#### GOVERNMENT OF WEST BENGAL

LABOUR DEPARTMENT EMP. BRANCH East India House (2nd Floor), 20B, Abdul Hamid Street, Kolkata-69.

No. 323-Emp/3E-1/2010(Pt-V)

Dated, Kolkata, the 23rd July, 2014.

#### **NOTIFICATION**

In the West Bengal Scheme for Compassionate Appointment, 2013 published under this Department Notification No.251-Emp. Dated 03.12.2013, a married daughter who, on the date of death or incapacitation of the concerned employee, was unmarried, has been included in the definition of 'Dependent family Member' in terms of provision contained at para 3(d) of the Scheme, for the purpose of consideration of appointment on compassionate ground. Some instances have come to the notice of the Govt. whereby a divorcee daughter or a legally separated daughter are compelled to take shelter in their parental home for the sake of their own sustenance along with their off-springs and become totally dependent on their parents. The question of including a divorcee daughter in the list of' Dependent Family Member' of the scheme ibid has therefore, been under active consideration of the Govt. for sometime.

After careful consideration of relevant aspects and in partial modification of the West Bengal Scheme for Compassionate Appointment, 2013 the Governor is pleased to order that a 'divorcee daughter' shall be included in the list of the 'Dependent Family Member' as defined under para-3 of the Notification No.251-Emp dated 03.12.2013, subject to the following conditions:

- (a) An applicant should have been legally divorced prior to death/incapacitation of the Govt. employee and was fully dependent on him/her.
- (b) An applicant must have obtained decree of divorce issued by the competent authority of an Hon'ble Court.
- (c) In case she has been receiving any maintenance cost from her husband, the same will be taken into account to decide her eligibility.
- (d) All other conditions as in the above Notification are to be satisfied.
- 3. This Notification shall be deemed to have come into effect from 03.12.2013—the date of issue of the original notification.
- 4. This order issues with the concurrence of the Finance (Audit) Department vide their U/O No.1175 Gr. P(2) dated 26.06.2014.

By order of the Governor Sd/Secretary to the Govt. of West Bengal

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Published by Authority

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MONDAY, SEPTEMBER 29, 2014

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PART I-Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

# GOVERNMENT OF WEST BENGAL LABOUR DEPARTMENT

#### RESOLUTION

No. 364-Emp-Emp/1M-9/2014.—18th August 2014.—The State Government has been making a constant endeavour to accelerate the growth of Self-Employment ventures of the unemployed youth of the State and accordingly there is a concerted effort to explore the potentialities available in the Transport Sector to extend the scope of Self-Employment. It has been under consideration of the Government to provide financial assistance to the enrolled job-seekers of Employment Bank, the existing web-based job portal of Government, in the form of subsidy, so that they are encouraged to take up Self-Employment ventures in the Transport Sector by way of purchasing small/medium vehicles with the financial subsidy and loan/advance form the Banks/Financial Institutions.

After careful consideration of the matter, the Governor is pleased to formulate and introduce a new scheme to be implemented throughout the State, the details of which are given below :—

#### 1. Short Title:-

This scheme is named 'GATIDHARA'

#### 2. Objective: -

The objective of the scheme is to generate Self Employment in the Urban and Rural areas of the state through promotion of transport service.

#### 3. Definition:

a. "Applicant" means a person who has applied for financial assistance under this scheme.

- b. "Bank" means any Public Sector Bank/Financial Institution including Gramin Bank and Co-Operative Bank functioning in West Bengal.
- c. "Disbursed" means the cases disbursed by the bank and shall consist of loan, subsidy and applicant's share in right proportion as Margin Money.
- d. "Enrolled" means enrolled with Employment Bank Under the Directorate of Employment.
- e. "Family" for the purpose of the scheme shall be deemed to consist of spouse, dependent parent, dependent minor children and dependent unmarried/widow sister.
- f. "Prescribed" means Prescribed by instructions issued by the State Govt. in this connection.
- g. "Sanctioned" means the cases Sanctioned by the Bank for disbursement of the loan amount.
  - h. "State Government" means Government of West Bengal.
- i. "Sponsored" means the loan application which are considered eligible by the screening committee and submitted to the bank for sanction.
- j. "Subsidy" means State Government Financial Assistant, 30% of Project Cost, subject to a maximum Rs.1,00,000/- (One laksh only).
- k. "Unemployed youth" means any unemployed/person enrolled with the Employment Bank.

