

**State Assisted Scheme of Provident Fund  
For Unorganised Workers  
(SASPFUW)**



सत्यमेव जयते

**Labour Department  
Government of West Bengal**

PO-IPP-VIII/CEAD/Part  
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NS  
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# GOVERNMENT OF WEST BENGAL

## Labour Department

### STATE ASSISTED SCHEME OF PROVIDENT FUND FOR UNORGANISED WORKERS (SASPFUW)

(Introduced vide Labour Department Resolution Nos. 180-IR  
dated 24.01.2001 & 305-IR dated 19.02.2001.)

Coverage under  
the scheme

- (1) Every willing worker subject to the eligibility criteria mentioned hereinafter, employed in any industry under unorganised sector and in any of the self-employed occupations (list of which is mentioned in *annexure 'A'*) will be covered in phases under the Scheme. A list of industries in the unorganised sector and the self-employed occupations which will be covered in the first phase is mentioned in *annexure 'B'*.

- (2) All wage employed and self-employed workers between the age of 18 and 55 years in the unorganised sector in the State of West Bengal and having an average family income of not more than Rs. 3,500/- per month are eligible to be covered under the scheme. The eligibility ceiling of family income may be re-fixed by the State Government from time to time.

The family for the purpose of the scheme will include the beneficiary, his or her spouse, the wholly dependent daughters, wholly dependent minor sons and wholly dependent parents.

Eligibility &  
Application

The period for calculation of average family income will be 12 months prior to the month in which application is made.

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 employment or occupations notified to be covered 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.

Eligibility &  
Application

- (3) All eligible wage employed and self-employed workers willing to join this scheme will apply to the Minimum Wages Inspector posted at the Block or to the Assistant Labour Commissioner for the Kolkata region for enrolment in Form I annexed to this Resolution along with three passport size photographs duly attested, one of which to be affixed on the application Form, by a member of Panchayat Samity in respect of Panchayat Samity or a Commissioner/Councillor in respect of Municipality/Corporation or a member of Zilla Parisad in the respective District or the employer of the industry in which the workman is employed who are authorised to certify the eligibility of the applicant for enrolment under the scheme. Three copies of photographs



attached to the application should be attested on the front by the same person who is certifying the eligibility of the applicant.

All the Assistant Labour Commissioners posted in EL & MW section of the Labour Directorate are authorised to receive application for Kolkata region.

The Minimum Wage Inspector for the purpose of this Resolution will include Agricultural Minimum Wages Inspector and any Officers of the West Bengal Sub-ordinate Labour Services.

The Assistant Labour Commissioner for the purpose of this Resolution will include the Deputy Labour Commissioner.

- (4) Each subscriber-worker will contribute a sum of Rs. 20/- per month. An equal matching amount shall also be contributed by the State Government. The interest on the balance at credit of a subscriber will also be paid by the State Government annually at the rate declared by the Government. 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 55 years or in the event of the account becoming inoperative due to death or prolonged default in making contribution.

An account will be under prolonged default if monthly contributions are not paid for six consecutive months.

An account under prolonged default will stand revived when the contributions are made up-to-date by making adequate payments in one or more instalments subject to a maximum of six instalments.

In the event of death, the total amount (i.e. the worker's own contribution and matching contribution of Government along with interest) will be paid to the nominee on receipt of an application in Form VIII made by the nominee along with necessary certificate enclosed with the Form.

In the event of attainment of 55 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 workers' own contribution and matching contribution of Government along with interest) will be paid to the worker on receipt of an application in Form IX to be made by the workers.

- (5) At the time of enrolment a worker under the scheme will be issued an identity card-cum-pass-book in Form II under the signature of the authorised officer.

The Minimum Wages Inspector/Assistant Labour Commissioner attached to the Labour Department are authorised to issue identity card-cum-pass-book.

The contribution will become due on and from the next month following the month in which the identity card-cum-pass-book is issued.

