

LOK SABHA SECRETARIAT

STAFF BENEFIT FUND RULES

(as amended w.e.f. 01.01.2014)

1. Name

This fund shall be called “The Lok Sabha Secretariat Staff Benefit Fund”.

2 Object

The object of this fund is to provide financial or other assistance for the following purposes which may be decided upon by the Managing Committee:

- (i) to the family of the member in the event of his death
- (ii) to the member/dependents in case of his prolonged illness or when a member/dependent is in great distress due to unforeseen circumstances.
- (iii) to the member/ward in case of outstanding performance in sports.

3. Eligibility for Membership

All officers belonging to the Lok Sabha Secretariat whether permanent or temporary other than Sessional and Casual employees shall be members of this Fund. Membership of the fund shall terminate upon a person ceasing to be an employee of the Lok Sabha Secretariat.

4. Assistance to the family of a member in case of death

- (i) In the event of the death of a member a sum not exceeding Rs. 25,000/- may be given to his nearest heir to tide over the financial difficulties, provided that on due enquiry made, it is learnt that such assistance is needed.
- (ii) Assistance not exceeding Rs. 18,000/- may also be given to a member in the event of death of his/her spouse, children, step children, parents, sisters and minor brothers if they reside with and are wholly dependent on the Government Servant, provided that on due enquiry made, it is learnt that such assistance is needed.

5. Financial assistance in case of illness of a member or their dependents

In the case of prolonged illness of a member of when a member is in great distress due to unforeseen circumstances financial help not exceeding Rs. 15,000/- during a year may be given to the member. Assistance under this category will be restricted to once in a year.

Provided further that on due enquiry made, it is found that he is in need of such assistance.

6. Financial assistance for promotion of sports

(i) Any employee of the Lok Sabha Secretariat, participating in any sporting event of inter-ministerial level in Delhi, may be provided the entry fee for the tournament in any individual or group event. The entry fee will be provided to the organizing body and not to the individual, provided he/she is not being sponsored by any other organization.

However, if entry fee has been paid by the individual players, the same can be refunded to the person concerned on the production of proper receipt. No more fee for such event will be paid to the organizers.

(ii) If the individual/team wins the event or the title, a cash reward of Rs.2,000/- in the individual event and Rs.1,000/- to each player in the group event, including reserve players, may be provided from the Staff Benefit Fund.

(iii) If the tournament is held outside Delhi, the to and fro fare in Sleeper Class Train Journey/normal bus fare from Delhi to the place of the event may be provided to the individual/team, as the case may be, subject to production of valid ticket. This assistance will be admissible only if the individual or team is not getting travelling expenses from any other organization. In case of partial sponsorship, the difference of the fare may be paid from the Staff Benefit Fund.

(iv) In case of group events like Cricket, Football, Volleyball, etc., sporting kit for the team (not for individual) may be provided from the Staff Benefit Fund, provided it is not given by any other organization. For Cricket, three kits each - bat, ball, pad, etc. - may be admissible.

(v) If any ward of the officers and staff of the Lok Sabha Secretariat performs in an outstanding manner in any sporting event, i.e. winning school/college level sports events or participating at State/National level sports events, such cases may also be considered for appropriate award from the Staff Benefit Fund. Cash Prize may vary according to the nature and level of the events, i.e. inter-school, inter-university level, state level and national/international level sports event. In such cases, cash award of Rs.2,000/- at inter-school level, Rs.3,000/- at inter-university level, Rs. 4,000/- at State level and Rs.5,000/- at National/International level may be given from the Staff Benefit Fund.

7. Managing Committee

There shall be constituted a Managing Committee to carry out the objects of the Fund and generally to exercise all powers in furtherance thereof.

8. Composition of Committee

The Managing Committee shall consist of 14 persons of whom 11 will be elected and shall hold office for a period of two years from the date of announcement of the result of election.

