



**GOVERNMENT OF PUDUCHERRY**  
**LABOUR DEPARTMENT**

**PUDUCHERRY BUILDING AND OTHER CONSTRUCTION  
WORKERS WELFARE BOARD**

D-1 Shed, 4th cross, Industrial Estate,  
Thattanchavady, Puducherry-9  
Phone No: 0413 - 2241562  
(<http://labour.pondicherry.gov.in>)



**CITIZENS' CHARTER**

# **PUDUCHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD**

## **CITIZENS' CHARTER**

### **INTRODUCTION:-**

The Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 have been enacted by the Central Government with a view to regulate the wages, working conditions, safety, health and welfare measures, etc. exclusively for the building and other construction workers. The Act applies to every establishment which employs 10 or more workers.

Similarly, "the Building and other Construction Workers Welfare Cess Act, 1996" have been enacted with a view to provide for the levy and collection of Cess on the cost of construction incurred by employers with a view to augmenting the resources of the Welfare Boards constituted under the Act.

### **DELEGATION OF POWERS:-**

The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996" and "the Building and other Construction Workers Welfare Cess Act, 1996" was republished on 12-11-1998 vide Notification No.43-2/95-Lab, dt.28-07-1997 in extraordinary Gazette of Pondicherry No.138. To exercise the powers and discharge the functions under the act, the delegation of powers for this Union Territory Administration was received from the Government of India vide letter No.M.20011/1/2000-RW, dt.01.09.2000.

### **FRAMING OF RULES:-**

The Government of Pondicherry has framed the Pondicherry Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2001 vide G.O.Ms.No. 25/2001/Lab/AIL/G dated, 28<sup>th</sup> August, 2001 published in the Official Gazette No.14, dated 29.8.2001. The Pondicherry Building and Other Construction Workers (RECS) Rules, 2001 provides for various welfare benefits such as maternity, funeral assistance,

payment of death benefits, cash award, medical assistance, financial assistance for education, marriage assistance, family pension etc.

**CONSTITUTION OF BOARD:-**

**The PONDICHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD** was constituted vide G.O.Ms.No 44/Lab/AIL/G/2002, dated, 23.12.2002 and the same was re-constituted vide G.O.Ms.No.4/AIL/ Lab/G/2009, dated 26.2.2009 published in Gazette No.11, dated 17.3.2009 and Go.Ms.No.22/Lab/AIL/G/09, dt.10.12.2009 respectively.

**COMPOSITION OF THE BOARD:-**

(1) The Board shall consist of –

(i) a chairperson appointed by the Government;

ii) a member nominated by the Central Government;

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

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

not more than five members representing the Government of whom one shall be the Chief Inspector of buildings and constructions appointed under sub-section(2) of section 42 of the Act, one shall be representative of Law Department and one shall be the representative of Labour Department ;

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

(3) The term of office of The Chairperson and the members of the Board other than the official members shall be 3 years from the date of their appointment;

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

Provided further that in no case the members shall continue in office beyond a period of four years from the date of their appointment.

**FUNCTIONS 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 for 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 Government on such matters as the Government may refer to it, from time to time.

**CHAIRPERSON OF THE BOARD:-**

The Hon'ble Minister for Labour is the **Chairperson** of the Board.

**SECRETARY OF THE BOARD:-**

The Labour Commissioner of the Labour Department, Puducherry, is the **Secretary of the Board.**

## **FUNDING:-**

The revenue collected @ 1% cess on the total cost of any construction work as stipulated under Section 3 of the Building and other Construction Workers Welfare Cess Act, 1996".