Loans &  
Withdrawals  
from the fund

- (6) The State Government may prescribe provisions for loans and withdrawal from the fund as and when deemed necessary.
- (7) The Minimum Wages Inspector or the Assistant Labour Commissioner may engage in Form X annexed to the Resolution an employee of the Gram Panchayat/Panchayat Samity/Zilla Parisad/Municipality/Corporation or other persons as may be prescribed if necessary as collecting agents for the purpose of collection of monthly subscription on the basis of such commission as may be prescribed, from time to time, for such collection. The collecting agent will issue a printed receipt in Form III to the subscriber against such collection every month and simultaneously return the pass-book in Form II to the subscriber after making necessary entries duly signed for such collection in the pass-book against the particular month.

A bank account in the name of 'State Assisted Provident Fund Account for the Unorganised Workers in West Bengal' will be opened.

- (i) In each Block jointly by B.D.O. and Minimum Wages Inspector.
- (ii) In each Municipal area jointly by Minimum Wages Inspector and A.L.C.
- (iii) In each District Headquarters jointly by Minimum Wages Inspector and A.L.C.
- (iv) In each of the borough of the Municipal Corporation jointly by Minimum Wages Inspector and A.L.C.

If necessary more than one account may be opened in the Block or in the Municipal areas.

The collecting agents who will be tagged to respective bank branches after collecting the monthly subscription from the subscriber workers will deposit the amount so collected to the respective bank account within a fortnight but invariably within the month in which subscriptions have been collected by using triplicate copies of 'Pay-in-Slips' for such deposit. After such deposit of the amount the collecting agent will submit a statement of collection from subscriber in Form IV annexed to this Resolution along with a duplicate copy of the 'Pay-in-Slips' to the Minimum Wages Inspector/Assistant Labour Commissioner. The Minimum Wages Inspector/Assistant Labour Commissioner on receipt of such statement and the duplicate receipt copy of 'Pay-in-Slips' from different collecting agents will make necessary entries in the general register in Form VI annexed to this Resolution and also in the registers maintained subscriber-wise in Form V annexed to this Resolution.

Collection &  
Accounting  
procedure

On the last working day of a month, every Block level and sub-divisional level, branch of the Bank where such account has been opened shall issue a bank draft for the entire amount of money deposited in the said bank account during the month in favour of the account maintained at the District Headquarters with intimation to local Minimum Wages Inspector and concerned Assistant Labour Commissioner. Necessary bank charges for the purpose will be paid by the Government. In the first week of the following month the Assistant Labour Commissioners posted in the District Headquarters and the Assistant Labour Commissioner posted at Kolkata will then arrange for depositing the entire amount lying at the credit in the bank account at the District Headquarters or at the different bank branches in the Kolkata region with the Treasury/Pay & Account Office under proper deposit head of account [this may be done directly by the banks by the book transfer under intimation to the concerned Treasury/Pay & Account Office provided such arrangements are made]. The Minimum Wages Inspector after receipt of the statement of collection along with a duplicate receipt copy of 'Pay-in-Slips' will make a compilation of statement of such collection subscriber-wise and send a copy thereof along with a certificate that the amount collected have been duly deposited with the bank to the Assistant Labour Commissioner.



- (8) The Minimum Wages Inspector will maintain necessary register subscriber-wise and general registers showing collection of subscription from the subscriber in Form V and Form VI respectively.

The Assistant Labour Commissioner will also maintain necessary register and the individual ledger account in Form V annexed to this Resolution and will also issue an account slip to the subscriber in Form VII annexed to this Resolution.

Maintenance of records

All the Assistant Labour Commissioners posted in the District Headquarters and the Assistant Labour Commissioners posted in the Municipal areas/Municipal Corporation areas will submit a consolidated account of the subscription collected along with total number of subscribers in a particular month to the Labour Commissioner within the first three working days of the following month.

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, Municipal-wise and Municipal Corporation-wise break up within the first fortnight of the following month to the Labour Department.

