



सत्यमेव जयते

**THE
BUILDING AND OTHER
CONSTRUCTION WORKERS'
(REGULATION OF EMPLOYMENT
AND CONDITIONS OF SERVICE)
(AMENDMENT) RULES**

**FOR THE YEAR
2011**

The 23rd March, 2011

NO.FOR.14/2010/39 – In exercise of the powers conferred by Sub-clause (h) of Clause (1) and (2) of Section 40 of the Meghalaya Forest Regulation (Application & Amendment) Act, 1973 and Rule 88 of Meghalaya Financial Rules and in the interest of enhancing public service by instilling effective administration for enforcement of various acts and rules enacted to protect the forest & environment in the State of Meghalaya, the Governor of Meghalaya is pleased to create new Account Beats indicated here under with assigned jurisdiction with immediate effect.

Sl. No.	Name of the Forest Account Beats	Jurisdiction
2	Songsak Forest Account Beat Office	The jurisdiction of the erstwhile Songsak Forest Beat including the Songsak Reserved Forest. The areas falling under the assigned jurisdiction of new Songsak Forest Account Beat will now be ceded from the erstwhile jurisdiction of the Darugre Range.
3.	Adokgre Forest Account Beat Office.	The jurisdiction of the erstwhile Adokgre Forest Beat including the Ildek Reserved Forest. The areas falling under the assigned jurisdiction of the new Adokgre Forest Account Beat will now be ceded from the erstwhile jurisdiction of the Kharkutta Range.

R. M. Mishra

Commission & secretary to the Govt. of Meghalaya,
Forests & Environment Department,

The 28th March, 2011

NO.LBG.125/96/Pt/Vol.II/338 – In exercise of the powers conferred by section 62 and section 40 of the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (Central Act 27 of 1996), the State Government is pleased to make the following rules to amend the Meghalaya Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2008 (hereinafter referred to as the principal rules) after consultation with the Expert Committee :-

1. **Short title and commencement** – (1) These rules may be called the Meghalaya Building and Other Construction Workers (Regulation of Employment and Conditions of Service) (Amendment) Rules, 2011.

(2) They shall come into force at once.

2. **Addition of new Rules** –

(1) After rule 2 of the principal rules, the following rule 3 and rule 4 shall be added, namely –

3. Interpretation of words not defined – Words and expressions not defined in these rules but defined or used in the Act shall have the same meaning as assigned responsibility to them in the Act.

4. Savings – The provisions of these rules shall be in addition to and not in substitution for or in administration of the requirements imposed by the Act.

(2) After rule 255 of the principal, the following rules shall be added, namely;

“256 Constitution of the Board – (1) The Board shall consist of –

i) a Chairperson to be appointed by the State Government who shall be eminent person having adequate knowledge and experience in building and other construction works;

ii) A member to be nominated by the Central Government;

iii) Not more than five persons representing the building and other construction workers nominated by the State Government;

iv) Not more than five persons from among the employers of construction and other building workers nominated by the State Government;

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v) Not more than five members representing the State Government of whom one shall be the Chief Inspector of building and construction of the State, one shall be a representative of Finance Department, one shall be representative of Law Department and one shall be the representative of Labour Department, in the Secretariat.

(2) One of the nominated members shall be a women and the number of members nominated under clauses (iii), (iv) and (v) of sub-rule (1) shall be equal.

(3) The term of office of the Chairman and the members of the Board other than the official members shall be 3 years from the date of their appointments:

Provided that the members may continue in office till their successors are appointed.

“257. Filling up of casual vacancies – A member nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

“258. Meeting of the Board – The Board shall ordinarily meet once in two months:

Provided that the Chairperson shall, within fifteen days of the receipt of a requisition in writing from not less than one third of the members of the Board, call a meeting thereof.

“259. Notice of meeting and list of business – Notice intimating the date, time and venue of every meeting together with a list of business to be transacted at the meeting shall be sent by registered or by special messenger to each member of fifteen days before the meeting:

Provided that when the Chairperson calls a meeting for considering any matter which in his operation is urgent, notice of not less than three days shall be deemed sufficient.

“260. Chairperson to Preside at meetings – (1) The Chairperson shall preside over every meeting of the Board in which he is present, and if, for any reason the Chairperson is unable to attend the meeting any member nominated by the Chairperson in this behalf shall preside over the meeting.

(2) When the Chairperson is absent and no member has been nominated by the Chairperson under sub-rule (1), the members present shall elect one of them to preside over the meeting and the member so elected shall exercise of the powers of the Chairperson in conducting the meeting.

(4) No business shall be transacted at any meeting of the Board unless at least six members are present, of whom one shall be from among these nominated under clauses (v) of sub-rule (1) of Rule - 54

“261. Absence from the State – If any member leaves the State for a period of not less than six months without intimation to the Chairperson he shall be deemed to have resigned from the Board.

“262. Transaction business – Every question considered at a meeting of the Board shall be decided by a majority of the votes of the members present and voting and in the event of any equal votes the Chairperson shall have and exercise a casting vote.

“263 – Minutes of the meeting – Every decision taken at a meeting of the Board shall be recorded in a minutes book at the same meeting and signed by the Chairperson. The minutes Book shall be a permanent record.

