ~

34342

Captcha

RESET PASSWORD

[← Back to login](#)

On successful password reset it will redirect you to the Cess users Dashboard.

2.5. Update/Change Email

To update or change you email go to >> MY ACCOUNT

[BACK TO PORTAL](#)

[MY ACCOUNT](#)

[LOGOUT](#)

[ABOUT](#)

Under the CHANGE EMAIL, enter the new email ID, click on send OTP. Enter the OTP to authenticate the new email ID and click on UPDATE.

CHANGE EMAIL

Email:

Enter new email:

[Send OTP to new email](#)

Enter OTP:

UPDATE



2.6. Update/Change Phone Number

To update your profile go to >> MY ACCOUNT

[BACK TO PORTAL](#)

[MY ACCOUNT](#)

[LOGOUT](#)

[ABOUT](#)

Under CHANGE PHONE NUMBER, enter your new phone number, OTP authentication is required to update the new phone number.

CHANGE PHONE NUMBER

Phone No:

[REDACTED]

Enter new phone no:

[Send OTP to new phone number](#)

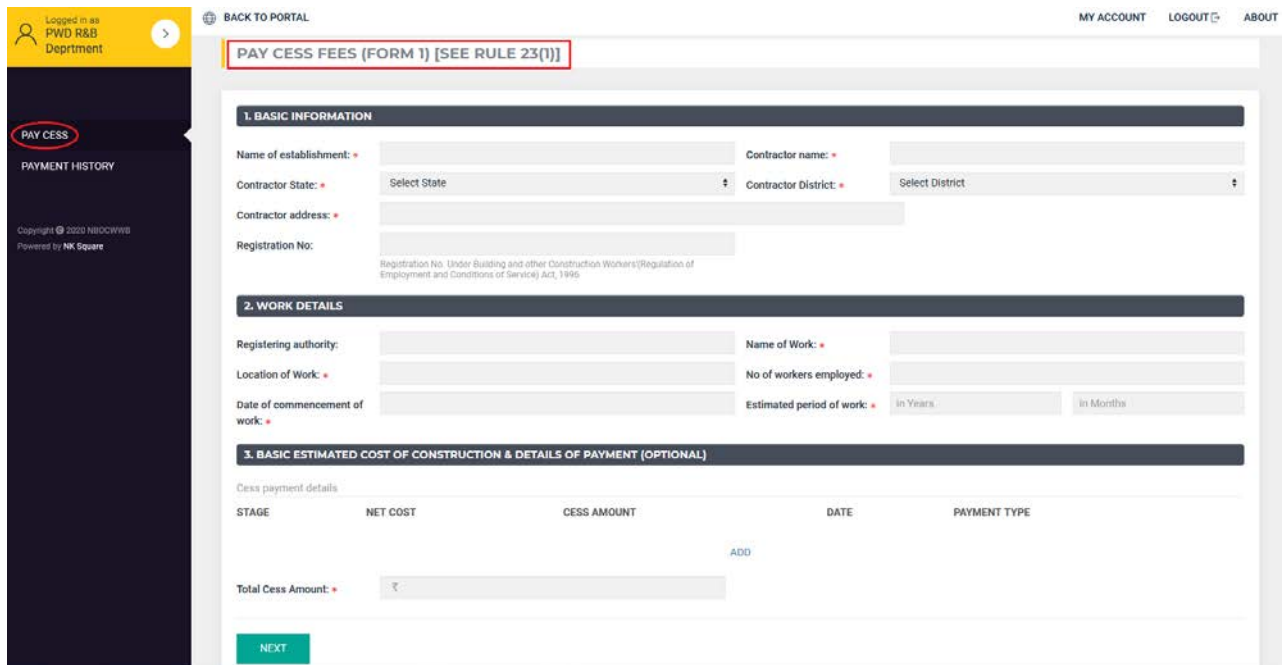
Enter OTP:

[UPDATE](#)

3. ONLINE CESS PAYMENT

3.2. How to make Online Cess Payment

To make Online Cess payment, go to PAY CESS (on the left bar), Fill all necessary information in **Form-1 [See Rule 23(1)]**.