- (9) The Government contribution will be deemed deposited in the account of the subscriber on the same day as the contribution made by the subscriber. It will be of the same amount.

Interest to be paid by the Government 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.

The State Government will release fund for equivalent contribution by the Government for all the subscribers at every quarter for the first three quarters of a year beginning first of April of 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 interest of 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.

State Govt. Assistance for the Provident Fund Scheme & Accounting Procedure

The State Government will also bear all expenditure relating to the administration of the scheme including Commission to be paid to the collecting agents and service charges to the banks and also cost of various Forms and stationary etc.

There will be a separate bank account for each A.L.C. office in the name of 'State Assisted Scheme of Provident Fund for Unorganised Workers in West Bengal—Administrative' to be jointly operated by D.L.C. and A.L.C; and also a separate bank account for Kolkata region for the office of the Labour Commissioner at Kolkata in the name of 'State Assisted Scheme of Provident Fund for Unorganised Workers in West Bengal—Administrative' to be jointly operated by Deputy Labour Commissioner and the D.D.O. of the office of the Labour Commissioner.

Fund received for administrative expenses including Commission to be paid to the collecting agents, service charges to the banks will be deposited and paid from these accounts.

Management of the Scheme

- (10) The scheme will be implemented and managed by the Labour Department through Labour Directorate under the guidance of respective Advisory Committees set up at Block, Sub-division, District and State Level *vide annexure 'C'* to this Resolution.

Savings

- (11) The State Government may by notification alter and/or relax any of the provisions of the scheme and also add new provisions to the scheme, if necessary.

(Vide Clause 1 of the Scheme under Labour Department Resolution No. 180-IR dated 24.1.2001)

**LIST OF INDUSTRIES UNDER UNORGANISED SECTOR**

1. Stone Breaking & Stone Crushing.
2. Brick/Tile Manufacturing.
3. Construction of Roads and Buildings Operation, etc.
4. Security Agencies.
5. Beedi Making.
6. Rice Mill including Husking Mills.
7. Public Motor Transport.
8. Hired Motor Vehicles Service.
9. Boatman Service.
10. Tailorinng Industry.
11. Printing Press.
12. Book Binding.
13. Hand-loom.
14. Sericulture.
15. Forestry & Timber Operation.
16. Bangle Making.
17. Fire-works.
18. Embroidery Work.
19. Shops including saloons and other personal service centres.
20. Chakki Mills.
21. Leather & Leather goods.
22. Hosiery.
23. Bakery.
24. Rubber & Rubber Products.
25. Saw Mill.
26. Bone Mill.
27. Plastic Industry.
28. Ceramic Industry.
29. Small Scale Chemical Units.
30. Cashew Processing.



31. Coir Industry.
32. Khadi.
33. Small Scale Engineering Units.
34. Clinical Nursing Home.
35. Silk Printing.
36. Dal Mill.
37. Oil Mill.
38. Decoration.
39. Lac Industry.
40. Medical Plants other than Cinchona.
41. Iron Factory.
42. Paper Board & Straw Board Manufacturing.
43. Garments Making.
44. Motor Garage.
45. Copy Writing Work in Court/Registration Office.
46. Kite and Kite Stick Manufacturing.
47. Slaughter House.
48. Type Copying Work.
49. Earthen Pottery Work.
50. Such other employment as may be specified by the State Government.

#### **LIST OF SELF-EMPLOYED OCCUPATIONS**

1. Auto Rickshaw Operator.
2. Rickshaw and Van Puller including Hand pulled Cart ones.
3. Mason.
4. Carpenter.
5. Painter.
6. Electrician.
7. Plumber.
8. Cobbler.
9. Head-load Workers.
10. Fisherman.
11. Street Hawkers including News PapersHawkers.
12. Railway Hawkers.
13. Aya/Attendant engaged in Hospitals/Nursing Homes by patients.
14. Weaver and other workers in Hand-loom.
15. Domestic Servants.
16. Such other workers as may be decided by the Government.

