

EMPLOYEES PROVIDENT FUND STAFF WELFARE BOARD

CONSTITUTION

1. **Name** **The Board shall be called the E.P.F. Staff Welfare Board.**
2. **Headquarters** **The headquarters of the Board will be the Central Office of the E.P.F. Organisation.**

3. **Aims & Objects:**

The primary objects of the Board will be as under:-

- a) To organise cultural meets, holiday camps and to promote artistic/literary talents of the employees.
- b) To provide any immediate relief of an emergent nature to any employee of the organisation for which no provision exists or can be made available in the normal way.
- c) To provide financial assistance in case of proved exceptional hardship resulting from serious or prolonged illness or major surgical operation to the dependants of deceased employees.
- d) Grant of scholarship to wards of the employee.
- e) Providing recreation facilities including setting up of holiday home.
- f) To provide assistance for such other general purpose which the Board may decide in the common interest of the employees.

4. **Constitution of the Board**

The E.P.F. Central Staff Welfare Board shall comprise of the following:-

- | | |
|------------------|--|
| President | - C.P.F.C. (ex-officio) |
| Secretary | - Regional Commissioner (Adm.)
(ex-officio) |
| Treasurer | - To be appointed from |
| Asstt. Secretary | - Amongst its members |

Members

- i)
- ii)
- iii)
- iv)
- v)

F.A. & C.A.O.

Director (Vigilance & Training)

R.P.F.C. (Inspection)

2 members to be nominated by the C.P.F.C. from amongst the Officers of the Regional Offices.

4 members to be nominated from the staff side from the four zones in which the organisation is divided.

5. Meetings

The Board shall meet at least once in a year

6. Procedure for sanction/payment

All the applications received for assistance from the E.P.F. Staff Welfare Fund will be screened by the Board. On the recommendation of the board, the sanction will be accorded by the CPFC. On receipt of the sanction the Regional Commissioner-In-charge Local Admn. in the Central Office will Arrange payment to the concerned individual. The payment will be debited by the Local Admn. Direct to the Budget Head 'EPF Staff Welfare Fund'. The Secretary to the Board will ensure that the sanctions are accorded only to the extent that the amount is available under the above Budget Head.

**THE CONTENTS OF THE RELEVANT PORTION
OF THE MINUTES OF THE 121ST MEETING OF C.B.T.**

**FINAL MINUTES OF THE 121ST MEETING OF THE CENTRAL
BOARD OF TRUSTEES, EMPLOYEES' PROVIDENT FUND HELD
ON 29TH DECEMBER, 1989 AT SHRAM SHAKTI BHAWAN, NEW
DELHI-110001**

The 121st meeting of the Central Board of Trustees, Employees' Provident Fund was held in the Committee Room, 'C' Wing, 1st floor, Annexe, Shram Shakti Bhawan, New Delhi on 29th December, 1989 under the Chairmanship of Shri Ram Vilas Paswan, Hon'ble Minister for Labour, Government of India, New Delhi.

Item No. 19 Setting up of an E.P.F. Staff Welfare Fund

The Board approved the proposal as contained in the memorandum. The Board, however, desired that the body to be constituted for the implementation of the proposal should be named "Employees' Provident Fund Staff Welfare Fund Committee".

2nd Executive Committee Meeting**Supplementary****Item No.20 Rules Governing the administration of the E.P.F. Staff Welfare Fund –approval and sanction of staff.**

The Central Board of Trustees, Employees' Provident Fund in their 121st Meeting held on 29.12.1989, approved the setting up of an E.P.F. Staff Welfare Fund. The Board also approved the opening of a separate budget head title 'E.P.F. Staff Welfare Fund', as sub item 'g' under Sub-head 3, grant-in-aid and Staff Welfare measure. It was also decided to constitute an E.P.F. Staff Welfare Committee by amalgamating the activities of the following:

- (1) Staff Recreation Club Fund.
- (2) Staff Benevolent Fund.
- (3) Scholarship Scheme; and
- (4) Holiday home.

Accordingly, Employees' Provident Fund Staff Welfare Committee has been constituted and the rules governing the administration of the Staff Welfare funds enclosed for approval by the Committee.

Since the fund shall be centrally administered by the Central Welfare Committee with its Headquarters at New Delhi, it has become necessary to create supporting staff for day-do-day administration and efficient functioning of the said Committee. It is, therefore, proposed that the following posts may be created to look after the said work: :-

- | | | | |
|-----|----------------------|-----|----------------------------------|
| (A) | Welfare Officer | One | in the pay scale of Rs.2000-3500 |
| (B) | Stenographer (Gr.II) | One | in the pay scale of Rs.1200-2060 |
| (C) | LDC | One | in the pay scale of Rs.950-1500 |

The total financial implication towards creation of the above Posts would be Rs.1.5 lakhs yearly. The Finance Wing of the Organisation has seen also concurred with for creation of the posts.

The proposals are placed before the committee for their kind approval please.

RULES GOVERNING THE ADMINISTRATION OF THE E.P.F. STAFF WELFARE FUND

Whereas it is expedient to provide rules for the administration of the E.P.F. Staff Welfare Fund, which was approved by the Central Board of Trustees, Employees' Provident Fund in its 121st meeting held On 29.12.1989, with a view to provide a security- cum- welfare cover to all the Staff members of the E.P.F. Organisation. The following rules shall govern the running and maintenance of the said Fund, namely:

1. Short title and extent:

These rules may be called the E.P.F. Staff Welfare Fund Rules.

The utility of this fund shall extent to all the officers and staff working in the E.P.F. Organisation.

2. Constitution and administration of the Fund:-

- (a) The Fund shall be centrally administered by a Committee.
- (b) The Welfare Fund will be administered by the Central Welfare Committee with the Headquarters at New Delhi.
- (c) The Central Welfare Committee will consist of the following office bearers:-

President	:	C.P.F.C. (Ex-officio)
Vice -President	:	Additional C.P.F.C.(Ex-officio)
Secretary	:	R.P.F.C. (Personnel) Head office
Treasurer	:	A.O. Budget Head Office
Asstt. Secretary	:	Junior Analyst/Welfare Officer, Head Office
Member (i)	:	F.A. & C.A.O./Addl. CPFC (Finance)
(ii)	:	Director (Vig. & Trg.)
(iii)	:	R.C. (Inspection)
	:	2 members to be nominated by the CPFC from amongst the officers of the Regional Office.
(iv)	:	4 members to be nominated by the CPFC from Staff side from the four Zones in which the Organisation is divided.

(d) The Regional Welfare Committee will consist of following office bearers:-

President	:	RPFC (Incharge of the Region and for Central Office, Addl. CPFC in Charge (Local Admn.)
Vice-President	:	Regional Commissioner in Central Office and Assistant Commissioner in Regional Office to be nominated by the President.
Secretary	:	Assistant Commissioner –in-charge, Admn. In the Regional Office/Central Office to be nominated by the President.
Treasurer	:	Any APFC (Accounts) nominated by the President in the Regional Office and Central Office.
Member minimum Four	:	Members will be nominated by the President (atleast one official should be nominated from each SRO/local Office) and for Central Office to be nominated by President.

NOTE: Within the above frame work SRO should be re-presented.

e) The Regional Welfare Committee will function under the overall control of Central Welfare Committee.

Holding of Meeting

The meeting of the Central Welfare Committee as well as Regional Welfare Committee may be held as and when necessary but not less than once in a year.

QUORAM

Quorum for the meeting shall be 5 for the Central Welfare Committee and 3 for the Regional Welfare Committee excluding the President.

TENURE

Tenure of the Staff representatives of Central as well as Regional Welfare Committee will be for a maximum period of two years. However,

the President may renominate the same individual for a second term in succession.

3. Functions of the Governing Body

1. The Committee comprising the aforesaid officers (herein after referred to as the Governing Body) shall exercise overall control over credits, accounting, expenditure and all operational matters pertaining to the Fund. The Governing Body shall also act as the policy making body and shall accord sanction for amounts within the frame work of the EPF Staff Welfare Fund as specified herein.
2. The Governing Body will lay down guidelines for the field formations for sanctioning various amounts under the Fund to the different classes of beneficiaries as well as for specific welfare activities. It will also accord sanctions for amounts exceeding specific limits set out for field formations on merits.
3. The Governing Body will allocate amounts from the Fund to its attached and subordinate offices, etc. for general/specific welfare activities of the staff during a particular financial year for expenditure towards activities as specified in the rules or as may be approved by the Governing Body. In addition to the yearly grant for welfare activities, the Governing Body may also make additional grants of specific amounts for specific/general welfare activities of staff in the E.P.F. Organisation.

Finance of the Fund

At present under-mentioned grant-in-aid, and staff welfare measures, provision is made in the budget under the following heads:-

- a) Staff Recreation Club;
- b) Staff Benevolent Fund;
- c) Staff Co-operative Canteen;
- d) Scholarship Scheme;
- e) Sports activities;
- f) Holiday Home; and
- g) E.P.F. Staff Welfare Fund;

For looking after sports activities of the Organisation, a separate sports control Board is in existence. As such, the Central & Regional Welfare Committee will be responsible for all welfare activities except the sports activities. Thus the provision made in the budget for the sports activities

will be at the disposal of the Sports Control Board and for all other items at the disposal of the Central Welfare Committee. The finances of the welfare fund shall comprise of (a) Grant-in-aid from the E.P.F. Organisation, and (b) voluntary donations, funds raised by the Organising cultural meets and variety entertainment etc.

Disbursement of the Fund

The allotment/disbursement of the funds shall be made under official authority of the C.P.F.C. and R.P.F.Cs. Such allotments of funds will be made on the recommendations /advice of the Central and Regional Welfare Committee.

ACCOUNTS PROCEDURE

To have a proper check over the accounts of fund, the following procedure is prescribed

- i) On the recommendations of the Central Welfare Committee, sanction will be issued by the Central Office allotting funds to the Regional Welfare Committees for the various Welfare activities. In consultation with the Regional Welfare Committees the Regional Commissioners will draw and disburse the amount for utilisation on welfare activities. The expenditure incurred will be booked by the Regional Commissioners under the Welfare Fund and the same will be reflected in the expenditure returns sent to the Central Office and also in the Annual Accounts of the Regions.
- ii) The Regional Welfare Committee at the close of each financial year shall submit to the Central Welfare Committees an annual statement of accounts indicating the amount received through the grant-in-aid from the Welfare Fund, amount raised through voluntary contributions, donations and cultural meets etc. and also certificate that the account of the Regional Welfare Committees for the year have been audited and found correct
- iii) Based on the audited accounts received from the Regional Welfare Committee, the Central Welfare Committee shall submit to the Central Office every year a financial statement indicating the total receipts and expenditure.
- iv) The accounts of the Central Welfare Committee as well as the accounts of the Regional Welfare Committees shall be audited

annually by the Internal Audit Officer or by any other authority as may be approved by the C.P.F.C..

Remittance

The remittance from the Welfare Fund will be made through cheques, bank drafts or by transfer advices.

Functions of the Committee

The Central and Regional Welfare Committee shall recommend the allotment of funds in respect of:

1. Scholarship for the children of the Employees of the E.P.F. Organisation

With a view to supplement the resources of parents/guardians, in respect of wards studying in the degree course or above in the fields of medicine or engineering or in any personal courses recognised by either Central/State Government (the professional course will be decided by the Central Committee). The merit criteria will be decided by the Central Committee.

	Name of Scholarship	% of Scholarship	Amount of Scholarship
1.	Degree Course recognised by Central or State Govt. in the Field of Medicine or Engineering	50%	Rs.100/- P.M. for non - resident and Rs.125/- P.M. for resident students
2.	Professional Course	45%	- do -
3.	Book Award Vth to XII Class	5%	Rs.100/- per month

The Scholarship will be granted purely on the basis of merit of the candidates.

The Regional Commissioner on the advice of the Regional Welfare Committee would forward proposals for the grant of scholarship to the deserving children of the employees with full justification for consideration of the Central Welfare Committee.

Financial Assistance

(a) Death Relief :

The family of the E.P.F. Employees will be granted Rs.5,000/- in case of the death while in service. However, in addition to this, an amount of

Rs.1000/- will also be paid in case of death due to riots, terrorist activities etc. The purposes of this financial assistance is to provide immediate financial relief to the families of the deceased employees who are in distress.

(b) Assistance in case of prolonged illness

Financial assistance in case of exceptional hardship resulting from serious illness or major surgical operations and for nutritive diet to TB patients may be granted from the Welfare Fund. On receipt of the proposal from the Regional Welfare Committee the Central Welfare Committee may, in deserving cases, consider assistance upto Rs.1000/- in each case.

(c) Financial assistance to the victims of natural calamities.

A token financial assistance may be given from the Welfare Fund to the victim of Natural calamities such as Fire, Flood, Cyclone etc. to the extent as indicated below:-

- (A) Rs.200/- for a family in case of victim of fire;
- (B) Rs.50/- for each member of the family in case of Flood/Cyclone and Rs.50/- for each school going children for purchase of text books if the text books are destroyed due to fire, flood, cyclone etc.

(d) Financial Assistance to handicapped persons

Actual 2nd class Railway fare the place of duty to the limb centre and back may be reimbursed from the Welfare Fund in case of handicapped employees for provisions of artificial limbs if such reimbursement is not admissible under rules.

For all financial assistance as stated above the proposal for allotment of funds will be forwarded by the R.P.F.C. with full justification on the advice of the Regional Welfare Committee.

Recreation Club

Adhoc/Initial Grant-in-aid to the Recreation clubs may be made from the Welfare Fund for purchase of equipment/furniture, library books, their replacement, excursion trips, cultural programme etc. proposals providing full justification for such grant will be routed through the R.P.F.C. on the advice of the Regional Welfare Committee for allotment of funds.

Holiday Home

The entire expenditure on the Holiday Homes will be met from the Welfare Fund. The R.Cs under whose jurisdiction holiday homes are already functioning/or proposed to be opened, will on the advice of Regional Welfare Committee send proposal for:-

- a) Maintaining the existing facilities and also for enlarging the same.
- b) Opening of new holiday home.
- c) Any other expenditure.

Proposal for allotment of funds will be forwarded by the R.P.F.C. on the advice of Regional Welfare Committee with full justification.

Creches

For setting up of creches the expenditure will be met from the Welfare Fund. The proposal for allocation of funds should be routed through the R.P.F.C. concerned on the advice of the Regional Welfare Committee with full justification.

For any additional facilities in the Staff Co-operative Canteen which cannot be provided as per the existing rules and also for opening of Tiffin Room including purchase of equipment/furniture/crockery, utensils etc. or their replacement, grants will be given from the Welfare Fund. The proposal for allocation of funds should be routed through the R.P.F.C concerned on the advice of the Regional Welfare Committee with full justification.

Any other item

The Regional Commissioner may send suitable proposals for allocation of funds from the Welfare Fund on the recommendation of the Regional Welfare Committee with full justification, (i) for organising cultural meet/holiday camps, (ii) for permitting artists/literary talents of the employees, (iii) for cultural meet, scouting and art and craft exhibition, and training in first aid, tailoring centre and women Organisations and (iv) for providing assistance for such other general purposes which the Regional Welfare Committee may consider in the common interest of the employees.

General

The Central and Regional Welfare Committees will be concerned only with the affairs of the Welfare Fund and shall not control the activities and conduct of the Recreation Club and Co-operative Canteen etc.

DATES AND VENUE OF
CENTRAL STAFF WELFARE COMMITTEE'S MEETINGS

NO.	DATES	VENUE
1ST	12.09.1990	NEW DELHI
2ND	05.07.1991	NEW DELHI
3RD	19.03.1993	MADURAI
4TH	05.02.1994	UJJAIN
5TH	22.11.1994	NEW DELHI
6TH	07.10.1996	NEW DELHI
7TH	26.02.1997	NEW DELHI
8TH	26.09.1997	NEW DELHI
9TH	22.12.1997	NEW DELHI
10TH	22.03.1999	NEW DELHI
11TH	13.11.1999	NEW DELHI
12TH	04.01.2000	NEW DELHI

GIST OF IMPORTANT DECISIONS OF COMMON INTEREST

S.No	Decisions	Meeting of C.S.W.C.
1.	<p><u>Financial Assistance</u></p> <p>➤ <u>In Death Cases</u></p> <ul style="list-style-type: none"> • Limit of financial assistance of Death Relief Fund was raised from Rs. 2000/- to 5000/- • The committee agreed in principal to enhance the Death Relief Fund from Rs. 5000/- to 10,000/-. It should be put up to C.P.F.C. for final approval. <p>➤ <u>In Terrorist Violence / Riots cases</u></p> <ul style="list-style-type: none"> • It was decided that the family of an employee of the EPFO may be granted Rs. 50,000/- in case of death due to Terrorist Violence / Riots and / or loss/damage to the property. Financial Assistance of not more than Rs. 50,000/- in each case of disablement, partial or permanent and injury case may be sanctioned on the basis of merits of each case. <p>➤ <u>In Accidental Cases</u></p> <ul style="list-style-type: none"> • It was decided that in accident cases, while on duty, immediate financial assistance of Rs. 1000/- only may be paid out of Welfare Fund for the treatment of the victim as a one time payment <p>➤ <u>For Nutritious Diet</u></p> <ul style="list-style-type: none"> • The committee agreed to enhance the financial assistance for Rs.1000/- to Rs. 2000/- w.e.f. 1.4.1999 to staff members for nutritious diet suffering from prolonged illness like T.B. or under going major surgical operations. 	<p>1st meeting held on 12.9.1990 at New Delhi</p> <p>9th meeting held on 22.12.1997 at New Delhi</p> <p>3th meeting held on 19.03.1993 at Madurai.</p> <p>6th meeting held on 7.10.1996 at New Delhi</p> <p>10th meeting held on 22.3.1999 at New Delhi</p>
2.	<p><u>Merger of Benevolent Fund</u></p> <p>Henceforth no aid from Welfare Fund would be provided to the Benevolent Fund already existing in various regions.</p>	<p>2th meeting held on 5.7.1991 at New Delhi</p>
3.	<p>Staff Welfare Central Committee may not be approached for day to day sanction. All such matters be discussed in the Regional Welfare Committees and decision taken there.</p>	<p>2th meeting held on 5.7.1991 at New Delhi</p>