“264. Fees and Allowances – (1) Every non-official member of the Board shall be paid a sitting fee of hundred rupees of such amount as may be fixed by the State Government from time to time, for attending a meeting of the Board. This fee shall not be applicable for sub-committee meetings.

(2) The Chairperson shall be paid an honorarium of Rs. 4000 per mensem.

(3) Every non-official member shall be paid travelling allowance and daily allowance for attending the meeting of the Board at such rates admissible to Grade – I officers of the Government.

(4) The travelling allowance and daily allowance of an official member shall be governed by the rules applicable to him for journey performed on official duties and shall be paid by the Board.

“265. Appointment of sub-committee – (1) The Board may appoint such sub committees as it may deem fit for the proper discharge of its duties and the members of such sub-committee shall be allowed travelling allowance and daily allowance at the rates and subject to the conditions specified under Rule 264.

(2) **Constitution of sub-Committee** – The Committee shall consist of the following person, namely –

- (a) Chairperson of the Board;
- (b) One member representing the employers;
- (c) One member representing the building workers; and
- (d) Two members representing the Government.

(3) The Chairperson of the Board shall be the Chairperson of the Sub-Committee also. If the Chairperson is absent at any time the members present shall elect one among them to preside over the meeting.

(4) No business shall be transacted at a meeting of the sub-committee unless at least three members of the Committee are present of whom one shall be from the members representing employers and another once shall be from the members representing building workers.

(5) The term of the sub-committee shall be one year from the date of its constitution:

Provided that the sub-committee shall continue in office until a new committee is constituted:

Provided further that in no case the sub-committee shall continue beyond a period of two years from the date of its original constitution.

(6) The recommendation of the sub-committee shall be placed before the Board for its decision.

“266. Opening of Districts and Sub-divisional offices – The Board may, with the approval of the State Government open District and Sub-Divisional level offices as it may consider desirable for the purpose of implementing the welfare schemes under the Act.

“267. Power and duties of the Board – (1) The Board shall be responsible for –

- (a) All matters connected with the administration of the fund;
- (b) Laying down policies for the deposits of the amount of the fund;
- (c) Submission of annual budget to Government of sanction;
- (d) Submission of annual report to Government on the activities of the Board;
- (e) Proper maintenance of accounts;
- (f) Annual audit of accounts of the Board in accordance with the provisions of the Act;
- (g) Collection of contribution to the fund and other charges;
- (h) Launching of prosecutions for and on behalf of the Board;
- (i) Speedy settlement of claims and sanction of advances and other benefits;
- (j) Proper and timely recovery of any amount due to the Board;

(2) The Board shall furnish information to the State Government on such matters as the State Government matters refer to it, from time to time.

“268. Secretary to Board – (1) The Secretary of the Board shall be the Chief Executive Officer of the Board.

(2) The Secretary shall, with the approval of the Chairperson issue to convene meeting of the Board and keep the record of minutes and shall necessary steps for carrying out the decision of the Board.

“269. Appointment of Secretary and other officers – (1) The Board may, with the prior concurrence of the State Government, appoint an officer of the Government not below the rank of a Labour Commission of the labour Department as Secretary of the Board.

(2) The Board may, with the prior concurrence of the Government appoint –

- i) As many officers of the Government not below the rank of Labour Officer Grade - I in the Labour Department; and
- ii) Such other officers and employees of any other department of the Government, as it consider necessary, to assist the Board in the efficient discharge of its functions under the Act.

“270. Administrative and financial power of the Secretary – (1) The Secretary of the Board may, without reference to the Board, sanction expenditure and contingencies supply services, purchase of articles, refund for administering the fund subject to the limits up to which he may be authorized to sanction expenditure on any single item from time to time by the Board.

(2) The Secretary may also exercise such other administration and financial powers other than those specified in sub-rule (1) above, as may be delegated to him, from time to time by the Board.

(3) The Board may, from time to time delegate, subject to such conditions as it may deem fit, administrative and financial powers to any other officer under its control and supervision to the extent considered necessary for its efficient functioning.

“271. The Meghalaya Building and Other Construction Workers’ Welfare Fund – (1) The Board may, as soon as may be after the coming into force of these rules, constitute a Fund to be called “The Meghalaya Building and Other Construction Workers’ Welfare Fund” in accordance with the provision of the Act and these rules.

(2) The fund shall be constituted and administered by the Board.

(3) There shall be credited to the Fund.

- (a) Grant or loan by the Government of India, or by the State Government;
- (b) The contribution paid by the beneficiaries under these rules;
- (c) All sums received by the Board from such other sources as may be decided by the Central or State Government.

“272. Membership – (1) Every building worker who is a citizen of India who has completed 18 years of age but has not completed 60 years of age and who is not a member in any other welfare fund established under any law for the time being in force shall be eligible for membership in the Fund.

(2) A certificate to prove age as specified below shall also be submitted along with the application –

- i) School records;
- ii) Certificate from the Registrar of Births and Deaths;
- iii) In the absence of the above certificate, a certificate from a Medical Officer not below the rank of an Assistant Surgeon in Government Service.
- iv) Electoral Photo Identity Card (EPIC)

(3) Certificate from the employer or contractor that the applicant is a construction worker shall be produced along with the applicant for registration. In case such a certificate is not available a certificate issued by the registered Construction Workers’ Unions or a Certificate issued by the Labour Inspector of the concerned area or by Autonomous District Council may also be considered.

