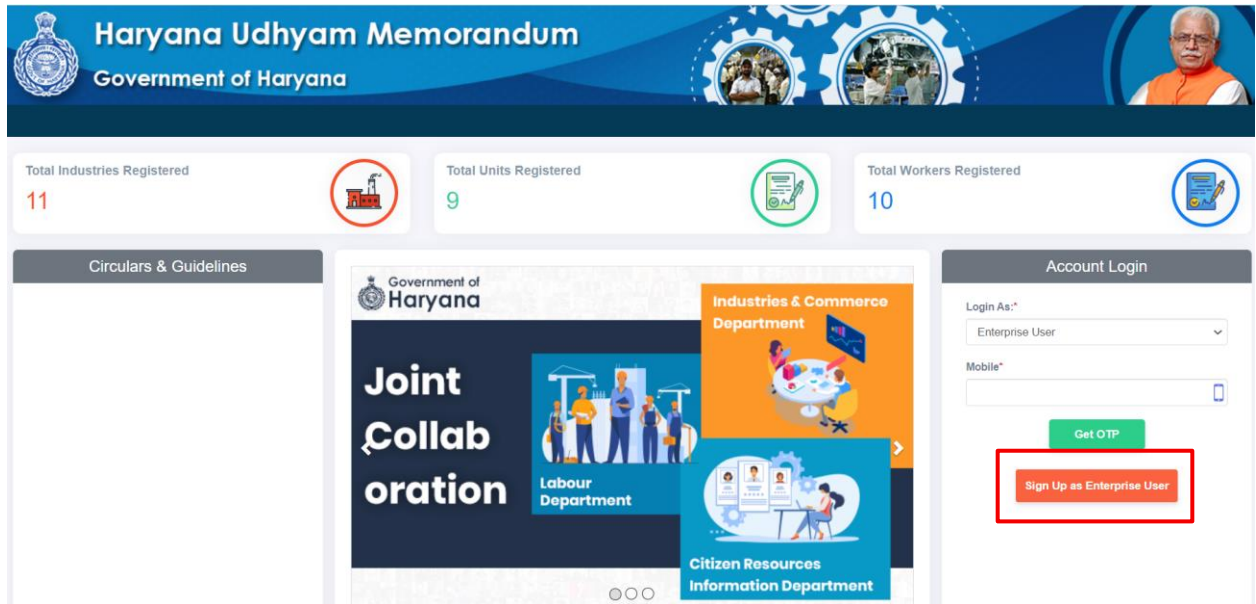


# Haryana Udhyam Memorandum User Manual

## Enterprise User

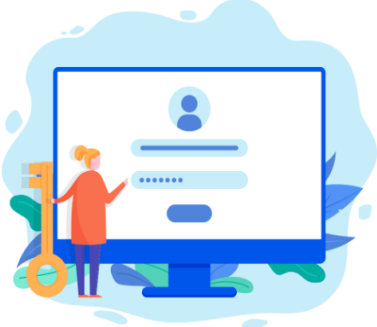
1. Go to the URL “http://harudhyam.edisha.gov.in/” to access the Haryana Udhyam Memorandum (HUM) portal
2. If you are accessing the portal for the first time, you have to sign up on the portal. Click on “Sign up as Enterprise User” to sign up.



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.

### Create Enterprise Level User

#### Fill details to Sign Up as Enterprise User



#### User Details Section

User Type*	Enterprise Level	User Name*	Jagdish	Singh
Aadhaar No. *	124221111123	Designation*	Manager	
Mobile No. (to be registered as userid)*	8837277777	Email Address*	jagdish@gmail.com	
	<input type="button" value="Get OTP"/>		<input type="button" value="Get Email OTP"/>	
		Authorised Person*	Owner	
	<input type="button" value="Save &amp; Exit"/>		<input type="button" value="Save &amp; Continue"/>	

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.

Government of Haryana

Total Industries Registered: 11

Total Units Registered: 9

Total Workers Registered: 10

Circulars & Guidelines

Government of Haryana

COLLABORATION WITH TOP INDUSTRIES OF HARYANA

Haryana Udhyaam Memorandum

Account Login

Login As: Enterprise User

Mobile\*: 9910184520

Get OTP

Sign Up as Enterprise User

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.

