

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

ADMINISTRATION & GOVERNANCE SECTION



No. MANUU/Admn&Gov-III/F.439/2014-15/ 739

20th March, 2015

NOTIFICATION

Sub: MANUU - Administration & Governance - Establishment of MANUU Employees Welfare Fund - Notification - Issued.

Ref: Vice Chancellor's approval dated 19.03.2015

The Executive Council at its 50th meeting held on 10.01.2015 has approved the regulation of MANUU Employees Welfare Fund for the regular Teaching & Non-Teaching Staff members of the University. This shall take effect from the date of issue of this Notification.

The regulations of MANUU Employees Welfare fund have been uploaded on the University website for information.


Registrar

To

All Deans of Schools of Studies
All Heads of Departments/Centres/DDE
All Section Heads / Incharge (Non-Teaching)
All Heads / Incharge of Regional Centres, Sub-Centres,
CTEs/Polytechnics/ITIs, Model Schools, etc.

To please note the same and bring to the notice of their staff

Copy to

1. Honry. Director, CIT - for upload the notification on the university website
2. Concerned file

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
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ADMINISTRATION & GOVERNANCE SECTION



No. MANUU/Admn&Gov-III/F.439/2014-15/740

20th March, 2015

CIRCULAR

Sub: MANUU - Administration & Governance - Employees Welfare Fund
Monthly subscription - Orders - Issued.

Ref: Vice Chancellor's approval dated 19.03.2015

The Executive Council at its 50th meeting held on 10.01.2015 has approved for Establishment of Employees Welfare Fund in the University for the regular Teaching & Non-Teaching Staff members of the University. The members of the fund shall contribute monthly subscription at the following rates which shall be applicable with their pay scale and the same shall be deducted from their monthly salary.

| S.No | Category | Contribution |
|------|----------|--------------|
| 1. | PB IV | Rs.300 |
| 2. | PB III | Rs.250 |
| 3. | PB II | Rs.200 |
| 4. | PB I | Rs.100 |

All the regular Teaching/Non-Teaching employees who are interested to join the Employees Welfare Fund are requested to submit the consent form to Administration & Governance Section within a period of one month from the date of issue of the Notification.


Registrar

To

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All Heads of Departments/Centres/DDE
All Section Heads / Incharge (Non-Teaching)
All Heads / Incharge of Regional Centres, Sub-Centres,
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ADMINISTRATION & GOVERNANCE SECTION



MANUU EMPLOYEES WELFARE FUND

MONTHLY SUBSCRIPTION CONSENT FORM

I.....Designation.....

ID.No..... do hereby give my consent to deduct the monthly subscription towards MANUU Employees Welfare Fund as per the rates prescribed in the Circular No.....dated..... applicable to the pay band of my post.

Signature

Date:

(Administration & Governance Section)
(For office use only)

Recommended for monthly deduction :

Sl.No & Date :

Dealing Assistant

Assistant Registrar

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 मौलانا आज़ाद नेशनल उर्दू यूनिवर्सिटी

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MANUU Employees Welfare Fund

Gachibowli, Hyderabad – 500 032, A.P. India

EPABX 2300-6612, 13, 14, 15. Website: www.manuu.ac.in

MAULANA AZAD NATIONAL URDU UNIVERSITY

EMPLOYEES WELFARE FUND (EWF)

The University hereby makes the arrangements for promoting the welfare of the employees of the University, by creating Employees Welfare Fund.

The Executive Council in its 45th Executive Council meeting held on 06.07.2013 resolved to create Employees Welfare Fund in the University for the staff members of the University. The Vice Chancellor approved for setting up of a committee to give its recommendations relating to regulate Employees Welfare Fund and to suggest ways and means to set up Employees Welfare Fund.

The committee in its meeting held on 24.06.2014 has unanimously resolved to approve the guidelines.

I. SHORT TITLE AND COMMENCEMENT:

- (i) These guidelines may be called **MANUU Employees Welfare Fund**
- (ii) They shall come into force on the date of notification.

II. DEFINITIONS:

- (a) "Act" means Maulana Azad National Urdu University Act, 1996 as amended from time to time.
- (b) "University" means Maulana Azad National Urdu University (MANUU), Hyderabad.
- (c) "Member" means a regular employee of University who subscribes to the fund.
- (d) "Welfare Fund" means the fund created for the welfare of the members under these guidelines.
- (e) "Loan" means loans as mentioned in Clause VIII.
- (f) "Managing Committee" means managing committee of the Employees Welfare fund constituted under these guidelines.

III. OBJECTS OF THE WELFARE FUND:

- 1. To create welfare fund through subscriptions and contributions from members, University and others to be utilized to extend loans and to carry out other welfare activity for the benefits of the university employees.
- 2. To mobilise savings and help its members in obtaining advances to meet their needs

IV. MEMBERSHIPS:

- 1. The membership is open to all regular employees of the University having 5 years of service for retirement
- 2. Ceasation of Membership: Membership shall cease in the following cases:
 - a) Dismissal from services;
 - b) Expulsion from membership of Welfare Fund;
 - c) Resignation from service;
 - d) Resignation from membership from welfare fund (if accepted by the committee)
 - e) Insanity;

- f) Bankruptcy;
- g) Retirement
- h) On death; and
- i) During the period in which his/her pay is attached by the court.

3. EXPULSION OF A MEMBER: A member may be expelled by 2/3rd majority in a general body meeting for the following cases:

- a) Persistent failure to pay subscription, loan installment, or debt due from him/her to the employees welfare fund (EWF) continuously for 6 months.
- b) Dishonesty in his/her dealings with the EWF or acting contrary to its interest.
- c) Conviction for criminal offence involving moral turpitude.

V. GENERAL BODY:

1. All the members of the welfare fund shall constitute a general body.
2. The general body shall meet at least once in a year.
3. The Secretary shall give notice of at least 14 days for convening the meetings of general body.
4. The annual general body meeting shall be held preferably in the month of July of every year.
5. The annual accounts, annual report and budget for the next year shall be despatched/email to all the members along with other agenda items.
6. 25 percent of the total members of the welfare fund shall constitute quorum for general body meeting.
7. The ultimate authority in all matters relating to the administration of the EWF shall vest in the general body. The powers of the General body is as follows:
 - a) The Election and removal of the members of the Managing Committee.
 - b) Consideration of the annual audit report and the annual reports and review of the financial position of the EWF.
 - c) The amendment or repeal of any existing guidelines or the formulating new guidelines.
 - d) The expulsion of a member.
 - e) The approval of the annual budget of income & expenditure
 - f) The consideration of appeals against the Managing Committee.
 - g) All questions before the general body or special meetings shall be decided by majority of votes.
 - h) Each member shall be entitled to have only one vote. When the votes are equal the President shall have a casting vote. No voting by proxy shall be allowed.
 - i) The Managing Committee whenever necessary or upon the requisition in writing signed by at least two thirds of the total numbers on the roll or at the instance of the Vice Chancellor or any other person empowered on his behalf and the financing bank to which it is indebt shall call a special general meeting within a month.

- j) All matters that may be brought before the General body meeting shall be decided by majority votes taken by show of hands, if a poll is demanded by members the votes shall be taken in such manner as the President may direct.

VI. Managing Committee:

1. The managing committee shall consist of the following:
 - a) Five members of the managing committee shall be elected by the subscribed members of the welfare fund.
 - b) The elections shall be held once in 2 years to elect these members through single transferrable vote by the members of the fund and through secret ballot.
 - c) Presidents of all recognized service organisations of the university or their nominee.
 - d) The election schedule and various forms for conducting elections to the managing committee members shall be prescribed by the university.
 - e) Registrar of the University shall be the President (Ex- officio)
 - f) Vice President to be elected by the members of managing committee.
 - g) Secretary to be elected from the members of the managing committee
 - h) Joint Secretary to be elected from the members of the managing committee
 - i) A Deputy Registrar/Senior Assistant Registrar of the University shall be the Treasurer (Ex-officio)
 - j) All the Ex-officio office bearers of the managing committee shall be members of the welfare fund.
 - k) If any of the Ex officio office bearer of the fund is not member of the fund or not eligible to be member of the fund then any senior official of the university not below the rank of Assistant Professor/Assistant Registrar shall be elected by the members of the managing committee.
2. Meetings of the managing committee:
 - a) The meetings of the managing committee shall be held once in three months or as the situation warrants for which a notice of seven days shall be given along with agenda for discussion.
 - b) Fifty percent of total members of the managing committee shall constitute quorum.
 - c) There shall be no quorum for the meetings adjourned for want of quorum. The same agenda shall be discussed in such meetings.
 - d) There can be extraordinary meetings in case of emergent situations; however notice of three days shall be given through sms or emails.

3. It shall be the responsibility of the managing committee to prepare the Annual Accounts, annual reports, budget estimates etc., to be placed before the general body which shall be convened at least once in a year.
4. **POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE:** Without prejudice to the General power conferred, the following powers shall be exercised by the Managing Committee:
- a) To pay the preliminary expenses incurred in the promotion / registration.
 - b) To raise or borrow such sums of money by way of loans or otherwise as may be required from time to time for carrying out the objects of the EWF;
 - c) To admit new members;
 - d) To deal with application for loans
 - e) To prepare the annual report and balance sheet
 - f) To recommend the expulsion of members in accordance with the provisions and accepted resignations of any members.
 - g) To sanction all expenses incidental to the management of the EWF, the President being authorised to incur contingent expenditure upto a limit of Rs.2,000/- in anticipation of the formal sanction of the committee.
 - h) To enter into contracts on behalf of the EWF, settle the terms thereof and to authorise an officer to execute all deeds, agreements, documents and to issue receipts in connection with the business of the EWF.
 - i) To institute, conduct, defend, compound or compromise any legal proceedings by or against the EWF.
 - j) To appoint paid employees if necessary.
 - k) To transact any other business of the EWF in accordance with norms; and
 - l) To make arrangements for the maintenance of the accounts and registers as are prescribed from time to time.
5. **Registers, Books of Accounts To Be Maintained:** The following registers and books of accounts shall be maintained by the managing committee of EWF:
- a) Register of members and monthly subscription;
 - b) A book of proceedings of the General Body and Managing Committee and inspection notes of the officers.
 - c) A cash book showing all receipts and payments. It shall be closed and the balance in hand shall be recorded each day on which entry is made.
 - d) A ledger showing the accounts of each member of the EMF.
 - e) All other registers and books of accounts and loans etc., that may be required to be maintained by Managing Committee of the EWF.
 - f) To keep and preserve the financial statement including bank passbook.

VII. FINANCES:

1. SOURCE OF FUND: The sources of Fund shall be:
 - (a) Membership contributions/subscription.
 - (b) Donations
 - (c) Interest
 - (d) Default Penalties
 - (e) Any other grant as may be approved by the University

2. The financial year shall be April to March.

3. MONTHLY SUBSCRIPTION:

The members of the fund shall contribute monthly subscription in the following manner which shall be deductible from his/her salary.

| S.No | Category | Contribution |
|------|----------|--------------|
| 1 | PB IV | Rs 300 |
| 2 | PB III | Rs. 250 |
| 3 | PB II | Rs.200 |
| 4 | PB I | Rs. 100 |

4. The Treasurer shall be responsible for operating the funds and bank transactions, the signing authority on the cheque is given to Treasurer alongwith Secretary or President. However the signature of the Treasurer is compulsory on the cheques. The amounts from the bank shall be drawn only through cheque.

VIII. Loans and Advances:

1. The member shall be entitled for major and minor loans.
2. Major Advances: The Major Advances shall be extended for the following purposes subject to his/her entitlement.
 - a) Marriage of Self or Dependent.
 - b) Purchase of Residential accommodation or Plot.
 - c) Treatment of Major Ailments whose cost of treatment is more than 1 lakh.
 - d) Purchase of vehicle, etc.,
3. Minor Advances: The Minor Advances shall be extended for the following purposes subject to his/her entitlement.
 - a) Purchase of Computer/Laptop.
 - b) Children Education.
 - c) Ceremonial Functions, etc.,
4. The following shall be category wise entitlement of major and minor loans for the members.

| S. No | Category | Entitlement | |
|-------|----------|-----------------|----------------|
| | | Major | Minor |
| 1 | PB IV | upto Rs. 100000 | upto Rs. 50000 |
| 2 | PB III | upto Rs. 80000 | upto Rs. 40000 |
| 3 | PB II | upto Rs. 60000 | upto Rs. 30000 |
| 4 | PB I | upto Rs. 40000 | upto Rs. 20000 |

5. The application for loan shall be submitted in the prescribed proforma to the secretary.

6. The member loanee shall repay the major advances in 36 equal monthly instalments and minor advances in 12 equal monthly instalments with interest as may be prescribed by the managing committee. In case the member retires from the service before prescribed maximum period, he/she shall clear the dues 1 month before his retirement. The university administration shall obtain no due certificate from the secretary/chairperson of the fund before finalizing his/her retirement benefits.

7. The rate of interest on the loans and advances shall be prescribed by the Managing Committee from time to time.

8. In case of default in repayment of loans for more than 6 months the member shall be disqualified from the membership of the fund and the due amount shall be recovered from his/her salary/retirement benefits.

IX. WELFARE MEASURES:

1. The following list is not exhaustive.

- a) The member or his nominee shall be entitled to get 3 times of his total contribution to the fund at the time of his/her retirement or demise, depending upon the availability of funds as may be decided.
- b) When the employee is resigning from the university service he shall be given double the amount at his credit.
- c) An amount of Rs. 20,000 (Rupees Twenty Thousand) which shall be uniform for all categories of members at the time of retirement or on his/her demise.

X. NOMINATION:

1. Every member shall nominate any person or persons to whom money/liability due to him shall be transferred. When a member nominates more than one person he/she shall specify the amount to be transferred or paid to each nominee.
2. If a member fails to nominate any person the nominees recorded in his/her service records shall be taken in to consideration.

XI. ADMINISTRATION OF WELFARE FUND:

1. The welfare Fund shall be administrated and managed by the managing committee constituted under these guidelines.
2. The managing committee shall meet at least once in three months or as the situation warrants to discuss the financial position of welfare fund and the loans to be disbursed among the applicants.
3. Preference shall be given to the first time applicants.
4. The funds shall be deposited in a nationalised bank in the name of employees welfare fund.

XII. POWERS OF THE PRESIDENT, SECRETARY AND TREASURER:

Subject to such resolutions as the Managing Committee may from time to time pass, the several officers of the EWF shall have powers mentioned below:

1. *President:*
 - a) To preside over all general body meetings and meetings of the Managing Committee
 - b) Shall exercise overall control of the affairs of the MANUU Employees Welfare Fund.
 - c) In case of a tie the president shall have a casting vote.
2. *Vice President:* The Vice President shall discharge the responsibilities of the president in his absence.
3. *Secretary:*
 - a) To operate the bank accounts of the society within the limits prescribed by the Managing Committee.
 - b) To summon and attend all general body meetings and meetings of the Managing Committee.
 - c) To record the proceedings of such meetings and get them signed by the President and the Managing Committee members present in the meeting.
 - d) To provide all necessary information to members and the departmental officers and to carry on correspondence on behalf of the EWF.
 - e) To carry on the correspondence of the EWF to maintain its books for accounts and registers and to arrange their safe custody.
 - f) To receive applications for membership of the EWF, to maintain record for them, place them before the Managing Committee.
 - g) To prepare the annual statements and by any other statements or reports called for by the Vice Chancellor or the Managing Committee.
4. *Joint Secretary:* The Joint secretary shall discharge the responsibilities of the secretary in his absence.
5. *Treasurer:*
 - a) To receive and acknowledge amounts on behalf of the EWF.

- b) To keep accurately and up to date all amounts and books required by the rules.
- c) To be responsible for the safe custody of money and other assets of the EWF.

XIII. RESPONSIBILITIES AND POWERS OF THE UNIVERSITY:

- (i) The University shall contribute an appropriate amount to create a corpus fund and any other fund as may be required for the effective functioning of the EWF.
- (ii) The University shall provide a logistic support such as recovery of loans from salaries, deduction of member subscription from salaries and to provide office space with required facilities. The University can assign the work of the fund to an officer of the University at any point of time, if it becomes necessary.
- (iii) The Vice Chancellor may call for any document, details of transactions etc. pertaining to the operation of EWF.
- (iv) The University may institute an enquiry upon the functioning or the financial transactions of EWF.
- (v) The Vice Chancellor may review the functioning of the EWF from time to time, and direct a special audit if the situation so warrant.
- (vi) In case of any ambiguity in the interpretation of these guidelines the decision of Vice Chancellor shall be final.
- (vii) All disputes shall be subject to Hyderabad jurisdiction.

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD.

APPLICATION FOR MEMBERSHIP



Name (in block letters) _____

Dept./Section/Unit _____ Designation _____

Employee Id. _____ Telephone No. _____ E-mail Id _____

Pay Band _____ Gross Salary _____ Net Salary _____

Date of Birth _____ Expected/Date of Retirement _____

Declaration

I here by declare that I abide by the guidelines of the Employees Welfare Fund and the direction of University Authorities.

Dated: _____

Signature of Applicant

For Office use only

Admitted/Not admitted by the Committee in the meeting held on _____

Signature of Secretary with Date

Signature President with Date

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD.

APPLICATION FOR LOAN

Name (in block letters) _____
Dept./Section/Unit _____ Designation _____
Employee Id _____ Telephone No _____ E-mail Id _____
Pay Band _____ Gross Salary _____ Net Salary _____
Loan Applied Major/Minor, Purpose of Loan _____
Amount of Loan required Rs. _____
Date of Birth _____ Expected/Date of Retirement _____

Declaration

I here by declare that I abide by the guidelines of the Employees Welfare Fund and the direction of University Authorities. I authorize that the EMI's of the loan shall be deducted from my salary and any dues may be recovered from my retirement benefits.

Dated: _____

Signature of Applicant

For Office use only

Approved/Not approved by the Committee in the meeting held on _____

Amount sanctioned Rs. _____ (In words Rupees.)

Signature of Secretary with Date

Signature President with Date