The screenshot displays the 'PAY CESS FEES (FORM 1) [SEE RULE 23(1)]' interface. The left sidebar shows 'PAY CESS' selected. The main form is divided into three sections:

- 1. BASIC INFORMATION**: Fields for Name of establishment, Contractor name, Contractor State (dropdown), Contractor District (dropdown), Contractor address, and Registration No. (with a note: 'Registration No. Under Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1946').
- 2. WORK DETAILS**: Fields for Registering authority, Name of Work, Location of Work, No of workers employed, Date of commencement of work, and Estimated period of work (with dropdowns for 'in Years' and 'in Months').
- 3. BASIC ESTIMATED COST OF CONSTRUCTION & DETAILS OF PAYMENT (OPTIONAL)**: A table for 'Cess payment details' with columns: STAGE, NET COST, CESS AMOUNT, DATE, and PAYMENT TYPE. Below the table is an 'ADD' button and a 'Total Cess Amount' field with a currency symbol (₹).

A 'NEXT' button is located at the bottom left of the form.



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After filling the form, click on NEXT. It will re-direct to the confirmation page.

CONFIRM PAYMENT DETAILS

Please go through the cess payment details once more before proceeding to payment. Once payment has been processed these details cannot be changed. If you need to change some of the payment details click the "Go Back" button at bottom of the page and edit the changes, else click on the "Confirm" button. You will be then redirected to the payment page.

NAME OF ESTABLISHMENT	TEST CESS
CONTRACTOR NAME	Contractor Test
CONTRACTOR ADDRESS	Test Address PWD Kma 797001
CONTRACTOR STATE	Nagaland
CONTRACTOR DISTRICT	Kohima
REGISTRATION NO	REGNPWD120
REGISTERING AUTHORITY	Authority Test
NAME OF WORK	Civil Construction of NH Road
LOCATION OF WORK	Kohima
NO OF WORKERS EMPLOYED	12
DATE OF COMMENCEMENT OF WORK	01-07-2020
ESTIMATED PERIOD OF WORK IN MONTHS	6
ESTIMATED PERIOD OF WORK IN YEARS	1
TOTAL CESS AMOUNT	1

GO BACK

CONFIRM

Once all the information's are correct, Click on CONFIRM. It will re-direct to Payment Gateway

Note: *If any changes needs to be done or edit the form just click Go BACK.*



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Select the Mode of Payment (i.e. Cards (Credit/Debit, Net Banking, Wallet or UPI) and proceed with the payment.



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← Back


Choose a payment option


Total Payable Amount ₹1 


Transaction ID : 15959407407140

PAYMENT OPTIONS

 Cards (Credit/Debit) >

 Net Banking >

 Wallet >

 UPI >



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Merchant details

Merchant Name:	Payu Payments Pvt Ltd
Date:	Jul 28, 2020
Card Number:	4893 XXXX XXXX 2027
Total Charge:	Rs. 1.01
Personal Message:	We Understand Your World

Authenticate Transaction

OTP	Static Password
-----	-----------------

Successfully sent the One Time Password to your Registered Mobile Number 85**0***23.

Enter OTP

Resend OTP

Note- Please ensure that your latest mobile number/ email id is updated in the Bank records. Visit nearest Branch or call Customer Care for the same.

This page will automatically time out after **02:56** seconds

Note: *This page will differ from bank to bank.*

DO NOT REFRESH THE PAGE WHILE PROCESSING THE PAYMENT.



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On Successful payment it will redirect to the NBOCWWB Portal. Also Cess payment acknowledgement email and SMS will be sent to your registered email and phone number with the payment details.

The status of your payment of 1.00 is success.

