

No.....

Dated Kolkata,

GUIDELINES

A Board named West Bengal Migrant Workers' Welfare Board has been constituted Vide Notification No. I/386749/2023/ LABR-25017 (14)/3/2023 Dated 18/4/2023.

Operation of the West Bengal Migrant Workers Welfare Scheme as approved by the Board shall be executed through Chief Executive Officer of the Board to be appointed from amongst the officers of the West Bengal Labour Service being not below the rank of Additional Labour Commissioner.

1. ELIGIBILITY CRITERIA FOR REGISTRATION:

In order to be eligible to apply for registration under the scheme a migrant worker should conform to the following criteria –

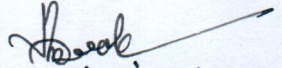
- (a) He / She must be a resident of West Bengal.
- (b) He / She should be between 18-60 years of age.
- (c) He / She must be ordinarily a worker who is employed or worked in states / countries other than the States of West Bengal for at least 90 days during the calendar year .
- (d) For calculating the maximum time during the year, last 1 year prior to the date of application for registration will be calculated .
- (e) Beneficiaries already registered as Construction workers under West Bengal Building and Other Construction Workers' Welfare Board Scheme (WBBOCW) , Transport workers under West Bengal Transport Workers Social Security Scheme, 2010 (WBTWSSS) and other workers under Bina Mulya Samajik Suraksha Yojana (BMSSY) of Government of West Bengal may also apply for registration under the “ **SCHEME** ” , fulfilling the above criteria

2. ELIGIBILITY CRITERIA FOR ASSISTANCE :

In order to be eligible to apply for getting assistance under the scheme a migrant worker should conform to the following criteria –

He / She must be a registered migrant worker under the **Board** and He / She must possess a valid Migrant Worker's Identification Number (MWIN).

3. (A) REGISTRATION :


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(a) Subject to fulfilment of the above mentioned eligibility criteria a willing migrant worker shall apply only in the “ **KARMASATHI (PARIJAYEE SHRAMIK)** ” PORTAL or MOBILE APP for registration under this scheme after verification of MOBILE NUMBER / OTP and providing information such as

1. **Basic details** like name, father's name, gender, emergency Mobile No. of family member, Aadhar Card
2. **Address Details** like Permanent Address,
3. Worksite Address
4. **Employment details** like employment type, nature of employment, date of migration etc. and a **Provisional MWIN** will be generated

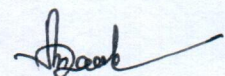
(b) The migrant worker shall complete his/her application within 3 months from the date of generation of provisional MWIN by providing information such as bank accounts, ration card and nominee details and **uploading his/her photo, aadhar card , 1st page of bank account particulars and employment related certificate** , in ‘ANNEXURE-A’ , appended with this guidelines, issued by employer of other state / Pradhan or councillor of the panchayat or municipality, municipal corporation from where the worker migrates/ Pradhan or councillor of the panchayat or municipality, municipal corporation where the worker has migrated to / or document of employment or PF, ESI documents issued by the Authority and Permanent MWIN will be generated.

(c) Incomplete application or **Provisional MWIN** will be **rejected by the system** , if not completed the application within 3 months from the date of generation of Provisional MWIN.

(d) The Registering Authority , on being satisfied with the information and documents uploaded regarding the online submissions made in such application, shall register the worker, declaring him / her as a migrant worker under the Scheme and system generated Permanent MWIN will be issued to the migrant worker.

(e) Inspector Minimum Wages of the Labour Commissionerate will act as Registering Authority (RA) within their respective jurisdiction . The application will be routed to the respective IMW on the basis of the permanent address of the applicant.

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



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(g) 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, and the decision of the ALC will be final and binding on all.

(B) CANCELLATION OF REGISTRATION:

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

(b) No such registration can be recommended for cancellation without giving the migrant worker a reasonable opportunity of being heard.

(c) The worker whose registration has been so recommended for cancellation, 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 , which will be final and binding to all.

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

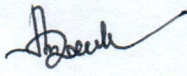
(C) RENEWAL OF REGISTRATION :

A registered migrant worker shall apply for renewal every year, within 1 year from the date of issuance of permanent MWIN or the date previous renewal, along with the current employment document mentioned in Point 3(A)(b) .

4. ASSISTANCE UNDER THE SCHEME

(A) ASSISTANCE IN CASE OF EMERGENCY

A migrant worker , his / her family members or other person can seek for assistance by raising alert and sending voice message through the App , in case of


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1. Death or Severe Accidental Injury
2. Confinement due to pandemic or natural calamities
3. Trafficking or abuse.