## **CATEGORIES ENLISTED:-**

For enrolment as members engaged in the Construction industry are listed here under:-

- |   |  |
|---|--|
| 1. Stone cutter or stone breaker or stone crusher | 24. Roller Driver  |
| 2. Mason or brick layer                           | 25. Kalasis or Sarang engaged in engineering constructions like heavy machinery / bridge work        |
| 3. Carpenter                                      | 26. Watchman   |
| 4. Painter or warnisher                           | 27. Mosaic polisher  |
| 5. Fitter including bar bender                    | 28. Tunnel workman   |
| 6. Plumber  | 29. Rock breaker and quarry Worker   |
| 7. Electrician                                    | 30. Demolition worker  |
| 8. Mechanic                                       | 31. Site Supervisor  |
| 9. Well sinker                                    | 32. Marble /Kadappa Stone Worker   |
| 10. Welder  | 33. Earth workers connected with construction work   |
| 11. Head Mazdoor                                  | 34. Worker engaged in processing lime  |
| 12. Mazdoor                                       | 35. Worker connected in anti-sea erosion work and engaged in construction of ports                   |
| 13. Spray man or mixer men                        | 36. Road Worker and  |
| 14. Wooden or stone packer (Road surfacing)       | 37. Any other category of workers engaged in the construction or maintenance dams, bridge and roads. |
| 15. Well driver for removing silt                 |  |
| 16. Hammer man                                    |  |
| 17. Thatcher                                      |  |
| 18. Maistry                                       |  |
| 19. Blacksmith                                    |  |
| 20. Sawyer  |  |
| 22. Pump Operator                                 |  |
| 23. Mixer Driver                                  |  |

## **REGISTRATION:-**

### **a) Eligibility:-**

- (i) Should have completed 18 years and not to completed 60 years of age.

ii) Should have completed 90 days service as a building and other construction worker during the preceding 12 months.

iii) Should be a resident of Union territory of Puducherry.

**b) Fees:-**

An annual subscription of ₹100/- is being collected from the enrolled beneficiaries in addition to registration fee of ₹25/-.

**c) Procedure for registration:-**

The Construction worker has to make an application for such registration in the prescribed form provided by the board along with the following documents:-

- i) Birth Certificate/T.C./Doctor Certificate for age proof
- ii) Experience Certificate to be obtained from a Registered Engineer/Contractor/Association/Trade Union as proof for he/she is a construction worker.
- iii) Two passport size photographs.
- iv) Proof for Blood group (Medical health card or Laboratory certificate)
- v) Ration Card

**d) Renewal:-**

The Registration shall be renewed every year.

**e) Registration Authority:-**

Enrolment of members in the Board will be with the approval of Secretary (Welfare Board)

**f) Issue of Duplicate Card:-**

In case of loss of Identity card already issued, a duplicate Identity card will be issued by the Board after collecting a fee of ₹ 50/-

**g) Nomination:-**

Every construction worker while registering his name with the Board, should make a nomination.

## **LIC of India - JANASHREE BIMA YOJANA SCHEME:-**

All Enrolled members are covered under Group Insurance Scheme of "Janashree Bima Yojana Scheme" of Life Insurance Corporation of India.

### **WELFARE SCHEMES:-**

1. Marriage
2. Education(Scholarships)
3. Maternity
4. Medical
5. Death
6. Gift Coupon

### **Details of schemes:-**

Applications are to be submitted with required documents by the registered workers to get benefits envisaged under various welfare schemes as detailed hereunder:-

#### **Marriage Assistance: - ₹ 5,000/-**

Eligibility: - Two children of a registered worker having continuous membership for 2 years. A female member is also eligible for her own marriage.

Application in Form XLVI

#### **Supporting documents:-**

1. Member Identity card;
2. Subscription renewal copy;
3. Marriage Certificate;
4. Marriage Invitation card;
5. Birth Certificate of bride/bridegroom

#### **Education (scholarships):- ₹ 1200/- p.a**

Eligibility: - Two children of 9<sup>th</sup> Std to 12<sup>th</sup> Std of registered worker holding red ration card.

Prescribed application form for Scholarship provided by the LIC of India to be obtained from the office of the Welfare Board.

**Maternity Benefit:** - ₹ 1500/-

Eligibility: - Only registered and up to date renewed woman workers to get for First and Second delivery of child.

