



भारतीय राष्ट्रीय डेरी अनुसंधान संस्थान (मानद विश्वविद्यालय)
ICAR- National Dairy Research Institute (Deemed University)
अग्रसेन चौक, करनाल, हरियाणा/Agrasen Chowk, Karnal-132001, Haryana.



22/07/2021

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OFFICE ORDER

In accordance with Council's letter No. 22-17/97 Estt. III dated 06.01.2000 and F. No. 22-11/200-Estt.-III (Pt.) dated 14.05.2007, the Director, ICAR-National Dairy Research Institute, Karnal has re-constituted the Staff Welfare Fund Committee at ICAR-NDRI, Karnal comprising of following as under:-

1. Dr. Bimlesh Mann, PS, DC Division	- Chairman
2. Sh. Kunal Kalra, FAO	- Member
3. Sh. Abhishek Rana, SAO	- Member
4. Dr. Rakesh Kumar, PS	- Member
5. Sh. Prabhjot Singh Behl, IJSC	- Member
6. Ms. Meena Kumari, Assistant	- Member
7. Sh. Alam Singh, SSS	- Member
8. Sh. Ram Niwas, AO	- Member Secretary

A Copy of the rules & guidelines of ICAR Staff Welfare Fund Scheme is enclosed the reference & record.

Encl: As above

Asstt. Admin. Officer (E-V)

Distribution:

1. All the above concerned member of Committee.
2. Joint Director (Admn.) & Register, ICAR-NDRI, Karnal.
3. Comptroller, ICAR-NDRI, Karnal.
4. DDO-I & II, ICAR-NDRI, Karnal.
5. All Previous member of Committee for information and they may please see on the Institute Website.
6. PS to Director for kind information of the Director please.
7. In-Charge, Computer Centre, ICAR-NDRI, Karnal for uploading on the Institute Website.

ICAR STAFF WELFARE FUND SCHEME

1. Title and date of effect of the scheme

- i) The name of the Scheme will be "ICAR Staff Welfare Fund Scheme".
- ii) The scheme shall be operated at the ICAR Hq's and the Research Institutes / Project Directorates / Bureaux / NRCs of ICAR.
- iii) The scheme shall come into force w.e.f. 1st November, 1999.

2. Definitions

Unless there is anything repugnant to the subject or the context:

- a) 'Welfare Fund' means the Fund created hereunder these rules out of a share of the proceeds realised from Contract research, contract service and licensing of intellectual property under the ICAR System.
- b) 'Scheme' means ICAR staff welfare fund scheme at the ICAR Hq's and its Institutes / Project Directorates / Bureaux / NRC's.
- c) 'Family' means the husband / wife / dependant children including step children / legally adopted children and parents wholly dependent upon the employee.

3. Objects of the Scheme

The staff welfare fund shall be used for :

- i) Upgrading / creating canteen facilities;
- ii) Creating / maintaining recreation facilities including promotion of sports and games, cultural activities and support to creche facilities for the staff;
- iii) Contribution to ailing and poor staff member's or those in real distress or misfortune due to suffering permanent disability or pre-mature retirement due to incapacitation / prolonged sickness / ill health;
- iv) succour to the families of staff who die in harness leaving the family in indigent conditions;

- v) development and maintenance of common facilities in the ICAR Hqrs. / Institute's Residential Colonies.
- vi) Promoting Miscellaneous and common staff welfare activities including token gifts to superannuating employees and incentives to bright and meritorious wards of employees who excel in studies in the academic / professional lines achieving the standards of performance to be determined and fixed at the discretion of the managing committee concerned.
- vii) Though casual/temporary status workers would not be covered under the scheme but in case of death or permanent disability suffered while on work by a casual / temporary status worker, the managing committee concerned may decide the quantum of grant as a special case on the merits and hardships of the family in such a case.

4. Eligibility

The employees borne on the regular establishment at the Institute or the ICAR Hq's shall be only eligible to avail of the assistance from the welfare fund of the Institutes or the ICAR Hq's concerned as the case may be.

Casual workers / work charged employees or any other workers not borne on the regular establishment shall not be eligible.

5. Nature of Assistance

The extent and quantum of financial assistance in each case out of the fund shall be decided by the managing committees on the merits of each case with the maximum ceilings in different types of cases fixed as under :

i)	In case of death of the employee resulting in indigent conditions of the family	Rs.25,000/-
ii)	Permanent disability, Serious illness, prolonged sickness	Rs.20,000/-
iii)	Upgrading / Creation of Canteen facilities in addition to any other Govt. assistance.	Maximum of Rs.10,000/- at a time and maximum of Rs. 20,000/- in a financial year.

iv)	Creating / maintaining recreation facilities including promotion of sports and games, cultural activities and support to Creche facilities for the staff, in addition to any other Govt. Assistance	Not more than Rs.10,000/- at a time and maximum of Rs.20,000/- in a financial year.
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NOTE :

- (i) Assistance to a staff member under clause (ii) above shall not be considered more than once in a period of five years which can be relaxed only in exceptionally deserving cases with the prior approval of DG, ICAR.
- (ii) The value of token gifts for superannuating employees may not exceed Rs.1000/- in each case. Similarly the Financial assistance in case of meritorious wards may not exceed Rs.2500 per annum in a case. However specific norms with regard to these can be fixed by each Managing Committee with the approval of Director/Secretary ICAR as the case may be and keeping in view the resources, liabilities and other relevant factors.

