



ANDHRA PRADESH LABOUR WELFARE BOARD

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From
V.V. Pandurangaraju
Welfare Commissioner

To
The Joint Commissioners of Labour,
The Dy. Commissioners of Labour,
The Asst. Commissioners of Labour,
The Asst. Labour Officers in the State.

Circular No. A/ 4318/2016, Dated: 29.06.2017.

Sub: Labour Welfare – Online disbursement of benefits under welfare schemes of A.P. Labour Welfare Board – Operationalisation of online application- Certain modifications to the guidelines – Reg.

- Ref:1.This office Circular No:A/1930/2015 Dt,17.10.2015.
2.This office Circular No. A/1810/2016, dated 26.03.2016.
3.This office Circular No. A/4318/2016, dated 28.10.2016.
4.This office Circular No. A/4318/2016, dated 09.01.2017.

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In continuation of this office Circulars communicated vide references cited, revised guidelines with certain modifications are issued to avoid confusion and to have more clarity for sanction of the benefits through Online disbursement of benefits under various welfare schemes of the A.P. Labour Welfare Board.

All the Asst. Commissioners of Labour/Asst.Labour Officers are therefore requested to follow the revised guidelines scrupulously while processing the claim applications through Online disbursement of benefits under various welfare schemes of AP Labour Welfare Board.

V.V. Pandurangaraju 29/6/17
Welfare Commissioner

Copy to the Commissioner of Labour, A.P., Vijayawada.



**REVISED GUIDELINES FOR SANCTION OF BENEFITS UNDER VARIOUS WELFARE SCHEMES IMPLEMENTING BY THE
A.P.LABOUR WELFARE BOARD**

Sl No.	Name of the Scheme	Scheme Details	Time Limit for submission / uploading of application by the beneficiary	Sanction Criteria	Certificates / Documents to be uploaded (Self attested Xerox copies)	Time limit for uploading the application receive by Asst.Labour Officer	Time limit for according sanction & uploading by Asst.Commissioner of Labour
1	Marriage Gift Scheme	An amount of Rs.20000/- to the woman worker or daughter of worker on the occasion of marriage. (Transfer the benefit amount Rs.20,000/- through online directly to worker bank account)	Application shall be made within 6 months from the date of marriage.	1). Wages should not exceed Rs. 18,000/- p.m. (as per Payment of Wages Act). 2). Limited to one daughter only. 3). There shall be contribution to welfare fund and at least 6 months of service at the time of application. 4). Enhanced benefit is applicable for the marriage performed on or after 01.10.2015.	1) Invitation Card. 2). Marriage Photo. 3). Age Proof Certificate. 4). Proof of performance of marriage issued by authority or employer or municipal corporation or Panchayat Secretary or religious head etc. 5). Xerox copy of Ration Card. <u>6. Copy of Aadhaar of Worker and Bride.</u> 7). Salary Certificate issued by the employer. 8). Xerox copy of the bank pass Book. (Page showing Name, address, Account number, IFSC code, Branch) 9) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees.	Application received by ALO shall be uploaded to ACL through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.

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2.	Merit Scholarship Scheme	Scholarship on the basis of merit. 1). Rs. 5,000/- for Polytechnic. 2). Rs. 10,000/- for Engineering, Medicine, Law, BSC (Agri) (Vetery) (Nursing) (Hort), B. Pharmacy, BCA, MCA, BBA, MBA, B.A.M.S., B.D.S., D.H.M.S., D.M.L.T & M.L.T. (Transfer the benefit amount to the Asst.Commissioner of Labour bank account's and in turn the A.C.L has transfer the benefit amounts directly to the worker bank account.)	The time schedule and guidelines of the scheme will be communicated separately	1). Worker (Self) & children are eligible. 2). Wages should not exceed Rs. 18,000/- p.m. (as per payment of wages Act.). 3). Scholarship will be awarded on the basis of merit. 4). Limited to the quota allotted to each A.C.L. 5). There shall be contribution to welfare fund and at least 6 months of service at the time of application.	1). Marks Memo. 2). Study Certificate. 3). Salary Certificate issued by the employer. 4). Xerox copy of Ration Card. 5. <u>Copy of Aadhaar of the worker and student.</u> 6). Xerox copy of the bank pass Book. (Page showing Name, address, Account number, IFSC code, Branch) 7) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees.	As per the schedule communicated every year	As per the schedule communicated in January every year.
3	Scholarship to Physically Challenged Children of worker	Financial assistance of Rs. 10,000/- per year for any class or course studying. (Transfer the Financial assistance Rs.10,000/- through online directly to worker bank account))	1)Application for scholarship under this scheme shall be submitted at any time before the completion of the academic year. 2. Applications for scholarships for the academic years already completed shall not be considered.	1) Physically handicapped children of the worker contributor are eligible. 2). There shall be contribution to welfare fund and at least 6 months of service at the time of application. 3) Those who made application on or 01.10.2015 are eligible for the enhanced benefit.	1). Study Certificate (Current year) 2). Disability Certificate issued by the Medical Board. 3). Xerox copy of Ration Card. 4. <u>Copy of Aadhaar of the worker and student.</u> 5) Xerox copy of the bank pass Book. (Page showing Name, address, Account number, IFSC code, Branch) 5) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees.	Application received by ALO shall be uploaded to A.C.L. through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.