# 4. Eligibility:-

A person is eligible to receive assistance under the scheme provided:

- a. He/She has completed 20th year but not 45th year of age as on 1st day of April of the year in which He/She has applied to come under the scheme. The upper age limit is relaxable by five years in case of SC, ST and 3 years for OBC persons.
- b. An individual entrepreneur enrolled as unemployed with the Employment Bank of the State and whose family income does not exceed Rs.25,000/- per month and who intends to generate income by transport services will be eligible under the scheme.
- c. Entrepreneurs who might have availed loan under BSKP, USKP or any other scheme will also be eligible to avail of the scheme provided that they have fully repaid their loans or there is no demand for repayment pending against them and if the earlier loan received under any programme or scheme linked with grant or subsidy from the Govt. (State/Central) and provided further that the total subsidy of all such schemes including the present one should not exceed the limit prescribed under the present scheme.
  - d. He/She shall have to possess a valid commercial Driving License.
- e. The candidate who has received unemployment assistance in 'YUVASREE', is also eligible for the scheme.

#### 5. Applicability:-

- a. The scheme shall be applicable to any entrepreneur as given in the Para-4 above, who wants to be Self-Employed as service-provider in Transport Sector by purchasing a small or medium vehicle.
- b. More than one member from the same family shall not be eligible for subsidy under the scheme.

#### Other Conditions :-

- a. In case wherever necessary, the required papers from the Transport Department or RTO should be obtained by the applicant. Such license or permit will be obtained from the Transport Department or RTO on priority basis after the recommendation of the proposal by the Screening Committee.
- b. Once the scheme is sanctioned and loan is disbursed in favour of any entrepreneur, his/her Registration both in Employment Exchanges and Employment Bank will be kept in abeyance.
- c. If the applicant has been a recipient of Unemployment assistance under YUVASREE, the allowance will be stopped as soon as loan is disbursed by the Bank under this scheme.

#### 6. Project Cost :-

Project cost for an individual applicant will be subject to a maximum limit of Rs.10,00,000/- for purchasing of small and medium vehicles.

# 7. Funding Pattern :-

Subject to fulfilment of all other conditions.

- a. State Govt. shall provide a subsidy or grant of 30% of the project cost subject to a maximum of Rs.1,00,000/- per case.
  - b. 5% of the project cost shall be provided by the entrepreneur as margin money.
- c. The balance 65% of the project cost or the amount as may be required after deducting the entrepreneur contribution and Govt. subsidy from the total project cost will be provided by the bank as a term loan or working capital loan.

#### 8. Coverage:-

This scheme shall be having extensive coverage for the entire state of West Bengal. All the Nationalised Banks, Gramin Banks and Co-operative Banks functioning in the state and Govt. financial institutions shall take up the execution of the scheme throughout West Bengal.

#### 9. Nodal Agency:-

Labour Department, Govt. of West Bengal will be the nodal agency for the scheme. Directorate of Employment shall function as the implementing and monitoring agency under the scheme.

#### 10. Fund Management :-

- a. The loan component of the scheme will be financed by the Public Sector Banks including all Gramin Banks and Co-operative Banks/Financial Institutions of the State.
- b. Subsidy will be provided by the State Government in the Finance Department. The Finance Department will release the Subsidy Money from the State Budget to the Labour Department who will reallocate it to the Director of Employment. The Director of Employment will open a dedicated and separate Savings account in a Public Sector Bank for transaction of the subsidy money. Separate Ledger should also be maintained for this purpose. The Bank Account shall be operated jointly by the Director of Employment and the D.D.O of the Directorate.
- c. The Director of Employment shall be allowed to reallocate 3% of the total Budgetary allotment received for the Headquarters and subordinate offices under his control for expend for Office Expenses and Logistics need for implementation and monitoring of the programme, the rest 97% of allocated amount will be drawn by the D.D.O of Directorate for deposit of cheque to the designated Bank.
- d. The subsidy money may be released by the Finance Department to the existing Head of Account of USKP as detailed below:—

"2230-Labour and Employment-02-Employment-004-Research, Survey and Statistics-SP-State Plan (Annual Plan and XIIth Plan-003-Udiyaman Swanirbhar Karma Sansthan Prakalpa-2008 [LB]-V-33-Subsidies-05-Other Subsidies" under Demand No.35. (Head Code: 2230-02-004-SP-003 [LB]-V-33-05, Demand No.35).

