



# ADVANCED INFORMATION INTERFACE SYSTEM

## User Manual



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- 695033



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## INTRODUCTION OF THE APPLICATION

AIS is an application software to perform membership registration of 16 welfare boards under the Labour commissionerate, registration of new members by eliminating dual membership and submission of application for ID cards for existing members.

# DETAILS OF THE APPLICATION

URL : <https://aiis.lc.kerala.gov.in/>

Board Login

Labour Commissionerate, Government of Kerala  
**ADVANCED INFORMATION INTERFACE SYSTEM (AIIS)** for Welfare Boards

Akshaya Login/ Sign-up

Establishment/Vehicle Enrollment

Application Status

Member details

Membership Registration

Online Payment

**Applications**

New Membership	4
ID Card	1
<b>Total</b>	<b>5</b>

**Total Members**  
3672981

**Help and Support**

ഉപയോക്തൃ മാനുവൽ  
(User Manual)

പതിവായി ചോദിക്കുന്ന ചോദ്യങ്ങൾ  
(Frequently Asked Questions)

Designed and Developed by [KELTRON](#)



## FUNCTIONS AND HOW TO USE

### Board Login

The dashboard features a top navigation bar with the text "Board Login" on the right. Below the navigation bar, the header includes the Labour Commissionerate logo and the text "Labour Commissionerate, Government of Kerala" and "ADVANCED INFORMATION INTERFACE SYSTEM (AIIS) for Welfare Boards". The main content area is divided into several sections:

- Function Tiles:** Six tiles arranged in a 3x2 grid: "Akshaya Login/ Sign-up" (with a red arrow icon), "Establishment/Vehicle Enrollment" (with an orange group icon), "Application Status" (with a green bar chart icon), "Member details" (with a purple person icon), "Membership Registration" (with a green document icon), and "Online Payment" (with a purple card icon).
- Applications Summary:** A teal-bordered box containing a table:

Applications	
New Membership	4
ID Card	1
<b>Total</b>	<b>5</b>
- Total Members:** An orange box displaying "Total Members 3672981".
- Help and Support:** A light blue box containing links for "ഉപയോക്തൃ മാനുവൽ (User Manual)" and "പതിവായി ചോദിക്കുന്ന ചോദ്യങ്ങൾ (Frequently Asked Questions)".

At the bottom of the dashboard, it states "Designed and Developed by KELTRON".

The login form is a white box centered on a grey background. It features the AIIS logo and title at the top. The form includes the following fields and elements:

- LOGIN** header
- Username** input field
- Password** input field
- captcha** field with a qMog logo and a refresh icon
- LOGIN** button
- Forgot password?** link

To the right of the login form is a teal box with the text "AIIS", "Advanced Information Interface System", and "Designed By @Keltron".

Login with the given username and password

## DASHBOARD

The dashboard displays application statistics for the office 'shopoffice'. It includes two summary tables and a detailed table of applications.

Membership Request	ID card request	Membership Verified	Membership Approved	Membership Rejected	Editing Request
2		0	1	0	0

Membership Request	ID card request	Membership Verified	Membership Approved	Membership Rejected	Editing Request
0		0	0	0	

Office Name	Total Applications	Total Approved	Total Rejected	Approved Today	Rejected Today
shopoffice	1	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**MAIN NAVIGATION**

- Dashboard
- Registration
- Manage Applications
- Member Check
- Reports
- Settings
- Search

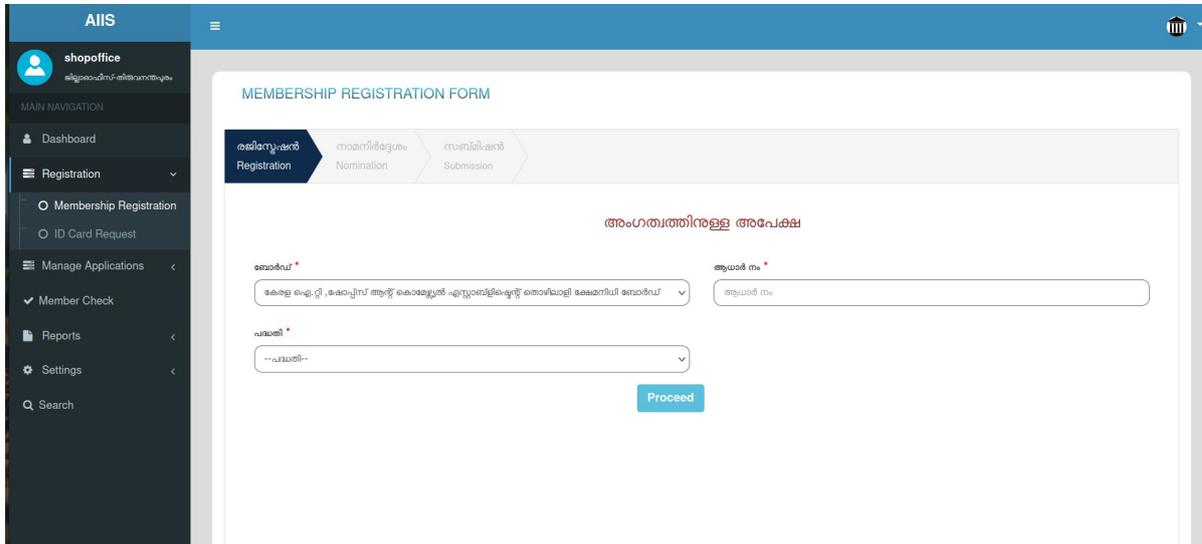
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You can see menus in the sidebar of the dashboard.