Application Form-XXXIII

Supporting documents

1. Member Identity Card;
2. Subscription renewal copy
3. Birth certificate for Baby child
4. Discharge slip
5. Ration card

**Medical Assistance:** - (Only in - patients) ₹ 200/- for the first 5 days and ₹ 20/- each for the remaining days subject to a maximum of ₹ 720/-.

Application in Form XLIII

Supporting documents:-

1. Member Identity Card;
2. Subscription renewal copy
3. Prescription slip or treatment card;
4. Discharge slip.

**Death benefit:** - Application in Form XXXIX

a)Funeral Assistance: - ₹2,000/-

b)Death Benefit in Form XL

Sl No	Cause of Death	Insurance Amount (covered by LIC)
1	Normal Death	₹ 30,000
2	Accidental Death (during course of employment)	₹ 75,000

Supporting documents:-

1. Member Identity Card
2. Subscription renewal copy
3. Death Certificate
4. Xerox copy of the Ration Card
5. Birth certificate of nominee/dependent
6. Photo identity card of the nominee



**Gift Coupon:** - ₹ 500/- Once in a year

Eligibility: - All registered and renewed upto date worker having one year seniority from the date of Registration.

**RASHTRIYA SWASTHYA BIMA YOJANA SCHEME (National Health Insurance Scheme):-**

The Government of Puducherry has consented to implement the RSBY scheme initially to all BPL workers registered in the Construction Workers Welfare Board and Unorganised Labourers Welfare Society in Puducherry Region on pilot basis.

The beneficiaries under the scheme will be issued a Smart Card for the purpose of identification. The Scheme would cover the BPL workers and their families. A family comprises the House-head, spouse and up to three dependents including children and the parents (unit of 5) as per the data base.

**Details of the Scheme:**

- i) The BPL beneficiary has to contribute ₹ 30/- as registration fee;
- ii) The scheme provides coverage for meeting pre and post hospitalization and surgical expenses up to ₹30,000 per BPLfamily on day care basis and for ₹100 per isit as transport allowance not exceeding ₹1000 per year.
- iii) The Scheme covers pre-existing conditions also subject to minimal exclusions.
- iv) It provides for cashless coverage of all health services in the insured package;
- v) There is provision for pre and post hospitalization expenses for one day prior and 5 days after hospitalization.

The Central Government will contribute 75% of the annual premium and the Union Territory has to contribute 25% of the premium.

## **GUIDANCE AND HELP:-**

For obtaining more details about the schemes and for applications, the contact addresses are as follows:-

- a) The Secretary,  
Puducherry Building and other Construction Workers Welfare Board,  
D-1, 4<sup>TH</sup> Cross, Industrial Estate,  
Puducherry-9,  
Phone No:-0413-2279211, 2241562.
- b) The Labour Officer,  
Puducherry Building and other Construction Workers Welfare Board,  
D-1, 4<sup>TH</sup> Cross, Industrial Estate,  
Puducherry-9,  
Phone No:-0413-2241562
- c) The Labour Officer,  
Puducherry Building and other Construction Workers Welfare Board,  
Regional Office  
Perunthalaivar Kamaraj Administrative Complex, Madagadi,  
Karaikal.  
Phone No:-04368-222562
- d) The Assistant Inspector Of Labour  
Puducherry Building and other Construction Workers Welfare Board,  
Regional Office  
Mini Civil Station Complex,  
Mahe.
- e) The Assistant Inspector Of Labour  
Puducherry Building and other Construction Workers Welfare Board,  
Regional Office  
Erragunta Street,  
Yanam-533464.

