



USER MANUAL  
for  
OUTSOURCED  
PERSON PORTAL



UP Power Corporation Limited

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Developed by



Sheela Group  
ISO 9001 Certified

Sheela Foam Limited

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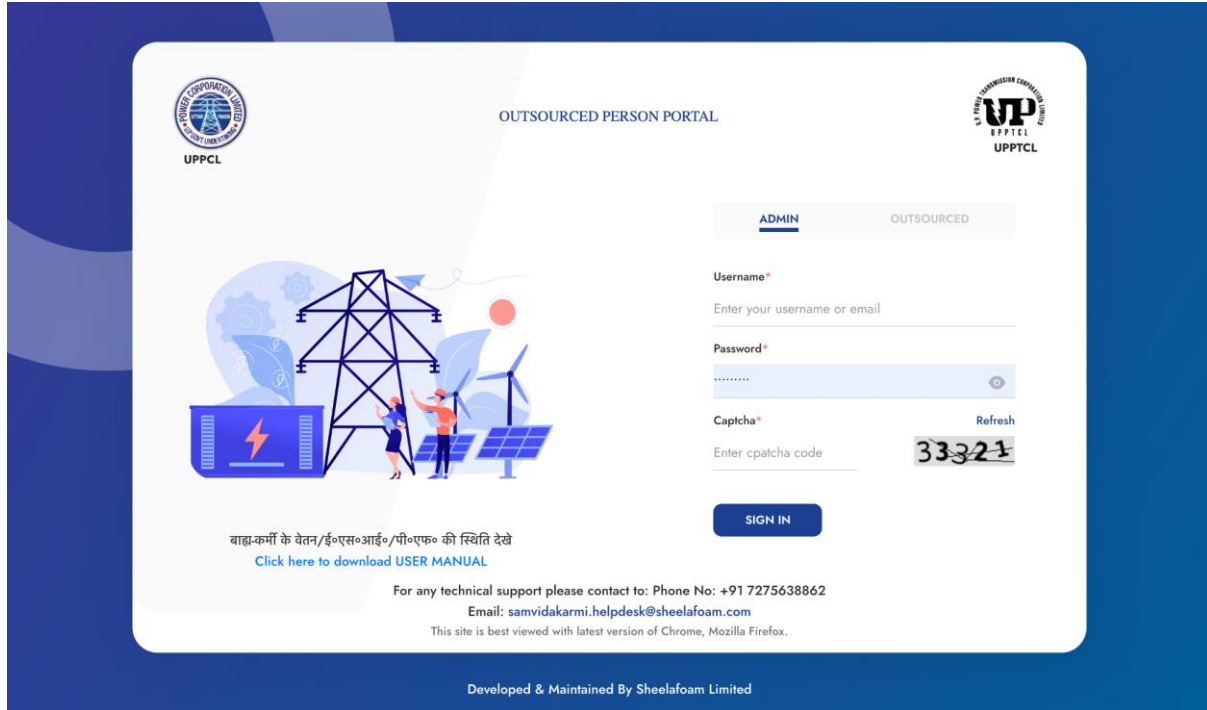
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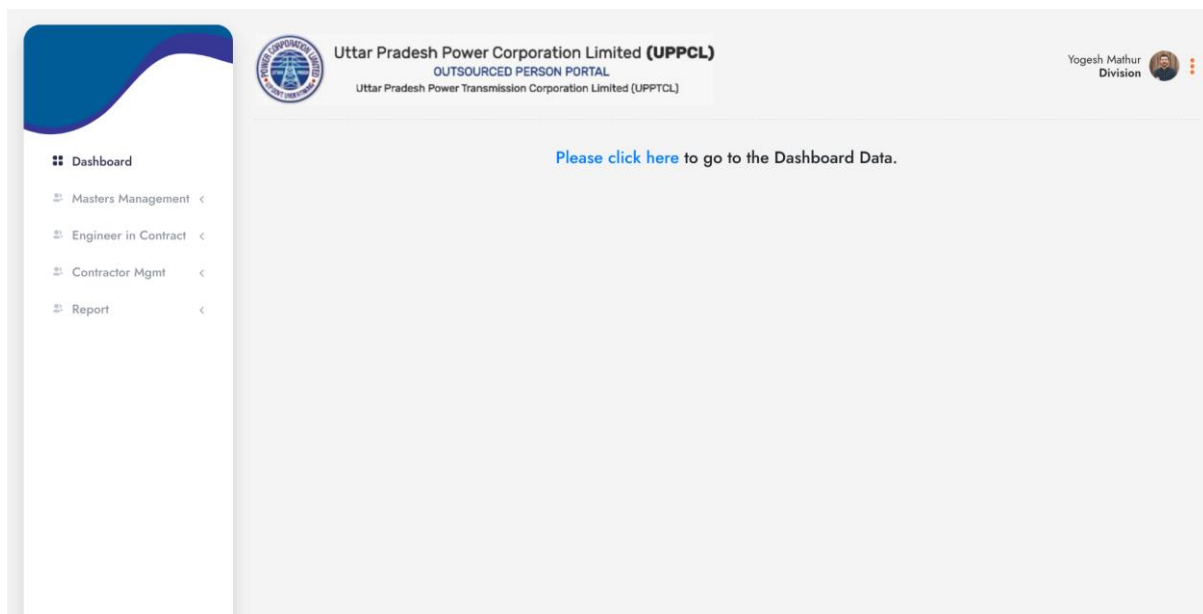
# Engineer In Contract

# Login

1. On entering the URL, you will be taken to the following page where you can login/ Sign In as the Engineer In Contract by entering the Username/ Email Id and the correct password

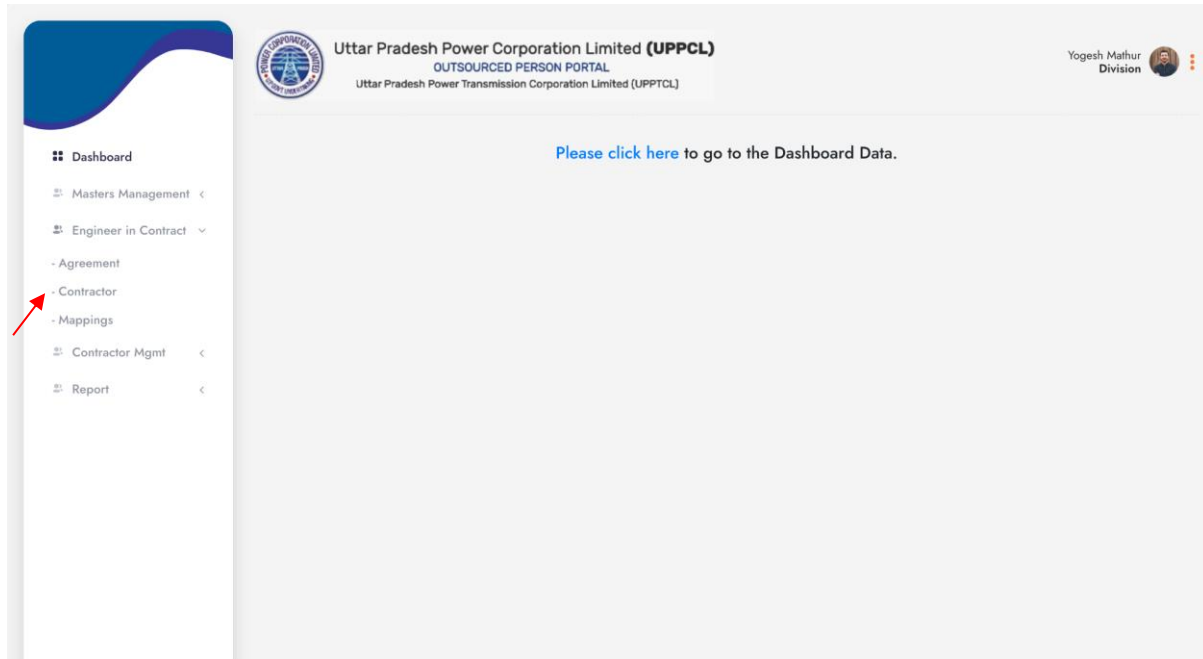


2. On entering the correct Username and Password the following screen will be displayed, this is the dashboard for Engineer In Contract where they can access Dashboard, Masters Management, Engineer in Contract, Contractor Management, Report

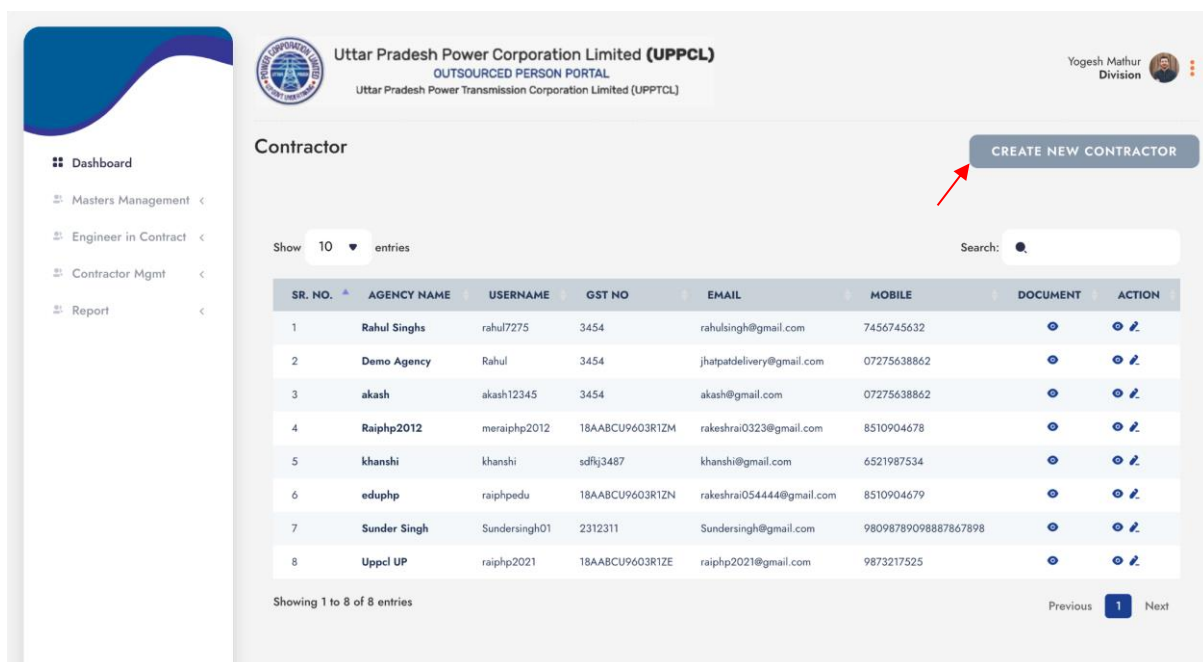


# Incorporation of a New Contractor

3. For Incorporation of a new Contractor, select Contractor in the Engineer In Contract on the side menu



4. The following screen will be displayed, where you can view all the existing Contractors and their details as well as select 'Create New Contractor' for the creation of a new contractor



