

**ODISHA BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD
(OFFICE OF THE LABOUR COMMISSIONER: ODISHA: BHUBANESWAR)**

Letter No. 3079 /Dated, Bhubaneswar, the 23-11-2016

From:

**Roopa Mishra, I.A.S.
Labour Commissioner-Cum-
Member Secretary, OB & OBOCWBB,
Bhubaneswar.**

To

**The Commissioner of Commercial Taxes, Odisha,
Cuttack.**

Sub: - Implementation of standard procedure for processing of reimbursement of claims at district level pertaining to assistance for purchase of Working tools, Safety equipments and Bicycle by the OB & OCWW Board.

Sir,

This is to inform that construction workers are being registered under the Odisha building and Other construction workers' Welfare Board as beneficiaries and are being extended different social security benefits, such as Educational assistance, maternity benefit, marriage assistance, assistance for purchase of safety equipments, working tools and bi-cycles, housing assistance and pension, etc. as per the guidelines issued from time to time. Out of these benefits, some are being sanctioned at State level whereas certain benefits like claims towards reimbursement of purchase of working tool, Safety equipments and Bicycle are being sanctioned at district level by the concerned District Collectors and the District Labour Officers act as the Nodal Officer at district level.

In this connection, I am to inform that for streamlining of disbursement of different benefits, guidelines/ instructions were issued to districts several times. Copies of the guidelines/ instructions on assistance for purchase of safety equipments, working tools and bi-cycles are appended at **Annexure-A series** for kind reference. But, it is a matter of great concern that, number of instances of submission of fake vouchers by the applicants have come to the notice of this office. As more numbers of beneficiaries are entitled to get these benefits from the Board, it is also not possible in part of the District Labour Officer to verify the genuineness of each vouchers before releasing the payment.

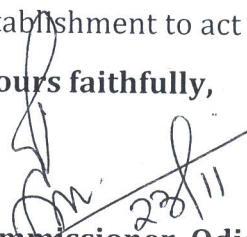
To find out a solution, a meeting was taken up with the officials of the Commercial Tax Deptt. on 26.10.2016 in this office. In lines of the discussion made for finalisation of a standard procedure for processing of reimbursement claims at district level pertaining to the assistances towards purchase of OB & OCWW Board, following decision were taken.

1. The District Commercial Tax Officer will be one of the members of the District Level Committee for separate empanelment of shops dealing with working tools, Safety equipments(Like helmet, safety shoes, & hand gloves) , Bicycle .

2. The meeting of the Committee shall be convened in every month to verify and finalise the bills towards reimbursement of claims at district level .
3. A list pertaining to the details of bills will be prepared every month with details of applications for safety kits, working tools and bi-cycles received from the construction workers and shall be supplied by the District Labour Officer to the concerned Commercial Tax Officer of the district.
4. The Commercial Tax Officers will verify the list towards genuineness of the bills, status of monthly return filing and realisation of Commercial Tax.
5. The final list of the bills of the shops verified by the Commercial Tax Officer will be sent to the District Labour Officer at earliest and the same shall be placed in the Empanelment Committee for finalisation of claims towards reimbursement of above benefits.

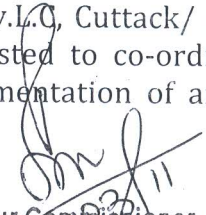
In this connection, you are requested to please issue necessary instruction to Commercial Tax Officers of each circle Office in your establishment to act accordingly.

Yours faithfully,


 Labour Commissioner, Odisha - Cum-
 Member Secretary, OB & OCWWB, BBSR
 Other Construction Workers' Welfare Board
 Bhubaneswar

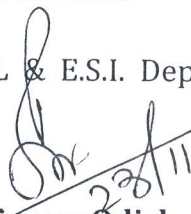
Memo No. 3080(57) / Dated. 23-11-2016

Copy to the Joint Labour Commissioner (Hqrs)/Dy.L.O, Cuttack/ A.L.Cs.(Hqrs.)/
 All D.L.C./A.L.C./DLOs for information. They are requested to co-ordinate with the
 Commercial Tax Office of their District for early implementation of aforementioned
 standard procedure.


 Labour Commissioner, Odisha,
 Labour Commissioner, Odisha - Cum-
 Member Secretary, OB & OCWWB, BBSR
 Other Construction Workers' Welfare Board
 Bhubaneswar

Memo No. 3081 / Dated. 23-11-2016

Copy submitted to the Principal Secretary to Govt., L & E.S.I. Deptt. for kind
 information please.


 Labour Commissioner, Odisha - Cum-
 Member Secretary, OB & OCWWB, BBSR
 Other Construction Workers' Welfare Board
 Bhubaneswar

PROCEEDINGS OF THE MEETING ON FINALISING A STANDARD PROCEDURE FOR SETTLEMENT OF CLAIMS AT DISTRICT LEVEL PERTAINING TO BENEFITS OF CONSTRUCTION WORKERS REGISTERED UNDER OB&OCWW BOARD.

A meeting on finalization of Standard procedure for processing of reimbursement of claims at district level pertaining to benefits of OB & OCWW Board was held on 26.10.2016 at 3:30 p.m. in the Conference Hall of the Office of the Labour Commissioner Odisha, under the chairmanship of Labour Commissioner, Odisha -cum- Member Secretary, OB&OCWW Board.

The following members along with Board Officials were present in the meeting.

