



LABOUR MANUAL

2012

(As revised up to 31.01.2020)

**LAW & LABOUR SECTION
CENTRAL SILK BOARD
[MINISTRY OF TEXTILES – GOVT. OF INDIA]
CSB COMPLEX, BTM LAYOUT, MADIVALA,
P.B. NO.685, BANGALORE – 560 068.**

**COMPILATION OF SERVICE BENEFITS OF CASUAL/TIME SCALE
FARM WORKER/SKILLED FARM WORKER.**

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INTRODUCTION

The Central Silk Board has on its rolls 2200 Farm Workers working in the Research and Training Institutes and also under its nested units spread across the country. The nature of work performed by these workers is manual, skilled and unskilled nature. During 1970, when their number was very small, their wage structure and other service benefits were regulated based on the Service Agreement reached between the Management and Workers' Union of Central Sericulture Research and Training Institute, Mysore at the joint Meeting held on 01.08.1970. The said wage structure and other benefits underwent periodical revisions to meet the growing needs of the workers. Several clarificatory decisions on various issues incidental to their services have been issued from Central Office from time to time through official correspondence namely by way of Circulars, Official Memoranda, etc. They were (and or) spread over in various files. Many units are unable to lay hands on such official correspondence on account of transfer of officials dealing with such labour issues. Time and again, many of the Institutes keep seeking clarifications on the same issues where decisions have been already communicated to them. Some of the general correspondence have gone to only few units who have sought for it. Therefore, there is no single compendium containing all the important decisions taken with regard to wage structure and other service conditions of the Farm Workers. It is at this stage felt to compile all such correspondence in a single booklet to facilitate ready reference and easy access at short notice to such official correspondence where important decisions have been communicated. With this intent, an attempt has been made to assemble, collate and compile a "Labour Manual" providing a ready reckoner on the wage benefits and other service benefits available to Farm Workers. An attempt has also been made to give a gist of some of the statutory enactments wherever applicable to our Farm Workers like the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 by way of readily readable guidelines. These guidelines are only gist of important provisions of original Act and Rules and not the original Act or Rules itself. Therefore, it is suggested that to avoid any doubt and for any clarification, obligations and statutory formats, the content of the original enactment or notifications, etc., should be referred.

As and when any change/modification is effected to any of the provision of this manual, same will be informed for updating.

This labour manual is only for departmental use and not for circulation. Any suggestions, modifications that may be found necessary to this "Labour Manual" may be referred to Central Office for improving this booklet.

This issues with the approval of the Competent Authority.

CHAPTER-1

Definitions:

1. "Casual Farm Worker" (CFW) is one who was engaged in the Board initially as a "Casual Labour" on or before 07.08.1992 through the Local Employment Exchange with the approval of Member Secretary, CSB or on compassionate grounds with the approval of Member Secretary, CSB. The "Seasonal Labourer" or "Contract Labourer" or "Mandays Labourer" do not fall within the category of "CFW".
- 1.1 Central Silk Board : A statutory body created by an Act of Parliament viz., the Central Silk Board Act, 1948 (LXI 1948) functioning under the administrative control of Ministry of Textiles, Govt. of India.
- 1.2 Continuous Service : The completed year of service or continuous service of one year means uninterrupted service for a period of 240 days during the period of 12 months immediately preceding the year in question. The continuous service shall include i) all kinds of authorized leave with or without wages, ii) Period of absence due to temporary disablement caused by accident arising out of and in the course of employment and iii) Maternity leave availed by the Women Farm Workers not exceeding 12 weeks.

Explanation : 1) For the purpose of conversion of a Casual Farm Worker to Time Scale Farm Worker and for imparting one months' training to a TSW before his conversion as SFW, the period of continuous service for a given number of years is reckoned from the date of his engagement as a Casual Farm Worker and 2) Whereas for the purpose of calculating qualifying service for payment of bonus, gratuity, retrenchment compensation, the period of continuous service is reckoned counting backwards 240 days in each year just preceding the relevant date eg:- the date of retirement or death as the case may be, it is not counted either from the date of engagement or from January to December of any particular year.

- 1.3 "Daily Wages" : Payable to a Casual Farm Worker (CFW) which includes basic wages + VDA at the same rate as applicable to Unskilled Agriculture Workers as fixed by the Chief Labour Commissioner (Central), New Delhi by way of issue of Notification under the provisions of the Minimum Wages Act, 1948 and the rules made there under.
- 1.4 Family for the purpose of Gratuity:
 - a. In the case of male employee, himself, his wife, his children, whether married or unmarried, his dependent parents (and the dependent parents of his wife and the widow) and children of his predeceased son, if any.

- b. In the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of her predeceased son, if any;

1.5 Family for the purpose of EPF:

- a. In the case of male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children.
- b. In case of female member, her husband, her children, whether married or unmarried, her dependent parents, her husband's dependent parents and her deceased son's widow and children:

Provided that if a member by notice in writing to the Commissioner expresses her desire to exclude her husband from the family, the husband and his dependant parents shall no longer be deemed to be a part of the member's family for the purpose of this Scheme, unless the member subsequently cancels in writing any such notice.

- 1.6 Skilled Farm Worker (SFW) : A TSW with 10 years of continuous service after undergoing one months' training in various skilled sericultural activities as specified for each Institute/unit and qualified in Skill Test and Screening Test will be converted as "Skilled Farm Worker". This scheme came into effect from 15.11.2010 with the approval of the Ministry of Textiles through issue of official communication vide official letter No.CSB-9(1)/98-Labour/Vol-III dated 28.09.2010 (**Annexure-L1**) followed by issue of Circular No.CSB-7(1)/2008-Labour dated 05.10.2010 (**Annexure-L2**).

- 1.7 "Time Scale Farm Worker (TSFW) : A Casual Farm Worker with two years of "Continuous Service" is converted as "Time Scale Farm Worker".

Explanation: The requirement of completion of qualifying service of two years of continuous service came into effect from 01.04.1995. Earlier to 01.04.1995, the requirement of qualifying service for such conversion was 10 years and later same was reduced to 05 years w.e.f 15.10.1992.

- 1.8 "Time Scale of Wages" : The Time Scale of Wages comprises of basic wages which rises by periodical increments from a minimum to a maximum viz., ₹ 2000-75-2750-100-3250 (pre-revised ₹ 1200-25-1500-40-1700) which came into effect from 01.07.2008 with the approval of Ministry of Textiles conveyed vide this office Circular No.CSB-2(4)/96-Labour(Vol-V) dated 01.07.2008 (**Annexure-L3**) and the same is applicable to TSW and SFW.

- 1.9 “Variable Dearness Allowance (VDA)” : VDA is the cost of living allowance payable to TSFW at the same rate as applicable to “Unskilled Agriculture Worker” and Skilled Farm Worker is paid VDA at the same rate as applicable to Skilled Agriculture Worker” as fixed by the Chief Labour Commissioner (Central), New Delhi from time to time under the provisions of the Minimum Wages Act, 1948 and the rules made thereunder.

*Explanation : The rate of VDA is reckoned alongwith basic wages for the calculation of EPF subscription, gratuity and retrenchment compensation. The rate of VDA is revised twice a year from 1st April and 1st October as per the Notification issued by the Chief Labour Commissioner (Central) under the provisions of the Minimum Wages Act, 1948. The classification of Areas for the purpose of payment of VDA is as per the Annexure attached to the said notification. The said Notification has been revised from time to time. The latest copy of the Annexure where clarification of area is shown is enclosed as **Annexure-L4**.*

- 1.10 “Skilled Farm Worker (Temporary Status): Temporary Status will be conferred on all eligible SFWs who are in employment in Central Silk Board as on 01.09.1993 and who have rendered continuous service of at least one year as on the said date and continued to remain in the service of the Board as on 01.07.2015 , with a minimum of the pay scale for a corresponding regular Group ‘D’ official including DA, HRA and Transport Allowance. (O.M.No.51016/2/90-Estt.(C) dated 10.09.1993) with the approval of Ministry of Textiles and the Board, and other conditions interalia conveyed vide this office Circular No.CSB-9(3)/2014-WAGES/LABOUR/VOL.II DATED 23.03.2016 (**Annexure-L34**) and subsequent implementation of 7th C.P.C conveyed vide this office Circulars No.CSB-9(5)/2019/TSS/Labour Vol.II(PF) dated 15.02.2019 (**Annexure-L34A**), dated 12.03.2019 (**Annexure-L34B**) and dated 01.04.2019 (**Annexure-L34C**).

CHAPTER – 2**Benefits Extended to Casual Farm Worker :**

2. A Casual Farm Worker is entitled to :-

- a. “Daily Wages” which includes basic wages + Variable Dearness Allowance at the same rate as applicable to the Unskilled Agricultural Labourers/Workers fixed by the Chief Labour Commissioner (Central), New Delhi vide Gazette Notification issued from time to time under the Minimum Wages Act, 1948 and the rules made thereunder.
- b. Medical Allowance at the rate of ₹ 50/- per month as also reimbursement of medical expenses incurred for in-patient treatment in Govt. Hospitals for himself and his dependent family members (w.e.f. 04.12.1996).
- c. five days paid National holidays and three days Festival holidays in a year.

Explanation : The National holidays on 26th January – Republic Day, 14th April – Ambedkar Jayanthi, 1st May – May Day, 15th August – Independence Day and 2nd October – Mahatma Gandhi Jayanthi.

- d. ten days Sick leave with a facility to accumulate upto thirty days. The accumulated leave is not encashable.
- e. be converted as a Time Scale Farm Worker on completion of two years of “Continuous Service”.

CHAPTER – 3

Benefits Extended to a Time Scale Farm Worker :

3. A Time Scale Farm Worker is entitled to :-
- a. Wages and other Allowances in the Time Scale of Wages of ₹ 2000-75-2750-100-3250 w.e.f. 01.07.2008.
 - b. Variable Dearness Allowance as applicable to Unskilled Agricultural Labourers/Workers fixed by the Chief Labour Commissioner (Central), New Delhi by way of issue of Notification from time to time under the Minimum Wages Act, 1948 and the rules made thereunder.
 - c. House Rent Allowance per month shall be at the uniform rate of 15% of the basic wages irrespective of the place of work and
 - d. grant of maximum of three stagnating increments to those workers who have stagnated at the maximum wage scale once in two years equivalent to rate of increment last drawn in the applicable wage scale on completion of every two years of continuous service from the date a TSW reaches maximum basic wages in the given time scale. This decision was conveyed vide Central Office Circular No.CSB-22(1)/98-Labour dated 29.03.2004 - **Annexure-L5**.

Illustration – I

Fixation of wages per month of a TSW at the minimum of the basic wages in the wage-scale of ₹ 2000-2750-100-3250.

Basic Wages	-	₹ 2000-00
VDA as on June 2011 for Area – `A`	-	₹ 2992-00
HRA (15% of Basic Wages)	-	₹ 300-00
Medical Allowance	-	₹ 150-00

Total	-	₹ 5442-00

*3A. Special Allowance to Time Scale Farm Workers.

- a. A Time Scale Farm Worker is continued to be placed in the existing wage scale of **Rs.2000-75-2750-100-3250** till he is converted as a Skilled Farm Worker. Till such time he is converted as a Skilled Farm Worker, he will be paid an additional 50% Special Allowance equivalent to 50% of basic wages w.e.f **01.03.2014**, which will not be counted or reckoned for any purpose - **Annexure-L32**.
- b. A Time Scale Farm Worker shall continue to get other allowances like VDA(Un-Skilled), HRA & Medical Allowances at the existing rates.

*[Added w.e.f. 14.11.2014]

CHAPTER – 4

Benefits extended to a Skilled Farm Worker :

4. A Skilled Farm Worker is entitled to:-
 - a. Wages and other Allowances in the Time Scale of Wages of ₹ 2000-75-2750-100-3250. **[(*) Please refer para-4A].**
 - b. Special Allowance equivalent to 50% of the basic wages. This component of Special Allowance is not part of basic wages or VDA. For the purpose of fixing its rate, it is indicated as equivalent to 50% of the basic wages. It is not taken into consideration for calculation of EPF subscription or for payment of gratuity or for any other purpose as the case may be. Central Office Circular No.CSB-7(1)/2008-Labour dated 07.12.2010 – **Annexure-L6 [withdrawn w.e.f. 01.03.2014 – please refer – 4A(e)].**
 - c. Variable Dearness Allowance as applicable to Skilled Agricultural Labourers/Workers fixed by the Chief Labour Commissioner (Central), New Delhi by way of issue of Notification from time to time in the official Gazette under the Minimum Wages Act, 1948.
 - d. House Rent Allowance per month shall be at the uniform rate of 30% of the basic wages irrespective of the place of work.
 - e. grant of maximum of three stagnating increments to those workers who have stagnated at the maximum wage scale once in two years equivalent to rate of increment last drawn in the applicable wage scale on completion of every two years from the date a TSW/SFW reaches maximum basic wages in the given time scale. Central Office letter No.CSB-22(1)/98-Labour dated 29.03.1994 - Annexure-L5.
 - f. wages of each Farm Worker shall be paid on or before the expiry of the seventh day after the last day of the wage period (one month) in respect of which wages are payable.
 - g. all wages shall be paid to the Farm Worker in cash or by way of cheque or by crediting the wages in his bank account as the case may be.
 - h. only authorized deductions shall be made from the wages of the Farm Worker. A wage slip for each wage paid (one month) showing the particulars of wages and authorized deductions should be issued to each Farm Worker before the disbursement of wages.

Illustration – II

Fixation of wages per month of a SFW at the minimum of the basic wages in the wage-scale of Rs.2000-2750-100-3250.

Basic Wages	-	₹ 2000-00
VDA as on June 2011 for Area – `A`	-	₹ 3226-00
Special Allowance (50% of the Basic Wages)	-	₹ 1000-00
HRA (30% of the Basic Wages)	-	₹ 600-00
Medical Allowance	-	₹ 500-00

Total	-	₹ 7326-00

***4A. Wage Revision Package Applicable to Skilled Farm Workers.**

- The existing wage scale of **Rs.2000-75-2750-100-3250** stands revised to **Rs.3600-150-5100-200-7100 w.e.f 01.03.2014**
- The basic wages drawn by a Skilled Farm Worker as on **01.01.2013** is added to the Special Allowance being drawn by him at 50% of the basic wages and to the said amount a weightage of 30% is added to arrive at the new basic wages which would be fixed at the appropriate stage in the revised wage scale.
- The Variable Dearness Allowance shall continue to be paid at the Skilled rate as applicable to "Skilled Agriculture Workers" as fixed by the Chief Labour Commissioner(Central), New Delhi from time to time under the provisions of the Minimum Wages Act, 1948 and the rules made thereunder.
- The House Rent Allowance and Medical Allowance shall continued to be paid at the existing rates.
- A SFW will not be eligible for separate Special Allowance of 50% of basic wages w.e.f 01.03.2014 once the new wage revision package is implemented - **Refer Annexure-L32**

***[Added w.e.f. 14.11.2014]**

CHAPTER - 5

Leave Benefits :

5. The TSFW/SFW shall be allowed five (05) paid National holidays [on 26th January - Republic Day, 14th April – Ambedkar Jayanthi, 1st May – May Day, 15th August – Independence Day and 2nd October – Mahatma Gandhi Jayanthi]. Apart from this, they are eligible for three Festival holidays in a calendar year with wages. The Festival holidays may vary depending upon the location of the office/station. The Incharge Officer at his discretion can regulate sanction of three Festival holidays in a year for important festivals celebrated in the said place/station where the concerned office/unit of CSB is located. They are not entitled to any other holiday declared by the Govt. for regular employees.

*Explanation: In case of bundh, curfew or other natural calamities where a Farm Worker is unable to attend the office due to non-availability of transport, then in which case, the Incharge Officer may take suitable decision based on the seriousness of the situation to grant them leave with wages or without wages as the case may be provided he has applied for kind of leave available in his leave account. The office instructions issued in this regard vide office letter No.CSB-22(4)/98-Labour dated 27.06.2002 be referred at **Annexure-L6A**.*

- 5.1 Sick/Casual Leave : The TSFW/SFW may be granted Sick Leave/Casual Leave of absence with wages not exceeding ten days in a calendar year (January to December). Such Leave shall not be granted for more than three days at a time except in case of sickness supported by medical certificate. The unavailed Sick Leave can be accumulated upto thirty days. There is no provision to sanction ½ day's Casual Leave to a Farm Worker.
- 5.2 The TSFW/SFW is entitled to eighteen days of Earned leave in a year on pro-rata basis i.e. one and half day for every completed one month of continuous service. However, the credit will be given in advance at a uniform rate of nine days on First January and First July of every year. The Earned Leave can be accumulated upto ninety days. *[If the Earned Leave account reaches the maximum limit of 90 days credit, no further advance credit should be made. The maximum Earned Leave that can be accumulated in the leave account of a Farm Worker is 90 days only]* Credit for part of the year will be afforded at the rate of 1½ days' per every completed one month of continuous service, while affording such credit, fraction of a day should be rounded off to the nearest day Eg: 4½ days to be rounded as 05 days.

* [Added w.e.f. 22.05.2012 – Reference Circular No.CSB-22(1)/98-LABOUR dated 22.05.2012 (**Annexure-L29**)]

- 5.3 With regard to regulating the credit of Earned Leave for unauthorized absence, it is to be regulated by deducting 1/10 of period of unauthorized absence during the previous ½ year subject to a maximum of 09 days and to the extent of such credit

only as is being done in case of regular employees. Letter No.CSB-22(1)/98-Labour dated 21.02.2000 - **Annexure-L7**.

- 5.4 The Sick/Casual Leave can be combined with Earned Leave.
- 5.5 A Farm Worker retiring or otherwise quitting the service in the middle of the year may avail Sick/Casual Leave proportionately. The Incharge Officer may at his discretion regulate grant of Sick/Casual Leave to a Farm Worker.
- 5.6 Each spell or period of absence of a TSFW/SFW needs to be regularized as authorized leave with or without wages or as unauthorized absence as the case may be based on the genuineness or otherwise of absence using the discretion by the leave sanctioning officer.
- 5.7 If a Farm Worker unauthorizedly or willfully remains absent to work continuously or intermittently in repeated spell otherwise than on medical grounds, such cases of habitual absenteeism causes disruption to the work of the unit. Therefore such cases should not be kept pending for unreasonably long period. The Incharge Officer shall initiate necessary action as per Central Office General Guidelines at Chapter No.17.
- 5.8 The TSFW/SFW is not entitled to the benefit of encashment of Leave on his quitting the service on superannuation or otherwise or on termination of service for any reason.
- 5.9 The TSFW/SFW is not entitled to any other kind of Leave other than those mentioned above.
- 5.10 To regulate absenteeism on medical ground following guidelines are issued as circulated vide Circular No. CSB-2(2)/97-Labour dated 05.08.1997 - **Annexure-L8**.
 - a. A TSFW/SFW shall apply and keep the Officer Incharge informed of his proceeding on leave/absence either in advance or within ten days of his proceeding on such leave/absence. Otherwise, the leave need not be sanctioned;
 - b. Sick Leave and Earned Leave to TSFW/SFW may be granted to the extent they have leave at their credit and treat the remaining period of absence as leave without wages.
 - c. Apart from leave at their credit the TSFW/SFW may be allowed to avail Leave without wages for a period not exceeding sixty days (two months) subject to production of medical certificate from a Govt. Hospital.

- d. Beyond sixty days leave on medical grounds with or without wages may not be considered, unless the Incharge Officer is satisfied with the genuineness of sickness or after obtaining the second medical opinion from the Govt. Hospital, leave beyond sixty days but not exceeding 180 days may be sanctioned on medical grounds without wages using his discretion. If the Incharge Officer is not satisfied about the genuineness of claim of the worker for leave on medical grounds, he may issue a notice and call the concerned worker back to work within a specified period. Failing which, he may initiate disciplinary proceedings against the concerned worker.
- e. If a TSFW/SFW absents from work for more than six months and do not resume work even after serving two consecutive notices, it should be deemed that the worker has no interest to work and his services should accordingly be dispensed with after holding enquiry/exparte enquiry.
- 5.11 The TSFW/SFW is eligible for Annual Increment in the wage scale of ₹ 2000-75-2750-100-3250 and is drawn as a matter of course from 1st July of every year except when it has been withheld as a punishment. If a TSFW/SFW is on leave or on unauthorized absence on 1st of July, the increment will be drawn only from the date on which he/she resumes duty and not from the 1st of July. If a TSFW/SFW remains absent without wages for a long period not exceeding 180 days, the question is whether or not the increment will stand postponed. The procedure to be followed is, for absence without wages for a long period other than on medical grounds, the increment should get postponed and increment in such cases will be drawn from the first day of the month in which the TSFW/SFW resumes his duty. Only monetary benefit gets postponed. But the date of increment remains unaffected. Central Office Circular No.CSB-2(4)/96-Labour dated 06.08.1997 - **Annexure-L9**.
- 5.12 The concept based on which the Payment of Wages to Farm Workers is made is "No Work – No Wages". Based on this concept, a Farm Worker is paid wages for the day only he actually works or for the day he remains on authorized leave with wages or on authorized paid holidays. No wages is admissible when the assigned duty is not performed by the Farm Worker.
- 5.13 The daily wages payable to a TSFW/SFW in the wage scale of ₹ 2000-75-2750-100-3250 is based on 26 days of average wages per month which includes wages for the day of weekly off. Therefore, no additional wages need to be paid for weekly off.
- 5.14 In case the Farm Worker is asked to work on weekly off day or on any paid holiday, he has to be paid extra wages at the same rate of daily wages.
- 5.15 The TSFW/SFW is entitled to weekly day of rest after six days of continuous work in a week. The TSFW/SFW shall be allowed a day of rest every week (rest

day) which shall ordinarily be on Sunday, but the Incharge Officer may fix any other day of the week as the rest day for any TSFW/SFW, provided the concerned TSFW/SFW has worked in the unit for a continuous period of not less than six days.

- 5.16 TSFW/SFW gets weekly off wages only when he works continuously for a period of 06 days in a week which includes leave/holiday sanctioned with wages or any kind of authorized leave with or without wages.
- 5.17 If a TSFW/SFW works only for 05 days in a month and remains absent without wages for the remaining period, the question is whether or not he will get all allowances namely, VDA, HRA, etc., for the full month. The procedure to be followed is, "for authorized leave with wages whether on medical ground or otherwise, he is eligible for allowances for that period". If it is unauthorized absence, then he will not be eligible for the said allowances for the period treated as unauthorized absence. Central Office Circular No.CSB-2(4)/96-Labour dated 06.08.1997 (Annexure-L9). As the monthly wages is reckoned for 26 days, for wages for part of a month, calculation of VDA and other allowances will be $\text{Monthly Wages} \div 26 \times \text{No. of days}$.

Illustration – III

If a TSFW works for 05 days in a month and remains absent for the remaining period in the said month and his absence is regularized as "continuous service" or otherwise, his wages for the said month is calculated as below :-

Monthly wages ₹ 5442 \div 26 days \times 5 days (irrespective of no. of days in a month whether 28, 30 or 31 days) or ₹ 209 (being per day wages) \times 5 days = ₹ 1045-00

Note: For the purpose of EPF calculation, the 05 days wages as per the above formula may be calculated for each component separately viz., Basic Wages, VDA, HRA and Medical Allowance.

- 5.18 Each spell/period of absence of a Farm Worker should be regularized based on the genuineness of claim as authorized absence with or without wages or as unauthorized absence. If it is treated as authorized absence, the concerned Farm Worker will be eligible for counting the said authorized period of absence as continuity of service. If the particular spell of absence is treated as unauthorized absence, he will not be entitled to any wages during the said period nor be entitled to count the said period of absence as "continuity of service". If the total period of unauthorized absence in a period of 12 months is not counted as "continuity of service", same should be entered in the service register of the concerned worker.

- 5.19 Payment of House Rent Allowance (HRA) : A TSW is entitled to HRA @ of 15% of the basic wages whereas a SFW is entitled to HRA @ 30% of the basic wages irrespective of the place of work. If a worker works during the entire month is eligible for full rate of HRA. If he absents unauthorizedly, then the HRA is proportionately reduced corresponding to the reduced basic wages.
- 5.20 "Variable Dearness Allowance" (VDA): VDA is the cost of living allowance payable to TSW at the same rate as applicable to "Unskilled Agriculture Worker" and Skilled Farm Worker is paid VDA at the same rate as applicable to Skilled Agriculture Worker" as fixed by the Chief Labour Commissioner (Central), New Delhi from time to time under the provisions of the Minimum Wages Act, 1948.

CHAPTER - 6

Health Measures :

- 6 Medical Allowance : A TSW is eligible for fixed monthly Medical Allowance of ₹ 150/- per month and a SFW is eligible for fixed monthly medical allowance of ₹ 500/- per month. In addition to this, a TSW/SFW is entitled to reimbursement of medical expenses incurred for inpatient treatment in Govt. Hospital for themselves and their dependent family members. If a Farm Worker is unable to incur inpatient medical expenses then he may request in writing the Incharge Officer for credit of 80% of the estimated medical expenses as admissible directly to the concerned Govt. Hospital based on the estimate issued by the concerned Govt. Hospital and obtained by the worker for self or in respect of his dependent family members. The balance of 20% of the cost of treatment will be remitted to the concerned hospital directly after submitting the final bill indicating the balance amount to be paid. The inpatient medical expenses include cost of admissible medicine prescribed by the Govt. Hospital. Any relaxation in this regard, requires prior approval of Member Secretary, CSB.
- 6.1 A Woman Farm Worker is eligible to maternity benefit as per the provisions contained under the Maternity Benefit Act.
- 6.2 A Woman Farm Worker is provided conducive working atmosphere with provision for separate toilet facilities and rest rooms wherever facilities are available.
- 6.3 For protecting workers from occupational health hazards, the following facilities have been provided to the Farm Workers in CSB units.
- a. Installation of exhaust fans in the Grainages in order to reduce the concentration of silk-moth scales, dust as also acid/formaldehyde fumes.
 - b. Facility for attending moth picking, pairing depairing, etc., in open space (verandah). All the new grainage buildings have been provided with cross ventilation.
 - c. The masks, hand gloves and aprons, are provided wherever required.
 - d. Adequate drinking water facilities.
 - e. First-Aid medical kit is provided in each unit.
 - f. One film in respect of Seed Production Centres has been produced giving all the information about the nature of diseases associated with grainage operations, preventive and curative measures to be taken, etc., to educate the Farm Workers.

- g. Soap/soap solution to wash their hands soon after completion of work.

Central Office communication No.CSB-2(24)/93-Labour dated 24.10.1997
-Annexure-L30.

- 6.4 There are certain health measures which are required to be provided in the respective unit where the nature of work carried in the said unit exposes the Farm Worker to health hazard. Each case is to be examined separately to decide the nature of additional health measure required.
- 6.5 A woman TSW/SFW who has been in continuous service for not less than one year in service shall be entitled to the Maternity Leave Benefit with wages. The maximum period of Maternity Leave shall be 12 weeks, i.e. 06 weeks preceding and including the day of delivery and 06 weeks immediately following that day subject to the following conditions:-
- a. The Woman Farm Worker concerned should have actually worked in the concerned unit of the Central Silk Board for a period of not less than one hundred and sixty days in the twelve months immediately preceding the day of her expected delivery.
 - b. The maximum period for which any woman Farm Worker shall be entitled to maternity benefit shall be twelve weeks, that is to say, six weeks upto and including the day of delivery and six weeks immediately following that day.
 - c. The Woman Farm Worker who is entitled to maternity benefit may give notice in writing to the Incharge Officer stating that her maternity benefits be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefits.
 - d. Such notices shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.
 - e. Any Woman Farm Worker who has not given such notice when she was pregnant, may give such notice as soon as possible after the delivery.
 - f. On receipt of the notice, the Incharge Officer shall permit such woman to absent herself from the establishment until the expiry of six weeks after the date of delivery.
 - g. The amount of maternity benefits for the period preceding the date of her expected delivery shall be paid in advance by the Incharge Officer to the Woman Farm Worker on production of such proof that the woman Farm Worker is pregnant and the amount due for the subsequent period shall be paid by the Incharge Officer to the Woman Farm Worker within two days of production of such proof that the Woman Farm Worker has delivered the child.

