

MANIPUR



GAZETTE

**EXTRAORDINARY  
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No. 289 Imphal, Saturday, November 15, 2008 (Kartika 24, 1930)

GOVERNMENT OF MANIPUR  
SECRETARIAT : LABOUR DEPARTMENT

**NOTIFICATION**  
Imphal, the 29<sup>th</sup> October, 2008

No. 5/254/97-Lab : In exercise of the powers conferred by sections 40 and 62 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (No. 27 of 1996) and after consultation with the State Expert Committee constituted under section 5(1) of the State Government hereby makes the following Rules, namely,-

**THE MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS  
(REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE)  
RULES, 2008.**

**CHAPTER I  
Preliminary**

1. **Short title, application and commencement:-** (1) These rules may be called the Manipur Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2008.

(2) They shall apply to the building or other construction works relating to any establishment in relation to which the appropriate government is the State Government.

(3) They shall come into force on the date of their publication in the official gazette.

2. **Definitions.** In these rules, unless the context otherwise requires:-

(a) "Act" means the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (Central Act No. 27 of 1996).

(b) "Department of Labour" means the Department of Labour of the State Government.

(c) "State Government" means the Government of Manipur.

3. **Adaptation of the Central Rules :-** The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Central Rules, 1998, except its rules 10 to 22 in its Chapter III, is adapted with the condition that the word or words "Central Government", "Director General", "Government of India", "Ministry of Labour" and "Regional Labour Commissioner (General)" have been referred to in the Building and Other Construction Workers (Regulation of

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Employment and Conditions of Service) Central Rules, 1998, the same shall be construed as referring to "State Government", "Chief Inspector", "Government of Manipur", "Department of Labour" and "Deputy Labour Commissioner, Manipur" respectively for the matters, which are not covered by rules 4 to 37 of these rules.

## CHAPTER II

### State Advisory Committee

4. Constitution of State Advisory Committee. - The State Building and Other Construction Workers' Advisory Committee (hereinafter referred to as the State Advisory Committee) shall consist of -

- (a) a Chairperson to be appointed by the State Government;
- (b) two members of the State Legislature to be elected from the Members of the Manipur Legislative Assembly - members;
- (c) a member to be nominated by the Central Government;
- (d) the Chief Inspector - member, *ex-officio*;
- (e) three persons out of whom one shall be woman to be nominated by the State Government for representing the building workers - members;
- (f) three persons to be nominated by the State Government for representing the employers connected with the building and other construction works - members;
- (g) two persons to be nominated by the State Government for representing one from the State level association of architects or engineers and one from an accident insurance institution - members.

5. Terms of Office. - (1) The Chairperson of the State Advisory Committee shall hold office for a period of three years from the date on which his appointment is notified in the official Gazette.

(2) Each member referred to in clause (b) of rule 4 shall hold office for a period of three years or till he remains as a member of the Manipur Legislative Assembly, whichever is earlier.

(3) The members referred to in clause (c) and (d) of rule 4 shall hold the office during the period as the Central Government in the case of clause (c) and the State Government in the case of clause (d) may specify.

(4) Each of the members referred to in clauses (e) to (g) of rule 4 shall hold office for a period of three years commencing from the date on which his appointment is notified in the official Gazette:

Provided that where the appointment of the successor of any such member has not been notified in the official Gazette on or before the expiry of the said period of three years, the member shall, notwithstanding the expiry of the term of his office, continue to hold such office until the appointment of his successor is notified in the official Gazette.

(5) If a member is unable to attend a meeting of the State Advisory Committee, the State Government may, after notice in writing to such member and the Chairperson of the State Advisory Committee, nominate a substitute of such member to attend the meeting and such a substitute member shall have all the rights and privilege of such member in respect of that meeting:

Provided that where the member, nominated by the Central Government referred to in clause (c) of rule 4, is unable to attend a meeting of the State Advisory Committee, the State Government may, after notice in writing to such member and the Chairperson of the State Advisory Committee, call for a substitute of such member from the Central Government and such a substitute member shall have all the rights and privilege of such member in respect of that meeting.

(6) The State Advisory Committee shall be reconstituted after every three years.

6. Resignation. - (1) A member of the State Advisory Committee, not being an ex-officio member, may resign his office by a letter in writing addressed to the State Government through the Secretary in the Department of Labour, with prior information to the Chairperson of the State Advisory Committee.

