

Asangathita Shramik Sahayika Prakalpa, 2016.




TRIPURA GAZETTE
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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

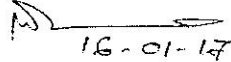
Government of Tripura
Labour Department

NO.F.58(2)-LAB/ASSP/2016/588 Dated, Agartala, the 16th January, 2017.

NOTIFICATION

The Revised Asangathita Shramik Sahayika Prakalpa, 2016 is hereby published for General information.

By order of the Governor,


 16-01-17
 Deputy Secretary
 Government of Tripura.

ASANGATHITA SHRAMIK SAHAYIKA PRAKALPA, 2016

The State Government hereby revises the Asangathita Shramik Sahayika Prakalpa, 2003 (Assisted Scheme for Unorganized Workers) as follows :

Coverage under the Scheme

1. Every willing worker, subject to the eligibility criteria mentioned hereinafter, employed in any industry under unorganized sectors or in any of the self employed occupations (as mentioned in Annexure 'A') will be covered under this Scheme.

Eligibility:

2. i) All wage employed and self employed workers between the age of 21 and 60 years in the unorganized sectors in the state of Tripura and having an average family income of not more than Rs. 10,000/- per month, are eligible to be covered under the scheme. Initially one person in a family will be eligible to get benefit under the scheme. The eligibility ceiling of family income may be re-fixed by the State Government from time to time.
- ii) The family for the purpose of the scheme will include the beneficiary, the spouse, the wholly dependent daughters, wholly dependent minor sons and wholly dependent parents.

- iii) The period for calculation of average family income will be 12 months prior to the month in which application is made.
- iv) The major source of income of the beneficiary and income of his family members taken together should be from their work as wage employed or self employed workers in one or more employments or occupations (as notified from time to time under the scheme). **Workers covered under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 will not be eligible to be covered under the scheme.**

Application:

3. All eligible wage employed and self employed workers willing to join this scheme will apply to the concerned BDO of the Block/Executive Officer of Nagar Panchayet/Chief Executive Officer of Municipal Council / Commissioner of Agartala Municipal Corporation (as the case may be), for enrolment **in Form- I** (Annexed to this Scheme), along with three recent passport size photographs duly attested, one of which to be affixed on the application Form, a certificate issued by the concerned Pradhan of the Gram Panchayet/Chief Executive Officer of Municipal Council, Mayor/Deputy Mayor of the Agartala Municipal Corporation or by a Member of the Panchayet Samity/TTAADC/ Zilla Parishad or the Employer of the Industry in which the workman is employed, who are authorized to certify the eligibility of the applicant for enrolment under the Scheme. The same person certifying the eligibility of the applicant will attest the photograph attached to the application on the front. The cost of the application form is **Rupee one**.

Contribution:-

4. i) Each subscriber (worker) will contribute a sum of Rs. 50/- per month. The State Government shall also contribute an equal matching amount. The State Government/Bank will also pay the interest on the balance at credit of a subscriber annually at the rate declared by the Government.
- ii) Total contribution along with interest, as may be declared from time to time, will be refunded to the workers on attainment of the age of 60 years or in the event of the account becoming inoperative due to death or permanent total disability due to accident or loss of two eyes or two limbs or loss of one eye or one limb in accident or prolonged default in making contribution. The contribution made by the subscribers will be returned to him/her after the expiry of lock-in-period of three years in case of prolonged default in making contribution. An account will be under prolonged default if monthly contributions are not paid for twelve consecutive months i.e. 1 year.

iii) An account under prolonged default will stand revived when making adequate payments in one or more installments subject to a maximum of six installments makes the contributions up to date. In the event of death or permanent total disability due to accident or loss of two eyes or two limbs or loss of one eye or one limb in accident, the total amount (i.e. the worker's own contribution and matching contribution of Government along with interests) will be paid to the nominee on receipt of an application **in Form VII** made by the nominee along with necessary certificate enclosed with the form.

iv) In the event of attainment of 60 years of age or in the event of account being inoperative due to discontinuance of subscription by the worker, the total amount (i. e. the worker's own contribution and matching contribution of Government along with interest) will be paid to the worker on receipt of an application in Form VIII to be made by the workers through the BDO/Executive Officer of Nagar Panchayet/Chief Executive Officer of Municipal Council/Commissioner of Agartala Municipal Corporation as the case may be.

