

# GOA LABOUR WELFARE BOARD

---

## SCHEME No. VIII

### SCHEME FOR EXCURSION-CUM STUDY TOURS FOR THE WORKERS / EMPLOYEES EMPLOYED AT VARIOUS INDUSTRIAL ESTABLISHMENTS.

#### I. INTRODUCTION

Excursion-cum-study Tours of the workers / employees engaged in the various Industrial establishments will provide an opportunity to visit various important Industrial, historical and religious places in the Country and broaden their out-look. For the above purpose, organizing excursions of groups of workers to various parts of the country will be useful. These excursions may bring workers of different places and different units together for exchange ideas to their mutual benefit. This will also help increasing the feeling of integration and oneness.

#### II. CONDITIONS:

1. a) The scheme will be Implemented through the managements.  
  
b) The mode of transport for the excursion-cum-study shall be a bus / mini bus / matador van / train, whichever is found economical by the management.  
  
c) The cost of transport shall not exceed the cost of transportation of the touring workers / employees by a second class coach of a passenger / Mail / Express train by the shortest route upto the farthest point visited during the tour. The distance shall be measurable from the station where the place of the work of the workers / employee is or the station nearest thereto.
2. Not more than one trip will be sanctioned for each Industrial establishment during a financial year subject to availability of funds in the sanctioned budget.
3. More than one establishment in the State may join together and sponsor the trip on such conditions as the management may agree upon themselves but the aid from the organization will be limited to the amount as specified in the scheme for one: tour and paid to one of such managements as may be intimated by the participating managements / establishments.
4. The period of tour and total distance to and from should not exceed 10 days and 3000 kms respectively.
5. The number of workers in one trip should not be less than 7 and not more than 25 in any case.
6. During the tour the management may grant special leave to the participants with full wages.
7. No finance assistance in regard to TA / DA paid to the officials accompanying the tour will be reimbursable from the Welfare Organisation.
8. The management will submit the proposal to the Secretary through the subordinate officers concerned in the enclosed form 'A'. The Secretary in turn will examine the proposal and place the same before the Advisory Committee nominated by the Board for approval. If recommended by the

# GOA LABOUR WELFARE BOARD

---

Advisory Committee, the Secretary will sanction the tour subject to the conditions laid down in the scheme.

9. On receipt of the sanction, the management should work out the itinerary of the tour with definite date of tour etc. and obtain prior approval of the Secretary before the tour is undertaken.
10. The Management will, in first instance, incur the expenditure and then claim reimbursement of admissible amount from the Secretary.

### III. FINANCIAL AID FROM THE WELFARE ORGANISATION:

The financial aid will be a grant-in-aid payable matching basis subject to a maximum of Rs. 30,000/- (Thirty thousand only) per tour on the following conditions:

1. 50% bus hire charges subject to conditions laid down at para 11 (1) above. In case private bus is cheaper than State Transport Corporation, The bus should be hired from such Transport Company who quote lowest rate. In such cases, the rates of at least three Transport Companies should be compared and bus should be hired from the company who quotes lowest rate. The quotation in original together with a comparative statement should be sent alongwith claim. Further a certificate about reasonableness of the charges should be got endorsed on the bill of the Transport Company from the State Transport Authorities of the area.
2. The daily allowance paid to the workers during the period of tour will be Rs. 50/- (Rupees fifty only) per day per worker / employee. The day for this purpose will be calculated from the mid night to mid-night and the broken period of 12 hours and above will be counted as a day. The period below 12 hours will be ignored for this purpose.
3. Emergent postal telegram and telephone charges incurred the trip shall be subject to a maximum of Rs. 200/- (Rupees two hundred only) per tour.
4. Insurance cover in case of accident / death provided to worker / Employees during the tour, premium of which should not exceed Rs. 10/- (Rupees ten only) per workers / employees, with a nationalised Insurance Company.

**Note:** In case of accident/death etc. The management will arrange for full payment for a part thereof immediately on their own at the first instance and later arrange to get benefit from the insurance company.

### IV. ELIGIBILITY:

1. All workers / employees both permanent and temporary shall be eligible for selection provided that:
  - a. His / her name is in the wage register and has put in continuous service of at least two years.
  - b. He / she should actually be an employee of Industrial establishment on the relevant date tour and should be in possession of identity card.
  - c. His / her monthly earning should not exceed Rs. 2,600/- (Rupees Two Thousand Six Hundred Only) per month.

