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**Operational Guidelines for  
Scholarship Scheme for  
Girl Children of Workers  
of Jute Mills/  
MSME JDP units**

**Operational Guidelines for**  
**SCHOLARSHIP SCHEME for the Girl Children of the workers of**  
**Jute Mills / MSME-JDP Units in the Jute Sector**

National Jute Board Act, 2008 provides to “secure better working conditions and provisions and improvement of amenities and incentives for workers engaged in the jute industry” under Section, 5(2), (xxii) for the welfare of workers in jute-producing units. In line with the same, NJB is going to extend support to the workers’ family to motivate towards educating their girl children, a scholarship scheme as Workers’ Welfare measures.

**Scholarship Scheme for Girl Children of Jute Mills / MSMEs Workers**

**1. Objectives of the Scheme:**

The objectives of the Scholarship Scheme for Girl Children of Jute Mills / MSMEs Workers are:

- (i) To provide financial incentive to the girl children of the workers of the Jute Mills/MSMEs, upon passing out Secondary and Higher Secondary examinations to encourage them to acquire the minimum required education for making them employable;
- (ii) To encourage workers to work in the jute industry and to remain there for longer period, hence help reduce workers’ attrition rate, which is big problem of the Industry;
- (iii) To help Jute Mills/MSME units to face lesser labour problems;
- (iv) To enhance Millers-Workers relationship.
- (v) To make the workers feel socially protected through such welfare measures for their children;
- (vi) To support women empowerment through Girl Children education.

**2. Eligibility & Scholarship**

Scholarship to the girl children on **Passing out the Examination in 2021 (2021-22), 2022 (2022-23), 2023 (2023-24), 2024 (2024-25), 2025 (2025-26) - Total 5 Years (2021-26) 15<sup>th</sup> Finance Commission period** will be as follows:

- Secondary Education (for Girls only) : Rs.5,000/- (Five thousand)
- Higher Secondary Education (for Girls only) : Rs.10,000/- (Ten thousand)

The scheme will be applicable to the girl children of the workers of Jute Mills and MSME - JDP units engaged in production of jute products.

### 3. Definition

- **Jute Mills:** Any registered Jute Mill manufacturing jute products will be considered under the scheme.
- **MSME- JDP Unit :** Any unit holding Registration cum Membership Certificate (RCMC) of JPDEPC as “Manufacturer-Exporter” or having a valid factory license and has paid license fee for the current year or a unit having Part – 2 registration under MSME and employing more than 10 workers in production unit will be considered under the scheme.
- **Worker of a Mill :** Any workman directly engaged in manufacturing jute goods or involved in the shop floor activities of jute goods producing units and in the payroll, as declared by the mill.
- **Worker of a JDP Unit :** Any worker who is directly engaged in manufacture of JDPs and is on the pay roll of the JDP unit and enrolled under ESI of the beneficiary unit.
- **Children :** Children means only the girl children of a worker who passed the Secondary/Higher Secondary Examination under Board/Council/College/ University through recognized school / college./University.
- Maximum two girl children per worker will get the benefit under the scheme.
- **Worker/ Wife of a Worker :** Any worker/ Wife of a worker who has passed the said Examinations shall also be eligible under the scheme.

### 4. Operational Guidelines

The Mill/JDP Unit shall authorize their Nodal Officer who shall be responsible to coordinate various matter with IJMA/NJB relating to the scheme. The Nodal Officer shall submit the applications of the Girl Children to IJMA (for Jute Mill)/ to JPDEPC [or through other Authorised Institutions, as approved by Monitoring Committee (MC)] (for JDP Unit) for processing. IJMA / JPDEPC would forward the applications to NJB with recommendation within 15 days from the date of receipt.

- In the process of scrutiny of the applications, the Mill/JDP Units will verify the documents and submit to IJMA /JPDEPC .
- A consolidated list of eligible applicants in the prescribed format along with Aadhaar linked Bank Account and relevant bank details (A/c No. & IFSC Code etc.) in both soft and hard copy in Excel Sheet for remittance of eligible scholarship amount directly to the Bank Account of the applicant.
- The bank details of the applicant with photocopy of the bank pass book will be considered. In case of Joint Bank Account, Father or Mother must be 1st /2<sup>nd</sup> account holder. Please note that the Bank Account must be active to avoid non-remittance /Return.
- Applications complete in all respect should be submitted/forwarded to NJB. Part submission of application will not be entertained. Incomplete applications will be rejected.

- Misrepresentation of facts/ Mis-declaration may lead to termination of scholarship and the entire amount disbursed would be liable to be refunded by the Mill/JDP Unit.
- The scheme shall be valid only for the candidates who have passed Secondary/Higher Secondary Examination in the year .
- The process followed/decision taken by NJB in granting the scholarship will be final.

## **5. Documents required to be scanned and submitted along with the application**

**The prescribed application Form, duly filled in should be enclosed with following documents and submitted to respective Jute Mills/JDP Units.**

- I) Admit Card of the Examination passed
  - II) Mark Sheet of the Examination passed
  - III) Certificate issued by the Board/Council, the Controller of Examination.
  - IV) Aadhar / Voter ID of the applicant
  - V) Bank details – Copy of the Bank Pass Book (Bank Account must be Aadhar linked)
  - VI) Current month pay slip of the worker
  - VII) ESI Identity Certificate of the worker – for JDP Unit
  - VIII) A declaration/ affidavit stating that the applicant has not claimed/ received any such scholarship/financial benefit of this nature on passing out the examination from State/Central Government Departments. A false declaration by the applicant will be seriously viewed and the Scholarship amount will be recovered from the applicant and concerned Jute Mill / JDP unit.
- All these documents should be signed by the applicant and countersigned by the authorized nodal officer of the Mill/JDP unit.
  - Jute Mills shall scrutinize/verify the applications and certify that the information are found to be correct with signature and stamp. After scrutiny/verification/certification, **Mill shall enclose a copy of current pay slip of the worker against respective applications** and forward to **IJMA**.
  - **JDP units / Jute MSME Units** shall scrutinize/ verify the applications and certify that the information are found to be correct with signature and stamp. After scrutiny/ verification/ certification – JDP units shall enclose a copy of **ESI (Identity Certificate)** of the worker against respective applications and forward to **JPDEPC or through other Authorised Institutions, as approved by Monitoring Committee (MC)**.

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