

**NATIONAL INSTITUTE OF WIND ENERGY  
Chennai-600100**

**NIWE WELFARE FUND SCHEME  
w.e.f. 01.04.2015**



# **NATIONAL INSTITUTE OF WIND ENERGY**

**Chennai-600100**

## **NIWE WELFARE FUND SCHEME**

The Governing Council of National Institute of Wind Energy (NIWE) at its 32<sup>nd</sup> meeting held on 27/03/2014, while considering the proposal of "CSIR Scheme for Distribution of Consultancy surplus earnings" had approved the Scheme wherein 5% of the Incentive Distributable amount be allocated to "**Welfare Fund**" at NIWE **with effect from 01.04.2015** for the benefit of the staff.

Guidelines framed for the operation of this fund are as follows:

The Fund will be operated by NIWE and it will be managed by a Managing Committee to be constituted as per terms indicated in the guidelines by NIWE.

### **1. Title and date of effect of the Scheme**

- i) The name of the Scheme shall be the "**NIWE Welfare Fund Scheme**".
- ii) The Scheme shall be operated at NIWE.
- iii) The Scheme shall come into force with effect from 01.04.2015.

### **2. Definitions** Unless there is anything repugnant to the subject or context:

- A) "Fund" Means the Welfare Fund
- B) "Scheme" means NIWE Welfare Fund Scheme.
- C) "Family" means husband/wife, dependent children including step children and legally adopted children and parents wholly dependent on the employee as defined under the Rules.

### **3. Object of the Scheme:**

- (1) The Object of the Scheme is to provide, as a special welfare measure / assistance to the members of the Fund or to their families who are in real distress, misfortunes etc. Financial relief or assistance may be provided to a member in case he is permanently disabled or to his family if he dies while in service and, in the opinion of the Managing Committee, there is need for such assistance.
- (2) The Managing Committee may from time to time incorporate measures that would be of common interest to the welfare of staff members and their families with due approval of the Director General, NIWE.



#### 4. Nature of Assistance to Members

In the case of a member who is in real distress or dies or sustains permanent disability and if the Managing Committee is of the opinion that there is need for relief or assistance, his/her nominee or the members as the case may be, may at the discretion of the Managing Committee, be paid on account of the following events:

- I. In case of death of the incumbent while in service a sum of Rs.50,000/- will be paid. On the day of death, a sum of Rs.10,000/- to meet immediate expenses. This amount will be adjusted while paying Rs.50,000/- to the immediate legal heir on production of death certificate/legal heir certificate.
- II. In case of Pre-mature retirement due to prolonged illness, a sum of Rs.50,000/- may be paid.
- III. On the day of retirement from service on attaining superannuation or on resignation after completion of 20 years of service in NIWE, an amount of Rs.10,000/- may be paid from the Fund.
- IV. Physical disability: If physical disability occurs while in service which require artificial appliances or some assistance in the form of engagement of Auto, taxi or permanent accompaniment of a person to help him/her to attend office lump sum/monthly payment of a fixed sum depending upon the seriousness/nature of disability at any rate not less than Rs.1,000/- per month subject to a maximum of Rs.10,000/- may be considered.
- V. On medical grounds: If a Member spends huge amount on emergent circumstances for self or dependent members of the family, for which NIWE is not able to reimburse fully (due to application of rules) payment of uncovered amount may be considered from the Fund on request from the member and at the discretion of the Managing Committee after evaluating each case on merits and economic condition of the aggrieved employee.
- VI. As a welfare measure and also to encourage the wards of the staff members – if they secure centum in subjects like Physics, Chemistry, Maths, Computer Science, Biology/Commerce/Economics/Accounts in the 10<sup>th</sup> Std and +2 examinations either in CBSE/Matriculation/ICSE/ State Board – the wards can be paid Rs.2000/- for each subject.

The welfare measure indicated above are only illustrative and not exhaustive. The Managing Committee may if deem fit and necessary may enlarge the scope with the approval of Competent Authority.

The Managing Committee may also increase or decrease the quantum of benefit depending upon the robustness of the fund with the approval of Competent Authority.

#### 5. Sources of Income of the Fund

The Source of the Fund shall include

- (a) Subscription from the members
- (b) Contribution of NIWE from the Consultancy incentive distribution amount as approved by the GC



- (c) Income from Investments
- (d) Receipts from any endowments, donations or other contribution for augmentation of the Fund like observing a Welfare / Benevolent Fund Day once a year, arranging cultural and variety Programmes etc.

## **6. Membership of the Fund**

- (i) All regular employees of NIWE including scientific and technical persons appointed on contract basis will be the deemed members of the Fund.
- (ii) Each member shall be allotted a membership number. A membership register shall be maintained by NIWE as the case may be.

## **7. Membership and Nomination**

Every member of the Scheme shall make a nomination in duplicate in the form appended at Annexure 'B' (or such other form as may be prescribed by the Managing Committee) for receiving any financial assistance from the Fund in the event of the death of the member. Nomination shall be made in favour of any member of the family. Family in the scheme of Welfare / Benevolent Fund would carry the same meaning which it carries in the case of EPF.

## **8. Termination of Membership**

The membership shall be deemed to have terminated on the date a member ceases to be an employee of NIWE.