Identity Card-Cum- Pass book:

5. At the time of enrolment, a workers under the scheme will be issued an Identity card-cum-passbook **in Form II** under the signature of the authorized officer on deposit of **Rupees five only**. The Panchayet / Village Secretaries posted in the Block and staff of the Nagar Panchayet/ Municipal Council / Agartala Municipal Corporation entrusted to deal with the scheme, are authorized to issue identity card-cum-passbook. The contribution will become due on and from the next month following the month in which the identity card-cum passbook is issued.
6. The State Government may, by Notification, prescribed provisions for Loans and Withdrawals from the fund as and when deemed necessary.
7. The concerned Panchayet/Village Secretary posted in the Block will make collection of monthly subscription from the subscribers of his jurisdiction. Likewise, the staff of the Nagar Panchayet/Municipal Council/Municipal Corporation so entrusted to deal with the scheme, will receive/collect the monthly subscription from the subscribers of their concerned jurisdiction. The Panchayet/Village Secretary or the staff of the Nagar Panchayet/Municipal Council/Municipal Corporation concerned, will issue a printed receipt **in Form III** to the subscriber against such collection in every month and simultaneously

return the passbook **in Form II** to the subscriber after making necessary entries duly signed and affixing seal with designation in the pass- book for such collection against the particular month.

Nodal officer:

8. Block Development Officer will be the Nodal Officer at the Block Level. Likewise, the Municipal Commissioner/Chief Executive Officer/Executive Officer will be the Nodal Officer for Municipal Corporation / Municipal Council /Nagar Panchayet concerned. The BDO will supervise, review and monitor implementation of the scheme at the Block Level. Likewise, the Municipal Commissioner of Agartala Municipal Corporation /the Chief Executive officer of Municipal Council/ Executive Officer of Nagar Panchayet will supervise, review and monitor implementation of the scheme at their level.

Collection & Accounting Procedure:

9. (i) All the accounts of Nodal Officers under ASSP Scheme already opened at the Block/ Nagar Panchayat/ Municipal Council/ Agartala Municipal Corporation level are to be converted into a centralized single account so that all the Nodal Officers can deposit the beneficiaries contribution in the central account i.e. the account of Labour Commissioner bearing no. **003212040002897** maintaining with the TSCB Ltd., Secretariat Branch and all necessary records and registers shall be maintained by the Nodal Officers concerned in support of the beneficiaries contribution at Block/ Nagar Panchayat/ Municipal Council/ Agartala Municipal Corporation level.

ii) The concerned Panchayet/Village Secretary will deposit the monthly subscription collected by him from the subscribers (workers) to the BDO or to his authorized person along with triplicate statement of collection of the subscribers in **Form IV** annexed to this scheme. In the third copy, the BDO or his authorized person will record the amount so received and return it to the Panchayet/Village Secretary as a token of receipt. Similarly the staff entrusted to deal with the scheme in Nagar Panchayat/Municipal Council/ Agartala Municipal Corporation office will also prepare a statement of collection of the subscribers **in Form IV** and submit it to the concerned authorities.

iii) On the basis of the statement of collection submitted by the Panchayet/Village Secretaries, the BDO will make necessary entries in the general register **in Form VI** annexed to this scheme and also in the registers maintained subscriber wise, **in Form V** annexed to this scheme. Similar action

will be taken by the Executive Officer of Nagar Panchayet/Chief Executive Officer of Municipal Council/Municipal Commissioner of Agartala Municipal Corporation. The concerned BDO of the Block /Executive officer of Nagar Panchayet/ Chief Executive Officer of Municipal Council and Municipal Commissioner of Agartala Municipal Corporation will deposit the amount so collected to the Central Bank account within the fortnight but invariably within the month in which subscriptions have been received, by using **triplicate copies of 'Pay-In- Slips'** for such deposit. The BDO of the Block/Executive Officer of Nagar Panchayet/Chief Executive Officer of Municipal Council/Municipal Commissioner of Agartala Municipal Corporation will make a compilation of statement of collection, subscriber-wise and send a copy thereof and a duplicate receipt copy of 'Pay-In-Slip' along with a certificate that the amount so collected have been duly deposited with the Central Bank Account of the Labour Commissioner (**A/C No. 003212040002897**).

