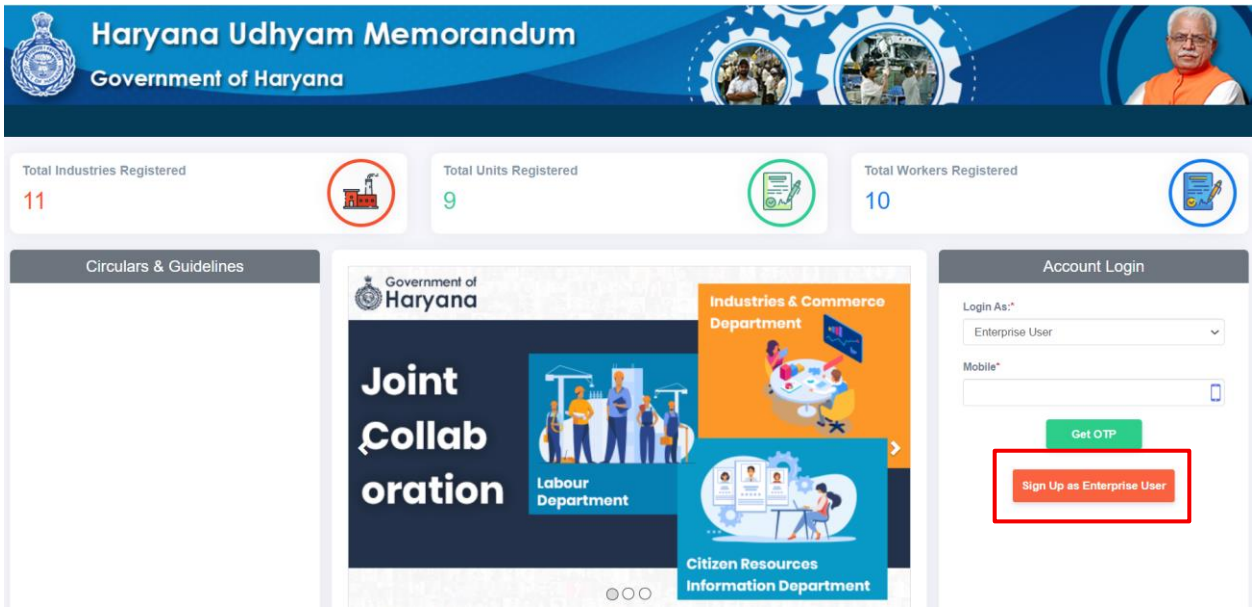
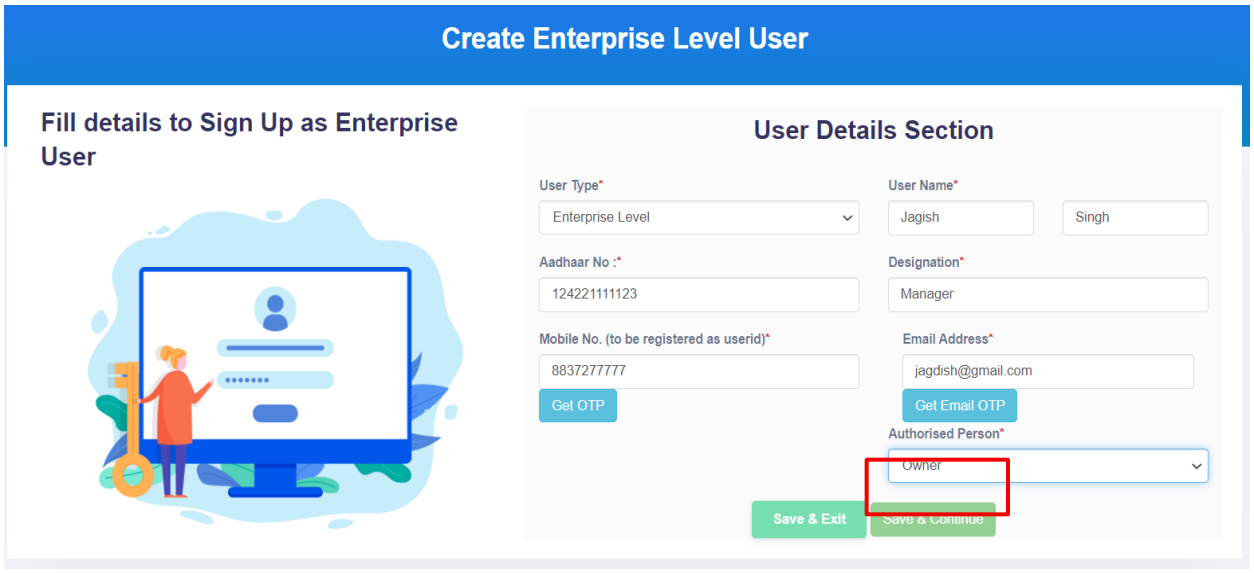
# Haryana Udhyam Memorandum User Manual