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4	Financial assistance for the treatment of Chronic diseases.	Financial assistance upto Rs. 50,000/- for undergoing operation / treatment of chronic diseases like Heart, Kidney, Cancer, Brain tumour, Paralysis, Liver, Hysterectomy, Trauma Treatment (serious wounds / injuries) and AIDS. (Transfer the Financial assistance up to Rs.50,000/- through online directly to worker bank account. But in case of AID's treatment an amount of Rs.50000/- may be Transfer through online as one time payment)	1). Application should be made within one year from the date of operation or treatment as the case may be. 2). For treatment of AIDS, application may be made at any time and no time limit is prescribed. 3). Financial assistance under this scheme is one time payment during entire service for specific disease.	1) Worker, spouse & Children are eligible. 2) Workers covered by ESI and any such facility provided by the management are not eligible. 3) Wages should not exceed Rs. 18,000/- p.m. (as per Payment of Wages Act.) 4) In the case of AId's treatment there is no wage limit since it is one time payment.. 5). There shall be contribution to welfare fund and at least 6 months of service at the time of application. 6) Those who availed schemes of NTR Vaidya seva are not Eligible. 7). Enhanced financial assistance is given to those who got treatment on or after 01.10.2015	1). Doctor's certificate/discharge summary. 2). Hospital medical bills.(self attestation) 3). Doctor's prescription 4) Salary Certificate issued by the employer 5). Certificate from the management regarding non-coverage of ESI or such facility provided by the management. 6) Xerox copy of the bank pass Book. (Page showing Name, address, Account number, IFSC code, Branch) 7) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees. 8). Worker should give a certificate stating that the patient has not availed scheme NTR Vaidya Seva. 9) Xerox copy of Ration Card. <u>10. Copy of Aadhaar of the worker and spouse and children.</u>	Application received by ALO shall be uploaded to ACL through online within one week from the date of receipt.	Sanction shall be given and uploaded through online within one week from the date of receipt.

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5	Financial assistance for Accidental death.	Financial assistance of Rs. 5 Lakhs in case of accidental death of the worker. (Rs. 3 Lakhs under A.P.Labour Welfare Board accidental death scheme, Rs. 2 Lakhs under (PMSBY) Pradhanmantri Suraksha Bhimna Yojana. (Transfer the Financial assistance Rs.3,00,000/- through online directly to the dependent of the deceased worker's bank account)	Application should be made within one year from the date of death.	1). Any accidental death 2). There shall be contribution to welfare fund and at least 6 months of service at the time of application. 3). Eligibility for 2 Lakhs under (PMSBY) Pradhanmantri Suraksha Bhimna Yojana, in case the worker contributed Rs. 12/- under the above scheme and government of India norms. 4). Those who are covered and eligible Under " Chandranma Bima" scheme are not eligible to receive the financial assistance under this scheme 5) The schemes applicable to accidental death occurred on or after 01.10.2015.	1). Death Certificate. 2). FIR 3) Post mortem Report 4) Accident report 5). Family members certificate issued by any authority or the employer, or Gazetted Officer. 6). Xerox copy of Ration Card. 7. <u>Copy of Aadhaar of the deceased worker and dependent.</u> 8) Xerox copy of the bank pass Book. (Page showing Name, address, Account number, IFSC code Branch) 9) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees. 10). Particulars of Contribution under PMSBY to be Submitted.	Application received by ALO shall be uploaded to ALO, through online within one week from the date of receipt.	Sanction shall be given and uploaded through online within one week from the date of receipt.

