

# Employer Change Process

Employer change functionality in eLORA will facilitate notification of change of employer in an institute. The process consists of three steps as given below:

Step 1: Generation of Request-Id for Employer Change

Step 2: Submission of Employer Change Application Form

Step 3: Updation confirmation of Employer Change from AERB

## Generation of Request-Id for Employer Change

The outgoing employer (employer already registered with eLORA) of an institute has to initiate generation of request-id for employer change. The following are the steps to initiate request-id generation;

1. In Employer 'Home Page', follow the path as **Regulatory Forms -> Common Forms -> Employer Change Initiation**

The screenshot shows the AERB eLORA system interface. The header includes navigation links: Home | View Profile | View All Messages | Help | Logout. The user's login information is displayed: Login: GANESH BOKAM (GB91586), Institute: NG SUPPLIER MIGRATION (MH-40320). The main menu is expanded, showing 'Regulatory Forms' with sub-items: Common Forms, Incident Reporting, Industrial Radiography, and Transport. The 'Employer Change Initiation' option is highlighted. Below the menu, there are sections for 'My In' (Feedback on Grant of Consent, Feedback on Regulatory Inspection, Enforcement Response Screen, Exposure Investigation Report, Update Operational Status, Security Plan) and 'Change Password'. A notification at the bottom states: 'Your application ref no. 18-397938 is Rejected.'

2. Click on **Employer Change Initiation**

The screenshot shows the 'Details of Incoming Employer' form. A modal dialog box is open, titled 'Steps to generate Request-Id for Employer change :'. The dialog contains the following instructions:

- 1) Enter the mandatory details of the incoming Employer.
- 2) After successful submission a Request-Id will be generated & will be sent to the Incoming Employer.
- 3) Using this Request-Id incoming Employer can apply for Employer Change.

The dialog has an 'Ok' button. The background form shows fields for First Name, Middle Name, Last Name, Date of Birth, Email Id, and Mobile No. There are 'Submit', 'Reset', and 'Close' buttons at the bottom of the form.

3. Provide details of incoming employer. It should be noted that the data providing in this form cannot be modified later.

Common Forms > Employer Change Initiation

**Details of Incoming Employer**

First Name \*

Middle Name

Last Name \*

Date of Birth \*

Email Id \*

Mobile No \*

Submit Reset Close

After submission following screen will appear.

Common Forms > Employer Change Initiation

**Details of Incoming Employer**

Generated Request-Id is: [REQ251692014761](#). Please note this for future reference.

Generated Request-Id is: [REQ251692014761](#). Please note this for future reference.

Ok

Submit Reset Close

Outgoing employer (current employer) will receive a message in inbox as below.

Date and Time	Message to User
16/10/2014 10:21 AM	You have successfully initiated a request for changing the Employer with Request-Id :REQ251692014761

Incoming employer will receive an email regarding the same in the provided email address.

## Submission of Employer Change Application Form

The incoming employer (new employer) has to submit employer change application form with required documentary proofs. The following are the steps to submit employer change application form.

1. Visit eLORA home page and click on Employer Change link

The screenshot shows the eLORA website interface. On the right side, under the 'Login' section, there are radio buttons for 'Institute', 'Radiation Professional', and 'RSO'. Below these are input fields for 'Username', 'Password', 'Practice', 'Institute Role', and 'Installation Type'. A 'Login' button is present. Below the login section, there is a 'Registration Form' section with a red box highlighting the link 'Register Incoming Employer - after Initiation of Employer Change Process'.

2. The following form will be opened

The screenshot shows a form titled 'Application for Employer Change'. The form contains a table with the following fields:

Request Id	Request Id
Date of Birth	Date of Birth
Email Id	Email Id
Mobile No.	Mobile No.

Below the table, there are two buttons: 'Submit' and 'Close'.

Successful submission of this form will lead to 'Application for Employer Change'.  
(Any discrepancy in the data providing in above form from the data provided at the time of Request-Id generation will lead to the denial of further processing)

3. Submit the form by filling-in required fields and providing required attachments

APPLICATION FOR EMPLOYER CHANGE

Institute Details | Employer Details | Attachment Details

All fields marked by \*are mandatory

**Institute Details**

Institute Name: RAJENDRA MANUFACTURING COMPANY

Institute Type: Private

Registered with any State/Central Govt auth.: Yes

PAN No.: CKOPS5442L

TAN No.:

**Address Of Institution**

Address Line1\*: KHARGHAR

Address Line2:

Landmark:

State: Maharashtra

City/District: Mumbai

PIN\*: 410209

Submit Close Reset

**Note:** The details to be provided in the above application form are as given below

**Tab 1: Institute Details – Will be auto-populated and non-editable**

**Tab 2: Employer Details**

1. **Name:** Will be auto-populated and non-editable
2. **Date of Birth:** Will be auto-populated and non-editable
3. **Document/Card for Proof of Identity and Date of Birth:** Select the document/card for PoI and DoB from the drop down.
4. **Document/Card No.:** Provide document / card no. of PoI/DoB. The document/card no. mentioned must match with the scanned copy of PoI/DoB attached.
5. **Residential Address:** Fill residential address of employer in a given format.
6. **Permanent Address:** Fill permanent address of employer in a given format.
7. **Contact Details:** Some fields will be auto-populated and non-editable

**Tab3: Attachments**

1. **Proof of Identity and Date of Birth:** Upload scanned copy of 'Proof of Identify and Date of Birth' of employer as declared in Tab 'Employer Details'
2. **Proof of Employership:** Upload document substantiating employership of the institute.

*Example:* (i) Appointment Letter, (ii) Board Resolution, (iii) Any Govt./PUC document substantiating proprietorship (iv) Partnership deed (notorised) or (iv) Proprietor's self declaration on institute letter head affixed with institute seal (only for Diagnostic Radiology Institutes)

4. After successful submission, a message will be displayed along with the link to download application form.

Successfully submitted the form

Institute Details | Employer Details | **Attachment Details**

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: doc, docx, xls, xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and Upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>  
All fields marked by \* are mandatory

**Mandatory Attachments**

Proof of identity and date of birth\*

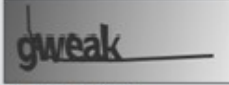
Proof of employment\*

**Non-Mandatory/Context Based Attachments**

Upload photo copy of Adhar Card of employer

Others (Such as MoU/Partnership Deed, etc.)

**Captcha**



**Change Licensee completed**

Change Employer application has been successfully submitted. Please download the below attachment for future reference.  
[Employer\\_Change\\_Application\\_Form](#)

**Note:**

Outgoing employer (current employer) will receive a message in inbox regarding the submission of 'Application for Employer Change'

Incoming employer will receive an email regarding the same in the provided email address.

After submission of above form, outgoing employer (current employer) will not be able to submit any regulatory forms till its disposal by AERB.

**Updation confirmation of Employer Change from AERB**

After approval from AERB, the outgoing employer will get an email in the registered email intimating employer change approval. The incoming employer will get login credentials by mail in the provided email address. The login credentials of the outgoing employer will be simultaneously deactivated.

In case of rejection of 'Application for Employer Change' form, the incoming employer will get a mail in the provided email address with the reasons for rejection.