(2) The seat of such a member shall fall vacant from the date on which his resignation is accepted by the State Government, and in the case of the member nominated by the Central Government referred to in clause (c) of rule 4 by the Central Government, or on the expiry of thirty days from the date of receipt of the letter of resignation by the State Government or the Central Government, as the case may be, whichever is earlier.

7. Cessation of membership. - If any member of the State Advisory Committee, not being an ex-officio member, fails to attend three consecutive meetings of such Committee, without obtaining the leave of the Chairperson of the State Advisory Committee for such absence, he shall cease to be a member of the State Advisory Committee:

Provided that the State Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of State Advisory Committee.

8. Disqualification for membership. - (1) A person shall be disqualified for being a member of the State Advisory Committee -

- (i) if he is of unsound mind and stands so declared by a competent Court; or
- (ii) if he is an undischarged insolvent; or
- (iii) if he has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude.

(2) Where a question arises as to whether a disqualification has been arisen under sub-rule (1), the State Government shall decide such question.

9. **Removal from membership-** The State Government may remove from office any member of the State Advisory Committee, if in its opinion such member has ceased to represent the interest that he purports to represent on the State Advisory Committee:

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making a representation against the proposed action under this rule.

10. **Manner of filling vacancies-** When a vacancy occurs or is likely to occur in the membership of the State Advisory Committee, the Chairperson of State Advisory Committee shall submit a report to the State Government and on receipt of such report, the State Government shall take steps to fill the vacancy from amongst the category of persons to which the person vacating membership belonged and the person so appointed or nominated shall hold office for the remainder of the term of office of the member in whose place he is appointed or nominated.

11. **Staff of State Advisory Committee -**(1)(a) The State Government may make available one of its officers not below the rank of Joint Secretary to the State Government as Secretary to the State Advisory Committee and such other staff being in the service of the State Government, as it may think necessary, to enable the State Advisory Committee to carry out its functions.

(b) The conditions of service including pay and allowances of the officer to be appointed as Secretary to the State Advisory Committee and such other staff in the service of the State Government to be made available by the State Government to enable the State Advisory Committee to carry out its functions shall continue to be governed by the conditions of service governing the substantive post held by them in their parent department and the service rendered by them in the State Advisory committee shall be as additional charge without extra remuneration or on deputation basis as may be decided by the State Government in each case.

(2) The Secretary of the State Advisory Committee -

- (i) shall assist the Chairperson of the State Advisory Committee in convening meetings of the Committee;
- (ii) may attend the meeting of the State Advisory Committee but shall not be entitled to vote at such meetings;
- (iii) shall keep a record of the minutes of the meetings of the State Advisory Committee; and
- (iv) shall take necessary measures to carry out the decisions taken at the meetings of such Committee.

12. **Allowances of members -**(1) The travelling allowance of an official member of the State Advisory Committee shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

(2) The non-official members of the State Advisory Committee shall be paid travelling allowance for attending the meeting of the State Advisory Committee at such rates as are admissible to an officer of the rank of Director of the State government and daily allowances shall be calculated at the maximum rate admissible to such Director.

13. **Disposal of business -**(1) Every matter which the State Advisory Committee is required to take into consideration shall be considered at a meeting of that Committee, or if the Chairperson of the State Advisory Committee so directs, by sending the

necessary papers to every member for opinion, and the matter shall be disposed of in accordance with the decision of the majority:

Provided that where there is no opinion of majority on a matter and the members of the State Advisory Committee are equally divided the Chairperson of the State Advisory Committee shall have a second or a casting vote.

*Explanation.* - The expression "Chairperson of the State Advisory Committee" for the purpose of this rule shall include the Chairperson of such Committee nominated or chosen under sub-rule (2) of rule 14 to preside over a meeting.

(2) No act or proceedings of the State Advisory Committee shall be invalid merely for reasons of any vacancy in or any defect in the constitution of the State Advisory Committee.

**14. Meetings.** - (1) The State Advisory Committee shall meet at such place and at such time as may be decided by the Chairperson of such Committee and it shall meet at least once in six months.

(2) The Chairperson of the State Advisory Committee shall preside over every meeting of the Committee in which he is present and in his absence he may nominate a member of the State Advisory Committee to preside over such a meeting in his place and in the absence of such nomination by the Chairperson, the members of the State Advisory Committee present in such meeting may choose from amongst themselves a member to preside over such a meeting.