- ◆ Registration
- ◆ Manage Application
- ◆ Member Check
- ◆ Reports
- ◆ Settings
- ◆ Search

# 1. REGISTRATION

## \* Membership Registration



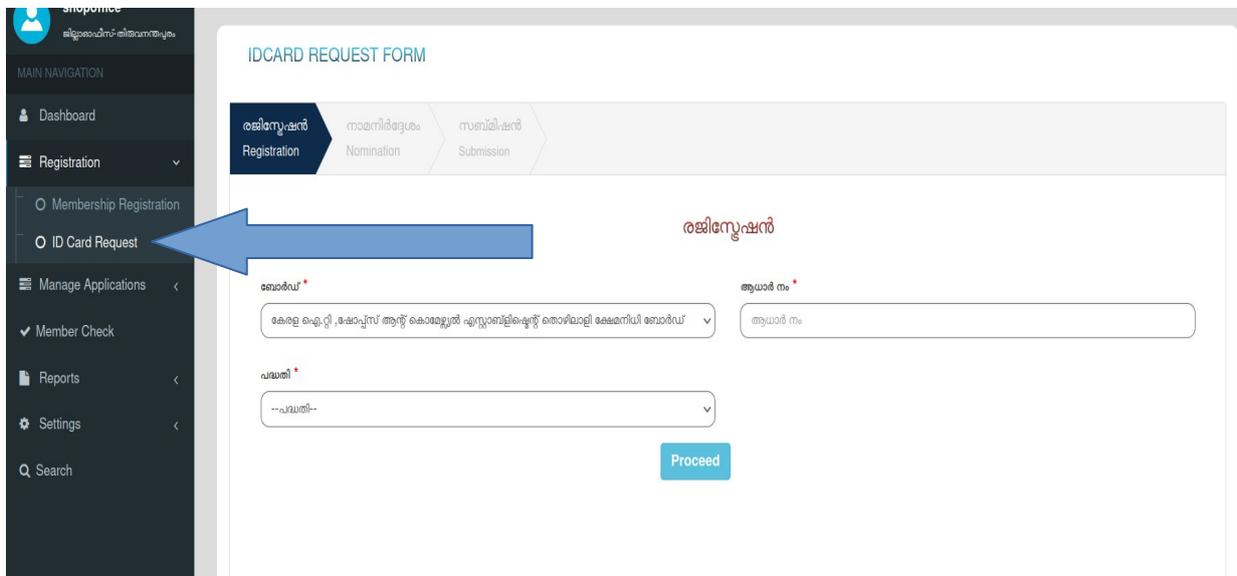
- You can see the name of the board you represent on the membership registration screen by selecting the board name.
- Enter a valid Aadhaar number in the Aadhaar number field
- If the board has sub categories then select it, otherwise the category box will not be visible.
- Then click the proceed button.
- Then the corresponding form for each board will be available in which the information can be entered.
- Make sure to fill the mandatory fields.
- After that click save and next and fill the nomination details.
- Make final submission only after verifying the application details.

### \* ID Card Request

The Labour Department is issuing new unique identification cards for all welfare members existing members. There is no ID Card fees for verified members.

All others need to pay an ID Card fee . ID Card request can be submitted through Akshaya/Board Office login. Existing data can also be updated through the same screen. Once an ID card is generated it will be issued through Welfare Boards.

Can view ID card generated members from Reports->ID card generated report



### **ID Card Generation Conditions**

1. For verified members ID Card is automatically generating on application submission
2. For non verified members ID Card is generated after the approval process from boards.