- On selecting 'Create New Contractor' the following screen will be displayed where you can fill all the required details of a New Contractor and proceed to Save

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Edd2faizabad Edd2faizabad Division

### Add Contractor

Agency Name\* Agency Address\* Email\*

First Name\* Last Name\* Username\*

Password\* Mobile Number\* Contact Person Name\*

Account Holder Name\* Bank Name\* IFSC Code\*

Bank Account No.\* Bank Details Related Docs\* GST No.\*

GST No. Docs\* Pan No.\* Pan No. Docs\*

Registration Number for Contract Labour (Regulation and Abolition) Act, 1970\* Registration Number for Contract Labour (Regulation and Abolition) Act, 1970 Docs\* Registration Number for Building and Other Construction Workers Welfare cess Act 1996\*

Registration Number for Building and Other Construction Workers Welfare cess Act 1996 Docs\* ESI Registration number\* ESI Registration number Docs\*

EPF registration number\* EPF registration number Docs\*

**SAVE** **CANCEL**

- On successful creation of a New Contractor the following screen will be displayed

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Yogesh Mathur Division

### Add Contractor

**Contractor Added Successfully**

Agency Name\* Email\* First Name\*

Last Name\* Username\* Mobile Number\*

Contact Person Name\* Account Holder Name\* Bank Name\*

IFSC Code\* Account No.\* GST No.\*

Pan No.\* Registration Number for Contract Labour (Regulation and Abolition) Act, 1970\* Registration Number for Building and Other Construction Workers Welfare cess Act 1996\*

Registration Number for Building and Other Construction Workers Welfare cess Act 1996 Docs\* ESI Registration number\* ESI Registration number Docs\*

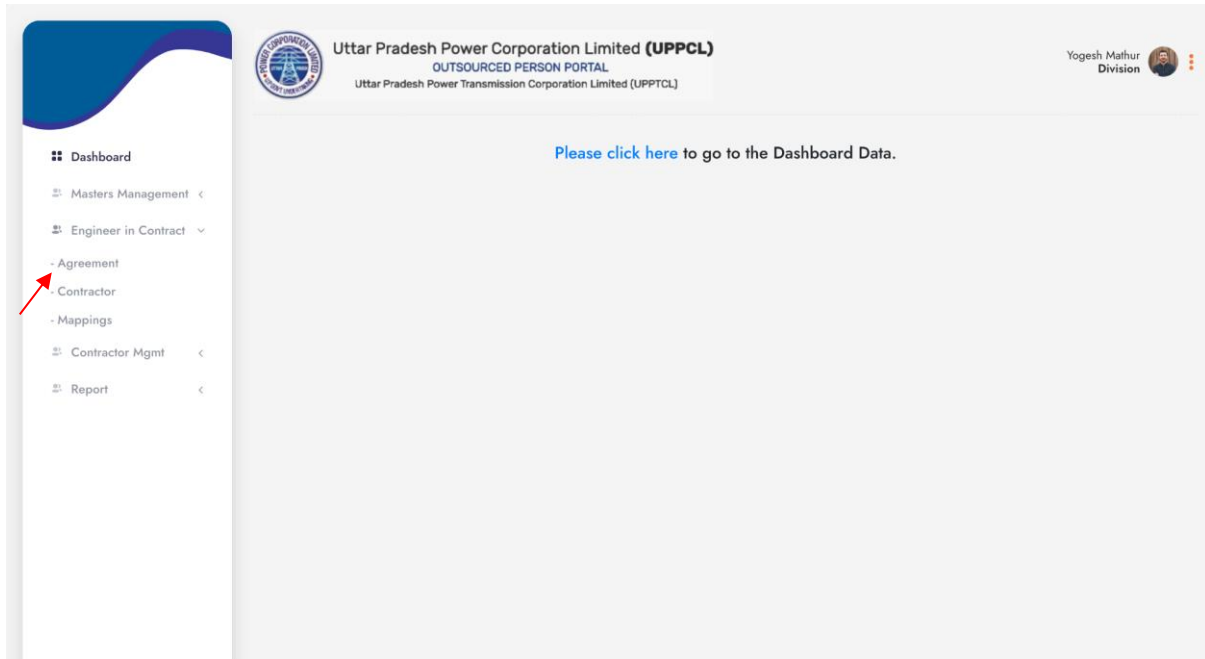
EPF registration number\* EPF registration number Docs\*

Upload Any Document

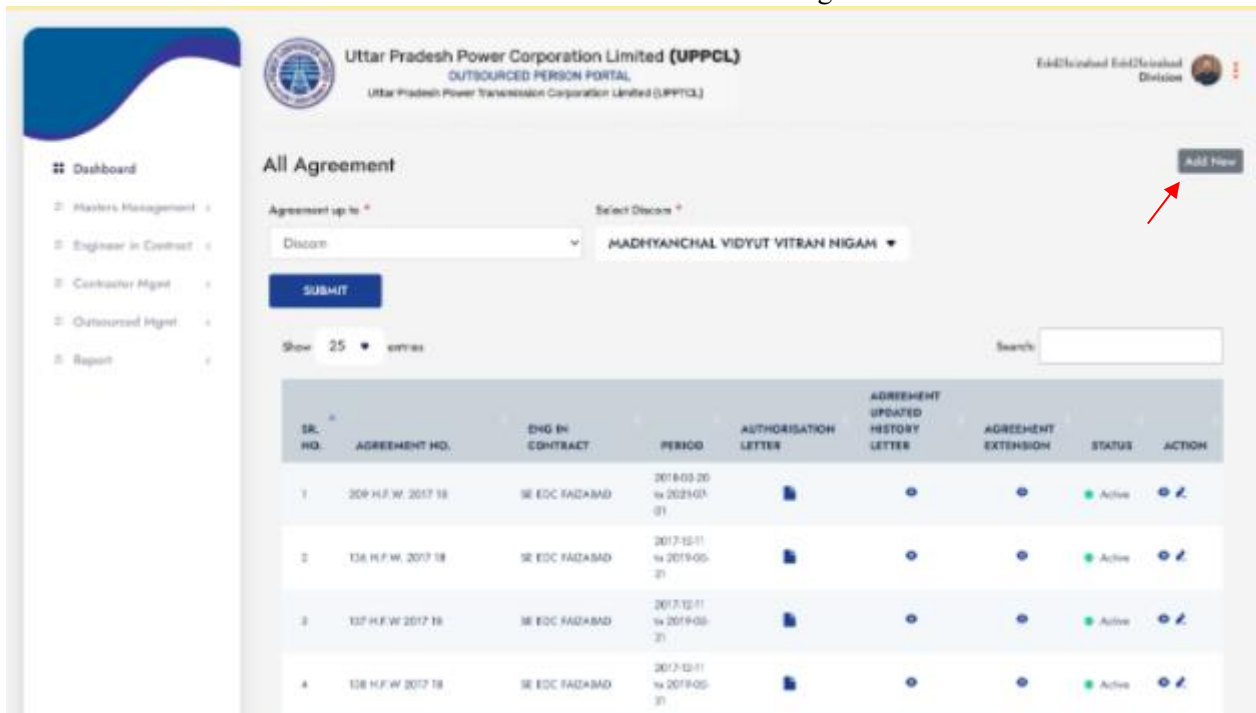
**SAVE** **CANCEL**

# Addition of a New Agreement

7. For addition of a New Agreement, select Agreement in Engineer In Contract on the side menu



8. The following screen will be displayed, where you can view all the existing agreements and their details as well as click on 'Add New' for the creation of a new Agreement





- On selecting Add New, the following screen will be displayed where you can enter all the required details for the addition of a New Agreement and click on 'Save'.

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Edd2faizabad Edd2faizabad  
Division

### Add New Agreement

Search Contractor \* Agreement No. \* Agreement Start Date \*  
 Agreement No. dd/mm/yyyy

Agreement End Date \* Profit % \* Contract Amount \*

Engineer in Contract \* Status \* Tender No. \*  
 Active

Agency Representative name \* Agency Representative Address \* Agency Representative Aadhar No.

Agency Representative Mobile No. \* Agency Representative PAN Number \* Authorisation Letter \*  
   No file chosen

Work Details \*

CATEGORY	SUBCATEGORY	NO. OF MANPOWER	WAGES PER PERSON PER MONTH	ACTION
Select Category	Select Sub Category	No. Of Manpower	Wages Per Person Per Month	REMOVE

- On Successful addition of a New Agreement the following screen will be displayed

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Yogesh Mathur  
Division

### Add New Agreement

Your Agreement No. UPPCL/MAY/24-1111222

Search Contractor \* Agreement No. \* Agreement Start Date \*  
 Agreement No. dd/mm/yyyy

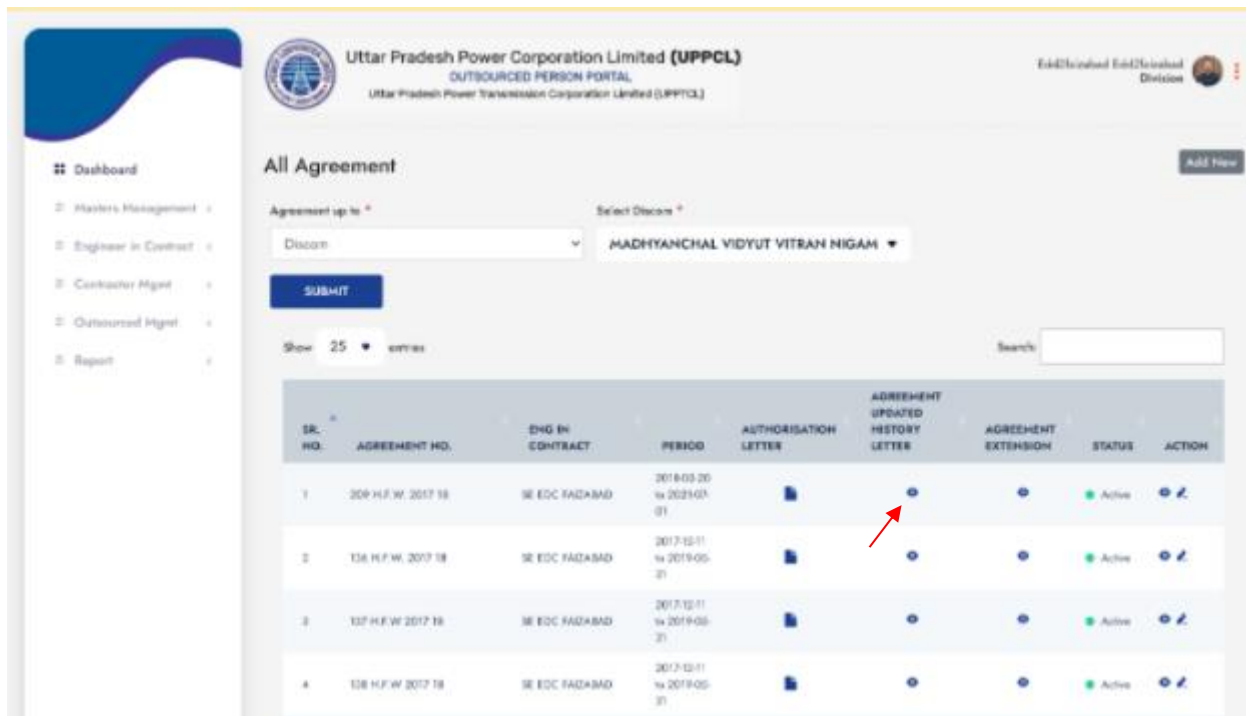
Agreement End Date \* Profit % \* Contract Amount \*

