

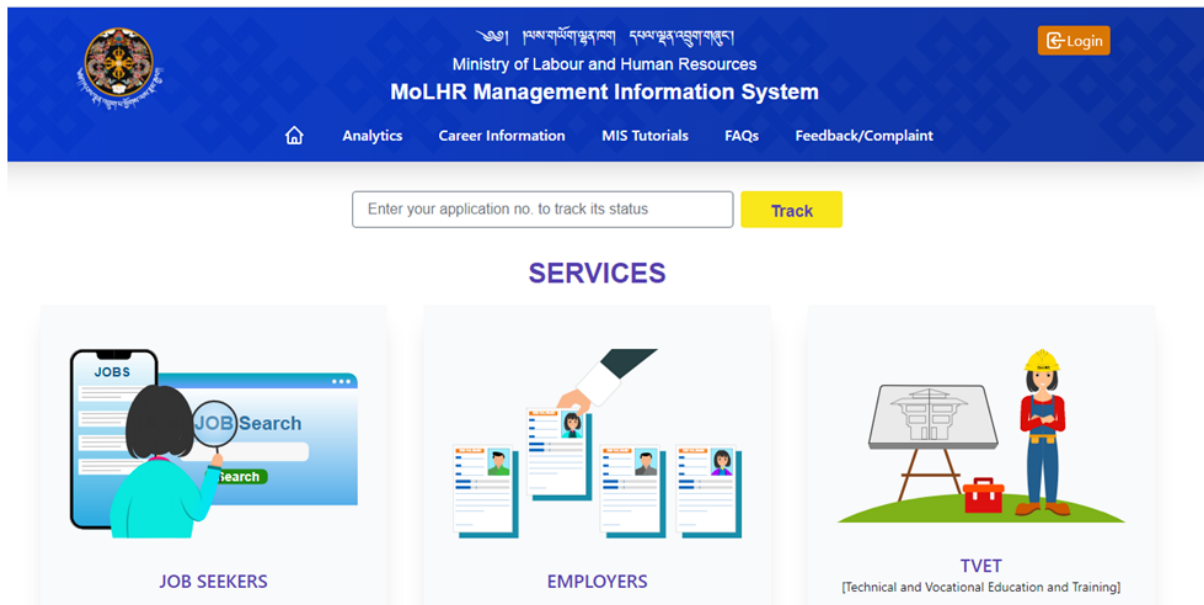
# MoLHR-MIS User Manual for Employer

## CONTENTS

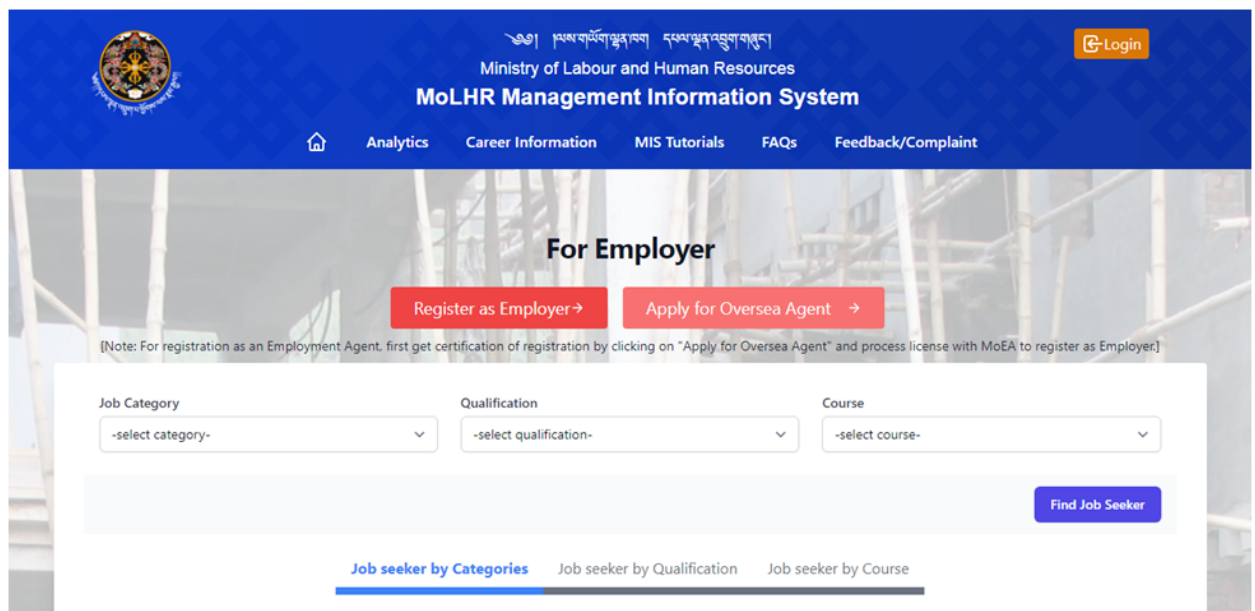
CONTENTS	1
How to register as Employer	2
How to log in as a Employer	4
How to submit foreign worker requisition	5
How to claim application by MoLHR and FWRA	6
How FWRAs/MoLHR can check or submit foreign workers application	9
Foreign Workers Requisition and application directly through the FWRAs/MoLHR	11
How to track application status	11