#### 11. How to apply:-

The applicants shall submit the duly filled in applications with required documents to their respective Office of the Sub-Divisional Officer (S.D.O) and in case of Kolkata Municipal Corporation area, application should be submitted to the office of the Joint Director of Employment, Kolkata District at Purta Bhaban, Salt Lake.

- a. Applicant shall be made in a prescribed form as given in Annexure-I.
- b. The application should be supported by—(i) an affidavit by the applicant as per **Annexure-II**, (ii) Income Certificate and unemployment certificate of the family in **Annexure-III**, (iii) Photocopy of Ageproof, (iv) A Project Report, (v) Photocopy of valid Commercial Driving License.
- c. The Income Certificate and unemployment certificate in the form as given for the family may be issued by the Pradhan of the Gram Panchayats/Sabhapati of the Panchayat

Samities/Borough Chairperson of Corporation/Chairperson of Municipalities/M.L.A.s/ M.P.s/Any Group 'A' Govt. Officer.

- The Project Report may be prepared in consultation with a technically qualified Govt. official of the Block/Municipality concerned or by a private practitioner.
- All the forms can be downloaded from the Employment Bank website or may be collected from the S.D.O. office/JDE, Kolkata office.
- The office of the S.D.O./Joint Director of Employment-in-Charge of Kolkata District (in case of Kolkata Municipal Corporation area) shall receive and scrutinize the applications and the relevant enclosures, arrange for proper documentation and place them before the Screening Committee through the Member-Convenor for screening and recommendation.

#### 12. Screening:-

The screening of application shall be done by the Screening Committees to be set up in the following manner: -

A. Sub-Division Level Screening Committee

A.	Sub-Division Level Screening Commutee		
a.	S.D.O.	_	Chairperson
b.	Officer-in-Charge of the Employment Exchange	_	Member-Convenor
c.	Representative(s) of the banks participating in the schemes		Members
d.	Land bank Manager or his representative	-	Member
e.	R.T.O. or his representative	_	Member
f.	Joint Director of Employment-in-Charge of the District	_	Member
g.	Representative of District Industry Centre	_	Member
В.	Screening Committee of Kolkata Municipal Corp	oration	Area
a.	Joint Director of Employment-in-Charge of Kolkata District	_ 2	Chairperson
b.	Officer-in-Charge of Regional Employment Exchan	ge –	Member-Convenor
c.	Representative(s) of the banks participating in the scheme	_	Members
d.	Representative of S.L.B.C.	_	Member
e.	Officer-in-Charge of the Employment Exchanges	_	Member
f.	R.T.O. or his representative from the Transport Department	<u>-</u>	Member
g.	Representative of District Industry Centre	_	Member

In addition, State Government may, wherever considered so necessary, nominate subject matter specialists/people's representatives/and eminent persons in the field of self employment, not exceeding two in each of the committees.

#### 13. Function of Screening Committee :-

The Screening Committee shall dispose of all pending cases in its meeting to be held at least once every month.

- a. The screening committee will call the candidates up for interview to select suitable persons and projects submitted by them.
- b. The Chairman of the screening committee will thereafter send the recommended proposals in original to the officer-in-Charge of the Employment Exchanges.
- c. The applications previously recommended but rejected by the bank should also be reconsidered by the committee to decide as to whether the case may be send back to the concerned Bank with or without modification.

# 14. Sponsorship:-

As soon as recommended Project Proposals with application and other documents are received from the Screening Committees, the Employment Exchanges concerned shall verify the documents and maintain Book Record (Annexure-IV) and send the recommended Project proposals to the respective Banks / Financial Institutions as per the area of operation.

The Book Record will help to monitor the scheme and maintenance of statistics.