**LIST OF INDUSTRIES/OCCUPATIONS TO BE COVERED IN THE 1st PHASE**

(Vide Clause 1 of the Schemme under Labour Department Resolution No. 180-IR dated 24.1.2001)

**Unorganised Industries**

1. Tailoring Industries (having less than 20 workers).
2. Shops (having less than 20 workers) & Establishments (having less than 20 workers).
3. Bakery (having less than 20 workers).
4. Linesman engaged in supply of Bakery Products.
5. Hand-loom.
6. Cottage/village based Cottage Industry (Boatman Service, Bangle-making, Fire works, Chakki Mills, Kite and Kite Stick Manufacturing, Earthen Pottery Work, Paddy Husking, Embroidery & Zari Chicon-Work).
7. Construction (having less than 20 workers).
8. Lac Industry (having less than 20 workers).
9. Stone crushing (having less than 20 workers).
10. I.C.D.S., IPP-VIII & CUDP-III.
11. Automobile repairing garages (having less than 20 workers).
12. Public Motor Transport Service.
13. Hired Motor Vehicles Services.

**SELF-EMPLOYED OCCUPATIONS IN UNORGANISED SECTOR**

1. Cycle Rickshaw and Van Puller/Paddler.
2. Head-load workers and workers engaged in loading & unloading.
3. Railway Hawkers.
4. Street Hawkers including Newspaper Hakwer.
5. Auto Rickshaw Operator.
6. Mason & other workers engaged in Masonary work.
7. Cobbler/Shoe-maker.



(Vide Clause 10 of the Scheme under Labour Department Resolution No. 180-IR dated 24.1.2001)

**Block Level Advisory Committee**

1. Sabhapati	Chairman
2. B.D.O.	Vice-Chairman
3. Pradhans (or their representative) of all Gram Panchayats	Member
4. Minimum Wages Inspector	Member-Secretary

**Sub-divisional Level Advisory Committee**

1. S.D.O.	Chairman
2. DLC/ALC	Vice-Chairman
3. Chairman (or their representative) of all Municipalities/ Corporations in the sub-division	Member
4. Minimum Wages Inspector	Member-Secretary

**Advisory Committee for Kolkata**

1. Labour Commissioner	Chairman
2. Additional Labour Commissioner (SASPFUW)	Vice-Chairman
3. Representative of Department of Municipal Affairs	Member
4. Representative of Commissioner Kolkata Corporation	Member
5. Three Municipal Councilors to be nominated by the Mayor	Member
6. Representatives of Central Trade Unions as may be nominated by the State Government	Member
7. DLC/ALC	Member-Secretary

**Powers and functions of Advisory Committees at Block level, Sub-divisional level and that for Kolkata will be as follows:**

- The Committee will have power to co-opt other officials/non-officials.
- The Committee will approve enrolment of applicants under the scheme.
- 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 M.W.I. or any other 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. If the Committee comes to the conclusion that the concerned person is ineligible under the scheme, his/her account will be closed.
- If an account has been closed on being found ineligible, the entire Government contribution and interest shall be forfeited. The contribution made by the account holder, without any interest, will be returned to him/her after the expiry of lock-in-period of three years.
- The Committee may delegate the powers of enrollment to its Chairman or Vice-Chairman or Member-Secretary subject to post facto approval by the Committee.
- 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.
- The Committee will approve persons to be appointed as Collecting Agents.
- The Committee will also supervise implementation of the scheme in the concerned area.

### District Level Advisory Committee

- |  |                  |
|--|------------------|
| 1. Sabhadhipati  | Chairman         |
| 2. District Magistrate   | Vice-Chairman    |
| 3. Representatives of Central Trade Unions as may be nominated by the State Government | Member           |
| 4. Lead Bank Officer   | Member           |
| 5. D.L.C./A.L.C. having jurisdiction of the area                                       | Member-Secretary |

The Committee will have power to co-opt other officials/non-officials and will supervise implementation of the scheme in the district.