- h. The failure to give notice shall not disentitle the Woman Farm Worker to maternity benefits if she is otherwise entitled to said benefits.
- i. The Woman Farm Worker shall not work in any establishment during the six weeks immediately following the day of her delivery or her miscarriage.
- j. If any doubt or difficulty arises in regulating the grant of maternity benefit to the Woman Farm Worker; the provisions contained in the Maternity Benefit Act, 1961 be applied.

CHAPTER – 7

Welfare Measures :

7. Group Savings Linked Insurance Scheme (GSLIS) :-

7.1 A TSFW/SFW is covered under the Group Insurance Scheme extended by the Insurance Company. Each worker has to contribute ₹15/- per month towards this scheme.

7.2 The Group Savings Linked Insurance Scheme (GSLIS) is a Welfare Scheme of LIC of India introduced for the benefit of Casual and Time Scale/Skilled Farm Workers of the Board. The Scheme is compulsory for all Farm Workers working in the Board who are found eligible to join the scheme. Following are the salient features of the scheme:-

- a. This scheme is applicable to Casual, Time Scale and Skilled Farm Workers who are working in the Board on or after 01.04.1998.
- b. Only those workers who are on the date of commencement of the scheme i.e. 01.04.1998 are in good health will be admitted to the scheme as members initially. Those who are absent from duty on the stipulated date may however be permitted to join the scheme after they resume duties provided they are in good health.
- c. The membership of the scheme is compulsory for all workers.
- d. The Farm Workers admitted to the scheme is required to contribute monthly premium of ₹15/- (Rupees Fifteen Only) to the scheme, which will be deducted from their monthly wages and remitted to concerned LIC of India.
- e. Out of ₹ 15/- remitted to the scheme every month, ₹ 5.63 will go for risk cover of assured sum of ₹ 15,000/- and the balance of ₹ 9.37 will be accumulated at 11% Compound Interest.

7.3 The Benefits:-

- a. In case of unfortunate demise of the worker while in service and covered under the scheme, the assured sum of ₹ 15,000/- plus the accumulation to his credit as on that date will become payable by LIC to the beneficiary.
- b. On retirement, resignation or termination the accumulated amount with interest will be paid by LIC of India as withdrawal benefit.

ILLUSTRATION :-

- I. If a worker passes away after 15 years from the date of commencement of the scheme, then the payment will be as under:-

Sum assured	-	₹ 15,000-00
Plus Accumulation	-	₹ 3,869-00

Total	-	₹ 18,869-00

- II. In case he retired/resigns or terminated, then the withdrawal benefit will be ₹ 3,869/- only.

Thus, at ₹ 15/- per month, a worker would have paid a total of ₹ 2,700/- only in 15 years. Besides, enjoying the risk cover of ₹ 15,000/-, a worker also has the benefit of saving some amount by way of accumulation which earns interest.

- 7.4 The concerned Liaison Unit of CSB under whose jurisdiction the worker is admitted to the scheme will maintain the account of each enrolled member and arrange to furnish to the concerned LIC P&GS Unit, the details of additions & deletions.
- 7.5 The concerned Liaison Unit will remit the premium in one lumpsum of all the workers under his jurisdiction so as to reach the concerned P&GS Unit of LIC by 15th of every following month.
- 7.6 In case of any worker who remained absent and whose wages are not drawn for that month on account of absence not regularizing his leave or otherwise, his monthly premium will be first paid by the concerned Liaison Unit subject to recovery of the same by the Controlling Unit from the wages of the worker in the following month and reimbursement to Liaison Unit. This procedure is repeated upto a maximum period of six months' and after six months' the Liaison Unit of CSB will not be responsible to pay the premium of the concerned worker and his name will be deleted and necessary action as per rules will be taken besides recovering the premium in lumpsum paid on behalf of the worker concerned.
- 7.7 In case of death of the worker, the beneficiary of the worker should prefer claim through the Liaison Unit of CSB along with Death Certificate and duly signed discharge receipt.
- 7.8 In case of termination, resignation and retirement, the concerned Liaison Unit of CSB will submit to concerned P&GS Unit of LIC of India, the claim discharge and give authorization to pay the proceeds to the ex-worker.

7.9 The nomination facility is available.

7.10 No worker shall be granted any loan under this scheme.

7.11 All other terms and conditions shall be as specified by LIC in this behalf.

(Central Office Circular No.CSB-2(5)/97-Labour dated 17.02.1998–**Annexure-L10**).

CHAPTER – 8**Bicycle & Festival Advance :**

8. A TSW/SFW is eligible for Bicycle Advance to an extent of ₹ 2000/- or the anticipated price including sales tax of Bicycle whichever is less. The said advance is recoverable in 30 equal instalments.
- 8.1 Festival Advance of ₹ 1500/- recoverable in 10 equal instalments.
- 8.2 The other terms and conditions for grant of Bicycle Advance and Festival Advance is same as applicable to Group-D regular employees. Central Office Circular No.CSB-22(6)/2000-Labour dated 21.01.2010 – **Annexure-L11**.

CHAPTER – 9

Other General Service Conditions

Transfer of Farm Workers:

9. Revision of Disturbance Allowances to Farm Workers shifted from one unit to another :

A Farm Worker is generally not liable for transfer from one State to another unless it is requested for. However, he is liable for shifting from one unit to another in public interest in exigencies of work, in which event, he is eligible for Disturbance Allowance of Rs.4500/- (Rupees Four Thousand Five Hundred Only) for shifts up to 200 Kms. and of Rs.7500/- (Rupees Seven Thousand Five Hundred Only) over 200 Kms.

- a) *Further the Farm Workers will be entitled for reimbursement of state transport bus fare (ordinary bus) /second class sleeper rail fare for self and family.*
- b) *The disturbance allowance & reimbursement will be applicable in respect of transfer/shifting of Farm Workers in public interest, however no disturbance allowance etc. will be payable when the shifting is on the request of FW.*

Central Office Circulars No.CSB-9(4)/Wages/2016/labour/P.F dated 11.09.2019 – **Annexure-L12A** and No.CSB-11(14)/Gen/Labour dated 13.01.2020 – **Annexure-L12B** are issued in supersession of Circular No.CSB-8(1)/98-Labour dated 11.08.1998 - **Annexure-L12**.

9A. Appointing Authority and the Authority to accept the Resignation for Farm Workers.

- a) *The Member Secretary is the competent authority to approve engagement for all category of Farm Workers and the Director of concerned Research Institutes are delegated the powers to accept the notice of cessation of service by the Farm Workers.*
- b) *The description of post provided in the table at clause 17.1 in chapter 17 at page 46 of the Labour Manual is amended to read as "Any category of Farm Worker"*
- c) *The request for voluntary retirement of Farm Workers may be approved by the concerned Director and the notice period could be taken as 30 days.*

9B. Change of Name of Farm Workers:

- a) *The procedure contained in DoPT OM.No.19016/1/87-Esst(A) dated 12.03.1987 and as amended from time to time for Change of Name by any category of Farm Workers is adopted.*

9C. Change in Date of Birth of Farm Workers

- a) *The procedure contained in DoPT OM.No.1907/1/2014-Esst(A-IV) dated 16.12.2014 and as amended from time to time for "Change of Date of Birth" by any category of Farm Workers is adopted.*

9D. Competent Authority to approve proposal for Shifting /transfer of farm Workers:

- a) *The Member Secretary shall be the Competent Authority to grant approval for shifting/transfer of all farm workers, be it inter or intra Institutes.*

Ban on regularization/absorption of Farm Workers to Group-D and Group-C :

9.1 Service Book of each Farm Worker shall be maintained by the concerned unit head. The Service Book should inter-alia contain the following entries along with duly filled/updated nomination forms for Gratuity, etc.

Name of the Unit/Institute :

1. Name of the Farm Worker (In capital letters)
 2. Specimen signature/Thumb impression
 3. Father's or Husband's Name
 4. Sex
 5. Religion
 6. Whether belongs to SC/ST/OBC/PHC
 7. Date of Birth (In words also)
 8. Place of Birth
 9. Educational & other qualification
 10. Date of engagement as Casual Farm Worker
 11. Date of Conversion as Time Scale Farm Worker
 12. Date of conversion as Skilled Farm Worker
 13. Identification marks
 14. Details of family members (separate enclosure)
 15. Permanent Address
 16. Local Address
 17. Provident Fund Account No.
 18. Nomination for Gratuity filled/updated
 19. Nomination for Provident Fund/Pension/Insurance
 20. Training Course if any attended
 21. Maternity benefits
 22. Service details endorsement entered each year to the effect that in each year the worker has completed one years of service as on _____)
 23. Details of disciplinary action if any pending/concluded (separate enclosure)
 24. Date of superannuation
 25. Any other details
- 9.2 Pursuant to the acceptance of VI Central Pay Commission's recommendation, all the existing Group-D posts have been upgraded to Group-C posts subject to fulfilment of certain conditions. In view of this, the Farm Worker is not eligible for absorption/regularization against Group-D post (viz. Attender, Safaiwala, Chowkidar) which is non-existing and there is a complete ban on engagement of Farm Worker for duties of Group-C posts otherwise than in terms of CSB C&R Rules.
- 9.3 The services of Farm Worker should not be utilized for the work being done by Group-D or Group-C staff. No Service Certificate should be issued to a Farm Worker without the prior permission of the Director concerned or Member Secretary. Central Office Circular No.CSB-11(9)/2009-Labour dated 19.07.2010 – **Annexure-L13**.

Payment of Bonus

- 9.4 The TSFW/SFW is eligible for Bonus subject to fulfillment of the following conditions:
- a) If he/she has worked for at least 240 days in each year (12 months) for three or more years as on 31st March of the relevant financial year. The quantum of Bonus is determined on a notional monthly wages of Rs.1200/- irrespective of actual monthly wages.

Short period deputation of Skilled Farm Workers for rearing/grainage work

* [9.5 In some units like REC, Palampur, BSMTCs, Tasar and Oak Tasar units, the Farm Workers are deputed for short durations for rearing/grainage activities. This is not a transfer. For such short period shifting, following benefits are extended w.e.f. 31.10.2011 subject to certain conditions indicated below:-

Sl. No.	Particulars	Paid earlier	Recommended & approved	Remarks
1.	Traveling expenses	Actual bus fare (ordinary)	Actual bus fare (ordinary)	Production of Bus Ticket
2.	Daily Allowances	Rs.15/- per day	Rs.100/- per day	
3.	Allowances			
	3.1 Fixed	Rs.500/-**	Rs.500/- per month	For periods exceeding 15 days in a month.

** paid in some cases only.

Conditions :-

1. Location and need for the skilled workers and duration should be meticulously planned.
2. Local contract workers are to be used wherever skilled work force is not required.
3. On using the skilled workers for cocoon collection and egg transportation as requested in Muga sector, opinion of Law Section needs to be taken for engaging the skilled workers for such activities.
4. However, it is to be made known to all the Institutes to plan in advance and obtain prior permission in action plan meeting itself for the year the requirements for keeping budgetary provision.
5. Separate guidelines for billing and reimbursement may be worked out by Accounts Section.

The expenditure on the above account may be booked under R&D Scheme of XI/XII Plan.]*

* [Added w.e.f. 11.09.2019 – (Annexure-L12A)]

* [Added w.e.f. 31.10.2011 – (Annexure-L12B)]

[Duties and Responsibilities:

9.6 A Farm Worker is engaged to do the manual nature of work in various sericulture activities/operations. The following are some of the sericulture activities/ operations in which a Farm Worker is generally engaged.

1. In mulberry fields/non-mulberry fields in research stations, the work involves raising of mulberry plantation & other non-mulberry (Vanya) plantations, digging, pit making, removing of weeds, irrigation, plucking leaves, manuring and other farm related activities.
2. In Basic Seed Farms, the work involves pruning of mulberry plants for better leaf yields and removal of pruned twigs to the place away from the plantation, digging operations for changing the soil texture, preparation of ridges and furrows, regulated irrigation, application of decomposed farm yard manure and fertilizers, weeding operations, etc.,
3. In Grainages, the work involves receipt of cocoons from the seed cocoon van, preservation, deflosing, sorting & cutting of seed cocoons, picking of moths during emergence period, pairing & de-pairing and also arranging in ovi-position room for egg laying, surface disinfection of eggs, drying & packing, acid treatment & washing, drying of pierced cocoons and its packing, etc.

4. The activities in post cocoon involve reeling, spinning, weaving, cocoon testing, dyeing, etc and include all other allied post cocoon activities.
5. Further, details of sericulture activities are as indicated in Annexure-L23. The skilled activities of a Farm Worker are indicated in Annexure-L1.
6. The above activities/operations are not restricted to mulberry area but also to Tasar/Oak Tasar, Eri & Muga.
7. The assigned work of a Farm Worker in the above sericulture activities/operations forming part and parcel of his duties and responsibilities. They are only indicative and not exhaustive. Each worker is obliged to discharge all other assigned duties which are either distinct by itself or incidental to the above activities, diligently with dedication keeping the interest of the organization in view. Each worker is required to attend to other additional/extra work assigned to him in the exigencies of work even though same is not falling within the scope of the above activities.
8. The duties of a Farm Worker would include that he would be trust worthy that his acts would justify the confidence of his In-charge Officer; that he would not so act as to prejudice or damage the interest of the organization; that he would not act or behave himself in a way inconsistent or incompatible with the faithful discharge of his duties to the Institute/Unit in which he is working; that he would not behave in an insulting or in-subordination manner; that he would not be habitual negligent, etc.
9. Each Farm Worker owes duty to the Institute/Unit in which he is working to discharge the same with reasonable care and required skill.
10. He shall not omit or refuse to perform his assigned duties & responsibilities during the working hours and he is duty bound not to waste time by loitering, loafing, idling, or gossiping or sleeping during duty hours or the pretence of waiting instructions with a view to shirk work or because of laziness or wilful indolence.
11. Punctuality in attendance is part of conditions of service and is binding on each worker.
12. No worker shall adopt slow-down or go-slow tactics whether as a concerted action or individually.
13. The nature of work to be assigned to a Farm Worker, his duty hours, place of work, etc., shall be decided by the In-charge Officer at his discretion based on the sericulture activities/operations carried on in the said unit where the Farm Worker is working.]

***[Added w.e.f. 03.10.2012]**

CHAPTER – 10

Provident Fund Scheme :

10. A Farm Workers is entitled w.e.f. 06.03.1982 to the benefits of Employees' Provident Fund Scheme (EPF), Employees' Pension Scheme (EPS) and Deposit-Linked Insurance Scheme (DLIS) under the provisions of Employees' Provident Fund and Miscellaneous Provisions Act, 1952 as amended from time to time. The Employees' Provident Fund offices located at various places manage all the three funds. The primary objective of these schemes is to provide social security to the working class and to inculcate amongst workers a spirit of savings while they are gainfully employed and to make provision for benefit after they retire from service and for their family members after their death.

10.1 This is a Contributory Provident Fund Scheme where both the employer (CSB) and the Farm Worker contribute to the fund at the rate of 12% of the wages (basic wages + VDA). The contribution to these three schemes by the CSB, Farm Worker and the Central Government namely Office of the Provident Fund will be as under :-

Contribution as percentage of wages

Name of the Scheme	Farm Worker	CSB	Central Government
Provident Fund Scheme	12%	3.67% (out of 12% contribution)	Nil
Pension Scheme	Nil	8.33% (out of 12% contribution)	1.16%
Insurance Scheme	Nil	0.5%	Nil

The CSB is required to pay the administrative charges as fixed by the Govt. of India under the said Act. The present administrative charges is 1.10%.

Mode of payment :

10.2 The Central Silk Board shall pay both the contributions payable by it and the Farm Workers covered under the scheme alongwith the administrative charges of such percentage of the wages (basic wages + VDA) as may be prescribed. The CSB shall before paying the concerned worker of his wages in respect of

any period or part of period for which contributions are payable, deduct the employees' contribution from his wages and remit to the concerned EPF office alongwith its share of contribution within 15 days of the close of every month by way of separate bank draft or cheque on account of contributions and administrative charges favouring local branch of State Bank of India as suggested by the concerned EPF office.

10.3 The CSB shall forward to the concerned EPF office within 25 days of the close of the month, a monthly consolidated statement showing the recoveries made from the wages of each worker and the amount contributed by the CSB in respect of each such worker.

10.4 The payment of contribution in respect of each worker within the time limit prescribed above is mandatory. Any delay or default will attract payment of damages on the amount due till the date of actual payment. In case the damages are not paid within the due date, the penal interest is also attracted. The rate of damages is specified below:-

Sl. No.	Period Delay	Rate of Damage
1.	Less than 02 months	17%
2.	02 months & above but less than 04 months	22%
3.	04 months & above but less than 06 months	27%
4.	06 months & above	37%

10.5 In order to avoid any kind of delay in the payment of EPF contribution for the month of March each year on account of late receipt of grants, instructions have been issued to all the units that the contributions due for the month of March in each year is required to be paid in the month of March itself and to adjust the employees' share of recovery against the wages paid in the subsequent month namely April. Central Office Circular No.CSB-8(10)/96-IA dated 13.05.2004 - **Annexure-L14.**

EPF interest rate:

10.6 The rate of interest is at the rate as fixed by the Central Govt. every year during March/April. The interest is credited to the members account on monthly running balance w.e.f. last day in each year.

10.7 The Employees' Provident Fund Scheme provides for the following benefits:-

The partial withdrawal/advances:

- a. A Farm Worker is allowed non-refundable advances for the following contingencies.
 - i) for acquiring immovable property,
 - ii) for treatment of illness,

- iii) for marriage or post-matriculation education of children,
 - iv) under abnormal conditions such as damage to movable or immovable property by calamity of exceptional nature and
 - v) on closure of unit or establishment.
- b. The Partial withdrawals are allowed on completion of minimum of 05 years of membership of the fund and such other conditions for House Building and 07 years membership in other cases. In all these cases the claim application in Form-31 to be submitted by the concerned Farm Worker to the Provident Fund office.

Transfer of Provident Fund Account :

10.8 Transfer of Provident Fund Account from one Region to other can be done as per the scheme by submission of duly filled Form-13.

10.9 A Farm Worker can withdraw full amount at the credit in the fund on retirement from service on attaining the age of 55 years. Full amount in provident fund can also be withdrawn by the Farm Worker under the following circumstances.

- a. A Farm Worker who has not attained the age of 55 years at the time of termination of service.
- b. A Farm Worker is retired an account of permanent and total disablement due to bodily or mental infirmity.
- c. In case of mass or individual retrenchment.
- d. On closure of a unit and transfer to another unit or establishment under a different Employer which is not covered under the Act.
- e. A Farm Worker can withdraw upto 90% of the amount of Provident Fund at credit after attaining the age of 54 years or within one year before the actual retirement on superannuation whichever is later.

(claim application in Form-19 to be submitted by the Farm Worker to the concerned Provident Fund Office).

Accumulations of a deceased Farm Worker:

10.10 Amount of Provident Fund at the credit of the deceased Farm Worker is payable to his nominee/legal heir.

(claim application in Form-20 to be submitted by the nominee/legal heir to the concerned Provident Fund office).

Annual Statement of Accounts :

- 10.11 As soon as possible and after the close of each period of currency of contribution, Annual Statement of Accounts will be sent by the concerned EPF office to each Farm Worker through the concerned Incharge Officer of the Unit where the Farm Worker is working/last worked as the case may be. The statement of accounts in the fund will show the opening balance at the beginning of the period, amount contributed during the year, the total amount of interest credited at the end of the period or any withdrawal during the period and the closing balance at the end of the period.
- 10.12 If a Farm Worker desires to contribute an amount exceeding 12% of his basic wages + VDA, he may do so, but the CSB is not under an obligation to pay any contribution over and above 12% of basic wages + VDA.

Check-list for submission of various returns under EPF and MP Act.

Time Limit	Form	Name of return	To be sent to
Every month 15 th	Challan	Remittance of contribution	Through SBI
Every month 25 th	5, 10, & 12A	Return of Employees / qualifying / leaving and monthly remittance statement	RPF office of concerned area
April 30 th of each year	3A & 6A	Annual individual returns and returns of contribution.	To the concerned EPF office.

Ceiling on EPF contribution :

- 10.13 In terms of proviso to para-26A of the EPF Scheme where the monthly wages viz., Basic Wages plus VDA (skilled or unskilled rate as the case may be) of a Farm Worker exceeds (*) Rs.6500/- then the rate of contribution of 12% payable by such a Farm Worker and the matching contribution payable by CSB in respect of such worker shall be limited to the amount of Rs.6500/- only (Rupees Six Thousand Five Hundred Only) (monthly Basic Wages + VDA).

[Added vide Circular No.CSB-1(36)/2013/GEN/EPF/LABOUR dated 06.02.2013 – Annexure-L31].

- (*) Revised to Rs.15,000/- w.e.f. 01.09.2014 vide Gazette Notification of Ministry of Labour & Employment, New Delhi dated 22.08.2014. – Please refer Annexure-L33.

CHAPTER – 11

Retirement Benefits :

11. The age prescribed for retirement on superannuation of a Farm Worker is 55 years. The retirement of a Farm Worker is effective from the afternoon of the date on which he attains the age of 55 years. The date of retirement is deemed as a working day. Central Office communication No. CSB-6(2)/99-Labour dated 18.06.2007 - **Annexure- L15**.
- 11.1 The Incharge Officer under whom the retiring worker is working should keep the service Book/Register of the concerned worker at least 03 months' prior to the date of retirement of the said worker updated indicating completion of each year of continuous service (240 days of service during a period of 12 months) and total number of years of qualifying service rendered by the worker from the date of joining as CFW followed by his conversion as TSW and then as SFW.
- 11.2 The Service Book should also be updated with duly filled original nomination forms being kept in safe custody and a clear note to the effect made in the Service Book. The said nominations are also kept updated separately for the purpose of payment of Gratuity, Provident Fund (to be sent to EPF office), Gratuitous payment, etc.
- 11.3 A Farm Worker on his retirement is entitled to retirement gratuity payable by CSB in terms of Chapter No.12. He is entitled to settlement of his EPF from the office of EPF on his submitting the duly filled relevant claim forms.
- 11.4 A nominee/legal heir of the deceased Farm Worker is entitled to ;
- a. Gratuitous relief in terms of Chapter No.13.
 - b. Death gratuity in terms of Chapter No.12.
 - c. EPF proceeds standing in the account of the deceased Farm Worker in terms of provisions contained under EPF and MP Act (Chapter-10).
 - d. EDLIS benefits to the extent admissible as per the provisions contained under the EPF & MP Act. (As indicated vide para 11.5)
 - e. Family Pension in terms of provisions contained under EPF & MP Act. (Chapter-10)

Note: The death benefit at (a) & (b) above will be settled by concerned office of the CSB where the deceased Farm Worker was working immediately before his death to the nominee/legal heir of the deceased worker. Other benefits are settled by the concerned EPF office to the nominee/legal heir of the deceased filing relevant duly filled claim forms.

Employee Deposit Linked Insurance Scheme (EDLIS) :

11.5 A Farm Worker who has subscribed to EPF is deemed to be the member of EDLI Scheme. The Farm Worker is not required to contribute to this fund. The CSB is required to contribute 0.5% of the wages of each Farm Worker on which the provident fund has been paid. The benefits under the EDLIS are payable to the person who is entitled to receive the provident fund of the deceased worker. On the death of the Farm Worker, the claimant is paid an amount equal to the average balance in the account of provident fund during the preceding 12 months or during the period of membership whichever is less except where the average balance exceeds ₹ 50,000-00, the amount shall be ₹ 50,000/- plus 40% of the amount in excess ₹ 50,000-00 subject to a maximum of ₹ 1,00,000/- (vide Gazette Notification No.G.S.R.610(E) dated 22.08.2014 this benefit is further increased by additional benefit of 20% w.e.f. 01.09.2014). The claim Form-5(I) (F) to be submitted to the concerned EPF office by the nominee or legal heir of the deceased worker.

Employees' Pension Scheme:

11.6 The Farm Worker covered under the EPF scheme will be eligible for benefits under the Employees' Pension Scheme from the concerned office of the Provident Fund Commissioner. A Farm Worker is not required to contribute separately to this scheme. However, the CSB's share of Provident Fund contribution @ 8.33% is diverted to pension fund every month. A Farm Worker is entitled for monthly pension after rendering 10 years of membership in the EPF scheme. The pension is payable on attaining the age of 58 years i.e. superannuation pension/retirement pension is payable on the date of completion of 58 years.

Note : There is provision for drawal of pension at reduced rates on completion of 50 years provided the Farm Worker has left the service. A Farm Worker is eligible for monthly pension can opt to draw a reduced pension and avail of "return of Capital" under different alternatives mentioned in the scheme.

11.7 If a Farm Worker has not rendered eligible service of 10 years on the date of exit or on attaining the age of 55 years whichever is earlier, he shall be entitled to the withdrawal benefits as laid down under the scheme.

Pension Scheme Certificate :

11.8 This is a document indicating pensionable service and the amount of reduced pension on the date of exit from service shall be counted for determination of pension alongwith fresh service where a member has not attained the age of retirement.

Invalid Pension:

11.9 In case of permanent and total disablement during the course of employment.

Widow/Widower Pension:

11.10 Pension from the date following the date of death of the member whether in service or after exit from employment or after retirement/commencement of monthly member pension.

Children Pension:

11.11 Pension to two children of deceased member upto the age of 25 years in addition to widow.

Orphan Pension:

11.12 If a widow/widower dies or remarries, the children pension will be converted to Orphan Pension. Two orphan children upto the age of 25 years entitled for monthly orphan pension equal to 75% of the amount of widow pension.

Nominee Pension:

11.13 In case of unmarried members, a person nominated by the member will get pension equal to widow pension.

11.14 A Farm Worker is also eligible for commutation upto a maximum of $\frac{1}{3}$ of pension.

11.15 A Farm Worker or nominee of the deceased Farm Worker can claim for pension in Form-10D.

11.16 Amount in the Provident Fund at the credit of the deceased worker is payable to the nominee/legal heirs (claim Application in Form-20 to be submitted to the concerned EPF office).

Nomination :

11.17 A Farm Worker shall make declaration by way of a nomination conferring the right to receive the amount that may stand to the credit in the fund in the event of death. The Farm Worker concerned may furnish the particulars concerning himself and his family. Then particulars furnished by the Farm Worker will help the organization in building up the data bank for use in the event of death of the Farm Worker concerned.

General Instructions :-

11.18 Following are the general instructions :

- a) All the Forms required for submission under EPF scheme and other schemes are available free of cost in all the offices of the Employees' Provident Fund Organization.

- b) The Farm Worker is requested to ensure that all the columns of the Form are filled neatly and in block letters.
- c) The Farm Worker can submit Forms/Claims directly to the concerned EPF office after getting same attested by the concerned Officer Incharge under whom he is/was working.
- d) While filling up of claim/Application Form, correct name as appearing in service record should be indicated by the concerned Farm Worker. Once the details of savings Bank Account and address of the Bank mentioned in the claim/Application form, the Bank account should not be changed till payment is received.
- e) The Farm Worker shall mention the complete postal address in block letters for making correspondence. He should not mention the office address. Application for transfer of Account be got attested by the Incharge Officer of the unit and filed with the office from where the Provident Fund accumulation is supposed to be transferred.
- f) The concerned Farm Worker/nominee of the deceased Farm Worker may directly approach the concerned EPF office for all his claims/complaints viz., non-settlement of Provident Fund, Pension and EDLI claims, non-sanctioning of advances, non-receipt of accounts slips, delay in transfer of Provident Fund accumulations, etc. Such complaints should be in writing and directly submitted to concerned EPF office and not through the CSB.
- g) When the Form/Claim is submitted by the Farm Worker for settlement is EPF, Pension, etc., the concerned Incharge Officer shall adhere to the following instructions.
 - i) The duly filled Claim Form for claiming Partial Withdrawal, Final Withdrawal of EPF, Pension settlement, Insurance settlement, etc., can be submitted by the concerned Farm Worker directly to the concerned EPF office after attestation of the same by the concerned Incharge Officer.
 - ii) The concerned Incharge Officer on receipt of such duly filled Claim Form should ensure that the entries made in the Claim Form are in conformity with the service particulars of the concerned worker maintained by the concerned unit. Once it is duly corrected, if necessary, same may be attested and returned to the concerned Farm Worker for further submission by the latter to the concerned EPF office. In case the Incharge Officer himself takes the responsibility of submitting the duly filled claim form to the concerned EPF office, then it should be done within 05 days from

the date of receipt of the Claim Form. The delay if any, will be the responsibility of the concerned Incharge Officer.

- iii) The same instructions will apply in case of Claim Application received from the nominee or legal heir of the deceased worker.
- iv) If the Claim Form is not completed in all respects, it should be immediately returned to the concerned Farm Worker for completing the required formalities and also for enclosing necessary documents if any required. Only after the Farm Worker resubmits the Claim Form completed in all respects, then only it should be attested by Incharge Officer. At no point of time, the Claim Form not duly completed by the Farm Worker concerned should be kept pending in the unit.

CHAPTER - 12

Payment of Gratuity :

12. A Farm worker is entitled for payment of Gratuity on termination of his services on the following grounds after he has rendered continuous service for not less than 05 years:

- a) On his retirement or superannuation or resignation or
- b) On his death or disablement due to accident or disease

Provided that the completion of continuous service of 05 years shall not be necessary where the termination of service is due to death or disablement.

Provided further that in the case of death of the Farm Worker, the Gratuity payable to him shall be paid to his nominee or if no nomination has been made, to his legal heirs.

12.1 The Gratuity payable is equivalent to one month's wages for every completed year of continuous service (the amount of Gratuity payable to a Farm Worker shall not exceed Ten Lakhs rupees). Circular No.CSB-2(1)/1998-Labour dated 20.09.2010 - (**Annexure-L16**) followed by clarificatory letter No. CSB-2(1)/98-Labour/Vol.II dated 24.01.2011 - (**Annexure-17**).

12.2 The services rendered by a Farm Worker as a Casual Labourer and Time Scale Farm Worker will count for the purpose of determining the total service rendered for the payment of Gratuity.

Explanation :

- a. *"Wages" means Basic Wages & Dearness Allowance drawn immediately before the date of death or retirement. Other allowances are not included.*
- b. *The completed year of service or continuous service for one year means uninterrupted service for a period of 240 days during the period of 12 months immediately preceding the year in question.*
- c. *The uninterrupted service for a period of 240 days in a period of 12 months is generally reckoned counting backwards 240 days just preceding the relevant date being the date of death or date of retirement and not from January to December of a particular year.*
- d. *A year shall include a part thereof exceeding six months.*
- e. *The Gratuity payable to the Farm Worker will be wholly forfeited; if the services of Farm Worker has been terminated for his riotous or disorderly*

conduct or misconduct involving moral turpitude committed by him in the course of his employment.

- f. For payment of Gratuity the number of years of service rendered by the Farm Worker is very important which can be calculated only with the help of Service Register of a Farm Worker maintained at the Station/Centre. After completion of each year of continuous service by a Farm Worker, same may be entered in his Service Register to facilitate calculation of qualifying service for payment of Gratuity.*
- g. The concerned Directors and Joint Directors (Scientist-D & E level officers) holding independent charge are empowered to settle the Gratuity amount to the concerned Farm Worker/nominee of the deceased Farm Worker as the case may be as per these guidelines.*
- h. The Incharge Officer of the units where the Farm Worker concerned was working shall arrange to pay the amount of Gratuity to the concerned Farm Worker/nominee of the deceased Farm Worker within 30 days from the date it becomes payable. Instructions issued in this behalf vide Central Office Circulars (1) No.CSB-10(1)/98-Labour dated 30.05.2000 – **Annexure-L18**, (2) No.CSB-10(1)/98-Labour dated 01.03.2001- **Annexure-L19** and No.CSB-1(2)/2003-Labour Vol-II dated 18.02.2003 – **Annexure-L20**.*

CHAPTER - 13**Gratuitous Relief :**

13. The Nominee/Legal heir of the Farm Worker is entitled for payment of Gratuitous Relief of ₹ 5,000/- in the event of death of Farm Worker concerned while working in the Board's Units. The amount is settled by the Central Office directly to the concerned Unit which reports death of the Farm Worker alongwith Death Certificate of the Deceased Worker issued by the concerned duly authorized Local Authority. The Incharge Officer may at his discretion arrange to settle part of Gratuitous Relief to the nominee of the deceased worker for meeting the immediate funeral expenses of the deceased worker by obtaining an undertaking from the family member to the effect that the amount already settled is subject to adjustment of the same while settlement of other retirement benefits to the family members. The CSB units are not authorized to draw from their funds for settlement of Gratuitous Relief.

CHAPTER - 14

Nomination :

14. Nomination is an important document for settlement of death benefits to the family of the deceased worker. Therefore, it is the responsibility of the unit Incharge to obtain the duly filled-in nomination form from each Farm Worker working under his control separately for EPF & Family Pension benefits to be settled by the concerned EPF office and for settlement of Gratuity and Gratuitous benefits by the CSB units. Separate nomination be obtained for EPF purpose in **Annexure-L21** and for the purpose of Gratuity Payment in **Annexure-L22**. The nomination made for the purpose of payment of Gratuity can be same for the purpose of settlement of Gratuitous relief.
- 14.1 Each Farm Worker shall make in his declaration a separate nomination conferring the right to receive the EPF/Gratuity/Gratuitous relief in the event of his death.
- 14.2 Each Farm Worker may in his nomination distribute the amount that may stand to his credit and or becomes payable amongst his nominees in his own discretion.
- 14.3 If a Farm Worker has a family at the time of making nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such worker in favour of a person not belonging to his family shall be invalid.
- 14.4 If at the time of making a nomination the worker has no family, the nomination may be in favour of any person/persons but if the worker subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the worker shall make a fresh nomination in favour of one or more persons belonging to his family.
- 14.5 Where the nomination is wholly or partly in favour of a minor, the worker may appoint a major person of his family as a guardian of the minor in the event of the worker concerned predeceasing the nominee and the guardian so appointed.
- 14.6 A nomination may subject to paras (14.3) & (14.4) be modified by the worker at any time. If a nominee predeceases the worker, the interest of the nominee shall revert to the worker concerned who may make a fresh nomination in respect of such interest.
- 14.7 Every nomination, fresh nomination or alteration of nomination, as the case may be, shall be given by the worker to his unit Incharge who shall keep the same in his safe custody copies thereof in the service record of the worker concerned.

CHAPTER - 15**Labour Norms :**

15. The requirement of Labour Mandays for various sericulture activities fixed by Shyam Sundar Committee was taken up for revision in lieu of new kinds of sericulture activities undertaken by Research Institutes for which there were no norms. Further in view of improvements in technologies, certain activities have been mechanized resulting in less number of mandays for such mechanized activities. In order to review the labour norms, the Committee was constituted and based on the committee's recommendations, the labour norms have been revised for various sericulture activities. The said revised labour norms was circulated to all the units vide Circular No.CSB-16(4)/000-Labour-Vol-II dated 17.06.2010 – **Annexure-L23**. Each Unit/Institute is required to work out the requirements of mandays for the sericulture activities undertaken by the Institute to achieve the target. The requirement of mandays is subject to taking into consideration already available mandays namely Casual, Time Scale and Skilled Farm Workers (including seasonal Farm Workers in BSMTCs under BTSSO). After taking into consideration, the available mandays if the additional mandays are required to achieve the fixed target, the delegated units may engage additional mandays within their allocated budget subject to the following conditions.
- a. It may be ensured that no new labourers are recruited and only the additional requirement can be met from engaging the labourers on contract basis. Since the date of last norms fixation, a lot of mechanized activities are adopted and improved equipments are found available in the farms which are also to be taken into account while engaging the additional labourers, if necessary.
 - b. The engagement of additional mandays should be on contract basis and the period of engagement shall not in any case exceed 59 days in one spell and 180 days in a year. All the required procedure should be followed strictly.
 - c. While implementing the revised norms for engaging the labourers, it should be ensured that the expenditure on wages is less by 10% of the previous year.
 - d. Each Institute/Independent unit is required to maintain a register of labour utilization, activity-wise on daily basis with a monthly abstract which is subject to audit by the Internal Audit Team. An annual abstract of labour utilization and the expenditure incurred therefor should be sent to Central Office for records.
 - e. Any deviation in following the procedure and resultant loss to CSB would be viewed seriously holding the officer/official concerned accountable. Refer official communication No.CSB-5(1)/2007-Labour dated 04.08.2010 – **Annexure-L24**.

CHAPTER – 16

Contract Labour :

16. Pursuant to VI CPC, many activities have been outsourced and this has necessitated engagement of Contract Labourers through the Contractors. This is regulated by the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder as amended from time to time. The said Act applies to every establishment, in which 20 or more contract labourers are employed on any day in a period of 12 months through the Contractor. No Unit or Institute is authorized to engage any labourer directly from the open market or from the Employment Exchange as the case may be without the prior approval of the Competent Authority. As the direct engagement of any labour force is completely banned, engagement of contract labourers for various activities can be considered by the Competent Authority within the frame work of provisions of the aforesaid Act. The procedure to be followed in all such cases is as given In General Finance Rules (GFR), for example, the nature of works which can outsourced are activities like undertaking civil works, seasonal works of the units, transport of employees, watch & ward, gardening, house-keeping, maintenance of electrical equipments, etc. There are certain basic guidelines which are provided for needful compliance to ensure that there is no violation of the provisions of the said Act. For all details, the aforesaid Act & Rules as amended upto date will have to be referred.

- 16.1 If the Institute or the Unit concerned engages Contract Labourers numbering less than 20 through a Contractor for any kind of work of the Institute or the Unit including for works prohibited vide the above referred notification, the provisions of Contract Labour Act do not apply. However, except the provision requiring registration of the unit and the Contractor possessing the licence, all other provisions viz, payment of Minimum Rates of Central Wages, Payment of EPF and ESI contribution continue to apply.

- 16.2 If the Institute or the Unit concerned engages Contract Labour numbering more than 20 for any kind of work of the Institute or Unit excluding works prohibited under the above referred notification, the Contract Labour Act applies and therefore the following guidelines will have to be followed.
 - a. The concerned Incharge of the Institute or Unit who signs the contract or who is authorized to sign the contract should arrange to register the Institute/Unit under the provisions of Contract Labour Act. Registration of such Unit or Institute is compulsory before proceeding to engage the contract labour. For example, if CSTRI, Bangalore is entering into a contract with a Contractor for security or for any other work, the Director who signs the contract becomes the “Principal Employer” and there are certain obligations on his part under the Act, like maintenance of certain records, etc. The Institute should get itself registered under the Act. The registration can be for a life time also. One Registration Certificate cannot

be extended to other units as each unit being a delegated unit is independent and can separately get the registration done. Generally registration is done by RLC(C)/ALC(C) of the region.

Explanation: The Registration Certificate requires amendment as and when the Contractor/Agency is changed, which will be done by the concerned RLC(C)/ALC(C) of the region on production of original RC.

- b. Without Registration, which is compulsory, no unit or Institute can engage more than 20 Contract labour on any day or days as it amounts to violation of the Contract labour Act..
- c. The Contractor who supplies the Contract labour exceeding 20 should have a valid license obtained from the ALC(C) concerned. Before contractor signs the contract/commences the work, he should be issued certificate in Form-V for obtaining licence from the concerned ALC(C). The Incharge Officer should verify whether the contractor has a valid license before the commencement of work/before signing the contract.
- d. The In-charge Officer should ensure that the work taken under the contract is not prohibited by the Government. (Referred above as prohibited employment).
- e. The in-charge officer should ensure:-
 - i) Compliance to the law laid down in Contract labour Act and Minimum Wages Act, by the Contractor. A designated officer of the Principal employer should ensure that the contractor complies with the provisions of these Acts, (payment of wages to labourers by the contractor should be monitored by the representative of the employer);
 - ii) Payment of Minimum Wages fixed by the Central Government by way of issue of Notification in the official gazette for a particular nature of work to the Contract Labour by the Contractor. In case the contractor fails to pay minimum rate of wages or pays lesser rate of wages than the minimum rate of wages, it amounts to violation of the Act and the Contractor is solely responsible for the violation. Therefore, the unit Incharge should immediately take necessary action in terms of the Agreement entered into with the Contractor. The penal clauses provided in the Agreement should be invoked and the Contractor should be notified of the same persuading him to pay to the workers the minimum rates of wages as prescribed/as agreed. It becomes the responsibility of the Principal employer to pay the wages or the difference of wages to the Contract Labour if there is any claim to the effect (later it can be recovered from the

Contractor). This should be avoided by initiating action forthwith as per the terms of the Agreement. In cases where the Contract Labour performs the same or similar kind of work as done by a Casual Farm Worker, the daily wages payable to the Contract Labour shall be same as applicable to CFW working in the said Unit.

- iii) Deposit of the EPF and ESI contribution by the contractor in respect of labourers and necessary form filing;
- iv) That contractor does not engage child labour;
- v) Contractor fulfils the legal formalities as per the Act and Rules.
- vi) Keeping the original contract in safe custody;
- vii) Keep liaison with the Central Labour Department regarding day to day changes in the provisions of the Act and for checking the expiry of license or registration as the case may be;
- viii) Maintenance of records required under the Act and Rules by the unit Incharge/by the contractor
- ix) Extending other facilities as given under the CLA to the Contract labourers by the Contractors;
- x) To replace the Contractors if possible after two terms, and also to replace the Contract labourers as far as possible.

Check List

- 1) The Institute/Unit must ensure that they have got a registration certificate from the Central Labour Commissioner as provided under Sec-7 of the Contract Labour Act before proceeding to engage the Contract Labour.
- 2) The Institute/Unit must ensure that they issue certificate in Form-V to the Contractor for obtaining licence from the Central Labour Department.
- 3) Institute/Unit must ensure that the Contractor who is employing more than 20 persons has a valid licence issued by the Central Labour Department.
- 4) The payment of wages to the workers employed by the Contractor is disbursed to said workers by the Contractor himself or his representative and the Principal Employer has to depute his representative to be present and sign the payment register in token of having disbursed the wages in his presence by the Contractor.

- 5) There should not be any supervision and control by the Principal Employer in respect of workers employed by the Contractor.
 - 6) The work for which Contract Labour is engaged is not of perennial nature.
 - 7) Discipline of the workers of the Contractors in the discharge of duties must be regulated by the Contractor and not by the Principal Employer.
 - 8) Leave to the workers of the Contractor must be sanctioned by the Contractor and not by the Principal Employer.
 - 9) Institute/Unit must ensure that the Contractor is covered under EPF & ESI Act, has code number allotted under the said Act.
 - 10) Principal Employer to send annual returns in Form-XXV in duplicate before 15th February following the end of the concerned year.
 - 11) Principal Employer to maintain register of Contractors in Form-XII.
- 16.3 The agreement relating to Contract Labour which includes security, cleaning, sweeping, etc should be carefully worded/ drafted so as to keep the terms of the agreement outside the purview of the Notification referred above (prohibited employment).
- 16.4 Any lapse or violation of the provisions of the said Act, the in-charge officer being the "Principal Employer- of the independent Unit is liable for penal actions under the said Act which should in any case be avoided.
- 16.5 The contract/contracts in existence or in operation, if any, may be amended or modified by mutual consent depending on the changed circumstances.
- 16.6 For any further clarifications Central Office may be consulted and clarification sought. It is advisable to get the agreements executed by nested Units cleared by the Main Institute/Central Office to ensure uniformity. Please refer Central Office Circulars (1) No.CSB-20(1)/98-Labour dated 07.04.1999 – **Annexure-L25** and (2) No.CSB-23(2)/98-Labour dated 15.02.1999 – **Annexure-L26**.

CHAPTER - 17

General Guidelines To deal with Misconduct/Misbehaviour of the Time Scale/Skilled Farm Worker (Approved by the Board vide its Resolution dated 23.03.2011) :

17. There are 2200 Farm Workers working in various units of Central Silk Board. They belong to skilled and unskilled category and are attending to manual nature of work. They are not regular or permanent employees or officiating against any permanent posts. They are for all purposes treated as daily wage unskilled workers though their wages are paid monthly. The wages are paid on the concept of "No Work No Wages". They were engaged initially as Casual Labourers on daily wage basis and later converted as Time Scale Farm Workers/Skilled Farm Worker. Their service conditions are regulated by a separate scheme formulated by the Board, revised from time to time. Their wage structure and other allowances extended to them has the approval of the Ministry.
- 17.1 In the past, hardly there were cases of misconduct against Farm Workers and only the Directors of the concerned Institutes used to deal with such cases following the principles of natural justice. As number of misconduct cases in the category of Farm Workers started increasing and the judicial/labour forums are strictly enforcing the compliance of procedure in the matter of dealing with misconduct of Farm Workers, the matter was examined with regard to delegation of disciplinary powers to the officers of certain levels working in the nested units of CSB spread in various parts of the country. In each case, it is administratively not possible to the Directors to go to such smaller units to conduct enquiry. It is also not advisable to call the Farm Worker and the witnesses to the Director's Office for the purpose of conducting enquiry. Therefore, the matter was placed before the Board as the Board is fully empowered to delegate the disciplinary powers to certain senior level officers to function as Disciplinary Authorities and Appellate Authorities in the matter of holding domestic enquiry against the Farm Workers of CSB. Accordingly, the following is the delegation of powers ratified by the Board at its meeting held on 03.12.2008 which has already been circulated to all the concerned.

Description of the post	Punishing/Disciplinary Authority	Appellate Authority
Casual & Time Scale Farm Worker	AD(A&A)/DD(A&A)/Scientist –C or equivalent level officer designated by the concerned Director or Scientist-D or E (holding independent charge) as "Punishing / Disciplinary Authority"	Scientist-D or equivalent level officer designated by the concerned Director / Scientist-E (holding independent charge) as "Appellate Authority"

Note: Skilled Farm Workers is also included.

17.2 It is pertinent to state that as the Time Scale/Skilled Farm Workers are not holding any permanent posts, the provisions of CCS (CCA) rules or the CCS (Conduct) rules, 1964 do not apply to them. Similarly, the provisions of FRSR, in particular the provisions relating to suspension, etc., do not apply to the Farm Workers. The CSB cannot also frame any statutory rules to deal with the cases of misconduct of such Workers. Therefore, as the domestic enquiry is a quasi-judicial proceeding as per various judicial pronouncements, the rules of natural justice laid down by the courts will have to be followed to deal with the cases of misconduct, which are explained in the paragraphs supra.

Misconduct :

17.3 The word “misconduct” in Industrial Law, is an act which makes the workman committing the act liable for punishment. In order to be a misconduct, the alleged act must have some rational connection with the employment of the employee and the affairs of the establishment.

Minor Misconduct:

17.4 The following acts on the part of a Farm Worker shall amount to:

- a. habitually late coming or irregular attendance ;
- b. habitually absenting from duty without leave and without sufficient justification for any period less than 30 days in one spell or different spells;
- c. over-staying sanctioned leave without sufficient grounds for any period less than 30 days ;
- d. malingering or slowing down work ;
- e. neglecting work or negligence in the performance of duties ;
- f. sleeping during working hours ;
- g. refusal to accept any charge-sheet or order or notice communicated in writing;
- h. refusal to work on a job or assignment of similar nature without giving adequate reasons for the same;
- i. holding a meeting inside the premises of the establishment without the previous permission of the officer-in-charge or except as permitted by law;
- j. insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior
- k. Act which is unbecoming of a worker.

Major Misconduct:

17.5 The following acts or omissions on the part of a Farm Worker amount to:

- a. conviction by a court of law for an offence involving moral turpitude ;
- b. theft, fraud or dishonesty in connection with the activities or property of the establishment ;
- c. taking or giving any illegal gratification ;
- d. wilful insubordination, or disobedience, whether alone or in combination with others to any lawful and reasonable orders of superiors ;
- e. gambling within the premises of the establishment ;
- f. drunkenness or intoxicating or disorderly or riotous behaviour at the establishment or conduct endangering the life or safety of any person, intimidation, physical duress, or any act subversive of discipline ;
- g. habitual money lending ;
- h. engaging in trade or business within the premises of the establishment including collection of money from the Farm Workers/Co-Employees without the previous sanction of the officer-in-charge ;
- i. going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof ;
- j. organizing or participating in gherao resulting in wrongful confinement or restraint of any person within the premises of the establishment or outside ;
- k. giving false information regarding one's name, age, father's name, qualification, caste, etc., to the organization ;
- l. wilful slowing down in performance of work or abetment or instigation thereof ;
- m. wilful damage or attempt to cause damage to the working process or to any other property of the establishment or of the customer or a Farm Worker or Co-employee of the establishment ;
- n. disclosing to any person prejudicial/privileged information which may have come into his possession during the course of his work in the establishment ;
- o. habitual absence without leave or unauthorized absence from duty for consecutive 30 days or more without sufficient justification ;

- p. habitual negligence or neglect of work ;
- q. failure to observe safety instructions or unauthorized removal of a guard, fencing or other safety device installed in the premises of the establishment or any act or behaviour which is likely to cause injury or harm to any person or endanger the life or safety of such person ;
- r. act which is unbecoming of a worker ;
- s. abetment of the commission of the aforesaid acts.

The above minor or major misconduct are not exhaustive. The concerned Disciplinary Authority may decide whether a particular act on the part of the worker amounts to misconduct.

Penalties for minor misconduct:

- 17.6 The following penalties may for good and sufficient reasons, be imposed on a Farm Worker found guilty of a minor misconduct:
- a. warning or censure ;
 - b. withholding of one increment in the wage-scale for a period of one year with or without cumulative effect ;
 - c. recovery of loss of goods expressly entrusted to the Farm Worker or money for which he is accountable ; and
 - d. recovery from his wages of the whole or part of any pecuniary loss nature and quantum caused by him to the employer by negligence or breach of orders.

Penalties for major misconduct:

- 17.7 The following penalties may, for good and sufficient reasons, be imposed on an Farm Worker found guilty of a major misconduct, namely :-
- a. warning or censure ;
 - b. withholding of one or more annual increments in the wage scale with or without cumulative effect ;
 - c. recoveries of damages or the amount of loss suffered by the establishment on account of misconduct ;
 - d. discharge ; and
 - e. dismissal.

- 17.8 The punishment is within the discretion of the Disciplinary Authority. Generally the punishment awarded should be proportionate to the offence/misconduct/misbehaviour committed by the accused worker and proved in the enquiry.
- 17.9 The procedure to deal with misconduct/misbehaviour of Farm Worker - The Disciplinary Authority after finding of having exhausted the regular procedure of issue of oral warning, issue of memo, calling for explanation, etc., finds that there is no improvement in the conduct of the concerned erring worker, there exists justifiable grounds/to further enquire into the misconduct of the said erring worker shall decide to initiate domestic enquiry against the said worker. In which case, he is required to follow, the procedure given below. It may be kept in mind that the entire proceedings to deal with the misconduct of the Farm Workers is in the nature of summary proceedings contrary to the detailed procedure laid down under Rule-14 of CCS (CCA) rules. As no enquiry can be said to have been properly held unless the principles of natural justice are followed. It is mandatory that the enquiry is conducted following the principles of natural justice. The following rules evolved by the courts over the years can be termed as principles of natural justice.
- a. no one shall be the judge in his own cause. This rule acts against bias arising out of a real likelihood of hostility, friendship or preconceived notions ;
 - b. no one should be condemned unheard. A person must be given a fair opportunity to defend himself or to present his side of the case. For this purpose, he must get an adequate notice as well as an opportunity to present evidence on his behalf to cross examine the witnesses deposing against him and to rebut the evidence produced against him ;
 - c. the decision must be made in good faith ;
- 17.10 The Supreme Court in various judgments has laid down with regard to "Domestic Enquiry" that an enquiry cannot be said to have been properly held unless,
- a. the worker proceeded against has been informed clearly of the charges levelled against him ;
 - b. the witness are examined ordinarily in the presence of the worker in respect of the charges ;
 - c. the worker has been given the fair opportunity for cross examining witness;
 - d. he has given a fair opportunity to examine the witness including himself in his defence, if he is so wishes on any relevant matter ;

- e. the Enquiry Officer records his evidence with reasons for the same in his report ;
- f. enquiry report is served on the worker calling upon his reply, if any.

Procedure to hold domestic enquiry for minor misconduct :

17.11 Where an allegation of minor misconduct is alleged against the Farm Worker, he should be called upon to explain his position. He shall be given one week's time to submit his explanation. The Disciplinary Authority after considering the reply received from the worker concerned and taking into account any extenuating or aggravated circumstances that may exist decide whether the worker deserves any punishment, and if so, pass Speaking Orders accordingly. The worker may appeal against the orders of the Disciplinary Authority to the Appellate Authority. The orders of the Appellate Authority shall be final. In case the Disciplinary Authority in special circumstances may decide to hold an enquiry into the allegation after serving the worker with proper Charge-sheet and follow proceedings as envisaged for major misconduct.

Procedure to hold domestic enquiry for major misconduct:

17.12 No order imposing any penalty shall be made except after an enquiry, as far as may be in the manner provided herein below.

- a. The Disciplinary Authority shall give to the concerned worker the Charge-sheet clearly setting forth the charges amounting to misconduct and the imputations of misconduct supported by documents and the list of witnesses against him and requiring his explanation.
- b. The worker shall be given at least 10 days time for submitting his explanation provided that such time may be extended by next maximum period of 10 days after the expiry of said 10 days if sufficient reasons are given by the worker for seeking the extension.
- c. In case the worker fails to submit his explanation within the prescribed time or extended time allowed to him or whether the explanation submitted by him is not satisfactory, the Disciplinary Authority shall appoint an Enquiry Officer or a Presenting Officer. The official so appointed as Enquiry Officer who is authorized to conduct enquiry under the delegation of disciplinary power to hold an enquiry. The Disciplinary Authority shall issue to the concerned worker a notice containing the name of the Enquiry Officer and the Presenting Officer and the date, time, and place of enquiry provided that in case where the worker admits in writing the charges levelled against him and the Disciplinary Authority is satisfied that such an

admission is voluntary then it shall be open to the Disciplinary Authority to award any one of the penalties without holding any enquiry.

- d. While holding the enquiry, first the evidence both oral and documentary produced by the Presenting Officer against the concerned worker shall be recorded and the accused worker shall be given full opportunity to cross examine the witnesses so produced by the management. After that the detailed statement of the accused worker shall be recorded and he shall be given full opportunity to state his position in respect of all the evidences produced against him. After this, he shall be asked to produce his side of the evidence both oral and documentary in defence. In case he does not want to produce any evidence in defence, his statement to the effect shall be recorded by the Enquiry Officer. If he wants to produce evidence in defence, it shall be recorded. Defence witnesses may be cross examined by the Presenting Officer.
- e. The Enquiry Officer may ask any question to the accused worker in the interest of justice.
- f. If a request is made by the worker for any additional documents indicating the relevancy of the said document to the charge as also authority under whose custody document is there, and if the Enquiry Officer admit those documents as relevant then he shall give a written requisition to the custodian of the document to produce before him any document or information in his custody. The custodian of the document shall produce the said document or information unless production of the document would be against the public interest or security of the State, it shall inform the Inquiry Authority accordingly and the Enquiry Officer shall, on being so informed, communicate the information to the concerned worker and withdraw the requisition made by it for the production or discovery of documents.
- g. The concerned worker shall be furnished with copies of the documents statement and deposition sought to be relied as evidence against him before he is called upon to make a submission to the Enquiry Officer at the close of the enquiry. The Enquiry Officer shall call him to give evidence unless for reasons to be recorded in writing, he considers evidence to be irrelevant.
- h. At such an enquiry, the concerned worker shall be entitled to be assisted by any other worker or any Board's employee.
- i. All statements to be relied upon in the domestic enquiry should be recorded in the presence of the worker unless there are compelling reasons to act otherwise. If however, statements are not recorded in the presence of the workman, then the least that should be done is to supply copies of such statements well in advance to the charge-sheeted

workman and produce the person who has made this statement at the enquiry for cross examination by the workman. The Enquiry Officer cannot delegate the recording of evidence to some one else. The proceedings of the enquiry shall be completed within a period of three months, provided that the period of three months may, for reasons recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.

