



हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031


Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2021/Estt.Sec./NT/.....

Date: 28-01-2021

NOTIFICATION

The guidelines for CUH-Employees Welfare Fund Scheme has been approved by the Executive Council in its 47th meeting held on 29-12-2020 vide Resolution No. 08 and same are hereby notified for information to all concerned.


27/1/2021
Assistant Registrar (Establishment) A/c

CENTRAL UNIVERSITY OF HARYANA

CUH-Employees Welfare Fund Scheme

The Committee constituted for recommending modalities for setting up of CUH –Employees Welfare Fund Scheme and creation of an Employees Welfare Fund hereby recommends the draft of proposed Employees Welfare Fund Scheme after exhaustive study of existing provisions in various Central/State universities and deliberations. The draft Guidelines of the Scheme are submitted as under:

Guidelines Relating to Setting up of CUH-Employees Welfare Fund Scheme and Creation and Maintenance of Employees Welfare Fund (CUH-EWF)

I. SHORT TITLE AND DATE OF COMMENCEMENT

- i. The Scheme may be titled as CUH-Employees Welfare Fund (CUH-EWF).
- ii. The Scheme shall come into force from the date of notification.

II. DEFINITIONS

- i. "Scheme" means CUH –Employees Welfare Fund Scheme
- ii. "University" here means Central University of Haryana, Mahendergarh
- iii. "Welfare Fund" here means CUH-Employees Welfare Fund
- iv. "Member" means a regular employee of the university who has been confirmed after completion of the probation period, and has consented to be the subscriber of the Employees Welfare Fund
- v. "Loan" here means the advance issued to the member for specific purpose as defined in appropriate clause of the CUH-Employees Welfare Fund guidelines

III. OBJECTIVES OF THE EMPLOYEES WELFARE FUND SCHEME

- i. To establish and manage a welfare fund for the employees created from subscriptions, contributions from members, deductions, donations and other sources. This fund will be used to provide financial assistance, advances or loans to the members of CUH-EWF or their dependents, and ex gratia financial relief in case of accidents, death, or crisis beyond ordinary measures, etc.
- ii. To mobilise savings and to help its members in obtaining advances, loans, financial relief and assistance as specified in appropriate clause of the guidelines of Scheme.

IV. MEMBERSHIP

All the regular employees of the university who have been confirmed after completion of the probation period, and have consented to be the subscriber of the CUH-Employees Welfare Fund, are eligible for the membership of CUH-EWF.

IV (A). CANCELLATION OF MEMBERSHIP

Membership of CUH-EWF shall be cancelled/discontinued in the following cases:

- a) Resignation from service

- b) Resignation from membership of Employees Welfare Fund Scheme (if accepted by the Managing Committee)
- c) Retirement/superannuation
- d) Suspension from services
- e) Dismissal from services
- f) Expulsion from the membership of Employees Welfare Fund Scheme
- g) Insanity
- h) Bankruptcy
- i) Death and
- j) During the period in which his/her pay is attached by the court

IV (B). EXPULSION OF A MEMBER

A member may be expelled from the CUH-Employees Welfare Fund by a two-thirds majority in General Body meeting in the following cases:

- a) Persistent failure to pay subscription, loan instalment, or debt due from him/her to the Employees Welfare Fund (EWF) continuously for 6 months.
- b) Dishonesty in dealings with the CUH-EWF or actions contrary to the guidelines of the Welfare Fund Scheme.
- c) Conviction for criminal offence involving moral turpitude.

V. GENERAL BODY

- a) All the members of the Welfare Fund Scheme shall constitute the General Body.
- b) The General Body shall meet at least twice in a year and more meetings can be called as and when required by the Managing Committee.
- c) The Secretary shall give notice of at least 7 days for convening the meetings of the General Body.
- d) The statement of annual accounts, annual report and budget for the next year will be despatched/emailed to all the members along with other agenda items.
- e) 30 percent of the total members of CUH-EWF Scheme shall constitute quorum for the meeting of General Body.
- f) The General Body shall be the ultimate authority in all the matters relating to the administration of the CUH-EWF.

VI. MANAGING COMMITTEE

The CUH-Employees Welfare Fund Scheme shall be administrated and managed by the Managing Committee constituted under the guidelines.

1. Constitution of Managing Committee

- a) Five members of the Managing Committee shall be elected on the basis of direct voting through secret ballot by the subscribed members of the welfare fund scheme for the term of two years.
- b) Presidents of all registered associations/organisations of the university or their nominee.

- c) The Registrar of the University shall fix the election schedule and finalise various forms for conducting elections to the managing committee members.
- d) Registrar of the University shall be the ex officio Vice President of CUH-EWF Scheme.
- e) President, Secretary and the Joint Secretary shall be elected by the members of the Managing Committee.
- f) A Deputy Registrar/Senior Assistant Registrar of the University shall be the Treasurer (ex officio).
- g) All the Ex-officio office bearers of the Managing Committee should be the members of the welfare fund scheme.

