

APPLICATION NO.....
(FOR OFFICE USE ONLY)

FORM OF APPLICATION FOR BOOK GRANT

(1. Incomplete & unsigned application will be rejected.)
(2. The application should be filled up by the candidate in his/her own handwriting)

To,
The Welfare Commissioner,
WEST BENGAL LABOUR WELFARE BOARD ,
P-3, C. I. T. SCHEME-VII(M),
KANKURGACHI, KOLKATA-700054.

Photo of the
Applicant
(duly attested by
the Head of the
Institution)

Sir,

With reference to the scheme of Grant for purchasing Text Books by wards of employees who contribute to the Labour Welfare Fund, I beg to apply for the said grant in my favour. The necessary details are furnishing below:

1. Name & full postal address of the
Applicant (with pin code & phone number):

1.a.. Name & address of his/her father/mother
(with pin code & phone number):

2. Religion:

2. a. Whether belongs to SCT/ST/OBC:

3. Monthly wages of his/her father/mother drawn during the month preceding the month of advertisement
(duly attested by the employer):

4. Marks obtained in the last Annual examination passed
(attested copy of Mark sheet to be enclosed):

5. Name & Address of the present Institute in
which he/she is prosecuting studies.
(with pin code & phone number):

5.a. Now studying in class **IX** or **X**:
(Tick the appropriate class)

IX

X

5. Marks obtained in the last annual examination (attested copy of mark sheet to be attached):

6. How many members of the same family have applied for "Book Grant" in this year:

7. Name & address of the organization in which his /her father/mother is employed:

8. Whether, father & mother both are employed? If so, their respective monthly income:

9. Particulars of his/her bank account, if any

i) Bank Account Number:

iii) Name of the Bank and Branch with address:

ii) Code No. of Bank Branch:

iv) IFSC No. of Bank Branch:

(Please enclose a cancelled blank cheque)

(2)

10. Particulars of Bank Account of his/her father/mother
(If the applicant has no Bank Account of his/her own)

i) Bank Account Number:

iii) Name of the Bank and Branch with address:

ii) Code No. of Bank Branch:

iv) IFSC No. of Bank Branch:

(Please enclose a cancelled blank cheque)

I declare that the information furnished above is true to the best of my knowledge and belief and if anything is proved to be false at any stage, or if there is any, deliberate suppression of fact, my application is liable to be summarily rejected and shall be bound to refund the amount if the same is paid to me on the basis of any wrong information furnished by me, besides any other action or penalty that may be imposed on me.

I further declare that the Book Grant money, if sanctioned, may be sent by cheque to my father/mother in his/her bank account mentioned above because I have no bank account of my own.

Dated:

Yours faithfully,

(Full Signature of the Student)

CERTIFICATE OF THE EMPLOYER

This is to certify that Shri/Smt.....is an employee of this Factory/Establishment. He/She works as (mention designation) and break-up of his/her monthly salary/wages for the month of including admissible allowances as per Sec.2 (13) of the West Bengal Labour Welfare Fund Act, 1974 are as follows:

a) Basic..... D.A..... V.D.A.....

Leave wages/salary Production Bonus

Over-time wages Total:.....

b) Bonus for the YearRs.

Contribution to the Labour Welfare Fund @ Rs.3.00 for each half year is deducted from his/her wages and deposited with the office of the Welfare Commissioner, West Bengal Labour Welfare Board alongwith the up to date contribution of the employer (Vide receipt no.....) dt..... for the half year ending

Signature of the employer with seal
Name:

Dated :

Designation:

CERTIFICATE OF THE HEAD OF THE INSTITUTION

This is to certify that Shri/Smt..... Son/Daughter of Shri/Smt. is a student of this institution. He /She is student of class (Name of the course of study with year) student of this Institution. His/her date of admission is..... I have checked the mark sheet of the last examination passed by him/her on his/her production of the same before me and he/she has correctly recorded the marks obtained. I agree to disburse the "Book Grant" amount to him/her if the same is sanctioned by the West Bengal Labour Welfare Board and to send the stamped receipt along with disbursement certificate to the Board. (Only the Head of the Institution of his/her authorized agent, as the case may be).

A/c. Payee cheque may be issued in favour of

.....
(Head of the Institution)

Signature of the Head of the
Institute with Seal