CONTENTS

- Definition of Employer, Worker, Organized Sector, Unorganized Sector.
- Strategy.
- Budget.
An Act to provide for the social security and welfare of unorganized workers and for other matters connected therewith or incidental thereto.

The Act mandates registration of unorganized workers.

Constitution of State Social Security Board.

To extend social security schemes to registered workers.
| Definitions |
|-----------------|-------------------------------------------------------------------------------------------------|
| Home-Based Worker | Means a person engaged in the production of goods or services for an employer in his/her home or other premises of his/her choice other than the workplace of the employer, for remuneration irrespective of whether or not the employer provides the equipment, materials or other inputs. |
| Self employed Worker | Means any person who is not employed by an employer, but engages himself/herself in any occupation in the unorganised sector subject to a monthly earning (at a maximum of Rs. 10,000 or holds cultivable land holding ceiling at at maximum of five bighas)*  
* As per Assam Govt. Notification No. GLR(RC)3/2003/Pt/204, dtd. 20th Sep/2014. |
| Wage Worker | Means a person employed for remuneration in the unorganised sector, directly by an employer or through any contractor, irrespective of place of work, whether exclusively for one employer or for one or more employers, whether in cash or in kind, whether as a home-based workers or as a temporary or casual workers, or as a migrant worker, or workers employed by households including domestic workers, with a monthly wage (at a maximum of Rs. 10,000/-P.M.)* |
| Unorganised Worker | Means a home-based worker, self employed worker or a wage worker in the unorganised sector and includes a worker in the organised sector who is not covered by any of the Acts mentioned in Schedule II** of this Act.  
<table>
<thead>
<tr>
<th>Definitions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer</strong></td>
<td>Means a person or an association of persons, who has engaged or employed an unorganised worker either directly or otherwise for remuneration.</td>
</tr>
<tr>
<td><strong>Unorganised Sector</strong></td>
<td>Means an enterprise owned by individuals or self employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than 10.</td>
</tr>
<tr>
<td><strong>Organised Sector</strong></td>
<td>Means an enterprise which is not an unorganised sector.</td>
</tr>
</tbody>
</table>
Salient Features of the Government of India Guidelines for Registration of Unorganised Workers for Social Security:-

- Registration of Unorganised Workers and issue of Smart Cards with UWIN.
- Extend Social Security benefits through Smart Cards.
- Guidelines for registration of unorganised workers.
  - Identification, enumeration and verification.
  - IEC Activities.
  - Printing & Distribution of Registration Forms.
  - Registration process and issue of smart cards.
  - Enrolment of unorganised workers in social security schemes.
- Setting up Workers Facilitation Centres.
- Grievance Redressal Mechanism.
- Monitoring and Evaluation.
Strategy

Step 1
- Part A - Training, Awareness & IEC Activities
- Part B - Enumeration

Step 2
- Setting up of Workers Facilitation Centre (WFC)

Step 3
- Part A - Registration
- Part B - Issue of Smart cards with UWIN

Step 4
- Part A - Grievance Redressal Mechanism
- Part B - Monitoring and Evaluation.
Step 1 - PART A : Training, Awareness & IEC Activities

- Training
  - Awareness Meetings & Camps
  - Media Vehicles
- Training
  - District Admin
  - Scheme Dept
  - Citizens
  - Unorganised Workers
- Training
  - Enumerators
  - Registering Officers
  - WFC Facilitators
- Training
  - Print
  - Electronic
  - Outdoor Publicity
Step 1 : Part B-Enumeration

- The registration process is the key activity and encompasses preparation of list (identification and enumeration) verification and validation of the unorganised worker as part of three tire process of registration of the unorganised worker and incorporating into the social security data base.

- At present as per record of P&RD, the No. of Development Blocks is 219, No. of Gaon Panchayat is 2202, No. of Anchalik Panchayat 185. The No. of towns is 214, No. of villages 26395.

- The extend of coverage( all Blocks, Panchayats, Municipal Wards) and the number of household to be covered for the purpose of Identification, enumeration, verification of unorganised workers is a massive exercise which shall require a good number of staff.

- Considering the extent of coverage, it limits the Labour Deptt., alone to carry out the enumeration with its existing staff and so additional support in execution of the task shall be required.

- Selection/ Engagement of Enumerators:
  - The staff to be engaged/ mobilized for enumeration and verification shall conduct door to door visits (Canvass Method) for enumeration and verification of unorganized workers and capture the data in the form to be provided.

