To

The welfare commissioner,

Government of India, ministry of labour,

Labour welfare organization,

Sub: Sanction of Grant-In-Aid for maintenance of our dispensary / services, for the calendar year ---------

Sir,

We are maintaining a dispensary / hospital for mine workers and their families. You are requested to kindly sanction annual grant-in-aid for the calendar year- --------- for maintenance of our dispensary / hospital.

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| --- | --- |
| 2 We are giving following particulars:- |  |
| (1) Name and address of the mine.  (2) (i) Whether there is a separate dispensary for mine workers and their families.  (ii) (a) if there is separate dispensary for mine workers and their families furnish the following information:-  Total No. of mine workers and their family members given treatment during the calendar year i.e.; January to December,----------  (b) If there is common dispensary for mine workers, factory workers, officers and supervisors including their families, please furnish the following particulars:-  (i) No. of mine workers and their family members given treatment during the calendar year i.e.; from January to December, ----------.  (ii) No. of factory workers and their family given treatment during the calendar year i.e.; from January to December,--------  (iii) Total No. of supervisors and officers of factory and mine including their family members who were given treatment during the calendar year i.e.; January to December, -------  3 (a) Whether the dispensary gives treatment to members of general |  |
| public.  (b) (i) If yes, whether medicines are given to members of general public  (ii) total No. of members of general public given treatment including medicines during the calendar year from 1st January to 31st December, ------  4 Percentage of patients treated:-  (a) Mine workers and their family members  (b) Factory workers / supervisors / officers including their family members  (c) General public (% to be given if medicines are issued to them)  5 No. of mine workers  6 No. of factory workers, supervisors & officers working in mine and factory (this information will be given if there is a common dispensary.)  7 Total expenditure incurred during the calendar year from January to December,-------:-  (a) Establishment  (b) Medicines (spl. Treatment + medi. Disp.)  TOTAL:-  8 We are enclosing herewith the following documents:-  (i) certificate of chartered accountant regarding expenditure incurred on establishment and on purchases of medicines on Performa –B  (ii) Statement showing the production / consumption of limestone / dolomite and cess amount paid on the above quantity in respect of each month from January to December, ------  The above documents have been signed and stamped. |  |
|  |  |

Yours faithfully,

Signature

Designation: Director (Operation)

Seal

**MINISTRY OF LABOUR**

**W.V. SECTION**

Check-list for proposal to the ministry for sanction of grant-in-aid in favour of the mine management for purchase of hospital equipment etc.

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| 1. | Name and address of the mine management. |  |  |  | |
| 2. | Name and location of the dispensary/hospital maintained by the mine management for the benefit of their mine workers. |  |  |  | |
| 3 | No. of mine workers/factory workers/other local people(including family members) who are allowed treatment from hospital/disp. | Mine workers | Factory workers | Supervisors and officers of mines and factory | |
| 4 | No. of mine worker/factory workers/other local people (including family members) treated in the hospital/disp. Three years proceeding the year in which proposal is made.  i) No. of mine workers  ii) No. of factory workers  iii) No. of local people | Years | Years | Years | |
| 5 | Whether treatment charges are received on the treatment of non-miners, if so, amount received during three years preceding the years in which proposal is made. |  |  |  | |
| 6 | Cess paid by the mine management in each of the year during three years preceding the year in which the proposal is made | Years  1.  2.  3. | Years | Years | |
| 7 | Grant-in-aid received by the mine management scheme-wise and year wise from the Labour Welfare Organization during three years preceding the year in which the proposal is made  i) Grant-in-aid for maintenance of dispensary/hosp. services  ii) Grant-in-aid for Republic Day celebration.  iii) Grant-in-aid for Independent Day  iv)  v)  vi | Years | Years |  | |
| 8 | A copy of the inspection report of the disp./hospital maintained by the mine management for the year preceding the year in which proposal is made. |  |  |  | |
| 9 | A copy of agenda and minutes, of the S.A.C. meeting in which proposal has been recommended by SAC. |  |  |  | |
| 10 | Name of the item(s) proposed to the purchased. |  |  |  | |
| 11 | Cost of item(s)  proposed to be purchase. |  |  |  | |
| 12 | Copy of quotation to indicate the cost of item(s) |  |  |  | |
| 13 | Sanctioned budget grant under “Health –Grant-in-aid “during the financial year (indicate provision) made in R.E. also in case the same have been sent to the Ministry at the time of submission of the proposal. | 1. Sanctioned budget grant for  2. R.E. | Rs.  Rs. |  | |
| 14 | Expending incurred out of the sanctioned budget grant/proposed R.E. under the Head "Grant-in-aid” at the time of sending the proposal. |  |  |  | |
| 15 | Expenditure committed under the Head “Health Grant-in-aid” as in the date of submission of this proposal (indicate item-wise) |  |  |  | |
| 16 | Balance in hand to meet the expenditure inter-alias for the proposal being sent to the Ministry. |  |  |  | |
| 17 | Proposed manager of spending the balance provision(indicate item-wise)  i) Grant-in-aid for maintenance of hospital/disp. Services.  ii) Grant-in-aid for purchase of Ambulance Van  iii) Grant-in-aid of purchase of hospital   |  | | --- | | equipments.  iv)  v)  vi) | |  | | Rs.  Rs.  Rs. |  |  | |
| 18 | Rule/scheme under which the proposal is covered | Rule 37 of the Limestone/Dolomite Mines Labour Welfare Fund Rules, 1973. | | |  |
| 19 | i) Whether the mine management has already ambulance Van  ii) Where these purchased by Grant-in-aid L.W.O.  iii) If yes, give reasons, as to why the management needs another ambulance Van and why grant-in-aid should be given by L.W.O. |  |  |  | |
| 20 | i) Whether the management already has in the dispensary/hospital the equipment for which grant-in-aid is being proposed.  ii) Where these purchased by Grant-in-aid from L.W.O.  iii) If yes, give reasons as to why the management further need the equipment(s) and why grant-in-aid should be given by L.W.O. |  |  |  | |
| 21 | i) List of other request from mine management for grant-in-aid for purchase of ambulance Van/equipment pending with Welfare Commissioner indicating date of receipt.  ii) In case this proposal has been  submitted out of turn indicate reasons in detail. |  |  |  | |

Welfare Commissioner