(4) Every building worker eligible to become a beneficiary to the Fund shall submit an application in Form No. XXVII to the Secretary or to an officer authorised by him in this behalf. Every such applicant shall be accompanied by the documents mentioned in this rule and a registration fee of Rs. 25 (Rupees Twenty Five).

(5) Where the Secretary or an officer authorised by him, is satisfied that the application fulfils the conditions, such building worker shall be registered as a member.

(6) Any person may within thirty days; file an appeal to the Board against the decision taken under sub-rule (5) and the decision of the Board thereon shall be final.

(7) The building worker shall also file a nomination in Form No. XXVIII. The nomination shall stand revised in the name of the spouse on his acquiring a family or on the happening of any legal change in the status of the family.

(8) The Secretary or other officer authorised by him in this behalf shall issue to every beneficiary an identity card with a photo of the beneficiary duly attested by competent Authority affix in Form No. XXIX and maintain a register of identity cards so issued in Form No. XXX.

“273. Contribution to the Fund – (1) A beneficiary of the fund shall contribute to the fund Rs. 30 per mensem. This contribution shall be remitted on annual basis in any of the banks specified by the Board in the district in which the member resides.

(2) If a beneficiary commits defaults in the payment of contribution continuously for period of one year, he shall cease to be a beneficiary of the Fund. However, with the permission of the Secretary or an officer authorised by him in this behalf the membership may be resumed on repayment of arrears of contribution with a fine of Rs. 3 per month subject to the condition that such resumption shall not be allowed more than twice.

“274. Duty of the employer to file returns – (1) Every employer shall, within 15 days from the commencement of these Rules send to the Secretary a consolidated return containing the particulars of the building workers entitled to be registered showing their basic wages, allowances and amount being spent for the free supply of food, if any.

(2) Every employer shall, before the fifteenth day of every month send to the Secretary or any other authorised by him in this behalf a return in Form No. XXXI showing the details of the workers entitled to be registered as well as those left the service during the preceding month.

(3) Every employer shall furnish to the Secretary or any other officer authorised by him in this behalf, in Form No. XXXII particulars regarding the branches, Directors, Managers, Partners, Person/Persons who has/have the ultimate control over the affairs of his establishment.

“275. Maintenance and production of Records and Registers – (1) Every employer shall maintain a Register showing the particulars of the building workers and a Register of contribution in such form as may be directed by the Secretary or other officer authorised by him.

(2) Every employer shall whenever the Secretary or any other officer authorised by him required in person or by notice in writing, produce the records in respect of the building worker, shall deliver such records to the officer concerned in time and if the records are not returned he shall issue a receipt for the records so retained by him.

“276. Transfer of accumulation in any Existing Fund – (1) If a worker who becomes a member of the Fund is a member of another Welfare Fund, the concerned authorities shall transfer such deposits in the name of that member to this Fund.

(2) The authority of the other welfare fund shall, furnish to the Secretary or any other officer authorised by him in this behalf a statement showing the total accumulation in the credit of every member on the date of transfer under sub-rule (1) and the amount of advance if any taken by the member.

“277. Maternity Benefit – The woman employer who is beneficiary of the fund shall be given Rs. 1000 each as maternity benefit during the period of maternity. On an application made by her in Form No. XXXIII with such other documents as may be specified the same shall be submitted for this benefit:

“278. Eligibility for welfare pensions – (1) A member of the fund who has been working as a building worker for not less than one year after the commencement of these rules shall on completion of sixty years of age be eligible for welfare pension. The welfare pension will become payable from the first day of the succeeding to the month in which he completed 60 years of age.

“279. Procedure of payment of welfare pension – (1) An application for welfare pension shall be submitted in Form No. XXXIV to the Secretary of the Board or the officer authorised by him for the purpose.

(2) If in the opinion of the Secretary of the Board or the officer authorised by him, the applicant is eligible for pension he shall sanction the welfare pension and send the welfare pension sanctioning order to the applicant.

Provided that no application shall be rejected unless the applicant has been given an opportunity of being heard.

(3) If it is found that the applicant is not eligible for welfare pension, the application shall be rejected and the applicant informed accordingly.

(4) The application may file appeal before the Board against decision taken under sub-rule (3) within 60 days from the date of the receipt of the order. However, the Board may for sufficient reason in writing, condone the delay up to one year in filing the appeal.

(5) The amount of pension shall be Rs. 150 per mensem. An increase of Rs. 10 shall be given for every completed year of service beyond 5 years. The Board may, with the previous approval of the Government, revise the welfare pension.

(6) The welfare pension sanctioning authority shall maintain a register in Form No. XXXV

“280. Advance for purchase or construction of house – (1) The Board may on application by a member, sanction on amount not exceeding Rs. 50,000 as advance for the outright purchase of a house or the construction of house. The beneficiary shall along with the application in Form No. XXXVI produce such documents as may be specified by the Board.

(2) No advance under sub-rule (1) shall be sanctioned to those who do not have membership in the fund continuously for five years and having 15 years service for superannuation.