**15. Notice of meetings and list of business.** - (1) Ordinarily, two weeks notice shall be given to the members of the State Advisory Committee of a proposed meeting:

Provided that the Chairperson of the State Advisory Committee, if he is satisfied that it is expedient to do so, may give notice of longer period for such meeting which shall not exceed one month.

(2) No business, except which is included in the list of business for a meeting of such Committee, shall be considered at such meeting without the permission of the Chairperson of the State Advisory Committee.

**16. Quorum.** - No business shall be transacted at any meeting of the State Advisory Committee unless at least six members of the State Advisory Committee are present in that meeting which shall include at least one member of the Manipur Legislative Assembly:

Provided that if in any meeting of the State Advisory Committee less than six members are present, the Chairperson of the State Advisory Committee may adjourn the meeting to another date, informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

CHAPTER III

Building and Other Construction Workers' Welfare Board

17. Constitution of Board. - (1) The Board constituted under sub-section (1) of section 18 of the Act shall consist of

- (a) a Chairperson to be nominated by the Central Government under sub-section (3) of section 18 of the Act;
- (b) five members representing the State Government;
- (c) five members representing the employers; and
- (d) five members representing the building workers;

Provided that one of the members shall be a woman.

(2) The terms and conditions of appointment of the Chairperson and other members of the Board shall be as such as the State Government, by orders, may specify.

(3) The Chairperson and other members of the Board shall be paid such salaries and allowances as may be specified by the State Government in the orders of their appointment.

(4) Notwithstanding anything contained above in sub-rules (2) and (3) of this rule, where a Government servant is appointed as the Chairperson or as Member, the terms and conditions of his appointment shall be such as may be specified by the State Government from time to time.

18. Terms of Office. - (1) The Chairperson of the Board shall hold office for a period of three years from the date on which his appointment is notified in the official Gazette;

Provided that he shall hold the office until the appointment of his successor is notified in the official Gazette.

(2) A member of the Board shall hold office for a period of three years from the date on which his appointment is notified in the official Gazette.

19. Resignation. - (1) A member of the Board, not being an ex-officio member, may resign his office by a letter in writing addressed to the State Government through the Secretary in the Department of Labour, with prior information to the Chairperson of the Board.

(2) The seat of such a member shall fall vacant from the date on which his resignation is accepted by the State Government, or on the expiry of thirty days from the date of receipt of the letter of resignation by the State Government, whichever is earlier.

20. Cessation of membership. - If any member of the Board, not being the member representing the State Government, fails to attend three consecutive meetings of the Board without obtaining the leave of the Chairperson of the Board for such absence, he shall cease to be a member of the Board:

Provided that the State Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

21. Disqualification for membership. - (1) A person shall be disqualified for being a member of the Board -

- (i) if he is of unsound mind and stands so declared by a competent Court; or
- (ii) if he is an undischarged insolvent; or
- (iii) if he has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude.

(2) Where a question arises as to whether a disqualification has been arisen under sub-rule (1), the State Government shall decide such question.

22. Removal from membership. - The State Government may remove from office any member of the Board, if in its opinion such member has ceased to represent the interest that he purports to represent on the Board:

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making a representation against the proposed action under this rule.

23. Filling vacancies in the Board. - When a vacancy occurs, or is likely to occur in the membership of the Board, the Chairperson of the Board shall submit a report to the State Government and on receipt of such report, the State Government shall take steps to fill the vacancy by making an appointment from amongst the category of persons to which the person vacating membership belonged and the person so appointed shall hold office for the remainder of the term of office of the member in whose place he is appointed.

24. Allowances of members. - (1) The travelling allowances and the daily allowances of an official member of the Board shall be governed by the rules as applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

(2) The non-official members of the Board shall be paid travelling allowance for attending the meeting of the Board at the rates as are admissible to an officer of the rank of Director of the State Government and the daily allowances shall be calculated at the maximum rate admissible to such Director.

25. Disposal of business. - Every matter which the Board is required to take into consideration shall be considered at a meeting of the Board, or if the Chairperson of

the Board so directs, by sending the necessary papers to every member for opinion, and the matter shall be disposed of in accordance with the decision of the majority of votes of the members present and voting and in the event of equality of votes, the Chairperson or in his absence the person presiding the meeting, shall have a second or a casting vote as provide for by sub-section (3) of section 20 of the Act.