2. Meetings of the Managing Committee

- a) The meetings of the managing committee shall be held once in three months or when the situation warrants with a notice of seven days.
- b) Half of the members of the managing committee shall constitute the quorum.
- c) There shall be no quorum for the meetings adjourned for want of quorum and scheduled after at least 10 days' time with proper communication to all the members. The same agenda shall be discussed in such meetings.
- d) In case of emergent meetings, the notice of three days may be given through SMS, email or WhatsApp Message.
- e) The managing committee shall be responsible for maintenance of Annual Accounts, Annual Reports, Budget Estimates and Register of proceedings to be placed in the meetings of General Body to be held at least twice in a year.

3. Powers and Functions of the Managing Committee

The Managing Committee shall exercise the following powers:

- a) To sanction all contingent expenses required for maintenance and management of Employees Welfare Fund Scheme for which the President shall be authorised to incur contingent expenditure up to a limit of Rs.5,000/- in anticipation of the formal sanction of the committee.
- b) To generate revenue for the Employees Welfare Fund through contributions, donations, loans, deductions, etc.
- c) To design and circulate the application for membership, loans/advances, etc.
- d) To admit new members and to recommend the expulsion/discontinuation of membership for reasons recorded in writing.
- e) To deal with application for loans, advances or financial assistance to members as per their entitlement.
- f) To prepare and present the annual accounts, annual report, balance sheet and budget estimates.
- g) To enter into contracts/agreements on behalf of the CUH-EWF Scheme, settle the terms thereof and to authorise an officer to execute all deeds, agreements, documents and to issue receipts in connection with the business of the CUH-EWF.

- h) To institute, conduct, defend, compound or compromise any legal proceedings by or against the CUH-EWF.
- i) To appoint part-time/outsourced employees to manage the CUH-EWF Scheme on prior approval of the General Body, if necessary.
- j) To transact any other business of the CUH-EWF Scheme in accordance with norms.
- k) To make arrangements for the maintenance of the accounts and registers as prescribed from time to time.
- l) To design and circulate the application for membership, loans/advances, etc.

4. Registers and Books of Accounts

The following registers and books of accounts shall be maintained by the Managing Committee of CUH-EWF Scheme:

- a) Inventory of Registers and ledgers maintained by the Committee
- b) Register of members and monthly subscription
- c) A book of proceedings of the General Body and Managing Committee
- d) Register containing inspection notes of the designated officers
- e) Register of assets
- f) A cash book showing all receipts, payments and balance in hand maintained on day-to-day basis
- g) Passbook(s) of Bank Accounts and Financial Statements
- h) A ledger showing the accounts of each member of the CUH-EWF Scheme.
- i) All other relevant registers and books of accounts and loans which may be required to be maintained by Managing Committee of the CUH-EWF Scheme

VII. POWERS OF THE PRESIDENT, SECRETARY AND TREASURER

Subject to such resolutions as the Managing Committee may from time to time pass, the office-bearers of the CUH-EWF Scheme shall have the following powers:

1. President

- a) To preside over all general body meetings and meetings of the Managing Committee
- b) Shall exercise overall control of the affairs of the CUH Employees Welfare Fund Scheme
- c) In case of a tie, the President shall have a casting vote

2. Vice-President

The Vice-President shall assist the President in discharging of his duties, and shall discharge the responsibilities of the President in his absence.

3. Secretary

- a) To operate the bank accounts of the fund within the limits prescribed by the Managing Committee
- b) To organise and attend all the meetings of General Body and the Managing Committee
- c) To record the proceedings of such meetings and get them signed by the President and the Managing Committee members present in the meeting

- d) To provide all necessary information to members and the departmental officers and to make all correspondence on behalf of the CUH-EWF Scheme
 - e) To maintain and arrange the safe custody of the book of accounts and other registers
 - f) To receive applications for membership of the CUH-EWF Scheme, to maintain the record and place before the Managing Committee
 - g) To prepare the Annual Statement/Annual Report or any other reports to be placed before the Managing Committee or the competent authority of the University
- 4. Joint Secretary**
The Joint Secretary shall assist the Secretary in discharging of his duties, and to act as the Secretary in his/her absence.
- 5. Treasurer**
- a) To receive and acknowledge amounts on behalf of the CUH-EWF Scheme
 - b) To keep accurate and up to date record of amounts and books required to be maintained as per rules
 - c) To be responsible for the safe custody of money and other assets of the CUH-EWF Scheme

VIII. SOURCES OF FUNDS AND MANAGEMENT

Funds will be raised from the following sources:

- a) Initial contribution (as opening Corpus) from the university
- b) One-time Contribution from members as joining subscription in following order:

Sr. No.	Level	One-Time Contribution
1	13-15	2000
2	10-12	1500
3	6-9	1200
4	3-5	1000
5	1-2	800

- c) Monthly subscription: 0.5% of basic salary
- d) 3% of the remuneration for all the activities of CUH including the following:
 - i. Evaluation of Answer Scripts, Dissertation, Thesis, Project, etc
 - ii. Setting of Question Papers, secrecy work, invigilation and evaluation centre work
 - iii. Conduct of Practical Examinations, Entrance Examination, Recruitment Test, End-term Examinations, and Result Preparations
- e) 3% of remuneration/honorarium of Project Investigator and his team
- f) 3% of amount earned by the PI/Co-PI or his team as remuneration/honorarium from consultancy

- g) 3% of the cash prize received by the member
- h) Any donation/contribution from any employee, society or outside agency/organisation
- i) Any other grant as may be approved by the University

The Finance Section will deduct the prescribed contribution and percentage of amount as listed at 'b' to 'g' above and the transfer the same to the account of CUH-EWF Scheme. The financial year shall be from 1st April to 31st March.

The Treasurer shall be responsible for operating the funds and bank transactions. Every cheque will be signed by three designated members of Managing Committee including the President.

The funds shall be deposited in a nationalised bank branch preferably located in the University Campus in the name of CUH- Employees Welfare Fund Scheme.

IX. LOANS, ADVANCES AND FINANCIAL ASSISTANCE

- a) The members of CUH-EWF Scheme shall be eligible for loans, advances and financial assistance as per their entitlements.
- b) Loans/advances may be granted for the following purposes:
 - i. Medical expenses for a disease/ailment whose cost of treatment is more than one lakh
 - ii. Marriage of self/dependent or ceremonial functions
 - iii. Education of Children

Note: *Advance/loan (except in case of health emergency) may be sanctioned only after clearance of all previous outstanding loans/advances of any nature.*

- c) In case of constraints of funds, the order of preference shall be as follows:
 - Medical Emergency
 - Marriage of Self/Dependent
 - Education of Children
- d) The maximum amount of loan entitled to a member is the last monthly contribution X 1000 which will be repayable in 36 EMIs without interest. The EMI for repayment shall be scheduled from the next month of the release of the advance.

However, in case of advances for the medical emergency of the self or the dependent, the EMI for repayment shall commence with the fitness issued by the Hospital or six months from the date of release of advance, whichever is earlier.
- e) In case of default in repayment of loans for more than six months, the member shall be disqualified from the membership of the fund and the due amount shall be recovered from his/her salary/retirement benefits as per the norms fixed by Government of India from time to time.
- f) The university administration shall obtain No-dues Certificate from the Secretary/President of the Managing Committee of CUH-EWF Scheme before finalizing his/her retirement benefits.

X. WELFARE MEASURES

The member or his nominee shall be entitled to avail the following amount at the time of his/her retirement/resignation or demise as per the table below, depending upon the availability of funds after clearance of all the outstanding dues of CUH-EWF:

Sr. No.	Length of Service	Rate of amount payable
1.	Up to 10 years	1.25 times of total contribution of concerned employee
2.	Above 10 years but below 20 years	1.5 times of total contribution of concerned employee
3.	20 years and above	2 times of total contribution of concerned employee

XI. NOMINATION

Every member shall nominate a person or persons to whom money/liability due to him shall be transferred. When a member nominates more than one person, he/she shall specify the percentage of amount to be transferred or paid to each nominee.

If a member fails to nominate any person, the nominee(s) recorded in his/her service records shall be considered the legitimate nominee.

XII. RESPONSIBILITIES AND POWERS OF THE UNIVERSITY

- a) The University shall contribute an appropriate amount to create Employees Welfare Fund as may be required for the effective functioning of the CUH-EWF Scheme.
- b) The University shall provide the logistic support such as deduction of one-time membership fees, deduction of monthly membership subscription from salaries, recovery of instalments against loans from salaries, deduction of prescribed percentage of amount from various sources as mentioned at VIII('b' to 'i') and to provide office space with required facilities.
- c) The University may assign the management of the fund to a branch/ officer of the University, if the situation so warrants.
- d) The Vice Chancellor may call for any document, details of transactions etc. pertaining to the operation of CUH-EWF Scheme.
- e) The University may institute an enquiry upon the functioning or the financial transactions of CUH-EWF Scheme, if required.
- f) The Vice Chancellor may review the functioning of the CUH-EWF Scheme from time to time, and direct a special audit, if the situation so warrants.
- g) In case of any ambiguity in the interpretation of the guidelines, the decision of the Vice Chancellor shall be final.

All disputes shall be subject to the jurisdiction of the District Court, Mahendergarh and the Hon'ble Punjab and Haryana High Court at Chandigarh.