## Enterprise User

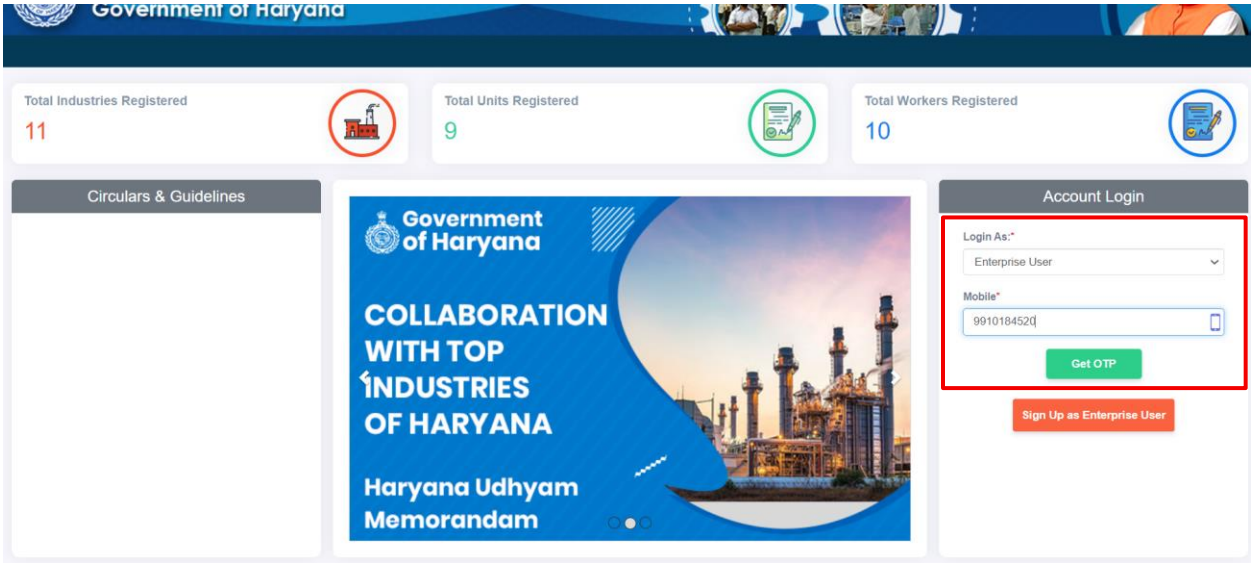
1. Go to the URL “http://harudhyam.edisha.gov.in/” to access the Haryana Udhyam Memorandum (HUM) portal
2. If you are accessing the portal for the first time, you have to sign up on the portal. Click on “Sign up as Enterprise User” to sign up.



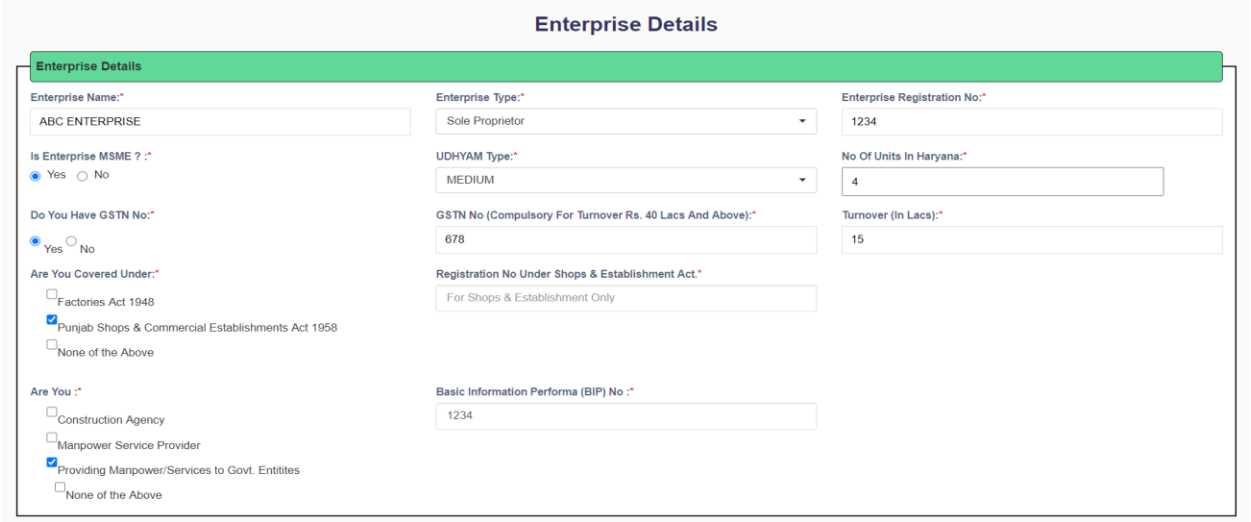

3. Fill up the form with the details of the Enterprise level user. This user can be the proprietor, owner or an authorized director/employee of the enterprise.
   Click on “Save and Continue” to proceed with other functions.