## 2. MANAGE APPLICATIONS

### \* Application Verification for Membership Request and ID Card request

This option is available for all boards. The applications coming in the respective board are listed here. Applications can be verified, approved, rejected and held here.

Sl No	Name	Application No	Member No	Aadhaar	Office	Date	Status	Action
1	സുരേഷ്	ATXX38009946		441046399545	കോഴിക്കോട് ബോധാ ഓഫീസ്	08/02/2023	Membership Request Submitted	
2	എസ്കർ കോമൺ	TDXX36662962	KLM1700	455715811169	ബില്ലറോഫീസ്	08/02/2023	Membership Approved	
3	സമീപ് ഏ	TBXX42773563	KLM67196	513392932430	ബില്ലറോഫീസ്	24/01/2023	ID Card Request Approved	
4	എസ് ഓ കല്ല	SBXX67669527		929059567714	ബില്ലറോഫീസ്-കൊല്ല	23/01/2023	Membership Request Submitted	

### \* Manage Establishment

This option is exclusive to the Shops and Commercial Welfare Fund Board. The list of shops signed up with this software can be found here. Designated officers can process those applications.

ക്രമ നമ്പർ	സ്ഥാപനത്തിന്റെ പേര്	ഇനം	മൈസൂർനമ്പർ	മെമ്പർഷിപ്പ് തീയതി	ബില്ല	താലൂക്ക്	Action
No data available in table							

## \* Membership Cancel

A cancellation request can be made by adding the Aadhaar number, reason for cancellation and related documents. Once the concerned officer approves the membership will be canceled.

The screenshot shows the 'Membership Cancel' form. It includes a header bar, a form area with input fields for 'Enter Aadhar No' (637135636779) and 'Reason' (Self Resignation), an 'Application Details' table, a 'Remarks' field, and a 'Documents' section with a 'Browse...' button. Below the form is an 'Application List' table with columns for 'Sl no', 'Name', 'Aadhar no', 'Registration No', 'Application no', 'Board', and 'Action'. The table is currently empty, showing 'No data available in table'.

Sl no	Name	Aadhar no	Registration No	Application no	Board	Action
No data available in table						

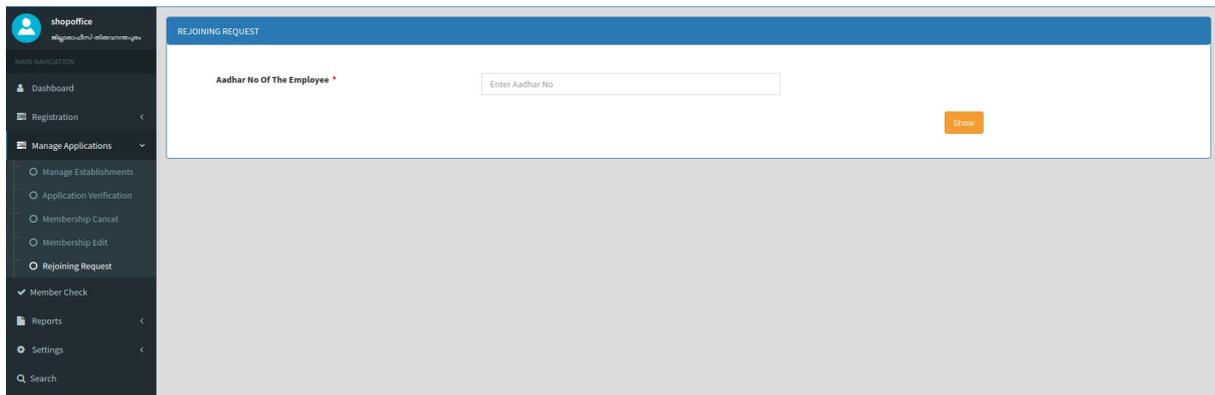
## \*Membership Edit

Enter the category and Aadhaar number and submit the request after entering the details of the change to be made. Related documents must be added. The changes will come only after the edit request is approved.

The screenshot shows the 'MEMBERSHIP EDIT' form. It features a header bar, a title 'APPLICATION EDIT FORM', and the organization name 'Kerala Building & Other Construction Workers Welfare Fund Board'. The form contains an 'Edit category' dropdown menu with options: '--select--', '--select--', Address, Documents, Nominee, and Bank. There is also an 'Aadhar No' input field with the placeholder text 'Enter Aadhar No'.