## **9. Employee's Subscription**

Every member shall compulsorily subscribe to the Fund at the Following rate:-

- (i) Group 'D' employees Rs. 10/- (Rupee Ten) per Month.**
- (ii) Group 'C' employees Rs.25/- (Rupee twenty five) per month.**
- (iii) Group 'A' & 'B' employees Rs.50/- (Rupees fifty) per Month.**

Subscription to the Fund shall not be refunded in any circumstances. Should any member wish to contribute more he can do so. The rate of subscription can be revised based on the recommendation of the Managing Committee.

## **10. Collection of subscription**

- (1) The Monthly subscription of the members of the Scheme shall be deducted from their salary bills and shall be remitted to the Fund maintained by NIWE by the 15<sup>th</sup> of the following month.
- (2) If a member is on extraordinary leave, arrears of subscription for the period of such leave shall be deducted from his salary whenever it is paid to him on resumption of duty.



## 11. NIWE's Contribution

5% of the amount worked out for Consultancy Incentive Distribution as approved by the GC shall be the contribution of NIWE.

## 12. Constitution of the Managing Committee and its Tenure:

A Committee (hereinafter referred to as Managing Committee) shall be constituted by the Director General, NIWE for administering Fund. The constitution of the Committee would be as follows:-

1. **Two nominees of the Director General from the S&T cadre, One of whom will be the Chairman of the Managing Committee.**
2. **Assistant Director (F&A) – Ex Officio**
3. **Two representatives of the staff, one each from the administrative and technical services will be nominated by the Director General.**

The members of the Managing Committee [except ex-officio member] shall hold Office for a period of two years from the date of the nomination/election. No member of the Managing Committee shall be entitled to any remuneration or any kind of honorarium. **Assistant Director (F&A)** will function as Secretary-cum-Treasurer of the Committee.

## 13. Duties & Powers of the Managing Committee

All the powers for the administration of the Fund shall be vested with the Managing Committee. Without prejudice to the generality of these Provisions, the duties and powers of the Managing Committee shall be as follows:-

- (a) Invest the money of the Fund and Control the working of the 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 report, annual accounts and the audit report on the accounts of the Fund.
- (d) To get audited the accounts of the Fund each year by the auditor to be appointed by the Director General, NIWE.
- (e) Any other function, as deemed necessary in the interest of the operation of the Fund.

## 14. Conduct of business by Managing Committee

The Managing Committee shall meet as frequently as necessary in the exigencies of the operation of the Fund but at least once in six months. The quorum for the meeting of the Managing Committee shall be one-half of the total number of members of the Committee (any fraction being rounded off to one).



No act or proceedings of the Managing Committee shall be invalid by reason merely of the existence of any vacancy among its members or of any defect in its constitution.

**15. Functions & responsibilities of the Secretary-cum-Treasurer**

- (a) He shall be responsible for all moneys received by the Fund and all payments made there from including acknowledgement of all remittances received from NIWE.
- (b) He shall maintain proper account of all receipts, payments and investments.
- (c) He shall prepare an income and expenditure account and balance sheet as on the last day of the financial year and submit it to the Managing Committee along with the Auditors' Report within 6 months from the date of closing of financial year.
- (d) He shall be responsible for the routine administration of the Fund in accordance with this scheme and the Instructions of the Managing Committee from time to time.
- (e) He shall be empowered to sign documents and carry on correspondence on behalf of the Fund.
- (f) He shall be empowered to open and operate the Bank Account of the Fund along with another member of the Committee authorised by the Managing Committee.
- (g) He shall be responsible for executing the decisions of the Managing Committee.
- (h) He shall prepare an annual report on the working of the Fund.
- (i) He shall carry out such other functions as may be entrusted to him by the Managing Committee from time to time.

**16. Competent Authority to operate the NIWE WELFARE FUND**

The Director General NIWE shall be the competent authority to operate the NIWE Welfare fund and he shall have the powers to carry out additions/alterations/modifications/deletions to the Scheme as may be considered necessary from time to time.

17. **Interpretation of the Rules:** The decision of the Director General, NIWE in regard to interpretation of any provision of the Scheme, shall be final.

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**NATIONAL INSTITUTE OF WIND ENERGY**

**APPLICATION FORM FOR MEMBERSHIP OF THE WELFARE FUND**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
hereby apply for membership of the National Institute of Wind Energy Welfare Fund.  
In token of my doing so, I authorise the Director (F&A), National Institute of Wind  
Energy to make deduction each month a sum of Rs. \_\_\_\_\_/- as my contribution  
towards National Institute of Wind Energy Welfare Fund.

I hereby declare that I have read the rules of the Fund and that these rules  
as for the time being in force will be binding on me.

Name in Full : \_\_\_\_\_  
(In Block Letters)  
Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Unit : \_\_\_\_\_

**APPENDIX – B**

**NOMINATION FOR BENEFITS UNDER THE  
NIWE WELFARE FUND SCHEME**

I \_\_\_\_\_ hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/her/them the right to receive to the extent specified below any amount that may be sanctioned under the NIWE Welfare Fund Scheme in the event of my death while in service.

<b>Name and addresses of nominee/nominees</b>	<b>Relationship with NIWE employee</b>	<b>Age</b>	<b>Share to be paid to each</b>	<b>Contingencies on the happening of which the nomination shall become invalid</b>	<b>Name, address and relationship of the person if any, to whom the right of the nominee shall pass in the event of his pre-deceasing NIWE employee</b>
1	2	3	4	5	6

*N.B. - The employee should draw the line across the blank space below his last entry to prevent insertion of any names after he has signed.*

Date this ..... day of ..... 20..... at.....

Signature of two witness:

1.

2.

**Signature of the Employee.**