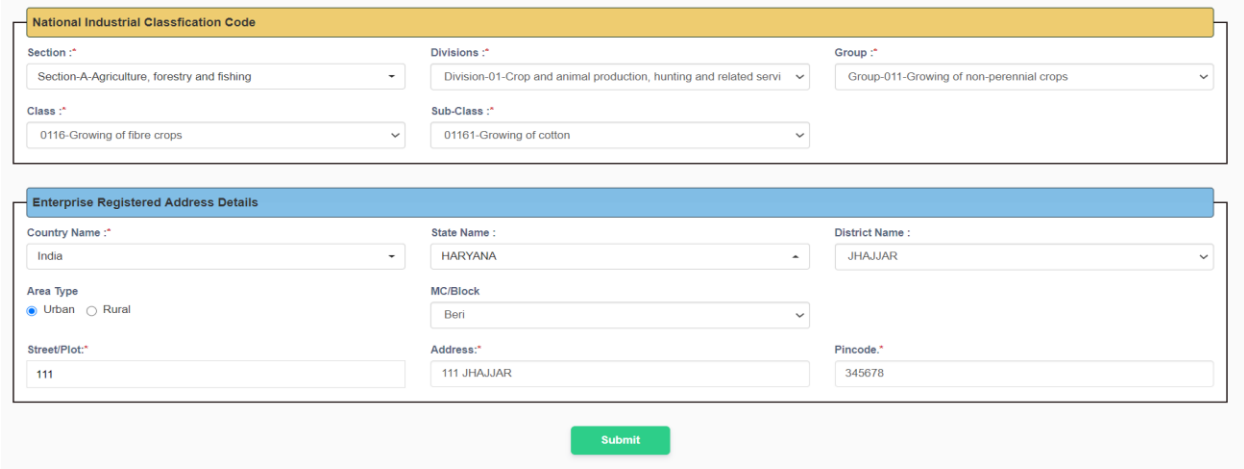


4. If you have already created an Enterprise User and want to login the portal, go to “http://harudhyam.edisha.gov.in/”. Login with the registered phone number and OTP.

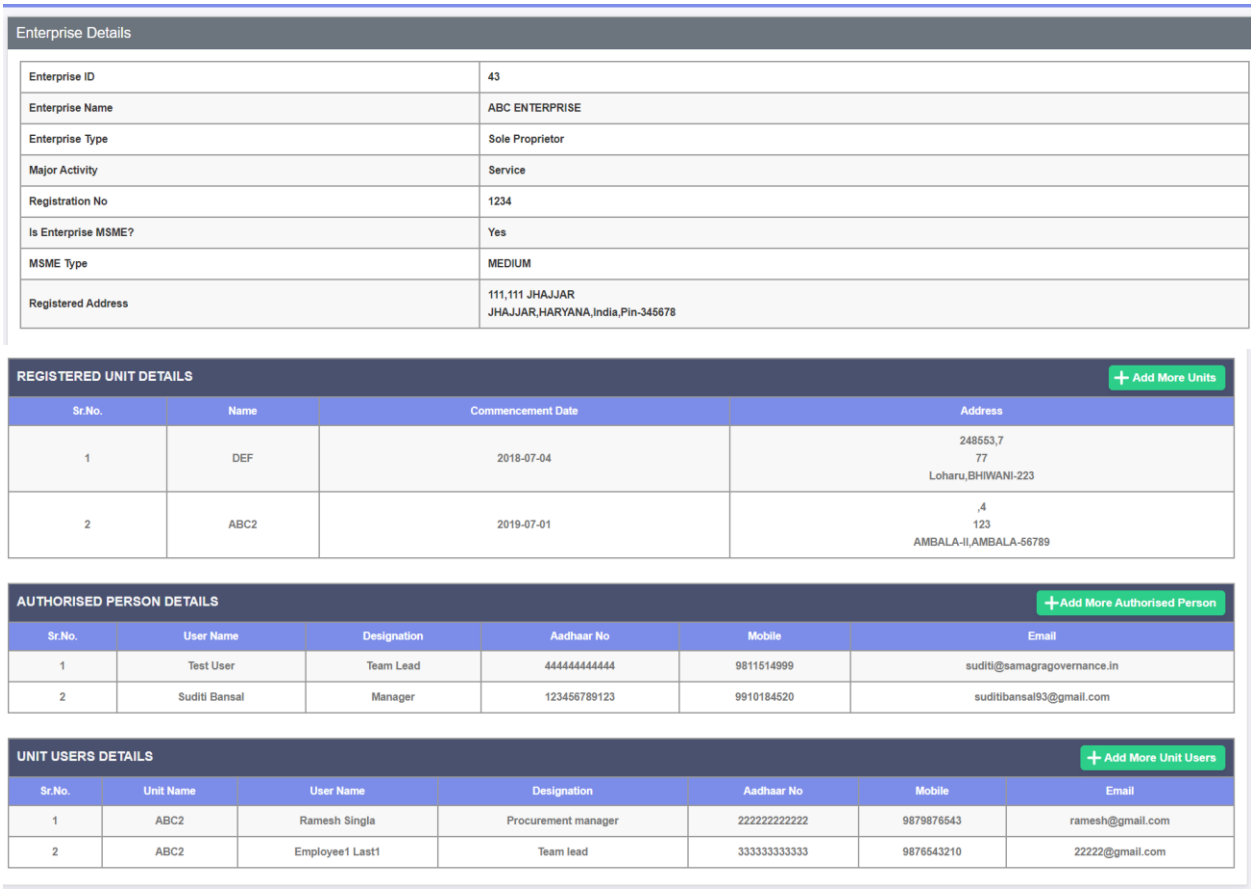



5. Once successfully logged in, you will see a form to fill the enterprise details. Fill all the details accurately. Click on “Submit” to submit the details.






