

**GOVERNMENT OF WEST BENGAL**  
**LABOUR DEPARTMENT**  
**L. W. BRANCH**  
**NEW SECRETARIAT BUILDINGS, BLOCK – A, 12<sup>TH</sup> FLOOR**  
**1, K. S. ROY ROAD, KOLKATA 700 001**

No. Labr. / 698 / (LC-LW)  
LW / 5M – 112 / 16

Dated Kolkata, the 12<sup>th</sup> October 2017

**NOTIFICATION**

WHEREAS, Samajik Suraksha Yojana (Rules and Regulations), 2017, [SSY (R&R), 2017] was notified vide Notification No. Labr. / 260 / (LC-LW) dated 04.04.2017 as operational guidelines for proper implementation of Samajik Suraksha Yojana-2017.

AND WHEREAS, several meetings were held in the districts with all the stake holders to assess the response of the field level officials, self-employed labour organisers, public representatives and the trade unions towards the said scheme and further steps required for effective implementation of the Yojana. After threadbare discussions and intensive interactions with the stake holders certain questions and suggestions emerged.

Therefore, in exercise of power conferred under Clause 14.0 of Samajik Suraksha Yojana, 2017 read with clause 15.0 of SSY (R&R), 2017 and in cancellation of this Office earlier Notification No. Labr. / 260 / (LC-LW) Dated 4<sup>th</sup> April 2017, Samajik Suraksha Yojana (Rules and Regulations), 2017 is hereby re-published with minor alterations for the purpose of implementation and administration of the SSY.

**2.0 SHORT TITLE, EXTENT, APPLICATION AND COMMENCEMENT:**

- (1) These rules may be called the Samajik Suraksha Yojana (Rules and Regulations), 2017, in short, SSY (R&R), 2017.
- (2) They extend to the whole of West Bengal
- (3) They shall come into force with effect from 1<sup>st</sup> April, 2017.

**(4) Application:**

(a) A wage earner that also includes a self-employed person who is in the Unorganised Sector as mentioned under Part A and Part B of the Schedule (as amended) under the West Bengal Unorganised Sector Workers Welfare Act, 2007 are covered under SSY.

(b) The Schedule may also include any other group of workers as may be notified in the Official Gazette by the Government from time to time.

(c) The unorganised workers who are already registered under erstwhile State Assisted Scheme of Provident Fund for Unorganised Workers (SASPFUW), West Bengal Building & Other Construction Welfare (WBB&OCW) Scheme & West Bengal Transport Workers Social Security (WBTWSS) scheme will be automatically covered under the scheme.

Vijay  
12/10/17

(d) The existing workers may visit their nearest Regional Labour Office / Labour Welfare Facilitation Centre (LWFC) or Common Service Centre / Tathya Mitra Kendra or may approach local Collecting Agent (CA) or Self - Employed Labour Organiser (SLO) with their existing Registration Number / Pass Book / Bank details / Aadhar Card (if any) for updation of their existing records.

(e) Construction Workers and Transport workers who are already enrolled under WBB&OCW Board and WBTWSSS may continue to avail benefit / s under their respective scheme but to the extent as provided in the WBB&OCW scheme and WBTWSS as amended.

(f) For availing any benefits under SSY-2017, the cause of action should be on or after 01.04.2017.

### **3.0 IMPLEMENTING AGENCY:**

The scheme will be administered and implemented by the West Bengal Unorganised Sector Workers' Welfare Board constituted under sub- section (1) of Section 4 of the West Bengal Unorganised Sector Workers Welfare Act, 2007.

### **4.0 DEFINITION:**

In these rules, unless the context otherwise requires, \_\_\_\_\_

(a) 'Act' means 'the West Bengal Unorganised Sector Workers Welfare Act, 2007'.

(b) 'Beneficiary' means:-

All wage earners that also includes self-employed person between the age of 18 and 60 years mentioned under **Part A** and **Part B** of the Schedule (as amended) for the West Bengal Unorganised Sector Workers Welfare Act, 2007, i.e.,

(i) Forty-six (46) unorganized industries as mentioned under Part A of the Schedule, namely,

1. Automobile Repairing Garages (having less than 20 workers).
2. Bakery (having less than 20 workers)
3. Beedi Making
4. Boatman Service
5. Bone Mill
6. Book Binding.
7. Brassware
8. Cashew Processing
9. Ceramic
10. Cinema
11. Clinical Nursing Homes / Private Hospitals.
12. Coir Industry
13. Copy writing work in Court / Registration Office
14. Cottage / Village based Cottage Industry (Boatman service, Bangle Making, Fire work, Chakki Mills, Kite & Kite sticks Manufacturing, Earthen pottery Work, Paddy Husking, Embroidery & Zari Chicon Works).
15. Dal Mill.

16. Decoration.
17. Foot Wear (Leather, Rubber, Plastic)
18. Forestry & Timber Operation
19. Garments Making
20. Hand-loom
21. Hosiery.
22. Hotel & Restaurant
23. I.C.D.S., I.P.P.-VIII & C.U.D.P.-III.
24. Iron Foundry
25. Khadi
26. Lac Industry (having less than 20 workers)
27. Leather & Leather goods.
28. Linesman engaged in supply of Bakery Products.
29. Medical Plants other than Cinchona
30. Oil Mill.
31. Paper Board & Straw Board Manufacturing.
32. Plastic Industry.
33. Power Loom
34. Printing Press.
35. Rice Mill including Husking Mills
36. Rubber & Rubber Products
37. Saw Mill
38. Security Agencies.
39. Sericulture
40. Shops (having less than 20 workers) & Establishments (having less than 20 workers)
41. Silk Printing.
42. Slaughter House
43. Small Scale Engineering Units.
44. Small Scale Chemical Units
45. Tailoring Industries (having less than 20 workers).
46. Type Copying Work

(ii) Fifteen (15) self-employed person under occupation mentioned under Part B of the said Schedule, namely;

1. Amins (Land Surveyors)
2. Ayah / Attendant engaged in Hospitals/Nursing Homes by the patients.
3. Barbers / Beauticians.
4. Carpenter.
5. Cobbler / Shoe Maker.
6. Cycle Rickshaw & Van Puller / Paddler
7. Domestic Servants.
8. Fishermen.
9. Gold Smithery & Silver Smithery.
10. Head-load Workers and Workers engaged in Loading & Unloading.
11. Idol Makers.
12. Railway Hawkers.

13. Street Hawkers including News Paper Hawker.
14. Waste Pickers
15. Workers of NGOs & person engaged in West Bengal Welfare Scheme run by the Government including Self-Employed Labour Organisers ( SLOs)

[Notified as per Labour Department Notification No. Labr. / 253/LC-LW dated 03.04.2017]

and also include Construction Workers and Transport Workers.

(c) A construction worker means those workers who are engaged in Building and Other Construction work as defined in the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, i.e., workers engaged in construction, alteration, repairs, maintenance or demolition of buildings, streets, roads, railways, tramways, airfields, irrigation, drainage, embankment and navigation works, flood control works, generation, transmission, and distribution of power, water works, oil and gas installation, electric lines, wireless, radio, television, telephone, telegraph and overseas communications, dams, canals, reservoirs, water course, tunnels, bridges, viaducts, aqueducts, pipelines, towers, cooling towers, transmission towers etc. and also includes a worker engaged in Brick Kiln, Stone breaking and Stone Crushing which are specified as “building or other construction work” vide Labour Department Notification No. 803 IR dated 16. 8. 2013;

(d) A transport worker as defined under the West Bengal Transport Workers’ Social Security Scheme, 2010, i.e. all unorganised workers engaged in operation of automobiles used for commercial purposes i.e., cars, taxis, luxury taxis, light commercial vehicles, vans, auto-rickshaws, tempos, lorries, trucks, buses etc; or by whatever name called, other than those solely owned by an individual for his personal or family use.