CESS PAYMENTS

DOWNLOAD RECEIPT

DOWNLOAD PAYMENT FORM

PAYMENT DETAILS

TRANSACTION ID	PAYMENT STATUS	BANK REFERENCE NO	AMOUNT	GROSS AMOUNT	PAYMENT DATE
15959407407140	SUCCESS	021018029340	1.00	1.01	Tue, Jul 28, 2020 6:22 PM

CESS DETAILS

NAME OF ESTABLISHMENT	TEST CESS	CONTRACTOR DISTRICT	Kohima
CONTRACTOR NAME	Constructor Test	CONTRACTOR ADDRESS	Test Address PWD Kma 797001
CONTRACTOR STATE	Nagaland	REGISTRATION NO	REGNPWD120
REGISTERING AUTHORITY	Authority Test	NAME OF WORK	Civil Construction of NH Road
LOCATION OF WORK	Kohima	NO OF WORKERS EMPLOYED	12
DATE OF COMMENCEMENT OF WORK	01-07-2020	ESTIMATED PERIOD OF WORK IN MONTHS	6
ESTIMATED PERIOD OF WORK IN YEARS	1	TOTAL CESS AMOUNT	1.00
ACK NO	NBOCWWB/CESS/2007/001		



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Email Sample "Cess Acknowledgement"

Cess Acknowledgement Inbox x

 **NBOCWWB** nbocw-ngl@gov.in via gov.in to me 6:26 PM (18 minutes ago) ☆ ↶ ⋮


NBOCW Welfare Board

Cess Payment Acknowledgement


Dear **TEST CESS**,

The status of your Cess payment of **₹1.00** on 28/07/2020 is success.
Your payment transaction ID is 15959407407140.

[CHECK PAYMENT DETAILS](#)




NBOCW Welfare Board
Department of Labour, Government of Nagaland
Kohima, Nagaland 797001


NBOCW Welfare Board
Department of Labour, Government of Nagaland
Kohima, Nagaland 797001

SMS Sample: Acknowledgement of Payment SMS.

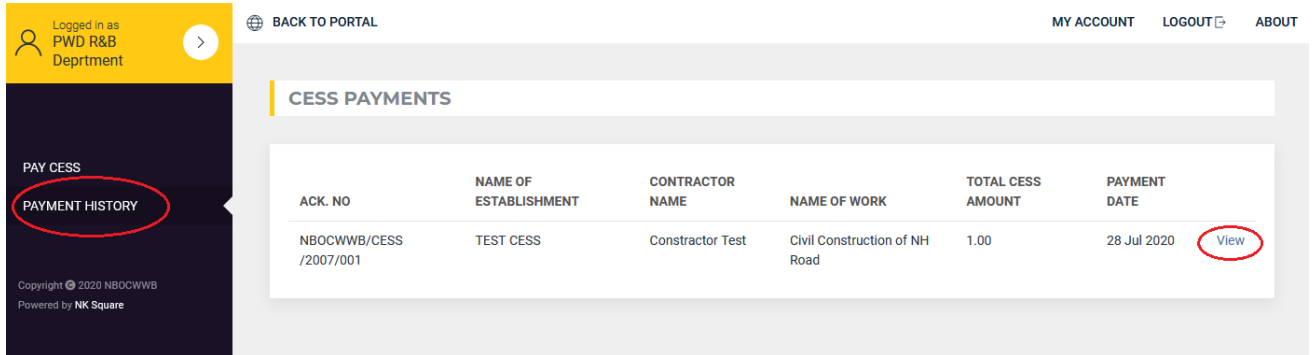
Now

The status of your Cess payment of Rs. 1.00 on 28-07-2020 is success. Please note your txn id 15959407407140 for future reference.



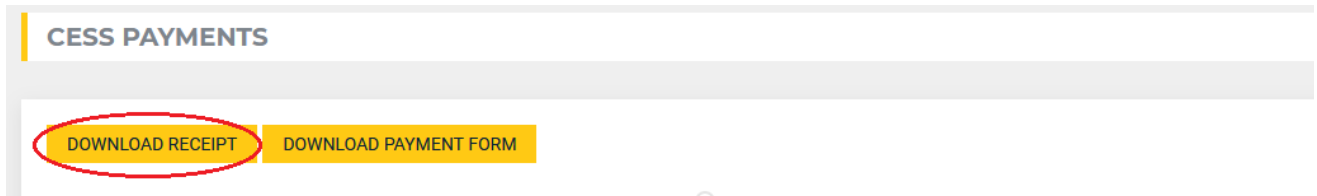
3.3. How to Print/Download Payment Receipt?