4.	F.A. & C.A.O of the Hqrs. should also be a member of the Central Welfare Committee.	4 th meeting held on 5.2.1994 at Ujjain (MP)
5.	<p><u>Book Award</u></p> <p>➤ It was decided by the committee to revise the Book Award upto 50% of the cost of the Books or Rs. 250/- whichever is less.</p> <p>➤ It was decided that during 1996-97 & onwards the present Scheme of Book Award should be stopped. All the Wards of all Officers and Staff who secure 80% or more marks in 10th and 12th standard, will be given standard reference books to the extent of Rs.1000/- each.</p> <p>➤ It was decided that existing Scheme to award Rs. 1000/- as Book Award on securing 80% or more marks in 10th & 12th standard examination be continued.</p>	<p>5th meeting held on 22.11.1994 at New Delhi</p> <p>6th meeting held on 7.10.1996 at New Delhi</p> <p>10th meeting held on 22.03.1999 at New Delhi</p>
6.	<p><u>Setting-up of the Women Cell at Regional level.</u></p> <p>The Committee approved the proposal regarding setting up of Women Cell in the Regional Offices. Women Cell in the regions will function on the pattern of Women Cell in the Central Office.</p>	5 th meeting held on 22.11.1994 at New Delhi
7.	<p><u>Opening of Holiday Home at Tirupati</u></p> <p>➤ The C.P.F.C. while approving the proposal in principle suggested that similar facility may also be made available at Vaishnav Davi or Katra in J&K state which is equally a place of interest in Northern India.</p> <p>➤ Regarding opening of Holiday Home at Tirupati and Vaishnav Davi / Katra, President desire that RPFC, AP & PN may be advise to send proposal in this regard.</p> <p>➤ The committee decided that Welfare Officer may prepare a self contained proposal to consider the matter of opening of Holiday Home at Tirupati, Katra and Ooty.</p> <p>➤ It was decided to open Holiday Home at Tirupati only and not at Karta and Ooty.</p>	<p>5th meeting held on 22.11.1994 at New Delhi</p> <p>6th meeting held on 7.10.1996 at New Delhi</p> <p>9th meeting held on 22.12.1997 at New Delhi</p> <p>10th meeting held on 22.03.1999 at New Delhi</p>

	<p>➤ Regarding opening of Holiday Home at Triupati, it was decided that the proposal may be examined in finance wing and be submitted to CPFC.</p> <p>➤ Regarding opening of the Holiday Home at Ooty, it was decided that a complete proposal in this regard should be sent by RPFC, TN to HQrs.</p>	<p>12th meeting held on 4.1.2000 at New Delhi</p> <p>12th meeting held on 4.1.2000 at New Delhi</p>
8.	<p><u>Maintenance of Guest Houses / Holiday Homes</u></p> <p>It was decided that Regional Commissioners – Incharge of the Regions should be asked to improve the standard of the facilities provided in their Guest Houses/Holiday Homes and also asked to send the Expenditure / Income Statement of Guest Houses/ Holiday Homes for last three years.</p>	<p>6th meeting held on 7.10.1996 at New Delhi</p>
9.	<p><u>Cases of major ailments</u></p> <p>It was decided that in all cases of major ailments such as Cancer, By-pass surgery, Transplantation etc., Regional Welfare Committee will send proposals for special grant to Central Welfare Committee and each case will be considered on merits.</p>	<p>6th meeting held on 7.10.1996 at New Delhi</p>
10.	<p><u>Ladies Common Room</u></p> <p>➤ It was decided that Ladies Common Room should be provided in each office with all other facilities.</p> <p>➤ Ladies Common Room facilities should normally be provided on the basis of following broad norms :-</p> <ul style="list-style-type: none"> • On minimum 10 women employees • Only in offices housed in EPF own building • Furnitures, Magazines, News Papers, Towels etc. may be provided. 	<p>6th meeting held on 7.10.1996 at New Delhi</p> <p>10th meeting held on 22.3.1999 at New Delhi</p>
11.	<p>Regarding tariff of the Guest House, it was decided that the tariff should be enhanced for the outsiders as these facilities are meant for our staff only.</p>	<p>7th meeting held on 26.2.1997 at New Delhi</p>

12.	<p>It was decided to keep the following standard reference book in the Central Reference Library and a set of such books may be available to each officer.</p> <ul style="list-style-type: none"> • Swamy's Hand Book • EPF Act & Scheme 1952 • Annual Report of EPFO/ESIC • Reference Books published by ILO, ISSA & SSAI 	7 th meeting held on 26.2.1997 at New Delhi
13.	<p><u>Departmental Canteen</u> It was decided that no new departmental canteen should be opened in Regional/Sub-Regional Offices. It was also decided that as Welfare measures, infrastructure i.e. crockery, utensils and other items... should be provided to the Contractor and it should be run by a Private Contractor or some Co-operative society.</p>	7 th meeting held on 26.2.1997 at New Delhi
14.	<p>It was decided that no funds may be allotted to those Regions who have not submitted up to date accounts.</p>	9 th meeting held on 22.12.1997 at New Delhi
15.	<p><u>Certificate of Appreciation</u> It was decided to remind RSWCs to submit the details of the Scholarship/ Book Awards holders so as to enable the CSWC to issue a Certificate of Appreciation.</p>	10 th meeting held on 22.3.1999 at New Delhi
16.	<p><u>EPF, Staff Welfare Fund Scholarship Scheme.</u></p> <ul style="list-style-type: none"> ➤ It was decided that a modified Scholarship Scheme be put up for consideration in the next meeting. ➤ The EPF, Staff Welfare Fund Scholarship (Revised) Scheme as submitted was approved by the committee with certain modifications. The Scheme came in to force w.e.f. 1.4.1999. 	<p>10th meeting held on 22.3.1999 at New Delhi</p> <p>12th meeting held on 4.1.2000 at New Delhi</p>
17.	<p><u>Budget for Magazines/News Papers</u></p> <ul style="list-style-type: none"> ➤ It was also decided to provide budget for the Magazines/News Papers @ Rs. 2000/- per year for R.Os. and Rs.1000/- for SROs/Saos w.e.f. 1.4.1999 	10 th meeting held on 22.3.1999 at New Delhi