### State Level Advisory Committee

- |   |                  |
|---|------------------|
| 1. MIC, Labour  | Chairman         |
| 2. Principal Secretary, Labour  | Vice-Chairman    |
| 3. Three Sabhadhipatis  | Member           |
| 4. Representatives of Central Trade Unions as be nominated by the State Government      | Member           |
| 5. Representatives of the Departments of Finance, C & SSI, Panchayat, Municipal Affairs | Member           |
| 6. Labour Commissioner  | Member           |
| 7. Three District Magistrates   | Member           |
| 8. Convenor, SLBC   | Member           |
| 9. Joint Secretary, Labour Department   | Member-Secretary |

The Committee will have power to co-opt other officials/non-officials and will supervise implementation of the scheme in the State.



FORM I

Application for Enrollment in the "State Assisted Scheme of Provident Fund for Unorganised Workers (SASPFUW)"

(Vide Clause 3 of the Scheme under Labour Department Resolution No. 180-IR dated 24.1.2001)

PHOTO

To The Minimum Wages Inspector/Assistant Labour Commissioner

Sir,

1. I hereby apply to enroll myself as a subscriber to SASPFUW.

2. I am employed as a worker in the employments of

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. The major source of income of my family members taken together is from the employments/occupations mentioned above. My average family income from all sources calculated on the basis of average income of 12 preceeding months is not more that Rs. 3500/- per month. (The family for this purpose includes my spouse, wholly dependant daughters, wholly dependant minor sons and wholly dependant parents.)

6. I am not covered under the Employees Provident Fund act. & Miscellaneous Provisions Act, 1952.

7. I agree to pay Rs. 20/- per month towards subscription up to my attaining 55 years of age. I also agree to abide by the rules and regulations of the SASPFUW.

8. My nominee for the purpose of this scheme will be Sri/Smt. aged

son of/husband of

and

residing at

His/Her signature/LTI is given below. He/She is not related/related to me as

Yours faithfully,

Signature/LTI of Nominee

Date :

Place :

Signature/LTI.....

Name.....

Son of/husband of.....

Address.....

Enco : Three photographs duly attested (on the front) by the person certifying the application.

CERTIFICATE

(To be given by Member of Panchayat Samity in the respective Panchayat Samity area: the Commissioner/Councillor in the respective Municipality/Corporation area: the Member of Zilla Parishad in the respective District/the Employer)

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 :

Signature/Name/Seal

**FORM-II**

**(Vide Clauses 5 & 7 of the Scheme under Labour Department Resolution  
No. 180-IR dated 24.01.2001) Identity Card-cum-Pass Book under State  
Assisted Scheme of Provident Fund for Unorganised Workers (SASPFUW)**

PHOTO

Name of Gram Panchayat/..... under.....  
Block in ..... District/..... Municipality/Municipal  
Corporation 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 55 years: .....
7. Name & address of the Nominee(s): .....  
.....  
.....
8. Relationship with the subscriber: .....
9. Age of Nominee(s): .....
10. Name of father/husband of the Nominee: .....
11. Account No.: .....

Signature of the holder

Signature of the Authorised Officer

Subscription made

Month for which subscription made	Date of subscription collection	Amount	Signature of collecting Agent
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**FORM-III**

**(Vide Clause-7 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)**

Receipt of subscription under SASPFUW.  
(Duplicate to be made out by other 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 SASPFUW for the month of.....200—.

Collecting Agent.

Panchayat Samiti/  
Municipality/Municipal  
Corporation.

**FORM-IV**

**Statement of Collection from the Subscribers**  
**(Vide Clause-7 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)**

(To be prepared in duplicate)

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 the Collecting Agent  
Panchayat Samiti/Municipality/Corporation.