(e) ‘Board’ means the West Bengal Unorganised Sector Workers Welfare Board constituted under sub - section (1) of Section 4 of the West Bengal Unorganised Sector Workers Welfare Act, 2007;

(f) ‘‘CEO’’ means the Chief Executive Officer of the Board;

(g) CA / SLO mean and include person engaged on commission basis by the West Bengal Unorganised Sector Workers Welfare Board for collection of subscription/s from the beneficiaries and other prescribed works;

(h) ‘Family’ relating to a beneficiary shall be deemed to consist of the beneficiary, his / her spouse, son up to 21 years of age, unmarried daughter, widow daughter - if residing with the beneficiary, dependent parents, the widow and children of a deceased son;

(i) ‘‘Form’’ means a form appended to this Scheme;

(j) ‘‘Fund’’ means the West Bengal Unorganised Sector Workers’ Welfare Fund constituted under the West Bengal Unorganised Sector Workers Welfare Act, 2007.

However, in respect of Construction and Transport Workers, the benefits as provided to the registered construction workers or their families will be paid out of the West Bengal Building and Other Construction Workers’ Welfare Fund created out of cess collected under the provisions of the Building and other Construction Workers Welfare Cess Act, 1996 read with the Building and Other Construction Workers’ Welfare Cess Rules, 1998 and West Bengal Transport Workers Social Security Fund created out of cess collected under the West

Bengal Motor Transport Workers Welfare Cess Act, 2010 read with the West Bengal Motor Transport Workers Welfare Cess Rules, 2010 respectively;

(k) "Registering Authority" means Inspectors under the Labour Commissionerate or any other Officer authorised by the Labour Commissioner;

(l) "Rules" means the West Bengal Unorganised Sector Workers Welfare Rules, 2008;

(m) "Samajik Mukti Card" (SMC) means a special Smart Card (with 32 / 64 or more KB memory electronic chip) or Plastic Card or Paper Card issued by the West Bengal Unorganised Sector Workers Welfare Board for the identity of the registered workers or that may be downloaded by the beneficiary himself/herself from the SSY portal after successful completion of registration;

(n) Words and expressions used in this scheme and not defined shall have same meaning assigned to them in the Act and Rules.

#### **5.0. ELIGIBILITY CRITERIA:**

In order to be eligible to apply for registration and getting benefits under the scheme a beneficiary should conform to the following criteria –

(a) He / She must be a resident of West Bengal.

(b) He / She should be between 18-60 years of age.

(c) His / Her family income should not exceed Rs. 6, 500/- per month except construction & transport workers. For construction & transport workers family income has no upper limit

(d) The period for calculation of average family income will be 12 months prior to the month in which application is made

#### **6.0. CARD:**

(a) The existing Samajik Mukti Card (SMC), Registration number and Pass Book issued to unorganised workers will be deemed to be valid for the purpose of this scheme. Pass Book for PF has to be issued to already registered construction & transport workers who are willing to contribute for PF benefit under the scheme through CA / SLO.

(b) All new unorganised workers under this scheme will be issued Samajik Mukti Card to avail benefits under this Yojana.

(c) SMC would also be issued to all existing unorganised workers who are registered under the various schemes and were not issued these cards earlier.

(d) The SMC can be used by an unorganized worker at any of the Regional Labour Offices (RLO) at districts and subdivisions as well as in all Labour Welfare Facilitation

Centres (LWFC) in blocks and Municipalities as Identity card for claiming any benefit under the scheme.

Newly registered workers under SSY will get a SMC having unique Social Security Identification Number (SSIN) as and when they are registered. SSIN under Samajik Suraksha Yojana, 2017 linked with their previous registration number will be provided to the existing registered workers of the different social security schemes who are deemed to be registered under SSY from the date of its notification or the same may be downloaded from the SSY Portal by the registered beneficiary himself/herself as and when they submit duly filled in Form-I.

(e) SMC will be valid up to 60 years of the age of the beneficiary or upto the date of cessation of membership, whichever is earlier.

## 7.0 HOW TO APPLY:

### (I) Registration:

(a) Subject to fulfilment of the above mentioned eligibility criteria a willing unorganised worker shall apply in the prescribed form (**Form-I**), as appended herein, to the Registering Authority (RA) where the worker permanently resides for registration as a beneficiary under this scheme alongwith required documents.

(b) All the fields of Part-I, II, III and IV of Form – I have to be filled in completely. Incomplete application will be summarily rejected without any further correspondence with the applicant concerned.

(c) Form – I will be accompanied by a xerox copy of the first page of Bank Pass Book and Elector Photo Identity Card (EPIC) or Aadhar Card (if any) and 2 (two) recent passport sized coloured photographs, one to be affix on Form-I.

(d) The registration can be done at Block, Municipality, Municipal Corporation and also may be through special camps to be organised as and when necessary. However, after Go-Live of SSY-Portal, registration may be done on-line from anywhere.

(e) The RA will receive applications along with required documents and on being satisfied regarding the submissions made in such application; shall register the workers under the scheme after completing all formalities and shall issue SMC and the Identity Card –cum- Pass Book in **Form-II** with one copy of coloured photograph (size 4.5 cmx3.5 cm) pasted therein, to beneficiaries willing to avail PF benefits, as appended herein, declaring him / her as a beneficiary under the Scheme.

VIM  
12/10/1013

(f) Inspectors of the Labour Commissionerate or any officer authorised by the Labour Commissioner will act as Registering Authority (RA) within their respective jurisdiction as may be assigned to them by the Labour Commissioner from time to time.

(g) Construction workers and Transport workers, if willing to avail additional benefits under the revised scheme under West Bengal Building and Other Construction Workers' Welfare Board and West Bengal Transport Workers Social Security Scheme, 2010 (WBTWSS) respectively are required to register themselves through their respective site. As an evidence, they will have to fill the respective Part-V in Form – I.

(h) Identity Card - cum - Pass Book in Form-II will also be issued to the existing construction & transport workers after receipt of subscription/s towards Provident Fund.

(i) If the Registering Authority is of the opinion that the application for registration is not in order or incomplete, the application shall be rejected.

(j) The applicant may, within 60 days of such rejection, prefer for review to the Assistant Labour Commissioner (ALC) of that area. The ALC concerned will hear the applicant and pass a reasoned order in this regard. If not satisfied with the order of the ALC, the applicant may prefer an appeal to the DLC of the area within 30 days from the date of issue of reasoned order, and the decision of the DLC will be final and binding on all.

(k) Unorganised workers or Construction workers or Transport workers applying under this Scheme will have to give declaration to the effect that:

(i) He / She is **covered** / **not covered** under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and / or ESI Act, 1948.

(ii) His / Her monthly family income from all sources is not above Rs. 6500/- pm. (excluding construction and transport worker)

(iii) He / She agree to abide by the Samajik Suraksha Yojana (Rules & Regulations), 2017 [SSY (R&R)-2017].

(iv) He / She has not enrolled / registered under any other Scheme of the Government providing financial benefits of similar nature.

**(II) Cancellation of Registration:**

(a) If the Registering Authority has sufficient reasons to believe that the registration or the benefit under this scheme has been obtained by a worker by fraudulent means or through false statements or by suppression of facts, or the worker has contravened any provision of the scheme, may cancel such registration after holding such enquiry he / she may deem fit and proper.

VLM  
12/10/2017

(b) No such registration can be cancelled without giving the worker a reasonable opportunity of being heard.

(c) The worker whose registration has been so cancelled, may, within 60 days of such rejection, prefer for review to the Assistant Labour Commissioner (ALC) of that area. The ALC concerned will hear the applicant and pass a reasoned order in this regard. If not satisfied with the order of the ALC, the applicant may prefer an appeal to the DLC of the area within 30 days from the date of issue of reasoned order, and the decision of the DLC will be final and binding on all.

(d) Every person whose registration has been cancelled as such shall forfeit all his / her claims under the scheme and contributions made, if any, shall be forfeited by the Government.

## **8.0. BENEFITS UNDER THE SCHEME:**

### **8.1. PROVIDENT FUND:**

This is a form of income security fund into which the workers contribute a fixed sum from the earnings and the government also contributes along with interest. The money in the fund is then paid to the workers on attaining 60 years of age after which the worker is normally unable to continue to earn income. State Government introduced PF scheme for unorganised workers in the year 2001 and now it is extended to all the unorganised workers, construction workers and transport workers under this Yojana.

#### **8.1.1. Eligibility:**

- (a) Beneficiary registered under **SAMAJIK SURAKSHA YOJANA, 2017**
- (b) Not covered under EPF & MP Act, 1952, and
- (c) Willing to subscribe Rs. 25/- per month as PF contribution.