Engineer in Contract \* Status \* Tender No. \*  
 Active

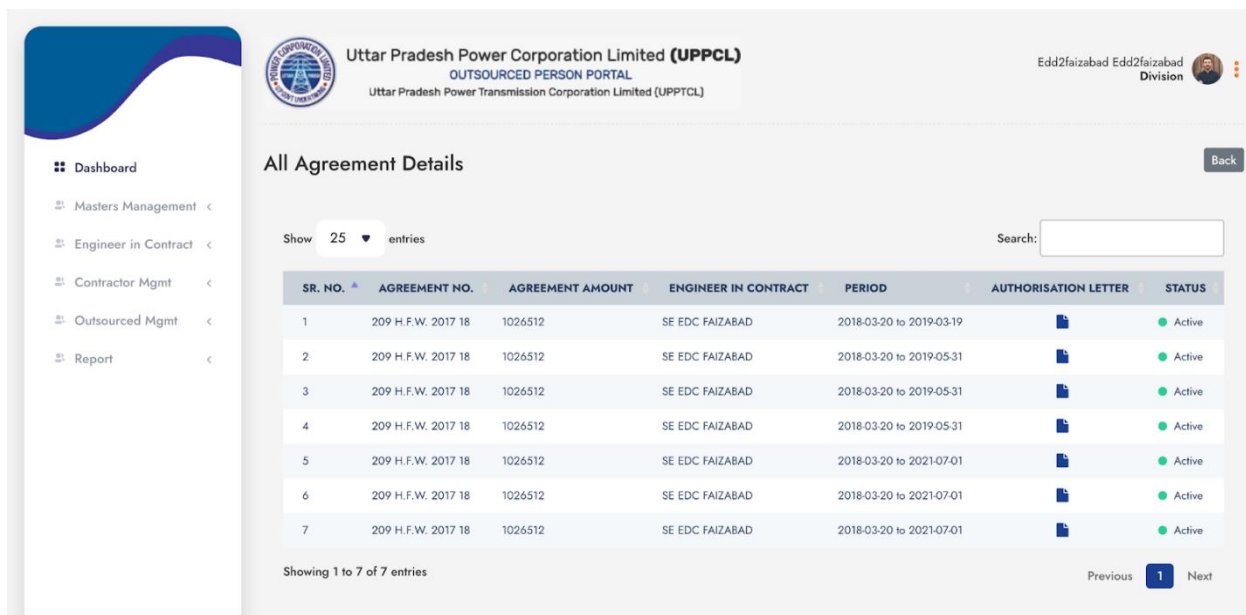
Authorisation Letter Work Details \*  
 No file chosen

CATEGORY	SUBCATEGORY	NO. OF MANPOWER	WAGES PER PERSON PER MONTH	ACTION
Select Category	Select Sub Category	No. Of Manpower	Wages Per Person Per Month	REMOVE

11. To update the Agreement history letter click on the “Agreement Update history letter” view button for a specific agreement on the All agreement list.



12. The following screen will be displayed



13. For extension of an agreement click on the “Agreement Extension” view button for a specific agreement on the All agreement list

The screenshot displays the 'All Agreement' page in the UPPCL Outsourced Person Portal. The page includes a sidebar with navigation options like 'Dashboard', 'Masters Management', 'Engineer in Contract', 'Contractor Mgmt', 'Outsourced Mgmt', and 'Report'. The main content area shows a filter for 'Discom' set to 'MADHYANCHAL VIDYUT VITRAN NIGAM' and a 'SUBMIT' button. Below this is a table with columns: 'SL. NO.', 'AGREEMENT NO.', 'END IN CONTRACT', 'PERIOD', 'AUTHORISATION LETTER', 'AGREEMENT UPDATED HISTORY LETTER', 'AGREEMENT EXTENSION', 'STATUS', and 'ACTION'. A red arrow points to the 'AGREEMENT EXTENSION' button in the first row of the table.

SL. NO.	AGREEMENT NO.	END IN CONTRACT	PERIOD	AUTHORISATION LETTER	AGREEMENT UPDATED HISTORY LETTER	AGREEMENT EXTENSION	STATUS	ACTION
1	209 H.F.W. 2017-18	SE EDC FAGABAD	2018-03-20 to 2021-03-31				Active	
2	136 H.F.W. 2017-18	SE EDC FAGABAD	2017-12-11 to 2019-05-31				Active	
3	127 H.F.W. 2017-18	SE EDC FAGABAD	2017-12-11 to 2019-05-31				Active	
4	128 H.F.W. 2017-18	SE EDC FAGABAD	2017-12-11 to 2019-05-31				Active	

14. The following screen will be displayed

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Edd2faizabad Edd2faizabad  
Division

### Agreement Extension

Search Contractor \* (san6464@gmail.com- BDIPB1155K-09bdi... Minimum 4 character) Agreement No. \* 209 H.F.W. 2017 18 Agreement Start Date \* 20/03/2018

Agreement End Date \* 01/07/2021 Profit % \* 5 Contract Amount\* 1026512

Engineer in Contract\* SE EDC FAIZABAD Status \* Active Tender No. \* 300 H.F.W 2017 18

Authorisation Letter Choose file No file chosen Work Details \* MAN POWER SUPPLY

CATEGORY	SUBCATEGORY	NO. OF MANPOWER	WAGES PER PERSON PER MONTH	ACTION
Skilled	Lineman(Technician)	3	9381	REMOVE
Skilled	Computer Operator	0	9381	REMOVE
Un-skilled	Lineman(labour)	0	8375	REMOVE
Semi-skilled	Others	6	7613	REMOVE
Semi-skilled	Select Subcategory	0	8375	REMOVE

SAVE ADD NEW ENTRY

# Agreement Mapping

15. For Agreement Mapping, select Mappings in Engineer In Contract on the side menu

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Yogesh Mathur  
Division

Please click here to go to the Dashboard Data.

- Dashboard
- Masters Management
- Engineer in Contract
  - Agreement
  - Contractor
  - Mappings
- Contractor Mgmt
- Report

16. The following screen will be displayed, where you can map an agreement with the location and click on 'Submit' button to save it.

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Yogesh Mathur  
Division

### Mapping

Select Agreement \*      Mapping up to \*      Show \*

UPPCL/MAY/24-1111222      Division      Select

SR.	UNMAP	STATION	COMPUTER OPERATOR	TECHNICIAN	SSO(SUB STATION OPERATOR)	METER READER	SUPERVISOR	GUNMEN	DRIVER
			SKILLED						
			2	2	2	0	0	0	0
1		Division Name 1	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**SUBMIT**