ELIGIBILITY

- (a) Migrant worker registered under the “ SCHEME ” , having Provisional MWIN or Permanent MWIN .

GOVT. ASSISTANCE IN CASE OF EMERGENCY

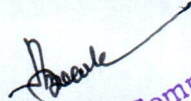
- (a) Assistant Labour Commissioner (ALC) shall, within his / her jurisdiction ,view the details of emergency , download emergency voice message, listen the voice message , prepare official letter in prescribed template, and send the official letter to the Labour Commissioner of the concerned State with a copy to Labour Commissioner, West Bengal and District Magistrate of the concerned district in West Bengal for emergency assistance and shall also intimate the emergency details to the family members of the migrant worker .
- (b) Inspectors of the Labour Commissionerate shall, within his / her jurisdiction , view the details of emergency , download emergency voice message, listen the voice message and shall intimate the emergency details to the family members of the migrant worker .

(B) ASSISTANCE FOR GRIEVANCES REDRESSAL

A migrant worker can apply for redressal of any grievance arising due to work loss,/ termination/ non payment of due wages/any other cause, through the Mobile APP or Portal .

GOVT. ASSISTANCE IN CASE OF REDRESSAL OF GRIEVANCES

Assistant Labour Commissioner (ALC) shall , within his / her jurisdiction ,view the details of grievances , and send the official letter to the Labour Commissioner of the concerned State for redressal of grievances .


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(C) **WELFARE ASSISTANCE UNDER THE SCHEME**

CLAIM SANCTIONING AUTHORITY FOR WELFARE ASSISTANCES: Assistant Labour Commissioners in their respective jurisdiction

Fund Sanctioning Authority: CEO of the Board (a senior Additional Labour Commissioner) and CF & CAO of Labour Commissionerate

A migrant worker or his nominee can apply for the following welfare assistance under the “SCHEME” :-

(1) **DEATH :**

ELIGIBILITY

- (a) Nominee of the Registered Migrant Worker having valid Permanent MWIN and renewed up to the date of death .
- (b) Death occurring after registration of the migrant worker under the Scheme .

ASSISTANCE

Welfare assistance to the nominees of the migrant workers under the Scheme:-

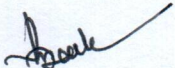
- (a) **Rs. 2,00,000/-** only in cases of death of the migrant worker arising out of an accident,
- (b) **Rs. 50,000/-** only in cases of normal death of the migrant worker.

ADMINISTRATION OF CLAIMS

(a) Nominee of the deceased migrant worker will apply to the Registering Authority only through the “**KARMASATHI (PARIJAYEE SHRAMIK)**” PORTAL or MOBILE APP for such benefit within 3 months from the date of death of the migrant worker along with following documents

- (i) Bank Account details of the nominee
- (ii) in case of normal death : Attested copies of Death Certificate , Certificate issued by a registered medical practitioner, ascertaining cause of death .
- (iii) In case of accidental death: Attested copies of Death Certificate , Post Mortem Report , Police Report or FIR Lodged .

(b) While verifying the claims the Registering Authority will check the documents mentioned below:


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- (i) Bank account details of the nominee and verify it from the concerned bank
 - (ii) Attested copy of Death certificate issued by the Registrar of Birth & Death
 - (iii) If the death was due to an accident, actual date, time & place of accident and attested copies of death certificate issued by hospital
 - (iv) , FIR lodged , Post Mortem Report , Police Report.
 - (v) If the death was due to an accident during the course of employment, the certificate of employer regarding that.
- (c) The Registering Authority shall make an enquiry for proper verification of any case and upload enquiry report in 'ANNEXURE-B', appended with this guidelines, in the Portal .
- (d) If claims are found genuine & satisfactory, Registering Authority will recommend for sanction of the claim & forward it to the concerned Assistant Labour Commissioner who will sanction the assistance and pass it for payment. However, ALC may have the authority to reject any claim recommended by the RA. On receipt of fund from the " BOARD ", Assistant Labour Commissioner will transfer the sanctioned amount in the A/c. of nominee.
- (e) Registering Authority may recommend any claim for rejection if the same is found defective or not admissible under the Scheme.
- (f) No claim shall be admissible to the beneficiary, if he/she is in receipt of any financial assistance of similar nature from the State Government.