# GOA LABOUR WELFARE BOARD

---

2. In the matter of selection, preference should be given to the workers with longer service and lesser pay.
3. The Dependants of the workers are not eligible.
4. The workers / employees who have once availed themselves of the facilities under the scheme shall not be eligible for such benefit for the next 4 years from the date of completion of the tour.
5. The selection of the participants in the tour will done by the Welfare Committee of the Industrial establishments (if so such committee exists, the selection committee may be constituted comprising of representatives of workers employees / management) set up for the purpose in which a representative of the Secretary, as nominated by him will be included. The selection done by the Committee shall be final subject to alteration by the Secretary at his discretion. The selection Committee shall also draw a panel of names to be kept in reserved list in order of priority in case any selected worker / employee is not in a position to participate in the tour, the vacancy so caused shall be given to the person in the waiting list, in order of priority.
6. A statement showing the particulars of the participants selected for the tour such as Name, Father's name, Designation Monthly earnings, 'B' Register Nos., Identity Card No., Date from which working continuously etc. should be sent to the Secretary 15 days before the proposed tour with individual declaration duly signed by the participants in '**Form-B**' enclosed.
7. The deviations of the approved itinerary of the tour should only be done with the prior permission of the Secretary except in case of emergency; unforeseen circumstances for with ex-post-facto approval of the Secretary shall be issued.

## V. **PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF CLAIM**

On conclusion of the tour, the management shall submit their claim with the following particulars:

1. The list of persons who had gone on tour duly signed by the accompanying two officials referred to at Item No. 11 (7) and countersigned by the representatives of the sponsoring Industrial managements.

**Note:** If more than one management have joined together and sponsored the trip," the sponsoring management" above refers to that management to whom the expenditure on tour is reimbursable as per condition 11 (3).

2. A statement showing the details of claim such as period of tour, number of participants, places visited, distance between the places so visited total distance covered, amount of bus hire charges paid, number of days taken for the tour, total amount of DA paid to the participants, the amount spent on miscellaneous expenses such as telegram and trunk call charges, insurance premium paid etc., total amount spent by the management, amount reimbursement admissible etc.

# GOA LABOUR WELFARE BOARD

---

3. Original bills / other supporting documents with the required certificates.
4. The stamped acquaintance from the participants of the tour for payment of DA paid during the tour.
5. Advance stamped receipt for the amount payable by the Secretary duly signed and sealed by the management.
6. A detailed report about the tour.

# GOA LABOUR WELFARE BOARD

---

## FORM 'A'

### FORM OF APPLICATION FOR AVALING EXCURSION – CUM - STUDY TOUR SCHEME.

1. Name of the Management with complete postal address :
2. Telephone No./ Telegraphic address :
3. Total no. of Regular workers/ employees :
  - a Men :
  - b Women :
4. Total No. of eligible workers/employees intending for the tour:
  - a Men
  - b Women
5. Places of visit :
6. Total distance to be covered (both ways) :
7. Whether management intending to hire bus from State Transport Corp., or from private transport company :
8. Total approximate expenditure on :
  - a. Hiring of the bus :
  - b. Payment of D.A. to the Workers/ employees :
  - c. Telephone, telegram etc. :
  - d. Insurance premium :
9. Tentative date of the tour proposed. :
10. Number of workers/employees participating in the tour :
11. Number of days involved in tour. :
12. Whether the management is willing to sanction leave with full wages to the workers/employees participating in the tour :

# GOA LABOUR WELFARE BOARD

---

13. Whether any welfare committee exists. If :  
not how the management propose to  
constitute the selection committee
14. Any such tour conducted previously with :  
assistance of the Welfare Fund; if so,  
please give details.
- a. Total amount of grant received :
- b. The places where the workers/Employees :  
were taken.
- c. Period (s) of the tour :
- d. Letter No. and date under which the :  
sanction was accorded by the Secretary.

**Signature:**

**Name:**

**Date:**

## FORM 'B'

### DECLARATION

I hereby undertake that:

1. I shall abide by all the rules and regulations of the tour and instruction of the officer- in- charge of the tour.
2. I am willing to undertake the tour entirely on my risk and cost and at my own initiation and the Goa Labour welfare Board shall not be responsible in any way for any consequence arising out of accidents etc.
3. In case I am left behind at any place for any reason, I shall undertake the journey to the next place of visit or to the place of my duty at my own expense and risk.

**Place:**

**Signature:**

**Date:**

**Name:**

**Designation:**

**COUNTER-SIGNED  
Manager with Seal**