

From: HR	To: All Concerned
Policy Note No: 09 Effective: Immediate	Sub Key Area: Employee Welfare Scheme

GUIDELINES on Employee Welfare Scheme (EWS)

1. **OBJECTIVE:** To set up guidelines for effective implementation of Employee Welfare Fund Scheme.
2. **PURPOSE:** In order to promote employee welfare in the institution, the purpose of this policy is to help and extend helping hand in the event of
 - a) some exigency in the day to day life of an employee i.e. to provide a risk cover to the employees in the event of accident, death of self or their immediate family members i.e. Spouse, Children & dependent parents
 - b) to support the employees, their spouse, children in case of life threatening disease e.g. cancer, kidney transplantation, heart surgery or any other serious ailments as applicable
 - c) refundable loan of self-marriage of an employee or their dependent children son/daughter & sister
 - d) Shagun (non-refundable) for self-marriage of an employee and their dependent children i.e. son/daughter.
3. **SCOPE:** Applicable to all employees of CGC whether on probation or confirmed except Class IV level employees.

4. **GUIDELINES & Salient Features of the Scheme:**

A) CONTRIBUTION:

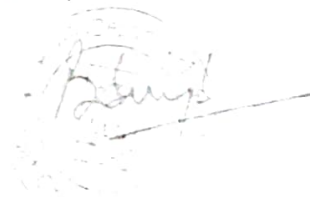
- a) The scheme shall be applicable to all the employees of CGC.
- b) All the employees except Class IV employees will contribute towards subscription of the scheme on monthly basis w.e.f. April, 2018. The same shall get deducted from their monthly salary.
- c) The subscription per employee towards the scheme is:



- i) Class IV Employees: NIL
 - ii) Class III Employees/Security/Canteen Supervisors: Rs. 75/- P.M.
 - iii) Rest of the employees covering Teaching & Non – Teaching: Rs. 125/-P.M.
- d) The management OF CGC will contribute Rupees One Lakh P.M. towards this scheme.

B) DISBURSEMENT:

- a) The financial support will be given to the employee if the exigency happens during his/her tenure of the service in CGC.
- b) All the employees **including Class IV employees or any other category of employees who are not contributing towards the subscription of the scheme** are entitled to get the benefit to the extent as being given to other employees under this scheme.
- c) The disbursement to the beneficiary shall be as follows:
 - i) The Committee in consultation with the Management will decide about the amount of disbursement to be given **in the event of accident, death of self, spouse, children & dependent parents [Ref. Clause 2 a)]** depending upon the availability of funds in this scheme.
 - ii) Also the Committee in consultation with the Management will decide about the amount of disbursement to be given **in case of life threatening disease e.g. cancer, kidney transplantation, heart surgery or any other serious ailment of self, spouse, children & dependent parents [Ref. Clause 2 b)]** depending upon the availability of funds in this scheme.

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- iii) In both the above cases i.e. mentioned above in I) & II), amount disbursed shall be Non- Refundable.
- d) Refundable loan without Interest for following purpose shall be given as follows:
- i) **Marriage of Self (Employee) & Daughter:**
- Employees drawing salary up to Rs. 25000/- P.M.: equivalent to one & half month salary subject to maximum amount of Rs. 25000/-
 - Employees drawing more than Rs. 25000/- P.M.: equivalent to one month salary subject to maximum amount of Rs. 50000/-.
- ii) **House Damage (Roof Top/ Walls etc.)** owing to natural calamity such as heavy rain etc.
- iii) **Child Birth Expenses (self)**
- iv) The loan disbursed shall be recovered in six equally monthly instalments from the salary of the employee.
- e) **A non- refundable Shagun** of Rs. 2100/- shall be given in case of employees who are not making any contribution towards this scheme and employees who are making contribution towards this scheme shall be given Rs. 5100/- for self- marriage of an employee or their dependent children i.e. son/daughter.


(C) PROCEDURE:

- a) A committee comprising of following employees is formed to look after the functioning of the scheme:
- I) Head HR as Convener
 - II) Director Principal CEC
 - III) Finance Manager
 - IV) Dean Student Welfare, CGC
- b) A separate bank account shall be opened for this scheme under the name '**CGC EMPLOYEE WELFARE SCHEME**' and all the receipts and disbursements to be done through this account only.

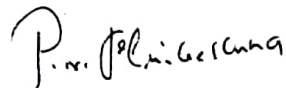


- c) The joint signatories for operating this account will be Mr. Sanjay Sharma, Finance Manager and Dr. P.N. Hrisheekesha, Campus Director.
- d) The details of this account i.e. ledger etc. shall be maintained by Finance Manager and his team and to be shared with committee on monthly basis.
- e) A receipt and disbursement (if any) details to be given to HR department by Accounts dept. on monthly basis.
- f) An employee who wants to avail benefit under this scheme shall give application on the plain paper mentioning reason of exigency to Head – HR through their respective Functional Head / Director / Principal.
- g) An employee taking refundable loan under this scheme is required to give 'Blank Cheque' duly signed along with undertaking from one guarantor agreeing to pay back the said loan in the event an employee fails to pay back the availed amount of loan.
- h) The above mentioned committee will meet once in two months or as per the emergency/urgency of the situation/requirement.
- i) All the disbursements to be made will have concurrence of the Hon'ble Management.
- j) This policy can be amended / modified withdrawn at any point of time with or without any notice at the discretion of the management.

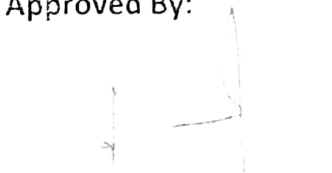
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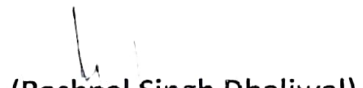

Head – HR

Recommended By:


Campus Director

Approved By:


(Satnam Singh Sandhu)
Hon'ble Chairman


(Rashpal Singh Dhaliwal)
Hon'ble President