#### **8.1.2. Contribution:**

- (i) Each eligible worker is to contribute a sum of Rs.25/- per month and the State Government gives a matching grant of Rs. 30/- against worker's contribution.
- (ii) At the time of enrolment, a worker under the Scheme will be issued an Identity Card-cum- Pass Book in Form No. II under the signature of the Registering Authority. The RAs are authorized to issue Identity Card-cum-Pass Book. The contribution will become due on and from the following the month in which the Identity Card-cum-Pass Book is issued.

V. M. M.  
12/10/2017

(iii) Each subscriber may pay up to Rs.300/- per annum. The payments may be made monthly @ Rs.25/- per month or as may be convenient to the subscriber in multiples of Rs.25/-. A subscriber cannot make contribution more than Rs.300/- in a financial year. All payments are to be made within the financial year and there will be no arrear or advance payments for previous or next financial year.

(iv) The State Government will make matching contribution @Rs. 30/- against each contribution of Rs. 25/-.The Government contribution shall be deemed to be deposited in the account of the subscriber on the same day as the contribution is actually paid by the subscriber. If a subscriber makes advance payment (within a particular financial year) the Government contribution will be deemed to be deposited on the first day of the month for which it is paid (applicable only for the same financial year).

(v) For construction and transport workers the matching contributions will be paid out of the respective fund.

(vi) The State Government will also bear the interest payable annually at the rate at which interest is allowed on deposit under the General Provident Fund by the Government from time to time, provided, interest for a particular month will be paid if the contribution for that month is made within 10<sup>th</sup> day of the said month. Interest to be paid by the Government will be calculated as on 31st March every year and will be deemed credited on the same date in the account of the subscriber.

(vii) For construction and transport workers the interest will be paid out of the respective fund.

### **8.1.3. Payments:**

(i) On attainment of the age of 60 years, or discontinuance as a subscriber under the Scheme, or in the event of the account becoming inoperative due to non submission of worker's contribution or death of worker or pre-mature withdrawal, the total cumulative amount along with interest will be refunded to the worker, or to his / her nominees.

(ii) The beneficiary or his / her nominee (in case of death of beneficiary) will apply to the Registering Authority for final payment in Form-V.

(iv) In case of premature termination on account of death, the total amount lying in the account of the subscriber will be paid to the subscriber's nominee on receipt of an application along with necessary certificates enclosed with the form.

(v) If a subscriber-worker does not want to continue as a subscriber under the Scheme, he / she may be given final payment of the total balance lying at his / her credit (that is the

worker's own contribution, matching contribution of the Govt. and the interest payable) after expiry of the lock-in period of three years from the date of his / her registration, on receipt of an application from such beneficiary

#### **8.1.4. Closure and Revival:**

(i) The account of a subscriber will be automatically closed if he / she do not make any contribution continuously for three financial years.

**Provided** that such account shall be revived by ALC with effect from the current financial year on an application made by the subscriber stating reasons for such non- payment and found to be sufficient by such ALC. No arrear contribution shall, however, be allowed.

(ii) RA will received such application and after due examination and verification will forward to the ALC concerned with his / her recommendation.

(iii) Interest will not be allowed for the period in excess of 3 financial years in case of revival of Account.

#### **8.1.5. Collection & Accounting Procedure**

##### **I. For Workers other than Construction and Transport Workers:**

(a) The collecting agents who will be tagged to respective Bank Branches, after collecting the monthly subscription from the subscriber and issuing receipt in **Form – III**, as appended herein, will deposit the amount so collected to the Non-Operative Collecting account under erstwhile SASPFUW within a fortnight but invariably within the month in which subscriptions have been collected by using triplicate copies of “Pay-in-Slip” for such deposit.

(b) After such deposit of the amount, the Collecting Agent will submit a statement of collection from subscribers in **Form-IV**, as appended herein, along with a duplicate copy of the ‘Pay-in-Slip’ to the Registering Authority. The RA on receipt of such statement and the duplicate receipt copy of ‘Pay-in-Slips’ from different Collecting Agent will make necessary transaction entries online

(c) Beneficiary will be provided with a computer generated Annual Statement of PF in **Form-VI**.

(d) On the last working day of a month, every Block level and Sub-divisional level, Branch of the Bank where such account has been opened for other workers shall

VilM  
12/10/11

electronically transfer / issue a bank draft for the entire amount of money deposited in the said bank account during the month in favour of the account maintained at the district head quarter with intimation to RA and concerned Assistant Labour Commissioner (ALC).

- (e) Necessary Bank charges, if any, for the purpose will be paid by the Board.
- (f) In the 1<sup>st</sup> week of the following month the Assistant Labour Commissioners posted in the district head quarters and the Assistant Labour Commissioner posted at Kolkata will then arrange for depositing the entire amount lying at the credit in the bank account at the district head quarter or at the different bank branches in the Kolkata Region with the Treasury / Pay & Accounts Officer under proper deposit head of account [this may be done directly by the banks by the book transfer under intimation to the concerned Treasury / Pay & Accounts Office provided such arrangements are made].
- (g) The RA after receipt of the statement of collection along with a duplicate receipt copy of 'Pay-in-Slip' will make a compilation of statement of such collection subscriber wise and send a copy thereof along with a certificate that the amount collected have been duly deposited with the bank to the ALC.

## II. For Construction & Transport workers

- (a) Two separate Saving Bank Accounts in the name of "SSY-PF A/C for Construction" and "SSY-PF Account for Transport" will be opened by the respective Board at Kolkata in a commercial Bank to be operated jointly as in the case of W.B Building & Other Construction Workers Welfare Fund and W.B. Transport Workers Social Security Fund.
- (b) Account Number of these Accounts will be communicated to each RLO who will simultaneously inform to all Collecting Agents and SLO under his/her jurisdiction.
- (c) The amount collected will be deposited in the respective above mentioned Bank Accounts separately for construction workers and Transport workers.
- (d) After such deposit of the amount, the Collecting Agent will submit a statement of collection from subscribers in **Form-IV**, as appended herein, along with a duplicate copy of the 'Pay-in-Slip' to the Registering Authority. The RA on receipt of such statement and the duplicate receipt copy of 'Pay-in-Slips' from different Collecting Agent will make necessary transaction entries online and send a monthly consolidated report to the ALC.
- (e) Beneficiary will be provided with a computer generated Annual Statement of PF in **Form-VI**.

VLM  
14/01/12

(f) ALCs posted at RLOs will seek the fund from two Boards, i.e., West Bengal Building and Other Construction Workers' Welfare Board (WBB&OCWWB) and West Bengal State Social Security Board (WBSSSB) separately in case of final payment.

**8.1.6. Maintenance of records:**

(a) ALC posted in the RLO will submit consolidated account of the subscription collected along with total number of subscribers separately for 3 (three) categories of workers, viz; Construction workers, Transport workers and other workers, in a particular month, to the Labour Commissioner within the first ten working days of the following month.

(b) Labour Commissioner will submit a quarterly account of the total amount of subscription and the total number of subscribers throughout the State in a particular quarter indicating therein the District-wise breaks up within the first fortnight of the following quarter to the Labour Department.

**8.1.7. State Govt. Assistance for the Provident fund Scheme & Accounting Procedure:**

(a) The Government contribution will be deemed to be deposited in the account of the subscriber on the same day as the contribution is made by the subscriber.

(b) Interest to be paid by the Government will be calculated as on 31<sup>st</sup> March of every year and will be deemed to be credited on the same date in the account of the subscriber.

(c) For other workers, the State Government will release fund for equivalent contribution by the Government for the subscribers at every quarter, for the first three quarters of a year beginning first of April of every year and also release allotment of fund for equivalent amount of contribution of the State Government in respect of the subscribers along with the interest of the total balance lying at the credit of the subscribers for the last quarter ending 31<sup>st</sup> March of every year for the purpose of book adjustment thereof under the appropriate deposit head of account.

(d) Same procedure as mentioned in sub-clause (c) above to be followed by the WBB&OCW and WBTWSS Boards for registered construction & transport workers. In these cases fund required for Matching Grant & interest will be provided by Board concerned. For interest part, respective Board will provide the additional amount required as interest after considering the amount of interest received in that account from bank.