To download or print the payment receipt (i.e. Cess Payment Acknowledgment) go to PAYEMENT HISTORY and select the desire payment and click on View.



ACK. NO	NAME OF ESTABLISHMENT	CONTRACTOR NAME	NAME OF WORK	TOTAL CESS AMOUNT	PAYMENT DATE	
NBOCWWB/CESS /2007/001	TEST CESS	Constructor Test	Civil Construction of NH Road	1.00	28 Jul 2020	View

Click on DOWNLOAD RECEIPT



[DOWNLOAD RECEIPT](#) [DOWNLOAD PAYMENT FORM](#)



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Sample Receipt



OFFICE OF THE
NAGALAND BUILDING AND OTHER CONSTRUCTION
WORKERS' WELFARE BOARD

Directorate of Labour
Nagaland, Kohima - 797001

Online Cess Payment Acknowledgment

Ack. No.: NBOCWWB/CESS/2007/001

Date: 28-07-2020

To,

Constructor Test
Test Address PWD Kma 797001
Kohima, Nagaland

Subject: Acknowledgement of 1% Cess Receipt

Dear Sir/Madam,

With reference to the subject cited above, Nagaland Building and Other Construction Workers' Welfare Board acknowledge the payment receipt of 1% Cess Below are the payment details:-

PAYMENT DETAILS	
Transaction ID	15959407407140
Payment Status	Success
Date	28-07-2020
Net Amount	1.00
Gross Amount (with Additional Payment Gateway Service Charges)	1.01
Name of Work	Civil Construction of NH Road

Yours faithfully,

Nagaland Building and Other Construction Workers' Welfare Board
Nagaland, Kohima

** This is a system generated receipt and does not require any signature The same is authenticated. **



3.4. How to Print/Download Payment Form?

To download or print the payment receipt (i.e. Cess Payment Acknowledgment) go to PAYEMENT HISTORY and select the desire payment and click on View.

The screenshot shows the user interface of the Cess Payments portal. On the left, a sidebar contains a 'PAY CESS' button and a 'PAYMENT HISTORY' button, which is circled in red. The main content area is titled 'CESS PAYMENTS' and contains a table with the following data:

ACK. NO	NAME OF ESTABLISHMENT	CONTRACTOR NAME	NAME OF WORK	TOTAL CESS AMOUNT	PAYMENT DATE	
NBOCWBB/CESS /2007/001	TEST CESS	Constructor Test	Civil Construction of NH Road	1.00	28 Jul 2020	View

The 'View' button in the last column of the table is circled in red. The top navigation bar includes links for 'BACK TO PORTAL', 'MY ACCOUNT', 'LOGOUT', and 'ABOUT'.

Click on DOWNLOAD PAYMENT FORM

The screenshot shows the 'CESS PAYMENTS' section of the portal. Below the table, there are two buttons: 'DOWNLOAD RECEIPT' and 'DOWNLOAD PAYMENT FORM'. The 'DOWNLOAD PAYMENT FORM' button is circled in red.



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Payment Form Sample



OFFICE OF THE
NAGALAND BUILDING AND OTHER CONSTRUCTION
WORKERS' WELFARE BOARD

Directorate of Labour
Nagaland, Kohima - 797001

FORM-1 [See Rule 23(1)]

Ref. No.: 94

Date: 28-07-2020

CONTRACTOR & WORK DETAILS	
Name of establishment	TEST CESS
Contractor name	Constructor Test
Registration No	REGNPWD120
Registering authority	Authority Test
Name of Work	Civil Construction of NH Road
Location of Work	Kohima
No of workers employed	12
Date of commencement of work	01-07-2020
Estimated Period of Work	

** This is a System Generated Payment Form-1 **