26. Meeting - (1) The Board shall meet at such place and at such time as may be decided by the Chairperson and it shall meet at least once in six months.

(2) The Chairperson of the Board shall preside over every meeting of the Board in which he is present and in his absence he may authorize one of the members of the Board representing the State Government referred to in clause (b) of sub-rule (1) of rule 17 to preside over such a meeting in his place.

27. Notice of meeting and list of business: - (1) Ordinarily two weeks notice shall be given to the members of the Board of a proposed meeting.

Provided that the Chairperson of the Board, if he is satisfied that it is expedient to do so, may give notice of longer period for such meeting which shall not exceed one month.

28. Quorum:- No business shall be transacted at any meeting of the board unless at least seven members of the board are present in that meeting which shall include at least one member representing the building workers:

Provided that if in any meeting of the Board less than seven members are present, the Chairperson of the Board may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

29. Secretary and other officers: - (1) The Secretary of the Board shall be appointed by the Board to one of the officers not below the rank of Deputy Labour Commissioner in the Department of Labour. The salaries and allowance and the terms and conditions of service of the Secretary, such other officers and employees of the Board appointed under section 19 of the Act shall be such as the State Government, by orders, may specify in these behalf from time to time.

(2) The Secretary of the Board:-

- (i) shall assist the Chairperson of the Board in convening meetings of the Board;
- (ii) may attend the meeting of the Board but shall not be entitled to vote at such meeting
- (iii) shall keep a record of the minutes of the meetings of the Board; and
- (iv) shall take necessary measures to carry out the decisions taken at the meetings of the Board.

(3) Notwithstanding anything contained in sub-rule (1), where a Government servant is appointed as the Secretary, officer or employee of the Board, after consultation by the Board with the State Government and upon orders issued in that behalf by the State Government, then the salaries and allowances and the terms and conditions of services shall be such as may be specified by the State Government from time to time.

30. **Definition of conditions of services** - The Board shall notify standing orders defining the following conditions of services of the Chairperson, Member, Secretary, Officers and other employees of the Board -

- (a) classification of the employees, e.g. whether permanent, temporary, probationer, etc;
- (b) period and hours of work, holidays, rates of salaries, pay-days etc.;
- (c) attendance and late coming;
- (d) conditions and procedure in applying for and the authority which may grant leave and holidays;
- (e) closing and re-opening of sections of the Board, temporary stoppage of works, and the rights and liabilities of the officers and employees of the Board and the matters arising therefrom;
- (f) termination of employment, and the notice thereof to be given by the Board and the officers and the employees of the Board;
- (g) suspension or dismissal for misconduct, and acts and omissions which constitute misconducts of the officers and the employees of the Board;
- (h) means of redressal for the officers and the employees of the Board;
- (i) provident fund of the officers and the employees of the Board;
- (j) leave travel concession;
- (k) accommodation;
- (l) facility of medical treatment;
- (m) facility of conveyance of the Chairperson, etc;
- (n) death-cum-retirement benefits of the officers and employees of the Board;
- (o) any other matter which may be defined.

Provided that the conditions of service of the officers and employees of the board as defined under Rule 30 of these Rules shall not be applicable to those officers and staff in the service of the State Government whose services are utilised in the Board temporarily or for a fixed term of tenure and their service conditions in the Board shall be governed by the standard terms and conditions for deputation of State Government employees as notified by the Department of Personnel, Government of Manipur from time to time.

31. **Application for Registration of Beneficiaries** - (1) The application for registration of a building worker as beneficiary under section 12 of the Act shall be made in Form-I, specified in the Schedule-I to these rules, with the following documents and the registration fee of Rs.50/- (Rupees fifty) only in cash:-

- (a) employment certificate issued by the employer under whom the applicant worker was engaged for not less than 90 days during the preceding 12 months;
  - (b) birth certificate issued by a competent authority.
- (2) A certificate of registration of the applicant building worker shall be issued in the Form-II specified in the said Schedule-I to these rules.

(3) The Secretary of the Board shall maintain a register of beneficiaries in Form-III, specified in the said Schedule-I and also a register of appeal under section 12 of the Act in Form-IV, specified in the said Schedule-I.