(e) The State Government in case of other workers and the respective Board in case of Construction and Transport workers will bear all expenditure relating to the administration of

the Scheme including collection charges to be paid to the Collecting Agents and service charges to the banks and also cost of various forms and stationary etc.

(f) A separate Bank Account exists for each RLO in the name 'State Assisted Scheme of Provident Fund for Unorganized Workers in West Bengal -- Administrative' , jointly operated by DLC and ALC / ALC & Inspector and also a separate Bank Account exists for Kolkata Region for the Office of the Labour Commissioner at Kolkata in the name of 'State Assisted Scheme of Provident Fund for Unorganized Workers in West Bengal – Administrative' to be jointly operated by DLC and the ALC of the EL & MW Section of the Office of the Labour Commissioner.

(g) However, from the date of implementation of SSY as notified, all transactions made under the existing Accounts will be deemed to have been made under SSY for Other workers.

(h) Likewise, as mentioned in sub-clause (f) above, separate saving bank accounts exist for Construction workers in the name of W.B. Building & Other Construction Workers Welfare Fund at Kolkata jointly operated by Secretary of the Board and Controller of Finance & Commercial Accounts Officer, Labour Commissionerate exclusively for deposition of Construction Cess and another saving bank A/C in the name of W.B. Building & Other Construction Workers Welfare Fund – Administrative at each RLO and for Transport workers saving bank accounts exist in the name of "W. B. Transport Workers Social Security Fund in Kolkata where Transport Cess as well as Registration fee from the subscribers are deposited and is jointly operated by the CEO and CAO of the Scheme and another saving bank A/C in the name of Transport Workers Social Security Scheme- Administrative at each RLO jointly operated by DLC and ALC / ALC & Inspector.

(i) In case of Construction and Transport workers, fund for matching grant and interest will be deposited in the respective PF Account centrally from the respective Fund. Final Payment of PF or payment due to pre-mature withdrawal will be transfer from these accounts to the respective Administrative Account at the RLO level for payment to the beneficiaries.

(j) Fund for claims of benefits, administrative expenses including collection charges to be paid to the Collecting Agents and Banks' service charges will be paid to the respective Administrative account at the RLO level from W.B. Building & Other Construction Workers Welfare Fund at Kolkata and W. B. Transport Workers Social Security Fund at Kolkata

(k) **However, in respect of newly created RLOs or redefining the areas of existing RLOs in future, Labour Commissioner may modify the operation of accounts with the approval of Labour Department.**

V d m  
14/10/11

(l) The Principal Accountant General (A&E), West Bengal has categorically approved the opening of P.D Account in favour of SASPFUW (unorganised workers) for crediting and debiting all receipts and withdrawal in connection with the provident fund transactions of the employees covered under the Scheme. The same will be deemed to be utilised for this scheme with the coming into force of SSY for workers other than construction & transport workers. Thus, the existing system of transactions under erstwhile SASPFUW will continue for workers other than construction and transport workers.

#### **8.1. 8. Withdrawal of PF / Procedure of Final Payment:**

- (a) On receipt of application in Form-V, the concerned RA will verify the amount accumulated in the A/C of beneficiary.
- (b) RA will recommend for payment of the accumulated amount of the beneficiary's account before the concerned Assistant Labour Commissioner who will place the claim before the respective Treasury Officer.
- (c) In respect of workers other than construction and transport workers, the Assistant Labour Commissioner will sanction due amount and place it before T.O. for taking appropriate steps for online payment to the beneficiary's account through IFMS.
- (d) For construction & transport workers the amount sanctioned by the Assistant Labour Commissioner will be paid from their respective Administrative A/C after seeking fund from the "SSY-PF A/C for Construction" and "SSY-PF Account for Transport".
- (e) In case of death, maturity or pre-mature withdrawal, interest will be paid upto the month of last subscription received.

**Note-1.** The physical deposition of the amounts of Government contribution and interest of the amount at the credit of the subscribers can not be considered as an essential criterion for payments. At best, it can be ascertained whether at least the required balance is available with the respective Bank Account / PD Account.

- (f) All claims shall be noted in a Claim Register of Provident Fund as well as in the Office Computer in Excel format with all relevant details.

#### **8.2. HEALTH AND FAMILY WELFARE:**

With the objective of providing health treatment and social justice to the unorganised worker the following benefits would be provided under this Yojana:-

*Vilw*  
*12/10/13*

### 8.2.1. Eligibility:

- (a) Beneficiary registered under SAMAJIK SURAKSHA YOJANA, 2017
- (b) Beneficiary **not covered** under ESI Act, 1948 or Rashtriya Swasthya Bima Yojana (RSBY) implemented by the Health & Family Welfare Department, Government of West Bengal or Swasthya Sathi Scheme implemented by the Health & Family Welfare Department, Government of West Bengal or West Bengal Transport Workers Social Security Scheme, 2010 (WBTWSS) (as amended) to the extent mentioned therein, or any other scheme of the Government providing benefits of similar nature.

### 8.2.2. Benefits

- (a) (i) A beneficiary and / or family members are entitled to get **financial assistance upto Rs. 20, 000/-** only per annum on account of **treatment for ailments** as included in WBHS, 2008 requiring hospitalisation or outdoor treatment.

The benefits to be provided for:

- (A) cost of clinical tests – full
- (B) cost of medicine – full
- (C) cost of hospitalization – full
- (D) payment for **loss of employment** to the beneficiary in case of hospitalisation **only @Rs.1,000/-** for the 1<sup>st</sup> 5 days, i.e., Rs. 200/- per day and additional amount of Rs.100/- per day for the remaining days, up to a maximum of Rs. 10,000/-. This claim will be admissible only to the beneficiary himself/herself.
- (ii) Claim from a beneficiary and / or family members may be accepted for more than once in a year but total assistance shall be limited to Rs. 20000/- (Rupees Twenty thousand) only per annum.
- (b) (i) A beneficiary and / or family members are entitled to get **financial assistance upto Rs. 60, 000/-** only per annum on account of **any kind of surgery**. Beneficiary undergoing surgery for self or for family members will be entitled for a maximum of benefit / claim of Rs. 60,000/- only. The benefits to be provided for:
- (A) cost of clinical tests – full

Vilraj  
12/10/2013

- (B) cost of medicine – full
  - (C) cost of hospitalization – full
  - (D) payment for **loss of employment** to the beneficiary **only** @Rs.1,000/- for the 1st 5 days, i.e., Rs. 200/- per day and additional amount of Rs.100/- per day for the remaining days, up to a maximum of Rs. 10,000/-.
- (ii) Claim from a beneficiary and/or family members may be accepted for more than once in a year but total assistance shall be limited to Rs. 60,000/- (Rupees Twenty thousand) only per annum.
- (c) A beneficiary, if hospitalised for 5 or more days due to an accident shall be assisted with payment for loss of employment @Rs.1,000/- for the 1st 5 days, i.e., Rs. 200/- per day and additional amount of Rs.100/- per day for the remaining days, up to a maximum of Rs. 10,000/-. This claim will be admissible only to the beneficiary himself/herself.
- (d) Claim for (a), (b) and (c) will be admissible for expenses at Government Hospitals, if any or at empanelled hospitals and as per the package rates of WBHS, 2008 implemented by Finance Department and as revised by it from time to time.
- (e) Payment for loss of employment will be applicable in case of registered beneficiary only and not to his / her family members.
- (f) For availing benefits under this head, year may be construed as a financial year.

### **8.2.3. Administration of claims:**

- (1) All Assistant Labour Commissioners (ALC) are authorized to administer claims under this scheme within their respective jurisdiction.
- (2) All applications for claim in Form-V shall be submitted along with required documents to the concerned RA in triplicate in the office where such beneficiary has been registered as a member under the SSY within sixty days of commencement of treatment in case of outdoor treatment or release from a hospital in case of indoor treatment. The copy of SMC / Identity Card cum Pass Book of erstwhile SASPFUW / Identity Card of Construction/Transport is required to be submitted along with the claim.
- (3) On receipt of the claim application in Form-V the RA shall forward and recommend it to the concerned Assistant Labour Commissioner within fifteen days for payment after verifying the eligibility of the applicant and genuineness of the claim checking the documents mentioned below:
  - a) Form – V duly filled in and signed.

