

Mill Worker Online Enrollment

HELP FILE

**Help File for Filling Online Application
Form**

Help File

Important Instructions to fill the Online Enrollment Application Form

1. The applicant should register his Mobile Number and carefully fill the online application form.

2. In the online application, fields marked with “*” are mandatory to be filled.

3. To make the online application easy to fill, you have to keep the following information with you.

3.1 Soft copy of the applicant's photograph (5 KB to 300 KB).

3.2 Any one document from Identification card, Ticket Number, PF Number, ESIC Number, Discharge Order number (Red Receipt), Letter Number & Letter Date.

3.3 Applicant's Date of Birth.

3.4 Applicant's Residence Address and Postal code.

4. For any kind of help regarding online form filling contact on **9869988000**
OR drop a mail to **dycoeastmb@mhada.gov.in**

To start the registration process, kindly visit the following website.

“ millworker.mhada.gov.in ”

STEP 1) Registration of Mobile Number

Under the "Enrollment" panel, insert your Mobile Number in use and the following Captcha Code. Then click on "Get OTP" button.

Also you can select the language of your choice from English / Marathi to fill the Enrollment form.

The screenshot displays the MHADA Mill Worker Enrollment web interface. At the top left is the MHADA logo and the text 'गिरणी कामगार नोंदणी Mill Worker Enrollment'. A language selection dropdown at the top right is set to 'English / Marathi'. The main content area features a search bar and a search button. Below this is the 'Enrollment' panel with a 'Mobile Number' input field and a 'Captcha' field containing the code 'b4m2b'. A 'Get OTP' button is positioned below the captcha. To the right, a 'Mill Worker Draw Information' panel provides details about the scheme. A callout box labeled 'Enter Mobile Number' points to the mobile number field, and another labeled 'Enter Captcha Code' points to the captcha field. A third callout labeled 'Select language' points to the language dropdown menu.

Fig. No.: Enrollment

OTP

Enter the received OTP in the given box and click on "Next" button.

This screenshot shows the next step in the enrollment process. The 'Mobile Number' field now contains '7897897890'. A red note states: 'Note: Please enter the OTP sent to your mobile number. OTP (OTP Valid for 5 min) Resend OTP'. Below the note are 'Next' and 'Back' buttons. The 'Mill Worker Draw Information' panel on the right has updated text regarding the scheme. A callout box labeled 'Enter OTP' points to the area where the user would enter their received OTP.

Fig. No.: OTP Generation

STEP 2) Verify / Pay Application Fee

Applicant will have to enter the below details.

- Select the appropriate Enrollment Type from the drop down menu.
- Select your Mill Code - Mill name.
- Mill Worker First Name.
- Mill Worker Father/Husband Name. [optional]
- Mill Worker Last Name.

Enter any one ID (Proof of Mill Worker) from the following:

- Identification Card Number / Service Certificate No.
- Ticket Number.
- PF Account Number.
- ESIC (State Workers Insurance) Number.
- Discharge Order Number (Red Receipt).
- Enter Letter No. and Date Which is issued by Mill Management.

If you choose the Enrollment Type as Legal Heir, then fill in the following additional fields:

- Legal Heir First Name
- Legal Heir Father/Husband Name [optional]
- Legal Heir Last Name

The screenshot shows a web form titled "Verify / Pay Application Fee". At the top, there is a blue header bar with the title. Below the header, a red note states: "Note : Sign ('*') are mandatory, others are optional". The form contains several input fields and dropdown menus. Callouts with arrows point to specific fields: "Select Enrollment Type" points to the "Enrollment Type" dropdown; "Select Mill Code - Mill Name" points to the "Choose Mill Code- Mill Name" dropdown; "Enter Mill Worker First Name" points to the "Mill Worker First Name" text box; "Enter Mill Worker father name" points to the "Mill Worker Father / Husband Name" text box; "Enter Mill Worker Last Name" points to the "Mill Worker Last Name" text box; and "Enter Any one ID Number" points to a section titled "Please enter any one ID (Proof of Mill Worker)" which contains a list of options (a-f) and corresponding text boxes. At the bottom of the form, there is a "Submit" button.

Verify / Pay Application Fee

Note : Sign ('*') are mandatory, others are optional

Enrollment Type *
Choose One

Choose Mill Code- Mill Name *
Choose One

Mill Worker First Name *
Mill Worker Father / Husband Name
Mill Worker Last Name *

Please enter any one ID (Proof of Mill Worker)

a) Identity Card No/ Service Certificate No
b) Ticket Number
c) PF Account Number
d) E.S.I.C.(State Workers Insurance)No.
e) Discharge Order No.(Red Receipt)
f) Enter Letter No. and Date which is issued by Mill Management

Letter No
Date

Submit

Fig. No.: Verify / Pay Application Fee

STEP 2.1) Make Payment

Applicant can pay the application fee by using two modes: Online **or** Offline.

STEP 2.1.1) Make Online Payment

The payment details shown are Mode of Payment, Mobile Number and Amount of Application Fee. An important note regarding the Terms and Conditions of the Bank are also mentioned. Read them carefully, click the checkbox to accept the Terms and Conditions and click on the "Pay" button.