6. On successful submission, you will see a page with the enterprise details you have filled and 3 sections for unit details, authorized persons details, unit user details



Enterprise Details

| | |
|---|---|
| Enterprise ID | 43 |
| Enterprise Name | ABC ENTERPRISE |
| Enterprise Type | Sole Proprietor |
| Major Activity | Service |
| Registration No | 1234 |
| Is Enterprise MSME? | Yes |
| MSME Type | MEDIUM |
| Registered Address | 111,111 JHAJJAR<br>JHAJJAR,HARYANA,India,Pin-345678 |

REGISTERED UNIT DETAILS — Add More Units

| Sr.No. | Name | Commencement Date | Address |
|---|---|---|---|
| 1 | DEF | 2018-07-04 | 248553,7<br>77<br>Loharu,BHIWANI-223 |
| 2 | ABC2 | 2019-07-01 | ,4<br>123<br>AMBALA-II,AMBALA-56789 |

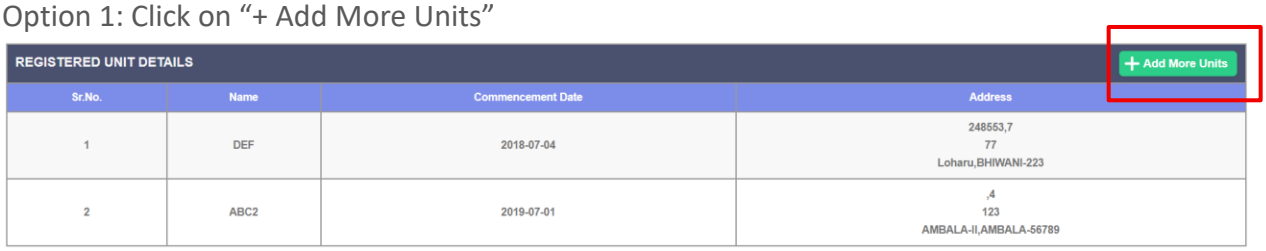
AUTHORISED PERSON DETAILS — Add More Authorised Person

| Sr.No. | User Name | Designation | Aadhaar No | Mobile | Email |
|---|---|---|---|---|---|
| 1 | Test User | Team Lead | 444444444444 | 9811514999 | suditi@samagragovernance.in |
| 2 | Suditi Bansal | Manager | 123456789123 | 9910184520 | suditibansal93@gmail.com |

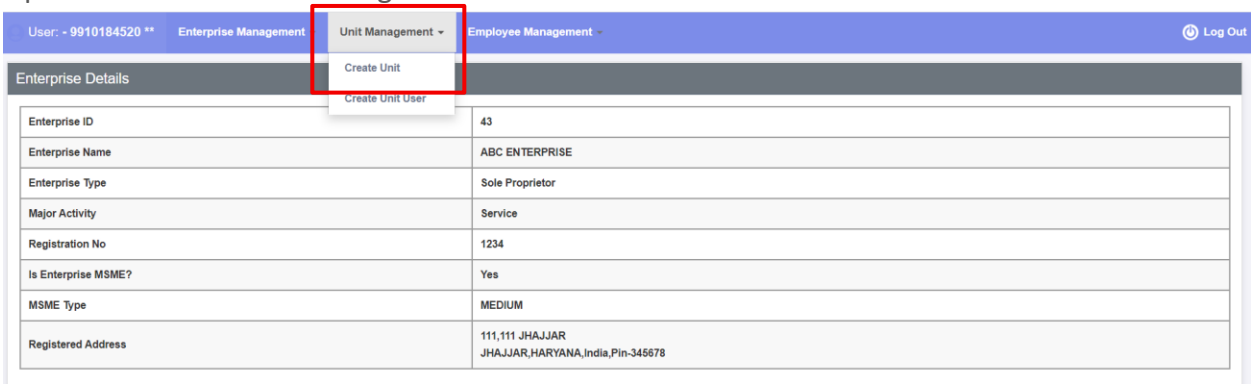
UNIT USERS DETAILS — Add More Unit Users

| Sr.No. | Unit Name | User Name | Designation | Aadhaar No | Mobile | Email |
|---|---|---|---|---|---|---|
| 1 | ABC2 | Ramesh Singla | Procurement manager | 222222222222 | 9879876543 | ramesh@gmail.com |
| 2 | ABC2 | Employee1 Last1 | Team lead | 333333333333 | 9876543210 | 22222@gmail.com |

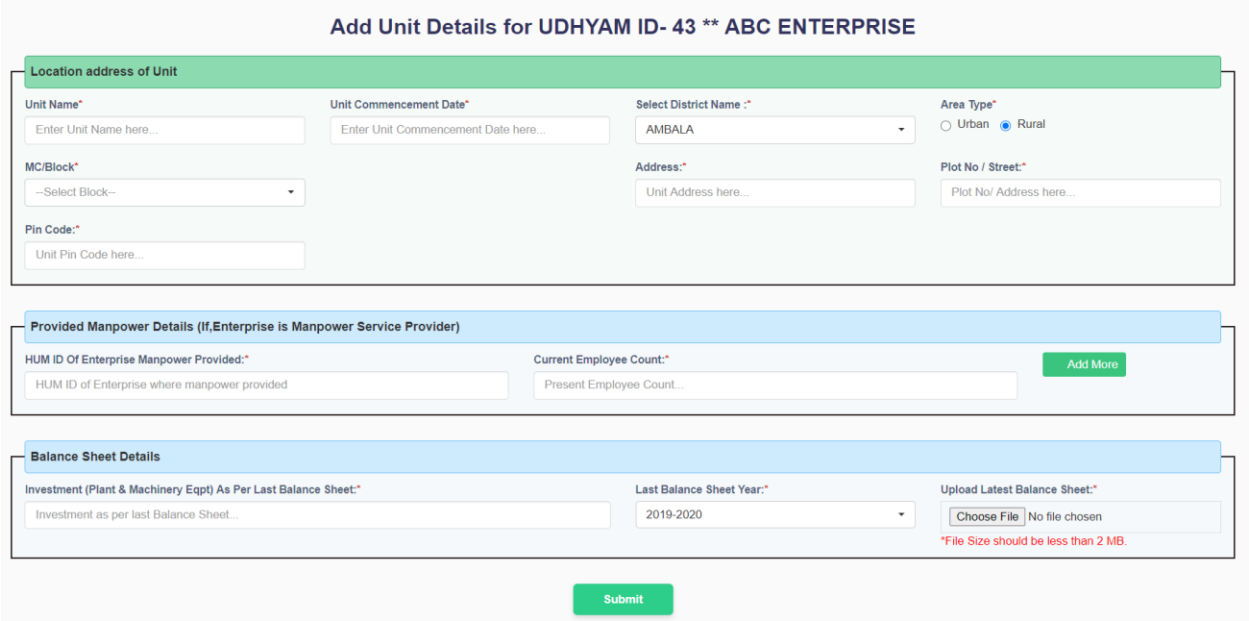
7. To add a unit to the enterprise, there are 2 options -
   Option 1: Click on "+ Add More Units"




