

**ODISHA BUILDING AND OTHER CONSTRUCTION WORKERS'  
WELFARE BOARD.**

(OFFICE OF THE LABOUR COMMISSIONER: ODISHA: BHUBANESWAR)

No. 15 96 (30) / Dated, Bhubaneswar **23.10.13**

**From:**

Shalini Pandit, I.A.S.,  
Labour Commissioner, Odisha-cum-  
Member Secretary, OB&OCWWB, Bhubaneswar.

**To**

The Collector and District Magistrate,  
(all districts)

**Sub: Sanction of funds for different benefits in favour of registered beneficiaries under the Odisha Building and Other Construction Workers' Welfare Board.**

Madam/ Sir,

On the above subject, I am to say that the Odisha Building and Other Construction Workers' Welfare Board extends different social security benefits to its registered beneficiaries. The details of the benefits approved for sanction to registered workers are enclosed at Annexure- I.

Out of the total list of benefits, **the sanction of the following benefits is hereby delegated to the concerned Collector and District Magistrate: -**


- (i) Assistance for purchase of bi-cycle and safety equipment like helmet, safety shoes and hand-gloves
- (ii) Assistance for purchase of working tools
- (iii) Education Assistance
- (iv) Marriage assistance
- (v) Maternity benefit

For this purpose, the funds available in the Joint Account of the Board at the district level may be utilised (instructions for opening of the Joint Account have been communicated to you vide this office letter No. 1323 dt.16.09.2013). On receipt of the Utilisation Certificates for the existing funds and requirement of further funds from your end, additional funds as per requirement, shall be placed at your disposal for this purpose. **A copy of the detailed guidelines for sanction of these benefits is enclosed at Annexure- II to VI.**

You are therefore requested to take immediate steps for sanction of the specified benefits namely assistance for purchase of bi-cycle and safety equipment, assistance for purchase of working tools, education assistance, marriage assistance and maternity benefit to all eligible beneficiaries in your district, at your level, following due procedure.


**Encl:- As above.**

Yours faithfully,

  
23/10/13  
Labour Commissioner, Odisha-cum-  
Member Secretary, OB&OCWWB, Bhubaneswar.


Memo No. 1597 // Dtd. 23.10.13

Copy submitted to the Commissioner-cum- Secretary to Govt., Labour & ESI Department for kind information.

  
23/10/13  
Labour Commissioner, Odisha-cum-  
Member Secretary, OB&OCWWB, BBSR.

Memo No. 1598(32) // Dtd. 23.10.13

Copy to all District Labour Officer for information and necessary action.

  
23/10/13  
Labour Commissioner, Odisha-cum-  
Member Secretary, OB&OCWWB, BBSR.

**Guidelines for Assistance towards Purchase of Bi-cycle, Safety equipment like helmet, safety shoes and gloves.**

- (i) Data of the eligible registered beneficiaries on the basis of payment of annual contribution may be prepared.
  - (ii) The applicant should submit the applications separately for grant of these benefits in the enclosed formats to the District Labour Officer. He/She should have deposited up-to-date annual contribution for three years to be eligible for assistance towards purchase of Bi-cycle and for one year for Safety Equipment like Helmet, Safety shoes and hand-gloves. Copy of the money receipt towards deposit of Annual Contribution to be appended with the applications.
- I. In case of Procurement by the office:-**
- (i) Selection of Supplier/s for procurement of goods is to be made on the basis of the Approved Accounting Procedure of the Board.
  - (ii) The District Labour Officer is required to take approval of the Collector & District Magistrate of the concerned District for selection of the supplier/s and sanction of assistance to the beneficiaries.
  - (iii) The material/goods are to be issued to the beneficiary after reflecting in the Store and Stock Register of the Board.
  - (iv) The benefit given shall be mentioned in the Pass Book of the beneficiary as well as in the office copy of the Pass Book.
- II. In case of purchase by the beneficiary:-**
- (i) The eligible registered beneficiary has to purchase the Bi-cycle and Safety equipment like helmet, safety shoe and hand-gloves from any registered shop having TIN/ SRIN Number.
  - (ii) He/ she has to submit the applications in the enclosed formats for reimbursement of payment upto Rs.4,000/- towards purchase of Bi-cycle and Rs.1,000/- towards purchase of safety equipments like helmet, safety shoes and gloves alongwith the original money-receipt in support of such payment.
  - (iii) The beneficiary is required to produce the purchased goods before the Registering Officer-cum-District Labour Officer for verification.
  - (iv) After verification of the eligibility criteria and authenticity of the original money receipt and purchase material, the District Labour Officer is required to submit the proposal to the Collector and District Magistrate of the district for sanction of the benefit amount which is to be released through A/C. Payee Cheque or bank transfer only.
  - (v) The benefit given shall be reflected in the Pass Book of the beneficiary as well as in the office copy of the Pass Book.