For carrying out the aforesaid task, staff may be mobilized / engaged in the following manner:-

- Government may seek the advise of the Chief Secretary, Assam and in consultation with concerned departments, utilize the services of PRI, ULBs members, other department field level staff.

  OR

- Utilize the services of enumeration agencies involved in census work or other professional agencies after selection of the agency through Request for Submission (RfS) process as per the Terms of Reference (ToR).
Process to be adopted for enumeration:

- Constitute monitoring committees in the district/sub-division level to supervise the enumeration and verification work, compile, prepare and publish the list for viewing in all prominent public places.
- Monitoring Committees may be constituted by the District Unorganised Workers Social Security Board of every district. The Deputy Commissioner may constitute Block Level Monitoring Committee under the respective jurisdiction.
- Door to Door enumeration (Canvasser Method) by selected enumerators through manual capture or electronic capture.

Media to be used for data collection:

- **In hard copy form**
  - Manual recording by the enumerators in forms provided.
  - Compilation of data.
- **In soft copy form**
  - Electronic capture of information using Tablets by the enumerators.
  - Compilation of data.

Publication of list:

- Monitoring committees in the district/sub-division level under the chairmanship of Deputy Commissioner/Sub divisional Officer shall supervise the enumeration, verification and publish the list for viewing in all prominent public places for inviting any objection/addition/deletion.

Validation:

- Biometric validation of the selected/listed, unorganized workers shall be made.
Enumerators → Monitoring Committee → District Unorganised Workers Social Security Board → Labour Commissioner, Assam
Workers facilitation centre is a one-stop-shop for information and facilitation of the registration process and social security schemes for the unorganised workers. It will act as a link between the unorganised worker and the State Ministries/Departments offering the schemes.

**Infrastructure of the Centres:**
- Completely IT enabled premises with facilities of Computers, Printers/Scanners, Smart Card Readers etc.
- Required Office furnitures and stationeries.

**Staff:**
- Appointment of Facilitators/Staff for the Centres on contractual basis.

**Roles & Responsibilities:**
- **IEC Activities:**
  - Display of information boards.
  - Distribution of forms and information brochures
  - Provide/Display list of PHCs' for the district/block
  - Helpline Number
**REGISTRATION:-**
- Facilitate in filling up relevant forms.
- Capture finger prints for validation.
- Facilitate opening of bank accounts.
- *Facilitate enrolment in different social security schemes.*

**Post registration services:-**
- Updation of cards
- Issue duplicate cards in case of loss
- Safe storage of undelivered cards.
- Correction of any data etc.

**Grievance Redressal:**
- Complaint Registration and facilitate redressal.
Registering Officers:

- As per the Assam Unorganised Workers Social Security Rules (as amended), 2010, the Deputy Commissioners may appoint any Officers of Govt. Dept. as ‘Registering Authority’ for the purpose of the registration.
- All Asst. Labour Commissioners/ Labour Officers/Labour Inspectors may be declared Registering Authority for the purpose.
- Appointment of the field Officers of the Labour Department as registering authority will be more convenient since the principle Act is related to the working class population and Ministry of Labour and Employment, Govt. of India is mandated to monitor the implementation of the Act. As such, a focused approach on the activities stated in the action plan can be carried out to reach the desired objectives of the Act.

Process Flow
Step 3 Part B: Issuance of UWIN Smart Cards

- **Issuance of UWIN Smart Cards:**
  - The card personalization and issuance is the process where the card is printed by the smart card service provider (SCSP).

- **Key considerations for this process:**
  - Engage one or more smart card service providers (SCSP).
  - Finalize the artwork on the smart card, including co-branding in consultation with MoLE.
  - The unorganized worker card shall be a permanent card re-validated for eligibility every three years.
  - For re-validation of the card, the registered worker has to submit such proof (as prescribed).
  - Distribution of the cards to be made through the Workers Facilitation Centres.
Step 4 Part A: Grievance Redressal Mechanism

Process Flow

Grievance

Lodging of Grievance to Facilitation Centre

Assessment of the Grievance by the LC/ALC/LO (unattached)

Does it pertain to this Department/office

Yes

Taken up within the office for redressal

Case forwarded to the concerned authority for redressal

No

Rejected with reasoned reply

Action Taken Report
Process

- Public Grievances in the form of Complaints / Disputes / Claims can be lodged / filed either in the Office of the Labour Commissioner, Assam or in the Office of the Assistant Labour Commissioners / Office of the Labour Officers (Independent) / Office of the Labour Inspectors (Independent) under which the workplace of the aggrieved worker/employee is located.