### Enterprise Details

<b>Enterprise Name:*</b> ABC ENTERPRISE	<b>Enterprise Type:*</b> Sole Proprietor	<b>Enterprise Registration No.:</b> 1234
<b>Is Enterprise MSME ? :*</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>UDHYAM Type:*</b> MEDIUM	<b>No Of Units In Haryana:*</b> 4
<b>Do You Have GSTN No.:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>GSTN No (Compulsory For Turnover Rs. 40 Lacs And Above):*</b> 678	<b>Turnover (In Lacs):*</b> 15
<b>Are You Covered Under:*</b> <input type="checkbox"/> Factories Act 1948 <input checked="" type="checkbox"/> Punjab Shops & Commercial Establishments Act 1958 <input type="checkbox"/> None of the Above	<b>Registration No Under Shops &amp; Establishment Act.*</b> For Shops & Establishment Only	
<b>Are You :*</b> <input type="checkbox"/> Construction Agency <input type="checkbox"/> Manpower Service Provider <input checked="" type="checkbox"/> Providing Manpower/Services to Govt. Entitties <input type="checkbox"/> None of the Above	<b>Basic Information Performa (BIP) No :*</b> 1234	

**National Industrial Classification Code**

Section :-  
Section-A-Agriculture, forestry and fishing

Divisions :-  
Division-01-Crop and animal production, hunting and related servi

Group :-  
Group-011-Growing of non-perennial crops

Class :-  
0116-Growing of fibre crops

Sub-Class :-  
01161-Growing of cotton

**Enterprise Registered Address Details**

Country Name :-  
India

State Name :-  
HARYANA

District Name :-  
JHAJJAR

Area Type  
 Urban  Rural

MC/Block  
Beri

Street/Plot :-  
111

Address :-  
111 JHAJJAR

Pincode :-  
345678

Submit

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 JHAJJAR,HARYANA,India,Pin-345678

REGISTERED UNIT DETAILS				+ Add More Units
Sr.No.	Name	Commencement Date	Address	
1	DEF	2018-07-04	248553,7 77 Loharu,BHIWANI-223	
2	ABC2	2019-07-01	4 123 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@samagravermance.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”

REGISTERED UNIT DETAILS			
Sr.No.	Name	Commencement Date	Address
1	DEF	2018-07-04	248553,7 77 Loharu,BHIWANI-223
2	ABC2	2019-07-01	.4 123 AMBALA-IL,AMBALA-56789

Option 2: Click on Unit Management → Create Unit

User: - 9910184520 \*\* Enterprise Management **Unit Management** Employee Management - Log Out

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 JHAJJAR,HARYANA,India,Pin-345678

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

### Add Unit Details for UDHYAM ID- 43 \*\* ABC ENTERPRISE

**Location address of Unit**

Unit Name\*  Unit Commencement Date\*  Select District Name :\*  Area Type\*  Urban  Rural

MC/Block\*  Address:\*  Plot No / Street:\*

Pin Code:\*

**Provided Manpower Details (If,Enterprise is Manpower Service Provider)**

HUM ID Of Enterprise Manpower Provided:\*  Current Employee Count:\*  [Add More](#)

**Balance Sheet Details**

Investment (Plant & Machinery Eqpt) As Per Last Balance Sheet:\*  Last Balance Sheet Year:\*  Upload Latest Balance Sheet:\*  No file chosen

\*File Size should be less than 2 MB

[Submit](#)

9. To create a unit lever user there are 2 options –

Option 1: Click on “+ Add more unit users”

UNIT USERS DETAILS						
Sr.No.	Unit Name	User Name	Designation	Aadhaar No	Mobile	Email
1	ABC2	Ramesh Singla	Procurement manager	22222222222	9879876543	ramesh@gmail.com
2	ABC2	Employee1 Lastf	Team lead	33333333333	9876543210	2222@gmail.com

Option 2:



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

The screenshot shows the 'Create Unit Level User' form. The form has the following fields and values:

- Enterprise Name: ABC ENTERPRISE
- Unit Name: ABC2
- User Type: Unit Level
- First Name: Ramesh
- Last Name: Singla
- Designation: Procurement manager
- Aadhaar No: 222222222222
- Mobile Number (To Be Registered As Userid): 9879876543
- Email: ramesh@gmail.com

A green 'Submit' button is located at the bottom center of 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.

AUTHORISED PERSON DETAILS						<a href="#">+ Add More Authorised Person</a>
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	

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

The screenshot shows the 'Add Employee Details For Unit' form. The form has the following fields and values:

- Select Unit: 43-ABC2
- Employee Type: Regular (selected), Contractual
- Aadhar No: 555555555555
- First Name: MAAN
- Last Name: SINGH
- Gender: Male
- Nationality (If Not INDIAN, Give Passport Number): Indian
- Mobile: 3333333333
- EPF NO: 222222222222
- ESI No: 2222223
- Family ID: 1234
- Gross Salary: 30000
- Bank IFSC Code: SBI01010
- Bank Name: SBI
- Bank A/C No: 556782973

A green 'Submit' button is located at the bottom center of 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

The screenshot shows the 'Employee Management' section of a web application. A dropdown menu is open under 'Employee Management', with 'Active/De-Active Employees' highlighted. Below this, the 'Worker Management Module' is visible, featuring a 'Fetch Data' button. The main area displays a table of workers with the following data:

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	Update Status
1	21	MAAN SINGH	MALE	INDIAN	555555555555		3333333333	222222222222	2222223	1234	30000	REGULAR	SBI01010	556782973	NOT ACTIVE	

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

This screenshot shows the same 'Employee Management' interface as above. The dropdown menu is open, and the 'Transfer Within Enterprise' option is highlighted with a red box.

