

GUIDELINES FOR SANCTION AND PAYMENT OF FINANCIAL ASSISTANCE OF ON-TIME EX-GRATIA PAYMENT UNDER PRACHESTA

The outbreak of Corona Virus (COVID-19) in the country has caused loss of livelihood for a large number of labourer/daily wage earner and worker working in the unorganized sector of our State. Due to loss of employment and livelihood, these people are passing through very difficult times. In order to provide some relief to such labourer/daily wage earner/worker, who is in extreme distress, a new scheme called "Prachesta" (প্রচেষ্টা) has been launched.

1. Procedure for sanctioning and disbursement of Financial Assistance of one-time Ex-Gratia under Prachesta Scheme

1. Availability of Application Form: –

- I. The intended beneficiary under the Scheme shall apply in the Application Form for Prachesta Scheme prescribed for the purpose through physical application individually. **No bulk applications will be accepted.**
- II. The Application Form may be obtained free of cost from the following offices:
 - i. Office of the District Magistrate or offices designated by the District Magistrate
 - ii. Office of the Commissioner, Kolkata Municipal Corporation.

2. Submission of Filled up Application Form:

The applicant shall submit the application along with necessary documents to:

- I. The District Magistrate in District areas; or
- II. The Commissioner, Kolkata Municipal Corporation in case the applicant residing in Kolkata Municipal Corporation area.

3. Preliminary Inquiry and verification:

After receiving the Application, a preliminary enquiry will be made by the District Magistrate/Commissioner of KMC, as the case may be, to ensure eligibility under the Scheme.

4. Digitization of Eligible Cases:

All the eligible applications will be digitized and uploaded in the **Prachesta Link** in the State Portal (www.jaibangla.wb.gov.in) by the District Magistrate or Commissioner of KMC, as the case may be. The DM/Commissioner KMC will be able to create multiple users for ease of digitization.

Once digitized, the list beneficiaries shall be forwarded to the Nodal (Labour) Department for sanction.

5. Sanction of pension by the Nodal Department through Bank Account:

After receipt of applications which are verified and recommended by the District Magistrate/Commissioner KMC, the Nodal Department will sanction the one-time ex-gratia. The "Sanctioned beneficiary files" with Scheme name, Name of the beneficiary, Mobile Number, Bank Account No., IFSC & Claim amount has to be generated in State Portal (www.jaibangla.wb.gov.in) by the Nodal Department and sent to the concerned bank for payment.