## I. How to register as Employer

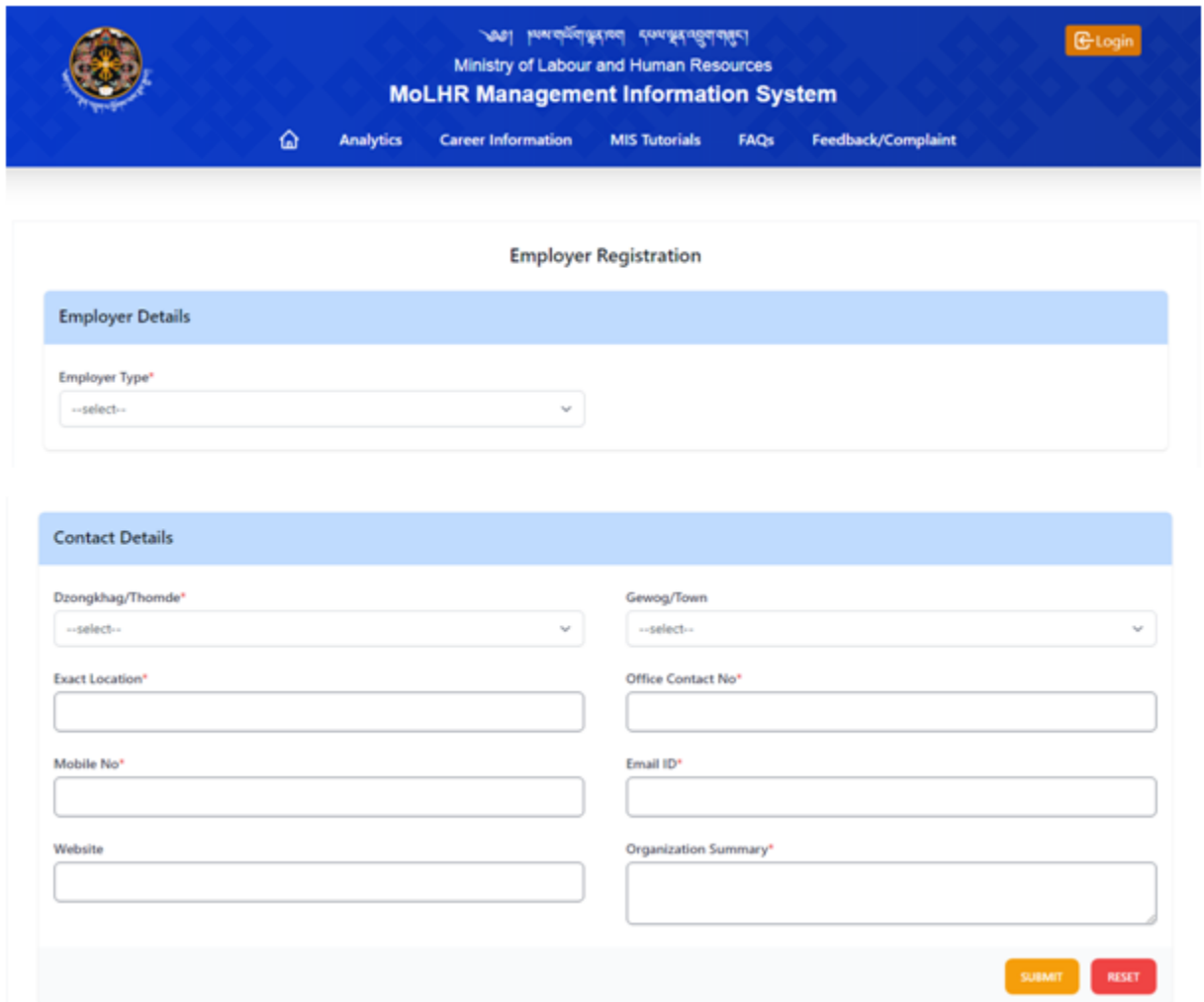
1. Type <https://mis.molhr.gov.bt/> on your browser. The MoLHR-MIS homepage will be displayed as shown below:



2. Click on the employer and then click on “Register as Employer” button as shown below:



3. The following Employer registration form will be displayed. Fill the form with required information and without leaving any of the mandatory fields marked with \* sign and click submit.



The screenshot shows the 'Employer Registration' form within the 'MoLHR Management Information System'. The header is blue with the Ministry of Labour and Human Resources logo and name in Dzongkha and English. A 'Login' button is in the top right. Below the header is a navigation bar with links: Analytics, Career Information, MIS Tutorials, FAQs, and Feedback/Complaint. The main content area is titled 'Employer Registration' and contains two sections: 'Employer Details' and 'Contact Details'. The 'Employer Details' section has a dropdown for 'Employer Type\*'. The 'Contact Details' section has dropdowns for 'Dzongkhag/Thomde\*' and 'Gewog/Town\*', and text input fields for 'Exact Location\*', 'Office Contact No\*', 'Mobile No\*', 'Email ID\*', 'Website', and 'Organization Summary\*'. At the bottom right are 'SUBMIT' and 'RESET' buttons.

**MoLHR Management Information System**

Ministry of Labour and Human Resources

Analytics Career Information MIS Tutorials FAQs Feedback/Complaint

**Employer Registration**

**Employer Details**

Employer Type\*

--select--

**Contact Details**

Dzongkhag/Thomde\* Gewog/Town\*

--select-- --select--

Exact Location\* Office Contact No\*

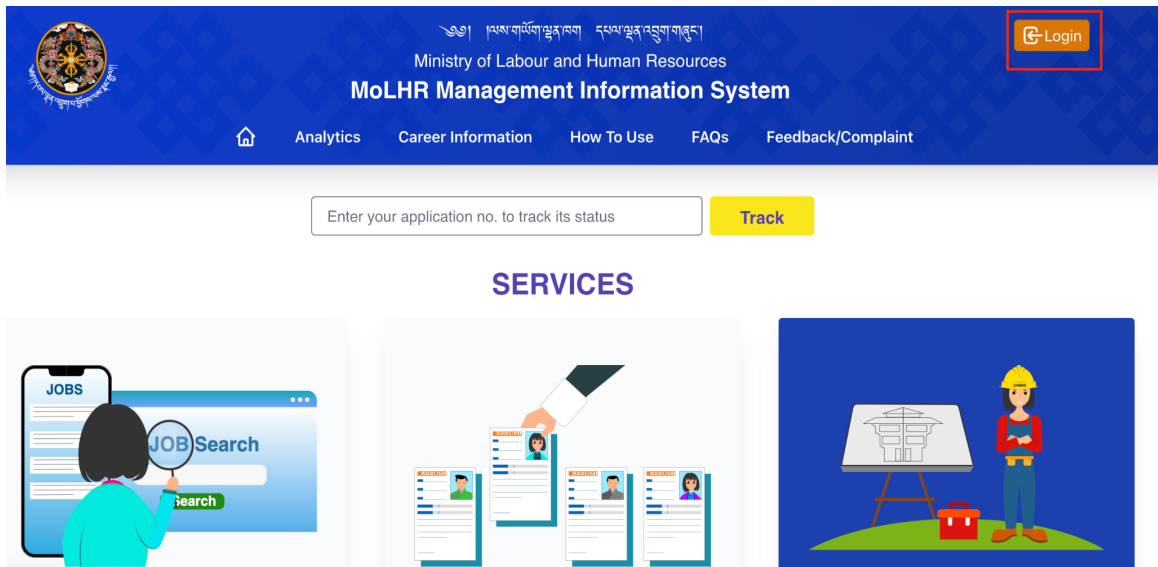
Mobile No\* Email ID\*

Website Organization Summary\*

SUBMIT RESET

## II. How to log in as a Employer

1. Now that you are registered, you can log in by going to the 'login' menu on the top right corner of the MoLHR-MIS homepage as shown below:



2. When you click on “Login”, the following page will be displayed. Log in with the user ID which is your Employer ID and the password which you have received via email and SMS:

The image shows the login page of the MoLHR Management Information System. It features a white login form centered on a light gray background. The form has a header with the Ministry of Labour and Human Resources logo. Below the logo, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember me'. At the bottom of the form, there is a link 'Forgot your password?' and a purple 'Log in' button.