Sl. no.	Name of the Department	Representatives present
1.	Commercial Tax Deptt.	1. Sri. B.P. Nanda, Joint Commissioner of Commercial Taxes, Bhubaneswar 2. Sri Hrudyakamal Jena, Dy.Commissioner of Commercial Taxes, Bhubaneswar-II Circle. 3. Sri Ramesh Kumar Mandal, Commercial Tax Officer, Inv. Unit, Bhubaneswar
2.	Labour Department	1.Kabita Pramanik, Dy. Labour Commissioner, Cuttack 2. N. Mishal, Dy Labour Commisioner, OB&OCWWBoard 3. Sri P.K. Mohapatra, A.L.C., khordha 4. Sri P.K. Tripathy, ALC, Hqr. 5. Sri. K. Satpathy, ALC, Hqr. 6. Sri D. Patra, Accounts Officer, OB&OCWWBoard 7. Sri B.C. Dehury, Accounts Officer, L.C. Office 8. Sri B. Mohapatra, D.L.O, Cuttack 9. Sri A.P. Mishra, D.L.O, Khordha 10. Smt. Banani Mohapatra, L.O., OB&OCWWBoard.

Initiating discussion, the Labor Commissioner, Odisha briefed about the necessity of finalizing a standard procedure for settlement of claims for reimbursement of assistance on purchase of bicycle, safety equipment like helmet, safety shoos, hand gloves and purchase of working tools. In the meeting following decisions are taken.

1. Formation of District level Committee:

A district level committee shall be formed to scrutinize the bills towards reimbursement of above benefit. The member of the committee shall be as follows.

- i. District Collector / ADM /Any senior officer of the district (as decided by Collector) as Chairman of the Committee.
- ii. GM, DIC of the district or his representatives.
- iii. Commercial Tax officer of the district.
- iv. District Labor Officer as member convener.
- v. Any other member as decided by the Collector.

2. Empanelment of Shops/Vendors:

There shall be district level empanelment of shops/vendors at district level supplying Bicycle, Safety equipments (Shops dealing with business of Gloves, Safety shoes and Helmet) and working tools (Hardware shops etc).

An Expression of Interest shall be prepared and floated by the district for empanelment of Agency/ Shops/Vendors. The district can add further clauses to the same as per its requirement. The standard criteria for vendors to be empanelled shall be -

- a) It must have district presence.
- b) Should be a registered dealer having valid TIN number under OVAT Act.
- c) Should have up to date VAT clearance certificate.
- d) Must have filed return under VAT, CST and ET Act till last Tax period.

3. Function of the Committee:

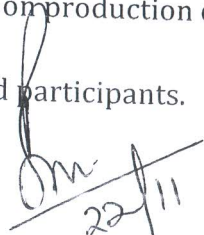
1. All bills towards reimbursement of claims for above benefits shall be prepared in an Excel sheet by the District Labour Officer on monthly basis.
2. This sheet is to be submitted to the Commercial Tax Officer for verification at least a week prior to the meeting.
3. There shall be a fixed date/day in every month for meeting of the committee.
4. The commercial Tax Officer with their ACTOs shall verify the bills out of the return submitted by the concerned registered shop/vendor and confirm the list to the DLO or in the committee.
5. The CTO & ACTOs shall verify the sale details, return of the shops on regular field visits.
6. Care must be taken to verify any sale returns, buy back or fraudulent bills given by the empanelled vendors.
7. After finalization of the list of bills, the claims raised against these bills by the beneficiaries shall be sanctioned by the Collector for payment.

Further it is discussed in the meeting that there are variation in prices of working Tools, Safety Kits and Bicycle purchased by the beneficiary from different shops. As the variation in price from vendor to vendor is a market phenomenon, the purchase

of those items may be left to the choice of beneficiary to a particular company, brand and shops.

It is decided that this standard procedure shall be followed in each district for empanelment of vendors and settlement of claims towards reimbursement of assistance towards Working Tools, Safety Kits and Bicycle on production of bills.

The meeting ended with vote of thanks to the Chair and participants.


22/11

Labour Commissioner, Odisha
-cum-Member Secretary, OB&OCWWB.
Labour Commissioner, Odisha,
-cum-Member Secretary, Odisha Building &
Other Construction Workers' Welfare Board
Bhubaneswar

OFFICE OF THE DISTRICT LABOUR OFFICER<Name>

Notice No.

/Date

EMPNELEMENT OF REGISTERED DEALERS IN THE DISTRICT OF <Name>

Odisha Building and Other Construction Workers Welfare Board is extending the assistance towards purchase of Bi-cycles/Working Tool /Safety Equipments to its registered construction workers against the production of purchase vouchers/Invoices along with the Application Form.

Sealed proposals are hereby invited in the following format from registered dealers having valid TIN number and dealing with sales of Bi-cycles/Working Tool /Safety Equipments in the district of.....

1. Name of the Firm/Dealer.
2. TIN Number of the Firm/Dealer.
3. Address of the Firm/Dealer.
4. Name(S) of the Proprietor/Partner.
5. Address of the Proprietor/Partner.
6. PAN number of the Firm/Dealer/Owner.
7. Period of which VAT clearance Certificate obtained.
8. Date of Filing of last Return:

VAT:

E.T.:

CST:

The proposal should be accompanied with all the Attested copies of the documents required as per above Format.

The Proposals should reach in the Office of< Name> only by P.M. of..... The quotations received incomplete/after the scheduled date and time shall be rejected. The authority reserves right to reject any or all the quotations without assigning any reason thereof.

District Labour Officer