   Option 2: Click on Unit Management → Create Unit



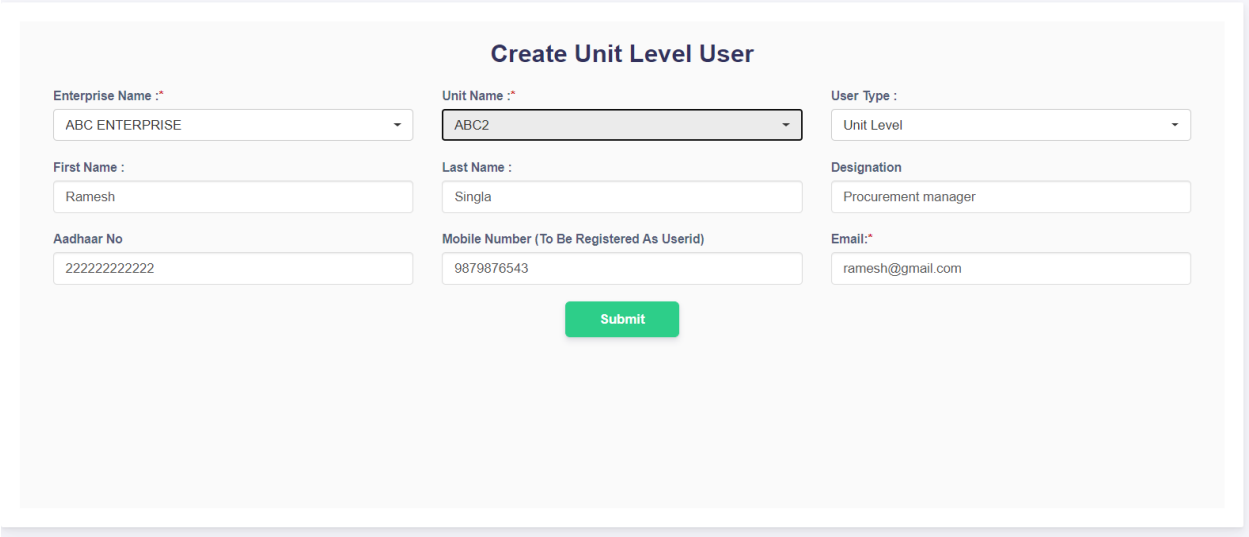

8. Enter the details of the enterprise unit and submit the form




9. To create a unit lever user there are 2 options –
   Option 1: Click on "+ Add more unit users"

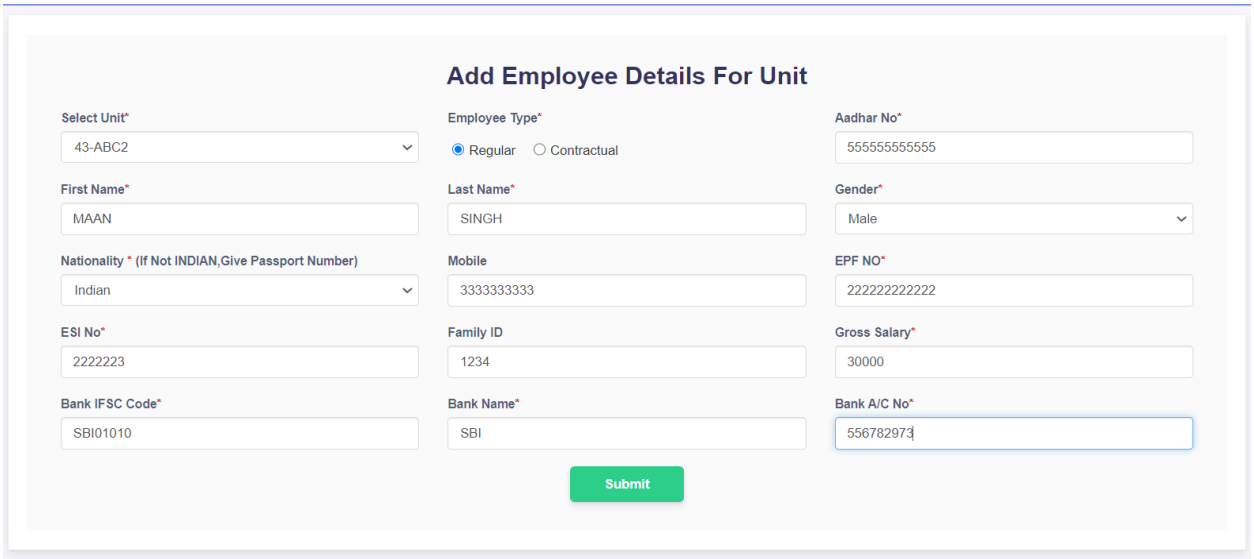
Option 2:

10. Enter the details for the unit lever user and submit the form

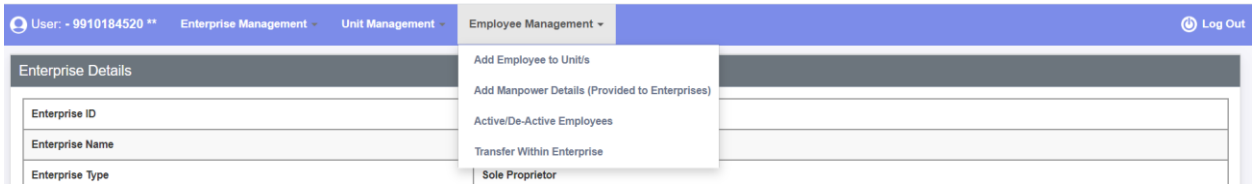


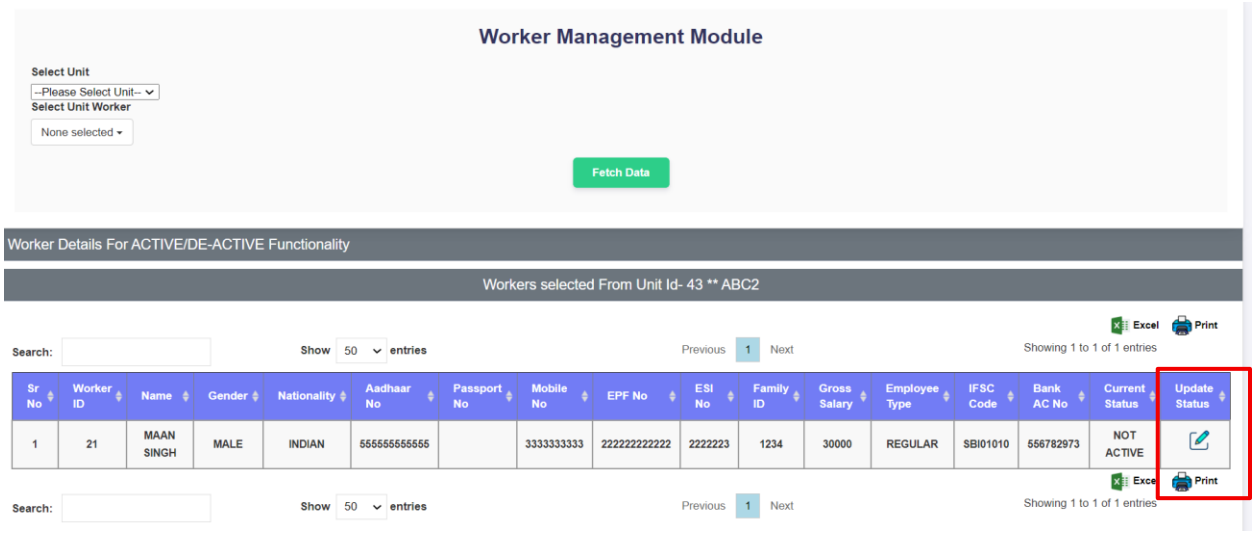

11. Click on “Add more Authorised person” to add members who can operate the same functionalities as done by the Enterprise Level User.

12. To add employees to units, login through the Enterprise Level User or the Unit level user
13. Add details of each employee for the unit and submit the form



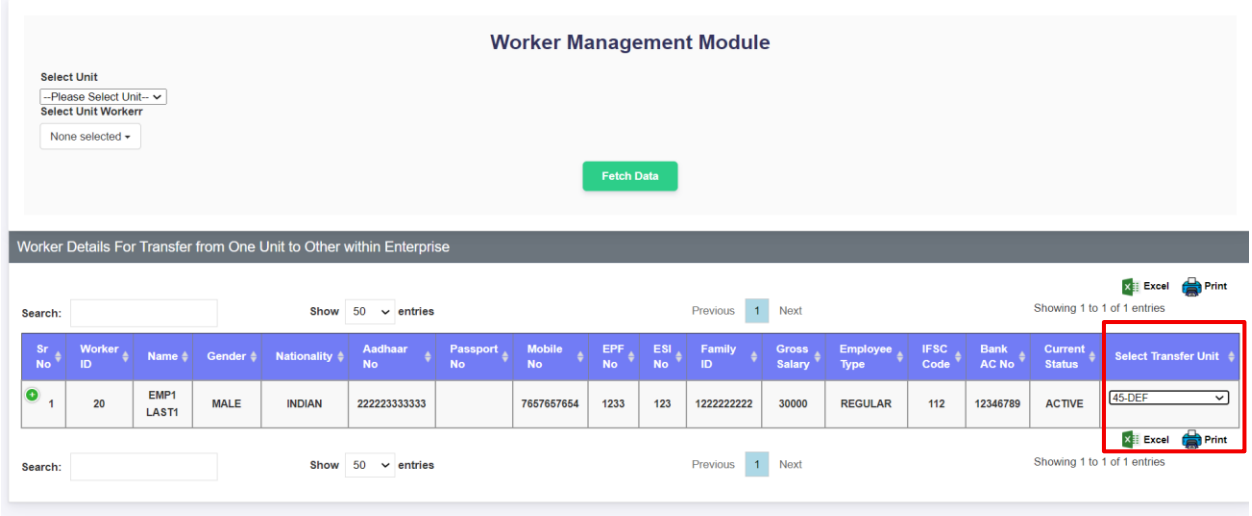
14. An enterprise level user can deactivate an employee, if the employee leaves the enterprise. Go to Employee Management → Active/De-active employees → Update Status



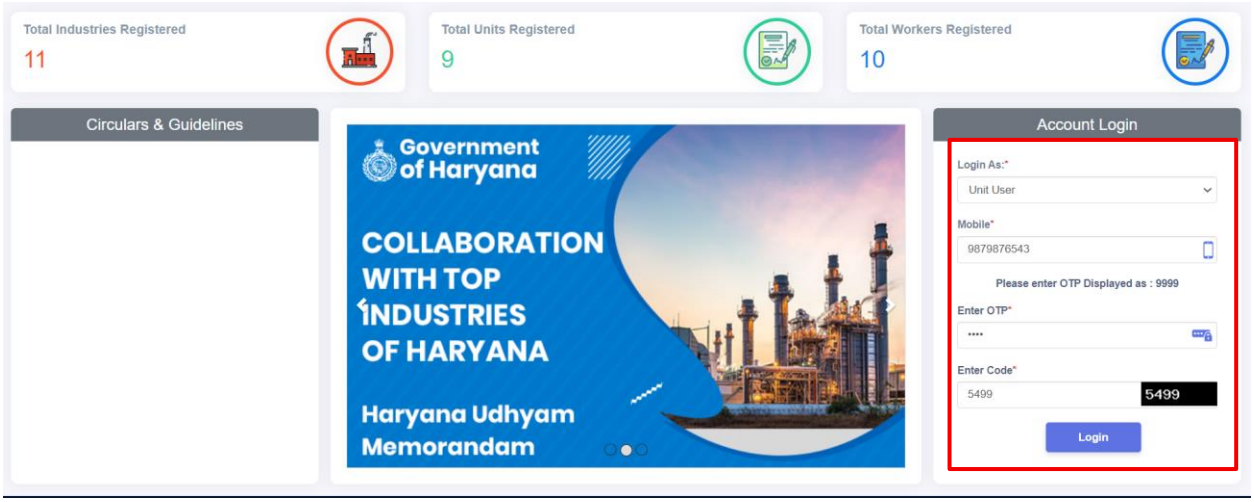

15. If an employee is transferred from 1 unit to another within the same enterprise, the enterprise level user can transfer the employee from the portal. Go to Employee Management → Transfer Within Enterprise

16. Select the employee you want to transfer. Select the Transfer Unit where the employee is being transferred.

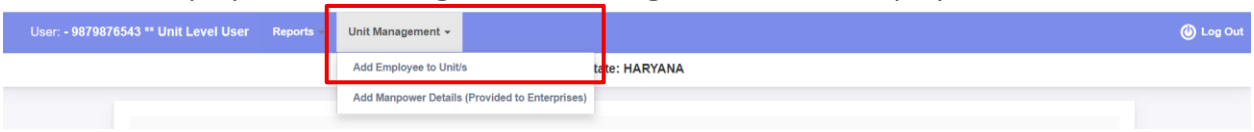



## Unit User

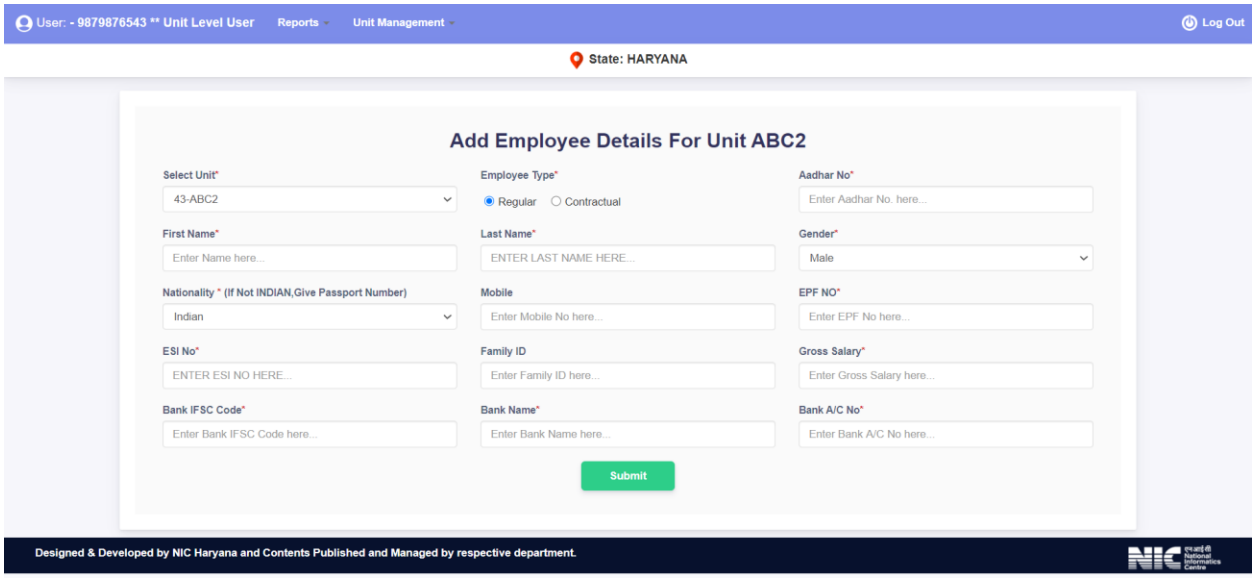
1. Login the portal with the phone number and OTP