17. On successful Mapping of the Agreement, the following screen will be displayed.

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Yogesh Mathur  
Division

### Mapping

Record added successfully

Select Agreement \*      Mapping up to \*      Show \*

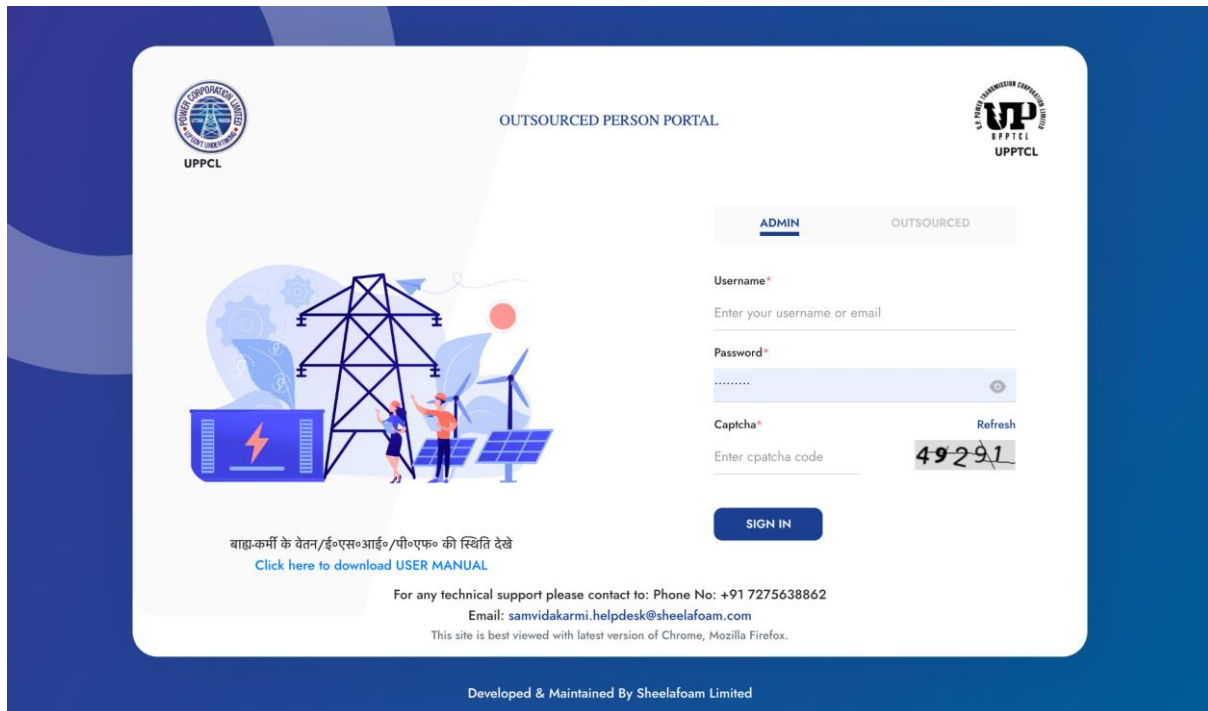
Select      Select mapping      Select

**SUBMIT**

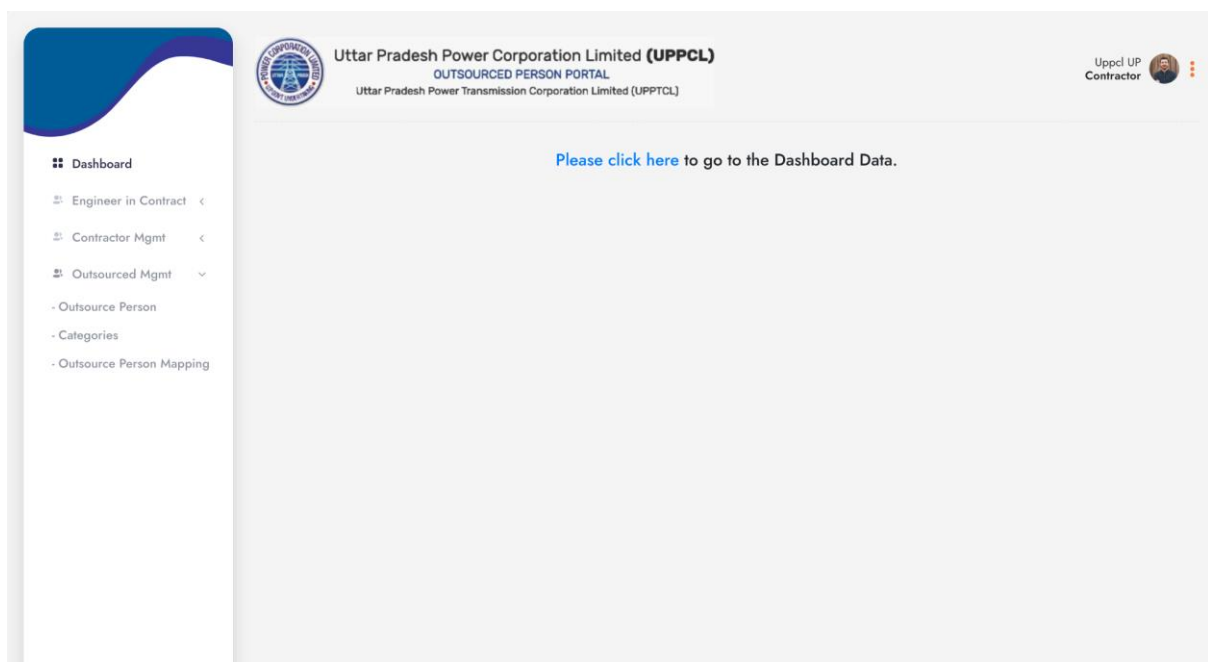
# Contractor

# Login

1. On entering the URL, you will be taken to the following page where you can login/ Sign In as the Contractor by entering the Username/ Email Id and the correct password

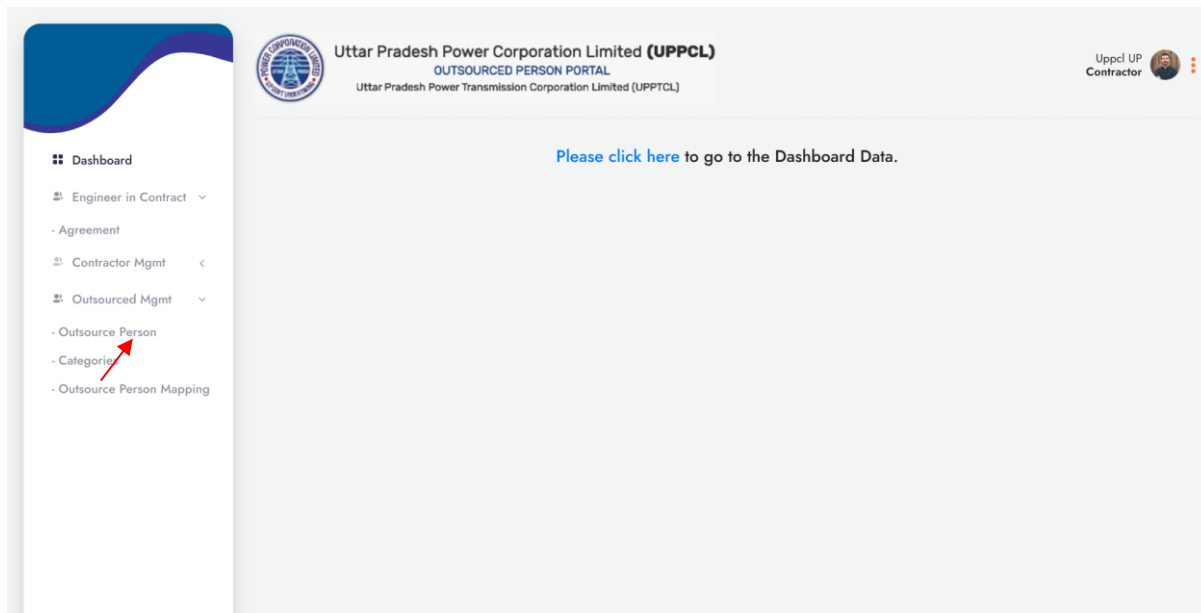


2. On entering the correct Username and Password the following screen will be displayed, this is the dashboard for Contractor where they can access Dashboard, Engineer in Contract, Contractor Management, Engineer Management, Outsourced Management

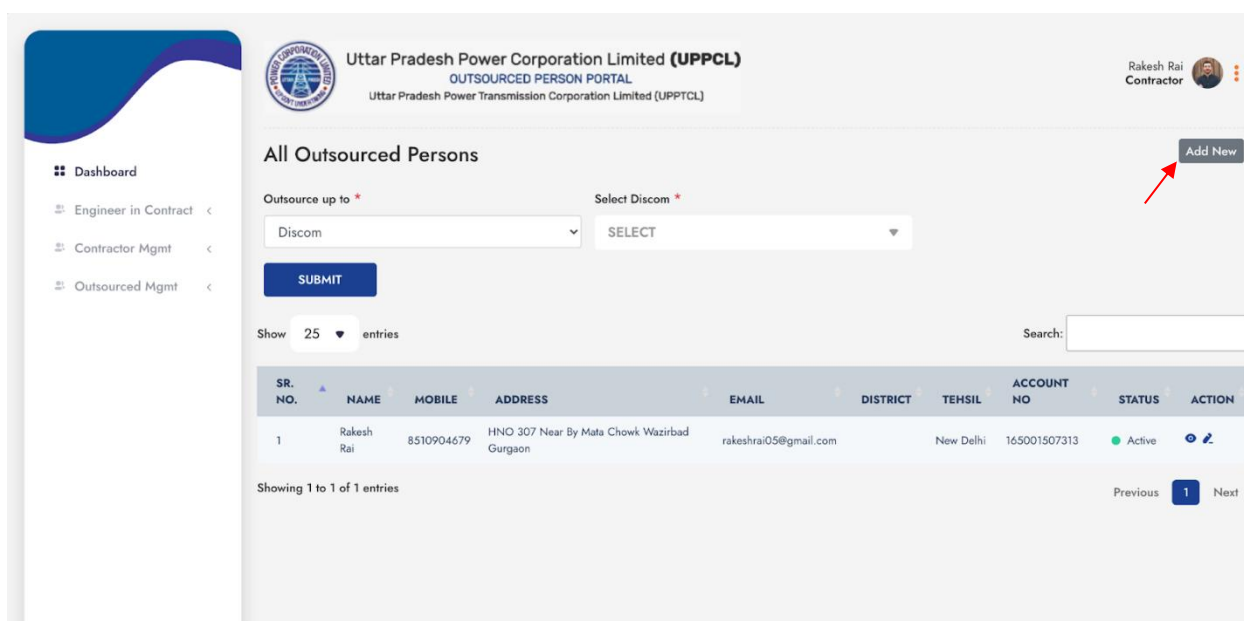


# Addition of an Outsourced Person

3. For Addition of an Outsourced Person, click on the Outsource Person in the Outsource Management on the side menu



4. The following screen will be displayed, where you can view the details of all the Outsourced persons and click on 'Add New' for the addition of a New Outsourced Person





5. On selecting Add New, the following screen will be displayed where you can enter all the required details for the addition of a New Outsourced Person and click on 'Save'

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Contractor

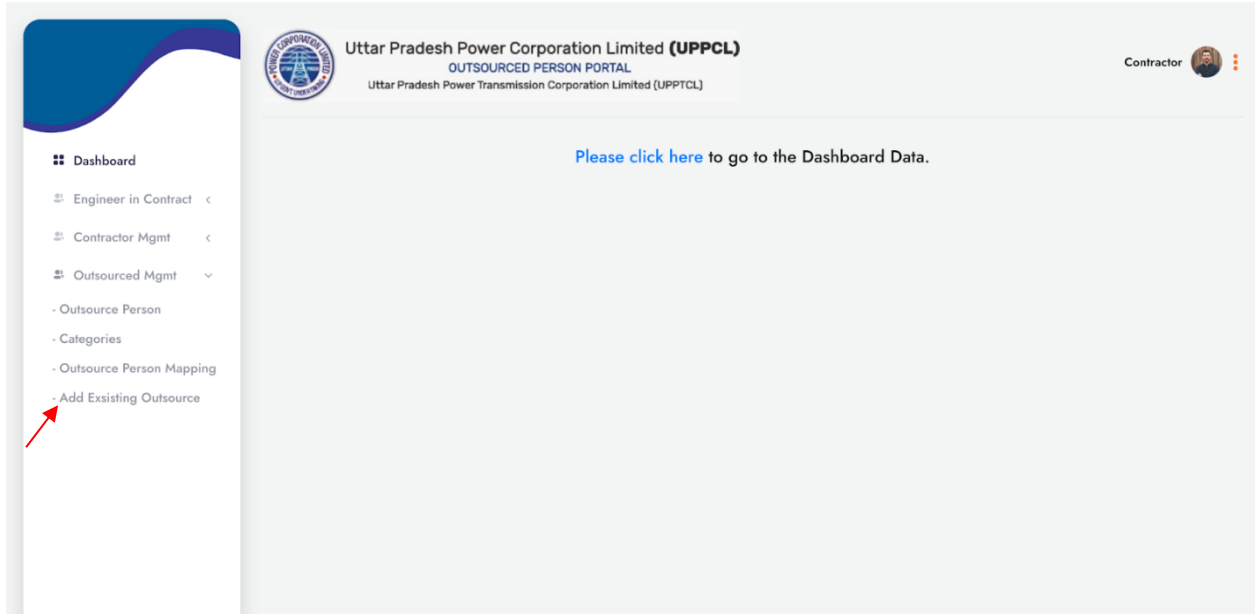
### Add Outsourced Person Back

<b>Name *</b> <input type="text" value="Name"/>	<b>Gender *</b> SELECT	<b>Caste Category *</b> SELECT
<b>DOB *</b> <input type="text" value="dd/mm/yyyy"/>	<b>Mobile Number *</b> <input type="text" value="Mobile Number"/>	<b>Address *</b> <input type="text" value="Address"/>
<b>Email</b> <input type="text" value="Email"/>	<b>State *</b> SELECT STATE	<b>District *</b> SELECT DISTRICT
<b>Tehsil Name *</b> <input type="text" value="Tehsil Name"/>	<b>Bank Account No *</b> <input type="text" value="Bank Account No"/>	<b>Bank Name *</b> <input type="text" value="Bank Name"/>
<b>IFSC Code *</b> <input type="text" value="IFSC Code"/>	<b>Category *</b> SELECT CATEGORY	<b>Sub Category *</b> SELECT SUB CATEGORY
<b>Educational Qualification *</b> Select Educational Qualification	<b>Work Experience (in years) *</b> <input type="text" value="Work Experience (in years)"/>	<b>EPF UAN Number *</b> <input type="text" value="EPF UAN Number"/>
<b>ESI Applicable *</b> SELECT	<b>ESI Number</b> <input type="text" value="ESI Number"/>	<b>Accidental Insurance Policy Number</b> <input type="text" value="Accidental Insurance Policy Number"/>
<b>Group insurance policy number</b> <input type="text" value="Group insurance policy number"/>	<b>WC insurance policy Number</b> <input type="text" value="WC insurance policy Number"/>	<b>Aadhar Number *</b> <input type="text" value="Aadhar No"/>
<b>Registration Number for Contract Labour (Regulation and Abolition) Act, 1970</b> <input type="text" value="Registration Number for Contract Labour"/>	<b>Registration Number for Building and Other Construction Workers Welfare cess Act 1996</b> <input type="text" value="Registration Number for Building and Other Coi"/>	