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

**Worker Management Module**

Select Unit  
--Please Select Unit--  
Select Unit Workerr  
None selected

[Fetch Data](#)

Worker Details For Transfer from One Unit to Other within Enterprise

Search:  Show 50 entries Previous 1 Next Showing 1 to 1 of 1 entries [Excel](#) [Print](#)

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	Select Transfer Unit
1	20	EMP1 LAST1	MALE	INDIAN	22223333333		7667667664	1233	123	1222222222	30000	REGULAR	112	12346789	ACTIVE	45-DEF

Search:  Show 50 entries Previous 1 Next Showing 1 to 1 of 1 entries [Excel](#) [Print](#)

## Unit User

1. Login the portal with the phone number and OTP

Total Industries Registered: 11

Total Units Registered: 9

Total Workers Registered: 10

Circulars & Guidelines

**Government of Haryana**

**COLLABORATION WITH TOP INDUSTRIES OF HARYANA**

**Haryana Udhyan Memorandum**

Account Login

Login As: Unit User

Mobile: 9879876543

Please enter OTP Displayed as : 9999

Enter OTP: \*\*\*\*

Enter Code: 5499

[Login](#)

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

User: - 9879876543 \*\* Unit Level User Reports **Unit Management** [Log Out](#)

[Add Employee to Unit's](#) [Add Manpower Details \(Provided to Enterprises\)](#)

Unit: HARYANA

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

User: - 9879876543 \*\* Unit Level User   Reports   Unit Management   Log Out

State: HARYANA

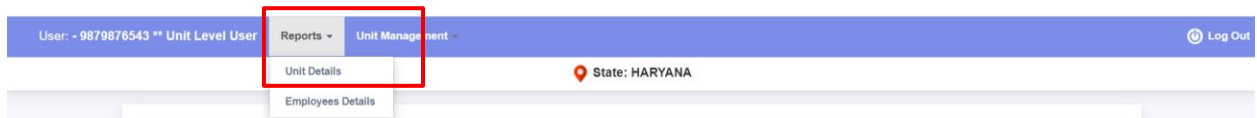
#### Add Employee Details For Unit ABC2

Select Unit* 43-ABC2	Employee Type* <input checked="" type="radio"/> Regular <input type="radio"/> Contractual	Aadhar No* Enter Aadhar No. here...
First Name* Enter Name here...	Last Name* ENTER LAST NAME HERE...	Gender* Male
Nationality * (If Not INDIAN, Give Passport Number) Indian	Mobile Enter Mobile No here...	EPF NO* Enter EPF No here...
ESI No* ENTER ESI NO HERE...	Family ID Enter Family ID here...	Gross Salary* Enter Gross Salary here...
Bank IFSC Code* Enter Bank IFSC Code here...	Bank Name* Enter Bank Name here...	Bank A/C No* Enter Bank A/C No here...

Submit

Designed & Developed by NIC Haryana and Contents Published and Managed by respective department.

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



User: - 9879876543 \*\* Unit Level User   Reports   Unit Management   Log Out

State: HARYANA

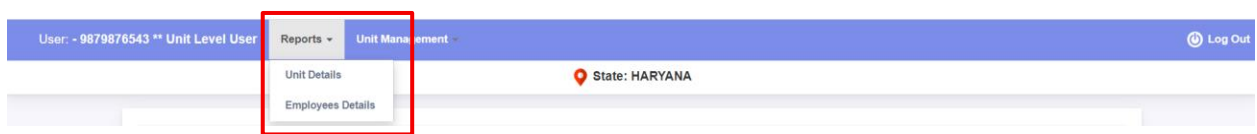
#### Udyam Details

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 JHAJJAR,HARYANA,India,Pin-345678

#### REGISTERED UNIT DETAILS

Sr.No.	Name	Commencement Date	Address
1	ABC2	2019-07-01	4 123 AMBALA-II,AMBALA-56789

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






### Worker Details Report

Select Unit Worker

All selected (2) ▾

Fetch Data

#### Worker Details Abstract

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	22223333333		7657657654	1233	123	122222222	30000	REGULAR	112	12346789	ACTIVE
2	21	MAAN SINGH	MALE	INDIAN	55555555555		3333333333	2222222222	2222223	1234	30000	REGULAR	SBI01010	556782973	NOT ACTIVE

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