

DUARE SARKAR
LABOUR DEPARTMENT
Monitoring & Co-ordination Cell, Chief Minister's Office

**REGISTRATION OF MIGRANT WORKERS IN KARMASATHI-PARIJAYEE
SHRAMIK PORTAL**

A. SERVICES TO BE PROVIDED AT THE CAMP:

Registration of migrant workers in Karmasathi-Parijayee Shramik portal and generation of MWIN(P)[Migrant Workers' Identification Number (Provisional)]

B. STANDARD OPERATING PROCEDURE

1. Eligibility Criteria

- He / She must be a resident of West Bengal.
- He / She must be ordinarily a worker who is employed/ likely to be employed in any state other than the state of West Bengal/ Outside India.

2. Documents to be submitted by the applicant for registration:

- One Passport size Photo
- Copy of AADHAAR of applicant
- First page of Bank Passbook (Details of account created in any bank located in West Bengal)
- Self-Declaration as Provided in **Annexure – A.**
- Filled up form duly signed by the applicant.
- Self-attested photocopy of valid Passport where the applicant works/likely to work outside the country.

3. Procedure for getting registration:

- a) The applicant himself/herself (or his/her relatives, if the migrant worker is currently residing at his/her workplace) needs to attend the DUARE SARKAR Camp along with the requisite documents mentioned above to avail the benefits/ services.
- b) Registering Authority will physically verify the sanctity of each application.
- c) Service will be delivered to the eligible applicant.

4. Manning of Camps:

There will be one table at each counter. Forms to be Collected at the table with requisite documents. The collected applications will be verified and digitized simultaneously, so that the delivery of service to the eligible applicants can be completed within the stipulated time.

5. Man Power requirement for each Camp:

- a) 2 Data Collector for each G.P. as may be decided by RLOs who will generate the D.S Registration number and collect completed application pro-forma along with 4 requisite documents.
- b) Each RLO will use the service of the respective CKCOs posted in LWFC to digitize the applications received during the camps. If required, RLO may additionally hire DEO for digitization of the same. [CKCO-- Clerk with the Knowledge of Computer Operations, DEO—Data Entry Operator]

6. Logistic Required:

- a) One table and 4 chairs (2 Chairs for the Service Providers & 2 Chairs for the Beneficiaries of each table).
- b) At least two Desktop or laptop computers with printers and scanners and internet connection for each RLO
- c) One Vehicle each day for each RLO for 25 days for both the services of Labour Department
- d) Blank Information Sheet, Blank Certificate of migration (Annexure- A), A4 size paper, other stationeries like staplers, paper weight, pen, pin, Gems clip etc.

7. Duties & Responsibilities:

- a) Data Collectors will attend the camps and assist the beneficiaries/ applicants for filling up and submission of application. They will collect complete application form with all four documents (Photo, Copy of AADHAAR, Copy of Bank account details and Certificate as mentioned in Annexure-A). CKCOs/ Data Entry Operators will complete the data entry procedure as per information provided in the form.
- b) In addition to above, the CKCOs will attend the camps, assist the IMW, keep a daily track of the digitization works of the RLO & prepare daily report as per prescribed proforma.
- c) The IMWs posted at the Block & Municipality LWFCs will **verify and approve the applications submitted**, monitor the regular works during

the camps and backend digitization works and submit daily report to the ALC, in charge of the Sub-Division.

- d) One ALC posted in RLO will be in charge of the respective Sub-Division and supervise the entire procedure of delivery of service and submit a comprehensive daily report to the DLC, in charge of the district and will maintain communication with SDO/ BDOs for regular update.
- e) The DLCs will maintain constant liaison with the DISTRICT MAGISTRATE and keep him/her informed about the daily proceedings. DLCs will upload the daily report in the DS Portal, escalate the daily report to the respective Joint Labour Commissioner and Additional Labour Commissioner.

Additional Labour Commissioner/ Joint Labour Commissioner/Other Officials having assigned jurisdictions for the purpose of Duare Sarkar Camps will look after the entire proceeding for a time bound completion of the committed service.

