

DELHI DEVELOPMENT AUTHORITY
WELFARE BRANCH
VIKAS SADAN : INA: NEW DELHI

No.F.9(1)2013/Welfare /DDA /216

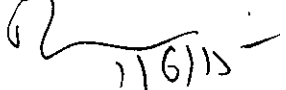
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CIRCULAR

Sub: Staff Benefit Fund for the benefits of the serving DDA employees, their family members and dependents as defined in DDA Medical Attendance Rules.


The Authority in its meeting held on 01.04.2015 vide Agenda Item No.37/2015 has approved creation of a Staff Benefit Fund for the serving DDA employees, their family members and dependent as defined in DDA Medical Attendance Rules. The relevant extract of the aforesaid Authority Agenda is enclosed herewith for information and guidance of all concerned.

Encl:As above


(M.K.Gupta)
Commissioner (P)

Copy to:

- 1) OSD to VC, DDA – for kind information of VC, DDA
- 2) PS to EM
- 3) PS to FM
- 4) PS to Commr.(LM,Personnel & System)
- 5) PS to Commr.(LD, Housing & CWG)
- 6) PS to Commr.-cum-Secretary
- 7) PS to Chief Vigilance Officers
- 8) All Commissioners,DDA
- 9) Chief Legal Advisor, DDA
- 10) All Chief Engineers
- 11) Chief Architect, DDA
- 12) CAO, DDA
- 13) FA(H), DDA
- 14) All Direcotrs/Director (System) – for providing information on website.
- 15) All SEs
- 16) All Dy. Directors/Executive Engineers, DDA
- 17) Notice Boards, Vikas Sadan/Vikas Minar.


(V.P.Pahuja)
Director (Pers.)-II

SCHEME OF STAFF BENEFIT FUND

Sub: Staff Benefit Fund for the benefits of the serving DDA employees, their family members and dependents as defined in DDA Medical Attendance Rules.

File No.F9(1)2013/Welfare/DDA

1. Name of the Fund

This Fund may be called 'DDA Staff Benefit Fund' hereinafter referred to as the 'Fund'.

2. Nature of the Fund

The Fund will be operated in the form of a 'Trust'.

3. Registered Address of the Fund

The registered office of the Trust operating the Fund shall be based in B-13, Vikas Sadan, INA, New Delhi-110023.

4. Definitions

a) Beneficiaries

'Beneficiaries' include serving DDA employees and their family members and dependents as defined in DDA Medical Attendance Rules.

b) Governing Body

'Governing Body' means a sole Governing Body of the Trust operating the Fund.

c) Patron

Patron of this Fund shall be the Vice-Chairman, DDA.

Contd...2/-



5. Objective of the Fund and its activity-wise allocation

a) The allocation of fund is as under.

S.No	Head/activity	Allocation	Scope
1.	Scholarship for higher technical/professional education for wards of staff in grade pay of above Rs.2400/-and up to Rs.4800/- @Rs.3000/-pm	25%	For wards of DDA employees having grade pay of Rs.2400/-and upto 4800/- pursuing higher technical/professional diploma/degree(Bachelor /Masters).
2.	Scholarship for higher technical/professional education of female wards of staff in grade pay up to Rs.2400/- @Rs.3000/- pm.	20%	Scholarship for pursuing technical/ professional diploma/degree(Bachelor /Masters) for female wards of DDA employees in grade pay upto Rs.2400/-.
3.	Scholarship for higher technical/professional education of Male Children of staff in grade pay up to Rs.2400/- @ Rs.3000/- pm.	16%	Scholarship for pursuing technical/ professional diploma/degree(Bachelor / Masters) for male children of DDA employees in grade pay up to Rs.2400/-.
4.	Relief of distress, sickness etc for staff in grade pay up to Rs.4800/-	20%	To grant higher amount of relief to employees in need such as immediate financial assistance to DDA employees in accidents and for employees who are long sick and/or hospitalized for a long period and are on leave without pay: due to not having any Leave or Hospital Leave in their credit.
5.	Women empowerment activities including seminar, camps training programmes and gender sensitization camps etc.	06%	Giving support to crèches, arrangements for safety of female DDA employees & other initiatives taken by DDA in this regard.
6.	Developing occupational skills of physically/mentally challenged DDA employees and their wards including purchase of wheel chairs, other aides, special software etc. and organizing workshops,, seminars, camps etc.	08%	Assistance to employees/wards in need of special equipments etc.
7.	Recreation	05%	Recreational facilities, employees'/wards' holiday camps, study tours.

- b) With regard to Items-(1),(2) &(3), the Governing Body shall have powers to re-appropriate funds between Items(2) and (3) depending upon demand. The preference, however, will be given to female wards.
- c) Item(4) viz allocation for 'Relief of distress, sickness' etc. for the staff in grade pay up to Rs.4800/-, will include the cost of good prosthetics.

The above activity-wise allocation of the funds will be applied to the balance available in the Fund on the last day of the preceding financial year.

6. Procedure for Selection of Beneficiaries

Detailed notification enclosing the format of the application shall be issued for inviting applications for each of the above categories except for Item (5) & (7). The expenses on Item No.(5) & (7) of the above table will be decided by Governing Body. In the notification, the last date of submission of request shall be mentioned. After the closing date, the applications received for grant of financial assistance under each of the above categories shall be scrutinized and tabulated by the Welfare Deptt. of DDA. Thereafter, the Governing Body shall meet to decide the beneficiaries. In case all the beneficiaries are not covered due to inadequate funds, applicants shall be prioritized within the head/activity in which the priority shall be given to the staff having lower grade pay and among them the priority shall be given to the female wards of the staff.

7. Guidelines for authorization of financial assistance by the Governing Body:

Subject to objectives and priorities of the Fund as laid down in para 5 above, the powers of the Governing Body for sanction of the financial assistance shall be regulated as under:-

- a) The Governing Body shall examine all cases of financial assistance and approve financial assistance upto a limit of Rs. 2 lacs per employee only.
- b) The cases of financial assistance requiring payment exceeding Rs.2 lacs but upto Rs.5 lacs will be approved by FM/DDA upon the recommendation of the Governing Body.
- c) The power to sanction payments for financial assistance exceeding Rs.5 lacs shall vest with the Patron of the Fund.

Contd...4/-



8. Transfer of the Fund from one activity to another

If the amount allocated to an activity remains unutilized due to insufficient number of eligible applications for that activity, an amount not exceeding 50% of the available Fund under such activity/activities may be transferred to other head(s) provided:-

- i. The Governing Body recommends giving detailed justification as to what efforts have been made to utilize the funds under the proposed activity/activities and
- ii. The financial concurrence of Finance Member and approval of VC/DDA have been accorded to such recommendations.

9. Operation of the Fund

The DDA Staff Benefit Fund will be operated as per the rules given below:-

- a) The Fund will be run and managed by the Governing Body.
- b) The payment of dues on account of relief of distress may be paid to the spouse or dependents of an employee when he/she dies before receiving the sanctioned amount of relief or before the amount is sanctioned. In the case of sickness of serving DDA employees, assistance relating to relief of distress will also be admissible to them when they are on leave without pay for a period exceeding one month after exhausting all kind of leave including "leave not due" on production of Medical Certificate issued by a Govt. Hospital.
- c) The payment from the Fund for relief of distress may be made to the spouse of insane employee only after placing a certificate on record from a competent Medical Officer.
- d) If the fund is not immediately required for the purpose(s), it may be deposited in a bank account or may be invested in fixed deposits of a scheduled commercial bank.



Contd...5/-

10. Membership

All serving officers/employees (except Group 'A' officers) of the Delhi Development Authority, permanent as well as work charged regular employees shall be the members of the Fund provided that such members shall automatically cease to be members of the Fund upon superannuation, voluntary retirement, compulsory retirement, removal/dismissal from service or due to promotion from Group 'B' to Group 'A'.

11. Governing Body

The Governing Body shall be the exclusive body for management and operation of the Fund.

The Governing Body shall consist of the following office bearers:-

- | | |
|--|------------------|
| i. Commissioner (Personnel) | - President |
| ii. Chief Accounts Officer | - Vice-President |
| iii. Director(IR&SW) | - Secretary |
| iv. Director(Medical & Pension) | - Member |
| v. Deputy Chief Account. Officer or Accounts Officer | - Treasurer |
| vi. Deputy Director(IR & SW) | - Member |

12. Schedule of Meeting of Governing Body

The Governing Body will normally meet once in a quarter. However, the meeting can be convened in emergent cases with the prior approval of President.

13. Quorum

Any of the four members of the Governing Body present at a time shall form the quorum for a meeting provided that representation of the member from the finance department viz. CAO and Director(Medical & Pension) shall always be necessary to complete the quorum.

With the prior approval of patron, the President of the Governing Body may co-opt an officer to fill a vacancy that may occur in the Governing Body. The Governing Body may act notwithstanding the fact that some vacancies in the body have remained unfilled.

14. Functions of the Governing Body

- The Governing Body shall
- administer the Fund
 - outline and review periodically the policy for disposal of the Fund; and
 - decide the scale and mode of assistance to beneficiaries.



15. Functions of the Members of the Governing Body

a) President: The President will preside over the meetings of the Governing Body.

b) Vice-President: The Vice-President will preside over the meetings of the Governing Body in the absence of the President.

c) Secretary: The Secretary of the Governing Body shall exercise all such powers as may be necessary for conducting ordinary administrative business of the Fund under the directions of the Governing Body. The Secretary will inter alia-

- i) be responsible to the Governing Body for the discharge of all his/her duties;
- ii) arrange for the meetings of the Governing Body and bring to its notice all matters requiring consideration;
- iii) carry out correspondence on behalf of the Governing Body;
- iv) receive all applications for grant of relief from employees;
- v) record minutes of the meeting of the Governing Body;
- vi) receive applications for financial assistance in the form of grants from the individual concerned;
- vii) compile all applications received for assistance for the Fund and convene a meeting of the Governing Body for consideration of the applications received; and
- viii) preside over the meetings of the Governing Body in the absence of both the President and the Vice-President, if so authorized specifically.

d) Treasurer: The Treasurer shall be responsible for the proper conduct of the matters relating to the finances of the Fund. He shall

- i) be responsible for proper accounting of monies received and payments made, proper maintenance of accounts and supply of relevant information relating to the Fund;
- ii) remit promptly into the bank all the monies as and when received on behalf of the Fund; and
- iii) bring to the notice of the Governing Body immediately all matters relating to finances of the Fund that require attention, particularly irregularities noticed.



e) **Member:** The Director (Medical & Pension) shall be a member of the Governing Body.

f) **Member:** The Dy. Director (IR&SW) shall be a member of the Governing Body. He/She shall assist the secretary in discharge of his duties.

16. Sources of finance of the Funds

The DDA Staff Benefit Fund will be financed as a one-time payment by the Delhi Development Authority to the tune of Rs.1.5 crore initially. Subsequently, yearly grant from DDA budget of Rs.1,000/- per employee based on the employee positions as on 1st April of the Financial Year shall be made to meet the needs of the fund. The Per capita grant as aforesaid may be enhanced with the approval of the Authority from time to time keeping in view the requirement of the Fund.

17. Opening of Bank A/c and Investment of surplus fund

The Bank Account shall be opened in a Scheduled Bank in the name of DDA Staff Benefit Fund. While opening the Bank A/c or making FDs of surplus funds, guidelines as stipulated by the Ministry of Finance should be adhered to.

18. Operation of the Bank Account

- a) The Bank Account shall be operated jointly by the Secretary and Treasurer of the Governing Body.
- b) Disbursement from the fund will be in accordance with the rules to be framed by Governing Body and approved by the patron.
- c) Remittances to beneficiary will be made by Cheque or through RTGS by the Secretary of the Governing Body who will obtain the receipt from the beneficiaries concerned for the amount paid to them.
- d) In cases where it is expedient, the Secretary may, with the previous approval of President, adopt other means of remittance. Any incidental expenditure e.g. Money order commission, Bank charges, etc. shall be borne by the Fund.

19. Annual Accounts & Audit

- a) The Annual Accounts of the Fund as on 31st March of each financial year shall be compiled by 30th June of the next financial year.
- b) The Annual Accounts of the Fund together with the report of the Auditor appointed by the President of the Governing Body shall be placed before the Governing Body by the 30th September each year.



20. The Amendments to the Rules

The Governing Body can make amendments in these rules, if required, with the prior approval of the Authority.

21. Liability of the office bearers of the Governing Body

All members of the Governing Body are absolved from any liability in respect of bonafide action undertaken by them on behalf of the Fund in furtherance of these rules and the objects of the Fund.

Financial implications:

As per clause 16 of the document, initially funds to the tune of Rs.1.5 Cr. will be provided by DDA as a one-time payment. Thereafter, DDA in each year will contribute Rs.1,000/- per employee based on number of employees in position as on 1st April of each financial year.



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