(2) ACCIDENTAL DISABILITY :

ELIGIBILITY

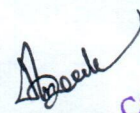
- (a) Migrant worker registered under the " SCHEME " , having valid Permanent MWIN and renewed up to date .
- (b) Disability was caused due to an accident which occurred after registration of the migrant worker under the Scheme.

ASSISTANCE

- (a) **Rs. 50,000/-** in cases of 40% to 80% disability of the beneficiary.
- (b) **Rs. 1,00,000/-** in cases of more than 80% disability of the beneficiary .

The disability should be certified by a Government Hospital.

ADMINISTRATION OF CLAIMS


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(a) A migrant worker will apply to the Registering Authority only through the “ **KARMASATHI (PARIJAYEE SHRAMIK)** ” PORTAL or MOBILE APP within 3 months from the date of occurrence of accident along with following documents :

- (i) Attested copy of Disability certificate issued by a Government Hospital.
- (ii) Treatment related documents or other documents ascertaining the disability caused by an accident occurred after registration under the Scheme ,

(b) While verifying the claims the Registering Authority will check the documents mentioned below:

- (i) Attested copy of Disability certificate issued by a Government Hospital.
- (ii) Actual date, time & place of accident and attested copy of the FIR , if lodged .
- (iii) If the accident was occurred during home stay or in residence , treatment related documents ascertaining the fact that the disability was caused by an accident and the accident was occurred after registration under the Scheme.
- (iv) If the disability was due to an accident during the course of employment, the certificate of employer regarding that.

(c) The Registering Authority shall make an enquiry for proper verification of any case and upload enquiry report in ‘ANNEXURE-B’, appended with this guidelines, in the Portal .

(d) If claims are found genuine & satisfactory, Registering Authority will recommend for sanction of welfare measure & forward it to the concerned Assistant Labour Commissioner who will sanction the same. However, ALC may have the authority to reject any claim recommended by the RA. On receipt of fund from the “ BOARD ”, Assistant Labour Commissioner will transfer the sanctioned amount in the A/c. of registered migrant worker.

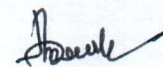
(e) Registering Authority may recommend for rejection of any claim found defective or not admissible under the Scheme.

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

(3) REPATRIATION OF DEAD BODY :

ELIGIBILITY

- (a) Nominee of Migrant worker registered under the “ SCHEME ” , having valid Permanent MWIN and renewed up to the date of death .
- (b) Death of the migrant worker occurred after registration under the Scheme .
- (c) Death of the migrant worker occurred in states or countries other than the State of West Bengal .



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- (d) Cremation of the deceased migrant worker was held in the State of West Bengal .

ASSISTANCE

Rs. 25,000/- in cases of repatriation of dead body of the deceased migrant worker

ADMINISTRATION OF CLAIMS

(a) Nominee of the deceased migrant worker will apply to the Registering Authority only through the “ **KARMASATHI (PARIJAYEE SHRAMIK)** ” PORTAL or MOBILE APP for such benefit within 3 months from the date of death of the migrant worker along with following documents

- (i) Bank account details of the nominee
- (ii) Attested copy of Death Certificate .
- (iii) Attested copy of Cremation Certificate .

(b) While verifying the claims the Registering Authority will check the documents mentioned below:

- (i) Bank account details of the nominee
- (ii) Attested copy of Death Certificate .
- (iii) Attested copy of Cremation Certificate

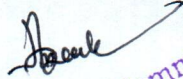
(c) The Registering Authority shall make an enquiry for proper verification of any case and upload enquiry report in ‘ANNEXURE-B’ in the Portal .

(d) If claims are found genuine & satisfactory, Registering Authority will recommend for assistance & forward it to the concerned Assistant Labour Commissioner who will sanction the same. However, ALC may have the authority to reject any claim recommended by the RA. Thereafter ALC will request the respective Board for release of fund for the purpose. On receipt of fund from the “BOARD ”, Assistant Labour Commissioner will transfer the sanctioned amount in the A/c. of nominee.

(e) Registering Authority may recommend claim sanctioning authority to reject any claim found defective or not admissible under the Scheme.

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

(4) CREMATION :


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ELIGIBILITY

- (a) NOMINEE of Migrant worker registered, having valid Permanent MWIN and renewed up to the date of death .
- (b) Death of the migrant worker was occurred after registration under the Scheme .