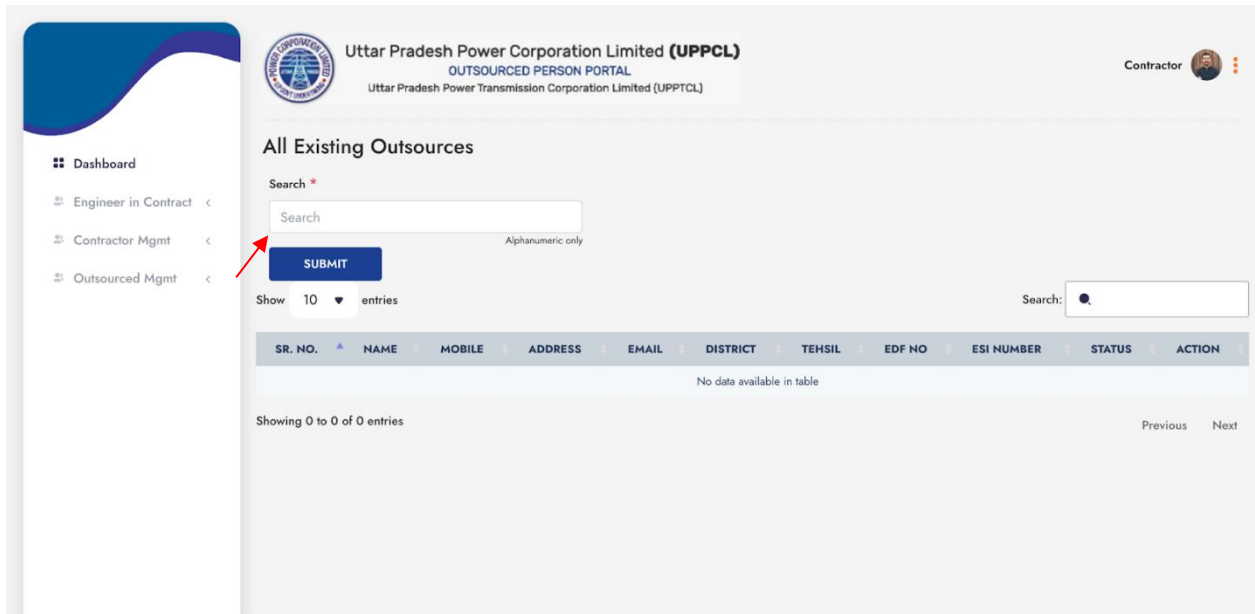
**SAVE** **CANCEL**

# Addition of Existing Outsourced Person

4. For Addition of an Existing Outsourced Person, click on the Add Existing Outsource in the Outsource Management on the side menu



5. The following screen will be displayed, where you can search the Outsourced Person by entering their Mobile number or EPF number.



6. The following screen is displayed on searching via Mobile Phone number. On clicking on the 'Eye button' you can view all the details of the selected Outsourced Person.

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Contractor

### All Existing Outsources

Search \*

9721005598 Alphanumeric only

SUBMIT

Show 10 entries

Search:

SR. NO.	NAME	MOBILE	ADDRESS	EMAIL	DISTRICT	TEHSIL	EDF NO	ESI NUMBER	STATUS	ACTION
1	KRISHNA KUMAR	9721005598	ATANGI NAUGAWAN BEWANA AKBARPUR AMBEDKAR NAGAR		Ambedkar Nagar	AKBARPUR	101323770719		Active	
2	KRISHNA KUMAR	9721005598	ATANGI NAUGAWAN BEWANA AKBARPUR AMBEDKAR NAGAR		Ambedkar Nagar	AKBARPUR	101323770719		Active	

Showing 1 to 2 of 2 entries

Previous **1** Next

7. The following page is displayed on clicking the Eye button

Uttar Pradesh Power Corporation Limited (UPPCL)  
OUTSOURCED PERSON PORTAL  
Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Contractor

### View Outsourced Person

[Back](#)

<b>Name</b> KRISHNA KUMAR	<b>Gender</b> Male	<b>Caste Category</b>
<b>Mobile Number</b> 9721005598	<b>DOB</b> 01-01-1970	<b>Address</b> ATANGI NAUGAWAN BEWANA AKBARPUR AMBEDKAR NAGAR
<b>Email</b>	<b>State</b> Uttar Pradesh (UP)	<b>District</b> Ambedkar Nagar
<b>Tehsil Name</b> AKBARPUR	<b>Bank Account No</b> 32843663289	<b>Bank Name</b> SBI SHAHZADPUR AMBEDKAR NAGAR
<b>IFSC Code</b> SBIN0012322	<b>Category</b> others	<b>Educational Qualification</b>
<b>Work Experience</b> Year	<b>EPF UAN Number</b> 101323770719	<b>ESI Applicable</b> No
<b>ESI Number</b>	<b>Accidental Insurance Policy Number</b> YES	<b>Group insurance policy number</b>
<b>WC insurance policy Number</b>	<b>Aadhar No</b> 0	<b>Registration Number for Contract Labour (Regulation and Abolition) Act, 1970</b>
<b>Registration Number for Building and Other Construction Workers Welfare cess Act 1996</b>	<b>Status</b> Active	

8. On clicking on the 'Plus button', the Outsourced Person is added to the logged in contractor.

The screenshot shows the 'Uttar Pradesh Power Corporation Limited (UPPCL) OUTSOURCED PERSON PORTAL'. The page title is 'Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)'. The user is logged in as a 'Contractor'. The main heading is 'All Existing Outsources'. There is a search bar with the text '9721005598' and a 'SUBMIT' button. Below the search bar, it says 'Alphanumeric only'. There is a 'Show 10 entries' dropdown and a search icon. The table below has the following data:

SR. NO.	NAME	MOBILE	ADDRESS	EMAIL	DISTRICT	TEHSIL	EDF NO	ESI NUMBER	STATUS	ACTION
1	KRISHNA KUMAR	9721005598	ATANGI NAUGAWAN BEWANA AKBARPUR AMBEDKAR NAGAR		Ambedkar Nagar	AKBARPUR	101323770719		Active	
2	KRISHNA KUMAR	9721005598	ATANGI NAUGAWAN BEWANA AKBARPUR AMBEDKAR NAGAR		Ambedkar Nagar	AKBARPUR	101323770719		Active	

Showing 1 to 2 of 2 entries. Previous 1 Next

9. The following screen will be displayed on clicking the 'Plus button'.

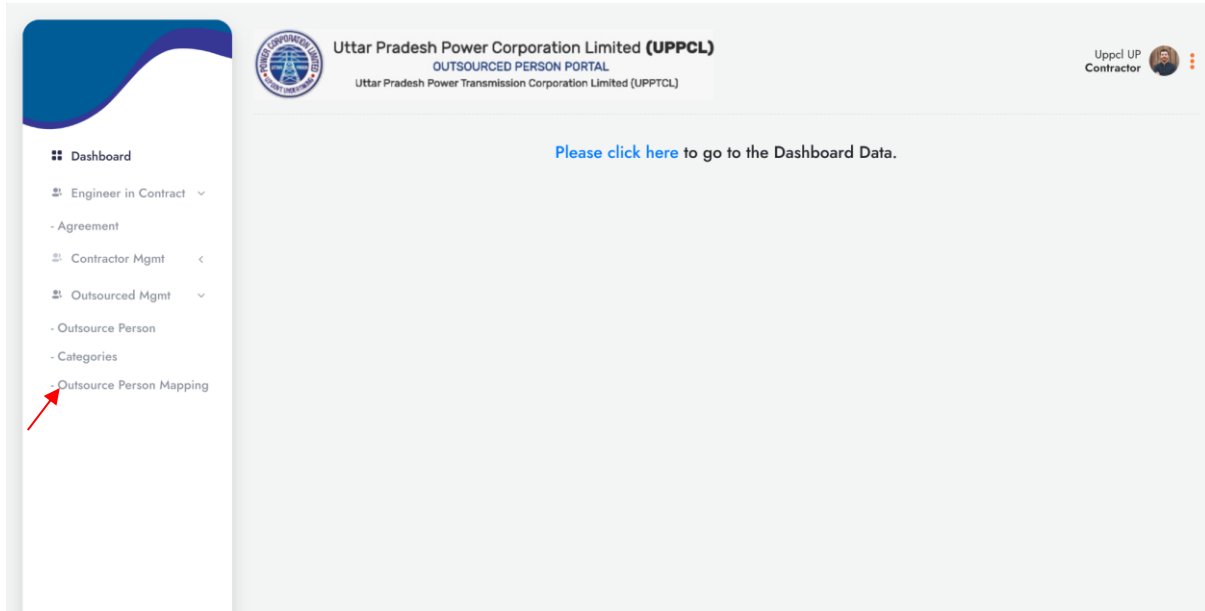
The screenshot shows the same portal as above, but with a green success message: 'Outsource Added successfully to this contractor'. The search bar is empty. The table below is empty with the message 'No data available in table'.