Vijay  
12/10/2011

- b) A certificate from doctor of an Government hospital / Empanelled hospital certifying that the applicant / dependent is suffering from.....and undergoing treatment
- c) If surgical operation was involved, a certificate from a doctor of an empanelled hospital/ Government hospital certifying that such surgical operation was actually conducted mentioning the date of operation and period of stay in the hospital along with copy of discharge certificate.
- d) Self attested copy of doctor's prescription.
- e) Original documents showing the expenditures incurred during the treatment including operation.
- f) An expenditure statement submitted by the beneficiary and verified by the RA.
- g) self attested copy of SMC / Identity Card cum Pass Book of erstwhile SASPFUW / Identity Card of Construction/Transport.
- (4) If the claim is found to be genuine, the Assistant Labour Commissioner shall sanction the payment and shall transfer the sanctioned amount in the Bank Account of the concerned beneficiary.
- (5) No claim will be admissible to the registered worker if he / she is a beneficiary under ESI Act, 1948 or RSBY or Swasthya Sathi or WBTWSS.
- (6) All claims shall be noted in a Claim Register of Health & Family Welfare as well as in the Office Computer in Excel format with all relevant details.

### **8.3. DEATH AND DISABILITY:**

#### **8.3.1 Eligibility:**

Beneficiary registered under **SAMAJIK SURAKSHA YOJANA, 2017**

#### **8.3.2 Benefit:**

The workers in the unorganised sector are exposed to the risk of untimely death due to disease or accident. This is pronounced in unorganised sectors because of lack of defined safety and deficiency in care. Untimely death, disability or even normal death of an earning member may leave the rest of the family members in perilous condition. To provide social security to the nominees of the beneficiaries under the Yojana, the following benefit would be provided:-

- (a) **Rs. 2,00,000/-** only in cases of death of the beneficiary arising out of an accident,

- (b) **Rs. 50,000/-** only in cases of normal death of the beneficiary,
- (c) **Rs. 50,000/-** in cases of 40% disability of the beneficiary.
- (d) **Rs. 2,00,000/-** in cases of total and irrecoverable loss of both eyes ,or loss of use of both hands ,or feet or loss of sight of one eye and loss of use of hand ,or foot.
- (e) **Rs. 1,00,000/-** in cases of total and irrecoverable loss of sight of one eye ,or loss of use of one hand ,or foot.

The disability should be certified by a Government Hospital.

No assistance under this provision shall be allowed if such death or permanent disablement was:

- (a) caused by intentional self injury, suicide or attempted suicide, insanity or immorality or if the member was under influence of intoxicating liquor, drug or narcotic or,
- (b) caused by injuries resulting from riots, civil commotions, or racing of any kind.

### **8.3.3. Administration of claims:**

(1) The beneficiary / nominee (in case of death of beneficiary) will apply to the R.A. in Form-V for benefit within 3 months from the date of release from Hospital / death or accident along with original documents as required.

(2) While verifying the claims the R A will check the documents mentioned below:

- a) Form –V duly filled in and signed.
- b) If the beneficiary was admitted to a hospital before death, attested copy of the certificate regarding death issued by the hospital concerned.
- c) If the death was due to an accident, actual date, time & place of accident, copy of the FIR lodged and post-mortem report.
- d) If the death was due to an accident during the course of employment, the certificate regarding that.
- e) Attested copy of death certificate issued by the Registrar of Birth & Death.
- f) In case of disability, certificate from the Government Hospital is required mentioning the extent of disability.
- g) Self attested copy of SMC / Identity Card cum Pass Book of erstwhile SASPFUW / Identity Card of Construction/Transport.

(3) If required, the Registering Authority may make an enquiry for proper verification of any case in the manner as the Registering Authority may deem fit

(4) If claims are found genuine & satisfactory, RA will recommend for payment & forward it to the concerned Assistant Labour Commissioner who will sanction the payment

and will transfer the sanctioned amount in the A/c. of beneficiary / nominee as the case may be .

(5) No claim shall be admissible to the beneficiary, if he/she is in receipt of any financial assistance of similar nature from the Government.

(6) All claims shall be noted in a Claim Register of Death & Disability as well as in the Office Computer in Excel format with all relevant details.

#### **8.4. EDUCATION:**

Education is key to empowerment and better society where socio-economic justice prevails. However, lack of education due to poverty and economic stresses is not ruled out. Drop-outs at the secondary level are alarming and to address this issue it has been contemplated in this Yojana to provide financial assistance to the children of the beneficiaries in their pursuit of higher studies.

##### **8.4.1. Eligibility:**

(a) Payable to the beneficiary registered under SAMAJIK SURAKSHA YOJANA, 2017 for at least one calendar year for pursuing higher studies of their children.

Provided that in case of already registered workers transferred from erstwhile schemes, on year shall be taken as from the date of their earlier registration.

(b) Not payable for those registered workers whose children are eligible to get benefits under the 'Swami Vivekananda Merit-cum- Means Scholarship Scheme'

c) Payable for those students who are studying in any recognised educational institutions of State Government, Central Government or any institution created by statute of the State or Central Government

(d) Beneficiary whose children are pursuing studies through Correspondence is not eligible.

(e) Beneficiary whose children is in receipt of scholarship or stipend or any kind of education grant from any other source will not be granted education assistance under this Scheme.

(f) Children of the beneficiary also include those children who are above 21 years of age but are fully dependant on the beneficiary and are pursuing higher studies.

##### **8.4.2. Benefit:**

(a) Assistance for education will be provided in the following category as per scale given

below:

- |       |                                       |                        |
|-------|---------------------------------------|------------------------|
| (i)   | Reading in Class XI                   | Rs. 4,000/- per annum  |
| (ii)  | Reading in Class XII                  | Rs. 5,000/- per annum  |
| (iii) | Under training at ITIs                | Rs. 6,000/- per annum  |
| (iv)  | Reading in UG (Arts/Science/Commerce) | Rs. 6,000/- per annum  |
| (v)   | Reading in PG (Arts/Science/Commerce) | Rs. 10,000/- per annum |
| (vi)  | Reading at Polytechnics               | Rs. 10,000/- per annum |
| (vii) | Medical / Engineering                 | Rs. 30,000/- per annum |
- (b) Assistance for completion of UG education or equivalent Skill Development Studies @ Rs. 25000/- each for up to two daughters will be provided. This benefit will, however, be admissible if the daughter remains unmarried till completion of studies.
- (c) The students who will be covered under this Yojana cannot avail any other scholarship / grant of the Government.
- (d) Benefits under Clause 8.4.2 (a) & 8.4.2 (b) will be available for upto maximum 2 (two) children.

#### **8.4.3. Procedure for claim of benefit:**

(1) The beneficiary will apply to the R.A. in Form - V for benefit within 3 months from the date of admission in to class or session along with original documents as required.

The R A will verify the eligibility and admissibility of claims & will check the following documents:

- a) Form – V duly filled in and signed.
- b) Certificate in original from the concerned school /college / institute authorities as a proof of admission to the particular course by the children of the beneficiary for which assistance is being claimed and also certificate of non receipt of any other scholarship.
- c) Self attested copy of Passing Certificate or Mark Sheet of the previous examination passed.
- d) Self attested copy of SMC / Identity Card cum Pass Book of erstwhile SASPFUW / Identity Card of Construction/Transport alongwith copy of front page of Bank Pass Book or Cancelled Cheque (which should contain details of the beneficiary)
- e) In case of claim of Rs. 25000/- per daughter, the beneficiary has to submit certificate of graduation or equivalent Skill Development qualification from the recognised educational institutions of State Government, Central Government or any institution created by statute of the State or Central Government and certificate from the local authority (namely, MP / MLA /

VLM 12/10/2011

Sabhadhipati of Zilla Parishad / Sabhadhipati of Siliguri Mahakuma Parishad / Mayor of Municipal Corporation / Chairman of Borough Committee / Sabhapati or Member of Panchayat Samity, Pradhan of Gram Panchayat, Chairman / Vice – Chairman / Councillor / Commissioner of Municipality or Corporation Area, Chairman/Administrator of GTA or his nominated person) that his/her daughter for whom claim is submitted is unmarried on the date of issue of above certificate.

(2) If claims are found genuine, RA will recommend for payment & forward it to the concerned Assistant Labour Commissioner who will sanction the payment and will transfer the payment in the A/c. of beneficiary.