Maintenance of Records:

10. The BDO of the Block / Executive Officer of Nagar Panchayet / Chief Executive Officer of Municipal Council and Municipal Commissioner of Agartala Municipal Corporation will maintain necessary register, subscriber wise and a general register showing collection of subscription of the subscribers **in Form V and Form VI** respectively. Labour Commissioner will submit an account of the total amount of subscription and the total number of subscribers throughout the State in a particular month indicating therein the District-wise, Block-wise Municipal Body-wise break up within the first fortnight of the following month to the Labour department, Govt. of Tripura.

Accounting Procedure under the Scheme:

10. i) The Government contribution at the same rate, will be deemed to be deposited into the account of the subscribers on the same day of the contribution made by the subscribers. Interest to be paid on the total amount so deposited against one subscriber, will be calculated **as on 31st March** of every year and will be deemed to be credited on the same date in the account of the subscriber.
- ii) The State Government will release fund for equivalent contribution of the Government for all the subscribers at every quarter for the first three quarters of a year, beginning from 1st April, every year and also release allotment of fund for equivalent amount of contribution of the State Government in respect of all the subscribers along with the accrued interest on the total balance lying at the credit

of the subscribers for the last quarter ending 31st March of every year, for the purpose of book adjustment thereof under the appropriate deposit head of account.

Monitoring & Evaluation:

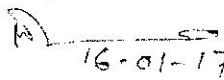
12. At the District Level, the District Magistrate & Collector will review and monitor the progress of implementation of the scheme within the whole District. He will also make evaluation of implementation of the scheme at the end of every financial year and submit the evaluation report to the Government (Labour Department).

Management of the scheme:

13. The scheme will be implemented and managed by the Labour Department through Labour Directorate, Blocks, Nagar panchayets, Municipal Councils and Agartala Municipal Corporation under the guidance of respective Advisory Committees, as may be set up at Block, Nagar Panchayet, Municipal Council, Municipal Corporation, District and State level as per Annexure-'B' to this Scheme.

14. The State Government may, by notification, alter and/or relax any of the provision (s) of the scheme and also add new provision (s) to the Scheme, if so becomes necessary/as may deem fit to do so.

By order of the Governor.


16-01-17
Deputy Secretary
Government of Tripura
Labour Department

ANNEXURE- 'A'.

(Vide Clause I of the Scheme)

LIST OF INDUSTRIES UNDER UNORGANIZED SECTOR.

1. Brick/Stone Breaking & Stone Crushing.(Less than 4 excluding owner)
2. Tile Manufacturing.(Less than 4 excluding owner)
3. Constructions of Roads & Building Operation etc.(Less than 4 excluding owner)
4. Beedi Making. (Less than 4 excluding owner)
5. Rice Mill including Husking Mills. (Less than 4 excluding owner)
6. Public Motor Transport. (Less than 4 excluding owner)
7. Tailoring Industry. (Less than 4 excluding owner)
8. Printing Press. (Less than 4 excluding owner)
9. Handlooms. (Less than 4 excluding owner)
- 10.Saw Mill. (Less than 4 excluding owner)
- 11.Motor Garage. (Less than 4 excluding owner)
- 12.Copy Writing Work in Court/Registration Office. (Less than 4 excluding owner)
- 13.Type Copying/Work. (Less than 4 excluding owner)
- 14.Earthen Pottery Work. (Less than 4 excluding owner)
- 15.Dhup Kathi Manufacturing. (Less than 4 excluding owner)
- 16.Khoura Karmi. (Less than 4 excluding owner)
- 17.Laundry Workers. (Less than 4 excluding owner)
- 18.Rubber Plantation Workers. (Less than 4 excluding owner)
- 19.Din Majdur.