SR. NO.	NAME	MOBILE	ADDRESS	EMAIL	DISTRICT	TEHSIL	EDF NO	ESI NUMBER	STATUS	ACTION
No data available in table										

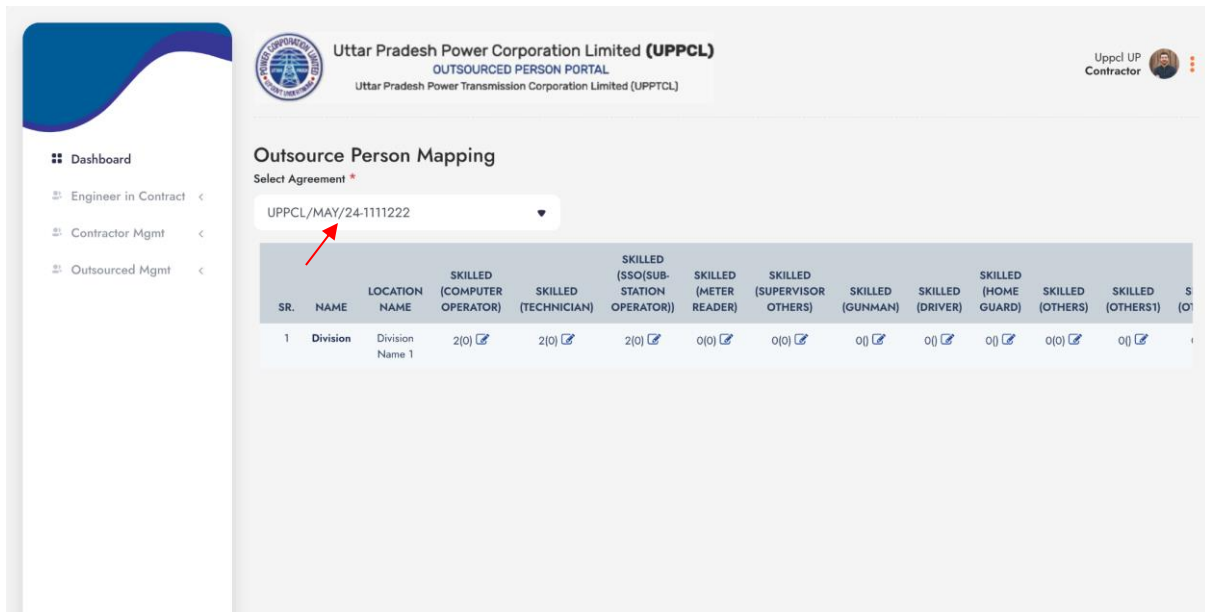
Showing 0 to 0 of 0 entries. Previous Next

# Deployment of an Outsourced Person

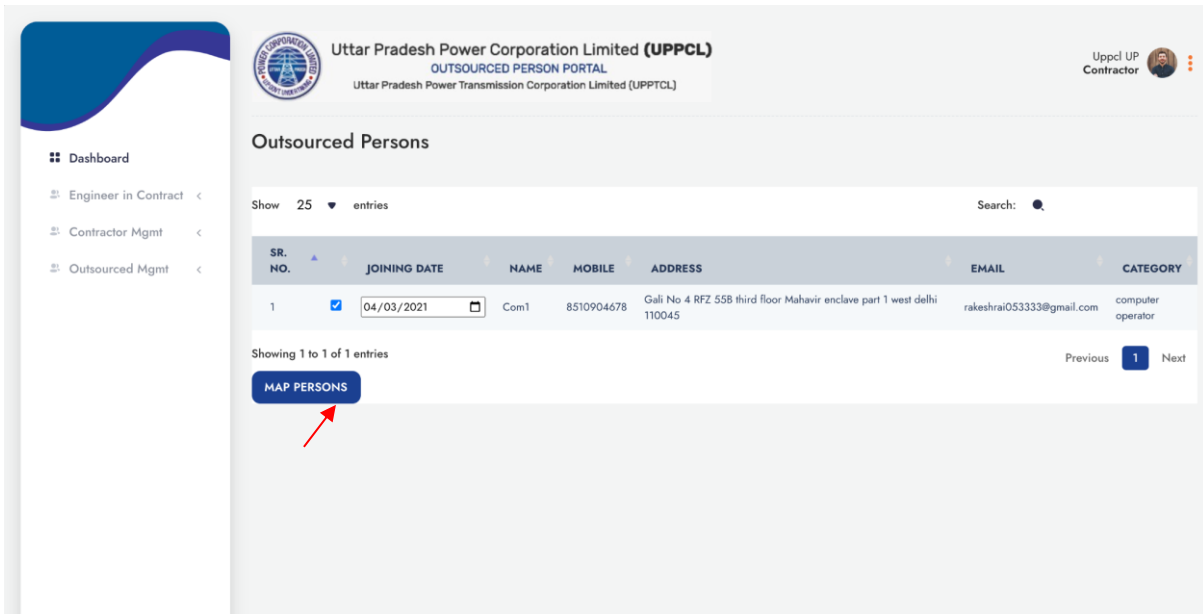
10. For deployment of an Outsourced Person on the location, select Outsource Person Mapping in the Outsourced Management on the side menu.



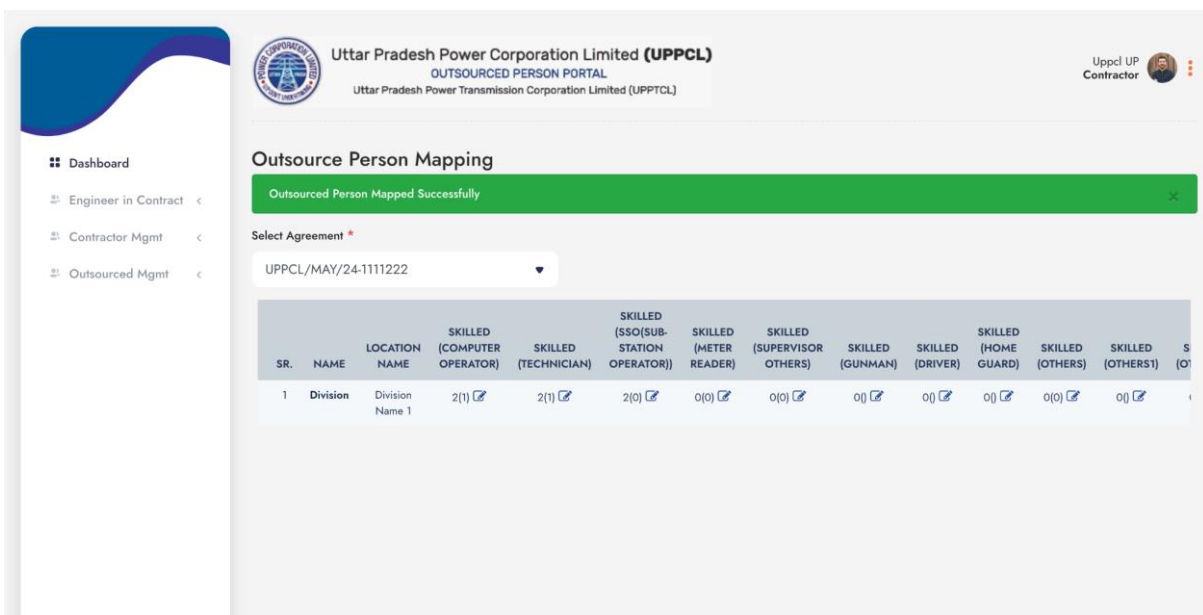
11. The following screen will be displayed, where you select the Agreement from the drop - down menu for which the outsourced person are to be mapped.



12. The next screen will allow you to map individual outsource person to the location by entering all the required details and on clicking the 'Map Persons' the mapping will be completed.

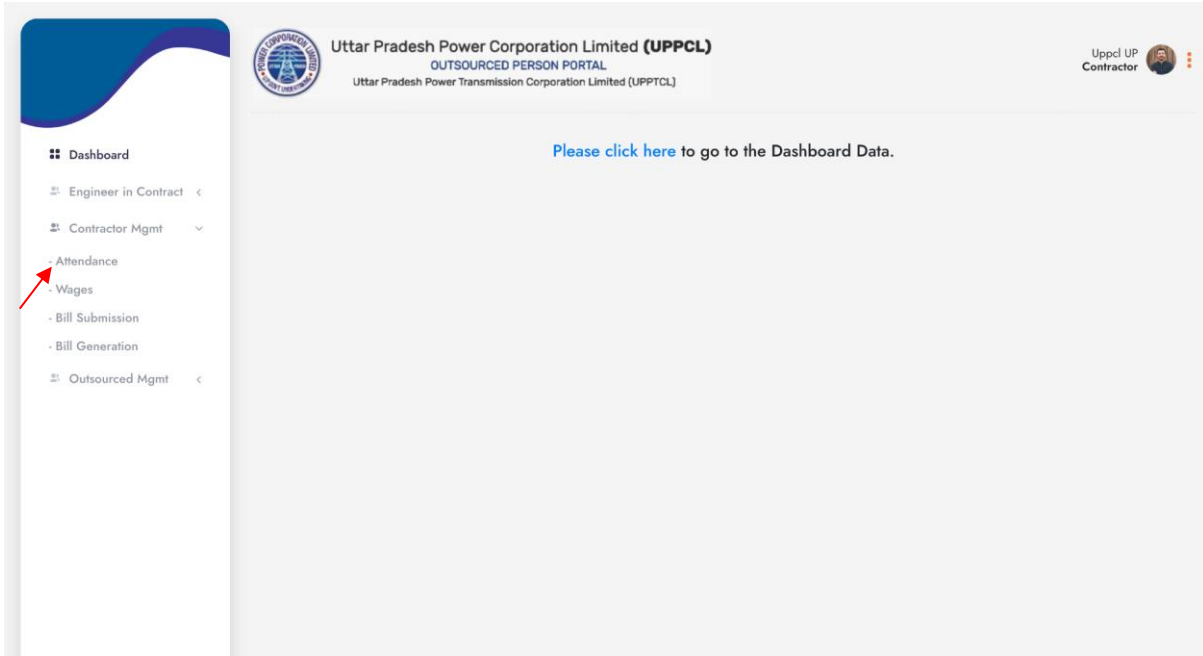


13. The following screen will display the successful Mapping of an outsourced person.

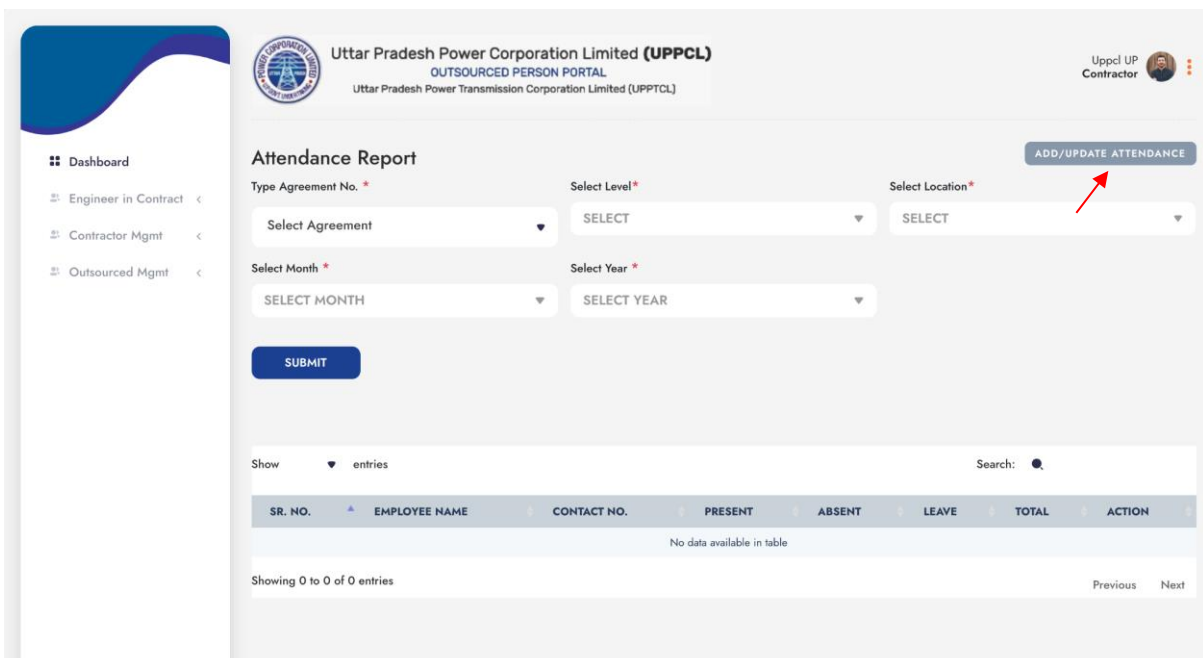


# Attendance Marking for Outsourced

14. For Marking the attendance of an Outsourced Person, select Attendance in the Contractor management on the side menu



15. The following screen will be displayed, where you can click on 'Add/ Update Attendance'.



16. The next screen will allow you to update and enter the attendance details of the outsourced people. On clicking the ‘Submit’ button it will enter the details of attendance to the system.

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
 OUTSOURCED PERSON PORTAL  
 Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Uppcl UP Contractor

### Add/Update Attendance

Select Agreement No. \*  Select Level\*  Select Location\*

Attendance Month \*  Attendance Year \*

**ADD/UPDATE ATTENDANCE**

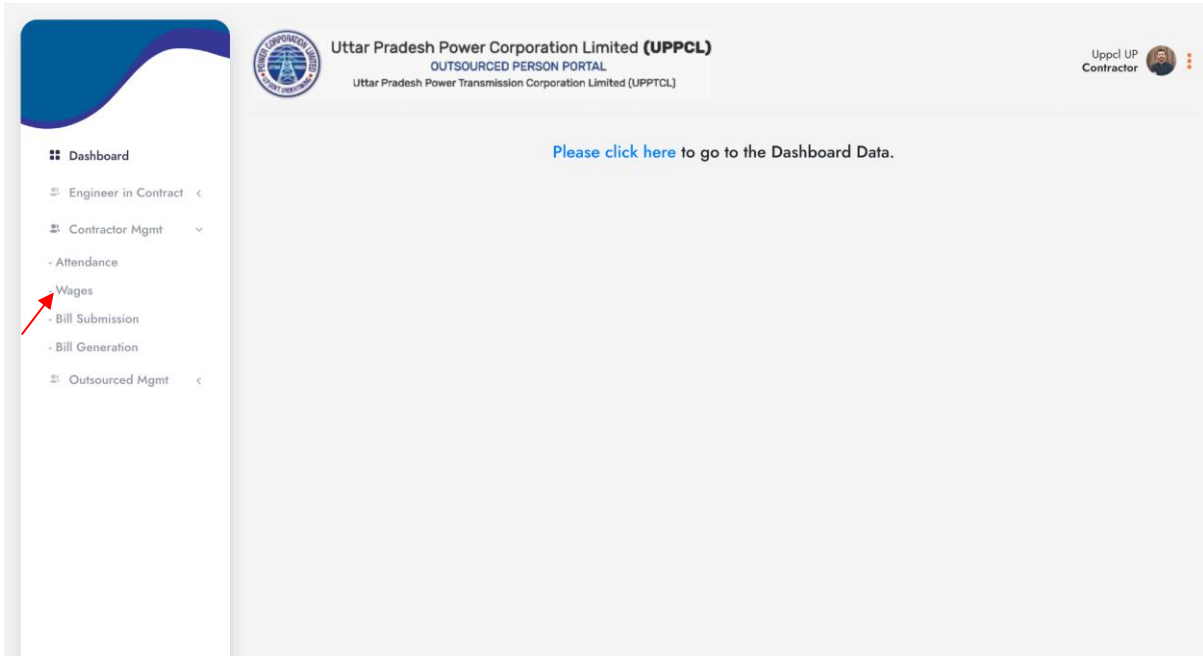
SR. NO.	EMPLOYEE NAME	CONTACT NO.	PRESENT	ABSENT	LEAVE	TOTAL
1	Com1	8510904678	30	0		30
2	Tech1	8510904678	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text"/>	30
3	Com2	9999999999	30	0		30
4	Tech2	8510904678	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text"/>	30
5	SSO1	8510904678	30	0		30
6	SSO2	8510904678	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text"/>	30
7	labour1	8510904678	30	0		30
8	labour2	8510904678	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text"/>	30

**SUBMIT**

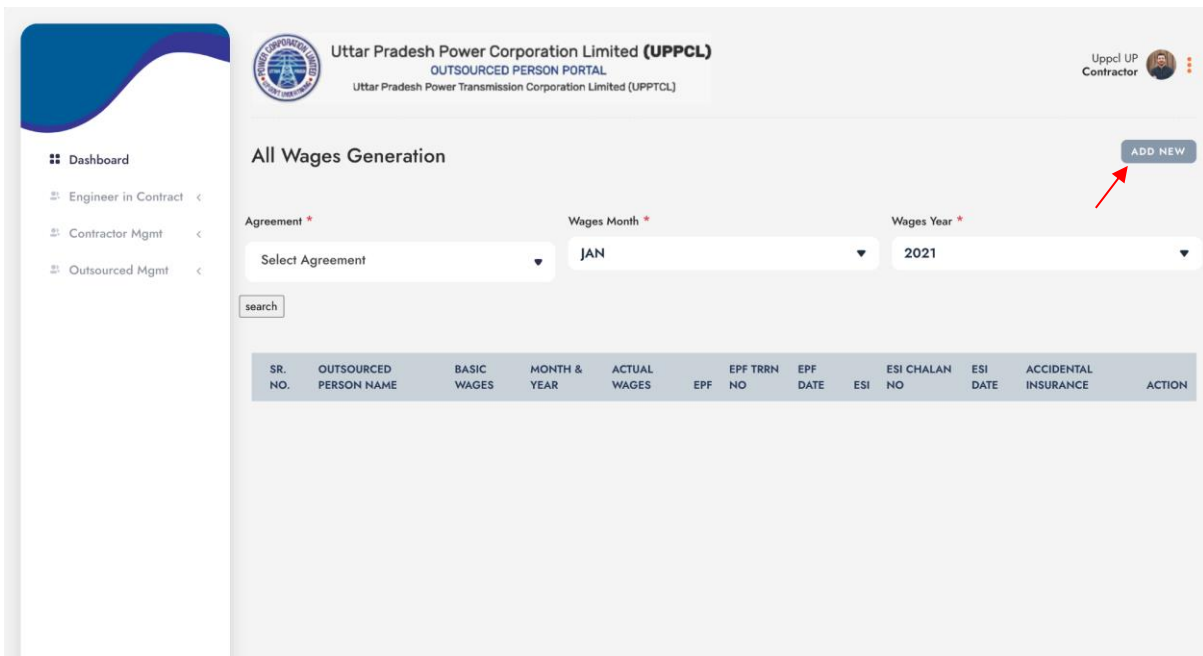


# Wage Generation

17. For wage generation of Outsourced Person, select wages in the Contractor management on the side menu.



18. On the following screen, select the 'Add New' button for wage generation.



19. The following screen will be displayed where you can enter all the required details and click on 'Submit' button.

**Uttar Pradesh Power Corporation Limited (UPPCL)**  
 OUTSOURCED PERSON PORTAL  
 Uttar Pradesh Power Transmission Corporation Limited (UPPTCL)

Uppcl UP Contractor

### Add Wages Generation

Agreement No. \* UPPCL/MAY/24-11... Wages Month \* APR Wages Year \* 2021

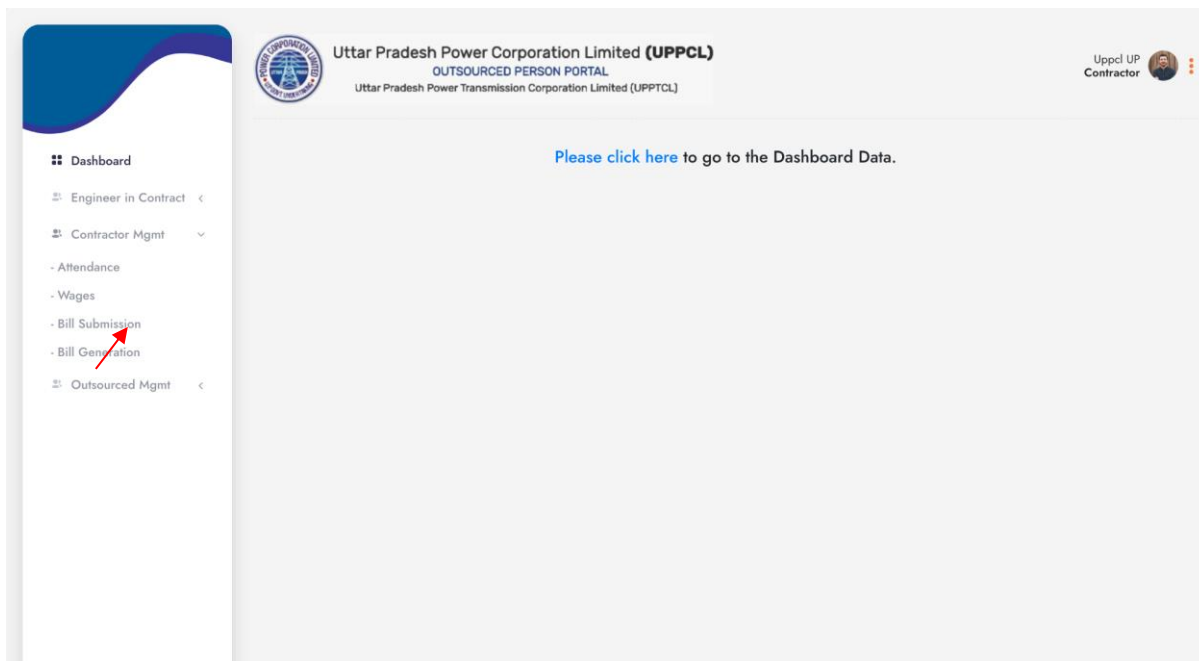
GET

Name	Mobile No	Category	Present Days	Minimum Wages (Basic Wages + DA)	Actual Wages (Basic Wages + DA)	EPF Amount	EPF TRRN No	EPF Date
Com1	8510904678	computer operator	30	10791	12451.15	2988.28	11111123456	25/05/2021
Tech1	8510904678	Technician	30	10791	12451.15	2988.28	11111123456	25/05/2021
Com2	9999999999	computer operator	30	10791	12451.15	2988.28	11111123456	25/05/2021
Tech2	8510904678	Technician	30	10791	12451.15	2988.28	11111123456	25/05/2021
SSO1	8510904678	SSO(sub-station operator)	30	10791	12451.15	2988.28	11111123456	25/05/2021
SSO2	8510904678	SSO(sub-station operator)	30	10791	12451.15	2988.28	11111123456	25/05/2021
labour1	8510904678	line maitainace(labour)	30	8758	10105.38	2425.3	11111123456	25/05/2021
labour2	8510904678	line maitainace(labour)	30	8758	10105.38	2425.3	11111123456	25/05/2021

