



## Chapter 30

### Rules Regulating Compassionate Fund/Welfare Fund of the ICAR

#### 30.1 Compassionate Fund Scheme of ICAR

The Rules governing compassionate fund scheme of ICAR are as follows:

##### (1) CONSTITUTION:

The compassionate fund of the Indian Council of Agricultural Research is constituted and fed by means of an annual grant of Rs. 1,00,000/- (enhanced from Rs. 50,000/- to Rs. 1,00,000/- w.e.f. 1.4.89 vide letter NO. 14-2/88-Estt.III dt. 6th Sept, 89) from the Govt. of India which is cumulative the unexpended balance being carried forward from year to year. It is to be administered by a committee consisting of Director-General, Indian Council of Agricultural Research, Financial Advisor, I.C.A.R. and Secretary, I.C.A.R.

##### (2) ELIGIBILITY

The fund is intended for the relief of the families of Council employees who die in service and were paid from the Council's Funds. The deceased Council's employee should have served in the Council's headquarters or any of the Institute/Substation/Research Centre/organization directly administered by the I.C.A.R.

##### (3) APPLICATIONS

No application will be considered which is not submitted to the Council or its Instt./Substation/Research Centre/Organization within one year of the death of the Council's employee unless the delay in submission is sufficiently explained. It is most desirable that applications should be submitted as promptly as possible after the death of a Council's employee.

##### (4) CONDITIONS FOR GRANT OF AWARD

- (I) Grants from the funds are restricted to cases of an exceptionally deserving character where the family is left in indigent circumstances.
- (ii) That these posthumous awards should be based exclusively on considerations of financial condition of the family subject to the condition that the work and conduct of the deceased was good. While considering the financial condition of the deceased employee due regard may be given for his standard of living while the employee was alive and the status of the children i.e. minor. major.
- (iii) Death due to or accelerated by special devotion to duty establishes a claim for consideration.
- (iv) In ordinary case preference will be given to the dependents of officers who have put in long years of service.
- (v) Other things being equal, preference will be given to those who had been in the lower pay ranges.



- vi) Awards will not ordinarily be made from the fund to the families of retired Council's employee but cases in which the death of a Council's employee occurred within six months of retirement or where the Council's employee has been totally, permanently disabled can be considered

**(5) AMOUNT OF THE GRANT**

- (i) No family pension will be granted from the fund.
- (ii) In exceptional cases, suitable recurring grants may be sanctioned for a limited period as assistance towards special needs, such as expenditure on the education of minor children. These recurring grants will be subject to such conditions as the committee may impose to satisfy itself regarding the continuance of the need, utilization of the amount etc.
- (iii) The amount of grant shall not ordinarily exceed Rs. 5,000/- in each case. The upper limit of amount of financial assistance shall be Rs. 25,000/- in each case. However, the actual amount of assistance to be given in each case shall be decided by the committee keeping in view the availability of funds, number of applications, the need of the family in each case and conditions laid down in para 4 of Rules.

**(6) PROCEDURE FOR SANCTION**

The form of application for the grant of an award is given at Appendix-XXVIII. The concerned Instt./Sub-Station/Research Centre/Organization of the I.C.A.R. will forward to the I.C.A.R. Headquarters by means of an office memorandum the application along with other relevant documents. The applications should be strictly screened by the Head of Instt./Sub-Station/Research Centre/Organization of the ICAR and only cases where the genuine need for assistance is established to his satisfaction should be forwarded for consideration... When an award is recommended which appears to be excessive and no special reasons are given, the Secretary, ICAR may ask the Instt./Sub Station/Research Centre/Organization of the ICAR concerned for further explanation.

After the committee's decision has been obtained by the I.C.A.R Headquarters sanction for payment will be communicated direct to the concerned Instt./Sub-Station/Research Centre/Organization of the I.C.A.R. the concerned Accounts Officer as also the Budget &Accounts Officer, I.C.A.R. The payment will be made to the recipient by the concerned Accounts Officer and get recouped from the Budget and Accounts Officer.

**(7) ACCOUNTING**

The accounts of the fund will be maintained by the Budget and Accounts Officer, ICAR. Besides copies of the sanctions which will be endorsed to him, the list of the awards sanctioned will also be furnished to him by the Secretary ICAR half yearly. The expenditure involved will be debitible to the head "R-Deposits-Compassionate Fund" in the books of the Central Office of the ICAR. The yearly grant will be debited to the head "Pension and other Retirement Benefits-Compassionate Funds".



## (8) GENERAL

- (i) The decision of the committee on all matters relating to the fund or payment there from will be final.
- (ii) All awards from the fund will be purely ex-gratia.

### 30.2. ICAR Staff Welfare Fund Scheme

**The Rules governing ICAR Staff Welfare Fund Scheme are as follows:**

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 Headquarters 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 here under these rules out of a share of the proceeds realized 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 Hqrs and its institutes/Project Directorates./Bureaux/NRCs.
- c) ‘Family’ means the husband/wife/dependent 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 crèche facilities for the staff;
- iii) Contribution to ailing and poor staff members 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 Hqrs. 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 merit 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.

**NOTE**

- (i) Assistance to a staff member under clause (ii) above shall not be considered more than once in a period of 5 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 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 realized shall be further shared between the respective institute and the ICAR Hqrs 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 Hqrs as well as each constituent institute will be duly maintained by the respective Institute/Hqrs 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 Hqs. 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/Bureau/NRC and Secretary ICAR at the ICAR Hqs. for administering the Welfare Fund. The constitution of the Managing Committee both at Institute and at ICAR Hqrs. would be as follows :

ICAR Hqrs.		
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

ICAR institutes/Bureau/NRC/P.D		
1	Joint Director (H.O.D/CAO to be nominated by the Director	Chairman
2	CFAO/FAO/SFAO(One) to be nominated by the 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' staff representative to be nominated by the Director	Member
8	Administrative Officer looking after admn./Estt. to be nominated by Director	Member Secretary



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

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

**9. Meeting 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 at least once in every three months. Presence of any three members at least 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.