6. **Source of the Fund**

Five per cent of the net proceeds generated each from contract research, contract service and licensing of intellectual property undertaken at each of ICAR Institutes shall go to the staff welfare fund. This net amount of 5% of these proceeds so realised shall be further shared between the respective Institute and the ICAR Hq's in the ratio 3.5% and 1.5% respectively. These proceeds shall constitute the source of the respective Welfare Fund both of the institute concerned and the ICAR Headquarters.

7. **Maintenance of the Fund**

The accounts of remittances to and expenditure from the Fund both in respect of the ICAR Hq's as well as each Constituent Institute will be duly maintained by the respective Institute / Hq's and reconciled and verified annually by the internal finance. An annual statement of remittances to the fund as well as expenditure in respect of the Welfare Fund both of Hq's and respective institute will be caused to be prepared by the Director (Finance) in case of Hq's and CFAO/SFAO/FAO in case of the institute after the close of each financial year which will be approved by the Managing Committee.

8. **Managing Committee and its tenure**

A Committee (hereinafter called as the Managing Committee) shall be constituted by the Director at each Institute / Project Directorate / Bureaux / NRC and Secretary ICAR at the ICAR Hq's for administering the Welfare Fund. The constitution of the

[Signature]

Managing Committee both at Institute and at ICAR Hq's would be as follows :

<u>ICAR HQ's</u>		
1.	Director (Personnel)	Chairman
2.	Director (Finance)	Member
3.	One Principal Scientist / Sr. Scientist from Hqrs. to be nominated by Secy, ICAR	Member
4.	Dy. Secretary (Admn.)	Member
5.	Secretary (SS), HJSC or his nominee	Member
6.	One lady representative to be nominated by Secy., ICAR	Member
7.	One group 'D' staff representative to be nominated by Secretary, ICAR	Member
8.	Under Secretary (Admn.)	Member Secretary

<u>ICAR Institutes / Bureaux / NRC / P.D.</u>		
1.	Joint Director/H.O.D./CAO to be nominated by the Director	Chairman
2.	CFAO/FAO/SFAO(One) to be nominated by Director	Member
3.	SAO/AO (One) to be nominated by Director	Member
4.	One Principal Scientist / Sr. Scientist to be nominated by the Director	Member
5.	Secy.(SS) IJSC or his nominee	Member
6.	One lady representative to be nominated by the Director	Member
7.	One group 'D' employee to be nominated by the Director.	Member
8.	Administrative Officer looking after admin./Estt. to be nominated by Director.	Member Secretary

No member/Chairman of the Managing Committee shall be entitled to an remuneration or honorarium.

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The Chairman and Members of the Managing Committee shall hold office for a period of two years from the date of their nomination.

9. Meetings of the Managing Committee and its Quorum

The managing Committee shall meet as frequently as necessary in the exigencies of the operation of the Fund, but atleast once in every three months. Presence of any three members atleast in addition to the Chairman shall complete the quorum of the Managing Committee. No act or proceedings of the Managing Committee shall be invalidated merely because of the reason of existence of any vacancy among its members or of any defect in its constitution.

10. Functions of the Managing Committee

All powers for the administration of the Welfare Fund in accordance to these rules shall be vested in the Managing Committee. Without prejudice to this general provision, the functions of the Managing Committee shall be as follows :

- a) To control, supervise and monitor the operation of the Welfare Fund;
- b) To consider requests for grant of financial assistance under the scheme and to sanction payment in accordance with the objectives of the scheme.
- c) Consider and approve the annual accounts statement of the fund;
- d) Any other functions as deemed necessary in the interest of the operation of the Fund.

All applications for assistance under the fund shall be submitted to the Member Secretary of the Managing Committee who shall process and cause the same to be presented before the Managing Committee for its decision in a timeframe, manner and with the information and particulars as shall be required by the Managing Committee.

11. Interpretation of the Rules

In regard to interpretation of any provision or rules of this scheme, the decision of the DG, ICAR shall be final.



**Indian Council of Agricultural Research
Krishi Bhawan : New Delhi**

No.22-11/2000-Estt.III(Pt.)

Dated the 14th May, 07

To

All Directors of Instts./PDs/Bureaux/NRCs under the Council

Sub. : Implementation of Staff Welfare Fund Scheme reg.

Sir,

A copy of the Rules and Guidelines of Staff Welfare Fund Scheme approved by the Council was sent to you Vide No.22-17/97-Estt.-III dt. 6.1.2000 and compliance report for implementation of the Scheme was sought, but no such report for its implementation has yet been received from your end. You are, therefore, requested to submit the compliance report for the implementation of Staff Welfare Fund Scheme of your Instt./PD/Bureau/NRC at the earliest.

It has further been decided by the Management Committee of ICAR Hqrs. Staff Welfare Fund in its meeting held on 10.4.2007 that some of the smaller Instt./PD/Bureau/NRCs may not be able to generate sufficient amount under this fund and hence, they may be helped in generating fund by transferring reasonable amount from ICAR Hqrs. Staff Welfare Fund. It is, therefore, requested that a proposal for the transfer of reasonable amount of fund from the ICAR Hqrs. Staff Welfare Fund to your Instt.'s Welfare Fund, if felt necessary, may please be sent to the undersigned with adequate justification, giving details of existing fund status, for helping deserving and needy employees of your Instt./P.D./Bureau/NRC.

मु० प्र० अ० कार्यालय
C.A.O. Office 1574
पाठ्य संख्या / R. No
दिनांक 19/5/07

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Director

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PROCESSED

Yours faithfully,

B215 - C
(K.N. Choudhary)

(RINCHI Secretary)
Under Secretary(Admn.)
& Member-Secretary, ICAR Hqrs.
Staff Welfare Fund.

Power
Forwarded to L.W.O. for trifining
n.e. Please