

Swami Rama Himalayan University

Office of the Registrar

SRHU/Reg/00/2018-09

Date: 8th February, 2018

OFFICE ORDER

I am directed to inform that in accordance with the decision taken by the Board of Management in its 16th Meeting under Item No. 16/12, the 'Swami Rama Himalayan University Employees Welfare Fund', as attached herewith, has since been created.

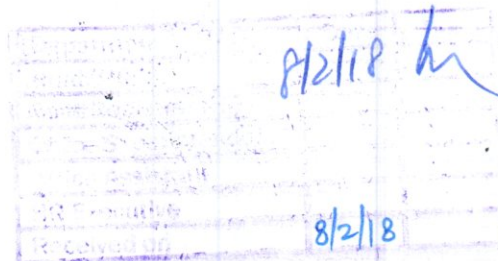
By Order,

Neelam Motwani
Registrar

Copy to: Hon'ble Chancellor } for kind information please
Hon'ble Vice Chancellor }
Finance Officer } for necessary action
✓ HR Deptt. }

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Save in Policy
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Policy File



SWAMI RAMA HIMALAYAN UNIVERSITY

Swami Rama Himalayan University Employees Welfare Fund

1. **Definition:** This Welfare Fund shall be called 'Swami Rama Himalayan University Employees Welfare Fund'.
2. **Objective:** The 'Swami Rama Himalayan University Employees Welfare Fund' has been established as a social welfare measure, so as to have emotional stability amongst the employees ultimately resulting in increase of efficiency and providing of healthy work environment to all categories of employees.
 - 2.1 To relieve financial distress amongst the employees in emergent and unforeseen situations like sudden serious illness of the employee and / or member of the family, death in the family wherein immediate financial assistance is required.
 - 2.2 The fund will also be utilized for staff welfare activities which may generally be of the following nature:
 - Promotion of Cultural Activities such as staff musical and dance programs, get-together (faculty only), picnics, tours etc.
 - Encouragement of Indoor/Outdoor games and sports
 - Scholarship to the wards of employees for education
 - Financial help to the spouse of the deceased employee
 - Financial help towards medical expenses
 - Financial help for marriage of dependent children
3. **Applicability/Eligibility/Beneficiary:**
 - 3.1 The membership shall be open to all employees of Swami Rama Himalayan University.
 - 3.2 All the existing employees of Swami Rama Himalayan University shall be considered as a member of the Fund. Any new employee joining the University shall be deemed to be a member of the Fund from the date of joining the service of Swami Rama Himalayan University.
 - 3.3 To get the benefit of this policy, the beneficiary should have completed 03 (three) years of membership of the Fund.
 - 3.4 Membership shall cease to exist from the date and time he/she is separated from the services of Swami Rama Himalayan University whether on account of resignation/termination /superannuation / completion of contractual tenure.

Neelam Mathur

4. Subscription from members:

- 4.1 All the members of the fund shall contribute a minimum sum on monthly basis as decided by the managing committee from time to time. The present rate of contribution is given as under:

Salary Range (Rs.)	Monthly subscription (Rs.)
Upto 20,000/-	20/-
> 20,000/- to 35,000/-	30/-
> 35,000/- to 80,000/-	50/-
> 80,000/-	100/-

- 4.2 The subscription shall be deducted from salary of each member on monthly basis and remitted to 'Swami Rama Himalayan University Employees Welfare Fund'. The subscription amount is non-refundable.

5. Financial Assistance:

- 5.1 The quantum of financial assistance under various circumstances shall be as given hereunder:

Sl. No.	Purpose	Maximum Limit of assistance	Type of Fund
1	Relief to the spouse of the deceased employee.	Ranging from Rs.25,000/- to 50,000/-	Non-Refundable
2	Medical expenses for self-illness, parents of either spouse and /or dependent children.	Rs.25,000/-	Refundable (interest free)
3	Meeting expenses for marriage of self or dependent children of the employee.	Rs.75,000/-	Refundable (interest free)
4	Meeting expenses of education/ admission of ward for PG/ Technical/ Professional courses	Rs.50,000/-	Refundable (interest free)
5	Meeting funeral expenses in case of death of the employee, spouse, parents of either spouse. Clause 3.3 will not be applicable	Rs.10,000/-	Non-Refundable

NOTE: For any such other purposes as may be deemed fit by the Managing Committee of the Fund. The quantum of assistance may vary from case to case as may be deemed fit by the Managing Committee.

Neelish Chatterjee

- 5.2 The amount of financial assistance as prescribed above may increase or decrease at the discretion of the Managing Committee.
- 5.3 A member who has already been granted refundable financial assistance shall not be eligible for getting further financial assistance from the fund unless the amount of assistance previously taken is repaid in full by him/her.
- 5.4 Amount shall be recovered in 24 (twenty four) equal installments from the salary of the employee.
- 5.5 Sanction of financial assistance is subject to availability of funds with the Welfare Fund.