LIST OF SELF- EMPLOYED OCCUPATIONS

1. Auto Rickshaw Operator.
2. Rickshaw & Hand pulled Cart ones.
3. Mason.
4. Carpenter
5. Painter.
6. Electrician.
7. Plumber.
8. Cobbler/Shoe- Maker.
9. Head-Load Workers.
- 10.Fisherman.
- 11.Street Hawkers including Newspapers Hawkers.
- 12.Aye/Attendant engaged in Hospital/Nursing Homes by Patients.
- 13.Weaver & other workers in Handloom.
- 14.Domestic Servants.
- 15.Agri labourers
- 16.Such other workers as may be decided by the Government.
- 17.Dhupkathi Manufacturing.

ANNEXURE-'B'

(Vide Clause 12 of the Scheme)

A. Block Level Advisory Committee

1. Chairman, Panchayet Samiti - Chairman
2. Chairman, BAC (Where both Samiti & BAC exists) - Vice- Chairman
3. President, Social Justice Standing Committee - Member
4. BDO of the concerned Block - Member Secretary
5. Labour Inspector - Member
6. Sub-Zonal Development Officer, TTAADC - Member
7. Panchayet Extension Officer - Member

B. Nagar Panchayat Level Advisory Committee

1. Chairman, Nagar Panchayet - Chairman
2. President, Social Justice Standing Committee - Member
3. Labour Inspector - Member
4. Executive Officer, Nagar Panchayet - Member Secretary

C. Municipal Council Level Advisory Committee

1. Chairperson, Municipal Council - Chairman
2. President, Social Justice Standing Committee(of MC) - Member
3. Labour Inspector - Member
4. Chief Executive Officer - Member Secretary

D. Advisory Committee for Agartala Municipal Corporation

1. Mayor, Agartala Municipal Corporation - Chairman
2. President, Social Justice Standing Committee(of AMC)- Member
3. Municipal Commissioner, AMC - Member
4. Chief Labour Officer, West Tripura District - Member secretary

Powers and functions of Advisory Committees at Block, Nagar Panchayat, Municipal Council and Agartala level will be as follows:

- i) The Committee will have power to co-opt any other officials/Non-officials as per necessity.
- ii) The Committee will approve enrolment of applicants under the scheme.
- iii) The Committee may or may not require an application to be enquired into before enrolling the applicant. The Committee may, suo-moto, or on receipt of a complaint, cause enquiry by any officer regarding the eligibility of an applicant after he/she has been enrolled under the scheme. Such enquiry reports will be placed before the Committee for disposal.
- iv) If the Committee comes to the conclusion that the concerned person is ineligible to be enrolled under the scheme, his/her account will be closed.

- v) The Committee may delegate the powers of enrolment to its Chairman or Member Secretary subject to post facto approval by the Committee.
- vi) The Committee will have powers to decide the number and location of bank accounts to be opened for depositing contributions collected by the collecting agents subject to the ceiling on number of such account prescribed by the Government.
- vii) The Committee will approve persons to be appointed as collecting Agents.
- viii) The Committee will also supervise implementation of the scheme in the concerned area.

E. District Level Advisory Committee

- 1. Sabhadhipati of the District - **Chairman**
- 2. District Magistrate & Collector - **Vice-Chairman**
- 3. Representative of Central Trade Union as may be - **Member**
nominated by the State Government
- 4. Lead Bank Officer of the District - **Member**
- 5. Zonal Development Officer, TTAADC - **Member**
- 6. District Labour Officer - **Member Secretary**

- i) The Committee will have power to co-opt other official/non-officials and will supervise implementation of the scheme within the District.
- ii) The committee will also supervise the functioning of the respective Block/Municipal level committees and extend help/advice, where necessary for smooth implementation of the Scheme within the District.

F. State Level Advisory Committee

- 1. Minister, Labour Department. - **Chairman**
- 2. Executive Member, Sports, ICAT etc. TTAADC - **Vice Chairman**
- 3. Sabhadhipatis of all Districts. - **Vice Chairman**
- 4. Secretary, Labour - **Member Secretary**
- 5. Representative of Central Trade Union as may be - **Member**
nominated by the State Government
- 6. Representative of the Departments of Finance. - **Member**
- 7. Three Chairperson of Nagar Panchayet/Municipal Council - **Member**
- 8. Mayor, Agartala Municipal Corporation - **Member**
- 9. District Magistrates & Collector. - **Member**
- 10. Addl. CEO, TTAADC - **Member**
- 11. Convener, SLBC - **Member**
- 12. Labour Commissioner - **Member**

- i) The State level Committee will have power to co-opt other officials/non-officials and will supervise implementation of the scheme in the State.
- ii) In any meeting, in absence of Chairman, members will elect one President to preside over the meeting.