(3) All claims shall be noted in a Claim Register of Education as well as in the Office Computer in Excel format with all relevant details.

**Note-2.** If the claims of benefits under 8.1., 8.2., 8.3., and 8.4. could not be submitted within stipulated period, the applicant will apply before the concerned Assistant Labour Commissioner for condonation of delay giving reason for delay. If the Assistant Labour Commissioner is satisfied that there was sufficient cause for non-submission of application within stipulated period, ALC may condone the delay and allow the application to be submitted to the RA. In case of rejection, the claimant may prefer an appeal before the DLC of the concerned area within 30 days of the date of such rejection. The decision of the DLC will be final and binding on all.

#### **8.5. TRAINING IN SAFETY AND SKILL DEVELOPMENT:**

(a) Uncertainty in the unorganised sectors necessitates need for diversification of activities and the search for alternative employment and self-employment ventures. The beneficiary and/or their family members will be provided training in various trades & vocations so as to enable them to switch to alternate economic activity mainly towards self-employment.

(b) This training shall be outcome based and would be provided through the Paschim Banga Society for Skill development (PBSSD) and shall follow the cost and other common norms that have been finalised for Skill Development interventions in the State by the Government.

(c) Fund for meeting the Skill Development costs shall be borne from i) the Construction Workers Cess for Skill Development of Construction Workers and their family members, ii) from the Transport Cess for Skill Development of Transport Workers and their family

members and iii) from the State Budget of Labour Department for Skill Development of Other Workers and their family members.

Suitable Grant-in –Aid /fund will be made available to PBSSD by the appropriate authorities of the Labour Department.

#### **8.5.1. Procedure:**

(a) The beneficiary and/or their family members have to register their names in Paschim Banga Society for Skill development (PBSSD) portal mentioning their SMC number and choice of skill required.

(b) On receipt of sufficient number of applications in a particular subject, PBSSD will organise training at a suitable location.

(c) On successful completion of course the PBSSD will seek fund from the Labour Commissioner, West Bengal citing the names and address of the trainee, their SSY number, name of the course, period of training, total amount. After scrutiny of bills and segregating the bill/s on the basis of SSY numbers, Labour Commissioner will sub-allot the required fund to the respective Department or may transfer the fund in the Bank Account, if any of PBSSD or may forward the bill/s to the respective Board for payment to the PBSSD or as per the module to be decided in consultation with the concerned Department.

#### **9.0. MAINTENANCE OF ACCOUNTS AND AUDIT:**

(a) The respective Board shall bear all expenditures for administration of the Yojana including the cost of various forms, stationeries, service charges to the Banks, cost of publicity of the SSY and cost of organizing various programmes etc. for the purposes of the Yojana.

(b) For the purpose Board can utilize the fund accumulated at SASPFUW, West Bengal Building and Other Construction Workers' Welfare Fund and also at West Bengal Transport Workers Social Security Fund as and when required and as decided by State Government.

(c) All grants received from the State Government, other Boards or from the Central Government or deposits from the beneficiary under the Yojana shall be deposited to the Fund.

(d) The Boards shall maintain separate accounts for the purposes and get the said accounts audited by such Auditor and in such manner as may be decided by the Boards. The existing Accounts will be deemed to be validly utilised for SSY also.

*Handwritten signature*  
22/10/2013

(e) Annual report regarding performance of this Yojana along with an audited report of accounts shall be sent by the respective Board to the Labour Commissioner, West Bengal who will forward a copy to the Labour Department.

#### **10.0. PREPARATION OF BUDGET:**

**10.1** The CEO of the Board shall with due approval of the Board send an annual budget for a financial year in connection with implementation of the SSY to the State Government at least four months before the commencement of a financial year. Likewise, respective Board, i.e., WBB&OCWWB and WBSSSB will prepare an annual budget for a financial year with respect to construction and transport workers and send a copy to the West Bengal Unorganised Sector Workers' Welfare Board.

**10.2** At the beginning of the Financial Year, ALC shall submit Requisition of Fund in **Annexure – I** separately to the respective Board through the Labour Commissioner, West Bengal based on the expenditures of the previous year. The respective Board after proper scrutiny and after making such query as necessary shall release the fund in four equal instalments in four quarters. However, subsequent release will depend upon the receipt of Utilisation Certificate (UC) (**Annexure-II**) of the fund released in earlier quarter. No subsequent instalment shall be released without receipt of UC.

**10.3** **All financial transactions will be done electronically** as soon as the software for the purpose is ready **and introduced in the portal of SSY. Accordingly,** Collection & other accounting, registration, claim, disbursement procedures as specified in the aforementioned paras will stand modified to the extent applicable for such software.

#### **11.0 SANCTION OF CLAIM:**

**11.1** Sanctioning & Disbursing Authority under the Yojana shall be the Assistant Labour Commissioner (ALC) of the area concerned or any Assistant Labour Commissioner authorised by the Deputy Labour Commissioner (DLC) of that area to act as such.

**11.2** There shall be only one Common Claim Form (**Form-V**), as appended herein, for claiming benefits under SSY.

Vijay  
12/10/2013

## **12.0 INFORMATION, EDUCATION AND COMMUNICATION (IEC):**

Information, education and communication involves strategies, approaches and methods that enable individuals, families, groups, organisations and communities to play active roles in achieving, protecting and sustaining their own social-security. Embodied in IEC is the process of learning that empowers people to make decisions, modify behaviours and change social conditions. Identifying and promoting specific behaviours that are desirable are usually the objectives of IEC efforts. Media might include interpersonal communication (such as individual discussions, counselling sessions or group discussions and community meetings and events) or mass media communication (such as radio, television and other forms of one-way communication, such as brochures, leaflets and posters, visual and audio visual presentations and some forms of electronic communication).

Joint Labour Commissioner / Deputy Labour Commissioner of the area will take all necessary measures for creating awareness in consultation with the Office of the District Magistrate concerned, if necessary.

He will chalk out an annual plan for IEC under his / her jurisdiction within the budgetary allocation as may be determined by the Labour Commissioner, West Bengal and will take all necessary steps so that the objectives of the Yojana reaches to the grassroots levels.

## **13.0 SUPERVISION AND MONITORING:**

Labour Commissioner, West Bengal will be overall in-charge for the implementation, supervision and monitoring of the Yojana in the State through Joint Labour Commissioner and Deputy Labour Commissioner. He will seek monthly report on the progress of implementation of this scheme from his subordinate officials and sent a consolidated district wise quarterly report as well as annual report in **Annexure-III** to the Labour Department.

## **14.0 POWER TO AMEND SCHEME:**

The State Government may by notification alter any of the provisions of the SSY and also add new provision(s) to the Yojana, if necessary.

Vidya  
12/10/11

**15.0. ISSUANCE OF GUIDELINES:**

Detailed guidelines and modus-operandi of this SSY are being issued under the name “Samajik Suraksha Yojana (Rules and Regulations) – 2017. The State Government in the Labour Department may by notification alter any of the Rules and Guidelines of “Samajik Suraksha Yojana (Rules and Regulations) – 2017”, if deem necessary.

**16.0. EXISTING SCHEMES:**

**16.1 REPEAL:-**

- (a) The following existing schemes, namely,
- (i) State Assisted Scheme of Provident Fund for Unorganized Workers (SASPFUW),
  - (ii) West Bengal Unorganised Sector Workers’ Health Security Scheme (WBUSWHSS) and
  - (iii) West Bengal Beedi Workers’ Welfare Scheme, (WBBWWS)

are repealed in full vide Notification No. Labr./254/LC-LW Dated 03.04.2017.

**16.2. Modification:-**

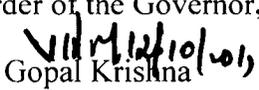
- (a) The following Schemes:-
- (i) Social Security Scheme for Construction Workers, (BOCWA), and
  - (ii) West Bengal Transport Workers Social Security Scheme (WBTWSSS)

are modified accordingly and the benefits included in SSY are deleted from these schemes. The other benefits as per amended schemes will continue.

- (iii) The revised and amended schemes are issued separately vide notification Nos. Labr./256/LC-LW dt. 03.04.2017 and Labr./255/LC-LW dt. 03.04.2017 respectively.