(3) A completion certificate shall be submitted to the Secretary of the Board within six months from the date of drawal of advance. The amount sanctioned as advance shall be recovered in equal instalment as may be fixed by the Board.

“281. Disability Pension – (1) The board may sanction an amount of Rs. 150 per mensem as disability pension to a beneficiary who is permanently disabled due to paralysis leprosy, T.B., accident etc. In addition to this pension he will be eligible for an exgratia payment of not more than Rs. 5,000 depending upon the percentage of disability and subject to such conditions as may fixed by the Board.

(2) The application for disability pension and exgratia payment under sub-rule (1) shall be made in Form No. XXVII with such certificates and other documents as may be specified by the Board.

“282. Loan for the purchase of Tools – An amount of Rs. 5,000 will be sanctioned as loan to the members of the fund, for the purchase of tools. Those who have completed 3 years membership in the fund and those who remit contribution regularly will be eligible for this loan. The beneficiary should not have completed 55 years. The loan amount shall be recovered in not more than sixty instalments. An application in Form No. XXXVIII shall be made for this loan with such other documents as may be specified by the Board.

“283. Payment of funeral Assistance – The Board may sanction an amount of Rs. 1,000 to the nominees/dependents of a deceased member, towards funeral expenses. An application in Form No. XXXIX shall be submitted for this benefit.

“284. Payment of Death Benefit – (1) The Board may sanction an amount of Rs. 15,000 to the nominees/dependents of a member, towards death benefit, in case of death. If the death is due to an accident during the course of employment, the nominees/dependents of the member shall be given Rs. 50,000 towards death benefit.

(2) Application for Death Benefit – (1) A nominee who is entitled to death benefit under this rule shall submit to the Secretary or any other officer authorised by him an application in Form No.XL. A certificate regarding the death issued by a Government doctor not below the rank of an Assistant Surgeon shall be produce along with the application and other documents specified by the Board.

(3) The Secretary or the officer authorized by him may on receipt of the application conduct an enquiry with regard to the eligibility of the applicant.

(4) If the Secretary or the officer authorize by him is satisfied that the queen who has applied for financial assistance is entitled for such benefit he may sanction the amount.

(5) The sanctioning Authority shall maintain a register for this purpose in Form XLL.

(6) A person aggrieved by any decision taken under sub-rule (3) may file an appeal before the Board within 60 days from the date of receipt of the order under the sub-rule and the decision of the Board thereon shall be final.

“285. Cash Award – The Board may institute every year cash awards to three male and three female children each of the beneficiaries in each district at the rate of Rs. 1000, Rs. 750, Rs. 500 who scores highest mark in SSLC. An application in Form No. XLII shall be submitted with such documents and within such time as may be specified by the Board.

“286. Education Institution – The Board may start educational institution with a view to provide job oriented technical education to the children of the beneficiaries.

“287. Medical Assistance to beneficiaries – The Board may sanction financial assistance to the beneficiaries who are hospitalized for five or more days due to accident or any disease. The financial assistance shall be Rs. 200 for the first 5 days and Rs. 20 each for the remaining days subject to a maximum Rs. 1000. This assistance shall also be given to the beneficiary meet with an accident and put in plaster at residence. If disability is resulted due to accident, the worker shall be eligible for a financial assistance up to a maximum Rs. 5,000 depending of disability. The application on Form No. XLIII shall be submitted with such other documents as may be specified by the Board.

“288. Financial assistance for education – Children of the members shall be eligible for such financial assistance as may determine by the Board for such courses of study as may be specified by the Board from time to time. An application in Form No. XLIV shall be submitted with such documents and within such time as may be specified by the Board.

“289. Financial Assistance for Marriage – The building workers having continuous membership for 3 years shall be eligible to get financial assistance of Rs. 2,000 for the marriage of their children. A female member of this Fund is also eligible for this assistance for her own marriage. This assistance shall be sanctioned for the marriage of two children of the beneficiary. An application in Form No. XLV shall be submitted along with such other documents as may be specified by the Board.

“290. Family Pension – In the event of death of pensioner family pension shall be given to the surviving spouse. The amount of pension will be 50 % of the pension received by the pensioner of Rs. 100 whichever is higher. An application in Form No. XLVI shall be submitted with such documents as may be specified by the Board within 3 months from the date of death of the pensioner.

“291. Recovery of advances and loans – The Board shall have the power to stipulate the conditions for recovery of loan and advance.

“292. Refund of the contribution of deceased member – (1) On the death of a member the amount of contribution standing in his credit shall be given to his nominee. In the absence of nominee the amount shall be paid to his legal heirs in equal shares.

(2) All financial benefits under these rules than death benefit and medical assistance for accidents shall become payable only after one year of person becoming member of the Fund.

“293. Withdrawal to pay premium for Life Insurance Policy – (1) Sanction can be accorded to a member of the fund for remitting the premium for Life Insurance Policy from the amount standing in his fund. Withdrawal of amount for this purpose shall not be allowed more than once in a year.

(2) The full particulars of the policy shall be furnished to the Secretary of the Board in such form as may be specified from time to time.

(3) No amount more than that actually required for remitting the premium, shall be sanctioned from the amount standing in this credit of the member.