**FORM-V**

**Permanent Ledger Account of the enrolled unorganised Workers  
(Vide Clauses-7 & 8 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)**



- Account No.** :
1. Name of the employment/occupation :
  2. Name of the Subscriber :
  3. Father's/Husband's name :
  4. Name of the Gram Panchayat/Municipality/  
Municipal Corporation :
  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  
at 55 years :
  9. Name and address of nominee :
  10. Date of issue of Pass Book :
  11. :

Receipt details			Subscription month	Credit month	Amount (Rs.)	Loans/with-drawals	Progressive total
Book No.	Receipt No.	Date No.					
1(a)	1(b)	1(c)	2	3	4	5	6
Total							

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 withdrawals	Rs.
Closing balance :	Rs.

N.B.: (1) Col.-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.

Signature of the Minimum Wages  
Inspector/Asstt. Labour Commissioner

**FORM-VI**

**GENERAL REGISTER OF RECEIPTS OF SUBSCRIPTION UNDER 'SASPFUW'**  
(Vide Clauses-7 & 8 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)

Sl. No.	Name of the Collecting Agent	Area of operation	Date of collection	Date and 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-8 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)  
Annual Statement of Provident Fund for the unorganised worker.

Year of Account.....

Rate of Interest.....

Name of the subscriber	Account No.	Opening Balance	Deposits by the subscriber during the year	Deposits of State share during the year	Loans/with-drawals	Interest allowed during the year	Balance
1	2	3	4	5	6	7	8

Signature of the  
Assistant Labour Commissioner  
with seal & date

**FORM-VIII**

(Vide Clause-4 of the Scheme under Labour Department Resolution No. 180-IR dated 24.01.2001)

(To be submitted in duplicate)

Application for a final payment of Provident Fund Deposits/balance of workers in unorganised sector by the nominee of Late Shri/Smt. ....in the.....Gram Panchayat/Municipality/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 sign their names) :

Signature

**CERTIFICATE**

I know the applicant Shri/Smt..... and hereby certify that the statements made by him/her above are true to the best of my knowledge and belief.

Signature with seal of Member of Panchayat Samiti/zilla Parishad/Commissioner/Councilor of Municipality/Municipal Corporation.



**FORM IX**

**(Vide Clause 4 of the Scheme under Labour Department Resolution No. 180-IR dated 24.1.2001)  
Form of application for final payment of balance in the Provident Fund Account for  
workers of unorganised Sector**

To  
The Minimum Wages Inspector/Assistant Labour Commissioner

.....

*Through the Minimum Wages Inspector.*

Sir,

I am due to attain/have attained 55 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 Minimum Wages Inspector.....Block by cheque/bank draft/pay order. Particulars of my personal marks of identification, photograph, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscriber) in duplicate, duly attested by Minimum Wages Inspector are enclosed.

Date :

Yours faithfully,

Signature and address

FORM X

(Vide Clause 7 of the Scheme under Labour Department Resolution No. 180-IR dated 24.1.2001)

*Engagement*  
~~Appointment~~ of Collecting Agents

To  
Sri/Smt. ....  
S.D.H. of.....

Dear Sir/Madam,

In terms of the resolutionn dated.....of the Block Advisory Level/Sub-Divisionnal Level/  
District Level/Kolkata Area Advisory Committee for implementationn of the "State Assisted Scheme of Provident  
Fund for Unorganised Workers (SASPFUW)", you are hereby ~~appointed~~ *engaged* as collecting Agent for the area  
.....on the basis of Commission (to be announced by the Government)  
for a temporary period.

Your duty will be to collect subscriptions which is currently at the rate of Rs. 20/- per month from the enrolled  
subscribers of your area against granting of a receipt in Form III, make necessary entries in the Identity Card-cum-  
pass-book with due signature thereon in the relevant column in Form II and return the same to the subscriber on the  
day of collection and thereafter deposit the collected money to the prescribed account of the local bank within  
15 days of such collection but invariably within the month in which the subscriptions have been collected. You are  
also required to submit a statement of collection immediately thereafter in Form IV to the Minimum Wages  
Inspector of the area.

Date :

Yours faithfully,

Minimum Wages Inspector/  
Assistant Labour Commissioner  
With seal.