

FORM A
(See Rule 4)

Register of House-rent Allowance

Name of Industry.....

Name of employer

Address in full.....

Month and year to which the house-rent allowance relates—

Sl. No.	Name of workmen	Wages for the month for which house-rent allowance is payable	House-Rent allowance paid	Signature of workmen	Remarks
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This is to certify that I have today in the presence of witnesses testifying herewith paid the amount of Rs.....in house-rent allowance to the workmen employed by me and that each workman has received from me the amount of house-rent allowance specified against his name above.

Witnesses

1.

2.

Signature of employer

Note: When the payment is made by money order the fact may be stated in the remarks column.

FORM B
(See Rule 5)

Application for Recovery of House-rent Allowance

Before the Controlling Authority under the West Bengal Workmen's House-rent Allowance Act, 1974 (West Bengal Act. LVI of 1974).

Application No..... Date.....

Between

(Name in full of the Applicant with full address)

and

(Name in full of the employer concerned with full address)

The applicant is a workman of the above-mentioned employer/ a person authorised by shri....., a workman of the above-mentioned employer, the legal representative of the late....., who was a workman of the above mentioned employer, and is entitled to the payment of house-rent allowance under Section 4 of the West Bengal Workmen's House-rent Allowance Act, 1974 (West Bengal Act LVI of 1974).

2. The House-rent allowance due to him/the aforesaid workman for the period from.....to.....has not yet been paid.

3. The applicant estimates the value of relief sought by him/her at the sum of Rs as per details below:—

(Here insert the details as to how the amount is arrived at)

4. The Applicant prays for recovery and payment of the house-rent allowance due to him/the aforesaid workman from the aforesaid employer.

5. A separate statement explaining why the application could not be made within one year from the date on which the money became due to me/the aforesaid workman is enclosed.

6. Necessary documents (true copies to be enclosed) to prove that the applicant is the person authorised by the aforesaid workman/ the legal representative of the aforesaid workman is enclosed.

Dated, the.....

Signature or thumb impression of
the Applicant,

FORM C

(See sub-rule (1) of Rule 6)

Notice for Appearance before the controlling Authority

From:—

The Controlling Authority under the West Bengal Workmen's Houserent Allowance Act, 1974 (West Bengal Act LVI of 1974).

To:—

Name and address of.....

(1) Employer.....

(2) Applicant.....

WHEREAS Shri.....a workman under you/a person authorised by shri.....a workman under you/the legal representative of latewho was a workman under you have filed an application under rule 5 of the West Bengal Workmen's House-rent Allowance Rules, 1975 alleging that—

(A copy of the said application is enclosed)

Now, therefore, you are hereby called upon to appear before me at (place).....either personally or through a person duly authorised in this behalf.

for the purposes of answering all material questions relating to the application on the..... day of.....19.....at..... o'clock in the forenoon/afternoon in support of/to answer the allegation.

As the day fixed for your appearance is appointed for final disposal of the application, you must be prepared to produce on that day all witnesses upon whose evidence, and the documents upon which you intend to rely in support of your allegation/defence.

Take notice that in default of your appearance on the day before mentioned the application will be dismissed/heard and determined in your absence.

[Given under my hand and seal, this.....day of.....19.....]

Controlling Authority.

Note : Strike out the words and paragraph not applicable.

FORM D
(See Rule 7)

Notice for Payment of House-rent Allowance

To

(Name and address of employer).

Whereas Shri.....of (address.....
.....a workman under you/a person authorised by Shri.....
a workman under you/the legal representative of late.....who was a
workman under you, filed an application under Rule 5 of the West Bengal
Workmen's House-rent Allowance Rules, 1975 before me;

And whereas the application was heard in your presence/*ex-parte* on
(date).....and after hearing I have come to know that the said
Shri.....is entitled to a payment of Rs..... as house-rent
allowance under the West Bengal Workmen's House-rent Allowance Act, 1974
(West Bengal Act LVI of 1974);

Now, therefore, I hereby direct you to pay the said sum of
Rs.....to Shri.....within thirty days of the receipt of this notice
with an intimation thereof to me Given under my hand and seal, this.....
day of.....19.....

Controlling Authority

Copy to

(Applicant under Rule 5).

He is advised to contact the employer for collecting payment.

FORM E

(See sub-rule (5) of Rule 8)

**Notice for Payment of House-rent Allowance as determined
by appellate Authority**

To

(Name and address of employer)

Whereas a notice as given to you on.....(date).....in.....Form D requiring you to make a payment of Rs.....only to Shri.....as house-rent allowance under the West Bengal Workmen's House-rent Allowance Act, 1974 ;

And whereas you/the applicant preferred an appeal before the appellate authority and the appellate authority has decided that an amount of Rs.....only is payable to Shri.....as house-rent allowance under the West Bengal Workmen's House-rent Allowance Act, 1974;

Now, therefore, I hereby direct you to pay the said sum of Rs.....only to Shri within fifteen days of the receipt of this notice with an intimation thereof to me.

Given under my hand and seal, this..... day of.....19....

