

F.No.6/4/2014-SD/AM
Indira Gandhi National Centre for the Arts
Administration (Sutradhara)

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Dated: 18-03-2019

SOP for Disbursement of payment to the Members of IGNC 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 need. Keeping this in view, the IGNC has set up a Benevolent Fund hereinafter referred to as Fund. The fund shall be sustained by financial assistance from the IGNC and contribution from IGNC employees enrolled as members.

The Board of Trustees of IGNC in its 34th meeting held on 18.4.2014, approved the scheme on 'Benevolent and Welfare Fund for IGNC employees' and minor amendments suggested on the scheme were approved by E.C. in its 77th meeting held on 3rd August, 2018.

Salient Features of the Scheme

- The Scheme is to be mandatory for permanent/regular employees of IGNC including permanent/regular staff at Regional Centres. Further, the scheme will be available as an option for employees of the Cultural Informatics Lab and ex-Building Project staff.
- Grant of minimum financial assistance to the employee of IGNC 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)

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- 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)

Grant of amount under serious accident cases and permanent disability, will be determined on the basis of percentage of disability declared by the Govt. Hospital/CGHS approved Hospital.

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.

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As per the amendments made in the scheme of Benevolent & Welfare Fund, Member Secretary has been authorized to set up a Committee consisting of senior officials and representatives of academic as well as administrative staff.

Member Secretary has nominated the following members in the Committee:-

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| I. | Dr. Ramesh C. Gaur, Director(L&I) | : Chairperson |
| II. | Sh. B.B. Sharma | : Dy. Secretary |
| III. | Sh. Jayanta Chatterjee | : Dy. Finance Advisor & Sr. A.O |
| IV. | Dr. Sushma Jatoo | : Associate Professor, Gr.II |
| V. | Smt. Sugatha Udaikumar | : U.D.C. |

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


(R.A. Rangnekar)
Director (Admn.)