### III. How to submit foreign worker requisition

Once you log in, on your dashboard, click on 'Foreign Workers', and then click on 'New Recruitment', and fill up the details, such as location of work for which you require foreign workers, work details, and the job category of the foreign workers required in the form that appears as shown below:

MOLHR MIS

Dashboard

Employer

Search Job Seeker

Notification

Service

Foreign Workers

New Recruitment

Management

Payment

Employer Details

Employer Type

License No.

Business Name

Private Business

4009592

Phagma Jamtse

Office Location

Dzongkhag

Gewog

Exact Location

Pemagatshel

Nganglam

Mobile No.

77242406

Location of Work/ Activity for which Foreign Worker is Recruited

Dzongkhag\*

Gewog\*

Village\*

--select--

--select--

--select--

Exact Location\*

Sector\*

All

Work Details

Project Award Letter Number\*

Name of Contact Award

Contact Cost/Value

Project Description

Project Award Date

Project Completion Date

Purpose of the Work\*

--select--

### Foreign Workers Details

#	NAME	DOB	GENDER	QUALIFICATION	BIRTH PLACE	PASSPORT/VOTER ID	COUNTRY	MINIMUM WAGE PER MONTH(NU)	JOB CATEGORY	IF B
1	<input type="text"/>	<input type="text"/>	--select--	--select--	<input type="text"/>	<input type="text"/>	--select--	<input type="text"/>	--select--	

Duration of Work Permit Required: (Duration cannot be more than one year)

From Date\*

To Date\*

Point of Entry\*

--select--

Choose the office through which you would like to process this application

All

### Attachment

Attachment 1

No file chosen

DELETE

+ Add New Row

### Justify The Requirement

Reason/ Remarks

☐

I hereby declare and confirm that all information furnished/submitted herein are true. If the information and details submitted are found to be not true, I shall be liable for penalty as per the Labour and Employment Act of Bhutan and it's Regulations

SUBMIT

CANCEL

#### IV. How to claim application by MoLHR and FWRA

**Note:** Agent and MoLHR office to claim and proceed only those applications where their Agent/MoLHR name is mentioned by employers.

FWRAs and MoLHR with this role will have to click on 'Tasklist' and then on 'Application', after logging in. You will see all the applications under 'Group Tasks' as shown below.