**32. Benefits.** - (1) The benefits to be given to an aged beneficiary under sub-section (2) of section 14 of the Act shall be decided by the Board as per the cases of the beneficiary concerned.

(2) The amount payable as house building loans or advance, the terms and conditions of such payment under clause (c) of sub-section (1) of section 22 of the Act shall be such as may be specified by the Board from time to time:

Provided that the amount shall not exceed Rs.1,00,000/- (Rupees one lakh) per beneficiary and that the payment shall not be made without executing by the applicant beneficiary a surety bond which may be prescribed by the Board. The entire loan or advance including its simple interest at the prescribed rate should be repaid within five years from the date on which the same is sanctioned.

(3) The financial assistance to be given for the education of children of the beneficiaries and the amount thereof under clause (e) of sub-section (1) of section 22 of the Act shall be such as may be specified by the Board as per the wages income of the beneficiary.

(4) The medical expenses to be met under clause (f) of sub-section (1) of section 22 of the Act for the treatment of major ailment of a beneficiary or dependents of the beneficiary shall be such as may be specified by the Board.

**33. Limits of Grant-in-Aid to Local Authority, etc.** - (1) The amount of grant-in-aid which may be paid by the Board to a local authority or to an employer under sub-section (3) of section 22 of the Act shall not exceed Rs.3,00,000/- (three lakhs) per mensem.

**34. Forms and Budget Estimates.** - (1) The annual budgets of the Board under section 25 of the Act shall be prepared in Form-V, Form-VI, Form-VII and Form-VIII specified in the Schedule-I, and the same shall be forwarded to the State Government and the Central Government during October every year.

(2) The estimated receipts and expenditure shall be accompanied by the revised estimates for the current year.

(3) The budget shall be, as far as may be, based on the account heads specified in the Schedule-II to these rules.

**35. Annual Reports to the Governments.** - The annual reports on the workings and the activities of the Board under section 26 of the Act shall contain the particulars and information specified in the Schedule-III to these rules and the same shall be prepared within 60 days after the end of the previous financial year and a copy of the reports shall be submitted to the State Government and the Central Government by the 15<sup>th</sup> day of July every year.

**36. Forms of Annual Statement of Accounts.** - (1) The Board shall prepare and maintain the annual statement of accounts in the forms specified in the Schedule-IV to these rules under sub-section (1) of section 27 of the Act.

(2) The Board shall furnish to the State Government on or before 31<sup>st</sup> day of July every year its audited copy of accounts together with the auditor's report under sub-section (4) of section 27 of the Act.

**37. Residuary Provisions.** - Matters relating to the conditions of services of the Chairperson, Members, Secretary, other officers and employees of the State Advisory Committee and the Board and any other matters, with respect to which no expressed provision has been made in these rules, shall be referred in each case to the State Government for its decision and the decision of the State Government shall be binding on them.

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**SCHEDULE - I**

**FORM-I**  
**[Sec: Rule 31(1)]**

**Application for Registration of Beneficiary Under Section 12.**

To  
**The Secretary,**  
**Manipur Building & Other Construction Workers' Welfare Board.**

**Subject: Registration.**

Sir,

I beg to apply for registration of myself as a beneficiary under section 12 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (Central Act No.27 of 1996). My detailed particulars are furnished in the statement below.

2. Rs.50/-(Rupees fifty) only in cash is deposited as the required fee for registration.

**STATEMENT**

- 1. Name :
- 2. Address and Postal Address :
- 3. Father's or husband's name :
- 4. Age :
- 5. Monthly Wages Income :
- 6. Name & address of the employer under whom last employed or being employed :

7. List of members of family :

Sl.No.	Name of Member	Age	Occupation	Monthly wages income	Relation-ship
1	2	3	4	5	6

8. I, .....(name of the applicant)..... hereby declare that the above information is true to the best of my knowledge and believe.

Date:

Signature of the Applicant

EMPLOYMENT CERTIFICATE

Certified that Shri-----  
s/o -----, a resident of-----  
P.O.-----P.S.-----District-----Manipur  
is known to me for the last one year and that he is a Mistry/Jugali/Helper by  
occupation and he was/is employed and engaged by me in the job of  
Mistry/Jugali/Helper in the Building construction Work, namely-----at-----  
-----for-----months.

Dated:

Signature of employer

Countersignature of  
Inspector concerned.