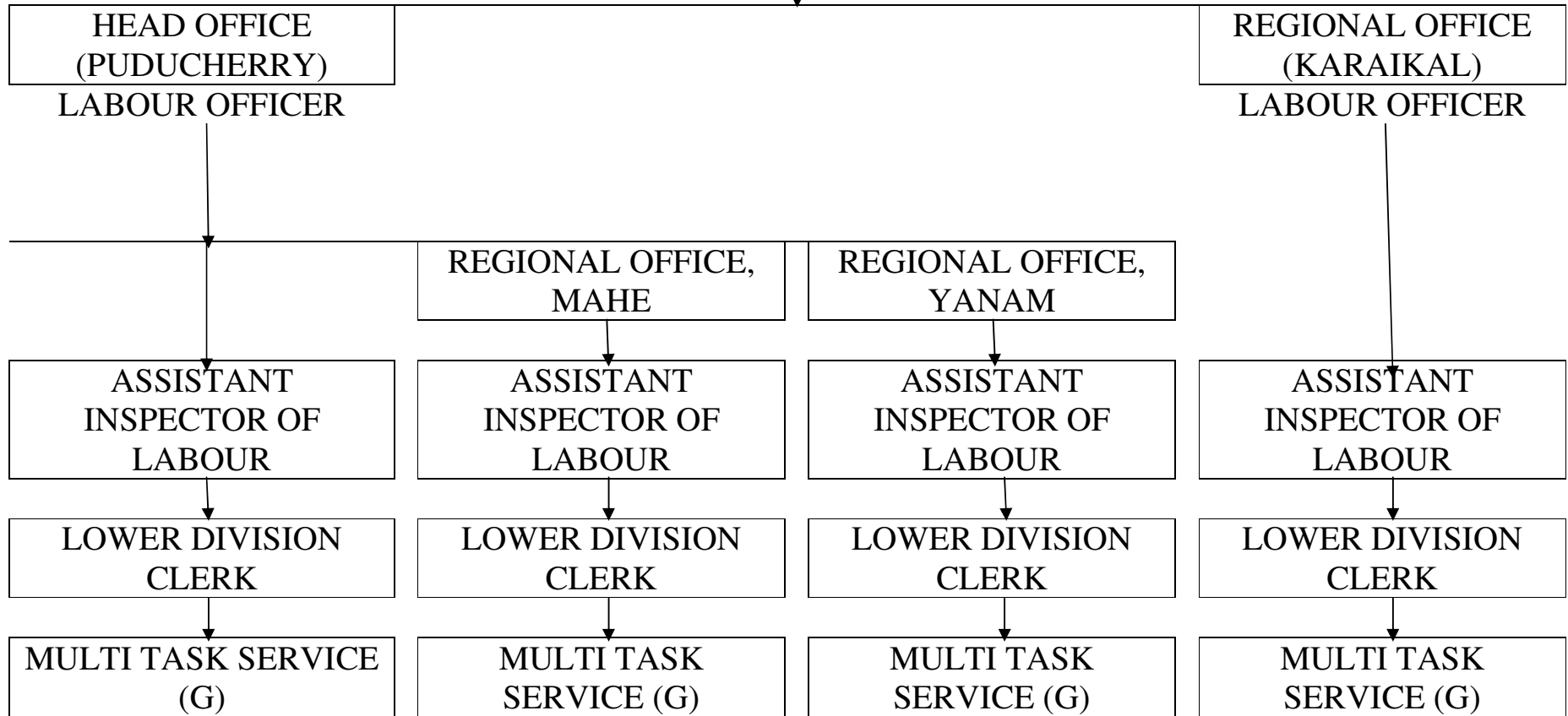
## **REDRESSAL OF GRIEVANCES:-**

For redressal of grievances, complaints and suggestions, the public may contact Labour Officer, Puducherry in person, on all working days.

In the outlying regions, the officers in charge of Regional offices of the Puducherry Building and Other Construction workers Welfare Board, mentioned above may be contacted.