FORM-1

Application for Enrollment in the "Asangathita Shramik Sahayika Prakalpa(ASSP)"
(Vide Clause 3 of the Scheme under Labour Department)

To
The B.D.O./Chief Executive Officer of Municipal Council/ Executive Officer of Nagar Panchayet /Commissioner,
Agartala Municipal Council,



Sir,

1. I hereby apply to enroll myself as a subscriber to ASSP _____
2. I am employed as a worker in the employments
At M/s. _____
Situated at _____

AND / OR

- I am a self- employed worker engaged in the occupation/s of _____
3. My date of birth is _____
4. The documentary proof of my age/date of birth (School leaving certificate, horoscope etc.) is enclosed/
My date of birth given above is as per oral statement of my parent.
5. My Epic number (Voter Id Card) is _____
6. My Aadhaar number is _____
7. My Bank Account No. _____ of _____ Bank
_____ Branch.
8. My Mobile number _____
9. The major source of income of my family members taken together is from the employments/occupation
mentioned above. My average family income from all sources calculated on the basis of average family
income from all sources of 12 preceding months is not more than Rs. 10,000/- per month. (The family for
this purpose includes my spouse, wholly dependent daughters, wholly dependent minor sons and wholly
dependent parents.)
10. I am not covered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952.
11. I agree to pay Rs 50/- per month towards subscription up to my attaining 60 years of age. I also agree to
above by the rules and regulations of the ASSP.
12. My nominee for the purpose of this scheme will be Sri/Smt. _____
13. Aged _____ son of /Husband of _____
14. And residing at _____
His /Her signature/LTI is given below.
He/She is not related /related to me.

Yours faithfully

Signature/LTI of Nominee

Date
Place:

Name.....
Son/Husband of
Address
.....

Encl: Three photographs duly attested (On the front) by the persons certifying the application.

CERTIFICATE
(Attached with Application Form-1)

(To be given by Pradhan/Chairman of the concerned Gram Panchayat/Village Development Committee/Member of Panchayat Samity in the respective Panchayat Samity area: the Member of Zilla Parisad in the respective District/the Employer.

I know the applicant

Sri/Smt.....

And hereby certify that statements made by him/her above are true to the best of my knowledge and belief.

Date:

Signature/Name/seal

Form-II

Identity Card-cum-Passbook "Asanghatita Shramik Sahayika Prakalpa (ASSP) "
(Vide Clauses 5 & 7 of the Scheme)

Name of Gram Panchayat
under.....

Block..... District Municipality/ Nagar Panchayet
in..... District.

1. Name of the beneficiary
2. Father's/Husband's name
3. Address
4. Date of birth
5. Date of enrolment in the Scheme
6. Date of maturity on attaining age of 60
years.....
7. Name & Address of the Nominees(s).....
8. Relationship with the subscriber
9. Age of Nominee(s).....
10. Name of father/husband of the Nominee
11. Account No.
12. Epic number (Voter Id Card)
13. Aadhaar number
14. Bank Account No. _____ of _____ Bank _____ Branch.
15. Mobile number

Signature of the holder
Signature of the Authorized Officer

Month for which subscription made	Date of Subscription Collection	Deposit of amount by the subscriber	Deposit of State share during the month	Total amount	Signature of collecting Agent
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FORM- III

Receipt of Subscription under ASSP ..

(Vide Clause -7 of the Scheme)

(Duplicate to be made by the single carbon paper process)

Book No.
Receipt No.
Date
Received from Shri /Smt
Account No an
Amount of Rs. (Rupees)
On account of subscription to ASSP for the month of

Signature of Collecting Official

(GP/VC/NP/MC/M Corp.)