“294. Assignment of Policy to the Fund – (1) Within 6 months of the withdrawal of the amount the policy shall be assigned to the Secretary of the Board as Security for the amount withdrawn.

(2) While according sanction for withdrawing an amount for remitting premium in receipt of an old policy, the Secretary of the Board shall ensure from the Life Insurance Corporation whether that policy is free from any encumbrances.

(3) No changes in the policy on transfer to another policy shall be made without the previous approval of the Secretary of the Board and the particulars regarding the changes in the policy or the transfer to the new one shall be furnished to the Secretary of the Board in such form as may be prescribed by him.

(4) If the policy is not so assigned and entrusted, the member shall immediately remit to the fund any amount withdrawn from the fund for the policy together with interest at such rate as may be fixed by the Board in consultation with the State Government.

“295. Returning of the Policy – The Board shall return the policy in the following circumstances, namely –

- i) On the member leaving service permanently on superannuation;
- ii) On leaving service permanently due to physical or mental disability;
- iii) On the death of the member before he leaves the service;
- iv) On the maturity of the policy assigned before the member leaves service or on the member becoming entitled to receive payment of the money in any other manner.

“296. Account – (1) Excluding the administrative expenses, all interest, rent and other income realized and all profits or losses, if any, on the investment shall be credited or debited, as the case may be, to an account called the “Interest Suspense Account”.

(2) The Secretary of the Board or any other officer authorised by him shall submit a statement to the Government on 15th days of March every year or on such other date as the Government may specify, an annual report appending a classified of the assets of the fund.

“297. Investment of amount – All moneys belonging to the fund may be invested in the Nationalised Banks or Schedules Banks or in the securities referred to in clauses (a) to (d) of Section 20 of the Indian Trust Act, 1882 (Central Act 2 of 1882).

“298. Utilisation of the Fund – (1) The fund shall not, without the previous approval of Government, be expended for any purpose other than those mentioned in the Act and Rules.

“299. Expenditure from the Fund – (1) All expenses for the administration of the fund, fees and allowances of the Directors of the Board, Salaries, Leave Salaries, Joining time pay, Travelling allowance, Compensatory Allowances, Charger allowance. Pension contribution and other benefits or personnel expenses, for the legitimate needs of the Board and the stationery expenses shall be met from the Administrative Account of the Fund.

(2) The amounts incurred by the State Government for the administration of the fund shall be treated as a loan which shall be repaid from the Administration Account.

“300. Copies of the registers and reports to be furnished – The Secretary of the Board shall furnish copies the registers and annual report of the fund to any employer or member of the fund on written application and on payment of such fess as may be specified by the Board in this behalf with the approval of the State Government.

“301. Recovery of arrears – If any amount due from and employer or a member is in arrears, the Secretary of the Board or any other officer authorised by him, in this behalf shall, after ascertaining the amount of arrears, issue a certificate for that amount to the Collector of the District concerned. On receipt of the certificate the District Collector shall recover the amount in the same manner as arrears of public revenue due on land.

“302. Execution of contract – All order and other instruments shall be made and executed in the name of the Board and shall be authenticated by such persons as the Board may specify”.

4. After Form XXVI of the Principal rules, the following new forms No. XXVII to XLVI, namely –

“FORM – XXVII

APPLICATION FOR REGISTRATION

[See Rule 272 (4)]

1. Name :
2. Address :
3. Whether SC/ST :
4. Name of Father :
5. Marital Status : (Maried, Unmarried or Widow)
6. Date of birth :
7. Name, Address & Register No. of the establishment :
where the applicant is working
8. Nature of job/employment
9. ESI/PF. No.
10. Name and address of employer
11. Total Service
12. Rate of subscription
13. Name of Bank & Branch where subscription is to be :
paid
14. if the applicant is already a member of any other :
welfare Board, the name of such boards & registration
No. of the applicant.

The above facts are true to the best of my knowledge and information.

Place:

Date:

Signature of applicant

Name & signature of employer

“FORM NO. XXVIII

NOMINATION FORM

(See Rule 272 (7))

I nominate the following person/persons as rightful dependents to receive all the dues from the fund on my behalf and in the event of my death, as rightful heirs to receive all benefits due to me.

Name and address of Nominee/Nominees	Relationship with Member	Age of Nominee	Amount to be given to each Nominee

Place:

Date:

Name, Address & Registration No. of the worker

“FORM NO. XXIX

FORM OF IDENTITY CARD

(See Rule 272 (8))

Photo

Page – I

Signature, Date & Official

Designation of the Registration

authority (with Office seal)

Page – II

Name of Member

:

Address

:

Male/Female

:

Name of Job

:

Registration No.

:

District

:

Date of Registration

:

Name of Bank & Branch in which

:

Subscription rate : 20

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Date of Birth

:

Completed age

:

Date of retirement

:

Marital status

: Married/Unmarried

Name of wife/husband

:

Address

:

Whether wife/husband, a member of This Board : Yes/No
If so, Name & Registration No. :
Name of Nominees :
Relationship with the member :
Signature/Thumb impression of the member :
Official designation & signature of Registering :
Authority

(Official designation & signature of registering
Authority)”

FORM NO. XXX

REGISTRATION OF IDENTITY CARDS

[See Rule 272 (8)]

Name of the District.....