**ORGANISATIONAL CHART**  
**PUDUCHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE**  
**BOARD**  
**CHAIRPERSON**

↓  
**SECRETARY (LABOUR COMMISSIONER)**



**FORM XLVI**

**APPLICATION FOR MARRIAGE ASSISTANCE**

1. Name of applicant :
2. Address :
3. Registration No. :
4. Age and date of birth :
5. Date of payment and first subscription,  
Amount and name of Bank and branch
6. Date of payment of last subscription, amount :  
and name of Bank and branch
7. Duration of membership :
8. Is membership live? :
9. If application is for the marriage of son/-  
daughter :
  - (1) Whether husband or wife, a member :  
of this Board.
  - (2) If so, has she/he applied for the :  
Financial assistance
  - (3) Date of birth of the son/daughter :  
who is getting married ?
  - (4) Address of the bride or bridegroom of :  
the son / daughter
  - (5) Date and place of marriage :
  - (6) Date and No. of the certificate of marriage :  
  
Name address of the authority who :  
Issued the certificate ?
  - (7) 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 ) –

(1) Name and address of husband /  
Bridegroom :

(2) Date and place of marriage :

(3) No. and 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 or any other institution :

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

Place :

Date :

Name and address of applicant

**FORM XXXIII**

**APPLICATION FOR MATERNITY BENEFIT**

1. Name and address of applicant :
2. Registration No. :
3. Age and date of birth :
4. Name of husband :
5. Date of conferment :
6. Have you applied for this benefit :
7. If so how many times and give details :
8. Date of registration :
9. Date of payment of 1<sup>st</sup> subscription :
10. Date of payment of last subscription :
11. Name of Bank and place :
12. List of documents submitted :-
  - (a) Copy of chalans :  
or  
Copy of pass book.
  - (b) Medical certificate in original :

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

Place :  
Date :

Name and signature of applicant

**FORM XXXIII**

**APPLICATION FOR MEDICAL BENEFIT**

1. Name and address of Applicant :
  
2. Age and date of Birth :
  
3. Registration NO. :
  
4. Date of payment and first subscription  
amount and name of bank :
  
5. Date of payment of last subscription,  
amount and name of bank :
  
6. Total amount remitted :
  
7. Details regarding disease /surgery :
  
8. Disability if any, due to disease or surgery :
  
9. Period of treatment as in-patient in  
Government Hospital (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 my knowledge and information.

Place : PUDUCHERRY

Date :

Name and address of applicant

**FORM XXXIX**  
**APPLICATION FOR FUNERAL BENEFIT**

1. Name and address of applicant :
2. Relationship of applicant with the worker :
3. Name and address of worker :
4. Registration No. :
5. Date of Registration :
6. Date of payment and 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 worker :
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 and date of birth of the nominee :
15. If nominees are minor, name of guardian and :  
his relationships with the children
16. Whether consent letters from other nominee :  
submitted ? (where the number 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 and address of applicant



**FORM XL**

**APPLICATION FOR DEATH BENEFIT**

1. Name and address of applicant :
  
2. Relationship of applicant with the worker :
  
3. Name and address of the worker :
  
4. Registration No. :
  
5. Age and 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 facts are true to my best of knowledge and information.

Place :

Date :

Name and address of applicant

**Life Insurance Corporation of India**  
**Group Insurance Scheme under Janashree Bima Yojana**

**M.P. No.GI/JBY/  
CLAIM FORM**

Part – A: (To be completed by the beneficiary)

1. Name and Address of the deceased :  
Member
2. Name and address of Nodal Agency : Puducherry Building and other Construction  
Workers Welfare Board, D1 Industrial Estate,  
4<sup>th</sup> Cross Street, Thattanchavady, Puducherry-9.
3. Membership No. :
4. Date of Entry into the Scheme :
5. Name of Father \ Husband :
6. a) Date of death : b) Age at death :
7. a) Place of death : b) Cause of death :
8. Name of Nominee :
9. Full Address of Nominee :
10. Relationship with member :
11. Name and Address of Bank and :  
S.B. A/c No.

I here by declare that the answers of all the above question in every respect

(Signature of Beneficiary)

Place:

Date :

Witness :  
Name :  
Address :

Part – B : (To be completed by the Nodal Agency)

Certified that the replies to the above questions are correct in every respect. Nominee named above is registered in the Register of Nominations at serial No.-----

Signature of the Authorised Signatory of  
the Nodal Agency / master policy holder