

**NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
EMPLOYEE BENEVOLENT FUND SCHEME**

(1) **Title:** These rules may be called as the rules of the National Institute of Technology Srinagar Employee Benevolent Fund Scheme.

(2) **Commencement:** The Fund shall be deemed to come into effect from April 01, 1991. However, these modifications shall come into force from the date of notification.

(3) **Definitions:**

- (a) *Scheme:* National Institute of Technology Srinagar Employee Benevolent Fund Scheme.
- (b) *Fund:* National Institute of Technology Srinagar Employee Benevolent Fund.
- (c) *Institute:* National Institute of Technology Srinagar.
- (d) *Director:* Director of the Institute or an official acting as such.
- (e) *Employee:* Employee of the Institute who is serving in a regular cadre post.
- (f) *Members:* Employees of Institute who are covered under the Benevolent Fund Scheme and are paying regular subscription to the fund.

(4) **Provisions of the Act:** All the provisions of the Societies Registration Act XXI of 1860, as amended from time to time shall apply to the Fund.

(5) **Objects:** The objects of the Fund shall be to relieve financial distress among the employees in the following cases/circumstances:-

- (a) Where a member dies while in service leaving the dependent in indigent circumstances;
- (b) Where a member is on prolonged sick leave without pay or on reduced pay;
- (c) Where a member suffers from other unforeseen misfortunes; and
- (d) In such other cases as may be deemed fit and deserving by the Managing Committee of the Fund.

(6) **Sources of the Fund:**

- (a) The Grants-in-aid from the Government;
- (b) Subscription from the members of the Fund; and
- (c) Other voluntary contributions or donations

Source of the Fund may also be augmented by observing a "Benevolent Fund Day" once a year and collecting donation from the officers and staff of the Institute.

Note 1: Subscriptions from the members will be collected by the Accounts Section of the Institute by way of making deductions from the salary of the members on a written authorization given by them.

Note 2: Contributions once made to the Fund shall not be refunded in any case.

(7) **Eligibility for Membership:**

- (a) The membership of the Fund shall be open to all permanent/regular employees of the Institute.
- (b) A member of the Fund shall be a person, who having been admitted as a member in accordance with the rules governing the Fund, shall have paid his subscription and shall not have resigned. No person shall be entitled to vote or treated as a member whose subscription at the time has been in arrears for a period exceeding three months.

(8) Application for Membership:

- (a) Any employee, who wishes to become a member of this Fund voluntarily, shall submit his/her application to the Secretary of the Fund in the Application Form for membership as prescribed in 'Appendix A'; and
- (b) To pay the prescribed membership fee annually/half yearly/quarterly/monthly, as prescribed from time to time.

(9) Cessation of Membership: A member shall cease to be member of the Fund in the event of:

- (a) Resignation from membership of the Fund;
- (b) Ceasing to be the employee of the Institute on account of retirement/ resignation/ dismissal/death.
- (c) Non-payment of the subscription of the Fund continuously for three months.

Note 1: Membership shall not be affected if the member is on long leave without pay or otherwise, provided he resumes his subscription on return to duty;

Note 2: Membership of the Fund shall not be affected if a member is deputed to another Institute/ Department provided he continues to pay his subscriptions regularly.

(10) Subscription: The employees of the Institute will make subscription is as under:

- (a) *Group A Employees:* Rs.300 per Month.
- (b) *Group B Employees:* Rs.150 per Month.
- (c) *Group C Employees:* Rs.100 per Month.

(11) Beneficiaries:

- (a) The benefits of the 'Fund' shall be confined to only those members, who have enrolled themselves as members of the Fund for at least six months continuously and immediately prior to application for such benefits;
- (b) Members of the family, consisting of widow and dependent son(s), daughter(s) and parents;
- (c) A member, who is a defaulter in making payments towards the subscription/contribution, shall not be considered eligible for sanction of loan/grant;
- (d) A member, who has already taken a loan, shall not be eligible for getting further loans from the Fund unless the amount of the loan previously taken is repaid in full by him/her;
- (e) A member shall be eligible to get further loans from the Fund after completion of one year from the date previous loan was repaid in full.
- (f) A member who has not submitted his/her 'Assets & liabilities' return with the competent authorities for the preceding two years prior to filing of a request for grant/loan from the fund, shall not be considered for any relief/loan under the scheme. This condition, may however be relaxed for requests received during one year from the date of notification of these rules.