Sl. No	No. of Identity cards	Date of issue	Name & Address of the worker	Signature of Executive Officer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

FORM NO. XXXI

RETURN TO BE SUBMITTED BY THE EMPLOYER

[See Rule 274 (2)]

Return for the month of regarding the details of workers Name & Address of the Establishment.

Sl. No.	No. of workers as on the close of previous month	No. & Name/s of worker/s who left service during the	No. & Name/s of worker/s to be registered	No. of workers as on the close of current month.

Place:

Date:

Name & Signature of the Employer

(Official Seal)

FORM NO. XXXII

[See Rule 274 (3)]

PARTICULARS OF ESTABLISHMENT

1.	(a) Name of the Establishment	:	
2.	Nature of Establishment whether company/partnership firm/sole proprietorship	:	
3.	Name of the partners/Directors/Proprietor	:	
4.	Name of Managing Partner/Managing Director person who is in ultimate control of the establishment	:	
5.	Details of branches	:	
6.	Details of occupation	:	

Name Signature & Designation
(Official Seal)

Place:

Date:

FORM NO. XXXIII

[See Rule 277]

APPLICATION FOR MATERNITY BENEFIT

1.	Name and Address of the Applicant	:	
2.	Registration No.	:	
3.	Age & date of birth	:	
4.	Name of Husband	:	
5.	Date of confinement	:	
6.	Have you applied for this benefit earlier	:	
7.	If so, how many time and give details	:	
8.	Date of Registration	:	
9.	Date of payment of 1 st subscription & amount	:	
10.	Date of payment of 1 st subscription	:	
11.	Name of the Bank & Place	:	
12.	List of documents submitted	:	
	(a) Copy of challans or copy of Pass Book		
	(b) Medical Certificate in original		

The facts furnished above are true to my knowledge and information.

Name and Signature Applicant

Place:

Date:

FORM NO. XXXIV

APPLICATION FOR WELFARE PENSION

[See Rule 279 (1)]

1. Name and Address of the Applicant :
2. Registration No. :
3. Date of completion of 60 years :
4. Date of payment of 1st subscription & amount and name of Bank :
5. Default if any and reasons thereof :
6. Date of payment of last subscription amount, date and name of Bank. :
7. List of documents :
 - (a) Identity Card
 - (b) Pass Book
 - (c) Challans
8. Address to which pension is to be sent :
9. Date of payment of 1st subscription & amount :

The facts furnished above are true to my knowledge and information.

Name and Signature Applicant

Place:

Date:

FORM NO. XXXV

[See Rule 279 (6)]

REGISTER OF PAYMENT OF WELFARE PENSION

I.P.O No.	Name and address of the pensioner with Membership No. in the K.B.O.C.W.W. Board	Date of Birth	Date of retirement	Total Service
(1)	(2)	(3)	(4)	(5)

No. & Date of Order of sanctioning of authority	Date of connection of welfare pension	Monthly Rate of pension Rs.	Dated initials of Secretary DEO
(6)	(7)	(8)	(9)

Remarks			
Order on cancellation of pension etc, may be Noted herewith reason and date effect under initials of Secretary/DEO			
(10)			

Details of pension paid

Month/year	Amount of Welfare Pension Rs.	Date of sending of Money order	Dated initials If DEO/SS	Remarks (Details of undelivered H.O etc may be noted here)
(11)	(12)	(13)	(14)	(15)

FORM NO. XXXVI

MEGHALAYA BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE
BOARD

[See Rule 280 (1)]

Application No.

Fees Rs.

APPLICATION FOR HBA

(For new Construction/Maintenance/Purchase of land with building)

1.	(a) Name of the applicant	:	
	(b) Permanent Address	:	
	(c) Present Address	:	
2.	Date of Birth	:	
3.	Date of retirement	:	
4.	a. Register Number	:	
	b. Date of Registration	:	
	c. Rate of remittance	:	
	d. Date of first remittance	:	
	e. Date of last remittance	:	
	f. Total amount remitted	:	
	g. Whether the membership has ever been received, if so, details	:	
	h. Details of revival	:	
5.	Purpose of advance (New Construction/Maintenance/purchase of land with Building)	:	
6.	Whether the applicant has a house of his own (five details)	:	
7.	Amount of advance required	:	
8.	Details of Land Property	:	
	(a) Panchayat/Town	:	
	(b) Village	:	
	(c) Taluk	:	
	(d) District	:	
	(e) Area	:	
	(f) Survey No.	:	
(g) Valuation of the Property	:		
9.	Whether the application has received any other loan For HBA, given details	:	
10.	Estimate for construction/main tenancy of building as per plan	:	
11.	Details of the amount raised apart from the loan	:	
12.	Whether the applicant has received loan previously for his Board.	:	

DECLARATION

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Signature:

Date:

Name:

Details of documents to be produced:

1. Plan and estimate (approved)
2. Encumbrance certificate of 14 years
3. Location Certificate
4. Land tax receipt
5. Original documents
6. Attested copy or ration card for maintenance application
7. Ownership of the building (for maintenance only)
8. terminal benefit declaration
9. Attested copies of identity card and passbook
10. Title clearance certificate.
11. Age certificate of the building (for maintenance only)
12. Valuation certificate of the property.
13. No objection certificate from the authorities for construction
14. Declaration from the application that neither he/she/nor his/her spouse of children own a house (for new construction)

Place:

Date

Name and Address Registration No &

Address of the worker.