#### 15. Sanctions of Loan :-

- a. The Banks or any other financial institution on receipt of the recommended applications from the Employment Exchanges shall process the applications independently for sanction and disbursement of loan.
- b. The bank may, in its turn, commence all enquiry as may be deemed necessary. After completion of the process, the Bank or any other financial institutions shall grant sanction to the loan applications considered eligible and instruct entrepreneurs to deposit their contribution (5%) with Bank.
- c. After margin money is deposited the Bank shall submit requisition for subsidy to the Directorate of Employment through link bank by depositing **Annexure-B**. A copy of communication may also be endorsed to the Employment Exchange concerned.
- d. Those cases which are sponsored by the Employment Exchanges but rejected by the Bank shall be returned along with the reasons for rejection.
- e. The Employment Exchange shall examine these rejected cases vis-a-vis the cause of rejection and defects, if found rectifiable, will be suitably rectified by the applicant in

consultation with the Chairman of the Screening Committee and resubmit them to the Bank.

f. If however, the Screening committee is not satisfied with the cause of rejection presented by the bank concern, it may draw the attention of the LDM for appropriate action. All dispute between the LDM and the Screening Committee related to sanction or rejection of an application under the scheme, if any, shall be placed before the District Level Monitoring Committee for further consideration and taking up with the higher authority of the bank for final settlement.

#### 16. Release of subsidy:-

- a. Each banking or financial establishment will select a Branch, preferably the main branch in Kolkata, as its "Link Bank".
- b. Having received the requisition for Govt. subsidy from the financing Bank branch, Link Banks shall claim subsidy from Director of Employment by sending the list of beneficiaries in **Annexure-C** along with a copy of **Annexure-B** where the banks shall clarify that margin money has been deposited by the entrepreneurs.
- c. The Directorate of Employment shall examine the claim and release appropriate amount of subsidy in favour of the concerned Link Bank and forward the advice/instruction through the medium of communication available, within a fortnight of receipt of such requisition.
- d. Un-disbursed if any should be returned *vide* demand draft in favour of Director of Employment, West Bengal payable at Kolkata along with Draft Return Memo.
- e. The branches of the participating banks at the time of disbursement of loan will disburse the proportionally margin money/subsidy by debiting the Link Bank and will send the detailed particulars of the beneficiaries along with the respective debit advice.
- f. On receipt of this debit advice, the Link Bank will adjust the amount by debiting the account maintained by the State Government for this purpose with due intimation to the Director of Employment and Employment Exchange concerned.

#### 17. Disbursement of Loan:-

- a. On receipt of subsidy and the applicant's contribution the Bank or any other financial institution shall arrange to disburse the amount in accordance with disbursement schedule and inform the Employment Exchanges, Screening Committee and also the Directorate of Employment.
- b. All disbursement shall consist of loan, subsidy and applicant's share in right proportion and are expected to take place within 15 days of receipt of subsidy as per guide lines of Reserve Bank of India. No subsidy henceforth, shall be retained by the Bank undisbursed for more than a month, failing which interest will be charged on the subsidy amount. The Bank, shall be liable to pay interest to the Directorate of Employment or to the

entrepreneurs at the rate charged by bank to entrepreneurs for their share of loan from the bank against the amount of subsidy lying undisbursed with the bank beyond one month (30 days), provided them the entrepreneur's contribution has also been deposited to the bank.

c. The entire project cost of the scheme sanctioned in favour of an applicant will be disbursed by the bank direct to the Authorized Dealer who will supply the vehicle.

#### 18. Rendition of Report and Returns :-

The Employment Exchanges shall prepare a monthly return in proforma as given in Annexure - A at transit the same to the higher authorities.

#### 19. Rate of Interest: -

It shall be at par with the similar schemes being implemented by the Government of West Bengal, as decided determined by the Reserve Bank of India from time to time.

#### 20. Repayment of Loan:-

- a. The repayment period would be five to seven years. The initial moratorium period shall be prescribed by the banks concerned.
- b. Any demand for recovery of loan or default in repayment under the scheme shall be treated as public demand under the Public Demand Recovery Act, 1913.

