



**HAND BOOK OF INFORMATION  
UNDER THE RIGHT TO  
INFORMATION ACT, 2009**

**OBLIGATIONS OF PUBLIC  
AUTHORITIES**

**JAMMU AND KASHMIR BUILDING AND  
OTHER CONSTRUCTION WORKERS  
WELFARE BOARD**

## **Introduction**

### **Information pertaining to Right to Information Act :-**

The Right to Information Act 2005 is an Act to provide for setting out right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every Public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

Therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Being a Public Authority coming under autonomous bodies, The Jammu and Kashmir Building and Other Construction Workers Welfare Board, is bound to provide information under Section - 4 of the Right to Information Act required by the public on the functions of the Jammu and Kashmir Building and Other Construction workers welfare Board.

The Main objective of the hand book is to provide information of the functions of the Board to all public, voluntarily.

## **Intended users of the hand book:-**

- 1) Construction Workers.
- 2) Builders
- 3) Contractors
- 4) Advocates
- 5) Government officials.
- 6) Any interested Trade Unions, organizations & Associations.
- 7) Political parties.
- 8) Any Interested private person.

## **Organization :-**

### **Jammu and Kashmir Building and Other Construction Workers Welfare Board.**

## **Definition :-**

- 1) “ Act ” means Building and Other Construction Workers (RE&CS) Act 1996
- 2) “Board” means Jammu and Kashmir Building and Other Construction Workers Welfare Board, Jammu/Srinagar.
- 3) “Government” means Jammu and Kashmir Government.
- 4) “Scheme” means a scheme under the Jammu and Kashmir Building and Other Construction Workers Welfare Rules.
- 5) “Building and Other Construction Worker" means any person who has completed 18 years of age but has not completed 60 years of age and who is engaged to do any work in construction industry as defined under section 2(e) of Building and Other Construction Workers (RE&CS) Act 1996.
- 6) “Chairman” means Chairman of the Jammu and Kashmir Building and Other Construction Workers Welfare Board.
- 7) “Commissioner” means Labour Commissioner.
- 8) “Secretary” means Secretary of the Jammu and Kashmir Building and Other Construction Workers Welfare Board.
- 9) “Form” means a Form appended to the rules.

## **Contact Persons in Order to get more information:-**

- 1) Assistant Labour Commissioners of all 22 districts of J&K.
- 2) Public Information Officer (Accounts Officer J&K Building and Other Construction Workers Welfare Board.
- 3) Appellate Authority / Secretary of the Board.
- 4) Chairman of the Board.

In exercise of the powers vested under the Right to Information Act – 2005 the Assistant Labour Commissioners of all 22 Districts under the control of the Jammu and Kashmir State presently designated Officers are Building and Other Construction Workers Welfare Board, have been notified as Public Information Officers under the Right to Information Act – 2005 in the respective districts. (Jammu and Kashmir Building and Other Construction Workers Welfare Board.

## **Procedure and Fee Structure for getting information :-**

The general information's of the functions of the Board can be obtained by contacting the office through phone and by correspondence without any fee.

### **Fees and cost for seeking information**

1. A request for obtaining information under section 6(1) shall be accompanied by an application fee of Rs. 10 by way of cash against proper receipt or by Demand Draft or by bankers cheque payable to the CEO/Secretary of the Board.
2. Fees for providing the information under section 7(1): - The fees shall be charged in cash against proper receipt or by Demand Draft / cheque/ postal order payable to the CEO/Secretary of the Board as per the following rates;
  - a) Rs. 2 for each page (A-4 or A-3) created or copied.
  - b) Actual charge or cost of a copy in larger size paper.
  - c) Actual cost /price for samples or models
  - d) For inspection of records, no fee for the first hour and a fee of Rs. 5 for each fifteen minutes or fraction thereafter
3. For providing the information under sub-section (5) of section 7 the fee shall be charged by way of cash against proper receipt or by Demand Draft / cheque or Indian postal order payable to the CEO/Secretary of the Board as per the following rates.
  - a) For information provided in diskette or floppy Rs. 50 / Diskette or floppy
  - b) For information provided in printed form at the price fixed for such publication or rs 2 per page of photocopy for extracts from the publication.

**To the Head of Account.**

**“ The location: - Board moves with Darbar Move and our address at present remains as fallows ”**

**Jammu Address: - H.No. 331 Gool House Laker Mandi Road Behind Dreamland School Janipur Jammu.**

**Srinagar Address: - Gopkar Raod Near Police Check Post Banamsar, Sonawar Srinagar**

## **Objects :-**

In Jammu and Kashmir approximately 5.00 lakhs of Construction Workers are involved in various construction activities.

In exercise of powers conferred under Section 18 of Building and Other Construction Workers (RE&CS) Act 1996, Jammu and Kashmir Government constituted Building and Other Construction Workers Welfare Board in 2007 and again in 2010 which is still in force. The Government of Jammu and Kashmir created Building and Other Construction Workers Welfare Fund to provide welfare measures for the Construction Workers engaged in the Construction Industry.

Following welfare measures are provided in the scheme for those workers who have registered in the Board.