## \*Rejoining (Shop Board)

Rejoining request option is exclusive to the Shops and Commercial Welfare Fund Board. A worker relieved from one shop can join in another. To relieve, the owner has to remove the worker from his login through the option Relieve Request. Those who have been relieved can send rejoin requests from this screen. It should be approved by the concerned officer.



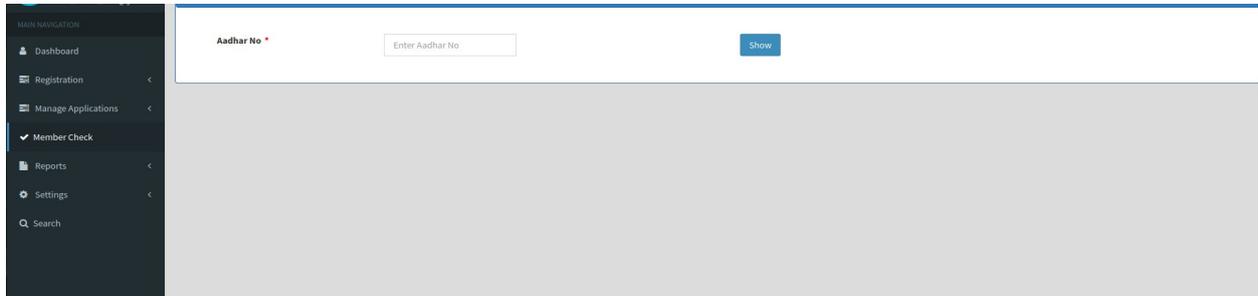
## \* Transfer (Cashew Board)

The worker can be transferred from one office to another office. After the clerk level verification of transfer request , application is forwarded to the inspector. After the Inspector level approval , application is forwarding to the new office . This application can be seen in clerk login under the option transfer received in the new office. After the verification of the transfer request by the clerk , the inspector will approve the request .



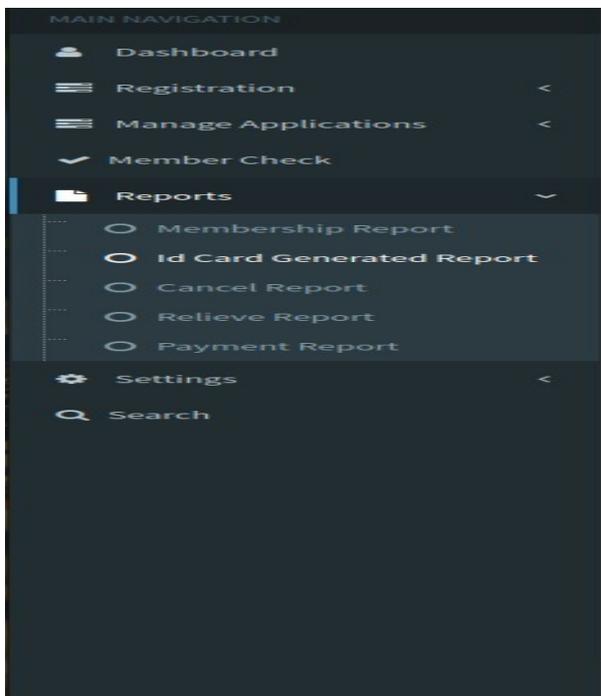
### 3. Member check

This option is to check membership duplication. The membership details can be fetched using an Aadhar number.



### 4. Reports

- 1. Membership Report
- 2. ID Card Generated report
- 3. Cancel report
- 4. Relieve report
- 5. Payment report.



## 5. Settings

\* Change Password -> for changing the password.

The screenshot shows the 'CHANGE PASSWORD' interface. It features three input fields: 'Old Password' with the placeholder 'Enter Old Password', 'New Password' with the placeholder 'Enter New Password' and a visibility toggle, and 'Retype Password' with the placeholder 'Retype New Password'. A green 'Save' button is located at the bottom right of the form area. The left sidebar contains navigation options: Dashboard, Registration, Manage Applications, Member Check, Reports, Settings, and Change Password.

## 6. Search

Search facility for viewing member details.

Details can be searched by Board Name, Office, District, Application Status, Aadhaar Number, Application Number, ID Card Number, Membership Number.

The screenshot shows the 'Search' interface. It contains four dropdown menus: 'BOARD NAME', 'DISTRICT', 'SEARCH ITEM', 'OFFICE', and 'STATUS'. Each dropdown menu has '--Select--' as its current value. A blue 'Search' button is positioned at the bottom right of the search area. The left sidebar is identical to the previous screenshot, with 'Search' highlighted at the bottom.