(12) Assistance to Members: The quantum of relief in each case shall be determined by the Managing Committee of the Fund, namely:

- (a) Immediate relief shall be given to the dependents on the death of the member of the Fund to meet the funeral expenses. The amount shall not exceed Rs.10,000.00 subject to the availability of funds;
- (b) Immediate relief shall be given to the members of the fund on the death of their dependents (spouse/sons/daughters/parents). The amounts shall not exceed Rs.5,000.00 subject to the availability of funds;

- (c) Immediate relief not exceeding Rs.30,000.00 in lump sum or instalments on account of sickness of members/their dependents (spouse/sons/daughter and parents), may be given subject to availability of funds. The amount of such grant would be admissible for the members if the dependents suffer from Cancer or T.B. and are admitted in Hospitals.
The genuineness of the claim shall be subject to the verification by a 3 member committee, headed by Medical Officer of the Institute & two Assistant Registrars as Members.
- (d) Immediate relief not exceeding Rs.30,000.00 in lump sum or instalments on account of loss caused to member's property by fire or any other calamity, deemed fit by the Managing Committee of the Fund, may be given subject to availability of funds.
The genuineness of the claim shall be subject to the verification by a 3 member committee, headed by a Professor of the Institute with Superintendent Workshop & an Assistant Registrar as Members.
- (e) In other cases where financial assistance of more than prescribed maximum amounts is required, the approval of the Board of Governors would be necessary.

(13) Administration of the Fund: The Administration of the Fund shall vest in a Managing Committee, which shall carry out the objects of the Fund and generally exercise all powers in furtherance thereof. The following shall be the constitution of Managing Committee:

I	Chairman	Director of the Institute.
II	Secretary	Registrar of the Institute.
III	Treasurer	Deputy Registrar (Accounts)
IV	Executive Members	In addition to the Chairman, the Executive Committee shall have Six Executive members' in following order: Three representatives from the Faculty/Teaching Staff; <i>(One nominee each at Professor, Associate Professor & Assistant Professor level)</i> and Three representatives from the Non-Teaching staff of the Institute; <i>(one nominee each from Administration, Technical & Supporting Staff)</i>

- (a) **Quorum:** Five members of the Managing Committee shall form a quorum at any meeting to consider the application for loans/grants etc. to the members and/or their dependents.
- (b) **Voting:** All matters shall be decided by a majority of votes, of the members present at voting. In case of an equality of votes the Chairman/Presiding Officer shall have a casting vote. Provided, however, that the Chairman shall have the power to refer any decisions for implementation of such approved resolution to the Board of Governors. The decision of the Board of Governors on all matters referred to them shall be final.
- (c) **Patron:** The Chairman, Board of Governors of the Institute will be the Patron of the Fund.
- (d) **Chairman:** The Chairman shall preside over the Managing Committee of the fund and he/she may also appoint a Sub-Committee in the administration and execution of the objects of the Fund.
- (e) **Secretary:** The Secretary shall exercise all such powers and of all such acts as may be required for the proper conduct of the ordinary current administrative business of the Fund under the directions of the Managing Committee/Chairman without prejudice to the generality of the above and he/she shall:

- I. be responsible to the Managing Committee for the discharge of all his/her duties in administration of the fund;
- II. arrange for the meetings of the Managing Committee and bring to its notice all matters requiring consideration;
- III. carry out correspondence on behalf of the Managing Committee & the fund.
- IV. receive all applications for subscription of membership, appeals for grants & requests for loans from members;
- V. record minutes of the meetings of the Managing Committee.

(f) Nominations: The Chairman shall nominate the three representatives amongst Faculty at the Institute for executive membership of the Managing Committee. Accordingly, the secretary shall nominate the three representatives from Non-Teaching Staff for executive membership of the Managing Committee. A member so Nominated shall be deemed to be an elected representative for the purpose of this rule.

(g) Tenure: An executive member of the Committee shall hold office for two years unless he/she is removed by the Chairman or demits Office. A member who demits office shall be eligible for re-nomination at any time but the one removed by the Chairman shall be in-eligible for re-nomination for a period of two years unless the Chairman allows for it.