- (1) Immediate Assistance in case of Injury to Registered Construction Worker which renders him / her unable to work for one month.
- (2) Temporary Disability caused to Registered Construction Worker at work place i.e. fracture etc which renders him/her unable to work for three months.
- (3) Permanent Disability caused due to accident at the work place.
- (4) Marriage Assistance to Registered Construction Worker for Marriage of his/her dependent (Upto Three).
- (5) Funeral Assistance to Registered Construction Workers Family including dependents.
- (6) Financial Assistance for treatment of Chronic Disease of Registered Construction Worker only and his dependents.
- (7) Maternity Benefit to Female Registered Construction Worker only (Upto two Children)
- (8) Assistance to the dependent in case of Death of registered construction Worker
- (9) Education Assistance for Children of a registered Construction Worker (Two children in a year)

## **Mission / Vision statement of the Jammu and Kashmir Building and Other Construction Workers Welfare Board:-**

In Jammu and Kashmir Building and Other more than 5.00 lakhs of workers are involved in various construction activities approximately.

Regulating the conditions of the work, providing various welfare measures to the Construction workers engaged in construction works, improving their socio-economic conditions and ensuring social security for their life are the main mission, with a vision to be a best model organization.

## **History of the Jammu and Kashmir Building and Other construction Workers Welfare Board:-**

### **Constitution of the Jammu and Kashmir Building and Other Construction Workers Welfare Board**

The parliament of India enacted “ The Building and Other Construction workers (RE&CS) Act, 1996”, in order to regulate the employment and conditions of work of the construction workers in certain type of employments in India.

The Act provides for formulation of schemes for the Construction workers so that the financial assistance for education of their children including other social security obligations could be granted.

In exercise of powers conferred under Section 18 of Building and Other Construction Workers (RE&CS) Act 1996, Jammu and Kashmir Government constituted Building and Other Construction Workers Welfare Board in 2007 and again in 1<sup>st</sup> December 2010 vide SRO 439 of 2010 which is still in force for the welfare of the 38 categories of workers ( List enclosed ) involved in construction activities.

The object of the Board is to register the construction workers and take various welfare measures for the Construction workers engaged in construction activity as defined under section 2(d) of Building and Other Construction Workers (RE&CS) Act 1996.

Registration of construction workers are done in all the district offices after fulfilling the requisite formalities. In proviso to section 56 of Building and Other Construction Workers (RE&CS) Act 1996, the J&K Building and Other Construction Workers Welfare Board has made the arrangement of delegation of powers to sanction and disbursement the amount on account of welfare schemes as per the following breakup indicated against each:

S.No	Name of the Scheme	Name of the Office authorized to receive the application	Sanctioning Officer	Disbursing Officer
01	Education Assistance upto Rs. 15000/ in each case	ALC on prescribed format	ALC after proper verification	ALC
02	Education Assistance above 15000/ in each case upto Rs. 50,000.	ALC on printed form supplied by the Board	CEO/Secretary on the recommendation of ALC	ALC
03	Marriage Assistance	ALC on printed form supplied by the Board	CEO/Secretary on the recommendation of ALC	ALC
04	Temporarily disability	ALC on printed form supplied by the Board	CEO/Secretary on the recommendation of ALC	ALC
05	Ex-gratia (Death Assistance), Permanent disability, life consuming disease/major diseases above Rs. 50,000	ALC on printed form supplied by the Board	CEO/Secretary on the recommendation of ALC and with approval of Hon'ble Chairman	ALC

### **Accommodation for the Head Office of the Board:-**

The Jammu and Kashmir Building and Other Construction Workers Welfare Board is now functioning in a rented Building at Jammu during Winter and Srinagar during summer.

### **Jammu Office Address**

H.No. 331 Gool House Near Dreamland School, Laker Mandi Road, Janipur Jammu (Winter)

### **Srinagar Office Address**

Gopkar Raod Near Police Check Post Banamsar Sonawar, Srinagar (Summer)

### **Duties of the Jammu and Kashmir Building and Other Construction Workers Welfare Board:-**

The Board shall be responsible for overall administration of the schemes and shall exercise such powers and perform such functions as may be conferred on it by the Act and Rules made thereunder: -

The Board may create such number of posts of officers including the Secretary and other employees as are necessary and appoint persons to such posts on such terms and conditions of service as it may deem fit for smooth functioning of the Board.



## **The Board Shall**

- (a) Subject to availability of funds, provide for the welfare of registered construction workers, including medical services, Health & Safety measures in places where the registered Construction workers are employed, provides assistance
- (b) The Board provides financial assistance for education of the children's of the registered construction workers.
- (c) The Board shall keep proper accounts for all receipts and expenses under the scheme and prepare an annual statement of accounts and balance sheet and the accounts shall be audited annually and certified by a qualified person as the Government may appoint. The accounts and audited report shall be forwarded to the Government within the time limit.
- (d) The Board shall submit to the State Government, copies /proceedings of the meetings of the Board.
- (e) The Board shall make recommendations to the State Government, about any modifications in the scheme and to remove difficulties in implementing the scheme.
- (f) Assistant Labour Commissioner (Registering Officers) of the Board shall register the construction worker engaged in construction work for the purpose of the scheme and renew their registration before the expiry of the period, as specified by the scheme.
- (k) Assistant Labour Commissioner (Registering Officers) may cancel the registration of a registered construction worker if the worker has secured it by making false statement or has contravened any of the provisions of the Act/Rule/Scheme, after giving him a reasonable opportunity of showing cause against the action.