	> The Committee also fixed the norms for installation of public address system.	
18	<u>Special Grant for super cyclone affected employees of Orissa Region.</u> It was decided that the affected employees posted in all offices of Orissa Region, be sanctioned an amount of Rs. 4000/- per employee as ex-gratia relief (Non Refundable) from Central Welfare Fund -- on account of super-cyclone in Orissa during October, 1999.	11 th meeting held on 13.11.1999 at New Delhi
19	To expedite feed back on conduct of talent search competition ... among EPF staff -- it was decided that the matter should be dealt separately, as it does not come under the purview of the committee.	12 th meeting held on 4.1.2000 at New Delhi
20	To provide co-op. Transport facilities to the staff members in some metro cities... it was decided that this matter should be treated as dropped.	12 th meeting held on 4.1.2000 at New Delhi
21	<u>Opening of Bank Account of RSWCs.</u> It was decided by the committee that the bank account should be opened by all the Regions in the name of "Regional Staff Welfare Committee" so that proper account of the fund can be made and it should not be mixed with Account No. 2.	12 th meeting held on 4.1.2000 at New Delhi
22	<u>Provisions of the EPF, Staff Welfare Funds Rules</u> It was decided that a comprehensive draft with modifications of Welfare Fund Rules be put up in the next meeting of CSWC for consideration and approval.	12 th meeting held on 4.1.2000 at New Delhi

**EMPLOYEES' PROVIDENT FUND ORGANISATION
STAFF WELFARE FUND SCHOLARSHIP SCHEME**

I. NAME

The Scheme shall be called the employees' Provident Fund Staff Welfare Fund Scholarship Scheme.

II. DATE OF EFFECT.

It shall come into force with effect from 1st April 1991 and can be availed of for all Medical, Engineering Course, Professional Courses like C.A., M.B.A, B.Sc. Hons. (in Computer) M.Sc. Computer, M.C.A. Catering, Law Architecture, and Tourism.

III. OBJECT

The Scheme is intended to provide financial assistance to deserving children and wards of the employees of the Organisation for prosecuting their studies in Medical, Engineering, C.A., M.B.A., B.Sc. Hon. (in Computers) M.Sc. Computer, M.C.A., catering, Law, Architecture, Tourism

IV. NUMBER OF SCHOLARSHIP AND BOOK AWARD.

The total scholarship which can be given by any Regional Office/Central Office not to exceed 1% of the total strength of Group (A) to Group (D) in that region.

The Scholarship would be awarded as per table below:

Name of Scholarship	Percentage of Scholarship	Amount of Scholarship
Degree Courses recognised by Central or State Govt, Field of Medical or Engineering	70%	Rs.100/- p.m. for non-resident and Rs.125/- p.m. for resident students
Profession Course like C.A, M.B.A., B.S.C. Hon. (In Computer) M.Sc. in Computer M.C.A. catering, Law, Architecture, Tourism.	30%	- do. -

BOOK AWARD		
Class	No. of Awards	Amount of award to be given once
VI th-VIII th	2	Rs.100/- (each)
VI th to XII Class	3	Rs.100/-
IX-X XI-XII	5	Rs.150/-

For relaxation of any of the above rules the matter be referred to Welfare Officer Central Committee to obtain the approval from the competent authority.

V. SUBJECT OF STUDY

The scholarships under this Scheme shall be admissible only for the Courses as recorded above and for no other course.

VI. DURATION OF THE SCHOLARSHIPS

The scholarship will ordinarily be admissible for the duration of the course for which a Scholar is initially selected and shall be discontinued at the end of the normal period of the Course. It shall not be available to a student who fails to complete the course in its normal period, for the extended period of the Course.

VII. ELIGIBILITY

- a) Children of members of the staff of the Organisation who secure more than 65% of total marks in all subject shall be eligible for grant of the scholarship under the Scheme.
- b) A candidate who is in full-time employment shall not be eligible for the scholarship under the Scheme. If, however, he gives up the employment or takes leaves for the entire duration of the Course and commences the studies as a full-time student he/she will be eligible for the award of the scholarship.
- c) A Scholarship holder may be permitted to take up a part-time job like tuition etc. provided that the amount so earned does not exceed half the value of the scholarship.
- d) A scholarship holder shall not receive any other regular scholarship or stipend. He shall not also take a regular loan from the State/Central Government or any other Organisation fully financed out of public funds.

In case the scholarship holder is already in respect of any scholarship he shall surrender that in order to avail this scholarship.

- c) A scholarship-holder under the Scheme is permitted to enjoy concession in payment of tuition fees given by the institution in which he is studying or by any authority.
- d) Candidates studying as part time students or studying privately or in unrecognised institutions or through correspondence courses will not be eligible for a scholarship under this Scheme.
- e) A scholarship under the Scheme is renewable from year to year within the same stage of education. The renewal will depend up on the promotion of the candidate to the next class with at least 50% marks in aggregate in the terminal examination which determines promotion to the next class.
- f) When a scholar secures less than 50% marks in the promotional examination, his scholarship will be suspended for one academic year and will be renewed on his attaining the requisite standard in the following annual examination. This concession will not extend for more than one academic year for any particular stage of education.
- g) If a scholar shows unsatisfactory progress during the Course of his studies, viz; failure in the promotional examination, and being ineligible to take any supplementary examination subsequently or if he gives up the chosen course of study before its completion or if he change the Course of study without the prior approval of the Additional Central Provident Fund Commissioner/Regional Provident Fund Commissioner(as the case may be) scholarship will be cancelled. Good conduct and regularity in attendance are also the required conditions for continuance of the scholarship. The decision of the Addl. Central Provident Fund Commissioner/ Regional Provident Fund Commissioner shall be final and binding in all cases. Scholarship once cancelled will not be renewed under any circumstances.
- h) If a scholar fails in the annual examination other than the final University Examination and is eligible to take supplementary examination after a few months, his scholarship will be held in abeyance. His marks in the subjects in either of the two examinations subject will be taken into consideration to determine whether he obtains 50% marks in the aggregate; if he does his scholarship will be renewed.
- i) In the case of the final University Examination if the scholar is placed in compartment his scholarship will not be extended beyond the month of the Annual Examination.