FORM NO. XXXVII

[See Rule 281 (2)]

APPLICATION FOR DISABILITY PERSON

1. Name and Address of applicant :
2. Age and date of Birth :
3. Registration No. :
4. Date of payment of 1st Subscription :
Amount & Name of Bank & Branch
5. Date of payment of 1st Subscription :
Amount & Name of Bank & Branch
6. Total amount of Subscription :
7. Details of disease/accident :
8. Nature of disability due to disease/accident :
9. Details of treatment in Government Hospitals :
Date of admission and date of discharge
10. Whether the patient was in plaster? :
If so, for how many days?
11. Amount spent for treatment :
(should be supported by medical bills
Countersigned by the training doctor)
12. List of documents submitted :
13. Details of benefits received if any before :
14. Details of benefits received if any from :
Government or any other institution for the
Above treatment.

The above facts are true to my knowledge and information

Place:

Date

Name & Signature of Applicant.

FORM NO. XXXVIII

[See Rule 282]

APPLICATION FOR INSTRUMENT LOAN

Application No.	Fees Rs. 2/-
1. Name of the Applicant	:
2. Father's/Husband's Name	:
3. Residential Address	:
4. Registration No.	:
5. Name of bank in which contribution remitted	:
6. Age & Date of Birth	
7. Monthly Income	
8. Details of other properties if any owned or Possessed by the Applicant	:
9. Details of sureties	:
Name & Address	
Occupation & Address	
Present net monthly income	
Details of other properties if any owned or Possessed by the surety	
Whether the surety has offered himself As surety for any transaction earlier	
If so, the details	
10. Whether salary certificate from the employer Is attached	:
11. PARTICULARS OF INSTRUMENTS TO BE PURCHASED	
(A) Description	
(B) Make	
(C) Model	
(D) Invoice price (copy enclosed)	
(E) Name & Address of supplier/dealer	
12. a. Amount of loan applied for	
b. No. of monthly instalments proposed for repayment.	

DECLARATION

- a. I/We confirm that the funds will be used for the stated purpose only and will not be used for speculation and/or anti-social purpose.
- b. I/we understand that the board has the right to recall the funds if they are not used For the stated purposes.
- c. I/we understand that the sanction of the facility is at the discretion of the Board And I/we will execute necessary Security Documents as per the Board's requirement to its satisfaction.

Place:

Date

Signature of Applicant.

Surety 1 Name & Signature.

(For Office use only)

The application submitted by
Shri..... Employed as
.....in
..... Has been verified. The certificate of employment and surety in
respect of the borrower/surety has been attached along with the underlying by the employer.

An amount of Rs..... (Rupees
.....) may be sanctioned for the purpose being the
amount requested/amount eligible 75 % of the invoice amount to be recovered of
Rs..... (Rs.....
.....) in equal monthly
instalment. The last instalment will be the amount outstanding after remittance of
the..... instalment including other dues to the Board at the time
of closing of the loan amount.

Sanctioned / Rejected

District Executive Officer
Secretary.

FORM NO. XXXIX

(See Rule 283)

APPLICATION FOR FUNERAL BENEFIT

1. Name & Address of Applicant :
2. Relationship of Applicant with the worker :
3. Name & Address of Worker :
4. Registration No. :
5. Date of Registration :
6. Date of Payment & first subscription :
Amount and Name of Bank Branch
7. Date of payment of last subscription :
Amount and Name of Bank Branch
8. Duration of membership :
9. Whether membership was live :
10. Date of death of the workers :
11. Reason for death :
12. Whether applicant is the nominee of the worker :
13. If not, whether the applicant has submitted :
Dependence certificate
14. Name, age & date of birth of the nominee :
15. I nominees are minor, name of guardian and :
His relationship with the children
16. Whether consent letters from other nominees :
Submitted? (Where the No. of nominees is
More than one)
17. Whether certificate of guardianship submitted :
By the minor children
18. Amount of benefit, applied for :

The above facts are true to my best of knowledge and information

Place:

Date

Name & Signature of Applicant.

.....

FORM NO. XL

[See Rule 284 (2)]

APPLICATION FOR DEATH BENEFIT

1. Name & Address of Applicant :
2. Relationship with worker :
3. Name & Address of Worker :
4. Registration No. :
5. Age & Date of Birth :
6. Worker whether married :
7. Nature of Death :
(Give details)
8. Details of documents submitted :
9. Amount of financial assistance applied for :

The above details are true to my best of knowledge and information

Place:

Date

Name & Signature

FORM NO. XLI

[See Rule 284 (5)]

REGISTRATION OF DEATH BENEFIT

Sl. No.
Date of receipt of application
Name & Register No. of workers
Period of remittance
Date of Birth
Order No & Date
Name & Address of nominee with
Relationship of Death Benefit
Refund of amount
Total
Initial

FORM NO. XLII

[See Rule 285]

APPLICATION FOR CASH AWARD

Name of Examination passed :

1. Name of Student : Female/Male

2. Address :

3. Name & Address of School :

4. Year of Study :Month & Year of Registration No
Passing of Exam:

5. Age & Date of Birth :

6. Whether SC/ST :

7. Marks obtained in the Examination :

Subject	Mark obtained	Maximum Marks
Total		

8. Name of Parent :

9. Address :

10. Regn. No. in the K.B.O.C.W.W. Board :

11. Date of payment of first subscription :

The facts mentions above are true to the best of knowledge.