## **Main Activities:-**

Jammu and Kashmir Building Other Construction Workers Welfare Board is empowered to carry out its functions under the provision of the following Act, rules, Schemes and Government orders and instructions issued from time to time there under.

## Annexure

### List of categories of workers

1. Stone cutter or Stone breaker or Stone crusher
2. Mason or Brick layer.
3. Carpenter.
4. Painter or varnisher
5. Fitter including bar bender
6. Plumber for road pipe work
7. Electrician
8. Mechanic.
9. Well sinker
10. Welder
11. Head Mazdoor
12. Mazdoor
13. Sprayman or mixerman (road surfacing)
14. Wooden or stone packer.
15. Well diver for removing silt
16. Hammerman
17. Thatcher
18. Maistry
19. Blacksmith
20. Sawyer
21. Caulker
22. Mixer (including concrete mixer operator)
23. Pump Operator
24. Mixer Driver
25. Roller Driver
26. Kalasis or sarang engaged in heavy Engineering construction like heavy machinery, bridge work, etc.
27. Watchman at Construction sites
28. Mosaic Polisher
29. Tunnel Worker
30. Marbel / Kadappa stone worker
31. Road worker
32. Rock breaker and Quarry worker
33. Earth worker connected with construction work
34. Worker engaged in processing lime
35. Worker engaged in anti erosion work
36. Any other category of workers who is actually engaged in the employment in construction or maintenance of dams, bridges, road, or in any building operations.
37. Bricks Manufactory other than the Brick Manufactory under the Factories Act, 1948 (Central Act of 63 of 1948)

## **Registration:-**

### **a) Age:-**

Should have completed 18 years of age, have not completed 60 years of age to register with the Jammu and Kashmir Building and Other Construction Workers Welfare Board.

### **b) Fees:-**

- i) A fee of Rs.10/- for registration has to be paid by Construction
- ii) The registration is valid for three years. The Registration has to be renewed once in three years

### **c) Procedure for Registration:-**

i) The Construction worker has to make an application for such registration in the prescribed form appended in the SRO-373 together with the Certificate of employment issued by the Employer / Registered Contractor or Registered Trade Union / Government agencies engaged in the building industry and Sarpanch etc.

ii) Three passport size photographs of the applicant should accompany the application, of which one should be pasted on the application and the other should be enclosed with the application.

iii) The construction worker is required to produce a document for age proof at the time of registration. Anyone of the following documents, in original or Xerox copy attested by a gazetted Officer has to be produced along with the application at the time of registration.

- 1) Certificate issued by the Registrar of Birth and Deaths.
- 2) School or College Certificate.
- 3) Certificate from Registered Medical Practitioner not below the rank of Assistant Surgeon of a Government Hospital in the Prescribed format.
- 4) Village Chowkidar from the register of Births and Deaths maintained at village.

Identity card/Passbook is issued to every registered construction workers on payment of Rs. 10 as cost of passbook, provided all formalities and eligibility conditions as fulfilled.

**d) Renewal:-**

The Registration shall be renewed once in three years.

Financial assistance shall not be sanctioned in case of failure in renewal.

**e) Payment of Monthly Contribution.**

Rs. 10 (Ten only) per month which may be deposited quarterly, half yearly or annually against proper receipt.

**f) Registration Authority:-**

The Registration Authority is the Assistant Labour Commissioners in 22 Districts.

**g) Issue of Duplicate Identity Card:-**

In case of loss of Identity Card already issued, a duplicate Identity Card will be issued by the Board on payment of Rs. 50 the amount received as such shall be deposited by Registering Officer with the Board.

**h) Nomination:-**

Every construction worker while registering his name with the Board , should make a nomination in Form - \_\_\_\_\_.

**Total No. of Workers Registered with the Board:-**

The number of workers registered with the Board in each district is given as under.

## **Schemes in Detail:-**

For the schemes, claim applications from the registered construction workers are received with all supporting documents and certificates.

### **1. 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)

### **2. 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 Councilor.

### **3. Death Benefit – Form No. XXXIV (34)**

**Amount of Benefit:** - Rs. 200000 (Two lac only)

#### **Documents required**

- a). Copy of FIR in case of Medical Legal Case i.e. accidents, suicide, etc.
- b). In case of death in Hospital due to ailment certificate form Government Doctor is required.
- c). In case of Natural Death at home, certificate from incharge Police Station having Jurisdiction of the area is required.
- d). Legal heir / dependent certificate from District and Session Judge or Assistant Commissioner (Revenue) or Sub Divisional Magistrate will suffice.
- e). Affidavit by eldest member from the NOK's of the deceased worker with regard to genuiness of the claim duly attested by 1<sup>st</sup> class Magistrate be attached.
- f). A certificate alongwith recommendation by Assistant Labour Commissioner with regard to genuiness and eligibility of the NOK'S of the deceased worker for the benefits be submitted for necessary action to the Secretary of the Board.
- g). In case of rejection of application, applicant may file an appeal before the Board within sixty days.
- h). Photocopy of rgistration form