- l) The scholarship will be renewed for each successive year subject to what has been stated above, on the basis of an Annual progressive Report to be submitted by the Scholar. It will, therefore, be in the interest of the scholar to ensure that as soon as the result of the Annual Examination is declared, the Annual progress Report is got filed by the Head of the Institution and dispatched personally by the scholar to the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner (as the case may be) quoting the reference No. under which the award was initially communicated to the scholar. This will enable the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner to process the renewal of the scholarship expeditiously. The head of the Institution may be requested to bring to the notice of the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner any adverse report that may have been necessitated due to habitual irregularity, misbehaviors, participation in strikes etc. of the scholar and if necessary, to suggest suspension of/cancellation of the scholarship.
- m) Where the Head of the Institution gives adverse comments and specifically recommends in relevant column in the Annual progress Report that the scholarship should not be renewed, the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner should fully satisfy himself of the reasons for such adverse remarks and form his own opinion in the case. Before canceling the scholarship he may also consider whether a warning would not serve the purpose. If he finally decides to cancel the award he should keep the concerned Regional Welfare Committee informed of his decision by placing a note before the Committee on the facts and circumstances leading to his decision.
- n) An attested copy of the mark-sheet of the annual examination should be attached to the Annual progress Report to enable the Addl. Central Provident Fund Commissioner /Regional Provident Fund Commissioner to decide the eligibility of the scholar for renewal of the scholarship with reference to documentary evidence. If any University does not give the marks in the mark-sheet but indicates only the grades by symbol such as Distinction, A, B OR C, or, plus etc. and if there is no way of knowing the exact percentage of marks secured, it would be necessary for the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner to arrive at the aggregate percentage of marks obtained by the scholar by taking the mean of the various grades. For instances if 'A' denotes above 60% but below 75% , it should be assumed that the

scholar has secured 67.5% (i.e) the mean of 60% and 75%. The aggregate should thus be arrived at by taking the mean of all the grades.

o) The conditions laid down above will be relaxable in the following circumstances:

- i) If a scholar is unable to appear for the annual examination within a continuous course of studies but not a final University examination owing to illness, the scholarship may be renewed for the next year on the recommendations of the Head of the Institution, which recommendation will be on the basis of medical certificate to be submitted by the scholar,
- ii) If a scholar is unable to appear in the final or annual University Examination owing to prolonged illness over a long period which has resulted in shortage of the required attendance as per University Rules, the Scholarship will be renewed for the next year provided the Head of the Institution certifies that the scholar would have passed the University Examination with at least 50% of marks in aggregate to, had he taken the examination and a Registered Medical Practitioner certifies that the scholar had been ill for a period by which the attendance falls short.
- iii) Provided that a scholar appears for the annual examination within a continuous course of studies (but not a final University Examination in) and after taking examination in some papers/practicals he is taken ill and is prevented by such illness from taking examination in the remaining papers/practicals, his scholarship will be suspended in the first instance to the condition that if the scholar obtains 50% or more marks in the aggregate in the papers/practicals in which he could appear before falling ill, and subject further to his producing a medical certificate that owing to the illness it was not possible for the scholar to take the examination during the period in which examination for the remaining papers/practical was held, the scholarship so suspended would be revived for the next higher class in the same continuous course of studies after the scholar has passed the same examination with atleast 50% marks in the aggregate, whenever such examination takes place

on the next occasion, irrespective of the fact whether it is supplementary examination or another annual examination.

VIII. RATES OF SCHOLARSHIP.

- a) A selected scholar who is staying in a hostel attached to a College or in a lodging approved by the college or University will be considered as a resident scholar.
- b) A student not in a College Hostel or an approved lodging may also be considered as resident scholar if he is not a local resident and has come from out station to the place of study specially for the higher education and that;
- c) The applicant is not staying with any of his relations but is staying in an independent lodging by himself or in company with other students for which rent is paid.

IX. PAYMENT OF SCHOLARSHIP

(1) Payment of the Scholarship will be made by the Addl. C.P.F.C./Regional Provident Fund Commissioners in whose jurisdiction the selected scholar is pursuing the course of studies.

(2) He shall on receipt of the intimation of the selection of the scholar from the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner and on receipt of the joining report alongwith the documents draw the scholarship amount for the first Six months in advance and send the same to the Head of the Institution in whose college the scholar is pursuing his studies and request the Head of the Institution to keep the money in deposit in a separate Account in any of the Nationalised Bank/Local Treasury/Sub-Treasury and draw the scholarship in the first week of every month in advance for payment to the scholar.

(3) The head of the Institution will be requested to send the Addl. Central Provident Fund Commissioner/Regional Provident Fund Commissioner the details of the account of the first 6 month to the Addl. C.P.F.C./R.P.F.C. concerned who will on receipt of such as account draw the amount of

scholarship for the remaining 6 months and send the Bank Draft to the Head of the Institution for similar action as in the proceeding sub-para.

(4) Payment of the scholarship will start from the month the admission is obtained. In case of renewal of the scholarship for the succeeding year the scholarship will be paid from the month following that for which scholarship was paid during the previous academic year.

(5) Where a scholarship is suspended for any of the reasons mentioned earlier in sub-para (iii) of sub-para (O of para VII of the scheme payment of the scholarship for the month of the examination is to be made at the rate applicable in the preceding academic year. The scholarship will be payable for the whole month even if the examination ends on the 1st or the 2nd of the month.

(6) The scholarship will during the financial year, be drawn upto end of that financial year (i.e) March, of the month of the examination, the scholarship will be drawn in the succeeding financial year on receipt of the Annual progress report, which will contain information regarding the month of the examination .

(7) If a scholarship has been promoted by the Institution provisionally to the next higher class, and his scholarship is subsequently renewed, the payment should be made from the month of joining the class. In such cases it is essential that the scholar takes the next annual examination along with other students of his class (i.e.) he should not lose any period of the academic year.

(8) If the scholarship has not been promoted provisionally, then no payment should be made for the period starting from the month following the month of Annual Examination till his joining the class after the supplementary examination. The payment in this case if the scholarship is renewed, will be made from the month of admission to the next class after the supplementary examination.

X. PAYMENT OF SCHOLARSHIP DURING LEAVE :

(1) The scholarship during leave will be admissible as under :

If the absence is due to illness supported by a Medical Certificate from Regd. Medical practitioner ;

- (a) Full scholarship, if the absence dose not exceed two months;
 - (b) Half scholarship, if the absence exceeds 2 months but does not exceed 4 month for the first 2 months the scholarship will be paid at full rate and for the period exceeding 2 months the scholarship will be paid at half the rate; and
 - (c) No Scholarship will be paid if the period of absence exceeds 4 months, however, the scholarship will be paid as per Rule X (1) (b) above.
- (2) For married women the scholarship will be admissible at full rates up to 3 months during absence on grounds of maternity. No. scholarship will be paid for the period of absence exceeding 3 months on ground of maternity.
 - (3) In all cases the scholarship at the rates indicated above will be paid only if the Head of the Institution recommends the application and certifies that the scholar is likely to make up the deficiency in lectures and studies during the remaining period of the course of studies.
 - (4) The awardee will get the scholarship as long as he/she is on the rolls of an institution subject to the conditions specified in the preceding paragraphs. If on account of prolonged illness or for other valid reasons the awardee's name is struck off from the roll of the institution , he/she will be entitled to restoration of the scholarship on re-admission on the recommendation of the Head of the Institution.