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6	Financial assistance for Natural death scheme	Financial assistance of Rs. 20,000/- to the dependent of deceased worker. (Transfer the Financial assistance Rs.20,000/- through online directly to the dependent of the deceased worker's bank account).	Application should be made within one year from the date of death.	1) There shall be contribution to welfare fund and at least 6 months of service at the time of application. 2) Those who are covered and eligible Under “ Chandranna Bima ” scheme are not eligible to receive the financial assistance under this scheme. 3) Applicable in all cases of death occurred on or after 01.10.2015	1) Death certificate. 2) Family members certificate issued by the authority. 3 Xerox copies of Ration Card. 4. <u>Copys of Aadhaar of the deceased worker and dependent.</u> 5)Xerox copy of the bank pass Book. (Page showing Name, address , Account number, IFSC code) 6) Details of the Welfare Fund contribution particulars & copy of Form “F” along with list of Employees.	Application received by ALO shall be upload to ACL through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.
7	Reimbursement of Funeral Expenses.	Rs. 10,000/- shall be paid towards Funeral Expenses (Transfer the Financial assistance Rs.10,000/- through online directly to the dependent of the deceased worker's bank account)	Application should be made within one year from the date of death.	1) There shall be contribution to welfare fund and at least 6 months of service at the time of application. 2) Applicable in all cases of death occurred on or after 01.10.2015	1) Death certificate. 2) Family members certificate issued by the authority. 3 Copy of Ration Card. 4. <u>Copys of Aadhaar of the deceased worker and dependent.</u> 5) Xerox copy of the bank pass Book. (Page showing Name, address , Account number, IFSC code, Branch) 6) Details of the Welfare Fund contribution particulars & copy of Form “F” along with list of Employees.	Application received by ALO shall be upload to ACL through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.

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8	Financial assistance for Loss of limbs in accidents.	Financial assistance up to Rs. 2.5 lakhs for disability due to accident. 1) Disability 25% to 40% Rs. 1,25,000/- 2) Disability 41% to 49% Rs. 1,75,000/- 3) Disability 50% & above Rs. 2,50,000/- <i>(Transfer the Financial assistance directly through online to the worker's bank account)</i>	Application shall be made within one year from the date of Accident.	1) There shall be contribution to welfare fund and at least 6 months of service at the time of application. 2) Those who are covered and eligible Under "Chandramma Bima" scheme are not eligible to receive the financial assistance under this scheme. 3) The enhanced rate of relief is applicable in case of accidental occurred on or after 01.10.2015.	1) Medical Certificate issued by Medical Board (indicating % of disability). 2) FIR report. 3) Accident report (Issued by management) 4) Xerox copy of the bank pass Book (Page showing Name, address, Account number, IFSC code, Br.) 5) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees. 6) Copy of Ration card. 7. <u>Copies of Aadhaar of the worker.</u>	Application received by ALO shall be upload to ACL through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.
9	Maternity benefit.	Financial assistance of Rs. 20,000/- for delivery of woman worker <i>(Transfer the Financial assistance Rs.20,000/- through online directly to the worker's bank account)</i>	Application shall be made within one year from the date of delivery.	1) Limited to two children. 2) Workers covered by ESI and any such facility provided by the management are not eligible. 3) Wages should not exceed Rs. 18,000/- p.m. (as per Payment of Wages Act.) 4) Enhanced benefit is applicable for the deliveries occurred on or after 01.04.2016 5) There shall be contribution to welfare fund and at least 6 months of service at the time of application.	1) Delivery Certificate from the Hospital 2) Xerox copy of the bank pass Book. (Page showing Name, address Account number, IFSC code) 3) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees. 4) Salary Certificate issued by the employer 5) Copy of Ration Card - 6. <u>Copy of Aadhaar of the worker.</u>	Application received by ALO shall be upload to ACL through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.

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10	Family Planning Incentive.	Rs. 5,000/- for undergoing family planning operation by the worker or spouse of the worker. (Transfer the Financial assistance Rs.5,000/- through online directly to the worker's bank account)	Application should be made within one year from the date of family planning operation.	1). Applicable to two children. 2). Wages should not exceed Rs.18,000/- p.m. (as per Payment of Wages Act) 3). There shall be contribution to welfare fund and at least 6 months of service at the time of application 4). Those who have undergone Vasectomy / Tubectomy (Sterilisation) on or after 01.10.2015 are eligible for the enhanced benefit.	1) Sterilisation certificate issued by the authority. 2) Xerox copy of the bare pass Book. (Page showing Name, address, Account number, IFSC code, Branch) 3) Details of the Welfare Fund contribution particulars & copy of Form "F" along with list of Employees. 4) Salary Certificate issued by the employer. 5) Xerox copy of Ration Card. 6. Copy of Aadhaar of the Worker and spouse.	Application received by ALO shall be upload to A.C.L. through online within one week from the date of receipt.	Sanction shall be given and upload through online within one week from the date of receipt.

Note: All the supported documents should be self attested.

V.V. Panduram 29/6/17
Welfare Commissioner