- i). Photocopy of the page of register on which the name of the worker was entered at the time of registration

4. **Medical assistance / assistance in case of injury or ailment of registered construction workers**—Form No. XXXV (35)

**Amount of Benefits: -**

- a). Rs. 5000 shall be given to the beneficiary who is unable to do any manual work in which trade he usually does the job due to injury or ailment, if period of recovery extends to one month or less than three month.
- b). Rs. 10000 as financial assistance shall be given to the beneficiary who is unable to do any manual work due to injury or ailment, recovery period of which extends to three months or beyond but not cause permanent disability in both cases. Certificate from the Medical Officer not below the rank of Block Medical Officer or the Head of Health institution where he got treatment therein during period or recovery is required
- c). RS. 75000 for permanent disability on production of certificate from Medical Board is required, wherein Medical Board shall certify that the person is disable and cannot do any manual work which is covered under the definition of Building and Other Construction Workers (RE&CS) Act 1996.

5. **Financial Assistance for Education**—Form No. XXXVI-XXXVII (36, 37)

Detail of each and every thing is given in rule 22-T, however the following guidelines must be adhered to: -

- 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. 12<sup>th</sup> 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 pursuing 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 1<sup>st</sup> Class Magistrate be also obtained.

6. **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 Councilor 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 1<sup>st</sup> 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.
- j). D.O.B certificate or proof of majority.



**7. Financial Assistance for treatment of chronic diseases –  
Form No. XXXIX (39)**

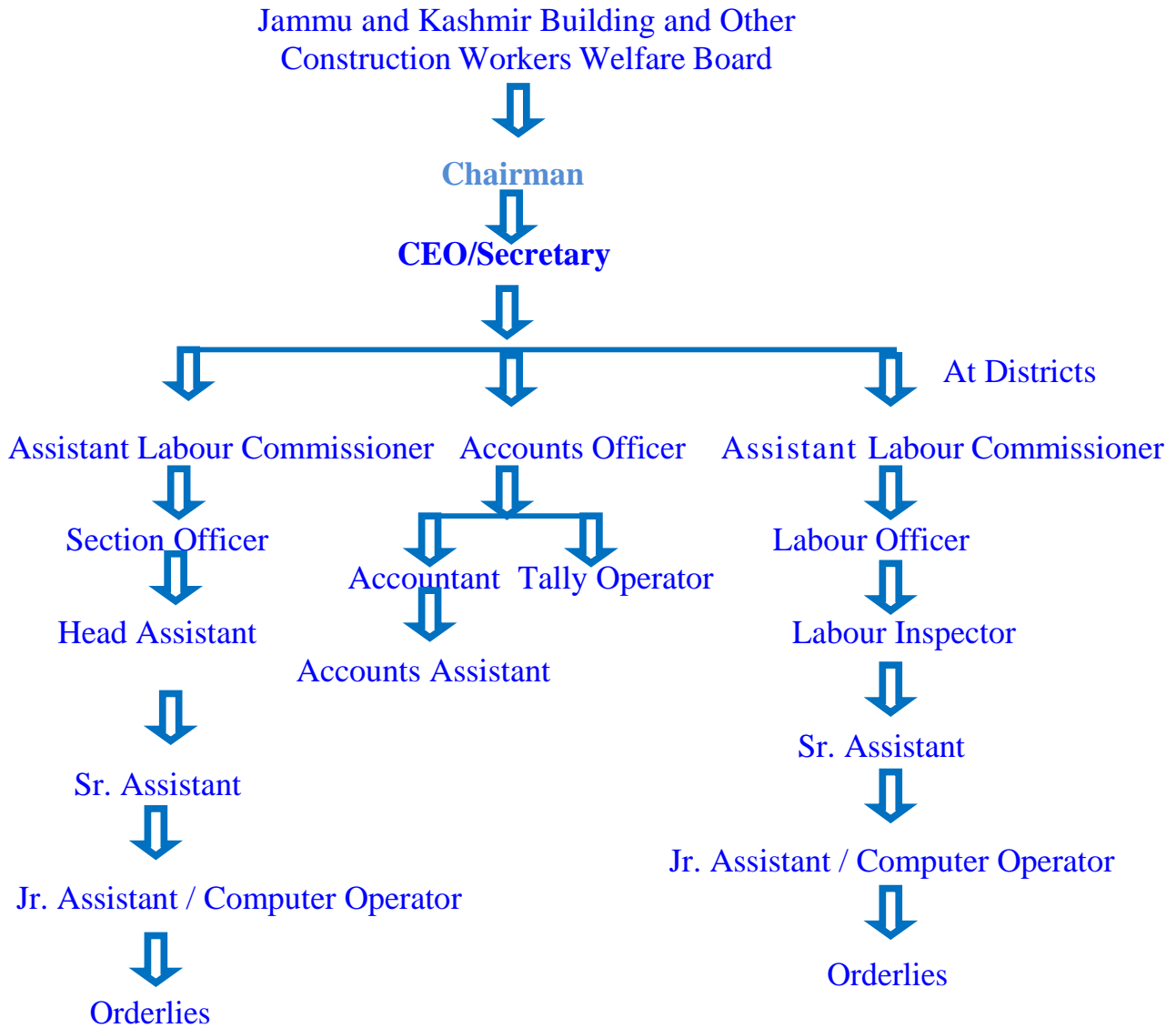
- a). Rs 100000 (one lac only) shall be given in a financial year to the beneficiary or his dependent for the treatment of notified life consuming diseases only.
- b). The payment on this account shall be paid to the institution where the beneficiary or his dependent is undergoing the treatment on production 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.