- j. The full depositions of the witnesses have to be recorded in the enquiry – should be signed by the parties and the Enquiry Officer.
- k. The Enquiry Officer shall on the conclusion of the enquiry, submits his report in writing giving his findings in respect of each charge with reasons therefor to the Disciplinary Authority which appointed him as an Enquiry Officer. Since domestic enquiry is a quasi-judicial proceeding, reasons must be given and recorded for coming to the conclusion (findings) by the Enquiry Officer. The Enquiry Officer shall submit the enquiry report to the Disciplinary Authority immediately on conclusion of the enquiry.
- l. The Disciplinary Authority shall arrange to serve on the delinquent worker a copy of the Enquiry Report alongwith enclosures calling upon him to submit his reply if any within a period of 10 days provided that such time may be extended for a maximum period not exceeding 10 days further.
- m. Based on the Enquiry Report and also explanation if any submitted by the worker, the Disciplinary Authority shall pass orders setting forth reasons for the action taken against the worker. The orders should be a Speaking Order and a copy of the same shall be given to the concerned worker immediately. If the punishing authority differs from the findings of the Enquiry Officer, it should give reasons. It must also give opportunity of hearing to the Farm Worker concerned.

Note: Any notice, order, charge-sheet, communication or intimation in the matter of enquiry which is made for an individual worker shall be in the language understood by the concerned worker. In case of a worker who is absent, such communication shall be sent to him by “Registered Post/Speed Post/Acknowledgement due” to his last known address. The evidence may be explained to the worker in the language understood by him.

- n. If the concerned worker refuses or avoids or neglects to receive the charge-sheet or to submit his explanation or to appear at the enquiry without any justification or good reasons, it shall be open to the Disciplinary Authority or the Enquiry Officer to proceed with the enquiry exparte.

- o. The Orders of the Disciplinary Authority is appealable. The accused worker if he is aggrieved by the orders of the Disciplinary Authority, he has right to appeal to the Appellate Authority within a period of 30 days from the date of the receipt of the orders provided that such time may be extended for a maximum of not exceeding next 15 days if sufficient reasons are given by the worker for seeking extension.
- p. The Appellate Authority after taking into consideration, the Enquiry Report, Orders of the Disciplinary Authority shall pass Speaking Orders as early as possible to achieve quicker disposal of appeals, conformity, enhancing, reducing or setting aside the penalty or remitting the case to the Disciplinary Authority with such direction as it may deem fit in the circumstances of the case. No order of imposing an enhanced penalty shall be made unless the Appellant worker has been given a reasonable opportunity of hearing. The orders of the Appellate Authority is final.

Proceedings during pendency of Criminal proceeding:

17.13 It shall be open to the Disciplinary Authority to initiate domestic enquiry against a worker even during the period when the Criminal Case more or less similar or same allegations is pending against him or even after the acquittal of the worker in such criminal proceeding. The Disciplinary Authority shall exercise due care and caution to distinguish between a misconduct and a criminal charge to decide where there is fit case to hold the Domestic Enquiry. Accordingly action to be taken by clearly recording reasons therefor.

Suspension :

17.14 Where as domestic enquiry against a worker is contemplated or pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the Disciplinary Authority is satisfied that it is necessary or desirable to place the concerned worker under suspension, he may by order in writing suspend him with effect from such date as may be specified in the order for a period not exceeding three months by paying 50% of the wages provided the suspended worker produces a non-employment certificate every month and he remains in the head quarters fixed vide the orders of suspension. The Disciplinary Authority should take appropriate decision within a period of not exceeding three months by holding domestic enquiry into the alleged misconduct or misbehaviour of the worker. The period of suspension shall not be in any case extended beyond a period of three months, notwithstanding the pendency or otherwise, of the domestic enquiry proceedings or the criminal proceedings as the case may be.

If at the end of the enquiry findings if the worker is not found guilty, he is entitled to his full wages for the period of suspension, otherwise, Disciplinary Authority may decide whether to treat suspension period as suspension only or to treat the period as non-duty without wages.

Dispensing with the Enquiry:

17.15 In the following circumstances, the Disciplinary Authority may pass appropriate orders of penalty dispensing with the enquiry if he is satisfied for the reasons recorded in writing that,

- a. worker has been convicted in a court of law for an offence, which is such as to render his further retention in Board undesirable;
- b. it is not reasonably practicable to hold an enquiry in the manner provided in these guidelines. Central Office Circular No.CSB-17(2)/2006/Labour dated 31.10.2008 - **Annexure-L27**.

CHAPTER - 18

Retrenchment :

18. The Retrenchment is generally resorted to dispense with the services of surplus workforce.
- 18.1 The procedure regulating retrenchment is governed by the Industrial Dispute Act, 1947. The relevant provisions of ID Act pertaining to retrenchment are reproduced below for ready reference.
- 18.2 "Retrenchment" means that termination by the employer of the service of a workman for any reason whatsoever, otherwise than as a punishment inflicted by way of disciplinary action, but does not include.
- a. voluntary retirement of the workman, or;
 - b. retirement of the workman on reaching the age of superannuation if the contract of employment between the employer and the workman concerned contains a stipulation in that behalf; or
 - bb. termination of the service of the workman as a result of the non- renewal of the contract of employment between the employer and the workman concerned on its expiry or of such contract being terminated under a stipulation in that behalf contained therein; or
 - c. termination of the service of a workman on the ground of continued ill-health;

Conditions Precedent To Retrenchment Of Workmen (Sec 25F of the ID Act) :

- 18.3 No workmen employed in any industry who has been in continuous service for not less than one year under an employer shall be retrenched by that employer until:
- a. the workman has been given one month's notice in writing indicating the reasons for retrenchment and the period of notice has expired, or the workman has been paid in lieu of such notice, wages for the period of the notice.
 - b. the workman has been paid, at the time of retrenchment, compensation which shall be equivalent to fifteen days' average pay "for every completed year of continuous service" or any part thereof in' excess of six months; and
 - c. notice in the prescribed manner is served on the appropriate Government or such authority as may be specified by the appropriate Government by Notification in the Official Gazette;

Procedure For Retrenchment (Sec 25G of the ID Act) :

18.4 Where any workman in an industrial establishment, who is a citizen of India, is to be retrenched and he belongs to a particular category of workmen in that establishment, in the absence of any agreement between the employer and the workman in this behalf, the employer shall ordinarily retrench the workman who was the last person to be employed in that category, unless for reasons to be recorded the employer retrenches any other workman.

Re-Employment Of Retrenched Workmen (Sec 25H of the ID Act) :

18.5 Where any workmen are retrenched, and the employer proposes to take into his employ any persons, he shall, in such manner as may be prescribed, give an opportunity; to the retrenched workmen who are citizens of India to offer themselves for re-employment, and such retrenched workmen who offer themselves for re-employment shall have preference over other persons.

18.6 Thus, it is mandatory under ID Act that the procedure regulating retrenchment should be followed in letter and spirit. The retrenchment, done by complying with the mandatory provisions will become valid and legal under ID Act otherwise an order of retrenchment cannot in fact amount to retrenchment and purported retrenchment would be a nullity and void ab initio. The Supreme Court. in several cases has held that retrenchment brings about termination of employer-employee relationship and that therefore the provisions relating .to retrenchment should be complied with before retrenchment and failure to comply with will give rise to workman concerned two fold-rights.

- a. To challenge the retrenchment itself as null and void;
- b. To seek reinstatement by raising an Industrial Dispute before the appropriate forum alongwith all the benefits.
- c. Alternatively he can also claim compensation in case he does not want reinstatement.

CHAPTER - 19

Statutory Obligations:

19. It is important to note that in the working of an organization where labour force are employed, certain statutory obligations emerge upon every Employer/Incharge Officer of the Unit by the provisions of labour enactments which stipulate conditions of service for the workers, payment of wages, timely deposits of contributions of social security legislations, etc, besides making it mandatory to maintain certain statutory formats like wage register, muster rolls, nominations, etc, of the labour force. These formats form part and parcel of the labour enactments and the rules made under the respective enactment. The important of which are Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970, Child Labour Act, 1986 and the Industrial Disputes Act, 1947 and the rules made under the respective Acts.
- 19.1 Failure to abide by such statutory obligations results in imposing penalties and also initiation of penal actions by the Labour Enforcement Wing. The Labour Enforcement Officer (Central) and the Assistant Labour Commissioner (Central) of the Central Labour Department and the State Labour Department Authorities are entrusted to ensure compliance of such obligations contained under the labour enactments including maintenance of statutory forms prescribed thereunder. Several units of CSB have received such notices from Labour Enforcement Wing notifying the violation of certain obligations under the Labour Acts. Instructions have been issued from Central Office to such of those units who have received the notices to comply with the statutory requirements and to avoid violations in future. The statutory formats cannot be printed in this booklet as the said formats form part and parcel of the respective statutory enactments. Therefore, it is advisable to purchase the aforesaid Acts by each Unit for day to-day reference and also to maintain statutory formats/registers which are required as per said enactments. It is advisable that the Incharge Officers and the Administrative Staff assisting such In-charge Officers are required to be aware of their obligations under the aforesaid enactments to avoid violations and contemplated penalties. They cannot plead ignorance where the Court/Tribunals questions reasons for non-compliance as it is well known that "Ignorance of law excuses no man". Any clarification in this behalf can be sought from Central Office, Bangalore.

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ANNEXURE-L1

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India

B.T.M.Layout, Madiwala
 BANGALORE 560068

☎: 26282699

Fax: 26681511

e-mail: law@silkboard.org

No.CSB-9(1)/98-LABOUR/VOL-III

DATE: 28.09.2010

To

Sir,

Sub: Revision of various allowances to TSFWs of CSB – Reg.

I am directed to invite a reference to the above cited subject and to state that the Ministry has conveyed approval for revision of various allowances of Time Scale Farm Workers (TSFWs) of Central Silk Board. One of the important components of the Ministry's approval is payment of Variable Dearness Allowances (VDA) to the TSFWs as applicable to the "Skilled Category" (Now they are paid unskilled rates of VDA). Once they are paid VDA as applicable to "Skilled Category", they will be treated as "Skilled Workers". The Ministry has given the following criteria to be adopted to ensure requisite skill level of the workers for revision of various allowances.

- a. A minimum of 10 years of continuous service in sericulture farm activities, out of which, minimum of 05 years should be in skilled activities as listed in the enclosed statement.
- b. Besides the 05 years experience, a Skill Development Training for a period of one month will be imparted by CSB's Training Institutes for various sericulture activities. The appropriate curriculum for the training should be framed and designed by CSB.
- c. Once a TSFW completes the training, a structured skill test will be conducted with minimum qualifying marks to ascertain eligibility for upgradation.
- d. Based on the completion of report of the successful training and the report of the skilled test, the worker would be screened by Screening Committee of CSB to be treated as a "Skilled Worker".
- e. Revision in allowances will be effected from the date of completion of training and passing to screening test subject to fulfilment of the condition mentioned at (a) above.

It is thus very clear that the revision of allowances of TSFWs is subject to the above conditions precedent prescribed by the Ministry. In this regard, each Research Institute is required to device appropriate curriculum for the training for each kind of sericulture activity keeping in view of the specific needs of the particular Research Institute. If necessary, the training needs to focus on multi-tasking activities also. The training curriculum should be one

month and should be so designed that the workers deputed to training should attend the training during part of the day in addition to attending to their regular assigned work of the Institute.

The Institute also should device the methodology for conducting the structured skill test fixing the minimum qualifying marks.

Once a worker completes the training and also qualifies in the Skilled Test, the concerned Institute is required to constitute a Screening Committee with Officers drawn from other Institutes to screen the workers to assess his physical fitness, suitability and ability to undertake the skilled activities independently. Based on the completion report of successful training and the skill test also on the report of Screening Committee a TSW is eligible for being treated as a "Skilled Worker" with enhanced allowances which include VDA as applicable to Skilled Category.

In order to implement the above, each Research Institute on behalf of their respective nested units immediately arrange to forward to this office the appropriate curriculum for the Skill Development Training designed for a period of one month and also methodology of holding skill test and the qualifying marks fixed for the purpose for the approval of the Competent Authority. Once this is approved, each Institute may take necessary action to impart training accordingly and also for holding skill test, etc., as prescribed by the Ministry. While conveying the said approval, the rates of allowances to be increased will also be communicated for immediate implementation to the workers who completes all the above formalities.

This may be treated as **Most Urgent** and the curriculum, etc., as indicated above should be forwarded to Central Office by Fax at the earliest within a week's time.

Yours faithfully,

Sd/-
(K.N.MEENAKSHI)
DEPUTY DIRECTOR (LAW)

Encl: As above.

Enclosure to Annexure-L1

The Time Scale Farm Workers working in Central Silk Board should have continuously worked for 5 years in the following skilled activities:-

1. In Silkworm Seed Production Centres (Grainages):

- Disinfection of Grainage building with formalin and bleaching powder solution for hygiene maintenance. Preparation of solution as per the standard requirement and spraying inside the building and equipments (This exposes them to health hazards).
- Seed cocoons deflossing: To remove the floss and preservation of cocoons in a single layer in plastic trays for smooth emergence of moths.
- Seed cocoon cutting without damaging the live pupae. Cocoon cutting is required to separate male and female pupae which is to be done carefully lest the pupae will die.
- Preparation of starch coated craft paper which is used for egg laying in loose egg production method.
- Preservation of live male and female pupae on corrugated sheet in plastic tray in single layer.
- Picking of moths and identification of male & female moths based on morphological characters.
- Pairing of male and female moths of different combinations, depairing of male and female, allow the female for egg laying on starch coated craft paper (This activity exposes one to health hazard).
- Control of Dermestid Beetles – physical control, and spraying of insecticide on pierced cocoon bags.
- Assist the technical staff (i) in conducting the mother moth examination for detecting disease (ii) in surface disinfection of egg sheets. (iii) in removing eggs from starch coated sheets, washing and drying of loose eggs & (iv) in conducting the Hydrochloric acid treatment.

2. In Basic Seed Forms:

- Planting of mulberry saplings

- Preparation of nursery beds and raising of mulberry saplings.
- Application of Farm Yard Manure and chemical fertilizers in the mulberry garden as per the prescribed doses.
- Generation of vermi-compost.
- Pruning of mulberry plants – trimming to particular size of plant.
- Harvesting of mulberry leaves to match the growth of the silkworm larvae.
- Mulberry leaf cutting as per the age of silkworm larvae particularly during young age rearing.
- Assist (i) in feeding of mulberry leaf to silkworms in right quantity & (ii) in young age silkworm rearing and late age rearing.
- Application right quantity of bed disinfectants to the silkworms at the time of rearing.
- Determine the maturity and Identification of spinning larvae, picking and mounting on mountages for spinning of cocoon.
- Harvesting of cocoons from mountages. Segregation of good, double, flimsy and melted cocoons.
- Drip irrigation arrangements in mulberry garden.
- Spraying of right quantities fungicides, insecticides and micronutrients on the mulberry garden as per the specification/dose to control disease and pests (exposes one to health hazard).

3. In Post-Cocoon units like reeling units, Demonstration-cum-Training Centres etc:

- Cocoon stifling and drying: The pupae are killed and cocoons are dried maintaining temperature and time profile.
- Cocoon cooking: Cooking of cocoons for right duration for reeling purpose, maintaining correct temperature. (This exposes Farm Workers to health hazards viz., skin diseases).
- Reeling : Reeling of cocoons, mending of broken ends, feeding cocoons, maintaining the number of cocoons in the reeling tub and maintaining denier.

- Re-reeling : Re-reeling of the yarn in a particular size, quantity and order.
- Book Formation: Book formation of reeled silk into hanks with a particular weight for marketing purpose.
- Eri cocoon – removal of larvae : To remove live larvae from the cocoon and cutting the cocoon to remove larvae for further spinning (This requires careful and skillful handling).
- Hand Spinning – Hand spinning of Eri cocoons, Tasar waste and Muga waste.
- Winding – Winding of raw silk from hank to bobbin.
- Doubling – Doubling of silk yarn into number of plies.
- Twisting – Twisting of single or plied yarn for further processing.
- Re-reeling – Re-reeling of twisted yarn in to hank form.
- Steaming – Steam treatment to Twisted Silk Yarn to set the twist.
- Degumming & Dyeing – Degumming of raw silk to remove sericine and dyeing of silk.
- Warping – Preparation of warps for weaving purpose.
- Pirn winding – Preparation of weft yarn for weaving.
- Weaving – Weaving of fabric.
- Printing – Screen/Block preparation for printing and printing of silk fabric.

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**ANNEXURE-L2**

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE
 560068
 ☎: 26282699 /2620
 Fax: 26681511
 e-mail:law@silkboard.org

CSB-7(1)/2008-Labour

Dated: 05.10.2010

By Courier/Speed Post**C I R C U L A R**

Sub: Revision of various allowances of Time Scale Farm Workers
 of Central Silk Board – Reg.

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In continuation to this office letter of even number dated 28.09.2010, approval is hereby conveyed for the revision of various allowances of the Time Scale Farm Workers working in different units of the Central Silk Board **without any change in the existing wage scale viz., Rs.2000-75-2750-100-3250** and further subject to fulfilling certain criteria indicated by the Ministry to be adopted to ensure requisite skill level of the workers which has been indicated in the above referred letter, however reproduced below for ready reference.

1. A minimum of 10 years continuous service in sericulture farm activities, out of which, minimum of 05 years should be in skilled activities.
2. In addition, a Skill Development Training for a period of one month will be imparted by CSB's units for various sericulture activities. The appropriate curriculum for the training should be framed and designed by CSB.
3. Once a TSWF completes the training, a structured skill test will be conducted with minimum qualifying marks to ascertain eligibility for upgradation.
4. Based on the completion report of the successful training and the report of the skilled test, the worker would be screened by Screening Committee of CSB to be treated as a "Skilled Worker".
5. Revision in allowances will be effected from the date of completion of training and passing the screening test subject to fulfillment of the condition mentioned at (1) above.

Keeping in view of the above, each Research Institute and their respective nested units to immediately arrange to impart necessary Skill Development Training for a period of one month to all the TSFWs working under their control who fulfil the criteria as indicated at (1) above, after designing the appropriate curriculum as indicated vide the above referred letter. The said one month training should commence positively on or before 10.10.2010 upto 09.11.2010. The skill test should be conducted on 10.11.2010 followed by the screening test on 12.11.2010. The nature of training to be imparted, methodology of conducting skill test and the screening test are indicated in the above referred letter. The eligible farm workers working in smaller units may be drafted to nearby units for the purpose of imparting training.

Based on the completion report of successful training, qualifying in the skill test and based on the report of the screening committee of having possessed the required level of skill, the qualified TSFW may be designated as a "Skilled Worker" and he may be extended the following allowances w.e.f 15.11.2010 in place of the existing allowances in the wage scale of ₹ 2000-75-2750-100-3250.

EXISTING RATE OF ALLOWANCE	APPROVED RATE OF ALLOWANCE
<u>Special Allowance</u> NIL	50% of the basic wages. For example at the minimum of the basic wages the special allowance would be Rs.1000/- p.m. This is not counted or reckoned for any purpose.
<u>Variable Dearness Allowance</u> VDA at the rate as applicable to 'unskilled category' As on 01.04.2010 the rate of VDA is Rs.2706.00 for Area 'A' and Rs.2494.00 for Area 'B' & 'C'	VDA at the rate as applicable to 'skilled category' As on 01.04.2010 the rate of VDA is Rs.2888.00 for Area 'A', Rs.2728.00 for Area 'B' & Rs.2624.00 for Area 'C'
<u>House Rent Allowance</u> 15% of the basic wages irrespective of the place of work. At the minimum of the basic wages the rate of HRA is Rs.300/- per month	30% of basic wages irrespective of the place of work. At the minimum of the basic wages the rate of HRA is Rs.600/- per month
<u>Medical Allowance</u> Rs.150/- per month	Rs.500/- per month. All the existing conditions for grant of medical allowance/medical reimbursement will continue to apply.

A detailed report stating (i) the curriculum adopted for imparting training (ii) methodology adopted for holding the skill test and the qualifying marks fixed therefor (iii) the screening test report (iv) no.of farm workers appeared at each level and the no.of workers qualified as "skilled workers" (v) the total additional financial implications

on account of payment of revised rate of allowances to the TSWs working under their control, may be forwarded to this office for needful.

The above benefits to be extended to all the eligible TSWs working under the control of the respective units w.e.f 10.11.2010. The cases of those TSWs who are not fulfilling the eligibility conditions mentioned at (1) above will be considered for extending the above benefits as and when they complete 10 years of service. Subject to fulfilling other conditions indicated above.

The TSWs against whom disciplinary proceedings are pending, their cases may not be considered and each case will have to be examined separately.

Any clarification needed in implementing the above benefits, same may be referred to Central Office for a decision.

Sd/-
(M.SATHIYAVATHY)
MEMBER SECRETARY

To

**ANNEXURE-L3****CENTRAL SILK BOARD***Ministry of Textiles – Govt. of India*

B.T.M.Layout, Madiwala

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e-mail: law@silkboard.org

No.CSB-2(4)/96-LABOUR(VOL-V)

DATE: 01.07.2008

C I R C U L A R

Sub: Revision of Wages to Time Scale Farm Workers working in
different units of Central Silk Board – Reg.

- - - - -

Pursuant to Ministry's decision regarding non-applicability of Temporary Status Scheme of 1993 to the Farm Workers of Central Silk Board and in compliance with the orders dated 05.02.2007 of the H'ble High Court of Karnataka in W.P. No.10039/2006 directing the Board to consider an alternate scheme applicable to Farm Workers, the Board accordingly formulated the Wage Revision Proposal and forwarded the same to Ministry seeking administrative approval and expenditure sanction. After furnishing clarifications sought for by the Ministry and revising the original Wage Revision Proposal as per Ministry's instructions, the Board received the sanction of the Ministry vide their letter dated 24.06.2008 to implement the revised wage package w.e.f. 01.07.2008. Accordingly, approval of the Competent Authority is conveyed to implement the following Wage Revision package w.e.f. 01.07.2008 to the Time Scale Farm Workers working in various units under Central Silk Board.

1. Subject to the conditions hereinafter mentioned, the existing Time Scale Wages of Farm Workers at Rs.1200-25-1500-40-1700 stands revised to Rs.2000-75-2750-100-3250 w.e.f. 01.07.2008 with the following additional benefits:-
 - a) The rate of Variable Dearness Allowance (VDA) shall continue to be paid as fixed by the Chief Labour Commissioner (Central), New Delhi for unskilled Agricultural Workers.
 - b) The House Rent Allowance per month shall be at the uniform rate of 15% of the basic wages irrespective of the place of work.
 - c) Medical Allowance shall be Rs.150-00 P.M.

(.....2)

2. While fixing the basic wages in the revised wage scale, the service rendered by the eligible TSWs in the old scale is reckoned by sanction of one increment in the new wage scale for every three increments earned in the old scale (Rs.1200-1700) as on 01.07.2008. If the date of increment of a Farm Worker falls on 01.07.2008, the basic wages in the new wage scale be fixed after sanction of the increment in the old scale.
3. As the element of Fixed Dearness Allowance (FDA) has been merged with while arriving at the new wage scale (Rs.2000-3250), the benefit of FDA in the revised wage package is done away with.
4. All other existing benefits like EPF, Gratuity, Gratuitous Relief, Bonus, Leave, Bicycle Advance, Festival Advance, etc., and other service conditions shall continue to apply.
5. Vide this office letter No.CSB-19(26)/2006-Labour dated 25.09.2007, instructions were issued for recovery of excess wages in instalments ranging from Rs.100-00 to Rs.400-00 per month calculated on the total amount of dues. Accordingly necessary action be taken to recover the outstanding dues in instalments at the rates indicated in the said letter. In case the entire dues cannot be recovered at the same rate of instalments indicated therein owing to concerned worker retiring from the Board's service, then the rate of each instalment may be re-worked on case to case basis to ensure that the entire dues are recovered before the concerned worker is relieved from the Board's services either on retirement or otherwise quitting the Board's services.
6. The ban imposed on fresh engagement of Casual Farm Worker will continue to apply.
7. The Temporary Status Scheme of 1993 and any Central Pay Commission recommendations will not be applicable to the Farm Worker of the CSB.

This is brought to the notice of all the concerned Independent In-charge Officers of CSB Units for strict compliance. While implementing the benefits covered in the Circular, it may be ensured that no over payment is made due to any form of misinterpretation. Any such case of over payment will be viewed seriously and the concerned will be held personally liable to recover such over payments. Any clarification needed in implementing the above benefits, the same may be referred to Central Office for a decision. Action may be taken to implement the above benefits immediately for the Time Scale Farm Workers working under your control & under the control of your nested units under intimation to this office.

(.....3)

Further, the Institutes are advised to work out the additional funds required due to revision of Wages for incorporation in the Revised Estimate. The details may be furnished in the following format.

Sl. No.	Institute / Unit	Gross Actual Wages Paid Apr'08-Jun'08	Gross Wages payable Jul'08-Mar' 09	Total

This issues with the approval of the Competent Authority.

Sd/-
[K.N.MEENAKSHI]
DEPUTY DIRECTOR (LAW)

To



श्रीमत्तमं नमो

भारत सरकार GOVERNMENT OF INDIA,

अन्य न लेभर मन्त्रालय Ministry of Labour & Employment

उप मुख्य मन्त्रालय (केन्द्रीय) कार्यालय

OFFICE OF THE DEPUTY CHIEF LABOUR COMMISSIONER (CENTRAL)

'श्रम सदन', 3 क्रॉस, 3 मैन, येश्वन्थपुर, इन्डियन सबर्ब, 2 स्टैज,

'SHRAM SADAN, 3 CROSS, 3 MAIN, YESHWANTHUR, INDI SUBURB, 2 STAGE,

तुमकुर रोड, बेंगलूर ५६००२२, TUMKUR ROAD, BANGALORE -560022.

No.95(1)/2011-(OS)

Date: 15-6-2011

Ms. K. Meenakshi,
 Joint Director (Admn)
 Central Silk Board, Ministry of Textiles, GOI,
 BTM Layout, Madivala,
 Bangalore -560 068.

Madam,

Sub: Classification of cities for the purpose of fixation of Minimum Wages
 of Scheduled employment in the Central Sphere –reg.

This has reference to your letter No. CSB-5(2)/2011-Labour dt. 25-5-2011 on the above subject. In his connection it is informed that till 31-3-2011 both Jammu and Sahaspur cities were classified as Area "C" and as such the Farm workers working in Jammu and Sahaspur are entitled for payment of VDA as per existing rate then.

Now, the Chief Labour Commissioner (C), New Delhi vide Order No. 1/5(1)/2011-LS-II dated 25-3-2011 (Annexure-I) , the city Jammu is only reclassified as Area "B" and accordingly the Farm workers working in Jammu are entitled for revised VDA w.e.f. 1-4-2011.

Yours faithfully,

Zahur Mulla
ZAHUR MULLA
 Office Superintendent
 O/o Dy. CLC (C), Bangalore.

M
 2/6/11

ENCLOSURE TO ANNEXURE-L4**Classification of cities for the purposes of fixation of Minimum Wages of scheduled employment in the Central Sphere****AREA – “A”**

1	Ahemadabad	(UA)
2	Bengaluru	(UA)
3	Kolkatta	(UA)
4	Delhi	(UA)
5	Greater Mumbai	(UA)
6	Hyderabad	(UA)
7	Kanpur	(UA)
8	Lucknow	(UA)
9	Chennai	(UA)
10	Nagpur	(UA)
11	Faridabad Complex	
12	Ghaziabad	
13	Gurgaon	
14	Noida	
15	Secunderabad	
16	Navi Mumbai	
17	Nagpur	
18	Kanpur	

AREA – “B”

1	Agra	(UA)
2	Ajmer	
3	Aligarh	
4	Allahabad	(UA)
5	Amravati	
6	Amritsar	(UA)
7	Aurangabad	(UA)
8	Bareilly	(UA)

9	Bhavnagar	
10	Bikaner	
11	Bhopal	
12	Bhubaneshwar	
13	Channdigarh	(UA)
14	Coimbatore	(UA)
15	Cuttack	(UA)
16	Durgapur	
17	Gorakhpur	
18	Guwahati City	
19	Guntur	
20	Gwalior	(UA)
21	Indore	(UA)
22	Hubli-Dharwad	
23	Jabalpur	(UA)
24	Jaipur	(UA)
25	Jalandhar	(UA)
26	Jamshedpur	(UA)
27	Jodhpur	
28	Kochi	(UA)
29	Kolhapur	(UA)
30	Kozhikode	(UA)
31	Kota	
32	Ludhiana	
33	Madurai	(UA)
34	Meerut	(UA)
35	Moradabad	(UA)
36	Mysore	(UA)
37	Nasik	(UA)
38	Pune	(UA)
39	Patna	(UA)
40	Raipur	(UA)
41	Rajkot	
42	Ranchi	(UA)
43	Solapur	

44	Srinagar	(UA)
45	Surat	(UA)
46	Thiruvananthapuram	(UA)
47	Vadodara	(UA)
48	Varanasi	(UA)
49	Vijayawada	(UA)
50	Vishakhapatnam	(UA)
51	Warangal	
52	Mangalore	(UA)
53	Nagpur - deleted - *	(UA)
54	Puducherry	(UA)
55	Salem	(UA)
56	Tiruppur	(UA)
57	Tiruchirapalli	(UA)
58	Asansol	(UA)
59	Belgaum	(UA)
60	Bhiwandi	(UA)
61	Dhanbad	(UA)
62	Dehradun	(UA)
63	Durg-Bhilai - repeated -	
64	Jammu	(UA)
65	Jalandhar - repeated -	(UA)
66	Jalandhar Cantt.	
67	Jamnagar	(UA)
68	Kanpur - deleted - *	(UA)
69	Durg-Bhilai Nagar	(UA)

Area `C' will comprise all areas not mentioned in this list

NB: U.A. - stands for Urban Agglomeration

* Nagpur & Kanpur cities brought under `A' Area vide corrigendum
No.1(5)/2011-LS.II dated 05.05.2011.

