

RAJYA SABHA SECRETARIAT – STAFF BENEFIT FUND RULES

Name of the Fund

1. There shall be established a Fund to be called “The Rajya Sabha Secretariat Staff Benefit Fund” (hereinafter referred to as “the Fund”).

Objects

2. The objects of the Fund shall be to provide pecuniary help in the shape of loans and gifts to members of the staff of the Rajya Sabha Secretariat, whether permanent or temporary, (hereinafter referred to as ‘members’), for the following purposes, namely: -

- (a) To provide financial assistance to a member in case of his prolonged illness;
- (b) To provide financial assistance to the family of a member in the even of his death to meet its immediate financial needs; and
- (bb)* To provide financial assistance to a member in the event of death of his/her spouse, parents and children (unmarried daughters and sons upto the age of 25 years) who are dependant on the employee and reside with him/her, if the Management Committee is convinced that the member stands in urgent need of such financial assistance.
- (c) To provide financial assistance to a member in distress, in any case not covered by clause (a), clause (b) and (bb) above, if in the opinion of the Managing Committee, such member stands in urgent need of financial relief.
- (d)# Grant of three scholarships for the higher technical/professional education, one each in the field of Engineering, Medicines and MCA/MBA/LLB to the wards of the non-gazetted employees of the Secretariat; and
- (e)#(i) Grant of three meritorious awards to the wards of the members of the Fund, one each in the field of Engineering, Medicines and MCA/MBA/LLB; and
(ii) Grant of three meritorious awards (I, II & III) to the wards of the members of the Fund securing highest marks in the Board of Senior Secondary Examination.

* Revised vide SG’s-order dt. 18th March,2009 (File No. RS/13/1/2009-G.A.(Welfare)

Revised vide SG’s-order dt. 25th June, 2013 (File No. RS/13/1/2013-G.A.(Welfare)

Contributions to the Fund** and their collection

3. (i) All Members shall make **annual contributions***** to the Fund accordingly to the following designations: -

Designation	Amount (Rs.)
Pay Band-IV & above (Grade Pay: Rs. 8700/- and above)	400/-
Pay Band-III (Grade Pay : Rs. 5400/- to Rs.8000/-)	300/-
Pay Band-II (Grade Pay : Rs. 4200/- to Rs. 4800/-)	200/-
Pay Band-I (Grade Pay : Rs. 1900/- to Rs. 2800/-)	150/-

The Contribution will be realized in **two installments on a half yearly basis.**

(ii) The Members may authorize the Cashier, Rajya Sabha Secretariat, to collect their contributions by deductions from the Salary Bills for the month of January / July every year.

Provided that in the case of a member who has newly joined the Secretariat, his / her contribution for the year in which he has joined shall be payable in the next month following the month in which he / she joins the Secretariat.

Managing Committee

4. (i) There shall be a Managing Committee of the Fund consisting of : -

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| (1) Senior Additional Secretary or in his absence Senior Joint Secretary in the Rajya Sabha Secretariat. (Chairman) | |
| (2) The Welfare Officer in the Rajya Sabha Secretariat | Ex – Officio |
| (3) The Pay & Accounts Officer of the Rajya Sabha | |

** Vide SG's-order dt. 18th March,2009 the matching grant to the fund revised @Rs. 75/-per annum per staff on the total sanctioned strength of the establishment.

*** Annual contribution at revised rates approved vide SG's order dt. 25th June, 2013 (File No.RS/13/1/2013-G.A.(Welfare) to be effective from 1st April, 2014.

(4)# Two representatives to be elected by the Officers (Grade Pay Rs. 5400 & above) from amongst themselves;

(5)# Two representatives to be elected by the staff (Grade Pay Rs. 4600 to Rs. 4800) from amongst themselves;

(6)# Two representatives to be elected by the staff (Grade Pay Rs. 2400 to Rs. 4200) from amongst themselves; and

(7)# Two representatives to be elected by the staff (Grade Pay Rs. 1900 to Rs. 2200) from amongst themselves.

(ii) The **Welfare Officer** shall be Secretary of the Managing Committee (**hereinafter referred to as 'the Secretary'**) and **Pay & Accounts Officer** shall be the treasurer of the Fund (**hereinafter referred to as 'the Treasurer'**)

Term of Office

5. The term of office of an elected Member of Managing Committee shall be **two years** from the date of his / her election.

Provided that a member elected in a bye – election shall hold office for the unexpired portion of the term of office of the Member in whose place he is elected.

Resignation

6. A Member who wishes to resign from the Managing Committee shall give one month's notice in writing to the Secretary.

Functions of the Managing Committee

7. The functions of the Managing Committee shall be: -

- (a) to administer the Fund in accordance with its objects;
- (b) to determine and review periodically the policy regarding the collections to the Fund and their disposals;
- (c) to decide applications for assistance;
- (d) to arrange for the general election of its Members and bye – elections as and when necessary;

- (e) to submit to the Secretary – General, Rajya Sabha an annual report of the administration of the Fund;
- (f) to recommend amendments to these Rules to the Secretary – General, Rajya Sabha
- (g) to exercise all power in furtherance of the objects of the Fund.