**17.0 INTERPRETATION:**

If any question arises relating to the interpretation of these Rules, it shall be referred to the Government of West Bengal in the Labour Department whose decision thereon shall be final.

By order of the Governor,  
  
Gopal Krishna  
Additional Chief Secretary to the  
Government of West Bengal

## Form - I

(To apply online on SSY portal of the Labour Department, Government of West Bengal)

(See clause 7 of SSY read with clause 7(I) (a) of SSY (R&R), 2017)

All the fields of Part-I, II, III and IV of Form – I have to be filled in completely. Incomplete application will render the registration liable to be cancelled

(See clause 7 of SSY read with clause 7(I) (a) of SSY (R&R), 2017)

Application No.

Application Form for Registration under Samajik Suraksha Yojana (SSY)

(For Unorganised Sector Workers, Construction Workers & Transport Workers)

Affix recent  
photo

4.5 cm x 3.5 cm

To  
The Registering Authority

I hereby apply to enrol myself as a beneficiary under SAMAJIK SURAKSHA YOJANA and the following statements in relation to this application are given by me. I am already enrolled under WBB&OCWW Scheme / WBTWSSS/ erstwhile SASPFUW (strike out whichever is not applicable) and the Registration No. is.....

### PART-I

1. My Name is Sri/ Smt: \_\_\_\_\_
2. Father's/ Husband's Name: \_\_\_\_\_
3. Mobile No. \_\_\_\_\_ BPL: Y/N..... If yes, BPL No. \_\_\_\_\_
4. Bank A/C No..... 5. Bank & Branch Name.....
5. AadhaarNo. \_\_\_\_\_ 6. EPIC No. \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Present Address: \_\_\_\_\_
9. a) Name of the Block/ Municipality: \_\_\_\_\_ b) GP / Ward of the Municipality \_\_\_\_\_
10. Sex: Male/ Female/Others:.....
11. Marital status: Married/ Unmarried/ Widow/ Divorcee:.....
12. Caste: SC/ST/OBC/GEN :..... 13. Religion: \_\_\_\_\_
14. Date of birth: D D/ M M/ Y YYY 15. Age \_\_\_\_\_
16. I am covered / not covered under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 & ESI Act, 1948 (if yes, then provide P.F./ ESI No \_\_\_\_\_)
17. I am a self-employed worker/ worker engaged in the scheduled unorganised sector under the Scheme. (Strike out which is not applicable)
  - (ii) Name of my Occupation / Self-employment :.....( strike out which is not applicable)
  - (iii) Address of the Establishment where I employed \_\_\_\_\_
- (Strike out if not applicable)
18. My monthly family income from all sources: Rs. \_\_\_\_\_
19. I agree to abide by the Samajik Suraksha (Rules & Regulations), 2017.

(Full Signature/ LTI of the Applicant)

**PART-II**

**DETAILS OF FAMILY MEMBERS FULLY DEPENDENT ON THE APPLICANT**

Sl. No.	Name	Relationship with the applicant	Sex	Age	Whether Registered under SASPFUW/BOCW/WBTWSS S, if Yes, then Regn. No	Aadhar No

Place:

Date:

.....  
(Full Signature/ LTI of the Applicant)

**PART-III  
NOMINATION FOR THE SCHEME**

Sl. No.	Name	Relationship with the applicant	Aadhaar No.	Sex (M/F)	Age	Share	Bank A/C No., Name & Branch Name of the Bank

Place:

Date: .....

.....  
(Full Signature / LTI of the Applicant)

**PART-IV  
CERTIFICATE**

[Employer/ MP / MLA / Sabhadhipati of Zilla Parishad / Sabhadhipati of Siliguri Mahakuma Parishad / Mayor of Municipal Corporation / Chairman of Borough Committee / Sabhapati or Member of Panchayat Samity, Pradhan of Gram Panchayat, Chairman / Vice – Chairman / Councillor / Commissioner of Municipality or Corporation Area, Chairman/Administrator of GTA or his nominated person]

I know the applicant Sri/ Smt \_\_\_\_\_ and hereby certify that above statements made by him / her are true to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

(Seal)

**Part – V**

*(For Construction Workers and Transport Workers Only)*

**(a) If a Construction Worker: Y / N**

I am also willing to avail the existing benefits under **WBB&OCWW** Scheme for which I am submitting separate application under e-district ([www.edistrict.wb.gov.in/PACE](http://www.edistrict.wb.gov.in/PACE))

**(b) If a Transport Worker: Y / N**

I am also willing to avail the existing benefits under **WBTWSS** Scheme for which I am submitting separate application under e-district ([www.edistrict.wb.gov.in/PACE](http://www.edistrict.wb.gov.in/PACE))



**Form - II**  
(See clause 7 (I) (e) of SSY(R&R), 2017)

**Identity Card-Cum-Pass Book for  
Provident Fund under SSY for unorganised Workers**

Coloured Photograph  4.5cmx3.5cm
---

Name of Gram Panchayat / Ward No. ....

Under .....Block.....Municipality /

Municipal Corporation in ..... District.

1. Name of the beneficiary:.....

2. Father's / Husband's Name:.....

3. Aadhaar No. ....

4. Permanent Address: .....

.....

5. Date of birth: .....

6. Date of enrolment in the SSY: .....

7. Date of maturity on attaining age of 60 years: .....

8. Name & Address of the Nominee(s): .....

.....

.....

9. Relationship with the subscriber: .....

10. Age of Nominee(s):.....

11. Name of father / husband of the Nominee:.....

12. SSY A/C No. :.....

Signature of the Registering Authority

Signature of the holder

**Subscription made:**

Month& year for which Subscription made	Receipt details			Amount	Signature of Collecting Agent/SLO
	Book No.	receipt No.	Date of collection		

**FORM III**

*(See clause 8.1.5 (I) (a) & clause 8.1.5 (II) (c) of SSY-2017)*

Receipt of subscription under SSY for PF deposit.  
(Duplicate to be made out by other single carbon paper process)

Book No. ....

Receipt No. ....

Date : .....

Received from Shri /Smt. ....

SSIN ..... an amount  
of Rs. .... (Rupees .....) on  
account of subscription to PF under SSY for the month/ Months of .....  
20.....

Collecting Agent/SLO

Name & Code Number of  
Collecting Agent/SLO

**FORM IV**

*(See clause 8.1.5 (I) (b) & clause 8.1.5(II) (d) of the SSY-2017)*

**Statement of Collection from the Subscribers (construction/ transport/ others)\***

(To be prepared in duplicate)

**Code of LWFC:**

**Date of deposit in Bank:**

**Scroll No**

Sl. No.	Name of the Subscriber	SSIN	Subscription month/months	Amount	Receipt details		
					Book No.	receipt No.	Date of collection
1	2	3	4	5	6(a)	6(b)	6(c)

\*strike out whichever is not applicable.

Signature of the Collecting Agent/SLO

Name & Code Number of the Collecting Agent /  
SLO

**Form V**

(See clause 11(2) of SSY (R&R), 2017)

**CLAIM FORM FOR ASSISTANCE UNDER SAMAJIK SURAKSHA YOJANA, 2017**

**Claim Application No. SSY /**

To  
The Registering Authority,  
Samajik Suraksha Yojana,  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

1.\* I, Sri / Smt. \_\_\_\_\_ Regn. No \_\_\_\_\_

Or

2.\* I Sri / Smt. \_\_\_\_\_ Nominee of Late  
\_\_\_\_\_ Regn. No \_\_\_\_\_ residing at  
\_\_\_\_\_ engaged in \_\_\_\_\_ do hereby submit  
my claim for assistance under the scheme for Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) as detailed below.

3.\* I am / Late \_\_\_\_\_ (strike out whichever is not applicable) is / was also registered under WBOCWW Scheme / WBTWSSS / erstwhile SASPFUW and the Registration No. is \_\_\_\_\_

4. My Bank A/C No..... of.....Branch,  
.....Bank. IFS Code of bank branch is .....  
(copy of 1st page of bank pass book to be attached)

\*strike out whichever is not applicable

(Signature of the beneficiary/ Nominee)

Sl. No.	Benefit type	Amount in Rs.
1.	<b>Claim for benefit under Provident Fund (see clause 8.1.3 &amp; clause 8.1.8)</b>	
a	Name of the beneficiary:	
b	Registration No. under erstwhile SASPFUW, if any :	
c	Type of claim*: Premature Closure / Final Payment	
d	Relationship with deceased beneficiary*:	
e	Date of death:	
Document to be submitted: In case of final payment the passbook under erstwhile SASPFUW/ SSY to be submitted in original.		