**Detail of Schemes**

S.No	Name of Scheme	Amount	Remarks
01	Immediate assistance in case of Injury to registered construction worker which renders him/her unable to work for one month.	Rs. 5000	
02	Temporary Disability caused to registered construction worker at work place I, e fracture etc which renders him/her unable to work for three months.	Rs. 10000	
03	Permanent Disability caused due to accident at the work place.	Rs. 75000	
04	Marriage Assistance to registered construction worker for marriage of his/her dependent.	Rs. 25000	Upto three Marriage of the dependent sons / daughters /brother and sister/self of a registered construction Worker
05	Funeral Assistance to registered construction worker's Family including dependents	Rs. 5000	
06	Financial Assistance for Treatment of Chronic Disease of registered Construction Worker only and his dependents	Rs. 100000	
07	Maternity Benefit to Female registered Construction worker only (upto two children)	Rs. 5000	
08	Assistance to the dependent in case of Death of registered Construction Worker	Rs. 200000 (New SRO)	
09	<p><b><u>Education Assistance:</u></b> Financial Assistance available for two children of a registered construction worker.</p> <p>I. Professional / Technical Degree/ Courses (regular students) Rs.50000 Per Annum</p> <p>II. Three years Engineering / any other recognized diploma courses(regular students) Rs.30000 Per Annum</p> <p>III. ITI Diploma courses(regular students) Rs.10000 Per Annum</p> <p>IV. Para medical diploma courses(regular students) Rs. 10000 Per Annum</p> <p>V. Post Graduate(regular students) Rs. 15000 Per Annum</p> <p>VI. Under Graduate(regular students) Rs. 10000 Per Annum</p> <p>VII. Class 11<sup>th</sup> and 12<sup>th</sup>(regular students) Rs. 6000 Per Annum</p> <p>VIII. Class 9<sup>th</sup> and 10<sup>th</sup>(regular students) Rs.4500 Per Annum</p> <p>IX. Class 6<sup>th</sup> to 8<sup>th</sup> Rs.3500 Per Annum</p> <p>X. Class Nursery / 1<sup>st</sup> to 5<sup>th</sup> pry. Rs.2500 Per Annum</p>		

**Organisational structure Diagram:-**

**Organisational structure Diagram**



## **Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency:-**

To enhance the efficiency in service and to effectively implement the schemes,

- 1) While submitting the application forms for registration, with the Board, false statement should not be produced in connection with the employment. Only the construction workers are to be registered in the Board, which itself will solve delays, at the time of verification and in sanctioning the financial assistance etc.
- 2) At the time of registration correct age proof is an essential document.  
[The age furnished at the time of registration is taken as criteria for pension ]
- 3) While claiming for assistances, application should be in full form with all supporting documents in original and in duplicate with Identity Card for making entry .
- 4) Death and disablement due to accident should be intimated immediately to the Board as a first instance.
- 5) The claim applications are required to be sent with original Identity Card with all required documents specified in the scheme
- 6) Fact should be verified, in case of
  - a) Trade unions / Association authorities who certify the employment of the worker.
  - b) The officials who certify the occurrence of the incident / occasion
  - c) Medical officers who certify the age.

## **Arrangements and methods made for seeking public**

### **Participation / Contribution:-**

As per the Act, Government nominate members of the Board in such way that the Board shall consist of members representing employers, Building and Other Construction workers and Government who are all involved in public activities and thereby given opportunity to express public opinion.

### **Mechanism available for Monitoring the service and Public grievance resolution:-**

The services rendered by the Board to construction workers are monitored by periodical review meetings by the Jammu and Kashmir Government as this Board comes under the administrative control of the Labour and Employment Department. The grievances are resolved by the Chairman and CEO/Secretary J&K Building and Other Construction Workers Welfare Board and Labour Commissioner and other Officers of Labour Department.