6. Administration of the Managing Committee of the Fund:

- 6.1 The administration of the fund shall vest in a Managing Committee which shall carry out the objectives of the fund and generally exercise all powers in furtherance thereof. The following shall be the Members of the Managing Committee:
- Two members nominated by Hon'ble Vice Chancellor. Out of these two, one shall Chair the Committee
 - One Representative of Finance Department - Member
 - Two Faculty Members - Member
 - Two Non-Teaching Staff - Member
 - Representative of HR Department - Member Secretary
- (on rotational basis, tenure for a period of one year)

Final approval shall be given by the Hon'ble Vice Chancellor, based on the recommendation of the Managing Committee.

- 6.2 The Managing Committee shall have the power to co-opt any member of the fund to fill any interim vacancy that may occur due to death / retirement / resignation / transfer of any member.
- 6.3 A minimum of four Members of the Managing Committee shall form a quorum at any meeting to consider the application for Grants/Financial assistance to the beneficiary member and / or the dependents.
- 6.4 The Managing Committee shall meet periodically or atleast once in a month to consider all applications for grant/financial assistance/loans. However the committee may consider requests/cases of emergent nature through circulation. All requests/applications for financial assistance/loan may be addressed to the Member Secretary who shall ensure processing of the same on the basis of merit of each case and accordingly disposing of such requests either through circulation or through a formal meeting of the committee.

Indira Shethnaga

- 6.5 The funds will be kept separately by the Finance Department of Swami Rama Himalayan University in a separate bank account. Annual audit of the funds will be done by a team of three members appointed by the Managing Committee.

7. Application for Financial Assistance:

- 7.1 Application, in the prescribed format at **Annexure - I**, from the member seeking financial assistance shall be submitted at the HR Department. The HR Department shall ensure disposing-off the requests/applications either by organizing a meeting of the Managing Committee or through circulation. These applications shall be considered by the Managing Committee in its meeting held periodically or through circulation depending up the exigencies, if any.
- 7.2 A Surety Certificate duly signed by two sureties, who should be from amongst Swami Rama Himalayan University employees, submitted to the Secretary of the Fund along-with the duly filled-in application form.

Neelima Mathur

SWAMI RAMA HIMALAYAN UNIVERSITY EMPLOYEES WELFARE FUND

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE

- 1) Name of applicant (in block letter):
- 2) Employee Code No. (if any):.....
- 3) Designation:.....
- 4) Department:.....
- 5) Salary details: Rs.....
- 6) Date of Appointment/Joining.....
- 7) Nature of Appointment: Regular/Contractual (period of contract)
.....
- 8) Financial assistance required: Rs.....
- 9) Nature of assistance: Refundable / Non-Refundable.....
- 10) Purpose of seeking assistance (with documentary proof):
.....
- 11) Special reasons, if any, for according special consideration:.....
.....
- 12) No. of times and amount of financial assistance availed of previously (give details):.....
- 13) Present Address.....
- 14) Permanent Address.....
- 15) Sureties of Swami Rama Himalayan University employee:
 - 1) Name..... Designation:..... Department.....
 - 2) Name..... Designation:..... Department.....

Date:.....

Signature of Applicant

Undertaking of Sureties:

- 1) I.....s/o,d/o,w/opresently working as..... in the Department of.....do stand as a surety for Dr./Mr./Ms.for refundable loan sanctioned to Dr./Mr./Ms.....under the Swami Rama Himalayan University Employees Welfare Fund. I undertake to repay and indemnify in full the Swami Rama Himalayan University Employees Welfare Fund in case of default of repayment of loan by Dr./Mr./Ms..... In the event of failure on part of the borrower to repay the loan amount, Swami Rama Himalayan University Employees Welfare fund has got absolute rights to recover the outstanding amount from my salary.

Signature of Surety

- 2) I.....s/o,d/o,w/opresently working as..... in the Department of.....do stand as a surety for Dr./Mr./Ms.for refundable loan sanctioned to Dr./Mr./Ms.....under the Swami Rama Himalayan University Welfare Fund. I undertake to repay and indemnify in full the Swami Rama Himalayan University Employees Welfare Fund in case of default of repayment of loan by Dr./Mr./Ms..... In the event of failure on part of the borrower to repay the loan amount, Swami Rama Himalayan University Employees Welfare fund has got absolute rights to recover the outstanding amount from my salary.

Signature of Surety

MEMBER SECRETARY

A) Certified that the applicant has not been granted any financial assistance out of Swami Rama Himalayan University Employees Welfare Fund.

OR

That the applicant had been granted financial assistance (refundable/non-refundable) for Rs..... on for the purpose.....

B) That a sum of Rs..... is recoverable from the applicant.

Authorized Signatory

Sanctioned/Not Sanctioned, Refundable/Non-refundable financial assistance of Rs.....

Hon'ble Vice Chancellor