The screenshot displays the MOLHR MIS interface. On the left, a sidebar contains a 'Tasklist' menu with a sub-item 'Application' highlighted by a red box. The main content area is titled 'Task List' and is divided into two sections: 'Group Tasks' and 'My Tasks'. Each section contains a table with columns for Application No., Service Name, Applicant, Submitted Date, and Current Status. The 'Group Tasks' table lists six applications, all for 'New Foreign Workers', with statuses ranging from 'APPROVED' to 'SUBMITTED'. The 'My Tasks' table lists six applications, all for 'New Foreign Workers', with statuses all being 'APPROVED'. A search bar is present in each table.

APPLICATION NO	SERVICE NAME	APPLICANT	SUBMITTED DATE	CURRENT STATUS
↓ 47000022	New Foreign Workers		2022-04-26 08:24:17	APPROVED
↓ 47000023	New Foreign Workers		2022-04-26 08:26:23	APPROVED
↓ 47000025	New Foreign Workers		2022-04-26 08:29:12	APPROVED
↓ 47000026	New Foreign Workers		2022-04-26 08:31:17	APPROVED
↓ 47000102	New Foreign Workers		2022-04-28 14:47:42	SUBMITTED
↓ 47000103	New Foreign Workers		2022-04-29 06:01:25	APPROVED

APPLICATION NO	SERVICE NAME	APPLICANT	SUBMITTED DATE	CURRENT STATUS
↑ 47000002	New Foreign Workers		2022-04-08 10:04:19	APPROVED
↑ 47000004	New Foreign Workers		2022-04-08 09:22:11	APPROVED
↑ 47000005	New Foreign Workers		2022-04-08 10:04:36	APPROVED
↑ 47000006	New Foreign Workers		2022-04-08 10:04:50	APPROVED
↑ 47000007	New Foreign Workers		2022-04-17 12:26:03	APPROVED
↑ 47000008	New Foreign Workers		2022-04-18 08:16:23	APPROVED







1. Now, sort/search applications by your FWRA name/MoLHR, and click on the 'Application No.' to claim that application. As soon as you do that, it will be moved to 'My Tasks'. When you click on the application number, the application form with the details will show up.

## My Tasks

APPLICATION NO	SERVICE NAME	APPLICANT	SUBMITTED DATE	CURRENT STATUS
 47000002	New Foreign Workers		2022-04-08 10:04:19	APPROVED
 47000004	New Foreign Workers		2022-04-08 09:22:11	APPROVED
 47000005	New Foreign Workers		2022-04-08 10:04:36	APPROVED
 47000006	New Foreign Workers		2022-04-08 10:04:50	APPROVED
 47000007	New Foreign Workers		2022-04-17 12:26:03	APPROVED
 47000008	New Foreign Workers		2022-04-18 08:16:23	APPROVED

2. If you have accidentally claimed an application and want to unclaim, you can click on the blue arrow in front of the application number as shown below:

## My Tasks

APPLICATION NO	SERVICE NAME	APPLICANT	SUBMITTED DATE	CURRENT STATUS
 47000002	New Foreign Workers		2022-04-08 10:04:19	APPROVED
 47000004	New Foreign Workers		2022-04-08 09:22:11	APPROVED
 47000005	New Foreign Workers		2022-04-08 10:04:36	APPROVED
 47000006	New Foreign Workers		2022-04-08 10:04:50	APPROVED
 47000007	New Foreign Workers		2022-04-17 12:26:03	APPROVED
 47000008	New Foreign Workers		2022-04-18 08:16:23	APPROVED



## V. How FWRAs/MoLHR can check or submit foreign workers application

As per the job category and number of foreign workers requested by the employers through the requisition form, the FWRAs/MoLHR have to input details of the foreign workers as per the form and submit the form.