ANNEXURE-L5

CSB-22(1)/98-Labour

Dated: 29.03.2004

The Director,
Central Sericultural Research
& Training Institute,
Central Silk Board,
Post Bag No.88, GPO,
Srinagar – 190 001 [J&K].

Sir,

Sub: Stagnation to the pay of Time-Scale Farm Workers
in pay scale of Rs.1200-25-1500-40-1700 – regarding.

I am directed to refer to your letter No.CSB/CSR&TI/PF-76/TSFW/2199 dated 17.03.2004 on the subject cited above and to convey approval of the Competent Authority for grant of maximum of three stagnating increments to TSFWs who have stagnated at the maximum pay scale, once in two years equivalent to the rate of increment last drawn [Rs.40/-] in the applicable wage scale [Rs.1200-25-1500-40-1700] on completion of every two years from the date a TSFW reaches maximum basic wage in the given time-scale.

Yours faithfully,

Sd/-
[K.N.MEENAKSHI]
ASSISTANT SECRETARY [LAW]

ANNEXURE-L6**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-7(1)/2008-LABOUR

Date : December 7, 2010

CIRCULAR

Sub: Revision of various allowances of Time Scale Farm Workers
of CSB – Reg.

- - - - -

In continuation to this office Circular No.CSB-7(1)/2008-LABOUR dated 05.10.2010 on the above cited subject wherein this office has approved payment of revised allowances to the Skilled Farm Workers which include Special Allowance at the rate equivalent to 50% of the basic wages. It may kindly be noted that this allowance is not part of the basic wages or VDA. This is exclusively called Special Allowance and for the purpose of fixing its rate, it has been indicated as equivalent to 50% of the basic wages. In view of this, the component of said Special Allowance is not taken into consideration for calculation of EPF subscription or for payment of gratuity or for any other purpose as the case may be.

This may kindly be noted for necessary compliance.

Sd/-
(K.N.MEENAKSHI)
JOINT DIRECTOR (LAW)

To

All the Directors & Scientist-D/E(holding independent charge) of CSB & its nested units.

ANNEXURE-L6A

No.CSB-22(4)/98-Labour

Dated: 27.06.2002

The Joint Director,
Basic Tasar Silkworm Seed Organisation,
Central Silk Board,
Near Ayappa Mandir,
Raipur Road, Jarhabhata,
Bilaspur - 495 001 [Chhattisgarh]

Sir,

Sub: Grant of Special Casual Leave to TSFWs during
natural calamity, BUNDH & curfew etc. - regarding

I am directed to refer to your letter No.CSB/BTSSO/Labour/Q1-02/6913 dated 14.03.2002 on the subject cited above and to inform that as per the standing instruction issued by this Office, the CFWs/TSFWs engaged under the Board are eligible for the following holidays:-

a] 5 paid National Holidays on Republic Day, Independence Day, Mahatma Gandhi Jayanthi, and also for First May and 14th April every year on account of May day celebration and Dr.Ambedkar Jayanthi respectively.

b] 3 paid festival holidays in a Calender Year which may vary depending upon the location of the Office/Station.

I am also add here that except the above holidays the farm workers are not entitled for any other holidays declared by the Government for regular employees. For this purpose, declaring paid holidays for farm workers on any day other than the above holidays, it may have to be ascertained from the concerned Regional Labour Commissioner [Central]/Assisant Labour Commissioner [Central]/Central Govt. Offices having daily waged workers and action accordingly ~~to~~ taken. The Central Office cannot issue specific approval in each case because of various constraints like lack of time to obtain information from various available sources and to convey to the concerned Unit or holidays may be specific to the concerned State which Central Office cannot easily infer.

Yours faithfully,


[K.N. MEEJAKSHI]
ASSISTANT SECRETARY [LAW]

ANNEXURE-L7

No.CSB-22(1)/98-Labour

Dated: 21.02.2000

To

The Director,
Central Silk Technological
Research Institute,
BTM Layout, Madivala,
BANGALORE – 560 068.

Sir,

Sub: Affording credit of Earned Leave to Time Scale Farm
Workers – Clarification – Regarding.

I am directed to refer to your letter No.CSB/CSTRI/1(606)/97-ES/8829 dated 23.12.1999 on the subject cited above and to convey orders of Competent Authority to regulate the credit of Earned Leave for unauthorized absence by deducting proportionate Earned Leave for the days of unauthorized absence availed during the previous half-year, while affording 9 days EL credit for the subsequent half-year as is being done in case of regular employees.

Yours faithfully,

Sd/-

[K.N.MEENAKSHI]
ASSISTANT SECRETARY (LAW)

ANNEXURE-L8

**CENTRAL SILK BOARD
[MINISTRY OF TEXTILES – GOVT. OF INDIA]
CSB COMPLEX, BTM LAYOUT, MADIVALA,
P.B. NO.685, BANGALORE – 560 068.**

No.CSB-2(2)/97-Labour

Dated : 05.08.1997

Sub: Guidelines for regulating the workers' proceeding on long
leave/absence from duty – Reg.

- - - - -

The Labourers working in difference units of Central Silk Board are in the habit of absenting from duties and later approach the office with a Medical Certificate to regularize their leave period and to allow them to work. The CSB units have sought instructions regarding regulation of such long absenteeism. As per the Leave entitlement for Casual/Time Scale Farm Workers in CSB units, both the CFWs/TSFWs are eligible for 10 days Sick Leave. In addition only the TSFWs are eligible for 18 days Earned Leave per annum with provision for accumulation upto 90 days. Keeping this in view, the Competent Authority has issued the following guidelines to regularize the absenteeism of CFW/TSFW for long period:-

- a] A CFW/TSFW shall apply and keep the Officer Incharge informed of his proceeding on leave/absence either in advance or within ten days of his proceeding on such leave/absence. Otherwise, the leave need not be sanctioned;
- b] Sick Leave to CFW/TSFW and Earned Leave to TSFW may be granted to the extent they have leave at their credit and treat the remaining period of absence as leave without wages.
- c] Apart from leave at their credit the CFW/TSFWs may be allowed to avail Leave without wages for a period of sixty days (two months) subject to production of medical certificate from Govt. Hospital.
- D] Beyond sixty days Leave on medical grounds with or without wages may not be considered, unless the Controlling Officer is satisfied with the genuineness of sickness or after obtaining a second medical opinion from the Govt. Hospital, leave beyond sixty days but not exceeding 180 days may be sanctioned on medical grounds using his discretion. If the Controlling Officer is not satisfied about the genuineness of claim of the worker for leave on medical grounds, he may issue a notice and call the concerned worker back to work within a specified period. Failing which, he may initiate disciplinary proceedings against the concerned worker.
- e] If a CFW/TSFW absent from work for more than six months and do not resume work even after serving two consequent notices, it should be deemed that the worker has no interest to work and his services should accordingly be dispensed with after holding an exparte enquiry.

This may be brought to the notice of all the units coming under their control for strict compliance with immediate effect.

Sd/-
[MD.MUNEE PASHA]
JOINT SECRETARY (TECH)

ANNEXURE-L9

**CENTRAL SILK BOARD
[MINISTRY OF TEXTILES – GOVERNMENT OF INDIA]
CSB COMPLEX, BTM LAYOUT, MADIVALA,
P.B. NO.685, BANGALORE – 560 068.**

CSB-2(4)/96-Labour

Dated: 06.08.1997

C I R C U L A R

Sub: Clarification regarding regularizing payment of HRA & sanction of increment to Time-Scale Farm Workers who absent for long durations – regarding.

Ref: Central Office Circular No.CSB-2(4)/96-Labour dated 04.12.1996.

- - - - -

Referring to the instructions issued vide this office Circular of even number dated 04.12.1996, certain Units of CSB have sought further clarification as to regularizing payment of HRA & sanction of increment to those Time-Scale Farm Workers who remain absent for long durations. In this connection, the following procedure may be adopted in case of Time-Scale Farm Workers:-

- (a) If a Time Scale Farm Worker works only for 05 days in a month and remains absent without wages for the remaining period, the question is whether or not he will get HRA for the full month. The procedure to be followed is, “for authorized leave without wages whether on medical grounds or otherwise he is eligible for HRA for that period. If it is unauthorized absence, then he will not be eligible for HRA.
- (b) The Time-Scale Farm Worker will earn increments in the revised scale of Rs.1200-25-1500-40-1700 given effect from 01.04.1995. If a TSW, remains absent without wages for a long period, the question is whether or not the increment will stand postponed. The procedure to be followed is, “for absence without wages for long periods other than on medical grounds, the increment should get postponed and increment in such cases will be drawn from the first day of the month in which he resumes his duty”.

This may be brought to the notice of all the Units coming under their control for strict compliance.

Sd/-
[MD.MUNEE PASHA]
JOINT SECRETARY (TECH)

To

ANNEXURE-L10

**CENTRAL SILK BOARD
[MINISTRY OF TEXTILES – GOVERNMENT OF INDIA]
CSB COMPLEX, BTM LAYOUT, MADIVALA,
P.B.NO.6825, BANGALORE 560 068.**

NO.CSB-2(5)/97-Labour

Dated: 17.02.1998

C I R C U L A R

Sub: Introduction of Group Savings Linked Insurance Scheme – Group
Insurance Scheme for Casual Farm Workers/Time Scale Farm
Workers of Central Silk Board – Reg.

In continuation to this Office Circular of even number dated 24.10.1997 and responses received thereto, the Board has decided to introduce the GSLI Scheme to all the Casual Farm Workers/Time Scale Farm Workers of the Board w.e.f. 01.04.1998. The salient features of the Scheme is enclosed herewith for reference. A list containing addresses of Pension & Group Schemes of LIC of India and names of CSB units to be covered under the Scheme and the name of Liaison Office which is responsible to implement the scheme and maintaining the account of all the Workers working in the Units coming under the said Liaison Unit is enclosed herewith for reference and needful action. The said list is only for the purpose of implementation of GSLI Scheme for Workers. The concerned Liaison Unit shall take the following steps:-

[a] Arrangements may be made by the Liaison Unit to obtain consent of all the Workers through display of salient features of the Scheme in the notice board or in any conspicuous place.

[b] To have the list of all the Workers with full details like date of birth, date of entry into Board's service, etc. from the Units coming under their jurisdiction and furnish to concerned P&GS Unit of LIC of India for providing Group Insurance coverage to all the workers under the scheme.

[c] Once the concerned P&GS agrees to cover the Workers under the scheme and issues a Master Policy, then the concerned Liaison Unit shall start remitting the monthly premium of all the Workers in one lumpsum on or before the 15th of following month. For this purpose the concerned Liaison CSB Unit shall make necessary correspondence with its nested Units.

[d] The rate of premium to be deducted from each worker is Rs.15/- and same is deducted from the monthly wages of the Worker. Out of Rs.15/- remitted to LIC,

Rs.5.63 will be appropriated towards risk premium and the balance will be credited to the savings premium which will earn interest at the rate of 11% compounding annually.

- | | | | |
|-----|----------------------------|----|-------------------|
| i. | Monthly premium per worker | .. | Rs.15/- per month |
| ii. | Sum assured per worker | .. | Rs.15,000/- |

[e] Each Liaison Unit is responsible to maintain account of each enrolled member and arrange to furnish to concerned P&GS Unit of LIC of India, the details of additions & deletions.

[f] Each Liaison Unit is responsible to remit the premium to the concerned P&GS Unit in respect of all the workers working in the Unit coming under its jurisdiction on or before 15th of every following month. No grace days are allowed for payment of premium to this effect. The Liaison Office may have suitable understanding with the Units coming under it.

[g] Nominations from each worker may be obtained from all workers and maintained by each Liaison Unit safely. The nomination format may be obtained from concerned P&GS Unit of LIC of India.

[h] The mode of recovery of premium of workers who are absentees and whose wages are not drawn is as given in the "Scheme". In this connection, this office Circular No.CSB-2(2)/97-Labour dated 05.08.1997 may be referred.

[i] The master policy covering the workers should be preserved by the Liaison Unit safely.

[j] The claim of the beneficiary/ex-worker shall be sent to the concerned P&GS Unit for settlement and till settlement the matter should be followed up.

[k] For any clarification, the Liaison Unit may please consult Central Office or the concerned P&GS Unit of LIC of India as the case may be.

2. As such, the Incharge Officers of the Liaison Units of Central Silk Board are requested to approach the concerned P&GS Units with complete bio-data of the workers for implementing the scheme for the workers' coming under their control immediately.

3. After completing all the formalities required for implementation of Group Savings Linked Insurance Scheme with the concerned P&GS Unit of LIC of India, initiate action to implement the Scheme in consultation with the concerned LIC of India, P&GS Unit w.e.f. 01.04.1998 under intimation to Central Office immediately.

This may be brought to the notice of the all concerned and also sub-ordinate Units for strict compliance.

This issues with the approval of the Member Secretary.

Sd/-
[Dr.G.Subba Rao]
Director

To

The Assistant Secretary (Insp.),
Regional Office of the Central Silk Board,
1st Floor, No.15, Dhakuria,
Ghariohat Road (South),
CALCUTTA – 700 031.

ENCLOSURE TO ANNEXURE-L10

Sub: Introduction of Group Savings Linked Insurance Scheme – Group Insurance Scheme for Casual Farm Workers/Time Scale Farm Workers of Central Silk Board – Reg.

The Group Savings Linked Insurance Scheme [GSLIS] is a Welfare Scheme of LIC of India introduced for the benefit of Casual and Time Scale Farm Workers of the Board. The Scheme is compulsory for all Farm Workers working in the Board who are found eligible to join the scheme. Following are the salient features of the Scheme:-

1. This Scheme is applicable to both Casual & Time Scale Farm Workers who are working in the Board as on 01.04.1998.
2. Only those workers who are on the date of commencement of the Scheme i.e. 01.04.1998 are in good health will be admitted to the scheme as members initially. Those who are absent from duty on the stipulated date may however be permitted to join the scheme after they resume duties provided they are in good health.
3. The membership of the scheme is compulsory for all workers.
4. The Farm Workers admitted to the Scheme is required to contribute monthly premium of Rs.15/- [Rupees Fifteen Only] to the Scheme, which will be deducted from their monthly wages and remitted to concerned LIC of India.
5. Out of Rs.15/- remitted to the scheme every month, Rs.5.83 will go for risk cover of assured sum of Rs.15,000/- and the balance of Rs.9.37 will be accumulated at 11% Compound Interest.
6. The Benefits :-

[a] In case of unfortunate demise of the worker while in service and covered under the scheme, the assured sum of Rs.15,000/- plus the accumulation to his credit as on that date will become payable by LIC to the beneficiary.

[b] On retirement, resignation or termination the accumulated amount will be paid by LIC of India as withdrawal benefit.

ILLUSTRATION

[i] If a worker passes away after 15 years from the date of commencement of the scheme, then the payment will be as under:-

Sum Assured	-	Rs.15,000-00
+ Accumulation	-	Rs. 3,869-00

Total	-	Rs.18,869-00

[ii] In case he retires/resigns or terminated then the withdrawal benefit will be Rs.3,869-00 only.

Thus, at Rs.15/- per month, a worker would have paid a total of Rs.2,700/- only in 15 years. Besides, enjoying the risk cover of Rs.15,000/-, a worker also has the benefit of saving some amount by way of accumulation which earns interest.

7. The concerned Liaison Unit of CSB under whose jurisdiction the worker is admitted to the scheme will maintain the account of each enrolled member and arrange to furnish to concerned LIC P&GS Unit, the details of additions & deletions.

8. The concerned Liaison Unit will remit the premium in one lumpsum of all workers under his jurisdiction so as to reach the concerned P&GS Unit of LIC by 15th of every following month.

9. In case any worker who remained absent and whose wages are not drawn for that month on account of absence not regularizing his leave or otherwise, his monthly premium will be first paid by the concerned Liaison Unit subject to recovery of the same by the Controlling Unit from the wages of the worker in the following month and reimbursement to Liaison Unit. This procedure is repeated upto a maximum period of six months' and after six months' the Liaison Unit of CSB will not be responsible to pay the premium of the concerned worker and his name will be deleted and necessary action as per rules will be taken besides recovering the premium in lumpsum paid on behalf of the worker concerned.

10. In case of death of the worker, the beneficiary of the worker should prefer claim through the Liaison Unit of CSB alongwith death Certificate and duly signed discharge receipt.

11. In case of termination, resignation and retirement, the concerned Liaison Unit of CSB will submit to concerned P&GS Unit of LIC of India, the claim discharge and give authorization to pay the proceeds to the ex-worker.

12. The nomination facility is available.

13. No worker shall be granted any loan under this scheme.

14. All other terms & conditions shall be as specified by LIC in this behalf.

ANNEXURE-L11

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE 560068
 ☎: 26282699
 Fax: 26681511
 e-mail: law@silkboard.org

No.CSB-22(6)/2000-Labour/

DATE: 21.01.2010

CIRCULAR

Sub: Enhancement of Festival Advance & Bicycle Advance to the
 Time Scale Farm Workers working in CSB – Reg.

- - - - -

In continuation to this office Circular No.CSB-10(1)/98-Labour dated 19.10.2001 approval of the Competent Authority is hereby conveyed for enhancement of Festival Advance from Rs.1,000/- to Rs.1,500/- and Bicycle Advance from Rs.1,500/- to Rs.2,000/- to the Time Scale Farm Workers working in Central Silk Board. Other conditions contained in the Circular referred herein remain unaltered.

Sd/-
 (K.N.MEENAKSHI)
 DEPUTY DIRECTOR (LAW)

To

ANNEXURE-L12

CENTRAL SILK BOARD
 (MINISTRY OF TEXTILES - GOVERNMENT OF INDIA)
 CSB COMPLEX, BTM LAYOUT, P.B. NO.5825, MADIVALA
 BANGALORE - 560 068

No. CSB-8(1)/98-Labour

Dated: 11.08.1998

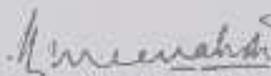
C I R C U L A R

Subj: Grant of Disturbance Allowance to Farm Workers
 shifted from one Unit to another -Regarding

This is to inform that when farm workers (CFW/TSPW) are shifted from one Unit to another in public interest consequent upon closure of Unit or restructuring of Units or accommodating surplus they are made eligible for payment of disturbance allowance at the rates indicated below:-

- i. Disturbance allowance of Rs.1500/- [Rupees One Thousand Five Hundred only] for shifts upto 200 Kms and Rs.2500/- [Rupees Two Thousand Five Hundred only] over 200 Kms.
- ii. Actual bus fare for the farm worker and members of his/her family.

2. The said Disturbance allowance benefits will be effective from 5th July 1998 [Date of approval of the proposal by the Standing Committee of the Board]. This may be brought to the notice of all concerned for compliance.


 [K.M. MEENAKSHI]
 ASSISTANT SECRETARY (LAW)

To
 The

ANNEXURE-L13**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-11(9)/2009-LABOUR

Date: July 19, 2010

CIRCULAR

It has been noticed that the services of Casual and Time Scale Farm Workers (TSFW) are being utilized for regular Group-C & D nature of works namely Chowkidars, Attenders, Watch & Ward, Electrician, Plumbers, Drivers, etc. In addition to this, service certificates are also being issued to the said effect. It is in this connection, further noticed that such certificates are being produced by the Farm Workers in Tribunals, Courts and other Labour Forums to show that they are attending to regular nature of work and they are entitled for regularization against Group-C & D posts or higher monetary benefits. Though such certificates are issued for different purpose or services of Farm Workers are utilized for regular work as a stop gap arrangement, the Tribunal/Court draws a contrary presumption which is very difficult to rebut and this is causing lot of administrative problems in defending such cases. In this connection, you are kindly aware that several Circulars have been issued in the past to all the units calling upon them to desist from utilizing services of Farm Workers for regular nature of works and to stop issue of such certificates. In spite of the same, it has been observed that many of the units of CSB continue to violate these instructions and put the Board to face avoidable claims and legal hurdles. This has been viewed seriously and the concerned officer who is responsible for such violations would be personally held accountable.

The above instructions be strictly adhered to and complied with. In future, no certificates be issued to Farm Workers certifying for having done Group-C & D nature of works.

Sd/-

**[M.SATHIYAVATHY]
MEMBER SECRETARY**

To

All the Institutes/nested units/Sectional Heads.

ANNEXURE-L14

शुभ बोर्ड

य - भारत सरकार)
नेआउड, महिवाला,
560 068.

CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

B.T.M. Layout, Madivala,
Bangalore -560 068.

NO.CSB-8(10)/96-IA

Dated: 13.05.2004

CIRCULAR

Sub: Remittance of Employer and Employee share of EPF
Contributions for the month of March -reg.

During the internal audit at the CSB units, it is observed that due to delay in receipt of grants in the month of April, the units are remitting the EPF contributions after the due date to the EPF authorities (after 15th of April). This has resulted in payment of penal interest/damages to the EPF authorities.

In order to avoid the same, the competent authority has approved the remittance of EPF contribution for the month of March in the month of March itself from the current financial year and adjust the recoveries on the wages paid in the month of April.

This may kindly be brought to the notice of all the units functioning under their control for compliance. In spite of this, any delay in remittance of EPF contributions, the official concerned should be held responsible and recover the penal interest/damages paid from them.

This issues with the approval of Member Secretary

[C.B.PRABHAKAR GUPTA]
JOINT DIRECTOR[FINANCE]

To

The Director, NSSP, Bangalore
The Director, CSTR, Bangalore
The Director, CSR&TI, Mysore
The Joint Director, CSR&TI, Pampore
The Director, CTR&TI, Ranchi
The Director, SSTL, Bangalore
The Director, SM&GS, Hosur

17/5

ANNEXURE-L15

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madivala
 BANGALORE 560068
 ☎ : 26282699
 Fax: 26681511
 e-mail: law@silkboard.org

No.CSB-6(2)/99-Labour/

DATE: 18.06.2007

To

The Director,
 National Silkworm Seed Organization,
 Central Silk Board,
 BTM Layout, Madivala,
 BANGALORE – 560 068.

Sir,

Sub: Clarification on date of retirement after completion of age of
 superannuation by the Farm Workers – Reg.

- - - - -

I am directed to refer to your letter No.CSB/NSSO/TSFWs/Retire-Gratuity/(71)/2007-08 dated 14.06.2007 on the subject cited above and to clarify that the age prescribed for retirement on superannuation is 55 years for TSFWs. As such, it is further clarified that a TSFW shall be retired from the Board's services on the afternoon of the day of the month in which he attains the age of 55 years and not in any case last day of the month. This may kindly be noted for necessary compliance.

Yours faithfully,

Sd/-
 [K.N.MEENAKSHI]
 DEPUTY DIRECTOR(LAW)

**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-2(1)/1998-LABOUR

Date : September 20, 2010

CIRCULAR

Sub: Enhancement of ceiling limit on Payment of Gratuity to the Farm
Workers of CSB – Reg.

- - - - -

The Farm Workers of Central Silk Board (CSB) are covered under the Gratuity Scheme of CSB. According to the said scheme, the retirement gratuity/death gratuity payable to a Time Scale Farm Worker or to the nominee of the deceased worker as the case may be is equivalent to one months' wages (Basic wages + VDA) for every completed year of continuous service subject to **maximum Fifteen times of the wages last drawn.**

The Govt. of India by way of amendment to the provisions of the Payment of Gratuity Act, 1972, has enhanced the maximum ceiling limit of the gratuity to Rupees Ten Lakhs in each eligible case w.e.f 24.05.2010. While examining the effect of this amendment on CSB's Scheme, it is observed that the maximum ceiling limit fixed for payment of gratuity to the Farm Workers of CSB cannot be less than the ceiling limit as fixed by the Central Government under the Payment of Gratuity Act. Therefore, the matter has been considered at this office to enhance the present maximum ceiling limit to Ten Lakhs. Accordingly, the Competent Authority is pleased to revise the existing maximum ceiling limit of "Fifteen times of wages last drawn" to Ten Lakhs w.e.f. 24.05.2010 and also has further ordered for revision of all the cases falling after 24.05.2010 as per the enhanced maximum ceiling limit of Ten Lakhs in each case.

All the concerned heads of the Main Institutes independent delegated units and their respective nested units are requested to take note of the above amendment to the CSB's Gratuity Scheme applicable to the Farm Workers for necessary compliance.

This issues with the approval of the Competent Authority.

Sd/-
(K.N.MEENAKSHI)
DEPUTY DIRECTOR (LAW)

To

All the Directors & Scientist-D/E(holding independent charge) of CSB & its nested units.

ANNEXURE-L17

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE
 560068
 ☎: 26282699 /2620
 Fax: 26681511
 e-mail:law@silkboard.org

CSB-2(1)/98-Labour/Vol.II

Dated: 24.01.2011

To

The Director,
 Central Sericultural Research
 and Training Institute,
 Central Silk Board,
MYSORE – 570008.

Sir,

Sub : Payment of enhanced Gratuity to the farm worker – Reg.

I am directed to invite a reference to your office letter No.CSB/RTI/ES/L/108/200-01 dated 11.01.2011 on the subject cited above and to state that vide this office letter of even number dated 07.12.2010 it has been clarified that the Gratuity payable to the farm worker is equivalent to one month's wages(last drawn comprising of basic wages+VDA) for every completed year of continuous service (viz., 240 days of service in during a period of 12 months) taking into consideration the total number of years of service rendered by the worker before retirement or death as the case may be. In the light of the above, there is no restriction on no. of years of service as done in case of regular employees. With regard to query no(2) it is to state that if the worker has rendered 240 days of service in 11 months period it is reckoned as "one year" continuous service for the purpose of payment of Gratuity.

Yours faithfully,

Sd/-
 (K.N.MEENAKSHI)
 JOINT DIRECTOR (LAW)

ANNEXURE-L18

NO:CSB-10(1)/98-Labour

Date: 30.05.2000

C I R C U L A R

Sub: Timely settlement of retirement benefits like Gratuity EPF, etc.
to the farm workers – Regarding.

It is seen that there is an inordinate delay in settlement of gratuity and other retirement benefits to the farm workers. Similarly there is delay in settlement of death benefits to the nominee of the deceased workers. In order to minimize delays in settlement of eligible dues claiming to the workers or to the nominees of the deceased workers, the following procedure and time frame prescribed for each settlement are brought to the notice of all concerned for information and strict compliance.

- The gratuity when becomes payable to the eligible farm workers shall be paid within one month from the date of the retirement or the date of worker quitting the services of the Board. Similarly the death gratuity to the nominee of the deceased worker shall be settled within one month from the date of death of the worker. To enable settlement of gratuity within the due date herein prescribed, the concerned In-charge Officer is required to verify the service details of the earlier to date of retirement and if sanction is required for such payment to obtain sanction within 15 days before the date of retirement. This will enable settlement of gratuity before the expiry of 30 days.
- In case of death of the worker, early and expeditious action need to be taken to workout the amount of gratuity due to the nominee and arrangements made to settle the same to the nominee concerned, not later than 30 days from the date of death of the worker concerned.
- The time limit of one month for settlement of gratuity as indicated above is as per the provisions contained in the Payment of Gratuity Act, 1972.
- The final settlement of Employees Provident Fund will be done by the concerned Provident Fund Commissioner with whom the account of the worker concerned is maintained. The accumulations in the fund are payable to the worker on retirement of such worker on attaining the age of 55 years or otherwise quitting the services of the Board. In case of death of the worker, accumulations in the fund are payable to the nominee of the deceased worker. In this regard, the Incharge Officer shall at the time when the worker retires on attaining the age of 55 years or quitting the services, be required to get the claim applications from the worker duly filled in and attested. Such claim application completed in all respects and countersigned by the concerned In-charge Officer shall be submitted to the concerned Provident Fund Commissioner within 5 days from the date of its receipt from the worker. In case of death of the worker, the In-charge Officer on receipt of the claim application from the nominee of the deceased worker for receiving the amount standing to the credit of the deceased worker, shall forward the said application duly countersigned to the

concerned Provident Fund Commissioner within 5 days from the receipt of the said claim form from the nominee.