**APPLICATION FOR GRANT FOR ASSISTANCE TOWARDS PURCHASE OF  
BI-CYCLES**

To

**The District Labour Officer-cum- Registering Officer under  
Orissa Building & Other Construction Workers Welfare Board,**

1. Name of the applicant beneficiary :
2. Father's/Husband's Name :
3. Residential Address:  
(a) Permanent :
- (b) Present :
4. Registration Number  
(Xerox copy of Identity Card to be attached) :
5. Amount of Annual contribution remitted  
(Receipt No. & Date for last three years) :
6. Age & Date of birth :
7. Nature of job :
8. Particulars of the Bi-cycle purchased-  
(a) Description :  
(b) Make :  
(i) Invoice price  
(Original Bill to be enclosed) :  
(ii) Name and address of supplier :
9. Amount of grant applied for :

**DECLARATION**

I do hereby solemnly declare that the facts mentioned above are true to the best of my knowledge and belief. In case, any information submitted by me is found wrong; I shall be liable to refund the same with interest to the Board immediately.

**Place:**

**Date:**

**Signature of applicant**

**APPLICATION FOR GRANT FOR ASSISTANCE TOWARDS PURCHASE OF SAFETY EQUIPMENT LIKE HELMET, SAFETY SHOES AND HAND-GLOVES.**

To

**The District Labour Officer-cum- Registering Officer under  
Orissa Building & Other Construction Workers Welfare Board,**

1. Name of the applicant beneficiary :
2. Father's/Husband's Name :
3. Residential Address:  
(a) Permanent :  
(b) Present :
4. Registration Number :  
(Xerox copy of Identity Card to be attached)
5. Amount of Annual contribution remitted :  
(Receipt No. & Date)
6. Age & Date of birth :
7. Nature of job :
8. Particulars of the safety equipments purchased- (Helmet , Safety Shoes & Hand  
Gloves) :  
(a) Description :  
(b) Make :  
(i) Invoice price :  
(Original Bill to be enclosed)  
(ii) Name and address of supplier :  
9. Amount of grant applied for :

**DECLARATION**

I do hereby solemnly declare that the facts mentioned above are true to the best of my knowledge and belief. In case, any information submitted by me is found wrong; I shall be liable to refund the same with interest to the Board immediately.

Place:

Date:

Signature of applicant

Guidelines for grant of benefit towards purchase of Working Tools

The following guidelines are to be observed for grant of financial assistance for purchase of working tools by the registered construction beneficiaries.

1. Only the Skilled and High-skilled construction workers completing one year as registered beneficiary are eligible for such benefits.
2. The applicant should submit the application for grant of this benefit in the prescribed Format No. XLIV to the District Labour Officer.
3. He/She should have deposited up to date annual contribution and enclosed copy of the money receipt;
4. To determine whether the registered beneficiary is a Skilled or High-skilled worker, the nature of job mentioned in the certificate of registration/Identity card issued to the worker is to be treated as conclusive and final;
5. This facility is given once to a registered beneficiary;
6. The receipt of purchase of tools should be submitted in original;
7. The receipt of purchase brought from the registered shop/company must held the 'TIN/SRIN number';
8. The beneficiary must put his/her signature in the bill stating that the payment has been made by him/her, i.e., 'PAID BY ME' ' Signature of the worker';
9. The items purchased by the beneficiary must be related to his/her nature of job / occupation or trade as mentioned in the Identity Card;
10. After verification of the eligibility criteria and authenticity of the original money receipt, the District Labour Officer is required to submit the proposal to the Collector and District Magistrate of the district for sanction of the benefit amount which is to be released through A/C. Payee Cheque or bank transfer only.
11. The benefit given shall be reflected in the Pass Book of the beneficiary and office copy of the Pass Book.