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**BIRTH CERTIFICATE**

Certified that Shri/Smt.-----  
 S/o-----  
 is a resident of-----  
 P.O.-----P.S.-----District-----  
 Manipur and that the date of birth of the Shri Singh/Smt. Devi is-----  
 -----as per the registration of birth.

Signature of Birth Registering Officer.

Or

School Certificate showing the date of birth of the applicant workers.

-----  
(To be cut here and given to the Applicant)

**MEMO OF RECEIPT OF APPLICATION**

Received the application dated-----along with the Employment Certificate, Birth Certificate/School Certificate and a sum of Rs.50/- only for the required fee for registration.

Signature of Dealing Assistant of the Secretary.

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MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD

FORM - II  
[See Rule 31(2)]

CERTIFICATE OF REGISTRATION OF BENEFICIARY

It is, hereby, certified that Shri/Smt/Kumari-----  
S/o,D/o,W/o-----a resident of-----  
P.O.-----P.S.-----  
District-----, Manipur has been registered as a  
beneficiary under section 12 of the Building and other Construction Workers  
(Regulation of Employment & Conditions of Service) Act, 1996. on this-----  
day of-----and the Registration No. is-----  
of.....

Signature of the Registering Officer.  
(with seal)

Schl-I

MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD

FORM -III [See Rule 31(3)]

REGISTER OF BENEFICIARIES

Sl. No.	Name and surname of the beneficiary	Father's/Husband's name	Sex & age	Permanent address	Date of registration	Registration No.
1	2	3	4	5	6	7

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Date on which completing 60 years	Loan/Advance taken	Whether the Loans/Advance fully recovered or not	Remarks
8	9	10	11



FORM - V  
[See Rule 34(1)]

Manipur Building and other Construction Workers Welfare Board

Detailed Budget Estimates for the year, 2.....

(Expenditure & Receipts)

Head of Accounts	Actuals for the past three years			Sanctioned for the current year, 200...	Actual last year 200...	Actual of six months of the current year, 200..
	200...	20...	200...			
1	2	3	4	5	6	7

Expenditure:

- 1.
- 2.
- 3.
- 4.

\_\_\_\_\_  
Total Expenditure

Receipts:

- 1.
- 2.
- 3.
- 4.

\_\_\_\_\_  
Total Receipts

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**FORM-VI**  
[See Rule 34(1)]

Manipur Building and Other Construction Workers' Welfare Board.

**ESTABLISHMENT**

Statement of details of provisions for pay of Officers/establishment for the year.....

Name & Designation	Sanctioned pay of the post (Minimum-Maximum)	Actual pay of person concerned on 1st April next year	Amount of provision for year at the rate of Col.3.
1	2	3	4

Increment, falling due within the year			Total provisions for the year i.e. total of Col.4 and 7	Remarks
Date of Increment	Rate of Increment	Total amount Of increment		
5	6	7	8	9

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FORM -VII  
[See rule 34(1)]

Manipur Building and Other Construction Workers' Welfare Board.

NOMINAL ROLL

Name & Designation	Pay	Dearness allowance	City compensatory allowance	House rent allowance	Over time allowance	Children educational allowance	Leave travel concession
1	2	3	4	5	6	7	8

Other Allowance	Total
9	10

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FORM-VIII  
[See rule 34(1)]  
Manipur Building and Other Construction Workers' Welfare Board.

**ABSTRACT OF NOMINAL ROLE**

Actual sanctioned strength as on:	Particulars of post	Sanctioned Budget Grants for 200...	
		No. of Posts	Pay and Allowances
1	2	3	4

- I. Officers.
  - a) Posts filled.
  - b) Posts vacant
- II. Establishments.
  - a) Posts filled.
  - b) Posts vacant.
- III. Grade-IV
  - a) Posts filled.
  - b) Post vacant.

Total

Revised estimates 200...		Budget estimates 200...		Explanations for the difference between sanctioned budget Grant, Revised Estimates and Budget estimates
No. of posts	Pay & Allowances	No. of Posts	Pay & Allowances	
5	6	7	8	9

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SCHEDULE-II  
[See Rule 34(3)]

Manipur Building and Other Construction Workers Welfare Board.

