Rajasthan State Ganganagar Sugar Mills Staff Benevolent Fund Rules

As amended from 01.04.10
(as per BOD Meeting Dt. 19-03-10)

1. Short title, extent and commencement:

(1) These Rules may be called "Rajasthan State Ganganagar Sugar Mills Staff Benevolent Fund Rules".

(2) They apply to all the employees of the Company except those on deputation.

(3) They shall come into force with effect from the date as approved by the Board i.e. 01.04.2004

(4) Purpose of Fund:

The purposes of the fund shall be as under:

1. Cash Benefits to a member of the fund:

   (a) On superannuation, or

   (b) In the event of his illness or illness of his spouse or dependent children, or

   (c) to meet the cost of education of his dependent children or,

2. Cash benefits to the dependents of a member of the fund in the event of the death of such member.

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context:

(a). 'Company' means the Rajasthan State Ganganagar Sugar Mills Limited.

(b). 'Rules' means the Rajasthan State Ganganagar Sugar Mills Staff Benevolent Fund Rules.

(c). 'Board' means the Board of Directors of the Rajasthan State Ganganagar Sugar Mills Ltd., as may be constituted from time to time.

(d). 'Chairman' means the Chairman of the Rajasthan State Ganganagar Sugar Mills Staff Benevolent Fund Committee.

(e). 'Committee' means the committee constituted to administer the Rajasthan State Ganganagar Sugar Mills Staff Benevolent Fund.

(f). 'Head Office' means the Registered office of the Company.

(g). 'Family' includes husband or wife, legitimate minor children (excluding
3. **Subscription to the Fund:**

   (1) The fund will start with the contribution made by the staff of the Company at the following rates:

<table>
<thead>
<tr>
<th>Rate of Contribution</th>
<th>Contribution Amount</th>
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<tbody>
<tr>
<td>Those drawing basic pay upto Rs. 16,290/-</td>
<td>Rs. 50/- per month</td>
</tr>
<tr>
<td>Those drawing basic pay more than Rs. 16,290/-</td>
<td>Rs. 75/- per month</td>
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</table>

   (2) All salary, wages and credit balances of the staff, which remain unclaimed for more than three years, will be credited to this fund at the time of preparation of Balance Sheet as on 31st March every year.

   (3) Contribution from the Company will be equal to the amount contributed by the Staff of the Company per year, to be credited as on 31st March, every year.

   (4) Donation from outsiders may also be accepted with the approval of the Committee appointed for administration of the fund.

4. **Subscription-Commencement of:**

   First subscription to this Fund will be contributed from the pay which is distributed for the first time after lapse of clear period of 30 days after the commencement of these rules.

5. **Mode of Payment:**

   Subscription will be realised through deduction in the salary bills. The entire deductions of a month will be transferred by a journal voucher to the Head Office and an advice for it will be sent simultaneously.

6. **Subscription - refund of:**

   Resignation, dismissal, discharge, removal or retirement from service will not entitle the subscriber to any refund of the Subscription paid by him.
7. Administration of Fund:

The fund will be administered by a committee consisting of the following :-

(1) Director Incharge :: - Chairman
(2) General Manager :: - Member
(3) Financial Advisor of the Company :: - Member Secretary
(4) General Manager, Sriganganagar or Dy. G.M.(A&P), Sriganganagar :: - Member
(5) Dy. GM (A&T) :: - Member
(6) Dy. GM (A&P) :: - Member
(7) Dy. GM (P&S) :: - Member
(8) Company Secretary :: - Member

As these appointments are ex-officio, vacancy caused by the transfer etc. of any of these persons will be automatically filled up by the officer who is appointed on these posts.

All the sanctions agreed by the Committee will be signed by the Member Secretary on behalf of the Chairman and in the absence of Member Secretary, will be signed by the Chairman who may have presided over a particular meeting.

All the decisions in the meeting of the Committee would be arrived at by majority of the opinion of the members attending the meeting. In case of equal votes, the Chairman will have a casting vote.

The book of minutes for recording the proceedings of the meeting will be maintained by the Member Secretary.

Minutes of the meeting will be signed by the Chairman of the Committee & one of the members so authorised by the Chairman.
8. **Appropriation of Fund:**

(i) The money of this fund will be kept out of the Company in a Bank account in some scheduled Bank or in a Post office Savings Bank account or invested partly as per the decisions of the Committee in Fixed Deposits or Time deposits or Recurring Deposits in Post Office or in any Scheduled Bank or in National Savings Certificate or as specified in Sec. 11(5) of the Income Tax Act, 1961. Investment out of the fund will be made only on the recommendations of the G.M.(H.O.) & Member Secretary and approval of the Chairman. The bank account shall be jointly operated by two of the following three officers:

1. G.M., RSGSM, HO
2. F.A., RSGSM, HO

(ii) Member Secretary with the approval of GM (H.O.) will be empowered to incur printing & stationery exp., expenses relating to maintenance of records and other miscellaneous exp. /audit exp.

