MODEL CONSTITUTION FOR THE BENEVOLENT FUND:

(1) **Name:** There shall be established a Fund called “The Ministry/Department/Office of Benevolent Fund”, hereinafter referred to as ‘Fund’.

(2) **Provisions of the Act:** All the provisions of the Societies Registration Act XXI of 1860, as amended from time to time shall apply to the Fund.

(3) **Objects:** The objects of the Fund shall be to relieve financial distress among the employees in the following cases/circumstances:-

   (a) Where a member dies while in service leaving the dependent in indigent circumstances;
   (b) Where a member is on prolonged sick leave without pay or on reduced pay;
   (c) Where a member suffers from other unforeseen misfortunes; and
   (d) In such other cases as may be deemed fit and deserving by the Managing Committee of the Fund.

(4) **Sources of the Fund:**

   (a) The Grants-in-aid from the Government;
   (b) Subscription from the members of the Fund; and
   (c) Other voluntary contributions or donations.

   Source of the Fund may also be augmented by observing a “Benevolent Fund Day” once a year and collecting donation from the officers and staff of the Ministry/Departments and its attached and subordinate offices.

   **Note:** Subscriptions from the members will be collected by the cashier of the Ministry/Department/Office by way of making deductions from the salary of the members on a written authorization given by them.

   **Note:** Contributions one made to the Fund shall not be refunded in any case.

(5) **Eligibility for Membership:**

   (a) The membership of the Fund shall be open to all permanent and regular/temporary central government employees.
A member of the Fund shall be a person, who having been admitted as a member in accordance with the rules governing the Fund, shall have paid his subscription and shall not have resigned. No person shall be entitled to vote or treated as a member whose subscription at the time has been in arrears for a period exceeding three months.

(6) **Application for Membership:**

(a) Any employee, who wishes to become a member of this Fund voluntarily, shall submit his/her application to………………………..in the Application Form for membership as prescribed in ‘Appendix A’; and

(b) To pay the prescribed membership fee annually/half yearly/quarterly/monthly, as prescribed from time to time.

(7) **Cessation of Membership:** A member shall cease to be member of the Fund in the event of:

(a) Resignation from membership of the Fund;

(b) Ceasing to be Government servant on account of retirement/resignation/dismissal/death etc.

(c) Non-payment of the subscription of the Fund continuously for three months.

Note: Membership shall not be affected if the member is on long leave without pay or otherwise, provided he resumes his subscription on return to duty;

Membership of the Fund shall not be affected if a member is transferred to another Ministry/Department provided he continues to pay his subscriptions regularly.

(8) **Beneficiaries:**

(a) The benefits of the ‘Fund’ shall be confined to only those members, who have enrolled themselves as members of the Fund for a least six months continuously and immediately prior to application for such benefits;

(b) Members of the families consisting of widows and dependent sons, daughters and parents;

(c) A member, who is a defaulter in making payments towards the subscription/contribution, shall not be considered eligible for sanction of loan/grant;

(d) A member, who has already taken a loan, shall not be eligible for getting further loans from the Fund unless the amount of the loan previously taken is repaid in full by him/her;

(e) A member shall be eligible to get further loans from the Fund after completion of one year from the date previous loan was repaid in full.

(9) **Assistance to Members:** The quantum of relief in each case shall be determined by the Managing Committee of the Fund, namely:-
(a) **Funeral expenses:** Immediate relief shall be given to the dependents on the death of the member of the Fund to meet the funeral expenses. The amount shall not exceed Rs.1000 subject to the availability of funds;

(b) **Immediate relief:** Immediate relief shall be given to the members of the fund on the death of their dependents (spouse/sons/daughters/parents). The amounts shall not exceed Rs.200 subject to the availability of funds;

(c) **Immediate relief:** Immediate relief not exceeding Rs.500 in lump sum or installments on account of sickness of members/their dependents (spouse/sons/daughter and parents), may be given subject to availability of funds. The amount of such grant would be admissible for the members if the dependents suffer from Cancer or T.B. and are admitted in Hospitals.

