

USER GUIDE

FOR THE ANNUAL RETURN

Financial Assistance to the Workers of Locked Out Industries



LABOUR COMMISSIONERATE,
Govt. of West Bengal

How to Apply ?

Responsibility: Fawloi Beneficiary.

Step-1:-

Activity: The Beneficiary shall open www.wblc.gov.in and will select schemes then click on Fawloi Option. All the notice appears in notice for Receiving Declaration then click on Apply Now to date deccaration. For a new user he/she fills up a Declaration Form Under Fowloi Scheme, in the portal of wblc.gov.in.

Step-2:-

Activity: Click on **Apply Now Button** in action area.

Step-3:-

Activity: Fill up all the details required

Unit name, application Number or bank account number the details will auto fields if the user exist with that application number or bank account number. Then the address details have to enter and submit with save and continue button.

Step-4:-

Activity: Some document have to upload here like - Bank passbook (Mandatory), Photograph (Mandatory), Fawloi Receipt (Optional).

PF Number, ESI Number, Aadhaar is optional, but if any of these given must have to upload the corresponding document. Then Save and Continue.

Documents Involved: All file should be PDF/JPG/JPEG/PNG(150 KB) except Photograph. Photograph should be JPG/JPEG/PNG(50 KB).

Step-5:-

Activity: Next go through the details properly then click on Checkbox. After the click on Checkbox a security code will send to register mobile number. Then enter code and submit. Download the system generated fawloi declaration.

Step-6:-

Activity: After Submit Beneficiary have to login with registered mobile number.

Step-7:-

Activity: Upload the signed document.

Documents Involved: The Declaration form with Signature of the Beneficiary and Signature of the Secretary of Registered Trade Union of the concerned unit along with Registration no. / Local MLA / Local MP with official Seal.

After Final Submission the Beneficiary cannot be able to Login again.

Mobile Number Change Request: If needed The Beneficiary can change personal mobile number. Change request link is available in the form fill-up section. Changes can be done via OTP / Via Office.

➤ Procedure for Uploading the Signature:

- While filling in the Online Application Form the applicant will be provided with a link to upload his signature.
- Click on the link “**Upload Signature**” option.
- By clicking "**choose file**", Browse & Select the location where the Scanned Signature file has been saved. Select the file by clicking on it.
- Click the ‘**Upload file**’ button for uploading signature & view on server.
- After verification of signature, click "**Save signature image file**" to complete the upload process & click "Next" to proceed further stages.

➤ Guidelines for Scanning the Signature:

Before applying online, applicant will be required to have a scanned (digital) image of his/her signature as per the specifications given bellow:

- The applicant has to sign on white paper.
- The signature must be signed only by the applicant, not by any other person.
- Dimensions - Width 256 pixels’ x Height 64 pixels i.e. Width 1.4" /35cm X Height 0.44"/1.06cm (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

➤ **Checklist:**

- Signature of Consent Officer
- Signature of Secretary
- Signature of Treasury

Timeline:-

Sl. No.	Designated officer	Stipulated time limit
Not Available		