Mile Stones against the service – Registration of Migrant Workers of Labour Department to be delivered at Duare Sarkar Camps:

Name of the Monitoring Department	Description of the Services under “The West Bengal Migrant Workers’ Welfare Scheme, 2023”	Milestones of Application Disposal			
Labour Deptt. and Monitoring & Co-ordination Cell, CMO	Receiving of Application Forms for Registration of Migrant Workers	Application submitted	Under process	Migrant Worker’s Identification No. Generated	SMS & Subechha Barta

Application Form

1. PERSONAL DETAILS	
A. Name of the Applicant* :	
B. Mobile No.* :	
C. Father/Husband's Name* :	
D. Gender* : Male <input type="checkbox"/> / Female <input type="checkbox"/> / Others <input type="checkbox"/>	
E. Religion :	
F. Caste (SC/ST/OBC/UR) :	
G. Date of Birth* :	
H. Emergency Contact No.* :	
I. Aadhaar No.* :	
J. Khadyasathi No. (Ration Card No.)*:	

2. PERMANENT ADDRESS* ---				
Sub-Division*	Block/ Municipality/ Corporation*	GP/Ward*	Police Station*	PIN Code*
3. WORKSITE ADDRESS*--- Anyone of A/B/C/D				
A. For applicant who is engaged within India (other than West Bengal)				
Country	State / UT*	Worksite Police Station*		
India				
B. For applicant who is engaged outside India				
Name of the Country:	Worksite address:		Valid Passport No.	
C. For applicant who is likely to be engaged within India (other than West Bengal)				
Country	State / UT*	Worksite Police Station*		
INDIA				
D. For applicant who is likely to be engaged outside India				
Name of the Country:	Worksite address:		Valid Passport No.	
4. NATURE OF EMPLOYMENT*: Agriculture/ Construction/ Mason/ Carpenter/ Electrician/Plumber/ Garments/ Healthcare/ Hospitality/ Jewellery/ Manufacturing/ Stone Cutting & Polishing/ Transport/ Self Employed/ Miscellaneous:				
Migrated on/likely to be migrated on *(Date-ranging from last one year to next one month)				
Wage/Expected wage per day:				

5.* SELF ENGAGED/ ENGAGED THROUGH AGENT/ ENGAGED WITHOUT AGENT/ ENGAGED THROUGH OTHERS

A. Agent* / Other person's Name:

B. Agent* / Other person's Mobile No.:

C. Agent* / Other person's Address:

I. Employer's Name:II. Employer's Phone/Mobile No.:

III. Employer's Address:

6. BANK DETAILS (Bank to be located in WEST BENGAL)*

Bank Name:

Branch Name:

Account Number:

IFS Code:

7. NOMINEE DETAILS*

Nominee Name:

Mobile No.:

Relationship with the Nominee:

Aadhaar No.:

8. RATION / KHADYA SATHI CARD DETAILS OF THE APPLICANT*

Ration / Khadya Sathi Card Type (AAY/SPHH/PHH/RKSY-I/RKSY-II)

Ration / Khadya Sathi Card Number

9. Do You Have Family (Yes / No.)*:

Family Members' Name*	Gender* (Male/ Female/ Others)	Age	Aadhaar Number*	Relationship*

Submit photocopy of following documents with Application*

1. Passport Size Photo; 2. Aadhaar Card; 3. Bank Passbook;
4. Self-Declaration (Annexure-A); 5. Photocopy of valid passport (if required)

Fields marked with Star (*) are mandatory

The above declaration is true to my knowledge and belief.

Worker

Signature of the Migrant

Place:

Date:

ANNEXURE-A
SELF-DECLARATION

I, Shri/Smt./Miss: Son/daughter/ wife of

..... AADHAR No.....

Permanent resident of

.....

hereby declare that I have migrated/ will migrate as (Profession) for

work at work place WITHIN INDIA of District of State

..... /OUTSIDE INDIA.....(Name of the

Country) On

The above declaration is true to my knowledge and belief.

Signature of the migrant worker with date: