

**Form - XII**

**Application for Grant of Work Force Welfare Assistance under  
The West Bengal Incentive Scheme 2013 for  
Micro, Small & Medium Enterprises.**

To  
The General Manger/Officer in Charge  
District Industries Centre/ Sub DIC  
.....,West Bengal

Sir,  
I,..... son / daughter / wife  
of ..... Proprietor / Partner / Director /  
Managing Director / Chairman / Authorized Signatory on behalf of the unit/enterprise  
known as .....  
hereby apply for grant of Workforce Welfare Assistance of Rs. ....  
(Rupees .....)  
only in terms of the provisions of the West Bengal Incentive Scheme 2013 for Micro,  
Small and Medium Enterprises.

**The necessary particulars are furnished below :**

- i) Name of the applicant unit/enterprise :
- ii) E.M. (Part II) No and date :
- iii) Registration No under WBIS 2013 :  
for MSMEs
- iv) Date of commencement of production :  
of the unit / enterprise
- v) Employment created in the project :

Category	General	Women	SC	ST
Managerial				
Factory Workers				
Other Workers				
Total				

- vi) Details of Code No allotted to the employer by :
  - a) Regional Provident Fund Commissioner
  - b) Director, Employees State Insurance
- vii) Contribution made by the employer to :
  - a) Employees State Insurance (ESI)
  - b) Employees Provident Fund (EPF)

Month & Year	ESI	EPF
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
Total		

- viii) 'Percentage of employees recruited from amongst the persons registered with Employment Bank of the State.

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief. A certificate to this effect from the Regional Provident Fund Commissioner and/or Director, ESI is enclosed.

Date : Signature of the applicant

Place : Name and Status of the Signatory

Seal of the applicant unit/enterprise

**Documents to be enclosed :**

1. Copy of Eligibility-cum-Registration Certificate under WBIS-2013 for MSMEs.
2. Copy of Entrepreneurs Memorandum (Part-II)
3. Copies of documents regarding contributions made to ESI/EPF
4. A statement showing the names of workers, their age, date of appointment, nature of appointment and nature of work.
5. Certificate from the Regional Provident Fund Commissioner as per Annexure – D.
6. Certificate from the Director, ESI as per Annexure – D.
7. Documents showing the recruitment from Employment Bank of the State.
8. Any other documents, if necessary.

**Annexure-D**

**Certificate to be issued by the Regional Provident Fund  
Commissioner / Director, ESI (as the case may be)**

Certified that M/s. .... having  
its Registered / Head Office / Local Office at .....  
has contributed an amount of Rs. .... (Rupees.....  
.....) only on account of .....for the  
year ..... and that the enterprise has contributed the above amount on due date.

Signature

Seal

Date :

Place :