#### 21. Recovery, Advisory and Monitoring Committee: -

. These committees shall meet once in each quarter or earlier, if necessary. The committee will review to progress of the programme, sort out problems of implementation, monitoring and co-ordination among different stake-holders attached to this programme and review the matter of recovery of loan.

The committee may suggest measures which may be taken up by the Government for the betterment the programme.

Following Recovery Advisory and Monitoring Committees may be set up—

#### A. State Level:

i. MIC, Labour Department, Govt. of West Bengal - Chairman

ii. Secretary, Labour Department – Member

iii. Secretary to the Govt. of West Bengal – Member

iv. Principal Secretary to the Govt. of West Bengal, — Member Transport Department

v. Representative of S.L.B.C. – Member

vi. Director of Employment W.B. – Member Secretary

#### B. District Level:

i.	District Magistrate	-	Chairman
ii.	Supdt. of Police or his representative	-	Member
iii.	One Karmadhaksya of Zilla Parishad (to be Nominated by Sabhadhipati)	-	Member
iv.	Lead District Manager of the District	_	Member
v.	Representative of three major banks operating in district	_	Member
vi.	One Representative of Chairperson of each Municipality	-	Member
vii	. RTO of the District	_	Member
vii	<ul><li>i. Joint Director/Dy. Director of Employment-in-Charge of the District</li></ul>	_	Member Secretary

This order issues with the concurrence of the Finance Department *vide* the G.O. No.0013 Group 'L' dated 18.06.2014 and with the approval of the Cabinet held on 5th August, 2014.

This order will take immediate effect.

#### Order

Ordered that the Resolution be published in *The Official Gazette* and circulated to all concerned.

By order of the Governor
AMAL ROY CHOUDHURY
Secy. to the Govt. of West Bengal

# Annexure-I

[Regarding Labour Department Resolution No. 364-Emp. dated 18-08-2014]

# GOVERNMENT OF WEST BENGAL

# LABOUR DEPARTMENT

Application Form

(To be submitted in duplicate)

# GATIDHARA

Photo to be pasted and Self attested.

1.	Name of the Applicant (in Block Letters)	:	
2.	Father's/Husband's name, address and occupation	:	
3.	Present Address	:	
4.	Permanent Address	:	
5.	e-mail (if any)	:	
6.	Date of Birth and Age	:	
7.	Educational Qualification	:	
8.	Telephone No.	:.	
9.	Enrolment No. in Employment Bank with Date	:	
10.	Community/Sub-caste/Sub-Tribe/OBC/PH	:	
11.	Family Income	:	
12.	a. (i) Whether received any Self-Employment loan under the Central/State/Quasi Govt.	:	Yes/No
	(ii) If yes, the loan has been fully repaid	:	Yes/No
	b. Whether received assistance from YUVASREE scheme, if yes with effect from	:	
13.	Type of Vehicles :- Light/Medium	:	
14.	Cost of the Vehicle	:	
15.	Driving license Number and validity	:	

I declare that I (a) have enrolled with Employment Bank (b) have not enrolled with the Employment Bank more than one time (c) am unemployed (d) am not defaulter of any State/Central/Quasi Govt. Sponsored loan.

I also declare that the Statements/declarations given by me above are true and correct.

Date:	
Place :	(Full Signature of Applicant)
Recommended/Not Recommended	
Signature with Seal	
Chairman, Screening Committee	

# Annexure-II

[ Regarding Labour Department Resolution No.364-Emp. dated 18-08-2014 ]

(Proforma of the Affidavit to be affirmed before a Judicial Magistrate, Executive Magistrate or Notary Public)

	Magistrate of Notary 1 ubile)
wife Dist	he Court of, son/daughter/ e of, P.S, rict by religion, do hereby solemnly affirm and are as follows :
Tha	t
1.	I have filed an application with the office of the Sub-Divisional Officer/ the joint Director of Employment-in-Charge of Kolkata District at Purta Bhavan, Salt Lake on
2.	Each and all the statements and the answers made and/or given by me in the said application dated
3.	I shall have no right to question or challenge the decision of the authorities concerned for sanctioning or rejecting such Scheme and such decisions shall be final and fully binding upon me.
4.	Notwithstanding any thing contained in the GATIDHARA prakalpa and in the foregoing paragraphs thereof and in my application dated for grant of such assistance, the authority sanctioning loan/margin money shall have the absolute right to reject such application or discontinue or stop the payment of such assistance at any time, if any part of portion of my statements and/or answers made or given by me in the said application and/or in this affidavit appears to be incorrect, untrue or false.
5.	I shall submit the entire amount of margin money @5% of the project cost to the appropriate financial institute/bank at the time when I am asked to deposit the same.
6.	I have not received any loan from any bank/financial institute previously or I have fully repaid the loan received under