- The above time frame prescribed is as per the provisions contained under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Further, the In-charge Officer should follow up the claims till settlement.
- The farm workers are eligible for payment of accumulation in Group Savings Linked Insurance Scheme. In case of termination, resignation, retirement of the worker or quitting the job he is entitled to the benefits of the scheme. In which event, the claim discharge signed by the worker shall be forwarded by the In-charge Officer to the concerned LIC unit within 5 days from the date of its receipt authorizing the concerned LIC to pay the proceeds to the ex-worker. In case of death of the worker, the nominee of the worker will have to prefer the claim. Such claim obtained from the nominee of the deceased shall be forwarded by the In-charge Officer to the concerned LIC unit within 5 days from the date of receipt from the nominee duly giving authorization to pay the proceeds to the nominee of the deceased concerned.
- The nominee of the deceased worker is eligible for Rs.5000/- as Gratuitous relief. The said amount is payable to the nominee through the In-charge Officer of the unit under whom the worker was working before death. Rs.5000/- is payable out of the gratuitous fund maintained in Central Office. As such, the concerned In-charge Officer of the unit shall send a detailed proposal within 5 days from the date of receipt of claim from the nominee of the deceased worker for gratuitous reliefs to the Central Office enclosing death certificate. The amount shall be sent to the concerned officer in the form of bank draft for making settlement after due verification. No unit is authorized to pay the amount from its fund and later claim reimbursement.
- For timely settlement of death claims, it is very important that the units shall maintain valid nomination of its workers in safe custody. The settlement of death claims is bound to be delayed if there is invalid nomination or nomination does not exist. Therefore, In-charge Officer of each unit shall obtain if not already done, valid nominations from the workers and maintain them in safe custody. The nominations shall be checked from time to time and the workers should be asked to file valid nomination in the event of marriage/death of nominees, etc. The valid nomination will help expeditious settlement of death benefits.

Sd/-
(Dr.M.V.SAMSON)
DIRECTOR

ANNEXURE-L19

[MINISTRY OF TEXTILES - GOVERNMENT OF INDIA]
 CSB Complex, BTM Layout, Madivala
 P.B. No.6825, Bangalore - 560 068

No.CSB-10(1)/98-Labour

Dated: 01.03.2001

Sir,

Sub: Timely settlement of retirement benefits like Gratuity, EPF etc.
 to the Farm Workers - regarding

I am directed to refer to the subject cited above and to inform that the CSB Employees' Union (representing Farm Workers) held discussions with the Committee constituted by the Member-Secretary to discuss the problems stated to be faced by the Farm Workers. During the course of discussions, the Committee observed inter-alia that the retired Farm Workers have not been getting their Pension, EPF dues settled from the Office of the concerned Employees' Provident Fund Commissioner.

This Office had issued a Circular of even number dated 30.05.2000 giving instructions regarding timely settlement of retirement benefits to the farm workers. In continuation to the said Circular, further following instructions are being issued for causing pension payment to the retired farm workers through the Office of the concerned Provident Fund Commissioner.

(1) For claiming monthly pension from the concerned Office of Provident Fund, the retired Farm Worker of CSB is required to file duly filled application in Form 10-D, attested by the In-charge Officer. As the farm workers are not conversant with their service details to fill up the Form, the concerned In-charge Officer/Labour Welfare Officer identified in each Institute should assist the Farm Workers in filling Form 10-D, [taking details from the service record of the concerned farm worker]. The claim should be attested by the concerned In-charge Officer under whom the farm worker was last employed and should be forwarded to concerned EPF Office as expeditiously as possible to ensure timely settlement of pension to the retired worker.

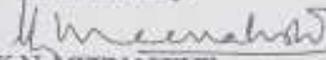
(2) Similar assistance may be extended to the farm workers in getting their EPF amount finally settled after their retirement.

(3) The above steps may arranged to be taken immediately on retirement of a farm worker to ensure that the retired worker gets his EPF & Pension settled immediately on his retirement.

This may be brought to the notice of all concerned for strict compliance.

This issues with the approval of the Competent Authority.

Yours faithfully,


 [K.N. MEENAKSHI]
 ASSISTANT SECRETARY [LAW]

ANNEXURE-L20

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE 560068
 ☎: 6282699
 Fax: 6681511
 e-mail: csb@bngcsbco.kar.nic.in

No.CSB-1(2)/2003-Labour.Vol.II

DATE: 18.02.2003

CIRCULAR

Sub: Timely forwardal of application of Farm Workers seeking advances/partial withdrawal from their Provident Fund to the concerned EPF Office – Reg.

Ref: Circular No.CSB-10(1)/98-Labour dated 30.05.2000 and Dated 01.03.2001.

I am directed to invite a reference to the above cited subject and reference and to state that the Competent Authority has observed that some of the CSB units are in the habit of keeping pending for various reasons, the applications from Farm Workers for advance/partial withdrawal from their respective Provident Fund, from being sent to concerned EPF Office. Such pendency may be due to various reasons like incomplete information furnished by the worker or non-fulfilling of certain obligatory requirements or non-production of certain important documents like Medical Certificate, etc. In such cases, the concerned unit should seek required information from the concerned immediately without keeping such application pending with them for indefinite period, which causes unnecessary delay in sending application to the EPF office. Such delay may result in unnecessary and avoidable claims/damages from EPF Tribunals/other forums. The Board will have to hold the concerned Incharge officer responsible for such a lapse and the amount paid as damages or penalty will have to be recovered from the Incharge officer. Therefore, such delay should be avoided and action should be taken to forward such applications to the concerned EPF Office at the earliest without least delay.

If it is found that the application of a farm worker cannot be sent to the EPF office on account of incomplete information in the application or non-enclosing of important documents or for any other reason, then within a period of 2-3 days the said application should be returned to the applicant concerned with a note calling upon him to resubmit the application with full details/with required enclosures. If the application is complete in all respects it should immediately be sent within 2-3 days to the concerned EPF office for necessary sanction of advance/partial withdrawal. It should be seen that no such application is kept pending for more than 3-days.

The above instructions may be scrupulously followed to avoid unnecessary claims/damages from EPF authorities/other forums.

Instructions have already been issued with regard to forwarding of application of subscribers for final withdrawal vide reference cited above.

This issue with the approval of Competent Authority.

Sd/-
(MD.MUNEER PASHA)
JOINT SECRETARY (TECH)

To

ANNEXURE-L21**NOMINATION FORM UNDER THE EMPLOYEES' PROVIDENT FUND AND EMPLOYEES' FAMILY PENSION SCHEME.**

1. Name of the Farm Worker (in block letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. Sex :
5. Marital Status :
6. Account No. :
7. Address (Permanent) :
Address (Temporary) :
:
8. a) Date of joining of EPF Scheme, 1952 :
- b) Date of joining Employees Family Pension Scheme, 1995 :

PART – A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously by and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees' Provident Fund in the event of my death:-

Name and Address of the Nominee/ Nominees	Address	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Fund to be paid to each nominee	If the nominee is a minor, name and relationship and address of the guardian who may receive the amount during the minority of nominee
(1)	(2)	(3)	(4)	(5)	(6)

Signature or thumb impression of the subscriber.

1. *Certified that I have no family as defined in para 2(vii) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. *Certified that my farther/mother is/are dependent upon me
*Strike out whichever is not applicable.

PART – B (EPF)

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

Sl. No.	Name and address of the family members	Date of Birth	Relationship with the member
(1)	(2)	(3)	(4)

*Certified that I have no family as defined in para 2(vii) of the Employees' Family Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following persons for receiving the monthly widow pension (admissible under para 16(2)(g)(i)&(ii) of employees Pension Scheme, 1995 in the event of my death without leaving any eligible family members for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with the member
(1)	(2)	(3)

Date:

**

*Strike out whichever is not applicable

Signature or thumb impression of the subscriber

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt/Km. _____ working in my establishment after he/she has read the entries/the entries have been read over to him/her by me and got confirmed by him/her.

Signature of the Incharge Officer or other authorized Officer of the establishment

Place: _____

Designation _____

Dated the _____

Name and Address of the Establishment/Unit or rubber stamp thereof

Note: Whom you can nominate

(A) Under the Employees' Provident Fund Scheme

- (1) A member of E.P.F. who is married and/or his father/mother is/are dependant upon him can nominate only one or more persons belonging to his family as defined below:-
 - a) In the case of male member, his wife, his children, his dependant parents and his deceased son's widow and children;
 - b) In case of a female member, her husband, her children, her dependant parents, her husband's dependent parents, her deceased son's widow and children.
- (2) If the member has got no family, or is bachelor, nomination may be in favour of any person or persons, whether related to him or not or even to an institution. If the member subsequently acquires a family such nomination shall forthwith become invalid and the member should make a fresh nomination in favour of one or more persons belonging to his family.

(B) Under the Family Pension Scheme

- (1) On the death of a member of the Family Pension Scheme, his family will be entitled to the benefits under the Family Pension Scheme. The family is defined as under:-
 - (i) wife in the case of male member;
 - (ii) husband in the case of a female member and
 - (iii) minor sons and unmarried daughters.

Explanation:- The expression "sons" and "daughters" shall include children adopted legally before death in service.

- (2) If the member has got no family, the monthly family pension, on the death of the member, will not be paid, However, Life Assurance Benefit will be paid to the person or persons entitled to receive his provident fund accumulations.

ANNEXURE-L22**NOMINATION FOR THE PURPOSE OF GRATUITY SETTLEMENT**

I, Shri./Shrimati/Kumar. _____ (name in full) whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

PART – A

1. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act. 1972.
2. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
3. (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband.
4. Nomination made herein invalidates my previous nomination.

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared.
(1)	(2)	(3)	(4)

STATEMENT

1. Name of the Worker in full _____
2. Sex _____
3. Religion _____
4. Whether unmarried / married / widow / widower _____
5. Department/Branch/section where employed _____
6. Post held and employee No. _____
7. Date of engagement _____
8. Permanent Address _____

Place : _____ Signature / thumb impression of the worker
Date : _____

DECLARATION BY WITNESSES

Nomination signed/thumb-impressed before me.

Names in full and full address of witnesses	Signature of Witnesses
1. _____	1. _____
2. _____	2. _____

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Signature of the employer/officer authorized

Date: _____ Name and address of the establishment/rubber stamp thereof

**PART-B
(Fresh Nomination after acquiring family)**

1. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act. 1972.
2. (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband.
3. Nomination made herein invalidates my previous nomination.

NOMINEE(S)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared.
(1)	(2)	(3)	(4)

MANNER OF ACQUIRING A "FAMILY"

(Give details as to how a family was acquired, i.e. whether by marriage or parents being rendered or dependent or through other process like adoption)

STATEMENT

1. Name of employee in full _____
2. Sex _____
3. Religion _____
4. Whether unmarried / married / widow / widower _____
5. Department/branch/section where employed _____
6. Post held with ticket No. or serial No., if any _____
7. Date of appointment _____
8. Permanent Address _____

Place : _____ Signature / thumb impression of the employee
Date : _____

DECLARATION BY WITNESSES

Nomination signed/thumb-impressed before me.

Names in full and full address of witnesses	Signature of Witnesses
1. _____	1. _____
2. _____	2. _____

Date : _____
Place: _____

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No. if any _____

Signature of the employer/officer authorized
Designation _____

Date: _____

Name and address of the establishment
or rubber stamp thereof

ANNEXURE-L23

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE 560068
 ☎ : 26282699
 Fax: 26681511

No.CSB-16(4)/2000-Labour-Vol-ii

DATE: 17.06.2010

CIRCULAR

Sub: Revised norms of person days for various sericulture activities – Reg.

The approved revised norms of person days for carrying out various sericulture activities are hereby enclosed for immediate adoption at various R&D /Service units of Central Silk Board. They shall come into force with immediate effect and replace the earlier norms. All the Directors, Joint Directors/equivalent and holding independent charge of the units are hereby permitted to deploy / utilize the person power as per the revised norms. Non-delegated units shall take approval from their controlling delegated officers.

All other instructions with regard to following the rules and related instructions/procedures, etc., issued from time to time shall continue to be followed.

This has the approval of the Member Secretary.

Encl: As above.

Sd/-
 (BEERA SARATCHANDRA)
 DIRECTOR (TECH)

To

All the Directors/Unit In-charges.

Copy for information to:

1. Tech-1,2,3,4 & 5.
2. Establishment Section – I & II
3. Account Section
4. Law Section

Enclosure to Annexure-L23

CENTRAL SILK BOARD, BANGALORE - 560 088

SUGGESTED NORMS OF PERSON DAYS FOR VARIOUS SERICULTURE ACTIVITIES

Page 1

Sl. No.	Sericulture Activity/ Operation	Fixation of Labour Norms (Person Days)	Explanation / Remarks
1	Land Preparation (Mulberry)	20 Person Days / Acre 5 Person Days / Acre	For clearing, weeding and light digging etc. With mechanisation (Farm machinery, Tractor)
2	Land Preparation and Digging (Mulberry)	20 Person Days/ Acre (For Hard Soils)	
3	Land Preparation (Tasar/Muga)		
	a) Land Preparation/clearing/leveling	20 Person Days/Acre	Depending on the density of weeds and undulation mechanization is to be used wherever possible with JOB and Tractor.
	b) Polarding	4 Person Days /Acre for polarding	
	c) Cultural Operation - Weeding/pruning etc	10 Person Days/Acre / Operation	
	d) Irrigation (Channel & Lift)	2 Person Days / Acre / Operation	Once in 15 days
	e) Pot Irrigation (For treebush tasar/muga)	2 Person Days / Acre / Operation	Once in 15 days
	f) Fertiliser application	1 Person Day/Acre / Operation	
4	Pit Digging - Mulberry	1 Person Day for 50 Pits (Soft Soils)	Pit Size - (14"x14"x14")
5	Pit Digging - Non-Mulberry (Tasar, Oak Tasar, Muga and Eri)	1 Person Day for 30 Pits (Hard Soils) 1 Person Day for 35 Pits (Hard Soils)	Pit Size - (13"x12"x12") Pit Size - (18"x12"x12")
6	Cutting Preparation (Mulberry)	1 Person Day (3000 Cuttings)	
7	Plantation (Mulberry)	11 Person Days/ Acre for sowing	
8	Irrigation (Lift & Channel)	2 Person Days/ Acre (Once in fortnight)	The frequency may vary with place to place
9	Pot Irrigation - (Tree Plantation of Mulberry/Tasar and Muga)	2 Person Days / Acre	(Once in Fortnight) during First Year
10	Fertiliser application - a) Mulberry (Row System) (Pit System) b) Tasar, Oak Tasar, Muga and Eri	2 Person Days/Crop 2 Person Days/Crop 2 Person Days/Crop	
11	Leaf Picking/Plucking/Harvesting a) Leaf Picking (Mulberry/Eri) b) Shoot harvest (Mubi/Eri)	1 Person Day for 50 Kg Leaf 1 Person Day / 500 Kg	
12	Uprooting of old plants/stumps (Mulberry)	***	Mechanization is to be used wherever possible
13	Preparation of Root Grafts - Mufb.	1 Person Day for 100 grafts	
14	SEED PRODUCTION - Mulberry / Eri		
	a) Disinfection of gramage building :	5 Person Days for every 1000-Sq Ft Area	
	b) Assistance in cocoon receipt, grading, weighment and preservation	1 Person Day for every 40000 cocoons	
	c) Cocoon deflossing and sorting :	1 Person Day for every 40000 cocoons	
	d) Moth emergence, pairing, depairing, oviposition:-		
	a) Cocoon cutting	2 Person Days for 10000 cocoons	
	b) Pupa sex separation	1 Person Day for 10000 cocoons	
	c) Pupa preservation in computered sheets	1 Person Day for 30000 cocoons	
	d) Arrangement in trays/stands	1 Person Day for 10000 cocoons	
	e) Precipitation of Starch paper	1 Person Day for 40 Sheets	
	e) Moth crushing, Arranging to supply smear for moth examination	1 Person Day for 25 Samples	Fujiwara method of moth testing
	f) Moth Examination :	1 Person Day for 300 Smears	
	g) Egg loosening, Washing, Bleaching,Drying	1 Person Day for 40 Sheets	
	h) Acid Treatment of eggs :	1 Person Day for 500 Sheets (10000 dffs)	
	i) Segregation of diseased layings, surface disinfection, egg drying and preservation	1 Person Day for 500 Sheets	
	a) Assistance in loose egg weighing/packing	1 Person Day for 20,000 dffs (400 boxes)	
	b) Incubation and Black Soaking	2 Person Days for 10000 dffs (loose eggs) 1 Person Day for 10000 dffs (egg sheets)	
	c) General Clearing and Waste Disposal	1 Person Day for 40000 cocoon lots	
	d) Pierced Cocoon Drying, packing, insecticide Spray and Storage etc.	1 Person Day for 40 Kg	Includes Washing and Drying of egg sheets also All post-oviposition activities including accounting etc.

Enclosure to Annexure-L23

Page 2

Sl. No.	Seriiculture Activity/ Operation	Fixation of Labour Norms (Person Days)	Explanation/ Remarks
15.	SEED PRODUCTION - Tasar / Oak, Tasar / Muga		
	a) Cocoon Harvesting	1 Person Day per 20 Trees	
	b) Making of cocoon garlands	1 Person Day for 5000 cocoons	50 Garlands @ 100 cocoons per garland
	c) Emergence, Rearing, Despinning/ Cwoodstem	3 Person Days for 10000 Cocoonless	Same for Oak, Tasar etc.
	d) Moth Crashing, Smear preparation	1 Person Day for 500 smears	A3 sector
	e) Moth Examination	1 Person Day for 200 smears	To be done by staff and skilled persons only
	f) Washing, disinfection and drying of eggs	1 Person Day for 10000 dfts (500 sheets)	Includes preservation also
	g) Packing of dfts in cloth bags/labelling	1 Person Day for 20000 dfts	
16.	SILKWORM REARING - Tasar / Oak, Tasar / Muga (Std. Norms)		
	a) Silkworm Rearing (First Crop)	80 Person Days for 200 dfts	From hatching of dfts to harvesting of cocoons
	b) Silkworm Rearing (Second Crop)	50 Person Days for 200 dfts	From hatching of dfts to harvesting of cocoons
	c) Silkworm Rearing (Third Crop)	100 Person Days for 200 dfts	From hatching of dfts to harvesting of cocoons
	d) Cocoon podünde cutting	1 Person Day for 3 Khatans	
17.	Post-Cocoon Activities - Mulberry/EF		
	a) Cocoon Drying/ Hot Air Drying	1 Person Day for 100 Kg cocoons	
	b) Cocoon Casting	1 Person Day for 25 Kg cocoons	
		1 Person Day/ 2 Kg on 6-end cottage babli	
		1 Person Day/ 1Kg on 10-end MSM	
		1 Person Day/ 1 Kg twisting on 120 spindle unit	
	c) Hand Spinning (Mulberry-Reared cocoons)	1 Person Day/ 150 gm	on CSTRI motorised spinning machine
	d) Hand Spinning (E)	1 Person Day/ 150 gm	on CSTRI motorised spinning machine
18.	Post-Cocoon Activities - TASAR / Oak, Tasar / MUGA		
	a) Cocoon Drying/ Soaking	1 Person Day for 5 Kilograms of 6000 Cocoons	
	b) Silk Reeling (CSTRI/Tasar Reeling machines)	1 Person Day for 750 gm	
	c) Silk Reeling (Muga)	1 Person Day for 250 gm	
	d) Spinning (Muga) on CSTRI-MSM	1 Person Day for 250 gm Goocha yam	
	e) Spinning (Tasar) on CSTRI-MSM	1 Person Day for 250 gm	
	f) Tasar - Modified Amber Chaikha	7 Person Days for 5 Kg quality spun yam	Also the same on MSM
19.	Weaving Preparatory works		
	a) Yam Winding, doubling and twisting	2 Person Days to process 1.0 Kg yam	
	b) Sectional Warping	2 Person Days to process 1.0 Kg yam	
	c) Denier and crimping	2 Person Days for 50-100 count reed	
	d) Pre-winding	1 Person Days to process 1.0 Kg yam	For winding for tasar
	e) Fabric weaving (Tasar)	1 Person Day for 4 mts of tasar fabric	On tamaloom
20.	Other Post-Cocoon Activities		
	a) Cocoon Testing Activities	1 Person Day (3-4 hrs) for 12 samples	Payment on pro-rata basis
	b) Raw silk testing and grading as per ISA	1 Person Day for 20 skeins	All related activities for testing/grading are included
	c) Raw silk testing and grading on BIS	1 Person Day for 3 lbs	
	d) Testing of twisted yam	1 Person Day for 6 lbs (1 mt-5 skeins)	includes denier, degumming, twist tests

NOTE : For the activities not mentioned above, the requirement of Person Days needs approval on case by case basis.

Sd/-
Sri Prabhakar Gupta
Joint Director (F&T)

Sd/-
Sri S. Anamath
Scientist-E

Enclosure to Annexure-L23



CENTRAL SILK BOARD
 Ministry of Textiles [Govt. of India]
 CSB Complex, 100 Ft. Ring Road
 B.T.M. Layout, Madiwala
 BANGALORE 560 068
 Phone: 26688831

CSB-31/2 (Labour)/ 2010-11-RCS

06.10.2010

CIRCULAR

Sub: Revised norms of person days for various sericulture activities – Reg

This has a reference to the letter No. CSB/CSRTI/Labour/2010-11 dated 24.08.2010 received from Director, CSR&TI, Pampore, wherein he requested for norms for the following activities:

1. Mulberry Silkworm rearing (including disinfection, incubation, chawki rearing, late age rearing, grainage activity etc.)
2. Pruning of mulberry plantation
3. Mulberry Nursery raising.

stating that, the same were not covered in the revised norms circulated vide this office circular No. CSB-16 (4)/2000-Labour II dated 07.06.2010. Hence, Member Secretary approved the following norms to bridge the gap.

Sericulture Activity/ Operation	Fixation of Labour Norms (Person days)	Explanation/Remarks
1. Mulberry Silkworm Rearing	<p>3 Person days per day per 500 dfls for the first 3 instars (12 days)</p> <p>5 Person days per day for the next two instars (12 days)</p> <p>6 Person days for transferring the ripe worms to mountages (2 days)</p> <p>In case of Shoot feeding 1 person day per 200 dfls per day @ two feeding / day during 4th and 5th instars (12 days)</p>	<p>This can be followed in the traditional practices where 4 feeding schedule is usually followed subject to a minimum of 1 for each shift (@ 2 shifts per day)</p> <p>Wherever worm separator is used the person days required for picking and transferring the ripe worms to mountages is to be reduced to half in case of hand operated equipment and to ¼th if motorized.</p>

Enclosure to Annexure-L23

2. Mulberry-Cultural operations (weeding, pruning etc.,)	53 person days per acre per operation Wherever possible, manual digging should be replaced with tractor ploughing (@ 4 hours/acre); or with bullock power (@ 1 pair/acre) or other mechanical devices. Around 4 person days in addition for removing the weeds will be enough in such cases.	High rain fall and sticky/ clayey soils needs higher human power for digging and weeding. Hence, 25% allowance is allowed for those falling under Gangetic plains, Brahmaputra Valley etc.
3. Mulberry Nursery raising	637 person days for raising 3.00 lakh saplings (4 months old) in two acres.	An additional 220 person days are allowed for additional weeding and irrigation operations for one year old saplings.

It may be noted that, disinfection & grainage activities have already been covered in the Revised Norms circulated earlier. Further, it is clarified that, the norms given for disinfection in case of grainage equally applies to the disinfection of rearing house also. There is no need of separate mandays for incubation, which can be attended to by the staff themselves.


 (BEERA SARATCHANDRA)
 DIRECTOR (Tech)

To

All the Directors/Unit In-charges

Copy for information to:

1. Tech – 1, 2, 3, 4, & 5
2. Establishment Section – I & II
3. Account Section
4. Law Section

ANNEXURE-L24

CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India

B.T.M.Layout, Madiwala
 BANGALORE 560068

☎ : 26282699

Fax: 26681511

e-mail: law@silkboard.org

No.CSB-5(1)/2007-LABOUR/

DATE: 04.08.2010

To

Sir,

Sub: Revised/Approved norms for procurement of labour mandays
 by CSB Institutes – Reg.

Ref: This office letter No.16(4)/2000-Lab-Vol-II dt.17.06.2010

The requirement of labour mandays for various sericulture activities fixed by the Shyam Sundar Committee was taken up for revision in view of new kinds of sericulture activities being undertaken by the Research Institutes for which there were no norms. This task was entrusted to a committee in Central Office and the said committee after examining in detail the existing norms formulated by the Shyam Sundar Committee vis-à-vis the proposals received from various CSB Institutes, submitted its report and the same was circulated to all the CSB Institutes vide letter No.CSB-5(1)/2007/LABOUR dated 28.02.2007 inviting their comments before finalizing the same.

The views/suggestions received from the research institutes to the revised norms recommended by the aforesaid committee were examined by the Scientific Wing in Central Office in detail with reference to various scientific literatures available on the issue. The main purpose of this exercise is to have a uniform policy of fixation of labour norms (requirement of labour mandays) for each kind of sericulture activity both pre-cocoon and post cocoon in order to reach the target fixed for each Institute/Unit of the CSB.

Based on the above exercise, the approved labour mandays norms for various sericulture activities have been fixed and a copy thereof has been circulated to all the units vide letter No.CSB-16(4)/2000-Labour/Vol-II dated 17.06.2010.

It has now been decided that the each research institute will have to work out the total requirement of mandays per year (March-April) for various sericulture activities

undertaken in the said institute (including their respective nested units) based on the approved norms for the said activity as in the enclosed statement vis-à-vis the target fixed. After the said exercise, taking into consideration already available mandays (viz. Casual and Time Scale Farm Workers), it may have to be worked out whether there is additional mandays requirement as per the approved labour norms to achieve the fixed target. To meet the said additional mandays requirement, the delegated units are competent to incur necessary expenditure on this head within the allocated budget subject to the following conditions:-

1. It may be ensured that no new labourers are recruited and only the additional requirements can be met from engaging the labourers on contract basis. Since the last norms fixation a lot of mechanized activities are adopted and equipments are also available in the farms which are also to be taken into account while engaging the additional labourers, if necessary.
2. The engagement of additional mandays should be on contract basis and the period of engagement shall not in any case exceed 59 days in one spell and 180 days in a year. All the required procedure should be followed strictly.
3. While implementing the revised norms for engaging the labourers, it should be ensured that the expenditure on wages is less by 10% of the previous year.

Each institute/independent unit is required to maintain a register of labour utilization, activity-wise on daily basis with a monthly abstract which is subject to audit by the Internal Audit Team. An annual abstract of labour utilization and the expenditure incurred therefor should be sent to Central Office for records.

Any deviation in following the procedure and resultant loss to CSB would be viewed seriously holding the officer/official concerned accountable.

For any further clarification, Central Office may be consulted.