<b>2</b>	<b>Health &amp; Family Welfare</b> (see clause 8.2.3)		
a	For Ailments covered under WBHS-2008 requiring hospitalisation or outdoor treatment /	i) Cost of clinical test ii) Cost of Medicine iii) Cost of hospitalization iv) Payment for loss of employment of the beneficiary (No. of Days hospitalised _____ From _____ to _____)	
b	Any kind of surgery (strike out whichever is not applicable)		
Certified that I have not availed this benefit under any other Scheme of the Government. [Documents to be enclosed: a) Discharge Certificate from Govt. Hospitals or empanelled hospitals; b) Original voucher/s for claim/s regarding (i) & ii) above]			
<b>3</b>	<b>Death &amp; Disability</b> (see clause 8.3.3)		
a	i) Nature of Death: Natural/ Accidental (Give details including place of death if accidental)		
b	ii) Date of Death:		
c	iii) Details/ Nature of Disability		
(Documents to be enclosed: Copy of Passbook, if any & Identity Card of the beneficiary in case of death. Attested Copies of Death Certificate, PM Report & Police Report for Accidental Death, Disability: Certificate from the competent authority , Attested copy of Passbook, if any & Identity Card)			
<b>4</b>	<b>Education Benefit</b> (see clause 8.4.3)		
a	Name of the student:		
b	Relationship with the applicant:		
c	Name of the Last Examination Passed & year:		
d	Presently Reading in:		
e	Name & Address of the Institution where studying presently:		
f	Date of admission:		
g	Amount Claimed:		
Certified that my son/ daughter is not availing/ has not availed any scholarship for the above mentioned course from any other source. Documents to be enclosed*: Certificate from the Head of the Institution that the student is not availing/ has not availed any scholarship for the above mentioned course from any other source of the Government and is presently continuing with the said course in the institution, copy of the deposit slip of fees regarding admission/ Identity Card. Certificate regarding non-marriage to be given by anyone of the authority mentioned herein: MP / MLA / Sabhadhipati of ZillaParishad / Sabhadhipati of Siliguri Mahakuma Parishad / Mayor of Municipal Corporation / Chairman of Borough Committee / Sabhapati or Member of Panchayat Samity, Pradhan of Gram Panchayat, Chairman / Vice – Chairman / Councillor / Commissioner of Municipality or Corporation Area, Chairman/Administrator of GTA or his nominated person.			
The statements made herein above are true and correct to the best of my knowledge and belief. Date: Place: _____ (Signature of the beneficiary/ Nominee)			
<b>CERTIFICATE</b> (if the application is submitted by the nominee)			
I know the applicant Sri/ Smt. _____ and hereby certify that the statements made by him/her are true to the best of my knowledge and belief.			
_____ Signature with Seal of Local Authority mentioned under clause 8.4.3 (1)(e)			

\*strike out whichever is not applicable

**RECEIPT**

Claim Application No.

An application is received from Sri/ Smt. \_\_\_\_\_  
SSY Registration No. \_\_\_\_\_ for claim of benefit under  
Samajik Suraksha Yojana amounting to Rs.....towards.....  
.....

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature & seal of the receiving official)

**FORM VI**

*(See clause 8.1.5 (I)(c) and clause 8.1.5 (II) (e) of SSY (R&R), 2017)*

**Annual Statement of Provident Fund**

**Name of the Subscriber**.....

**SSY Account No/UIN**.....

**Years of Account** .....

**Rate of Interest** .....

<b>Financial year</b>	<b>Opening Balance</b>	<b>Deposits by the subscriber during the year</b>	<b>Deposit of State share during the year</b>	<b>Interest allowed during the year</b>	<b>Available Balance</b>
1	2	3	4	5	6

Signature of Registering Authority

**Annexure – I**  
(See Clause 10 (2) of SSY (R&R), 2017)

Format for requisition of Fund by the Assistant Labour Commissioner

For Unorganised / Construction / Transport Workers\*

Name of the RLO:.....

Budget Estimate for the Period.....

(Amount in Rupees)

Item	Physical target	Estimated Expenditure / Funds Required	Expenditure incurred during last financial year
Provident Fund:			
Matching Grant			
Interest			
Health & Family Welfare Benefits			
For medicine & physical test of ailments covered under WBHS'08 requiring hospitalisation or outdoor treatment			
Surgery			
Treatment due to accident			
Employment loss			
Death & Disability			
Natural			
Accidental			
Disability			
Loss of both eyes or both hands or feet or loss of sight of one eye and loss of use of one hand or foot			
Loss of sight of one eye or loss of use of one hand or foot			
Education			
Reading in Class XI			
Reading in Class XII			
Reading in BA/BSC/B.COM			
Reading in MA/MSC/M.COM			
Medical/ Engineering			
Training under ITIs			
Reading at Polytechnics			
For completion of UG education or equivalent Skill Development Studies for up to two unmarried daughters			

\*strike out whichever is not applicable

Signature of ALC \_\_\_\_\_  
Countersigned by DLC \_\_\_\_\_

**Annexure 2**  
(See Clause 10 (2) of SSY (R&R), 2017)

**Format of Utilisation Certificate**

Sl No.	Allotment Order No. & Date	Amount (In Rs.)
	Total	

Certified that out of Rs. \_\_\_\_\_ during the FY \_\_\_\_\_ in favour of ALC \_\_\_\_\_ under the Board Allotment Order No. given in the margin and Rs. \_\_\_\_\_ (amount in words) on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ (amount in words) has been utilised for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining un-utilised at the end of the year will be adjusted towards the fund payable during the next year.

Certified that I have satisfied myself that the conditions, on which the fund was sanctioned, have been duly fulfilled / are being fulfilled and that I have exercised the following Checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of Checks exercised:

1. Procurement procedure followed as per norms of the Finance Department, Government of West Bengal.
2. Procurement certificate furnished.
3. Fund checked from the register maintained
5. Expenditure checked from the register maintained
6. Balance reconciled with Bank Statement.
7. Any other check required as per the guidelines

Signature of ALC \_\_\_\_\_

Countersigned by DLC \_\_\_\_\_

**Annexure 3**  
(See clause 13 of SSY (R&R), 2017)  
Quarterly Report  
Report as on .....

Name of the RLO: \_\_\_\_\_

(Amount in Rupees)

Particulars		For the quarter	Cumulative (Financial Year till Date)	Forecast for the next six months
Opening Balance of Fund as on 01.04.xxxx (A)				
Receipts (B)				
Total Receipts (C=A+B)				
Sno.	Itemwise Expenditure:			
1	Provident Fund:			
2	Health & Family Welfare Benefits			
	For medicine & physical test of ailments covered under WBHS'08 requiring hospitalisation or outdoor treatment			
	Surgery			
	Treatment due to accident			
	Employment loss			
3	Death & Disability			
	Natural			
	Accidental			
	Disability			
	Loss of both eyes or both hands or feet or loss of sight of one eye and loss of use of one hand or foot			
	Loss of sight of one eye or loss of use of one hand or foot			
4	Education			
3	Reading in Class XI			
4	Reading in Class XII			
5	Reading in BA/BSC/B.COM			
6	Reading in MA/MS/M.COM			
7	Medical/ Engineering			
8	Training under ITIs			
9	Reading at Polytechnics			
10	For completion of UG education or equivalent Skill Development Studies for up to two unmarried daughters			
Grand Total of Expenditures (D)				
Closing balance of funds (E=C-D)				

Certified that the above figures are as per the books of account maintained by the RLO

Signature of ALC \_\_\_\_\_  
Countersigned by DLC \_\_\_\_\_

**FORMAT FOR CLAIM REGISTER**

For

(PF / Health & Family Welfare / Death & Disability/ Education)

Financial Year \_\_\_\_\_

Name of RLO \_\_\_\_\_

Sno	Applicat ion No.	Name	SSIN	Name of Bank & Branc h	Ban k A/C No	Purpos e	Amoun t	Date of submissio n of Claim	Date of Disburse ment of Claim	Dated Initial o ALC