Functions of the Secretary

8. The Secretary shall perform such functions as may be required by the Managing Committee and shall act under the direct control and supervision of the Chairman of the Committee.

Application for assistance

9. Every application for financial assistance shall be handed over to the Secretary by or on behalf to the member concerned.

Meetings of Managing Committee

10. (i) On receipt of an application for assistance, the Secretary shall, as soon as possible, convene a meeting of the Managing Committee for consideration of such application.
- (ii) The quorum for a meeting of the Managing Committee shall be five.
- (iii) The procedure at a meeting of the Managing Committee shall be regulated by its Chairman.

Assistance

11. (a) In case, a regular employee of the Rajya Sabha Secretariat dies in harness, a sum not exceeding Rs. 15,000/- (Rupees fifteen thousand only) to be paid in lump sum to the family of the deceased.

Explanation: - The word 'Family' contains the same meaning as given in Central Civil Service Rules.

- (aa)* In case of death of any member of family of an employee a sum not exceeding Rs. 7000/- (Rupees seven thousand only) to be paid in lump sum to the member.
- (b) If the Managing Committee is satisfied on examination of the particulars given in the application that the applicant stands in need of the assistance applied for, the Managing Committee may sanction financial assistance to the Member who: -
- (i) is compelled to remain on leave without pay and allowances due to his prolonged illness; or
 - (ii) is in distress and is, in the opinion of the Managing Committee, in urgent need of financial relief.

**Such financial assistance as the Managing Committee may consider necessary, but not exceeding a sum of Rs. 15,000/- (Rupees fifteen thousand only) to be paid. Provided that a member who is a defaulter in making annual contribution to the Fund shall not be considered eligible for financial assistance from the Fund.

- (c)# The amount of each scholarship granted under Rule 2 (d) would be Rs. 10,000/- or actual tuition fee whichever is less for the entire course; and
- (d)# In addition to medal of sterling silver and gold plating thereon, the amount of meritorious awards granted in cash under Rule 2(e) (i) would be Rs. 5,000/- each and the amounts of awards granted under Rule 2(e) (ii) would be Rs. 5,000/-, Rs.3,000/- & Rs. 2,000/- for I, II and III award, respectively.

The wards of the members for grant of meritorious awards shall be selected by a Screening Committee consisting of one Additional Secretary as its Chairman and two Joint Secretaries nominated by Secretary General. The Welfare Officer shall act as Secretary to the Committee.

Assistance in emergency

12. The Chairman of the Managing Committee shall have powers, in cases of emergency, to sanction amounts to the extent mentioned in rule 11.

* Revised vide SG's-order dt. 25th June, 2013 (File No. RS/13/1/2013-G.A.(Welfare)

** Revised vide SG's order dt. 25th June, 2013 (File No. RS/13/1/2013-G.A.(Welfare)

Incorporated vide SG's-order dt. 15th February 2012 (File No. RS/13/1/2012-G.A.(Welfare)

Provided that such disbursement shall be placed before the Managing Committee for ratification, as soon as possible.

Official Year

*13. The official year of the Fund shall commence from 01st April and end on 31st March of the next year.

14. (i) All contributions received on account of the Fund shall be deposited with the State Bank of India, New Delhi, or in a Post Office Savings Bank Account in the name of the Fund.

(ii) The bank account shall be operated jointly by the Secretary and Treasurer.

Disbursements

15 (i)@ All disbursements sanctioned by the Managing Committee shall be made either by a/c payee cheque or in cash (in case of emergent circumstances as also in the event of death of an employee).

(ii) Where payment is made in cash, the receipt of the amount paid shall be obtained from the beneficiary concerned.

(iii)# A bank account in the name of the Welfare Officer, Rajya Sabha Secretariat shall be opened in the State Bank of India, Sansadiya Soudh Branch with a ceiling of Rs. 16,000/- (Rupees sixteen thousand only) with cheque and Debit Card facility.

The requisite funds for the purpose shall be withdrawn from the Staff Benefit Fund for opening of the Bank account. In case of utilization of funds to the tune of Rs. 15,000/- on a particular day, with the approval of the Committee, the account shall be replenished again by withdrawing the amount from the Fund. In case the withdrawn funds remains unutilized on any given day (during the odd hours), the same may be deposited in the account at the first available opportunity.

Audit

16. Arrangements shall be made by the Managing Committee to have the accounts of the Fund audited once a year, or earlier if considered necessary.

* Revised vide SG's order dt. 25th June, 2013 (File No. RS/13/1/2012-G.A.(Welfare))

@ Revised vide SG's-order dt. 15th February,2012 (File No. RS/13/1/2012-G.A.(Welfare))

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#The audit of the account opened in the name of Welfare Officer shall be carried out along with the regular audit of annual accounts of the Staff Benefit Fund. However, the Managing Committee shall carry out perusal of its statement of accounts during every quarter in order to ensure that the funds are being utilized for the purpose it has been meant.

Report

17. As soon as possible after the close of the financial year, the Managing Committee shall submit to the Secretary – General, Rajya Sabha Report on the working of the Fund for that year.

Amendments of the Rules

18. These rules shall not be amended except on the recommendations of the Managing Committee and no amendment to these rules shall have effect until it has been approved by the Secretary – General, Rajya Sabha.