Yours faithfully,

Sd/-
[M.SATHIYAVATHY]
MEMBER SECRETARY

Enclosure to Annexure-L24**STATEMENT SHOWING THE LABOUR UTILIZATION FOR THE YEAR 20__
TO 20__.****Name of the Institute/Unit :** _____

Sl. No.	Activity for which labour was used	Quantity of work executed	Total manpower requirement (as per norms)	Available Manpower	Additional manpower engaged	Any other relevant information

Date :
Place:

Signature of the Director/Officer-In-charge

Seal :

ANNEXURE-L25

No.CSB-20(11)/98-Labour

Dated: 07.04.1998

C I R C U L A R

Sub: Extension of EPF benefits to seasonal workers-
regarding

Certain references relating to extending of EPF benefits to seasonal workers who work for not more than 180 days in BSM&TCs were pending consideration before Central Office. The Competent Authority after considering various aspects touching the issue has taken following decisions for regulating engagement of Labourers on mandays for seasonal nature of work:-

(i) to engage seasonal labourers not exceeding 20 Nos. on any day, only during burst seasons for seasonal nature of work for a period not exceeding 50 days in a year through a Contractor fixing specific liability on the Contractor to remit EPF contribution of his workers alongwith his share of contribution to the concerned EPF Office under intimation to the Unit concerned. If such Labourers are not covered under the EPF Scheme, the Contractor should cover them under the scheme and remit the contribution to their A/c in EPF Office.

(ii) If engagement through the Contractor is not practicable or not possible for any valid reason, then Labourers can be engaged not exceeding 20 Nos. on any day only during burst seasons for seasonal nature of work for a period not exceeding 50 days in a year. In other words, no same seasonal labourer should be permitted to work for seasonal work beyond 50 days in a year.

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(iii) If the Unit itself, engages seasonal labourers [for less than 60 days] in terms of (ii) above and not through the Contractor, then such seasonal labourers should be covered under the EPF Act by the unit itself, if not already covered, by getting a separate A/C number and EPF contribution should be remitted to the concerned EPF Office by deducting labourers share from their wages. Once a seasonal worker is discontinued after the work, then the EPF remittances should be stopped and he should be intimated of his account number and balance standing to his credit for taking further action at his end. If such Seasonal Labour is already covered under the EPF Scheme, account number should be collected from him and contribution should be remitted to the said account. When once such labourer is discharged he should be intimated of the balance of EPF standing to his credit.

(iv) All statutory forms required for the above purpose under the EPF scheme should be maintained in consultation with the concerned EPF Office.

(v) That opening an EPF account for a labourer engaged on seasonal basis does not entitle him to claim for continuous engagement or regularisation or priority in future engagements.

(vi) If the Institute or the Unit concerned engages contract labour numbering less than 20 either by itself or through a Contractor for any kind of work in the Institute or in the unit, the provisions of the Contract Labour Act do not apply.

The above instructions should be scrupulously followed by the concerned and any lapse will liable to be viewed seriously fixing personal responsibility on the concerned Unit I/C.

Sd/-
for JOINT SECRETARY (TECH)

TO

1. The Director,
Central Tasar Research &
Training Institute,
Central Silk Board,
Ranchi - 835 303 (Bihar).

CENTRAL SILK BOARD
BANGALORE - 560 068

NO:CSB-23(2)/98-Labour

Dated: 15.02.1999

C I R C U L A R

Sub: Compliance to the Provisions of Contract
Labour Act - Regarding

This is to inform to all the Research units and other independent units of Central Silk Board, that the Government of India has promulgated Contract Labour Act (Regulation and Abolition) Act 1970, in short Contract Labour Act (CLA) laying down rules for Regulation of employment of Contract Labour and Abolition of Contract Labour under certain circumstances. The said Act applies to every establishment in which 20 or more Contract Labour are employed on any day in a period of 12 months through a contractor. The Act impose certain liabilities on the incharge of the establishment with regard to contract labour engaged through the contractor. Under this Act, the Government of India has issued a Notification prohibiting employment of Contract Labour for certain items of work like sweeping, cleaning, dusting and watching of buildings, owned or occupied by the establishments in respect of which the Appropriate Government under the said Act is "Central Government".

2. In the light of the provisions contained in the said Act, the CSB Institutes/Units are advised to comply with the provisions of the said Act. Certain guidelines are provided for needful compliance.

A. If the Institute or the unit concerned engages contract labour numbering less than 20 through a contractor for any kind of work of the Institute or the unit including for works prohibited vide the above referred notification, the provisions of Contractor Labour Act do not apply.

B. If the Institute or the unit concerned engages Contract Labour numbering more than 20 for any kind of work of the Institute or unit excluding works prohibited under the above referred notification, the Contract Labour Act applies and therefore the following guidelines will have to be followed:-

(1) The concerned in-charge of the Institute or unit who signs the contract or who is authorised to sign the contract should arrange to register the Institute/unit under the provisions of Contract Labour Act. Registration of such Unit or Institute is compulsory. For example if CSRI, Bangalore is entering into a contract with a Contractor for security or for any other work, the Director who signs the contract becomes the "Principal employer" and there are certain obligations on his part under the Act, like maintenance of certain records etc. The Institute should get itself registered under the Act. The registration can be for a life time also. One registration certificate cannot be extended to other units as each unit being a delegated unit is independent and can separately get the registration done. Generally Registration is done by RLC(C)/ALC(C) of the region.

(2) Without Registration, which is compulsory, no unit or Institute can engage more than 20 Contract Labour on any day or days as it amounts to violation of the Contract Labour Act.

(3) The Contractor who supplies the Contract labour exceeding 20 should have a valid license obtained from the ALC(C) concerned. Before contractor signs the contract/commences the work, he should have obtained license from the concerned ALC(C). The incharge officer should verify whether the contractor has a valid license before the commencement of work/before signing the contract.

(4) The in-charge officer should ensure that the work taken under the contract is not prohibited by the Government. (Referred above as prohibited employment).

(5) The in-charge officer should ensure:-

(i) Compliance to the law laid down in Contract Labour Act and Minimum Wages Act, by the Contractor. A designated officer of the Principal employer should ensure that the contractor complies with the provisions of these Acts, (payment of wages to labourers by the contractor should be monitored by the representative of the employer);

(ii) Payment of Minimum Wages fixed by the state government for a particular nature of work to the Contract Labour by the Contractor. In case the contractor fails to pay or pays less, it is the responsibility of the Principal employer to pay the wages or the difference of wages to the Contract Labour subject to adjusting the dues against the contractor's bill. In cases where the Contract Labour performs the same or similar kind of work as done by Casual Farm/Time-Scale Farm Worker, the daily wages payable to the Contract Labour shall be same as applicable to CFW/TSEW working in the said Unit.

(iii) Deposit of the EPF and ESI contribution by the contractor in respect of labourers and necessary form filling;

:: 3 ::

- (iv) That contractor does not engage child labour;
- (v) Contractor fulfils the legal formalities as per the Act and Rules as far as practicable.
- (vi) Keeping the original contract in safe custody;
- (vii) Keep liaison with the Labour Department regarding day to day changes in the provisions of the Act and for checking the expiry of license or registration as the case may be;
- (viii) Maintenance of records required under the Act and Rules by the employer/ by the contractor
- (ix) extending other facilities as given under the CIA to the Contract Labourers by the Contractors;
- x) To replace the Contractors if possible after two terms, and also to replace the Contract Labourers as far as possible.

3. The agreement relating to security should be carefully worded/ drafted so as to keep the terms of the agreement outside the purview of the Notification referred above (prohibited employment). For other contracts above guidelines will have to be followed. A specimen Agreement Format for availing security services is enclosed herewith for reference & needful.

4. Any lapse or violation of the provisions of the said Act, the in-charge officer being "Principal employer" of the independent Unit is liable for penal actions under the said Act.

5. The contract/contracts in existence or in operation, if any, may be amended or modified depending on the circumstances.

.....4

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6. For any further clarifications Central Office may be consulted and clarification sought. It is better to get the agreements executed by nested Units cleared by the Main Institute to ensure uniformity. Also in the event of doubt or urgency it is better to correspond with Central Office or hold telephonic discussions with Joint Secretary [Coord] in Central Office.

7. In case, the model agreement enclosed has to be modified to suit local need, this may be done at the Directors level and Central Office informed. The provisions of the said Act may be studied and understood for compliance. A check list is enclosed for ready reference.



LARUN RAMANATHAN,
MEMBER-SECRETARY

ANNEXURE-L27

CENTRAL SILK BOARD
 Ministry of Textiles – Govt. of India
 B.T.M.Layout, Madiwala
 BANGALORE 560068
 ☎: 26282699
 Fax: 26681511
 e-mail: law@silkboard.org

No.CSB-17(2)/2006-LABOUR/

DATE: 31.10.2008

C I R C U L A R

Sub: Misconduct/Misbehaviour committed by the Farm Workers
 of CSB – procedure to be followed – Reg.

Ref: Earlier Circular No.CSB-17(2)/2006-Labour dt. 03.07.2006.

It is to inform that the Directors and Joint Directors (Scientist-D) holding independent charge have presently been delegated vide the above referred Circular with powers to deal with the disciplinary cases against Farm Workers working under their control. The orders of penalty passed by the said Disciplinary Authorities namely Directors and the Joint Directors (holding independent charge) are subject to Appeal being filed by the aggrieved Farm Workers to the Member Secretary, Central Silk Board who is delegated with powers to function as an Appellant Authority to deal with such appeals.

Though the above arrangement looks to be workable in main research institutes, lot of administrative constraints are being experienced particularly to deal with the misconduct/misbehaviour of workers working in nested units of main research institutes and smaller units coming under the said nested units which are located at far away places. Such administrative constraints are inevitable in large organizations like CSB. Nevertheless, in order to streamline the existing functional distribution of work of handling cases of misconduct/misbehaviour of Farm Workers and to make it workable at all levels for speedy disposal of such cases, it has been decided to delegate the middle level administrative officers/scientist-C level officers with powers to function as Punishing/Disciplinary Authorities and the Scientist -D or equivalent level officers with powers to function as Appellate Authorities. In fitness of things, a workable schedule is placed below for kind reference and needful compliance.

SCHEDULE

Description of the post	Punishing/Disciplinary Authority	Appellate Authority
Casual & Time Scale Farm Worker	A/D(A&A)/DD(A&A)/ Scientist-C or equivalent level officer designated by the concerned Director or Scientist-D or E (holding independent charge) as "Punishing/ Disciplinary Authority".	Scientist-D or equivalent level officer designated by the concerned Director/Scientist-E (holding independent charge) as "Appellate Authority".

The above arrangement will come into effect from the date of this Circular in respect of all new cases. The existing arrangement will continue in respect of pending cases pending as on the date of this Circular.

The concerned Director/Scientist-E holding independent charge is required to nominate/designate the Punishing Authority (wherever Scientist-D level is holding independent charge he is empowered to nominate the Punishing Authority) and the Appellant Authority from among the aforesaid grade officers to function as such to deal with the disciplinary cases against the Farm Workers working under his control and notify the same to the workers putting it on the notice board. The details may also be forwarded to Central Office.

In each case of misconduct/misbehaviour of Farm Workers, the Punishing/ Disciplinary Authority concerned need to appoint an Enquiry Officer and a Presenting Officer from among the employees belonging to the cadre of Superintendent/Assistant Superintendent or equivalent level officer for conducting domestic enquiry against the delinquent workers as per the regular procedure in terms of principles of natural justice affording opportunity to show cause/of hearing to the delinquent worker.

If the concerned institute/unit has appointed an external Enquiry Officer to conduct enquiry against the regular employees, same Enquiry Officer can also be appointed to enquire into the charges leveled against the delinquent Farm Workers. In such cases, the Presenting Officer needs to be appointed by the concerned in terms of this Circular.

The concerned Director/Scientist-E holding independent charge may if necessary arrange to cause the necessary training being imparted to the officials nominated as Enquiry Officer/Presenting Officer so as to educate them of the procedure to be followed in handling such cases.

The contents of the above Circular may kindly be taken note of for strict compliance and the Central Office be kept informed once in a year as on 31st March of each year, No. of disciplinary cases pending against Farm Workers, date of commencement and date of conclusion of enquiry, outcome of enquiry, Appeal if any preferred, for records.

Sd/-
[M.SATHIYAVATHY]
MEMBER SECRETARY

To

All the Directors & Scientist-D/E(holding independent charge) of CSB.

**CENTRAL SILK BOARD***Ministry of Textiles – Govt. of India*

B.T.M. Layout, Madiwala

BANGALORE 560068

☎ 28282820

Fax: 28681511

e-mail: csb@silkboard.org

DATE: 31.10.2011

No.CSB-8(3)/2000-LABOUR

To:

The Director,
Central Tasar Research and
Training Institute,
Central Silk Board,
RANCHI - 835303

Sir,

Sub: Revision of financial Assistance to the Skilled Farm Workers
deputed for rearing/grainage work - Regarding

In continuation to Central Office letter of even number dated 25.03.2011 on the subject cited above it is to state that your proposal seeking approval for enhancement of lump-sum amount from Rs.500/- to Rs.1,000/- to the farm workers of REC, Palampur who are deputed for Oak Tasar rearing purpose in Himachal Pradesh was examined by a committee constituted for the purpose. Based on the recommendation of the said committee the Competent Authority has approved the following:-

Sl.No.	Particulars	Paid earlier	Recommended & approved	Remarks
1	Traveling expenses	Actual bus fare (ordinary)	Actual bus fare (ordinary)	Production of Bus ticket
2	Daily Allowances	Rs.15/-per day	Rs.100/-per day	
3	Allowances			
	3.1 Fixed	Rs.500/-*	Rs.500/-per month	For periods exceeding 15 days in a month

*paid in some cases only.

Conditions:-

1. Location and need for the skilled workers and duration should be meticulously planned.
2. Local contract workers are to be used wherever skilled work force is not required.
3. On using the skilled workers for cocoon collection and egg transportation as requested in muga sector, opinion of law section needs to be taken for engaging the skilled workers for such activities.
4. However it is to be made known to all the Institutes to plan in advance and obtain prior permission in action plan meeting itself for the year the requirements for keeping budgetary provision.
5. Separate guidelines for billing and reimbursement may be worked out by Accounts Section.

The expenditure on the above account may be booked under R&D Scheme of XI Plan.

Yours faithfully,



[K.N.MEENAKSHI]
JOINT DIRECTOR [ADMN]



31/10/2011

ANNEXURE-L29



CENTRAL SILK BOARD
 Ministry of Textiles – Govt. of India
 B.T.M. Layout, Madiwala
 BANGALORE 560088
 ☎: 26282699
 Fax: 26681511
 e-mail: jaw@silkboard.org

No.CSB-22(1)/98-LABOUR

DATE: May 22, 2012

CIRCULAR

Sub: Affording credit of Earned Leave to the Time Scale/Skilled Farm Workers – Clarification – Reg.

A Time Scale/Skilled Farm Worker is entitled to 18 days of Earned Leave in a year on pro-rata basis i.e. 1½ day for every completed one month of continuous service. However, the credit will be afforded in advance at a uniform rate of 9 days on the 1st January and 1st July of every year. The Earned Leave can be accumulated upto maximum limit of 90 days.

Instances have come to the notice of Central Office that some of the units of CSB is giving further advance credit of 9 days on 1st January/1st July (beyond the maximum ceiling of 90 days) and is kept separately and set-off against the Earned Leave availed during that half year ending 30th June/31st December. This procedure as applicable to regular employees, cannot be made applicable to Farm Workers of CSB. Therefore, it is notified that once the Earned Leave account of a Farm Worker reaches the maximum limit of 90 days credit, no further advance credit should be made. The maximum Earned Leave that can be accumulated in the leave account of a Farm Worker is 90 days only.

The above may be taken note for necessary compliance.

(K.N. MEENAKSHI)
 JOINT DIRECTOR (ADMN)

To

Address list are enclosed.

केन्द्रीय रेशम बोर्ड

(कस्त्र मन्त्रालय - भारत सरकार)

क. र. बो. सम्प्लेक्स
बो. टी. एम. लेआउट, मदिवाला,
बंगलूर - 560 068.

No. CSB-2(24)/93-Labour

To

All Units

CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

C.S.B. Complex,
B.T.M. Layout, Madivala,
Bangalore - 560 068.

Dated: 24. 10. 1997

Sir,

Sub: Medical facilities to Casual/Time-Scale Farm
Workers - regarding

I am directed to refer to the subject cited above and to inform that this Office vide Circular No. CSB-83(4)/89-ES [I] dated 8th July 1990 and letter No. CSB-3(1)/79-ES [II] dated 14-10-1991 had issued instructions to all the Units of CSB to provide Masks, Glove, Aprons, Gum Boots/Hunter Shoes and adequate drinking water facilities to the Casual/Time-Scale Farm Workers working in Farms and grainages where they are engaged in duties which expose them to Health Hazards.

It has been brought to the notice of the Competent Authority that the above facilities have not been provided to the Casual/Time-Scale Farm Workers in some of the Units, which has been viewed seriously.

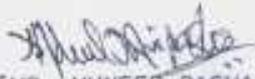
As such, I am to request you to kindly provide the following facilities to CSB Casual/Time-Scale Farm Workers working in Farms, Grainages or those working in Reeling Units where they are engaged in duties which expose them to Health Hazards.

- Masks, Gloves, Aprons, Gum boots and adequate drinking water facilities with First Aid Box in all the Grainages, Farms and Reeling Units.
- Provide soap solution to wash hands after work.

This may be brought to the notice of all the concerned for strict compliance.

This issues with the approval of the Member-Secretary.

Yours faithfully,


[MD, MUNEER PASHA]
JOINT SECRETARY [TECH]

फोन 6681512, 6681513, 6681514, 6680841,
फैक्स 6688831, 6688957, 6689351, 6688704, 6687808,

फैक्स 6681511

टेलीग्राम CENTROSIL पी.नं. 5825

L-31

**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-1(36)/2013/GEN/EPF/LABOUR

Date : February 6, 2013

CIRCULAR

Sub: CSB's contribution to EPF is limited to the amount of Rs.6500/-
(monthly Basic Wages + VDA) of a Farm Worker – Reg.

As per the provisions contained under the EPF Scheme as applicable to Farm Workers of Central Silk Board, the rate of contribution payable by a Farm Worker towards his EPF account is 12% on the basis of his Basic Wages plus VDA actually drawn (skilled or unskilled rate as the case may be). The rate of matching contribution by CSB is also equal to 12% plus Administrative Charges at the rate as applicable.

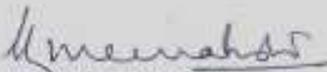
However, if the worker may, if he so desires to contribute an amount exceeding 12% of his Basic Wages plus VDA, he may do so, but the CSB is not under an obligation to pay any contribution over and above said 12%.

(In terms of proviso to para-26A of the EPF Scheme where the monthly wages viz., Basic Wages plus VDA (skilled or unskilled rate as the case may be) of a Farm Worker exceeds Rs.6500/- then the rate of contribution of 12% payable by such a Farm Worker and the matching contribution payable by CSB in respect of such Worker shall be limited to the amount of Rs 6500/- only (Rupees Six Thousand Five Hundred Only) (monthly Basic Wages + VDA).

The above ceiling limit of Rs.6500/- is equally applicable in respect of CSB's contribution to the Pension fund and EDLI fund of the concerned worker.

This is brought to the notice of all the concerned for strict compliance.

This issues with the approval of the Competent Authority.


(K.N. MEENAKSHI)
JOINT DIRECTOR (ADMN)

To

All the Main Institutes and their nested units of CSB.



CENTRAL SILK BOARD
 Ministry of Textiles – Govt. of India
 B.T.M. Layout, Madiwala
 BANGALORE 560068
 ☎: 26282699 /2620
 Fax: 26681511
 e-mail: law@csb.gov.in

No.CSB-1(36)/2013/Gen/EPF/Labour

Dated: 22.02.2013

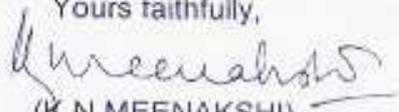
To,

Sir,

Sub:- CSB's contribution to EPF is limited to the amount of
 Rs.6500/-(monthly Basic Wages+VDA)of a farm worker –
 Reg.

In continuation to Central Office Circular of even number dated 6th February 2013 on the subject cited above it is to state that the Employees Provident Funds and Miscellaneous Provisions Act, 1952 does not apply to the State of J& K. In fitness, the Central Office Circular referred to herein do not apply to the farm workers working in CSB units located in J& K. Instead the farm workers of J& K units are governed by J& K Employees Provident Funds & Miscellaneous Provisions Act, 1961. According to the said State Act, the maximum ceiling limit on the contribution payable by CSB is Rs.10,000/-(Basic wages+VDA). A copy of the said J&K State Notification dated 03.10.2006 is enclosed herewith for your ready reference for necessary compliance.

Encl : As above.

Yours faithfully,

 (K.N.MEENAKSHI)
 JOINT DIRECTOR (ADMN)

Government of Jammu and Kashmir
Civil Secretariat Labour & Employment Department

Notification,
Srinagar, the 3rd October 2006

Kind Attention,
Mrs. K. N. Meena Kati,
Joint Director (Law)

SRO 323: -In exercise of the powers conferred by Section 8 of the Jammu and Kashmir Employees Provident Funds and Miscellaneous Provisions Act, 1961, the following amendments shall be made; namely:-

In sub-clause (11) of clause (j) of paragraph 2 and in sub-paragraph (6) of paragraph 23, for the words "Six thousand and five hundred " the words "ten thousand " shall be substituted.

By order of the Government of Jammu and Kashmir.

Sd/-
Principal Secretary to Government
Labour and Employment Department

No: -L&E/EPO/22/2006

Dated: -03.10.2006

Copy to the:-

1. Commr/Secretary to Government, Finance Department.
2. Commr/Secretary to Government, Law Department. (w.7.s.c).
3. Provident Fund Commissioner, J&K, Srinagar.
4. Special Assit. to Hon'ble Minister, Labour and Employment Department.
5. Pvt.Secretary to Principal Secretary to Government L&E Department.
6. General Manage, Government Press Srinagar for its publication in Government Gazette.
7. Government order file Stock file.

Sd/-
Under Secretary to Government
Labour and Employment Department
OFFICE OF THE PROVIDENT FUND COMMISSIONER, J&K, SGR.

No: -PFC/ 1139/06

Dated: 16-10-2006

For worded to the Deputy Provident Fund Commissioner, Jammu/Srinagar, Assit Provident Fund Commissioner, Kathua for information and necessary action.

Asstt. Commissioner,
J&K Employees Provident Fund.

**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-9(1)/2013/wages/Labour/V0I.II

Date : 12.06.2014

CIRCULAR

Sub:- Revision of Wages to TSFWs/SFWs working in different
Units of Central Silk Board – reg.

Pursuant to Ministry's approval conveyed vide their letter No.F.No.25011/9/2013-Silk dated 28th February 2014 and revised approval vide their letter dated 9th June 2014 for revision of wages of Skilled Farm Workers & Time Scale Farm Workers of Central Silk Board, the approval of the Competent Authority is accordingly conveyed to implement the revision of wage package of Skilled Farm Workers & Time Scale Farm Workers working in various units under Central Silk Board w.e.f 01.03.2014 as indicated below:-

Wage Revision Package Applicable to Skilled Farm Workers.

- (1) The existing wage scale of **Rs.2000-75-2750-100-3250** stands revised to **Rs.3600-150-5100-200-7100 w.e.f 01.03.2014**
 - (2) The basic wages drawn by a Skilled Farm Worker as on **01.01.2013** is added to the Special Allowance being drawn by him at 50% of the basic wages and to the said amount a weightage of 30% is added to arrive at the new basic wages which would be fixed at the appropriate stage in the revised wage scale.
 - (3) The Variable Dearness Allowance shall continue to be paid at the Skilled rate as applicable to "Skilled Agriculture Workers" as fixed by the Chief Labour Commissioner(Central), New Delhi from time to time under the provisions of the Minimum Wages Act, 1948 and the rules made thereunder.
 - (4) The House Rent Allowance and Medical Allowance shall continued to be paid at the existing rates.
 - (5) A SFW will not be eligible for separate Special Allowance of 50% of basic wages w.e.f 01.03.2014 once the new wage revision package is implemented.
-

Wage Revision Package Applicable to Time Scale Farm Workers.

- (1) A Time Scale Farm Worker is continued to be placed in the existing wage scale of **Rs.2000-75-2750-100-3250** till he is converted as a Skilled Farm Worker. Till such time he is converted as a Skilled Farm Worker, he will be paid an additional 50% Special Allowance equivalent to 50% of basic wages w.e.f **01.03.2014**, which will not be counted or reckoned for any purpose.
- (2) A Time Scale Farm Worker shall continue to get other allowances like VDA(Un-Skilled), HRA & Medical Allowances at the existing rates.

General conditions:-

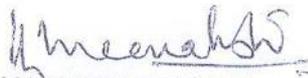
1. All other existing benefits like EPF, Gratuity, Gratuitous Relief, Bonus, Leave, Bicycle Advance, Festival Advance etc and other service conditions shall continue to apply.
 2. Vide this office letter No.CSB-19(26)/2006-Labour dated 25.09.2007, instructions were issued for recovery of excess wages in installments ranging from 100.00 to Rs.400.00 per month calculated on the total amount of dues. Accordingly necessary action to be taken to recover the outstanding dues in installments at the rates indicated in the said letter. In case the entire dues cannot be recovered at the same rate of installments indicated therein owing to concerned worker retiring from the Board's service, then the rate of each installment may be re-worked on case to case basis to ensure that the entire dues is recovered before the concerned worker is relieved from the Board's services either on retirement or otherwise quitting the Board's services.
 3. The ban imposed on fresh engagement of Casual Farm Worker will continue to apply.
 4. The Temporary Status Scheme of 1993 and any Central Pay Commission recommendations will not be applicable to the farm workers of CSB.
 5. With regard to extension of the above wage revision package to those TSFWs/SFWs who were to retire on attaining the age of 55 years on or after 06.11.2012 but continued in service in terms of interim orders of the Tribunal/High Court of Karnataka, a separate Circular No.CSB-6(5)/2010-Labour/Vol.II dated 10.06.2014 has been issued for necessary compliance.
-

6. There is no change in the date of next increment i.e July of each year.
7. There is no change in the nature of duties and responsibilities of the farm workers.
8. A TSFW/SFW against whom any disciplinary proceedings/criminal proceedings is pending, his case may not be considered for extension of the above revised wage package and each of such case will have to be examined separately.

The above wage package as per applicability as above to be extended to all the eligible Skilled Farm Workers/Time Scale Farm Workers working under the control of respective units w.e.f 01.03.2014. Therefore action may be taken to implement the above benefits immediately to the eligible Skilled Farm Workers and Time Scale Farm Workers working under your control & under the control of your nested units under intimation to this office. The total additional financial implication on account of extending the revised wage package to TSFWs/SFWs working under your control may be forwarded to this office for needful.

While implementing the benefits covered in the Circular, it may be ensured that no over payment is made due to any form of misinterpretation. Any such case of over payment will be viewed seriously and the concerned will be held personally liable to recover such over payments. Any clarification needed in implementing the above benefits, same may be referred to Central Office for a decision. A copy of illustration showing the wage fixation in the new wage scale of Skilled Farm Worker is enclosed herewith for ready reference.

This issues with the approval of the Competent Authority.


(K.N. MEENAKSHI)
JOINT DIRECTOR (ADMN)

Enclosure to Annexure-L32**ILLUSTRATION****Monthly Emoluments at the average of the existing Wage-Scale
(₹2000-75-2750-100-3250)**

1 Basic wages	₹2750.00
2. Sp.Allowance(50% of the Basic Wages)	₹1375.00
3. Skilled VDA as on Oct.2012 for area'A'	₹3720.00
4. Medical Allowance	₹ 500.00
5. HRA(30% of the basic wages)	₹ 825.00
GROSS WAGES	₹9170.00

**Fixation in the new proposed wage scale
(₹3600-150-5100-200-7100)**

A. Basic Wages	₹ 2750.00
B. Additional 50% of Special Allowance	₹ 1375.00
TOTAL (A+B)	₹ 4125.00
C.Weightage at 30%	₹ 1237.00
GRAND TOTAL (A+B+C)	₹ 5362.00
1. Basic wages fixed at the appropriate stage	₹ 5500.00
2.Skilled VDA	₹ 3720.00
3. Medical Allowance	₹ 500.00
4. HRA(30% of the basic wages)	₹ 1650.00
GROSS WAGES	₹11370.00

The monthly financial benefit to the worker is	₹ 2200.00
a) * EPF liability in the New Wage Scale (Restricted to ₹6500/-)	₹ 885.00
b) Existing EPF liability	₹ 881.00
Additional EPF Liability (A-B)	₹ 4.00

* EPF is @ 13.61% of the Basic Wages + VDA



**CENTRAL SILK BOARD
BANGALORE – 560 068.**

No.CSB-1(36)/2013/GEN/EPF/LABOUR

Date : September 9, 2014

C I R C U L A R

Sub: Ceiling limit of CSB's contribution to EPF in respect of Farm Workers of CSB stands enhanced from the existing Rs.6500/- p.m. to Rs.15,000/- p.m. – Reg.