XI. C.P.F.C. on the recommendation of the Welfare Officer may grant more scholarship in a Region/Central Office in deserving cases and also may cancel any scholarship granted by any competent authority.

RESOLUTION OF DOUBTS :

In all cases of doubts as to the application of these rules and their interpretation, the decision of the Central Provident Fund Commissioner will be final.

Ref. No. P-IV/1(5)/84/Guest House Dated 18.1.1988

To
All Regional Provident Fund Commissioners.

Subject:- Framing of Guest House/Holiday Home Rules for the E.P.F.
Organisation -Regarding.

Sir,

The C.B.T., E.P.F. in its 113 th meeting held on 12.10.87 has approved the Employees' Provident Fund Guest House (occupation) Regulations, 1987 for regulating the occupancy etc. in the various Guest House/Holiday Homes set up by the Employees' Provident Fund Organisation. A copy of the same is forwarded herewith for information & necessary action.

The instructions in regard to the maximum period of stay, Room & other charges to be recovered from occupants of the Guest House/Holiday home will be issued separately.

Encl: As above.

Yours faithfully,

S/d

(R.C. KRISHNAN)

REGIONAL PROVIDENT FUND COMMISSIONER (H.Q.)
FOR CENTRAL PROVIDENT FUND COMMISSIONER

Copy with a copy of the aforesaid regulation to:

1. All Officers- in- charge of Sub-Regional Offices
2. All Internal Audit Officers.
3. All Deputy Directors (Vigilance)
4. All Training Officers.
5. All Officers/Sections/SA to CPFC in the Central Office.
6. Secretary General, E.P.F. Officers Association C/o RPFC Andhra Pradesh
7. Secretary General, AIEPF Staff Federation, New Delhi.
8. Guard File.

S/d

(P.R.K. NAIR)

FOR CENTRAL PROVIDE COMMISSIONER.

SHORT TITLE:

These regulations may be called the Employees' Provident fund Guest House (Occupation) Regulations, 1987.

DEFINITIONS:-

In these regulations unless the context otherwise requires :

'Board' means the Central Board of Trustees constituted under Section 5 A of the EPF & MP Act, 1952.

'Commissioner means the Central Provident Fund Commissioner/Regional Provident Fund Commissioner appointed under Section 5 D of the EPF & MP Act, 1952.

'Day, means a period of twenty four consecutive hours or any fraction thereof exceeding twelve hours.

'Family' means wife or husband and children.

'Guest House' means guest houses or holiday homes of EPF Organisation

ELIGIBILITY FOR ACCOMODATION:-

Subject to availability, accommodation in the Guest House/Holiday Homes may be allotted to the following category of Officers:

- a) All employees of the Organisation.
- b) All Officers of gazetted status of the Ministry of Labour or officers of the statutory Organisation under the Ministry of Labour.
- c) All member of the Board or its sub-committees or members or Regional Committee.
- d) All Officers of gazetted or equivalent status of the Central or state Govt. or Public undertaking or statutory Organisation.
- e) Member of the family of any employees mentioned under clause.

(i). Provided that the Central Provident Fund Commissioner general or special order restrict the accommodation in guest house or part thereof to any class or grade of employees.

No person whose headquarters is at the place where the guest house is located shall be eligible for accommodation in that Guest House.

Notwithstanding sub regulation (1) and (2) above, the Commissioner may allow accommodation to any person as he may deem proper to do, for reasons to be recorded in writing, having regard to the urgent need for providing accommodation to that persons in the interest of the Organisation.

4. **LIMITATION OF THE PERIOD OF OCCUPATION:-**

In no case, accommodation in the guest house/holiday home shall be allotted for a continuous period exceeding ten days.

RENT:-

- Room rent, charges for Air Conditioner Room Coolers, extra bed etc. as may be Specified by the Central Provident Fund Commissioner from time to time shall be charged from the occupant of the guest house.
- The Commissioner may at his option allot the second bed in a Double Room to Another employee in the guest house, whenever required.
- Where an occupant leaves the guest house within 24 hours from occupation, one days rent shall be charged.
- The rent shall be payable by the occupant to the caretaker of the guest house/Holiday home for credit in the E.P.F.A/c No: 2/4.

6. **BOARDING CHARGES:-**

The charges for supply of Tea Breakfast, Lunch/Dinner etc. will be at the rates as may be specified by the Central Provident fund Commissioner from time to time.

7. **VISITOR'S BOOK:-**

A Visitor's book in the form annexed hereto shall be kept in the Guest House wherein every occupant shall record his arrival, departure and the rent and other charges paid by him to the Caretaker.

8. (1) Every eligible person requiring accommodation in the Guest House/Holiday Home should apply in advance to the Commissioner. The order of preference in allotment will normally be the same as the chronological order in which applications are received by the Commissioner.

Provided that the Commissioner may give such over-riding preference to employees of the Orgn., and members of the Board or Committees coming in connection with official work as he may deem proper.

9. Subject to the occupation of reasonable accommodation person in occupation of the guest house shall be called upon to vacate the rooms occupied by him at any time during the period which the accommodation has been allotted to him.

Occupants shall be liable to pay compensation at the rate as may be decided by the Commissioner for any loss or damages caused by them or any member of their family to the furniture, fixtures, fittings crockery etc., of the guest house/holiday home.

10. **CANCELLATION OF ALLOTMENT:-**

If any occupant indulges in any activity which is considered prejudicial to the reputation of the Organisation such occupant's allotment shall be liable to cancellation without further notice and on such cancellation the occupant shall be required to vacate the guest house/holiday home.

11. **RESPONSIBILITY FOR LOSS OF ANY ARTICLE BELONGING TO ANY OCCUPANT:-**

All belongings of the occupants kept in the guest house/holiday home shall be at their risk and the Organisation undertakes no responsibility for any loss thereof.