9. **Separate Accounts to be maintained and subjected to Audit:**

Separate Accounts shall be maintained of the funds and the yearly Income and Expenditure Accounts of the Fund will be subjected to Audit by the Chartered Accountants.

10. **Financial year of the Fund:**

Financial year of the fund shall be from 1st of April to end of March next year.
11. **Purpose for which relief may be granted out of the fund:**

   The following relief shall be awarded to a member or his/her legal dependent/heir subject to the decision of the Chairman of the fund:

   (i) In the event of death of the member, while in service, his legal dependent/heir will be paid Rs. 50,000/- Such amount may be increased/decreased by the committee constituted at Rule (7).

   (ii) On superannuation of the member, he/she will be given token amount of Rs. 20,000/- in cash.

   (iii) In case of prolonged illness of the member, if he is suffering from such illness like Cancer, AIDS, Hepatitis, Heart & Kidney diseases, T.B., Mental diseases, paralysis etc. and if he is on leave without pay, he may be provided an assistance as decided by the Committee on case to case basis, after detailed examination and looking to the seriousness of illness. The benefit will be admissible subject to production of Medical certificate from the Government Hospital/Dispensary/E.S.I. Dispensary or other Hospital recognised by the Company for treatment of its employees.

   (iv) Payment of Vocational technical education fee to the dependent children of the members of the fund made for session 2007-08 approved by the trust.

   Payment of Vocational technical education incentive to the dependent children (other than adopted child) of a member in service, if he is in the category of class IV/Labour to Dy. Manager up to the Pay Band of 9300-34800+Grade pay Rs.4200 (Old pay scale 6500-200-10500), subject to following for the session 2008-09 & onwards:

   | (i) | For Diploma Course (Minimum 2 years) i.e. BCA, BBA, P.G. Professional Diploma, B.Sc. (Nursing), Diploma in Hotel Management, D. Pharmacy, etc. | Rs. 4000/- per annum per child. |
   | (ii) | For Professional Degree Course – i.e. B.E, B. Pharmacy, B.Tech, BHMS, BAMS, MBBS, CA, ICWA, CS, LLB, Degree in Hotel Management, etc. | Rs. 8000/- per annum per child. |
   | (iii) | For P.G. Course – i.e. MBA, LLM, MCA, Post Graduate Degree in Hotel Management, ME, etc. | Rs. 10000/- per annum per child. |
The benefit will be available only for two children for higher education from any recognized institutions/universities. This amount shall be paid at the end of each academic year on completion of two semesters. If the child of the member fails in such examination or pass by grace or supplementary, no incentive will be allowed for that qualification. This benefit will also be available for the married son, subject to furnishing of an affidavit to the effect that the said married son is wholly dependent on the member. The married daughter will not be considered for this benefit.

The other eligibility condition for Vocational Technical Education Incentive shall be as follows:-

1. The ward for which claim is submitted by the member must be dependent on the employee member as prescribed in the service rules of the Company excluding adopted child.
2. Benefit shall be available only up to two children to the members.
3. Receipt of any Stipend, Scholarship, Remuneration, Grant from the Institution/University by the dependent ward of the member will disqualify for availing the above benefit of Vocational Technical Education Incentive. An affidavit be submitted by the member claimant to this effect. In case, the Stipend, Scholarship, Remuneration, Grant being paid by the institution/university is less than the Vocational Technical Education Incentive allowed under the scheme, the difference amount can be sanctioned under this scheme for the eligible applicants.

There will be no budget ceiling. Actual payment may be made as per eligibility.

12. Scope:

Grant of any relief by any other agency will be no bar to the grant of relief under these Rules.

13. Order of relief in case of Rule 11(i):

The relief under these Rules shall be paid in the following order: -
1. to widow.
2. failing widow, to minor sons and daughters equally.
3. failing minor sons and daughters, to dependent father or mother or both.
4. failing father and mother, to dependent minor brothers and un-married sisters if they were dependent on the deceased.

5. failing brother and unmarried sisters, to the widowed daughters, if any, and if they were dependent on the deceased.

14. Register of Subscribers:
A register of subscribers will be maintained by the Member Secretary and each subscriber will be allotted a separate number which will be communicated to him.

15. Meeting of the Committee:
The committee will meet at least twice a year to transact the normal business of the Fund. The Chairman may appoint such sub-committees as he deems necessary for giving effect to the provisions of these rules.

16. Notice for Meeting:
Three days clear notice will be given by the Member Secretary for holding a meeting and it will be accompanied by a copy of the agenda. Emergent meetings may, however, be called at a shorter notice.

17. Quorum:
The quorum will consist of three of the members out of which one should be the Chairman. In the absence of the Member-Secretary, the other member will act as Secretary.

18. Change in the Rules:
Changes in these Rules shall be made with the approval of the Director Incharge of the Company.