

Government of Jammu and Kashmir
Office of the Chief Executive Officer/Secretary
J&K Building and other Construction Workers Welfare Board,
H.NO.331, Indra Colony Lakar Mandi Road, near Dream Land School,
P.O Janipur Jammu Pin Code-180007.

(CIRCULAR)

No: CEO/J&K/BCB/012/2087-2112

Dated: 14.11.2012

Sub: - BRIEF GUIDELINES FOR IMPLEMENTATION OF SOCIAL SECURITY SCHEMES OF BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD.

For the convenience and clarification of Registration Officer appointed under Building and Other Construction Workers (RE&CS) Act 1996 for Registration of the Building and Other Construction Workers and payment of welfare schemes. Following instructions / guidelines as per the Act and Rules made there under are hereby issued. Designated Officers for Registration of Construction Workers / payments on account of Welfare Schemes are hereby directed to strictly adhere to the Act and the Rules besides the guideline.

1. **Registration as construction workers** -Form No. XXXI (31)
 - I. Application should be duly filled (all the column) with three passport size photograph each one pasted on Form, main register and I-Card.
 - II. **Certificate of Employment :**
Certificate of employment must be given on form itself in the space provided for.
 - III. Persons authorized to give the certificate of employment
 - a). Contractor registered under Building and Other Construction Workers (RE&CS) Act 196.
 - b). Registered Construction workers union.
 - c). Companies registered under Building and Other Construction Workers (RE&CS) Act 1996.
 - d). Major employer i.e. J.E, R&B Electrical Department, PHE, Flood Control, MES, GREF, JKPCC, JKPHC, etc.
 - e). Labour Officer / Labour Inspector.
 - f). Sarpanch / Municipal Councillor/ Corporator of the area.

2. Proof of age: -


Any one of the following certificate.

- a). School leaving certificate duly attested / countersigned by Headmaster in case of High school pass or by ZEO in case of under matric workers i.e. (any class pass below matric).
- b). Certificate from the registers of births and deaths maintained by chowkidars.
- c). A certificate issues by Medical Officer not below the rank of Assistant Surgeon in Government Hospital.
- d). A certificate from Registrar of births and deaths.

3. Contribution of the Fund: -

- a). Registration Fee : -
Rs 10/= (ten only) at the time of registration.
- b). Monthly contribution: -
Rs. 10 (ten only) per month which may be deposited on quarterly, half yearly or annually basis against proper receipt.

4. Maternity Benefit – Form No. XXXII (32)

 Scheme is only for female registered construction worker. Form be duly filled and attested by the Medical Officer of the area concerned or certificate issued by SHO of the respective Police Station or Registrar of Births (in case of Municipal Corporation or Municipalities etc)

5. Payment of Funeral Assistance – Form No. XXXIII (33)

- a). Amount of Benefit: - Rs. 5000 (for one funeral)
- b). Benefit is also available for the funeral of dependents of registered construction workers.
- c). Attested by Sarpanch / President of registered Construction Workers Union / Labour Officer / Labour Inspector / Municipal Councillor.

6. Death Benefit – Form No. XXXIV (34)

Amount of Benefit: - Rs. 100000 (one lac only)

Documents required

- a). Copy of FIR in case of Medical Legal Case i.e. accidents, suicide, etc.

- a). Form should be filled properly.
- b). Certificate of the Head of the Institution, School including recognition of the school / institution must be obtained in case of education assistance cases upto Higher Secondary i.e. 12th level.
- c). In case of higher education cases, certificate with regard to recognition of institution. College/ university by UGC must be obtained.
- d). In case of Professional courses recognition by UGC besides recognition by AICTE / AIME is required.
- e). Financial Assistance on account of Education is only available to the dependents of Registered Construction Worker. However, in case eldest brother is a registered Construction Worker and his younger brothers / sisters are dependent upon him, in that case financial assistance on account of Education shall be made available to such brothers and sisters also; However the limit of the two children / dependent shall not be exceeded.
- f). Children / dependents of the registered construction workers perusing Education through Distance mode of Education from IGNOU, Jammu University or Kashmir University shall also be eligible for the financial assistance for Higher Education.
- g). No financial assistance on account of education shall be given to re-appear or failure or pursuing private study upto Higher Secondary level.
- h). Authorized Officer shall also get unemployment certificate in case the dependent of registered construction worker is pursuing education through distance mode. An affidavit duly attested by 1st Class Magistrate be also obtained.