Controlling Authority

Copy to:

- (1) Applicant. He is advised to contact the employer for collecting the payment.
- (2) Appellate Authority.

Note : The portion not applicable to be deleted.

FORM F

(See sub-rule (1) of Rule 9)

Particulars of application under Section 5

1. Serial
2. Date of the application
3. Name and address of the applicant
4. Name and address of the employer
5. Amount of house-rent allowance claimed
6. Plea of the employer and his examination, if any.
7. Finding and a brief statement of reasons therefor (to be enclosed on a separate sheet of paper, if necessary).
8. Amount awarded.
9. Cost, if any, awarded to the witnesses, expenses.

Dated.....

Signed.....

[Attach on a separate sheet the substance of the evidence)

FORM G

(See sub-rule (2) of Rule 10)

Application for copies

(To be preserved for one year)

To

The Controlling Authority under the West Bengal Workmen's House-rent Allowance Act, 1974.

(Here insert the address)

Sir,

I require a certified/uncertified copy of the documents mentioned below, which may be supplied.

Date.....

Signature of the applicant

Description of document of which copy is required.

Description, Number and year of the case of which it forms part, names of the parties, etc.

Report of the Clerk-in-charge of the records. Folios and Court-fees required.

Signature of the Clerk-in-charge.

Date.....

Received copy and unused folios and stamp.

Signature of the Clerk-in-charge.

Date.....

(Counterfoil of application for copies)

Received application for copies being serial No.....dated.....

Folios and Court-fees required.

Signature of the Clerk-in-charge.

Date.....

FORM H
(See Rule 11)

Register of Application for copies
(To be preserved for three years)

Serial No.	Date of application	Name of Applicant	Certified or uncertified	Case No.	Description of document to be copied	Date on which number of folios and stamps required were notified
1	2	3	4	5	6	7
Date on which requisits were filed	No. of stamp sheets filed (with price of each)	No. of adhesive stamps filed (with price of each)	Extra fee for urgent copy filed	Amount of Court-fee for authentication filed	No. of stamp sheets (with price of each) used	
8	9	10	11	12	13	
No. of adhesive stamps used (with price of each)	No. and price of stamp papers returned unused	No. and price of adhesive stamps returned	Court-fee for certified copy used	Extra fee for urgent copy used		
14	15	16	17	18		
Date on which copy is ready for delivery	Date of Delivery of copy and unused folio, etc.	If application is rejected, the date and causes thereof		Remarks		
19	20	21		22		

FORM I

(See sub-rule (J) Rule 12)

Register of Court-fees received
(To be preserved for three years)

Date	Serial	Nature of document for which filed	Fees for application of copies and all other fees including urgent fees on copies	Total	Remarks
1	2	3	4	5	6

FORM J
(See Rule 13)

Register of Employees

Name of the industry.....

Address.....

Serial No.	Names of Workmen	Dates of appointment	Post held or nature of work performed	Scale of pay, if any	Dearness allowance	Others allowance			
1	2	3	4	5	6	7			
		Dates of each month on which the workman worked and/or earned wages.							
Mode of payment daily/ weekly/monthly etc.		January 19—	February 19—	March 19—	April 19—	May 19—	June 19—	July 19—	August 19—
8		9							
September 19—	October 19—	November 19—	December 19—	Signature of workman		Remarks			
				10		11			

Note : one page should be allowed to every workman.

Signature of employer

Date

FORM K
(See Rule 15)

Diary of Inspector for the month ending

Date	Place	Industry inspected	Purpose of inspection	Remarks of defects found and direction and orders issued
1	2	3	4	5

THE SCHEDULE

(See Rule 10)

The application for copies of documents shall be presented to the Controlling Authority together with fees prescribed in this Schedule.

Category of documents.

Fees payable.

1. Documents containing 150 words or less.

1. An impressed Stamped paper per of 25 paise (i.e. a folio).

West Bengal Workmen's House-Rent Allowance Rules, 1975

Category of documents.	Fees payable.
1. Documents containing 151 to 300 words.	1. An impressed stamped paper 25 paise (i.e. a folio) with an adhesive stamp of 25 paise affixed thereto.
3. Documents containing more than 300 words.	3. In addition to fees payable under item 2 above for the first 300 words, an additional impressed stamped paper of 25 paise (i.e.a. folio) and an adhesive stamp of 25 paise for every 300 words or part thereof in excess of 150 words :

Provided that fees payable for each 150 words or part thereof shall not exceed 25 paise.

Note—(i) Each folio will contain up to 300 words; but when the number of words does not exceed 150, no adhesive stamp of 25 paise need be affixed to it.

(ii) The adhesive court-fee stamps required for the copies shall be affixed to the folio across the perforated line with the figure heads above the perforated line in such a way that the portion below may clearly show the value of the court-fee stamps.

Urgent fee (in addition to normal fees).

Category of documents.	Additional fees payable.
1. Documents containing 600 words or less.	1. Re. 1.
2. Documents containing more than 600 words.	2. 25 paise for every 150 words or any fraction thereof (four figures counting as one word).