7.	I am still unemployed.
8.	I shall be liable under the provision of Public Demand Recovery Act, 1913, in case default in repayment under the Scheme.
9.	I have a valid Commercial Driving License.
10.	I am endorsing hereto 3 recent passport sized photographs of mine, duly attested or the reverse thereof.
11.	The statements made in the foregoing paragraphs hereof are true.
	Deponent
	Annexure-II
	[ Regarding Labour Department Resolution No.364-Emp. dated 18-08-2014 ]
	GATIDHARA
PR	OFORMA FOR INCOME CERTIFICATE OF THE FAMILY AND UNEMPLOYMENT CERTIFICATE TO BE SUBMITTED ALONG WITH THE APPLICATION
	Certified that the average monthly family income in respect of Shri/Shrimatison/daughter/wife ofresident a
und	ler the GATIDHARA Prakalpa in the year ending 31st March,(Yea
(Ru	pees)
Cer	tified that Shri/Shrimati is still unemployed
	(Name)
Dat	e:

Signature with Seal)

# Annexure-IV

[ Regarding Labour Department Resolution No.364-Emp. dated 18-08-2014 ]

# BOOK RECORD OF REGISTRATION IN GATIDHARA

Name of the Employment Exchange.....

Financial Year .....

Sl. No.	Name and address	Enrolment No.inEB	Category (SC/ST/ OBC/PH)	Rural/ Urban	Name of the Bank	Type of Vehicle/ Route	Empl. Exchange Reg. No., if any	Remarks
1	2	3	4	5	6	7	8	9

Signature of the Officer concerned

	9												An	nexu	re-A
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For	the Month	of				20.					•				
Sl. No.		S	SC		ST		OBC		PH		Women		Minority		otal
		This Mon- th	Progressive from April	This Mon- th	Progressive from April	This Mon- th	Progressive from April	This Mon- th	Progressive from April	This Mon- th	Progressive from April	This Mon- th	Progressive from April	This Mon- th	Progressive from April
1.	No. of applications received														
<b>2</b> .	No. of registrations done						The state of the s								
3.	No. of candidates put up to Screening committee							78.5							
4.	No. of cases Recommended by the Screening committee														
5.	No. of loan proposals sponsored to Banks														
6.	No. of cases disbursed by the Banks														
	by forward							C	hairp	erson	of the	: Scree	ening	Comn	B A
	(1) The (										oyme	nt Exc	hange	9	

# Annexure-B

[Regarding Labour Department Resolution No.364-Emp. dated 18-08-2014]
Schedule to be annexed with the debit note raised by the financing Bank Branch to the centralized Link bank (A/C No. ......) to seek release of Subsidy money under GATIDHARA Prakalpa

F				address	Debit Note ref. No. & Date							
Name of the Link Bar									Debit Note amount (Rs.)			
Proposals Particulars of Propos					sals sanctio	oned by the	Financing Bra	anch				
No. of proposals received	proposals For No. of the				Gati- Dhara Reg. No.	Amount sanctioned As project cost	Amount disbursed				Subsidy Component Now being Claimed From The link Bank(Rs.)	R E M A R K
									Subsidy Componer	nt		
							as being reported now	Progressive total	as being reported now	Progressive total		
(2)	(3A)	(3B)	(4A) 1. 2. 3.	(4B)	(4C)	(4D)	(5E)	(5F)	(5G)	(5H)	(6)	. (7)
						Signature	e ofthe Mar	nager				
Kolkata-70	00069	ent, WB, 67					the Bank			Branch		

Name of the Link Bank

(2) The Controlling Officer of the Concerned commercial

Bank/financial Institute