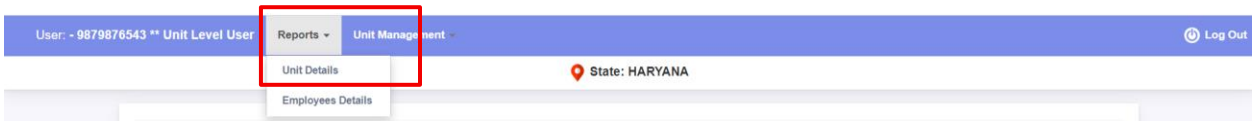

2. To add employee to the unit, go to Unit Management → Add Employee to Unit

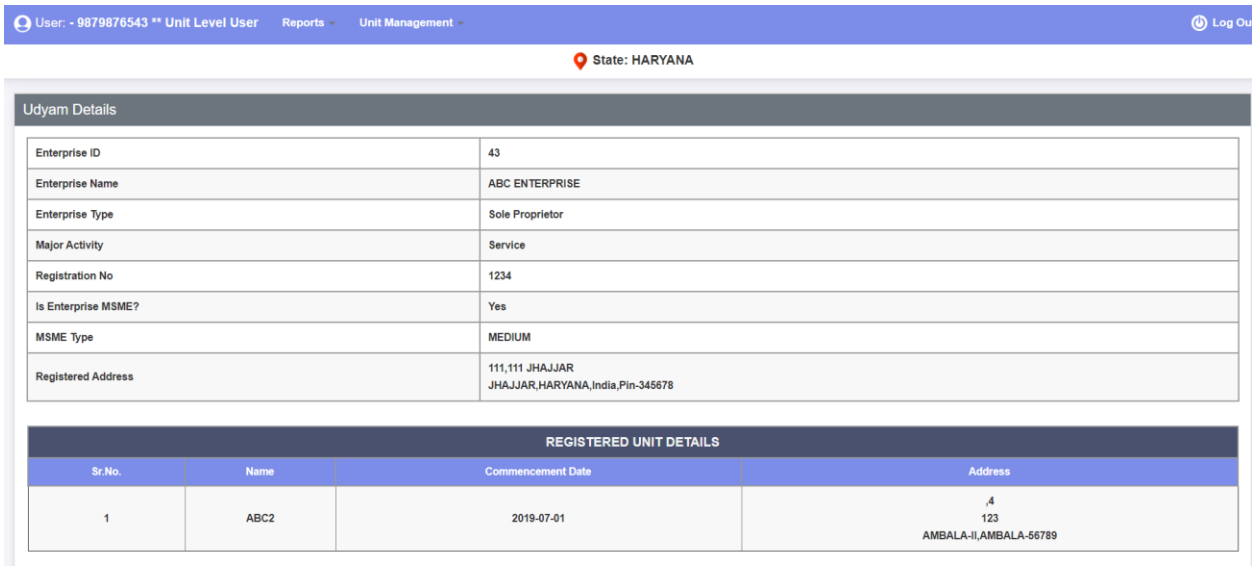


3. Enter the details of the employee and submit the form

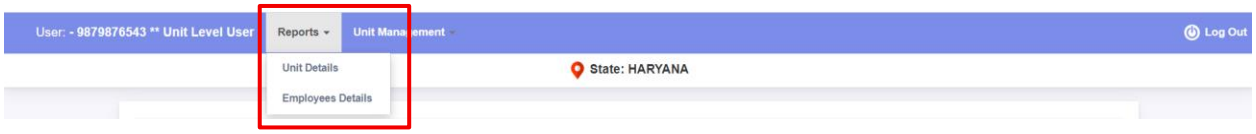



4. To view Unit details, go to Reports → Unit Details




5. To view reports of employees, go to Reports → Employee Details



State: HARYANA

# Worker Details Report

Select Unit Worker

All selected (2)

Fetch Data

## Worker Details Abstract

Excel Print

Search: Show 50 entries Previous 1 Next Showing 1 to 2 of 2 entries

| Sr No | Worker ID | Name | Gender | Nationality | Aadhaar No | Passport No | Mobile No | EPF No | ESI No | Family ID | Gross Salary | Employee Type | IFSC Code | Bank AC No | Current Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 20 | EMP1 LAST1 | MALE | INDIAN | 222223333333 | | 7657657654 | 1233 | 123 | 1222222222 | 30000 | REGULAR | 112 | 12346789 | ACTIVE |
| 2 | 21 | MAAN SINGH | MALE | INDIAN | 555555555555 | | 3333333333 | 222222222222 | 2222223 | 1234 | 30000 | REGULAR | SBI01010 | 556782973 | NOT ACTIVE |

Excel Print

Search: Show 50 entries Previous 1 Next Showing 1 to 2 of 2 entries