Place:

Date:

Signature of the Student

Affidavit of the Parent

I,.....(Name & Address) am a member of Meghalaya Building and Other Construction Workers' Welfare Board and my Registration No. is Shri/Kum.....is my son/daughter. The facts mentioned in the application are true, if they found to be not true later, all the money received from the Board this account will be remitted back. I hereby agree that the decision taken by the Secretary in this regard will be fine.

Place:

Date:

Signature of the Parent

FORM NO. XLIII

[See Rule 287]

APPLICATION FOR MEDICAL BENEFIT

1. Name & Address of applicant :
2. Age and Date of Birth :
3. Registration No. :
4. Date of payment of 1st subscription :
Amount & Name of Bank :
5. Date of payment of last subscription :
6. Total amount remitted :
7. Details regarding disease/surgery :
8. Disability if any, due to disease or surgery :
9. Period of treatment as inpatient in Government Hospitals (date of admission in the hospital and Date of discharge) :
10. List of documents submitted :
11. Details of medical benefits received if any before :

The facts mentioned above are true to the best of knowledge.

Place:

Name & Address of applicant

FORM NO. XLIV

[See Rule 288]

APPLICATION FOR EDUCATION SCHOLARSHIP

Name of Course

1. Name of Student :
2. Male/Female :
3. (a) SC/ST :
- (b) Whether proof is attached :
4. Name of College & affiliated University/Board :
5. Name & Year of Course :
6. Date of admission to the course :
7. Age & Date of birth of the Student :
8. Detail of qualifying examination passed :

Name of Exam	Name of affiliated University Board/State	Month & Year of passing qualifying examination
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9. Marks scored in the qualifying Examination	Maximum marks
---	---------------

Subject	Marks scored	Maximum marks	Percentage
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Total marks

10. (a) Name of parent of application :
- (b) Registration No. :
- (c) Date of payment of first subscription :
- (d) Date of payment of last subscription :
- (e) No. of Instalments paid :
- Total subscription paid
- (f) Permanent address :
- (g) Has the membership been received : Yes/No
- Is so, period of revival :

The facts mentioned above are true to my knowledge. If selected for the scholarship, I promise that I will abide by the condition stipulated in the scheme.....

Place:

Date:

Name & Signature of the student.

FORM NO. XLV

[See Rule 289]

APPLICATION FOR MARRIAGE ASSISTANCE

1. Name of applicant :
2. Address :
3. Registration No. :
4. Age & Date of birth :
5. Date of payment of 1st subscription :
Amount & Name of bank and branch
6. Date of payment of last subscription :
Amount & Name of bank and branch
7. Duration of membership :
8. Is membership live :
9. If application is for marriage of :
Son/Daughter
 - (a) Whether husband or wife, a :
Member of this Board
 - (b) If so, has she/he applied :
For the financial assistance
 - (c) Date of birth of the son/daughter :
Who is getting
 - (d) Address of the bride or :
Bridegroom of the son/daughter
 - (e) Date & No. of the marriage :
 - (f) Date & No. of the certificate of :
Marriage name and address of the
Authority who issued the certificate
 - (g) Have you applied for financial assistance :
for the marriage of any other son/
daughter, if so, details of the same
10. If application is for the marriage of self (for women worker only)
 - (a) Name and address of husband/ :
Bridegroom
 - (b) Date & place of marriage :
 - (c) No. & Date of Marriage certificate :
Name of authority who issued the
Certificate

11. Are you in receipt of any financial :
Assistance for the purpose from Government
of any other institution

The above facts are true to the best of my knowledge and information.

Place:

Date:

Name & Signature of the Applicant.

FORM NO. XLVI

[See Rule 290]

APPLICATION FOR FAMILY PENSION

1. Name and Address of applicant :
2. Address of the pensioner/worker :
3. Relationship with worker :
4. date of death of the worker :
5. Monthly pension received by the worker :
6. Whether applicant is receiving pension :
From Government/Semi Government
Or any other institution?
If yes, details thereof.
7. Whether applicant is receiving salary from :
Government/Semi Government/Private
Institution?
If yes, details thereof
8. List of documents submitted :

The above facts are true to the best of my knowledge and information.

Place:

Date:

Name & Signature of the Applicant.

.....

List of Documents to be submitted along with application

1. Death certificate of the worker :
2. Village officer's certificate showing Relationship between the applicant And the worker :
3. Village officer's certificate stating that The applicant is not receiving any pension Government/Semi Government/Private Institution? :
4. Village officer's certificate stating that the Application is not receiving any salary from Government/Semi Government/Private Institution? :

Principal Secretary to the Government of Meghalaya,
Labour Department, Shillong.