## **Addresses of the Main Office and District Offices :-**

**Head Office:-** Jammu and Kashmir Building and Other  
Construction Workers Welfare Board.  
Gopkar Road Near Police Check Post Banamsar  
Sonwar Srinagar (Summer)

H.No. 331 Gool House Near Dreamland School  
Laker Mandi Road Janipur Jammu. (Winter)

### **District Office: -**

<b>S.No.</b>	<b>District</b>	<b>Office Address</b>	<b>Phone no./Mobile No's</b>
<b>KASHMIR PROVINCE</b>			
01	Srinagar	Assistant Labour Commissioner Srinagar, Near General Bus Stand Batamaloo Srinagar	
02	Budgam	Assistant Labour Commissioner Budgam, Near Bus Stand	
03	Ganderbal	Assistant Labour Commissioner Ganderbal, Mini Secretariat Ganderbal	
04	Bandipora	Assistant Labour Commissioner Bandipora,	
05	Kupwara	Assistant Labour Commissioner Kupwara, Zangalie Kupwara	
06	Baramulla	Assistant Labour Commissioner Baramulla, Near Sumo Stand Baramulla	
07	Anantnag	Assistant Labour Commissioner Anantnag, Near District Police Line Khanabal	
08	Pulwama	Assistant Labour Commissioner Pulwama, Near State Bank of India Pulwama	
09	Kulgam	Assistant Labour Commissioner Kulgam,	
10	Shopian	Assistant Labour Commissioner Shopian, Main Road Shopian	

<b>LADAKH REGION</b>			<b>Phone No./Mobile No's</b>
11	Kargil	Assistant Labour Commissioner Kargil	
12	Leh	Assistant Labour Commissioner Leh	
<b>JAMMU PROVINCE</b>			
13	Jammu	Assistant Labour Commissioner Jammu, Dogra Hall opposite Shakuntallah Cinema Hall	
14	Udhampur	Assistant Labour Commissioner Udhampur, National Highway Udhampur	
15	Ramban	Assistant Labour Commissioner Ramban, opposite Gulshan Hotel Ramban	
16	Doda	Assistant Labour Commissioner Doda,	

17	Kathua	Assistant Labour Commissioner Kathua	
18	Samba	Assistant Labour Commissioner Samba,	
19	Resai	Assistant Labour Commissioner Resai,	
20	Kishtwar	Assistant Labour Commissioner Kishtwar,	
21	Rajouri	Assistant Labour Commissioner Rajouri,	
22	Poonch	Assistant Labour Commissioner Poonch,	

**Working Hours of the Head Office :-**

**09.30 - A.M. to 05.00- P.M.**

( Holiday :- Saturday , Sunday and Government Holidays )

**Working Hours of the District Offices: -**

**10:00 AM to 04:00 PM**

(Holiday: - Sunday and Government Holidays)

\*\*\*\*

## Powers and Duties of Officers and Employees:-

### 1) Chairman:-

#### Administrative power:-

- (a) The Chairman shall have over all control in the function of the Board and in certain administrative / financial matters, he can take decisions for smooth functioning of the Board.
- (b) The Chairman is the head of the Board.
- (c) The Chairman shall preside over every Board meeting and list of business should be considered with the prior permission of the Chairman.

#### Financial:-

- (a) The Chairman is empowered to sanction expenses on furniture, Office equipments, computers, telephone connections, printing of forms and any other recurring non-recurring expense.
- (b) The Chairman may exercise such other powers as may be delegated to him from time to time by the Board.

### 2) CEO/Secretary:

Subject to the overall control of the Chairman, the Secretary shall exercise the following powers namely.

#### Administrative power:-

- (a) The CEO/Secretary shall be responsible for the day to day functioning of the office of the Board and shall have powers necessary therefore.
- (b) The CEO/Secretary shall make arrangements for holding meeting of the Board.
- (c) Subject to the general financial code and service rules of the Government, the CEO/secretary have power to sanction all kinds of leave to the staff.
- (d) To engage temporary staff on Outsourcing basis approved by the Board.



- (e) To administer district level offices.

**Financial:-**

- (a) To monitor scheme assistances.
- (b) To pay salaries to the staff.
- (c) Subject to the general financial code and service rules of the Government the secretary shall have power to sanction leave salary, leave salary, traveling allowance, medical expenses to all employees subordinate to him.
- (d) To sanction leave salary contribution and pension contributions to the employees on deputation.
- (e) To monitor the general fund and Income and expenditure of the Board.
- (f) To watch proper remittance of the Cess to the Board.
- (g) To sanction all statutory payment like telephone bills postages, electricity charges , cost of fuel, monthly maintenance of vehicle, purchase of stationery, for Office/computers and other contingencies, as per approval of the Board.
- (h) To operate bank accounts.
- (i) To pay expenses on purchases, printing etc. up to the limit of the Board's approved amount and after obtaining Chairman's approval wherever necessary.
- (j) The CEO/secretary may exercise such powers as may be delegated to him from time to time by the Board/Chairman.
- (k) To ensure that the accounts of the Board is prepared and certified by the auditor appointed by the Government and the audit report submitted to Government in time.

**Particulars of any arrangement that exists for**

**Consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-**

Public participation is ensured for any formulation / implementation of policies connected with the functions of the Board by seeking approval from the Board members who are represented by public in the way of construction employee / employer of construction workers / trade unions in construction wing.