ASSISTANCE

Rs. 3,000/- in cases of cremation of dead body of the deceased migrant worker in place of his work outside the state of West Bengal

ADMINISTRATION OF CLAIMS

(a) Nominee of the deceased migrant worker will apply to the Registering Authority only through the “ **KARMASATHI (PARIJAYEE SHRAMIK)** ” PORTAL or MOBILE APP for such benefit within 3 months from the date of death of the migrant worker along with following documents

:

- i. Bank account details of the nominee
- ii. Attested copy of Death Certificate .
- iii. Attested copy of Cremation Certificate .

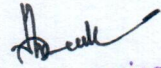
(b) While verifying the claims the Registering Authority will check the documents mentioned below:

- (i) Bank account details of the nominee
- (ii) Attested copy of Death Certificate .
- iii) Attested copy of Cremation Certificate

(c) The Registering Authority shall make an enquiry for proper verification of any case and upload enquiry report in ‘ANNEXURE-B’ in the Portal .

(d) If claims are found genuine & satisfactory, Registering Authority will recommend for payment & forward it to the concerned Assistant Labour Commissioner who will sanction the payment. Thereafter ALC will request the respective Board for release of fund for the purpose. On receipt of fund from the “ BOARD ”, Assistant Labour Commissioner will transfer the sanctioned amount in the A/c. of nominee.

(d) Registering Authority may recommend claim sanctioning authority to reject any claim found defective or not admissible under the Scheme (f) No claim shall be admissible to the


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beneficiary, if he/she is in receipt of any financial assistance of similar nature from the State Government.

ANNEXURE-A

I, Sri/ Smt.....

Son / daughter/ wife of

AADHAAR NO.....

Permanent Resident of

hereby declare that I have been/ would be migrated to for work at work place of Districtof state.....
On.....

The declaration above is true to my knowledge and belief.

Signature of the migrant worker

Certificate

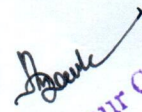
(To be issued by employer of other state / Pradhan or councillor of the panchayat or municipality, municipal corporation from where the worker migrates/ Pradhan or councillor of the panchayat or municipality, municipal corporation where the worker has migrated to / or document of employment or PF, ESI authorities)

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

Signature :

Full Name:

Seal:


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ANNEXURE- B

Enquiry Report in case of death / disability / repatriation of dead body / cremation claim under “ The West Bengal Migrant Worker’s Welfare Scheme”

Mr./Mrs.....S/D/W of.....
of..... (address) being the migrant worker / nominee of
the deceased migrant worker, namely(MWIN.....) , registered under “ The West Bengal Migrant Worker’s Welfare Scheme”, has applied for death / disability / repatriation of dead body / cremation benefit under the Scheme .

Particulars of the applicant and migrant worker are as follows :-

1. Name of the applicant :
2. Contact No. of the applicant :
3. Relation with the deceased Migrant Worker:
4. Name of the Migrant Worker :
5. MWIN of the Migrant Worker :
6. Engaged in the employment :
7. Nature of death :
8. Date of Death :
9. Cause of Death :
10. Date of cremation :
11. Date of repatriation of death body :
12. Nature and % of disability :
13. Date of accident :
14. Details of Bank A/C of applicant :
 - (a) Name of the Bank :
 - (b) Name of the Branch :
 - (c) IFSC Code of the Branch :
 - (d) Account No. :

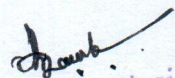
During enquiry, the applicant has submitted following docs. for verification (Please put tick mark against the verified ones) :

- (a) Attested copy of death certificate
- (b) Attested copy of doctor certificate ascertaining cause of death
- (c) Attested copy of post mortem report, in case of accidental death
- (d) Attested copy of police report, in case of accidental death
- (e) Attested copy of FIR lodged , in case of accidental death
- (f) Attested copy of cremation certificate

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- (g) Attested copy of disability certificate
- (h) Attested copy of aadhar of the migrant worker and the applicant


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(i) Attested copy of Bank Pass Book of the applicant .

DECLARATION BY THE APPLICANT

I declare that above information and documents submitted by me are true to the best of my knowledge and belief . I further declare that I have not applied for and/or in receipt of any financial assistance of similar nature from the State Government..

Signature of the Applicant

After examining all the information and checking all document with originals, the claim of death / repatriation of dead body / cremation benefit is and found to be CORRECT / INCORRECT .

This report is prepared on interrogating the following persons present during enquiry as witness :

Sl. No.	Name	Address	Aadhar No.	Signature
1				
2				
3				

Therefore, Rs..... (Rupees) may be SANCTIONED / REJECTED .

Name of the IMW

Signature of IMW

Office Seal


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