The following will be ex-officio members of the Committee:-

CHAIRMAN (1)

To be nominated by Secretary-General from amongst Officers in scale of Pay of 37400-67000, GP 10000/- & above

SECRETARY (1)

To be nominated by Secretary-General from amongst Officers in scale of Pay of 15,600-39100, GP 8000/- & above

TREASURER (1)

P&AO

The following shall be elected from amongst the Members of the fund (11 Members to be elected)

Group I

One representative from Officers in the Pay Band of Rs. 15,600-39100 (Grade Pay 7600)

Group II

One representative from Officers in the Pay Band of Rs. 15,600-39100 (Grade Pay 6600)

Group III

Two representative from Officers in the Pay Band of Rs. 9300-34,800 (Grade Pay 5400) & Pay Band of Rs. 9300-34,800 (Grade Pay 4800)

Group IV

One representative from Officers in the Pay Band of Rs. 9300-34,800 (Grade Pay 4600)

Group V

One representative from Officers in the Pay Band of Rs. 9300-34,800 (Grade Pay 4200)

Group VI

One representative from Officers in the Pay Band of Rs. 5200-20,200 (Grade Pay 2800)

Group VII

One representative from Officers in the Pay Band of Rs. 5200-20,200 (Grade Pay 2400)

Group VIII

One representative from Officers in the Pay Band of Rs. 5200-20,200 (Grade Pay 2200)

Group IX

One representative from Officers in the Pay Band of Rs. 5200-20,200 (Grade Pay 2000)

Group X

One representative from Officers in the Pay Band of Rs. 5200-20,200 (Grade Pay 1900)

9. Term of Managing Committee

The term of the Managing Committee will be two years and it will continue to function till the formation of the next Committee.

10. Function of Managing Committee

The functions of the Managing Committee shall be:

- (a) To administer the Fund
- (b) To outline and review periodically the policy regarding the collection of funds and their disposal
- (c) To decide on the scale and mode of assistance.
- (d) To review the policy from time to time with regard to financial assistance and bring any change/amendment/addition/deletion in them after seeking the approval of Secretary General.

11. Assistance in Emergent Cases

- (i) Application for financial assistance in the form of grants shall be handed over to the Secretary of the Fund by or on behalf of the individual concerned.

The Secretary on receipt of application shall as early as possible convene a meeting of the Managing Committee for consideration of the application or may seek the approval of Chairman for providing such assistance or may decide accordingly in the absence of Chairman. thereafter the matter may be placed before Managing Committee for ratification.

(ii) The Chairman of the Committee or in his absence, the Secretary in consultation with the Treasurer of the Fund shall have powers to sanction in the event of death of a Member, a sum not exceeding Rs. 15,000/-. Such disbursement may be placed before the Committee for formal ratification in due course.

(iii) All recommendations given by the Staff Benefit Fund Committee are subject to the approval of Secretary General whose decision shall be final.

12. Rate of Contribution

All members of the Fund shall make annual contribution to the Fund as follows:-

(i)	Officers in Pay Band I	Rs. 200/-
(ii)	Officers in Pay Band II	Rs. 300/-
(iii)	Officers in Pay Band III	Rs. 400/-
(iv)	Officers in Pay Band IV	Rs. 500/-

13. Method of collection of contributions

Contribution from the officers and staff will be collected by making a recovery from their salary bills for the month of January every year and in the case of new entrants from their first pay bills. The total amount so deducted shall be paid through a crossed cheque by the Pay & Accounts Officer to the Treasurer for deposit in the account of the Fund.

14. Bankers

The Bankers of the Fund shall be the State Bank of India, Sansadiya Soudha, New Delhi.

15. Operation of Bank Account

(i) The Bank account shall be operated jointly by the Secretary and the Treasurer.

(ii) Remittances to beneficiaries may be made in cash or cheque by the Secretary of the Fund who will obtain the receipts of the amounts paid from the beneficiaries concerned.

(iii) In cases where it is more expedient, the Secretary may, with the approval of the Chairman, adopt other means of remittance. Any incidental expenditure e.g. money order commission, shall be borne by the Fund.

16. Auditing of Accounts

The accounts of the fund shall be audited annually and a report submitted by the Managing Committee to the Secretary General.

17. Liability of Members

All members of the Managing Committee are absolved, from any liability in respect of bonafide actions, costs etc. and all other claims made against them for acts undertaken by them on behalf of the Fund and found in furtherance of these Rules and the objects of the Fund.