\*\*\*\*\*

## Information about the official document and the availability

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Application forms	Form xx-For Registration of membership	Available at in all District Level Offices	CEO/Secretary, Jammu and Kashmir Building and Other Construction Workers Welfare Board.
	“	Form - Accident intimation form		
	“	Form - Accident death Claims.		
	“	Form - Natural death Claim		
	“	Form - Funeral Assistance		
	“	Form - Educational Assistance		
	“	Form -Higher Education		
	“	Form - Marriage Assistance		
	“	Form - Maternity		
	“			
2.	Income / Expenditure statements			“
3.				“

\*\*\*\*

**Structure and Member composition of Jammu and Kashmir Building and Other Construction Workers Welfare Board:-**

The Board shall consist of members nominated from time to time by the Government representing the employers, the manual workers, and the Government.

The members representing employers and manual workers shall be equal in number, and the members representing the Government shall not exceed one-third of the total number of members representing employers and manual workers.

The Chairman of the Board is appointed by the Government.

**Term of Office:-**

The official members of the Board including the Chairman shall hold office during the pleasure of the Government.

A non-official member of the Board shall hold office for a period of two years commencing from the date on which his appointment is first notified in the official gazette.

### **Meetings:-**

The Jammu and Kashmir Building and Other Construction Workers Welfare Board was Re-constituted vide \_\_\_\_\_ Dated: \_\_\_\_\_ a of Labour and Employment Department. The tenure of the members of the Board is three years under Rule SRO-373. \_\_\_ Board meetings were held from the inception of the Board.

### **Minutes:-**

The minutes of each meeting of the Board shall be circulated to all members of the Board after the meeting is over. The minutes shall be confirmed at the next Board meeting and signed by the chairman and recorded in the minutes book. CEO/Secretary shall keep a record of it.

**Composition of J&K Building and Other Construction Workers Welfare Board**

1	Hon'ble Minister for Planning & Development Department and Labour & Employment Department	<b>Chairman</b>
<b>Central Government Nominee</b>		
2	Welfare Commissioner (HQ), Ministry of labour, Government of India, Jaisalmer House, Man Singh Road, New Delhi	<b>Member</b>
<b>Members representing the State Government</b>		
3	Administrative Secretary, Labour and Employment Department	<b>Member</b>
4	Administrative Secretary, Finance Department	<b>Member</b>
5	Administrative Secretary, Law Department	<b>Member</b>
6	Labour Commissioner/Chief Inspector of inspections of Building and Construction, Jammu nad Kashmir Government Dogra Hall Jammu/Batmaloo Srinagar	<b>Member</b>
7	Chief Inspector of factories, Labour Department, J&K Government Dogra Hall Jammu/Batmaloo Srinagar	<b>Member</b>

<b>Members representing Employers</b>		
8	Administrative Secretary, Housing and Urban Development Department	<b>Member</b>
9	Managing Director, JKPCC Ltd. Rail Head Complex Panama Chowk Jammu/Haft Chinar Near Sher Gari Police Station Srinagar	<b>Member</b>
10	Chief Engineer PWD (R&B) Rail Head Complex Jammu	<b>Member</b>
11	Chief Engineer PWD (R&B) Raj Bagh Srinagar	<b>Member</b>
12	Managing Director J&K Cements Ltd Srinagar	<b>Member</b>
<b>Members representing Employees</b>		
13	Sh. Ram Rakha President Building and Other Construction Workers Union 76/6 Trikuta Nagar Jammu	<b>Member</b>
14	Sh. M.S Tramboo Managing Director Tramboo Cements Ltd	<b>Member</b>
15	Sh Dev Raj Building and Other Construction Workers Union 70/6 Trikuta Nagar	<b>Member</b>
16	Sh Ab Rashid Parray President State Central Labour Union Kashmir Solina Rambagh	<b>Member</b>
17	Mrs. Raj Bakshi Majdoor Bosti Resham Garh Colony Jammu	<b>Member</b>

**Process for constitution of the new Board is under active consideration of the Government.**

## **Procedure followed in Decision Making Process**

The Jammu and Kashmir Building and Other Construction Workers Welfare Board is headed by the Chairman appointed by Government from time to time

### **The Board functions within the frame of rules laid in:-**

- a) The Jammu and Kashmir Building and Other Construction Workers (RE&CS) Rules, 2006,2012,2013 etc.
- b) The Financial Code; and the decisions of the Board
- c) Such other orders issued by the Government of Jammu and Kashmir from time to time.