FORM- IV

Statement of Collection from the Subscribers

(Vide Clause-9 of the Scheme)

(To be prepared in triplicate)

Date of Collection

Scroll No. and the date of deposit in Bank

Sl. No.	Name of the Subscriber	Account No.	Subscription Month	Amount	Receipt details		
					Book No.	Receipt No.	Date
1	2	3	4	5	6(a)	6(b)	6(c)

Signature of Collecting Official
(Panchayet /Village/ NP/Municipality/
Corporation)

FORM - V

Permanent Ledger Account of the enrolled unorganized workers
(Vide Clause -9 & 10 of the ASSP Scheme)



Account No.:

1. Name of the employment/ occupation
2. Name of the Subscriber
.....
3. Father's/Husband's name
.....
4. Name of the Gram Panchayet/Municipality/Nagar panchayet/ AMC
.....
5. Address of the Subscriber
6. Date of Birth
.....
7. Name & Designation of the person certifying the Particulars of the application.....
8. Month & Year of maturity on attaining age of 60 years.....
9. Name & Address of the Nominee
.....
10. Date of issue of Pass Book
.....
11. Details of Account.....

Receipt details			Subscription month	Credit month	Amount (RS)	Loans/withdrawals	Progressive total
Book No	Receipt No.	Date					
1(a)	1(b)	1(c)	2	3	4	5	6

- a) Opening Balance - Rs.
- b) Amount of subscription for the year - Rs.
- c) Amount of State Share - Rs.
- d) Interest for the year - Rs.
- e) Amount of Loan or Withdrawal - Rs.
- f) Closing balance - Rs.

Signature of the Authorized Officer

N.B. : (1) Colum - 11 to be repeated for the subsequent years.

(2) 3 pages should be allotted for each subscriber so that A/C can be maintained for at least 5 years.

FORM - VI

General Register of Receipts of subscription under 'ASSP'
(Vide Clause- 9 & 10 of the Scheme)

Sl. No.	Name of the Collecting Agent	Area of Operation	Date of Collection	Date & Scroll No. of deposit with the Bank	Name of the Bank	Total amount deposited
1	2	3	4	5	6	7

FORM - VII

(Vide Clause - 4 of the ASSP Scheme)
(To be submitted in duplicate)

Application for a final payment of ASSP Fund Deposits/Balance of workers in unorganized sector by the nominee of Late/Sri/Smt.....
.....of
Gram Panchayet/ Municipality/ Nagar Panchayet / Agartala Municipal Corporation .

1. Name of the Nominee
2. Relationship with the deceased:
3. Date of Death
.....
(Death certificate to be submitted)
4. Whether payment desired by cheque or Money Order:
5. Signature of left thumb impression:
- (in the case of those who are not literate enough to sing their names)

Full Signature

Date :-
Place :-

Full address :-

Contact No. :-

CERTIFICATE

I know the applicant Sri/ Smt.
.....

And hereby certify that the statements made by him/her above are true to the best of my knowledge and belief.

Date :-
Place :-

Signature with Seal
(Member of Panchayet Samiti/BAC
Zilla Parishad/ Municipality/Nagar
Panchayet / Agartala Municipal
Corporation)

FORM - VIII

**Form of Application for Final Payment of balance in the ASSP Scheme
Account for Workers of unorganized Sector.
(Vide Clause -4 of the ASSP Scheme)**

To
The Labour Commissioner/Deputy Labour Commissioner,
.....

Sir,
I am due to attain/have attained 60 years of age on
.....

I have discontinued by subscription with effect from
.....

And do not want to continue as a subscriber.

My A/C No. is I desire to receive payment through the
BDO/Executive Officer of Nagar Panchayet/Municipal Council/ Agartala Municipal
Corporation by cheque/bank draft/
Pay order or through Bank Account No..... of
..... Bank Branch.

Particulars of my personal marks of identification, photograph, left hand thumb
and finger impressions (in the case of illiterate subscribers) and specimen
signature (in case of literate subscriber) in duplicate, duly attested by Labour
Inspector are enclosed.

Yours faithfully

Date :-

Full Signature

Place :-

Address :-

Contact No. :-