Budget and Account Heads

Administration

Heads of Accounts (Expenditure)

1. Salaries
2. Wages
3. Travel Expenses
4. Office expenses (Finance, Postage, Office machines/equipment, Electricity charges, Stationary, Printing, Staff Car and other vehicles and their maintenance etc.)
5. Fees/Allowances
6. Payment of professional and special services
7. Rent, rates taxes and royalty
8. Publications
9. Advertising and publicity expenses
10. Grant-in-aids/Loans/Advances
11. Hospitality expenses/sumptuary allowances
12. Pension/gratuities
13. Writ off/Loses
14. Suspenses

Heads of Receipts

1. Payment by State Government
2. Loans and grants by the Central Government
3. Contributions by beneficiaries
5. Cess levied and collected under Building and other Construction Workers' Welfare Less Act, 1996(Act No.28 of 1996)

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### SCHEDULE-III

(See Rule 35)

Manipur Building and Other Contracting Workers Welfare Board

### ANNUAL REPORT FOR YEAR ENDING 31<sup>st</sup> MARCH, 200...

- Chapter - I Introduction.
- II Constitution of the Board including changes therein.
- III Meeting of the Board with major decisions taken therein.
- IV Budget of the Board.
- V Registration of Beneficiaries and Revocation thereof.
- VI Activities of the Board.
- 1) Annual Plan.
  - 2) Targets and Achievements of the Annual Plan.
  - 3) Annual Plan for the next year - Targets.
- VII Grants-in-aid of local Authority or employer.
- VIII Any other important matter dealt with by the Board.

### ANNEXURES

1. Members of the Board.
2. Organisational Chart.
3. Staff strength including recruitment.
4. Publications.
5. Training courses/Seminars/Workshops organized/attended.
6. Local Authority or Employer to whom grants-in-aid are given.
7. List of Registered Beneficiaries.

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SCHEDULE-IV  
[See Rule 36]

Manipur Building and Other Construction Workers Welfare Board.

Annual Statement of Accounts

PART - I

Receipts and Payments for the year ended on 31<sup>st</sup> March, 200

Receipts	Rs.	Payments	Rs.
Opening balance		1. <u>Capital expenditure</u>	
1. Grants received		1. Vehicles	
a) from Central Govt.		2. Furniture & Fixture	
b) from others		3. Rents	
2. Loans received		4. Tool & Equipments	
a) from Central Govt.		5. Land, building etc.	
b) from State Govt.		2. <u>Revenue expenditure</u>	
3. Fees for registration of beneficiaries		1. Salaries & allowance	
4. Contribution from beneficiaries		2. Allowances honorarium	
4. Amount of Cess deposited		3. Leave salary, pension gratuity etc.	
6. Misc receipts/deposits		4. Contributions to provident fund	
		5. Contingencies	
		6. Fees for Audit, consultants and specialist	
		7. Law charges	
		8. Purchases	
		9. Others	
		3. <u>Others expenditure</u>	
		1. Financial Assistance to beneficiary in case of accident	
		2. Pension to beneficiary	
		3. Loans and advances to beneficiary	
		4. Premium for Group Insurance scheme of beneficiaries	
		5. Financial assistance for education of children of beneficiaries or dependants of the beneficiaries	
		6. Expenses for treatment of major ailments of beneficiaries	
		7. Maternity benefit to woman beneficiaries	
		8. Expenses in welfare measure	
		9. Loans Subsidies to local authority employer	

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	Closing balance
	i) Cash in hand .....
	ii) Cash in Bank .....
Total Receipts .....	Total Expenditure .....

Signature of Account Officer.      Signature of Secretary.      Signature of Chairperson.

**PART - II**

**LIABILITIES AND ASSETS FOR YEAR ENDING ON 31ST MARCH, 200..**

<u>LIABILITIES.</u>	<u>Rs.</u>	<u>ASSETS</u>	<u>Rs.</u>
Amount (balance) of fund.		Cash-----	
		in the hand of .....	
		in the Bank of .....	
		Securities as per list below:-	
Loan from .....		Due for--	
Debts due to .....		(a) the year .....	
Other liabilities (to be specified)		(b) the previous year.	
		Unpaid cess due for --	
		(a) the year .....	
		(b) the previous year .....	
		Loans to the beneficiaries-----	
		Immovable propert .....	
		Movable property .....	
		Goods and Furniture .....	
		Other assets ( to be specified)	
		1.	
		2.	
		3.	
Total Liabilities.	Rs.	Total Assets.	Rs.

Commissioner(Labour & Employment),  
Government of Manipur