(d) **Members shall be eligible for loans:** Members shall be eligible for loans from the Fund **FREE OF INTEREST** on account of his and his dependents’ illness subject to the production of medical certificate from the respective CGHS Dispensaries/Authorised Doctors. The amount of such loan shall not exceed Rs.1000 subject to availability of funds.

(e) **In case of prolonged sickness involving leave without pay:** In case of prolonged sickness involving leave without pay subject to the prescribed maximum amounts.

(10) **Administration to vest in the Managing Committee of the Fund:**

(a) **The Administration of the Fund shall vest in a Managing Committee,** which shall carry out the objects of the Fund and generally exercise all powers in furtherance thereof. The following shall be the members of Managing Committee:-

(i) Deputy Secretary or an Officer of equivalent grade (In charge of Administration.)-CHAIRMAN

(ii) Under Secretary/Group ‘A’ Officer connected with Welfare/Administration-SECRETARY

(iii) Under Secretary/Group ‘A’ Officer connected with Cash and Accounts-TREASURER

(iv) Five members of the staff side elected by the General Body.

(b) The Managing Committee shall have the power to co-opt any member from among the members of the respective Staff Councils, who are the members of the Fund to fill any interim vacancy that may occur due to death, retirement, resignation or transfer, etc of any member;

(c) **Quorum:** Five members of the Managing Committee shall form a quorum at any meeting to consider the application for loans/grants etc. to the members and/or their dependents.

(d) **The Managing Committee shall have power to frame/amend bye-laws and Rules of Procedure and Conduct of Business relating to the Benevolent Fund in consultation with the Chief Welfare Officer in the Ministry of Personnel, Public Grievances and Pensions.**
(11) **General Body:**

The meeting of the General Body of the members of the Fund shall be called once a year immediately after the close of each financial year. In the meeting of the General Body, the following issues shall be placed for discussion and approval:

(a) Statement of accounts of the previous respective financial year, duly audited by the Internal Auditor. The body shall scrutinise and give advice, wherever necessary.

(b) Time-schedule and other process of holding of election. Nominations from the staff (members of the Fund) to the Managing Committee for the ensuing financial year.

(c) To make amendments in the Benevolent Fund Rules.

(d) The quorum for a General Body meeting shall be 1/4th of the members on the rolls and eligible to vote on the date of meeting. In case, the quorum is not complete, the meeting shall be adjourned and no quorum shall be required for the adjourned meeting.

(12) **Application for Assistance:**

(a) Application for assistance from the members shall be received by the Secretary of the Fund. These applications shall be considered by the Managing Committee in its meetings held periodically. The Application shall be supported by the elected members from the Staff side.

(b) In case of Emergency, the Chairman of the Committee shall have powers to sanction amount to the extent and for the purpose mentioned here in above, which shall be retified by the Managing Committee at its next meeting.

(13) **Bankers:**

(a) The Bankers of the Fund shall be State bank of India, located nearby. In case, the State Bank of India is not located nearby, any Nationalised Bank, located nearby, shall be the Banker with whom the account of the Fund shall be opened.

(b) The Bank Account shall be operated jointly by the Treasurer and the Secretary of the Fund. The Treasurer shall be responsible for all money received and spent by him on behalf of the Fund and also for the maintenance of accounts.

(14) **Audit of Accounts:** The account of the Fund shall be audited by an Internal Auditor to be appointed by the Managing Committee in the beginning of the year in ‘consultation with the Administration Wing of the Office’.

(15) **Indemnity Against Action etc.:** All members of the Managing Committee shall stand absolved from any liability in respect of actions, costs and all other claims made against them for any thing done or any action taken by them on behalf of the ‘Fund’ and in furtherance of the objects of the ‘Fund’.