- If not satisfied than the complainant may approach Sri D.K. Bordoloi, Deputy Labour Commissioner -cum- Nodal Officer, Public Grievance, Commissionerate of Labour, Assam designated for the purpose. *(Contact: 94350 46518).*
Monitoring and evaluation shall be done by State Labour Department for benefits provided under various schemes to the unorganised worker.

The State Labour Department shall carry out the following responsibilities:

- Monitor the process of registration and enrolment of unorganised workers in the social security database and respective schemes.
- Conduct holistic field level assessment to evaluate the access and quality of benefits provided to the unorganised workers by various scheme ministries.
- To provide MoLE with reports of assessments in predefined MIS formats.
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>ACTIVITY</th>
<th>TIME PERIOD</th>
<th>AMOUNT (lakhs)</th>
<th>REMARKS</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Phase-I</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Rs.</strong></td>
<td></td>
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<td>Print &amp; Electronic Media &amp; Outdoor Publicity.</td>
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<td>Training</td>
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<td>Venue, Refreshment, TA/DA.</td>
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<tr>
<td>4</td>
<td>Setting up of Workers Facilitation Centres</td>
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<td>Engagement of Community Facilitators, Establishment Cost, Rent, Office furniture.</td>
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<tr>
<td></td>
<td><strong>Phase-II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Rs.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Reg. &amp; Issuance of Smart Cards</td>
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<td>Cost of Smart cards &amp; Establishment Cost, Office Furniture.</td>
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<tr>
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<td>IT Support</td>
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<td><strong>Total</strong></td>
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<td>Sl No.</td>
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<td>REMARKS</td>
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<tr>
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<td><em>Phase-I</em></td>
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<td>Training</td>
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<td>Venue, Refreshment, TA/DA.</td>
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<tr>
<td>4</td>
<td>Setting up of Workers Facilitation Centres</td>
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<td>Engagement of Community Facilitators, Establishment Cost, Rent, Office furniture.</td>
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<td></td>
<td><em>Phase-II</em></td>
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<tr>
<td>5</td>
<td>Reg. &amp; Issuance of Smart Cards</td>
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<td>1,21</td>
<td>Cost of Smart cards &amp; Establishment Cost, Office Furniture</td>
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<td>6</td>
<td>IT support</td>
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<td></td>
<td><strong>Total</strong></td>
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</table>
Alternative Approach

Strategy

Step 1
- Part A: Defining Guidelines of Registration by the Unorganised Workers Social Security State Board.
- Part B: Training, Awareness & IEC Activities

Step 2
- Setting up of Workers Facilitation Centre (WFC)

Step 3
- Part A: Registration
- Part B: Issue of Smart cards with UWIN

Step 4
- Part A: Grievance Redressal Mechanism
- Part B: Monitoring and Evaluation.
Alternative approach for registration, may be adopted to the similar process followed for Registration of Construction workers under the B.O.C.W. Act.

**Merits:-**

- Registration Process can be initiated as soon as the guidelines are framed and vetted.
- Field tested and established documentation process for authentication of workers.
- Reasonable decrease in the cost involved in the process.
- Optimum utilisation of time.
# Budget

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>ACTIVITY</th>
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<th>AMOUNT (lakhs)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Awareness</td>
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<td>6,00</td>
<td>Print &amp; Electronic Media &amp; Outdoor Publicity.</td>
</tr>
<tr>
<td>3</td>
<td>Training</td>
<td>18 days</td>
<td>40</td>
<td>Venue, Refreshment,TA/DA.</td>
</tr>
<tr>
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<td>6 Months</td>
<td>5,39</td>
<td>Engagement of 657 Community Facilitators, Establishment Cost, Rent, Office furniture.</td>
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<tr>
<td>5</td>
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<td>Cost of Smart cards &amp; Establishment Cost, Office Furniture</td>
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<tr>
<td>6</td>
<td>IT Hardware Support</td>
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<td>1,32</td>
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<td><strong>Total</strong></td>
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<td>14,32</td>
<td></td>
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</tbody>
</table>

* There is a saving of Rs. 18,00 (Lakhs) in total budget compared to budget for enumeration in hard copy.
** There is a saving of Rs. 7,41 (Lakhs) in total budget compared to budget for enumeration in soft copy.