The screenshot displays a web interface for paying an application fee. At the top, a blue header reads "Verify/ Pay Application Fee". Below this, the "Application Fee" is listed as ₹150. There are three buttons: "Back" (red), "Pay Online" (blue), and "Pay at Cash Counter" (blue). The "Pay Online" section is active, showing "Mode of Payment" as "Bill Desk" (selected with a radio button). "Payment Details" shows "Mobile Number" as 7417417410 and "Amount" as ₹ 150. An "Important Note" section contains text about e-payment failures and a checkbox labeled "I have read the Important Note". A callout box points to this checkbox with the text "Check the checkbox to enable Pay Button". At the bottom, there are "Pay" (blue) and "Cancel" (red) buttons.

Fig. No.: Make Online Payment

STEP 2.1.2) Make Offline Payment

If you select Pay at Cash Counter, a window will open to generate the challan. For that first select city name then system will show address of nearest MHADA Counter. Select the language of your choice and print the challan. Pay the application fee in a Bank .

Verify/ Pay Application Fee

Application Fee ₹150

[Back](#) [Pay Online](#) [Pay at Cash Counter](#)

Pay at Cash Counter ×

Please Pay Application fee ₹150 at your nearest Cash Counter

Kotak Mahindra Bank Branches

Choose One

Sr. No.	Kotak Mahindra Bank Branches	Address	Contact No.
Generate Challan for Cash Counter			

Fig. No.: Make Offline Payment

STEP 3) Fill Enrollment Form

The following fields need to be completed while filling the Enrollment Form:

- Select Mill name from the drop down menu.
- Pan card Number and AADHAR Card Number. [optional]
- Mention the duration of service with Start Date and End Date.
- Job Termination Reason. [optional]
- Date of Birth.
- Residential Telephone Number. [optional]
- Average Monthly Income.
- Address and Pin code.
- Check the remaining options. [optional]

Accept the Terms and Conditions by checking the box and click on Submit button.

Enrollment Form

Note : Sign (*) are mandatory, others are optional

Enrollment Details

Enrollment Type *
Mill Worker

Choose Mill Code- Mill Name *
11 - INDIA UNITED MILL NO.5

Aadhar Card Number

Pancard Number

Enter AADHAR Number

Enter PAN Number

Mill Worker Photo

Upload Photo(max Size 300 kb & format .jpg & .jpeg) *

Browse... No file selected

Upload Photo

Mill Worker Details

Title *
Choose One

Mill Worker First Name *
ASDSAD

Mill Worker Father / Husband Name
SADSADAS

Mill Worker Last Name *
DASDASDASD

Please enter any one ID (Proof of Mill Worker)

a) Identity Card No/ Service Certificate No
DASDASD

b) Ticket Number
ASDSADAS

c) PF Account Number
DASD

d) E.S.I.C.(State Workers Insurance)No.
SDASD

e) Discharge Order No.(Red Receipt)
DASD

f) Enter Letter No. and Date which is issued by Mill Management
Letter No: [] Date: []

Select Service from date

Period of Service Details (Mill Worker)

From Date *
[]

To Date *
[]

Period of Mill Worker Service :- 0 Days

Select Service to date

Job Termination Reason (Mill Worker)
 Retirement Voluntary Retirement / Resign Mill Close Other

Total No. of Legal Heir
[]

Enter Number of legal Heir

Enter Date of Birth

Mill Worker / Applicant Details

Date Of Birth *
[]

Mobile Number *
7897897890

Residential Telephone Number
[]

Email ID
[]

Correspondence Address *
[]

Pin-code *
[]

Average Monthly Income *
Choose One

State
MAHARASHTRA

Enter Pin code

Select Average Monthly Income

Please select Yes or No, if not selected by default "No" will be selected

Does Applicant have any Flat/ Plot in MCGM Area ? Yes No

Is Mill Worker living in Old Cess Building ? Yes No

Is Applicant Physically handicapped ? Yes No

Is Applicant of Backward Category ? Yes No

Is MillWorker/ Applicant living in Mill/ Staff Quarters ? * Yes No

Declaration

I hereby declare that I couldn't participate in previous Application Form submission Scheme in 2010-2011. So I am interested in applying in this Application Form submission scheme in second phase. I also declare that the above information given by me in this application is correct and true. In future if the above information is found to be wrong/ false, I know that MHADA authority will have rights to reject/ cancel my enrollment and liable for legal action.

I hereby agree to the above Declaration

Place *

Date

Callout boxes:
- "Select terms and conditions" points to the checkbox.
- "Enter Place" points to the Place input field.

Fig. No.: Enrollment Form

STEP 4) Photo Moderation

Following screen indicates that your Photo Moderation is pending from MHADA Officers. They will either approve or reject it within 24 hours.

Photo Moderation Pending

You have successfully Enrolled for Mill Worker Enrollment

Your Photo Moderation is pending, approval/ rejection will happen within 24hrs

You can Print Acknowledgement after Photo Moderation

Fig. No.: Photo Moderation Pending

During the Photo Moderation stage, if your photo is according to the specified format, then it is moderated successfully and you will see the Print Acknowledgment window as shown in STEP 5. If the photo is rejected by MHADA Officers, then following screen will appear. So, you will have to upload a clear photo once again.



Fig. No.: Photo Rejected

STEP 5) Print Acknowledgment

Once photo moderation is completed then you can print your acknowledgment by clicking on Print Acknowledgment button either in English or Marathi as well as you can see Millworker Details and Payment Details by clicking on that link.

Fig. No.: Print Acknowledgment

Congratulations!!
Your application has been submitted successfully.

!!!.....Thank you.....!!!