Employer Details		
Employer Type	License No.	Business Name
Private Business	R1006409	Rinzin Lhamo Sale
Office Location		
Dzongkhag	Gewog	Exact Location
Thimphu		Changlam
Mobile No.		
77109777		

Location of Work/ Activity for which Foreign Worker is Recruited		
Dzongkhag	Gewog	Village
Thimphu	Thim Throm	Bangdu
Exact Location	Sector	
babesa	Construction	

Work Details		
Project Award Letter Number*	Name of Contact Award	Contact Cost/Value
w0995	road	450000.00
Project Description	Project Award Date	Project Completion Date
Project test	2022-06-21	2022-06-24
Purpose of the Work		
Construction		

### Foreign Workers Details

SL. NO.	JOB CATEGORY	NUMBER
1	Blaster	4
2	Const. Carpenter	6

Duration of Work Permit Required:  
(Duration cannot be more than one year)

From Date  To Date

Point of Entry

#	NAME	DOB	GENDER	QUALIFICATION	BIRTH PLACE	PASSPORT/VOTER ID	COUNTRY	MINI
1	<input type="text" value="Pranim"/>	<input type="text" value="2022"/>	<input type="text" value="Male"/>	<input type="text" value="Certificate"/>	<input type="text" value="Assam"/>	<input type="text" value="243465"/>	<input type="text" value="India"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="--select--"/>	<input type="text" value="--select--"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--select--"/>	<input type="text"/>

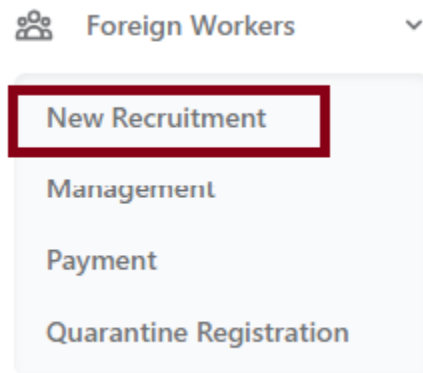
### Attachment

### Justify The Requirement

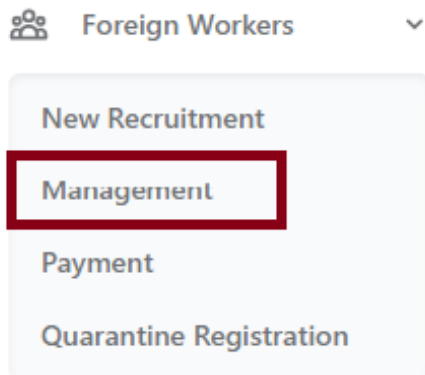
Reason	Remarks
<input type="text" value="ok"/>	<input type="text"/>

## Foreign Workers Requisition and application directly through the FWRAs/MoLHR

If the employers request for foreign workers is through email/call/visit without online requisition on Foreign Workers Management System, then the FWRAs/MoLHR can create and apply as follows by going to 'New Recruitment' under 'Foreign Workers'.



Similarly, the request for renewal, replacement, and additional foreign workers can be directly submitted by the FWRAs/MoLHR by clicking on 'Management' under 'Foreign Workers' as shown below:



## VI. How to track application status

1. How to track application status and its result
  - a) From employer's dashboard after logging in: On your dashboard, when you can click on 'Management' under 'Foreign Workers', you will see the list of applications you submitted, along with their status.

Foreign Workers Management					
EMPLOYER ID	SECTOR	WORK DURATION	LOCATION	STATUS	ACTION
3130481	Construction	2022-06-02 to 2022-06-22	Punakha, Barp, Lobesa, lobes	SUBMITTED	
3101032	Construction	2022-06-21 to 2022-06-24	Thimphu, Thim Throm, Bangdu, babesa	SUBMITTED	

- b) Public page to track application: you can also track your application from the MoLHR-MIS homepage by simply entering the application number in the 'track' application menu. If your application is approved, you will see the download/print option to print or download it.

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Ministry of Labour and Human Resources

**MoLHR Management Information System**

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Analytics

Career Information

MIS Tutorials

FAQs

Feedback/Complaint

Enter your application no. to track its status

Track

SERVICES

Application Status

Application Number: **47000163** & Service Name: **New Foreign Workers**

#	Status	Action Date	Remarks
1	SUBMITTED	2nd-Jun-2022 06:15:09	ok

CLOSE

JOBS

JOBS

Search

search

EMPLOYERS

EMPLOYERS

EMPLOYERS

TVET

TVET

[Technical and Vocational Education]