## **Head Office and District Offices :-**

### **Head Office at Srinagar**

**Gopkar Road Near Police Check Post Banamsar  
Sonwar Srinagar (Summer)**

### **Head Office at Jammu**

**H.No. 331 Gool House Near Dreamland School  
Laker Mandi Road Janipur Jammu.(Winter)**

### **District Office: -**

<b>S.No.</b>	<b>District</b>	<b>Office Address</b>
<b>KASHMIR PROVINCE</b>		
01	Srinagar	Assistant Labour Commissioner Srinagar, Near General Bus Stand Batamaloo Srinagar
02	Budgam	Assistant Labour Commissioner Budgam, Near Bus Stand
03	Ganderbal	Assistant Labour Commissioner Ganderbal, Mini Secretariat Ganderbal
04	Bandipora	Assistant Labour Commissioner Bandipora,
05	Kupwara	Assistant Labour Commissioner Kupwara, Zangalie Kupwara
06	Baramulla	Assistant Labour Commissioner Baramulla, Near Sumo Stand Baramulla
07	Anantnag	Assistant Labour Commissioner Anantnag, Near District Police Line Khanabal
08	Pulwama	Assistant Labour Commissioner Pulwama, Near State Bank of India Pulwama
09	Kulgam	Assistant Labour Commissioner Kulgam,
10	Shopian	Assistant Labour Commissioner Shopian, Main Road Shopian
<b>LADAKH REGION</b>		
11	Kargil	Assistant Labour Commissioner Kargil
12	Leh	Assistant Labour Commissioner Leh
<b>JAMMU PROVINCE</b>		
13	Jammu	Assistant Labour Commissioner Jammu, Dogra Hall opposite Shakuntallah Cinema Hall
14	Udhampur	Assistant Labour Commissioner Udhampur, National Highway Udhampur
15	Ramban	Assistant Labour Commissioner Ramban, opposite Gulshan Hotel Ramban
16	Doda	Assistant Labour Commissioner Doda,
17	Kathua	Assistant Labour Commissioner Kathua
18	Samba	Assistant Labour Commissioner Samba,
19	Resai	Assistant Labour Commissioner Resai,
20	Kishtwar	Assistant Labour Commissioner Kishtwar,
21	Rajouri	Assistant Labour Commissioner Rajouri,
22	Poonch	Assistant Labour Commissioner Poonch,

**Particulars of Recipients of Cess &  
Expenditure**

1) No. of Registered workers from the date of inception (from 2010 to 28.02.2014)	:	2,30,000
2) No. of beneficiaries who received the financial assistance upto 28.02.2014	:	85000
3) Amount of financial assistance sanctioned upto 28.02.2014	:	62.00 Crores
5) Amount of contribution received upto 28.02.2014	:	2.00 Crore Approx
6) Cess position as on 28.02.2014	:	29200000

\*\*\*\*

## **Information available in an electronic form**

**\*\*\***

**Website domain id [www.jkbcwwb.org](http://www.jkbcwwb.org) is maintained and updated on monthly basis**

**\*\*\*\*\***

Name of the Bank \_\_\_\_\_

## Form XXXI

Account No. \_\_\_\_\_

### APPLICATION FOR REGISTRATION

Affix  
Passport  
size  
photograph

To

Assistant Labour Commissioner (Registration Officer),  
..... district.

Registration No. ....

(to be filled in by the Registration Authority)

1. Name of the Worker :
2. Name of the Father/Husband :
3. Date of birth : Day Month Year  
(Enclose Xerox copy of evidence in proof duly  
attested by a Group A or Group B Officer)\*
4. Marital status  
(Whether married, unmarried, widow/widower) :
5. Permanent address :
6. Present address :
7. State whether self-employed or employed :
8. If employed, furnish the name and address of the  
establishment and also the name and address of  
the employer/contractor :
9. Nature of work :
10. Number of years engaged in the employment as  
on the date of application :
11. Particulars of the members of the family :

Sl. No.	Name	Age	Relationship	Marital status
(1)	(2)	(3)	(4)	(5)

12. (a) Whether the wife/husband is employed? :
- (b) If so furnish details :

Mobile No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature of the manual worker

**DECLARATION BY THE APPLICANT\*\***

I declare that I am not registered as a member in any other Manual Workers Welfare Board or Boards constituted by the Government of Jammu and Kashmir or under any other Board of any state under the scheme.

Signature or left hand thumb impression of the manual worker.  
(Left hand thumb impression to be attested by the Registration Authority)

\* (i) Birth Certificate or (ii) School Certificate or (iii) Driving license or (iv) Ration Card or (v) Voter's identity card or (vi) Certificate from Registered Medical Practitioner not below the rank of Civil Surgeon of a Government Hospital in the prescribed format with the signature manual worker.

\*\* Any false declaration/certification will entail legal action.

**CERTIFICATE OF EMPLOYMENT**

Certified that the particulars furnished by Sh./Smt....., regarding employment as a manual worker in the application for registration are true to the best of my knowledge and belief.

**Place:** \_\_\_\_\_ **Signature and name of the person/  
Date:** \_\_\_\_\_ **Officer issuing the Certificate**

\*\* Any false declaration/certification will entail legal action.

**VERIFICATION CERTIFICATE**

After due verification it is certified that the particulars furnished in the application and the proof are found correct and recommended for registration.

**Place:** \_\_\_\_\_ **Labour Inspector/Labour Officer/Assistant Labour Commissioner,  
Date:** \_\_\_\_\_ **(For \_\_\_\_\_ District)**

**Office Note:-**

Application and proof verified.

The recommendation of the..... is accepted and the applicant is registered as member of the J&K Building and Other Construction Workers Welfare Board.

Application for membership rejected (In case of rejection, reason should be clearly mentioned)

**Assistant Labour Commissioner (Registration Officer),  
..... district.**

**ACKNOWLEDGMENT SLIP**

Received from Sh./Smt..... residing at .....application as manual worker in the J&K Building and Other Construction Workers Welfare Board.

**Office Seal:** \_\_\_\_\_ **Assistant Labour Commissioner,**

**Name:**

**Designation:**