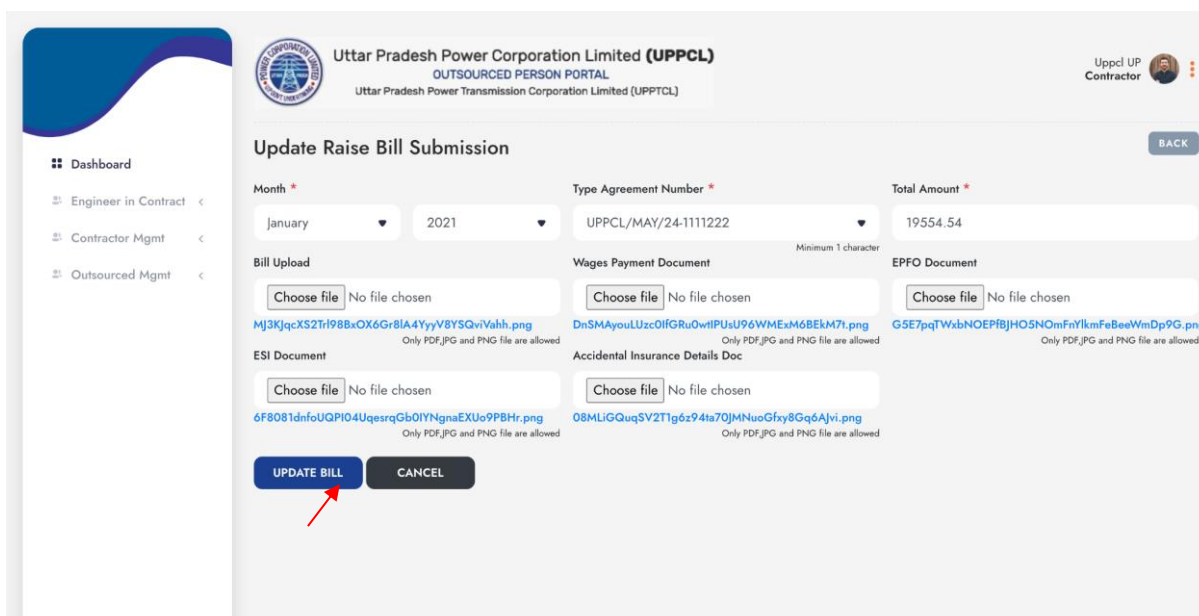
SUBMIT

# Bill Submission

20. For **Bill Submission**, select the Bill submission in the Contractor Management on the side menu.

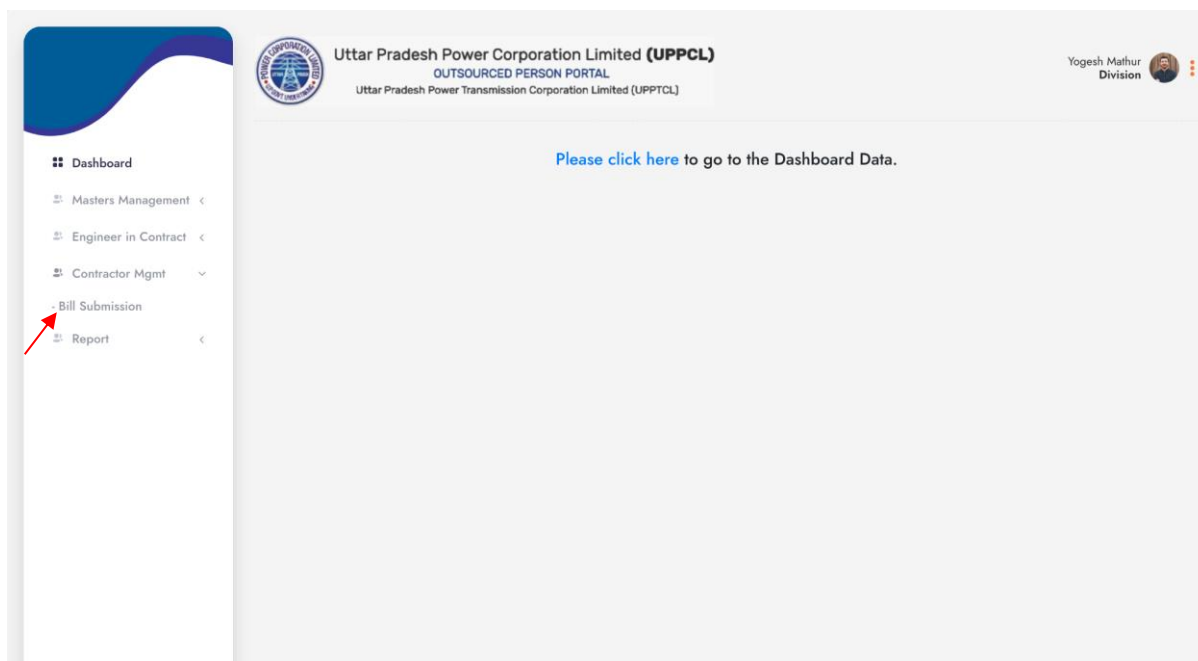


21. The following screen will be displayed, where you can submit all the required details against a bill and update the required Bill by clicking on the 'Update Bill' button.

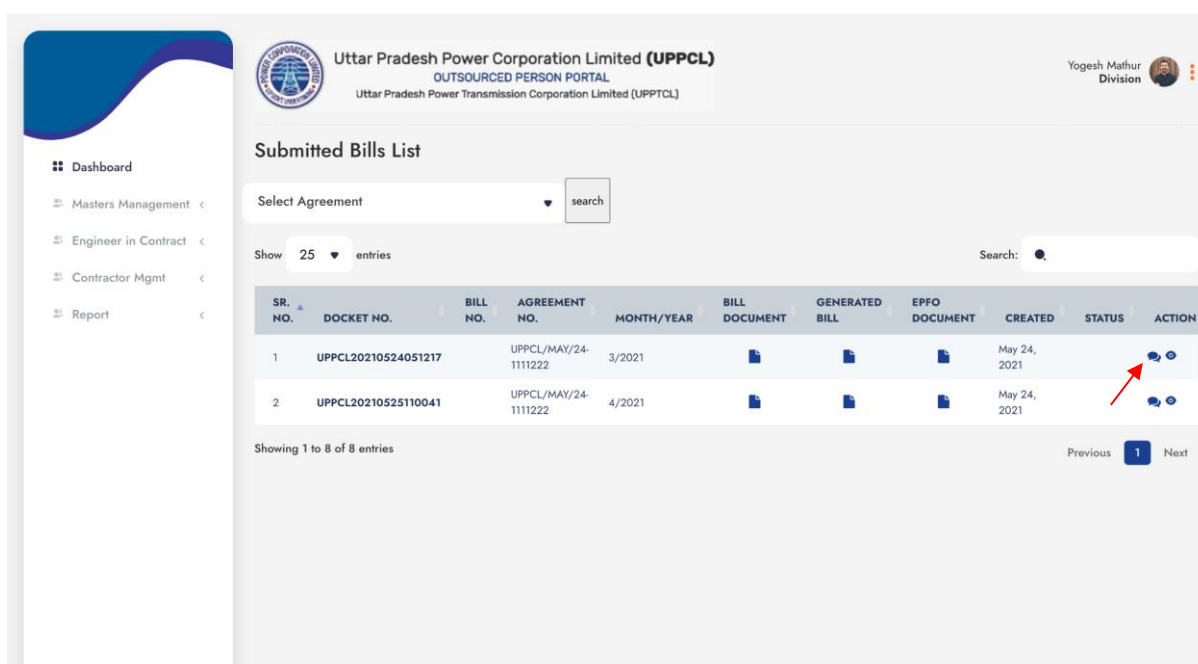


# Bill Process by Engineer in Contract

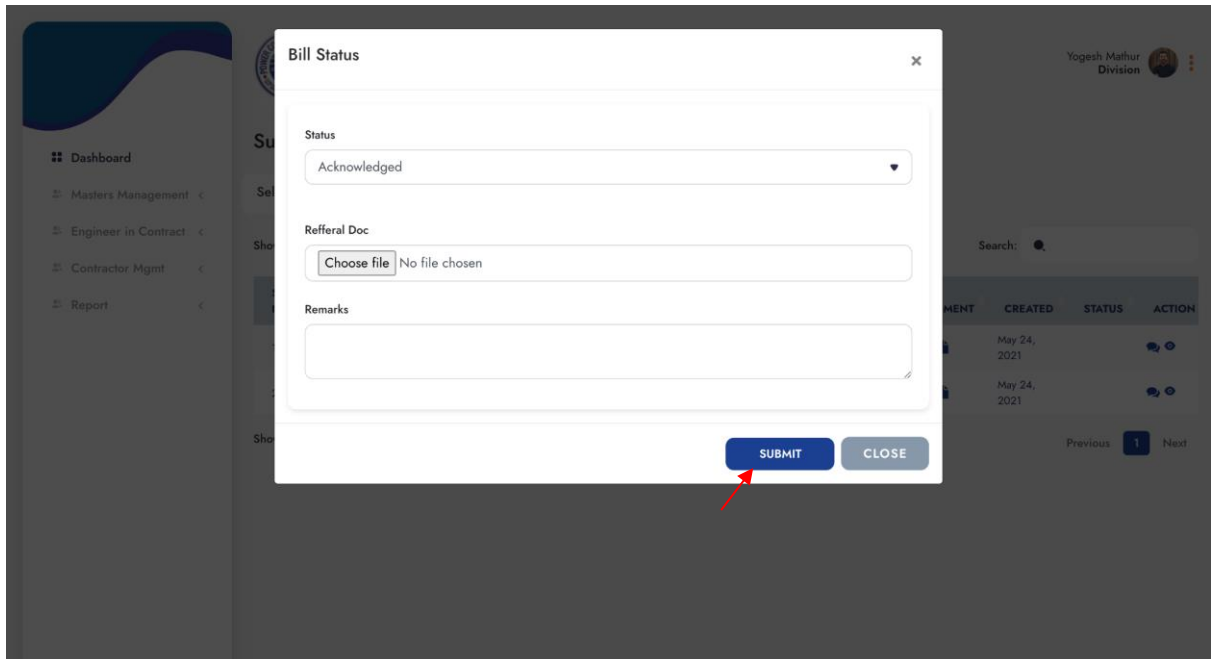
1. The Engineer In Contract needs to select the 'Bill Submission' option in the Contractor Management on the side menu.



2. The following screen will be displayed, where you can update the status of a particular bill by clicking the chat icon on the right end.



- The following dialog box will pop up for you to update the status of the bill by clicking the 'Submit' button.



# Help Desk Details

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For any assistance, please connect :

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Contact No.: +91 - 7275638862