

F.No.6/4/2014-SD/AM**Indira Gandhi National Centre for the Arts****Administration (Sutradhara)***Dated: 29/5/2018***SOP for Disbursement of payment to the Members of IGNCA Benevolent Fund in extreme emergency case.**

Emergent and unforeseen situations, like sudden and serious illness of the employee, sometimes coupled with absence from duty without pay for long periods on account of such illness or his/her death in harness may leave the families of such employees in great financial distress. At such times, benevolence in the form of immediate financial assistance must be readily available so as to enable the dependant family to tide over their genuine financial stringency. Keeping this in view, the IGNCA has set up a Benevolent Fund hereinafter referred to as Fund. The fund shall be sustained by financial assistance from the IGNCA and contribution from IGNCA employees enrolled as members.

The Board of Trustees of IGNCA in its 34th meeting held on 18.4.2014, approved the scheme on 'Benevolent and Welfare Fund for IGNCA employees'.

Salient Features of the Scheme

- The Scheme is to be mandatory for permanent/regular employees of IGNCA including permanent/regular staff at regional centres. Further the Cultural Informatics Lab and ex-Building Project staff, scheme will be optional only.
- Grant of minimum financial assistance to the employee of IGNCA in the following circumstances:
 - i) Death of the Employee : Rs.50,000/-
 - ii) Serious illness of the Employee : Rs.75,000/-
(Cancer, Major Heart Surgery, Hepatic failure, Renal failure and Brain stroke leading to surgery)
 - iii) Accident leading to : Rs.50,000/-
Permanent disability of the employee

(Note: cases of serious illness and permanent disability will be determined by the Committee on the basis of medical Certificate)

Contribution

Contribution by the employee will be Rs.50/- per month which will be deducted from the employee salary.

Eligibility

Eligibility for payment in the Scheme are as under:

- i) In case of death of an employee the money will be paid to her/his spouse.
- ii) In case of accident/serious illness, the amount will be paid directly to the employee's bank account.
- iii) If the employee is a bachelor/spinster, divorcee, widow or widower, the benefit shall be paid to the legal heir as per the provident fund rules of IGNCA.

Management of Accounts

Accounting and management of the fund will be through a Committee called IGNCA Employees' Benevolent & Welfare Fund Committee.

The following will be the Committee Members:-

- i) Dr. Ramesh C. Gaur (Chairperson)
- ii) Sh. Anurag Trivedi, Director (Admn.)
- iii) Shri B.S. Bist, Dy.FA & Sr. AO (HQ)
- iv) Dr. Ajay Kumar Mishra, Asstt. Prof. Gr.II
- v) Ms. Sugutha Udayakumar, UDC

All the Member of IGNCA Benevolent Fund are required to submit their applications to Director (Admn.) in extreme emergency case for consideration of the committee.


(Anurag Trivedi)
Director (Admn.)

All HODs / Regional Directors