(h) Vacancies: The Managing Committee shall have the power to co-opt any member from among the members of the respective Staff Category, who are the members of the Fund to fill any interim vacancy that may occur due to death, retirement, resignation or transfer etc. of any member;

(i) In case a vacancy arising in the Managing Committee in place of a nominated representative is not likely to exceed a period of six months, the Chairman may fill the vacancy by co-opting of representative of similar category, if that course is considered appropriate. A co-opted member shall hold office for the un-expired portion of the term.

(j) Amendments: The Managing Committee shall have power to frame/amend bye-laws and Rules of Procedure and Conduct of Business relating to the Employee Benevolent Fund Scheme as may be felt expedient with the approval of the Board of Governors.

(14) General Body: The meeting of the General Body of the members of the Fund shall be called once a year immediately after the close of each financial year. In the meeting of the General Body, the following issues shall be placed for discussion and approval;

- (a)** Statement of accounts of the previous respective financial year, duly audited by the Internal Auditor. The body shall scrutinize and give advice, wherever necessary.
- (b)** To make amendments in the Benevolent Fund Rules.
- (c)** The quorum for a General Body meeting shall be 1/4th of the members on the rolls and eligible to vote on the date of meeting. In case, the quorum is not complete, the meeting shall be adjourned and no quorum shall be required for the adjourned meeting.

(15) Application for Assistance:

- (a)** Application for assistance from the members shall be received by the Secretary of the Fund. These applications shall be considered by the Managing Committee in its meetings held periodically. The Application shall be supported by the nominated members from the Staff side.
- (b)** In case of Emergency, the Chairman of the Committee shall have powers to sanction amount to the extent and for the purpose mentioned here in above, which shall be ratified by the Managing Committee at its next meeting.

(16) Bankers:

- (a) The Bankers of the Fund shall be The Jammu & Kashmir Bank Ltd, located on Institute Campus. Alternatively, the Managing Committee can choose any Nationalized Bank, located nearby, to be the Banker with whom the account of the Fund shall be opened/transferred.
- (b) The Bank Account shall be operated jointly by the Treasurer and the Secretary of the Fund. The Treasurer shall be responsible for all moneys received and spent by him/her on behalf of the Fund and also for the maintenance of accounts.

(17) Investments: All moneys received from the employees shall be kept in the name of National Institute of Technology Srinagar Employee Benevolent Fund in the Savings Bank Account opened with any of the recognised Banks. Disbursements from these funds shall be made in accordance with the Rules of the Fund and the Directions of the Managing Committee. Any moneys not required for the immediate use of the Fund may be lodged in a fixed deposit account or short term deposit account with the bank

(18) Vesting of property: Vesting of all property acquired by the fund and all moneys or Property income acquiring to the fund shall be held in trust by the Managing Committee for the general Purposes of the Fund.

(19) Audit of Accounts: The account of the Fund shall be audited by the Internal Auditor of the Institute or such an Auditor that may be appointed by the Managing Committee in the beginning of the year in consultation with the Administration wing of the Institute.

(20) Indemnity Against Action: All members of the Managing Committee shall stand absolved from any liability in respect of actions, costs and all other claims made against them for anything done or any action taken by them on behalf of the 'Fund' and in furtherance of the objects of the 'Fund'.

**APPLICATION FORM FOR MEMBERSHIP OF THE
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
EMPLOYEE BENEVOLENT FUND SCHEME**

The Secretary,
Employee Benevolent Fund Scheme,
National Institute of Technology Srinagar,
Hazratbal, Srinagar;
Jammu & Kashmir, 190006.

1.	Name (in full): Shri/Smt./Kum	
2.	Father's/Husband's name	
3.	Residential Address	
4.	Date of Birth	
5.	Date of Joining	
6.	Date of Retirement	
7.	Designation	
8.	Department/Section/Office	
9.	Teaching/ Non-Teaching	
10.	Pay Level	

I hereby declare that I have read the Model Rules of the National Institute of Technology Srinagar, Employee Benevolent Fund and I am desirous of becoming a member of this Fund voluntarily. I agree to pay Rs.....monthly/quarterly/annually towards the subscription of this fund. This amount may please be deducted from my pay as and when necessary.

I hereby undertake to abide by the regulations contained in the Scheme viz: NIT Srinagar Benevolent Fund Scheme.

Signature of the Employee

Dated.....

Verification certificate from Administration Wing of the Institute

Certified that Shri/Kum.....son/wife/daughter of.....is a regular/permanent servant in the grade of.....in this Department/Office.

Deputy Registrar
Administration