In modification of the Central Office Circular of even No. dated 06.02.2013 on the subject cited above, it is to state that the Ministry of Labour and Employment, New Delhi vide their Notification dated 22.08.2014 has enhanced the statutory wage ceiling limit for EPF contribution from the existing Rs.6,500/- p.m. to Rs.15,000/- p.m. with effect from 01.09.2014.

In terms thereof, the maximum wage ceiling limit (Basic + VDA) on the EPF contribution payable by Central Silk Board w.e.f. 01.09.2014 in respect of a Farm Worker is Rs.15,000/- p.m. Accordingly, each Institute/Unit of CSB is required to remit w.e.f. 01.09.2014 to EPF office its matching share of EPF contribution in respect of a Farm Worker working under the said unit at the rate of 12% of the actual monthly Basic wages + VDA (skilled or unskilled as the case may be) till the wage limit reaches the maximum of Rs.15,000/- p.m. (Basic wages + VDA).

The above ceiling limit of Rs.15,000/- is equally applicable in respect of CSB's contribution to the pension fund and EDLI fund of the concerned worker. There is no change in the rate of administrative charges payable by CSB.

As far as the Farm Workers of CSB working in Jammu & Kashmir units are concerned, the above ceiling limit is not applicable to them and they are governed by the ceiling limit of wages at Rs.10,000/- p.m. as of date fixed by J&K State Provident Fund Act.

This is brought to the notice of all the concerned for strict compliance.

This issues with the approval of the Competent Authority.


(K.N.MEENAKSHI)
JOINT-DIRECTOR (ADMN)

To

All the Main Institutes/Unit of CSB.



CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India

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 BANGALORE 560068

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No.CSB-9(3)/2014-WAGES/LABOUR/VOL.II

Date : March 23, 2016

CIRCULAR

FAX/SP

Sub: Implementation of Temporary Status Scheme of CSB – Reg.

This is to inform that the Ministry of Textiles has considered the proposal of the Central Silk Board to extend the benefits of the Temporary Status Scheme (TSS) under the Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Govt. of India, 1993 to the eligible Skilled Farm Workers (SFWs) of CSB subject to following the procedure as detailed below while implementing the conferment of temporary status in accordance with DoPT O.M. No.51016/2/90-Estt.(C) dated 10.09.1993.

- (i) CSB may proceed further under Rule-28 of the CSB Rules, 1955 to implement the Grant of Temporary Status Scheme in accordance with the DoPT's Casual Labourers (Grant of Temporary Status & Regularization) Scheme of Govt. of India, 1993.
- (ii) All Farm Workers who have filed Writ Petitions before various High Courts and other Courts all over the country, will withdraw these cases.
- (iii) No additional budgetary support for meeting the expenditure on account of conferment of Temporary Status will be provided by the ministry and CSB will have to meet the additional financial burden on this account within the existing budgetary allocation.
- (iv) The EFC/CCEA while approving the XII Plan schemes of the Central Silk Board decided to book the wages of Farm Workers under Plan Schemes. Govt. of India has sanctioned limited budget for Plan Schemes and diversion of more funds from Plan Schemes for meeting the wages of Farm Workers with retrospective effect will hamper the sericulture development activities in the form of Research and Development and Seed Organization Schemes thereby adversely affect the growth trajectory of Silk Industry. That is why financial benefit to TSWs accruing out of conferment of Temporary Status to TSWs will be granted from prospective effect, viz., with effect from the date of approval of the same by the Board.

2. As per the above instructions of the Ministry, the proposal to extend TSS to the SFWs of CSB has been considered by the Board under Rule-28 of the Central Silk Board

Rules, 1955 and the same has been approved for implementation w.e.f. 01.07.2015 vide its Resolution dated 13.07.2015.

3. With regard to condition No.(ii) above, an official letter dated 13.07.2015 was issued to the concerned Directors to see that the Farm Workers have withdrawn all the pending cases or otherwise to get the cases disposed of, thereafter it was proposed to implement the said Scheme w.e.f. 01.07.2015. In this regard, the pending cases on the issue of TSS filed by the Farm Workers working in Jammu & Kashmir, BSMTC, Bilaspur and CTR&TI, Ranchi have been withdrawn. As regards the W.P. No.19130/2007 (LABOUR) pending on the file of the H'ble High Court of Karnataka at Bangalore filed by Shri.S.Ramesh and 171 Others, the H'ble High Court of Karnataka, Bangalore has discharged 100 workers from the said case based on their Memo for withdrawal. The remaining workers are still continue to be the parties to the case. Besides this, there are two more Writ Petitions No.3535/2008 and No.20513/2008 filed by the Workers' Union pending before the H'ble High Court of Karnataka and the Union has not agreed to withdraw the said cases. There is one more case filed by two Workers in O.A. No.949/2012 pending on the file of CAT, Hyderabad which they have not so far withdrawn. As these cases are still pending, the CSB could not implement the scheme as resolved by the Board. This was again taken up with the Ministry and the Ministry of Textiles vide their letter dated 23.03.2016 have decided to grant the Temporary Status to those Skilled Farm Workers who are non-litigants and those who have withdrawn the cases pending on the issue of TSS and payment of wages and arrears to them w.e.f. 01.07.2015 (from the date of approval of the Board) from Non-Plan Budget allocation of CSB. The Ministry has made very clear that the implementation of the scheme to the litigants shall be operative as and when they withdraw the court cases.

4. According to the revised approval of the Ministry, the approval of the Competent Authority is hereby conveyed to implement the TSS to the eligible SFWs of the board w.e.f. 01.07.2015 who are non-litigants and to those who have withdrawn the cases. The list of litigants as per this office records is enclosed herewith as **Annexure-I**.

5. Subject to the above conditions, it may kindly be noted that (i) Temporary Status will be conferred on all the eligible SFWs who are in employment in CSB as on 01.09.1993 and who have rendered continuous service of at least one year as on the said date and continue to remain in the service of the Board as on 01.07.2015, (ii) the implementation of TSS to all such eligible SFWs is w.e.f. 01.07.2015 which is the date of approval of the Board for the implementation of the said scheme, (iii) the benefits available under the TSS are indicated in **Annexure-II** and (iv) an undertaking may be obtained from the eligible SFWs (if not already given) in the format enclosed as **Annexure-III**. All the annexures form part & parcel of this Circular.

6. The TSS cannot be implemented to a Farm Worker against whom disciplinary/criminal case is pending.

7. The ban imposed on fresh engagement of Casual Labour will continue to apply.

8. Accordingly, immediately action may be taken to implement the TSS as per the above instructions/guidelines and the arrears of wages may be settled on or before

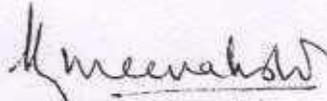
30.03.2016 from out of the **Non-Plan** Budget allocation after deducting all the statutory dues and other dues if any. The fund requirement in this regard may be indented by the concerned Institute and its nested units immediately so as to provide the required funds for disbursement before 30.03.2016.

9. While implementing the benefits covered in the Circular, it may be ensured that no over payment is made due to any form of misinterpretation. Any such case of over payment will be viewed seriously and the concerned officer will be held personally liable to make good the financial loss. Any clarification needed in implementing the above benefits, same may be referred to Central Office for a decision.

10. All those Farm Workers who do not come under the eligibility criteria, will continue to be paid wages and other allowances as per the existing Board's scheme. Action may be taken on **Top Priority basis** strictly as per the above guidelines.

This issues with the approval of the Member Secretary.

Encl: As above.


(K.N)MEENAKSHI
JOINT DIRECTOR (ADMN)

To

All the Main Institutes & its nested units.

ANNEXURE -II**Benefits after grant of CL-TS scheme to the eligible Skilled Farm Workers.**

- A. Wages at daily rates with reference to the minimum of the pay scale for a corresponding regular Group-D official including DA, HRA & Transport Allowance.(OM No.51016/2/90 Estt.(C) dated 10.09.1993).
1. For Matriculates: - PB-I payband 5,200-20,200 with Grade Pay Rs.1,800/- and admissible DA, HRA & Transport Allowance(pay will be fixed at the minimum of PB-1 Rs.5,200/-).
 2. For non- matriculates:- I-S pay band 4,440-7,440 with Grade Pay of Rs.1,300.00(pay will be fixed at the 1S-Rs.4,440/-) and admissible DA,HRA & Transport Allowance. After imparting the requisite training for a period of 3 months they have to be extended the Payband Rs.5,200-20,200 with Grade Pay of Rs.1,800/-. Each Institute/Office will design a training curriculum suited to its requirements. As far as possible the training programme should not exceed 3 months w.e.f 01.04.2016and it may be imparted during working days for not more than 2 hours per day. The concerned Institutes/nested units will bear the expenditure for training.
 3. Annual increment at 3% of Pay + Grade Pay on 1st July 2016 and onwards subject to satisfactory performance of duty for at least 240 days in a year.
 4. Leave on pro-rata basis at one day for every 10 days for the days of duties attended. Leave accumulation upto 300 days. But they are not eligible for any other leave including Casual Leave as per OM No.49014/3/2007-Estt.(C) dated 18/10/2007. Not eligible for encashment of leave.
 5. Leave credited on 1st January & 1st July for the days of attendance in the preceding half-year on pro-rata basis at one day for every 10 days of work as per OM No.49014/2/93-Estt.(C) dated 12/7/1994.
 6. Transport Allowance – Rs.600.00 + DA admissible (for 'A-1 city) Rs.400.00 for other places as per O.M dated 01.04.1998. Conditions as that of regular employees
 7. Double the normal rate of Transport Allowance to physically handicapped persons. Conditions as that of regular employees as per OM No.49014/2/2008-Estt.(C) dated 04.08.2008.
 8. Eligible for bonus as applicable to Casual Labourers.
 9. Maternity leave to Lady farm workers as admissible to Group-D staff(OM No.51016/2/90 Estt.(C) dated.10.09.1993).

10. Paternity leave 15 days – conditions as that of regular employees(OM No.49014/1/98-Estt.(C) dated 01.04.1998)
 11. Beneficial compensatory allowances(viz.SDA,HCA etc wherever applicable) can be taken for calculating wages to the eligible Skilled Farm Workers conferred with temporary status scheme only one compensatory allowances can be opted whichever beneficial to them as per OM No.3(2)/95-E.II(B),dated 15.01.1996
 12. The Age of retirement is on attaining the age of 58 years till further orders in terms of Interim Order dated 30.04.2014 of the H'ble High Court of Karnataka in W.P.No.18693/2014.
- B. In addition to the above, they are eligible for the following benefits as per LABOUR MANUAL:-**
1. Medical Allowance- Rs.500/- and reimbursement of medical expenses in case of inpatient treatment in Govt.Hospital for self and dependent family members (Chapter-6)
 2. GSLIS benefits upto the age of 55 years (Chapter-7)
 3. Bicycle & Festival advance (Chapter-8)
 4. Shifting benefits, if shifted in public interest(Chapter-9)
 5. Traveling expenses, daily/fixed allowance in case of short period deputation/shifting(Chapter-9)
 6. Provident Fund Scheme(Chapter-10) EPF ceiling limit is Rs.15,000/-. In case of J & K State workers it is Rs.10,000/-
 7. Retirement/death gratuity(Chapter-11)
 8. Gratuitous relief to the nominee in case of death(Chapter-11)
 9. There is no change in the working/duties, holidays, weekly off, procedure for retrenchment/removal etc.,
 10. Once a Skilled Farm Worker is conferred with Temporary Status his designation will be “**Skilled Farm Worker(TS)**”
- C. No benefits other than those specified above and specified in the scheme will be admissible to Skilled Farm Workers with Temporary Status.**

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कॉम्प्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूरु-560 068.



CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
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No.CSB-9(5)/2019/TSS/Labour Vol.II

Date: 15 February 2019

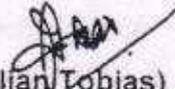
CIRCULAR

Sub: Implementation of the recommendations of 7th Central Pay Commission – Applicability to the pay scales to Casual Labourers with Temporary Status of Central Silk Board under Ministry of Textiles – regarding.

xxxxxx

The undersigned is directed to forward herewith a copy of Ministry of Textiles, New Delhi letter No. 25011/3/2017-Silk dated 08.02.2019 conveying approval for implementation of recommendations of 7th Central Pay Commission to the Casual Labourers with Temporary Status (CLTS) of Central Silk Board under the Ministry of Textiles at par with regular erstwhile Group-D employees, which is self-explanatory. A copy of the Department of Personnel & Training O.M. No. 49011/2/2017-Estt(C) dated 19th February 2018 is also enclosed for information and necessary compliance.

2. Detailed instructions regarding implementation of the 7th CPC recommendations in respect of Skilled Farm Workers (Temporary Status) of CSB will follow.
3. This issues with the approval of the Member-Secretary.


(Julian Tobias)
Joint Director (Admn.)

To

All Main Institutes / Independent Stations
(As per List enclosed)

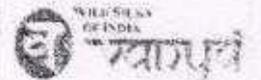
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Eco Friendly Indian Silk

केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला

CSB Complex, BTM Layout, Madiwala

बेंगलूरु Bengaluru- 560 068



सं.केरेबो-9(5)/2019-श्रम खंड-II

दिनांक: 15.02.2019

परिपत्र

विषय : 7वें केन्द्रीय वेतन आयोग की सिफारिशों का कार्यान्वयन - वस्त्र मंत्रालय के अधीन केन्द्रीय रेशम बोर्ड के अस्थायी स्तर के आकस्मिक श्रमिकों के वेतनमान के लिए लागू होने के संबंध में ।

अधोहस्ताक्षरी को वस्त्र मंत्रालय, नई दिल्ली के पत्र सं. 25011/3/2017-रेशम दिनांक 08.02.2019 की प्रति अद्योषित करने का निदेश हुआ है जिसमें वस्त्र मंत्रालय के अधीन केन्द्रीय रेशम बोर्ड के अस्थायी स्तर के आकस्मिक श्रमिकों के लिए नियमित भूतपूर्व समूह-घ कर्मचारियों के बराबर 7वें केन्द्रीय वेतन आयोग की सिफारिशों के कार्यान्वयन का अनुमोदन संप्रेषित किया गया है जो स्वतः स्पष्ट है । कार्मिक व प्रशिक्षण विभाग के का जा सं. 49011/2/2017-स्था (सी) दिनांक 19.02.2018 की प्रति भी सूचना एवं आवश्यक अनुपालन के लिए संलग्न है ।

2. केन्द्रीय रेशम बोर्ड के कुशल फार्म कार्मिकों (अस्थायी स्तर) से संबंधित 7वें केन्द्रीय वेतन आयोग की सिफारिशों के कार्यान्वयन संबंधी विस्तृत अनुदेश भेजे जाएंगे।

3. यह सदस्य सचिव के अनुमोदन से जारी किया जाता है ।

(जूलियन सीबियास)

संयुक्त निदेशक (प्रशा)

सेवा में

सभी मुख्य संस्थान/स्वतंत्र केन्द्र

(संलग्न सूची के अनुसार)

केन्द्रीय रेशम बोर्ड

(मंत्रालय - भारत सरकार)

केरेबा कॉम्प्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूरु-560 068.



8/3-3

CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
Madiwala, Bengaluru-560 068.

No.CSB-9(5)/2019/TSS/Labour Vol.II (PF)

Date: 12 March 2019

CIRCULAR

Speed post

Sub: Implementation of the recommendations of 7th Central Pay Commission in respect of Skilled Farm Workers (Temporary Status) of Central Silk Board - regarding.
xxxxxx

Vide Central Office Circular No.CSB-9(5)/2019/TSS/Labour-Vol.II dated 15.02.2019, all the Main Institutes / Independent Stations of CSB were informed of the approval conveyed by the Ministry of Textiles for implementation of recommendations of 7th Central Pay Commission for Skilled Farm Workers (Temporary Status) for information and necessary compliance. However, no compliance report has been received from any of the CSB Units. In view of this, it is reiterated that all the Main Institutes / Independent Stations of CSB should initiate pay fixation in respect of Skilled Farm Workers (Temporary Status) working under their control immediately in terms of the approval conveyed by the Ministry of Textiles vide letter No. 25011/3/2017-Silk dated 08.02.2019 viz.

(a) The pay of the Skilled Farm Workers (Temporary Status), who are Matriculates, may be fixed w.e.f. 1st January 2016.

(b) The pay of the Skilled Farm Workers (Temporary Status), who are non-matriculates and who have completed their three months training programme on or before 30.06.2016, may be fixed w.e.f. 1st July 2016.

(c) In case the Skilled Farm Workers (Temporary Status) were extended the Temporary Status Scheme benefits from a date subsequent to 1.7.2016 after providing three months training, their pay may be fixed from the date on which they were granted the benefits of Temporary Status Scheme.

In all these cases, the pay of the Skilled Farm Workers (Temporary Status) will be fixed only at the minimum level in Level-1 of the Pay Matrix viz. Rs.18000/-.

2. The Skilled Farm Workers (Temporary Status) are eligible for annual increment.

(a) The increment in respect of Skilled Farm Workers (Temporary Status), who are Matriculates and whose pay is fixed from 1.1.2016, shall be granted from 1.7.2016.

.....2/-



पो.बा.सं / P.B. No. : 6825

वेबसाइट / website : <http://csb.gov.in>

Your Assurance of Pure Silk.



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Eco Friendly Indian Silk

(b) The increment in respect of Skilled Farm Workers (Temporary Status), who are non-matriculates and whose pay is fixed from 1.7.2016, shall be granted from 1.1.2017.

(c) The increment in respect of Skilled Farm Workers (Temporary Status), who are non-matriculates and whose pay is fixed between the 2.7.2016 and 1.1.2017 (both inclusive) shall be granted from 1.7.2017.

The increment should be granted to the next vertical cell in Level-1 of the Pay Matrix (corresponding to Grade Pay of Rs.1800/- as per 6th CPC).

3. The Skilled Farm Workers (Temporary Status) may be granted admissible Dearness Allowance on par with erstwhile Group-D employees consequent on implementation of the recommendations of 7th CPC.

4. Regarding payment of arrears and revised allowances, communication will be issued subsequently on receipt of funds from the Ministry of Textiles.

5. Duly filled in Undertaking Form from the Skilled Farm Workers (Temporary Status) may be obtained for willingness to come under the provisions of 7th CPC in terms of Ministry of Textiles letter No. 25011/3/2017-Silk dated 08.02.2019 and for recovery of any excess payment made, if detected at a later stage.

6. The Officers In-charge of CSB Main Institutes / Stations are advised to inform all the Skilled Farm Workers (Temporary Status) about the procedural formalities for implementation of 7th CPC recommendations and to assure the SFWs (TS) that the disbursement will be done immediately after completion of prescribed formalities subject to availability of funds.

7. This Circular should be complied with and the compliance reported to Central Office, Bangalore.

8. Hindi version of this Circular will follow.


(Dr. Narendar Rebelly, IRS)
Director (Finance) &
Member-Secretary I/c

To

All Main Institutes / Independent Stations
(As per List enclosed)



CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India

B.T.M.Layout, Madiwala

BANGALORE 560068

☎: 26282699 /2620

Fax: 26681511

e-mail:law.csb@nic.in

No.CSB-9(5)/2019/TSS/Labour/Vol.II

Date: 01.04.2019

CIRCULAR

Sub:- Implementation of the recommendation of 7th Central Pay Commission in respect of Skilled Farm Workers (Temporary Status) of Central Silk Board- regarding.

XXXXXX

In continuation to Central Office, Bangalore Circular No.CSB-9(5)/2019/TSS/Labour/Vol.II (P.F) dated 12th March 2019 on the subject cited above, it is to inform that the following benefits may be extended to the Skilled Farm Workers (Temporary Status)"SFW(TS)" of CSB in terms of the orders indicated against each item:-

- (a) House Rent Allowance may be paid @ 8%, 16% and 24% of Basic Pay based on classification of cities/towns as X,Y & Z respectively in terms of Ministry of Finance, New Delhi O.M No.2/5/2017-E.II(B) dated 07.07.2017(copy enclosed). The revised HRA shall be effective from 1st July 2017.
- (b) (i) Ministry of Finance vide O.M. No.21/5/2017-E.II (B) dated 7.7.2017 (copy enclosed) has notified the rates of Transport Allowance consequent on implementation of recommendations of 7th Central Pay Commission. A few Cities/ Towns have been indicated in Annexure to the said O.M. dated 7.7.2017 which are eligible for higher rates of Transport Allowance. Accordingly, Transport Allowance for those drawing basic wages less than Rs.24,200/- may be paid viz. Rs.1350 + admissible DA at the eligible Cities / Towns mentioned in the said Annexure and Rs.900 + admissible DA at all other places. In respect of those drawing basic wages of Rs.24,200/- & above, Transport Allowance may be paid Rs.3600 + admissible DA at the eligible Cities / Towns mentioned in the said Annexure and Rs.1800 + admissible DA at all other places as per Ministry of Finance O.M. No.21/5/2017-E.II (B) dated 2.8.2017 (copy enclosed).
- (ii) Persons with Disabilities as mentioned in Department of Expenditure O.M. No.19029/1/78-EIV(B) dated 31.08.1978 and subsequent orders in respect of the categories viz. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowance at double the normal rates, subject to fulfillment of the stipulated conditions, which shall in no case be less than Rs.2250/-p.m plus applicable rates of Dearness Allowance.

The revised Transport Allowance shall be effective from 1st July 2017.

.....2/-

- (c) Medical Allowance of Rs.500/- per month and reimbursement of medical expenses in case of inpatient treatment in Govt. Hospital for self and dependent family members, as per Annexure-II to Central Office, CSB, Bangalore Circular No.CSB-9(3)/2014-Wages/Labour/Vol.II dated 23.03.2016, may be continued.
- (d) As per Ministry of Finance O.M. No.11/1/2017-E.II(B) dated 18.07.2017 (copy enclosed), the Central Government employees serving in the North Eastern Region and Ladakh shall be paid Special Duty Allowance at the rate of 10% of Basic Pay and this will not be admissible along with Tough Location Allowance.

Further, Ministry of Finance vide O.M. No.3/1/2017-E.II(B) dated 19.7.2017 (copy enclosed) has notified the Tough Location Allowance. This is issued in supersession of the orders for grant of Special Compensatory Allowances viz. Special Compensatory (Remote Locality) Allowance, Bad Climate Allowance, Special Compensatory Scheduled / Tribal Area Allowance and Sunderban Allowance which have been subsumed in Tough Location Allowance. There are three categories of Tough Location Allowance viz. Tough Location Allowance-I, II and III and the areas eligible have been indicated in Annexure-I to Annexure-IV to the said Finance Ministry O.M. dated 19.7.2017. In the event of a place falling in more than one category, the higher rate of Tough Location Allowance will be applicable. Tough Location Allowance shall not be admissible along with Special Duty Allowance.

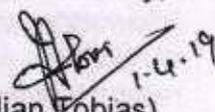
The SFW (TS) may be permitted to opt for payment of Special Duty Allowance (SDA) or Tough Location Allowance, whichever is beneficial to them. Special Duty Allowance or Tough Location Allowance shall be effective from 1st July 2017.

2. As indicated vide Circular dated 12.03.2019, the Skilled Farm Workers (Temporary Status) may be informed about the procedural formalities for implementation of 7th CPC recommendations and to assure the SFWs (TS) that the disbursement will be done immediately after completion of prescribed formalities subject to availability of funds.

3. While implementing the benefits covered in the Circular, it may be ensured that no over payment is made due to any form of misinterpretation. Any such case of over payment will be viewed seriously and the concerned officer will be held personally liable to make good the financial loss. Any clarification needed in implementing the above benefits, may be referred to Central Office for a decision.

4. This issues with the approval of the Member Secretary.

Yours faithfully,


(Julian Tobias)
Joint Director (Admn.)

To

All Main Institutes / Independent Stations
(As per List enclosed)



CENTRAL SILK BOARD
Ministry of Textiles - Govt. of India

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CSB-9(4)/Wages/2016/labour/P.F

Date: 11.09.2019

CIRCULAR

Sub: Implementation of Board's decision on matters pertaining to Farm Workers – Reg.

I am directed to convey the approval of Board in its 136th meeting held on 02.08.2019 for the following issues related to Farm Workers:

1. Revision of Disturbance Allowances to Farm Workers shifted from one unit to another :

- a) The Board is pleased to enhance the disturbance allowance to three times the existing respective disturbance allowance in respect of transfer/shifting of Farm Workers one unit to another.
- b) Further the Farm Workers will be entitled for reimbursement of state transport bus fare (ordinary bus) /second class sleeper rail fare for self and family.
- c) The disturbance allowance & reimbursement will be applicable in respect of transfer/shifting of Farm Workers in public interest, however no disturbance allowance etc. will be payable when the shifting is on the request of FW

2. Appointing Authority and the Authority to accept the Resignation for Farm Workers.

- a) The Member Secretary is the competent authority to approve engagement for all category of Farm Workers and the Director of concerned Research Institutes are delegated the powers to accept the notice of cessation of service by the Farm Workers.
- b) The description of post provided in the table at clause 17.1 in chapter 17 at page 46 of the Labour Manual is amended to read as "Any category of Farm Worker"

3. Change of Name of Farm Workers:

- a) The procedure contained in DoPT OM.No.19016/1/87-Esst(A) dated 12.03.1987 and as amended from time to time for Change of Name by any category of Farm Workers is adopted.

4) Change in Date of Birth of Farm Workers

- a) The procedure contained in DoPT OM.No.1907/1/2014-Esst(A-IV) dated 16.12.2014 and as amended from time to time for "Change of Date of Birth" by any category of Farm Workers is adopted.

5) Competent Authority to approve proposal for Shifting /transfer of farm Workers:

- a) The Member Secretary shall be the Competent Authority to grant approval for shifting/transfer of all farm workers, be it inter or intra Institutes.

6) General Guidelines:

- a) The above decisions of the Board come into force w.e.f. 21-08-2019 and are to be followed scrupulously, uniformly and deviation, if any, will be viewed seriously
b) Clarifications, if any, may be sought from Central Office.
c) The Director's are requested to circulate these instructions to all the nested units functioning under their administrative control for uniform application and adoption.
d) The OM's mentioned herein above may be downloaded from DoPT website and the procedure contained therein may be followed.
e) The word Farm Workers appearing intermittently herein above includes all categories viz. Time Scale Farm Worker, Skilled Farm Workers and Skilled Farm Workers with TSS.
f) The Labour Manual -2012 is being updated to incorporate the above and various other amendments from time to time and the revised copy will be sent soon.

This issues with the approval of the Member Secretary.


11.09.2019

(D. S. Dahiya)

Assistant Director (Law).

To

All the Director's, Regional Offices & Units of CSB.

Copy to:

- I. Joint Director (Finance), Central Silk Board,
- II. Joint Director(Admn),Central Silk Board,
- III. DD (Computers) to upload on CSB website under circulars.

(D. S. Dahiya)

Assistant Director (Law).



CENTRAL SILK BOARD
Ministry of Textiles - Govt. of India

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CSB-11(14)/Gen/Labour

Date 13.01.2020

To

The Director,
 Central Sericultural Research & Training Institute,
 Central Silk Board,
PAMPORE -192 121(J&K).

Sir,

Sub: Clarification for acceptance of Voluntary Retirement of
 Farm Workers - regarding.

I invite a reference to your letter no.CSB/CSR&TI/PF-16(SW)/1991-92/1643 dated 03.12.2019 on the subject cited above and the matter has been examined. The request for voluntary retirement of Farm Workers may be approved by the concerned Director and the notice period could be taken as 30 days.

Accordingly, the voluntary retirement of Sh. Mohd Shaban Wani, SFW (TS) may be accepted at your end however, before settlement of gratuity and other benefits ensure that there are no dues and case outstanding against the said worker.

This issues with the prior approval of Member Secretary.

Yours faithfully,

(D. S. Dahiya)
 Assistant Director (Law)

Copy to:

- ✓ 1. All the Director of the CSB Main Institutes.
2. Consultant (Law) to update the Labour Manual for various recent approvals on labour matters including the present one.


 (D. S. Dahiya)
 Assistant Director (Law)

13/01/2020