

**Standard Operating Procedure (SoP)**  
**For Registration of left out Migrant Workers through KARMASATHI-  
PARIJAYEE SHRAMIK Portal from 1.11.2023 to 10.11.2023**

The Govt. of West Bengal launched the West Bengal Migrant Workers' Welfare Scheme, 2023 (hence forth, the scheme) on 16<sup>th</sup> May, 2023 for promoting activities connected with the online registration, redressal of grievances, emergency assistance and welfare measures for Migrant Workers of West Bengal.

Out of an unofficial estimate of 40 lakh plus migrant workers of the state, till date around 14 lakh migrant workers are registered through Karmasathi portal under the said scheme. Five districts i.e., Murshidabad, Malda, Nadia, Purba Medinipur, Paschim Medinipur shares 62.20% of the total registered migrant workers so far.

As substantial nos. of migrant workers are yet to be registered through the Karmasathi portal, therefore house-to-house mobilization for registration seems to be one of plausible solutions for covering the unregistered migrant workers. Hence, in continuation of the earlier SoP issued vide No. 133/(23)/CMO/8GR-01/2023 dated 29.08.2023, the present SoP, which includes additional guidelines and **steps to be taken for house-to-house mobilization for registration of the left-out migrant workers** is issued.

1. The **week-long house-to-house mobilization** for registration for migrant workers shall be undertaken **from 1.11.2023 to 10.11.2023** under the supervision & monitoring of the **District Magistrates** and the **Municipal Commissioner under the KMC area**.
2. The broad guidelines of the week-long house-to-house mobilization will include, inter alia, following stages:
  - a. Around 14 lakh migrant workers are registered through Karmasathi portal under the Duare Sarkar campaign. During Covid'19 lockdown, we have assisted and brought back around 40 lakh people belonging to West Bengal stranded outside the state and provided them with food/ shelter/ travel assistance from the Govt.

- b. After deduplication, both the data sets (i.e., already registered in Karmasathi portal and stranded migrant works during covid'19 lockdown) were compared to identify the possible left-outs. **District wise datasets were prepared and shall be shared** with the DMs/ MC, KMC. As far as practicable, such data set can be segregated Block/ Municipality wise for fixing Block/ Municipality target.
  - c. **An intensive campaign is to be launched between 1<sup>st</sup> Nov. and 10<sup>th</sup> Nov., 2023 across the state to identify, locate and bring the workers or their family members** to the block offices /ward wise LWFCs (Labour Welfare Facilitation Centre) to mop up registration of the remaining workforce.
  - d. In order to effectively utilise the campaign, it is suggested that during the **first five days (excluding Sunday) of the campaign i.e., from 1st to 6<sup>th</sup> Nov., 2023 house to house visit and verification** shall take place. This exercise will be followed up with mobilizing potential migrant workers/ family members to **the block/ ward wise LWFCs for registration** through the Karmasathi portal.
  - e. Even thereafter, it is probable that there will still be some identified migrant workers, who could not be mobilised for registration because of physical absence or any other reasons. A separate database may be maintained for their registration at subsequent dates.
3. DMs/ Municipal Commissioner, KMC will constitute teams consisting of field officers/ staffs of district administration/ corporation along with Labour Deptt. to accomplish the programe. In their respective jurisdiction the BDOs/ SDOs shall supervise/ monitor the special mobilization of migrant worker registration work along with DLCs. The PRI bodies may be involved at appropriate levels for identification and bringing the workers and their family members to the block/ LWFCs. Necessary guideline to the PRIs to this effect may be issued from the concerned authorities i.e., DMs.

4. Necessary logistics i.e., Application forms, vehicle supports, stationeries, daily refreshments etc. will be ensured by the Municipal Commissioner, KMC/ District Magistrates.
5. The eligibility conditions, mandatory documents, procedures for registration, Application Form and other relevant documents as mentioned in the SoP issued vide No. 133/ (23)/CMO/8GR-01/2023 dt. 29-08-2023 including DEO engagement etc., shall remain the same.
6. Data sets mentioned at para 2(b) shall be shared through google drive/ any other suitable means.
7. **Daily report (in Annexure-I)** during the mobilization and **final report (in Annexure-II)** on completion of the programme are **required to be submitted through email at cmo@wb.gov.in with a copy at migrant.wblc@gmail.com.**
8. **Sri Amitjyoti Bhattacharji, WBCS(Exe), OSD & Sr. Deputy Secretary, CMO (Tel no. 8335058410) and Smt. Sharmila Khatua, Addl. Labour Commissioner (Tel no. 7603091011 & email-sharmilakhatua63.2@gmail.com) shall be nodal officers** who shall keep close liaison with the DMs/ KMC for house-to-house mobilization for registration for the migrant workers. For any **technical quarry Sri Debdeep Guha (Mob-9836555353) and Sri Padmanabha Mitra, (Mob-8240669422) NIC, Labour Deptt. can be contacted.**

### ANNEXURE-I

Daily report format for registration of migrant workers through special drive during 1.11.2023 to 10.11.2023

District/ KMC: \_\_\_\_\_; Date of reporting: \_\_\_\_\_

(to be submitted daily by 7.00 pm)

Sl. No	Sub-division	Block/ Municipality/ Ward#	Approximate no. of left out migrant workers	Migrant workers covered today	Cumulative coverage	No of House Visited	No. of forms collected	No of applications approved	No of applications rejected	Total no. of applications digitised and service provided

# Applicable for KMC only

### ANNEXURE-II

Final report format for registration of migrant workers through special drive during 1.11.2023 to 10.11.2023

District/ KMC: \_\_\_\_\_

(to be submitted by 3.00 pm on 11.11.2023)

Sl. No	Sub-division	Block/ Municipality/ Ward	Target##	No of House Visited	No. of forms collected	No of applications approved	No of applications rejected	Total no. of applications digitised and service provided

# Applicable for KMC only.

##No. of Migrant workers recorded during Covid'19 lock down (-) No. of Migrant workers registered through Karmasathi portal. Details are sent as mail attachment. The Migrant workers recorded during Covid'19 lock down, who are already been registered in Karmasathi portal are marked in yellow colour.