9. Financial Assistance for Marriage — Form No. XXXVIII (38)

Documents required: -

- a). In case of Muslim marriages, usually Nikkah Nama is a written document. Copy of which duly attested by gazetted officer may be obtained.
- b). Certificate of marriage by MP/MLA/MLC, Sarpanch/ Municipal Councillor or Tehsildar on the form itself be obtained.
- c). Photo of Bride and Bridegroom taken on one snap either at the time of marriage or subsequently must be pasted on the form.

- d). Original copy of the invitation card.
- e). In case marriage is registered with marriage registration officer, certificate must be taken.
- f). Affidavit duly attested by 1st Class Magistrate given by the beneficiary with regard to the genuiness of the claim must be taken.
- g). Marriage assistance is only available for the marriages ceremonized / solemnized after registration of beneficiary.
- h). Marriage assistance is also available for the dependent brothers / sisters of the beneficiary, in case the claimant is head of the family and such brothers and sisters are younger and dependent on him.
- i). A dependent certificate from Naib Tehsildar or Tehsildar must be taken for the purpose of marriage assistance in each case to avoid the fraud / misrepresentation.

10. Financial Assistance for treatment of chronic diseases — Form No. XXXIX (39)

- a). Rs 100000 (one lac only) shall be given in a financial year to the beneficiary or his dependent for the treatment of notified life consuming diseases only.
- b). The payment on this account shall be paid to the institution where the beneficiary or his dependent is undergoing the treatment on production of cost of treatment.
- c). In case of the death of patient during treatment the balance amount shall be taken back from the Head of Health institution and shall be deposited to the Board.
- d). Financial assistance on account of treatment of major ailment shall be decided as per the provisions of medical attendance cum Allowance rules.

General Instructions

1. No payment shall be made to the beneficiary until all the entries of the application of the benefits are not dully entered in the prescribed register No. XXIX (29) and XXX (30).
2. Benefits be paid not only after completion of requisite legal formalities and obtaining of such certificates which are required for ascertaining the genuiness of the case.
3. Case for benefit may only be submitted to the Office of undersigned when all the formalities are complete besides the requisite certificate.
4. No payment on account of any benefit under Building and Other Construction Workers Welfare Act shall be given to the

dependent of Registered Construction Worker who is Government Servant / Employee in any semi Government department or Corporation.

5. There are complaints of Registration of Construction worker of District Budgam, Baramulla, Kulgam, Pulwama, in District Srinagar. Registration of bonafide resident of one District in other District may be stopped henceforth. However cases already registered shall be dealt after taking views of the designated officers.

Guidelines are issued only for smooth functioning and for convenience of designated / authorized Officer. Despite completion of all formalities chances of fraud or misrepresentation persist there, as such personal verification of the Officer for ascertaining the facts is important.

Therefore, it is also enjoined upon the authorized Officers to make the payments and do registration after getting themselves satisfied by way of cross checking of genuiness of each case of registration and benefit.



CEO/Secretary,
J&K Building and Other Construction,
Workers Welfare Board.

Copy to:-

1. Commissioner/Secretary Labour & Employment J&K Govt. Civil Secretariat, Jammu for information please.
2. Labour Commissioner J&K Governemnt.
3. Special Assistant to Hon'ble Minister for Labour & Employment Civil Secretariat Jammu for information to Hon'ble Minister.
4. All Assistant Labour Commissioners.