

MANUAL – 1
(Particulars of organization, functions and duties)

A. ORGANIZATION: Punjab Building and Other Construction Workers Welfare Board SCO No. 2931-32 Sector 22-C, Chandigarh.

The Labour Minister Punjab is its Chairman and the Labour Commissioner, Punjab is its Member Secy. It is a tripartite Board having five representatives representing Govt., five representatives representing employers and five representatives represent workers.

Initially the Board was constituted on 29th May, 2002 and then again reconstituted vide notification dated 30.4.2009.

B. FUNCTIONS: The functions of the Board are enumerated in section-22 of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 which are listed below:-

- (a) provide immediate assistance to a beneficiary in case of accident;
- (b) make payment of pension to the beneficiaries who have completed the age of sixty years;
- (c) sanction loans and advances to a beneficiary for construction of a house not exceeding such amount and on such terms and conditions as may be prescribed;
- (d) pay such amount in connection with premia for Group Insurance Scheme of the beneficiaries as it may deem fit;
- (e) give such financial assistance for the education of children of the beneficiaries as may be prescribed;
- (f) meet such medical expenses for treatment of major ailments of a beneficiary or, such dependant, as may be prescribed;
- (g) make payment of maternity benefit to the female beneficiaries, and
- (h) make provision and improvement of such other welfare measures and facilities as may be prescribed.

C. DUTIES: The primary duties of the Board are to provide welfare measures and immediate assistance to the beneficiaries and to formulate the welfare schemes such as:

- (a) all matters connected with the administration of the Fund;

- (b) laying down policies for the deposits and investment of the amount of the Fund;
- (c) submission of annual budget to the State Government for sanction;
- (d) submission of annual report to the State Government on the activities of the Board;
- (e) proper maintenance of accounts;
- (f) annual audit of accounts of the Board, in accordance with provisions of the Act in consultation with the Accountant General, Punjab;
- (g) collection of contribution to the Fund, grants, loans and other resources;
- (h) launching of prosecutions for and on behalf of the Board;
- (i) speedy settlement of claims and sanction of advances and other benefits; and
- (j) proper and timely recovery of any amount due to the Board.

The Board is also required to furnish information to the State Government on such matters as the State Government may refer to it, from time to time.