12. **MAINTENANCE AND UPKEEP:-**

Maintenance and upkeep of the guest house will be maintained by the Commissioner.

13. **POWER TO RELAX:-**

The Central Provident fund Commissioner may, for reasons to be recorded in writing relax and or all of the provisions of these regulations.

14. **DELEGATION OF POWERS:-**

The Commissioner may delegate to any officer subordinate to him or all the powers to be exercised and the functions to be performed by him under these regulations.

OFFICE OF THE CENTRAL PROVIDENT FUND COMMISSIONER,
9TH FLOOR, MAYUR BHAWAN, CONNAUGHT CIRCUS,
NEW DELHI-110001

No. IWSU/Benevolent Fund/87

Dated: 2.4.1990

To

All Regional Provident Fund Commissioners/
Officer-in-charge of Sub-Regional Offices.

Subject : Setting up of Employees Provident Fund Staff Welfare Fund.

Sir,

The Central Board of Trustees in their 121st Meeting held on 29.12.1989 approved the setting up of an Employees Provident Fund Staff Welfare Fund. The Board also approved the opening of a separate Budget Head titled "Employees Provident Fund Staff Welfare Fund" as sub item 'G' under Sub-head, 3 grants-in-aid and Staff Welfare measures. Further, it was decided to constitute an Employees Provident Fund Staff Welfare Committee by amalgamating the activities of the following staff welfare measures:-

- i) Staff Recreation Club
- ii) Staff Benevolent Fund
- iii) Scholarship Scheme
- iv) Holiday Home.

The Constitution of the Committee indicating interalia its aims and objects and the procedure sanction/payment of funds is enclosed as Annexure A.

2. As regards operation of the various activities as envisaged and the maintenance of proper accounts under different heads, the following procedure may be followed:-

(a) Staff Recreation Club.

The rules for regulating the sanction of grant-in-aid, including ad-hoc grants/initial grants and the norms thereof have been laid down in Department of Personnel and Training O.M. No. 1/4/86-Welfare dated 1.9.1987 (reproduced as Govt. of India decision No.1 under GFR 153 in Swamy's compilation of GFR. The recurring grant-in-aid and the matching grant which are based on the number of staff/amount collected from the staff members may be released by the R.Cs concerned as per the norms indicated in the O.M. of 1.9.87 ibid.

As regards initial grant/ad-hoc grant, the R.Cs may send suitable proposals with full justification to Central Office for consideration by the E.P.F. Staff Welfare Committee. Necessary budget provision to meet the additional expenditure may also be proposed in the Revised Estimate/Budget Estimate for consideration/inclusion in the budget estimates to be put up to C.B.T. for approval. The proposals for initial/ad-hoc grant-in-aid will be placed before the Committee for consideration and making suitable recommendations on the merits of each case. The recommendations will be submitted to

the competent authority for issue of suitable orders expenditure would be incurred by the R.Cs only after receipt of sanction from the Central Office.

The actual expenditure may be looked under the budget head "Staff Recreation Club" under "Grant-in-aid and Staff Welfare Measures".

The accounts may also be audited annually as at present.

(b) Staff Benevolent Fund:

The proposal for setting up a Staff Benevolent fund in the EPF Organisation was approved in the 19th Meeting of the C.B.T., Employees Provident Fund held on 24.9.62. Subsequently a compassionate Fund for the Welfare of the employees of the Organisation was also set up in 1974. The rules for regulating the compassionate Fund of Employees Provident Organisation were notified vide CPFC's letter No.IAC/40(1)/72 dated 2/17.5.1974.

The R.Cs concerned may propose for sufficient funds for meeting the above expenditure while forwarding the Revised Estimate/Budget Estimates to Central Office for providing the requisite funds. The expenditure may be incurred after receipt of the sanction. The amount may be booked under the head "Staff Benevolent Fund."

(c) Scholarship Scheme:

The detailed instruction for regulating the grant of scholarships have already been issued from Central Office. The proposals for grant of scholarships to deserving wards of the employees may be sent to Central Office duly recommended by the R.Cs. concerned for consideration by the Employees Provident Fund Staff Welfare Committee.

Here also the R.Cs should provide for sufficient funds in the Budget Estimates for meeting the expenditure as and when the sanction is communicated by Central Office. The amount spent may be booked under the head "scholarship scheme".

(d) Holiday Home:

The R.Cs under whose jurisdiction holiday homes are already functioning may sanction expenditure for payment of rent, electricity/water and other normal payments. However, proposals involving any other expenditure may be sent to Central Office and these will be put up to the E.P.F. Staff Welfare Committee for consideration and making suitable recommendations to the competent authority for sanction. In addition any other proposals concerning opening of new holiday homes or for enlarging existing facilities may also be sent to Central Office for consideration by the Committee. All such proposals giving due justification and financial implications involved may be sent duly recommended by the R.Cs. concerned.

In the budget the amount for meeting expenditure under head 'Holiday Home' is kept in Central Pool. The amount will be allotted to the various Regional Offices based on their normal expenditure and proposals for additional expenditure on the basis of sanctions accorded by the competent authority. The expenditure incurred may be booked under the relevant head.

(e) Any other items.

The R.Cs may also send suitable proposals in respect of following to the Central Office for consideration by the Employees Provident Fund Staff Welfare Committee.

- i) For organising cultural meets/holiday camps.
- ii) For promoting artistic/literary talents of the Employees.
- iii) For any additional facilities in staff Coop. Canteen which cannot be provided as per the existing rules.
- iv) For providing assistance for such other general purposes which the Committee may consider in the common interest of the employees.

The Regional Commissioners concerned may make suitable budget proposals in the Budget Estimate/Revised estimate for meeting expenditure on the above items so that when the sanction is issued, sufficient funds are available to meet the expenditure on the above items except Sl No. (iii) may be booked under the head "Employees Provident Fund Staff Welfare Fund". The expenditure in respect of item No. (iii) above may be booked under Staff Co-operative Canteen.

Please acknowledge receipt.

Yours faithfully,

S/d

(S. S. CHATTERJEE)

REGIONAL PROVIDENT FUND COMMISSIONER (INSP.)
FOR CENTRAL PROVIDENT FUND COMMISSIONER.