HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
7-A, India Habitat Centre, Lodhi Road, New Delhi – 110 003

No. F.6(29)/08-2014-15/HRD

28th October, 2015

CIRCULAR

Competent Authority is pleased to approve the implementation of the Welfare Schemes, to be funded from the Welfare Fund as per the following details:

A. Items along with respective ceiling

<table>
<thead>
<tr>
<th>S.No</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1.   | Setting up of Gym                                                   | a. Rs.8.00 lakhs for CO  
b. Rs.3.00 lakhs for ROs  
(One Time expenditure) |
| 2.   | Merit scholarship to meritorious wards of HUDCO Employees           | a. Rs.10,000/- per annum – 1st to 12th Standard  
b. Rs.15,000/- per annum - Under Graduate and Post Graduate |
| 3.   | Department wise off-site team building programmes                    | Rs.15,000/- per employee for 2 years                                 |
| 4.   | Marriage grant                                                      | a) Rs.50,000/- for self  
b) Rs.1,50,000/- for Son  
c) Rs.2,00,000/- for daughter |
| 5.   | Funeral expenses for all family members whether dependent or not including parents | Rs.50,000/-                                                       |
| 6.   | Financial assistance to employees having special children            | a) Rs.5,000/- per month per child  
b) Rs.50,000/- for buying a special equipment as one time expenditure |
| 7.   | Books and education grant for professional courses                   | a. 3 years Diploma in Engineering /Architecture or equivalent – Rs.15,000/- per annum  
b. Degree /Post graduation course in Engineering / Architecture etc. or equivalent – Rs.25,000/- per annum  
c. Degree/PG Degree in Medical courses like MBBS/MD/MS/BDS/MDS/ BHMS etc. or equivalent – Rs.35,000/- per annum  
d. Other professional courses (minimum 2 years) (CA/ICWA/MBA/MCA/LLB/LLM/Mass Communication /Hotel Management etc.) – Rs.30,000/- per annum. |
| 8.   | Grant of 5% interest subsidy on higher studies in India and abroad   | 5% interest subsidy on maximum loan amount of Rs.10.00 lakhs           |
| 9.   | Sports scholarship (In addition to regular sports scholarship)       | a. Rs.5,000/- at inter-university  
b. Rs.2,500/- at State level |
<table>
<thead>
<tr>
<th>S.No</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Sports and Cultural activities at CO/Regional Offices</td>
<td>c. Rs.5,000/- at national level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Rs.10,000/- at international level</td>
</tr>
<tr>
<td></td>
<td>For Sports activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Rs.2.00 lakhs – CO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Rs.1.00 lakhs - ROs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For cultural Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Rs.1500/- per employee and their family member</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Retirement gift</td>
<td>Rs.5,000/- for every completed year of service and minimum of Rs.50,000/-</td>
</tr>
<tr>
<td>12.</td>
<td>Education grant for wards of deceased employees</td>
<td>Rs.60,000/- per annum per child</td>
</tr>
<tr>
<td>13.</td>
<td>Good quality bag to retiring employees</td>
<td>Rs.5,000/-</td>
</tr>
<tr>
<td>14.</td>
<td>Invitation for HUDCO annual function and various competitions to retired employees</td>
<td></td>
</tr>
</tbody>
</table>

B. Date of implementation of the above schemes: 20th October, 2015.

C. Operating Guidelines: Uploaded on HUDCO Intranet (Operating Guidelines to be read with the minutes of the 5th Committee dated 4th August, 2015)

D. Formats: Uploaded on HUDCO Intranet

E. Interpretation: Any point requiring interpretation arising out of the implementation of the schemes shall be referred to Investment Committee with the following constitution:

i. EDF(O)
ii. EDF(GA)
iii. ED(HRMA)
iv. EDF(RM)

(J. Prem Nawaz)
Executive Director (HRMA)

All Concerned

Copy to:
1. AGM (F) to CMD
2. AGM to DF
3. DGM to DCP
4. AGM to CVO
5. Sr. ED(O) / Sr. ED(P)
6. EDs/RCS/GMs
7. DM (IT) – For posting on Intranet
8. Circular File
9. Notice Board
OPERATIVE GUIDELINES FOR IMPLEMENTATION OF VARIOUS ITEMS NOTED
BY BoD VIDE ITEM NO. 546.10 DATED 04.06.2015 UNDER EMPLOYEES
WELFARE RESERVE FUND

AIMS & OBJECTIVES:
The aim and object of the Fund will be to utilize the Welfare Reserve Funds on
‘equitable distribution’ principle for all the category of regular employees/retired
employees to take care of their welfare needs during the course of their employment
in HUDCO as well as post-retirement from HUDCO.

ITEMS FOR WHICH WELFARE RESERVE FUND IS TO BE UTILISED:
The various items covered under the scheme as considered by the HUDCO Board of
Directors in its 516th Meeting held on 23.04.2013 vide Item No.516.9 and the
recommendations made by the HUDCO Employees’ Welfare Committee (HEWC) in
their meeting held on 12.06.2013 and the subsequent Sub-Committee meetings held
on 12.08.2013 and 07.03.2014 which was considered and approved by HEWC in
their meeting held on 20.11.2014 and principally approved by CMD. The BoD vide
item no. 546.10 dated 04.06.2015 has noted the following items:

1. Setting-up of a Gym at Corporate Office and creating similar facility at
   Regional Offices (one time)
2. Merit Scholarship to meritorious wards of HUDCO employees
3. Department wise off-site Team Building Programmes
4. Marriage Grant
5. Funeral Expenses
6. Financial assistance to Employees having Special Children (Differently abled)
7. Books and Education Grant for Professional Courses
8. Grant of Interest subsidy to employees on loans taken for higher education of
   their children
9. Sports scholarships
10. Sports and Cultural Activities at Corporate and Regional Offices
11. Retirement Gift to Employees on superannuation and on completion of 75
    years of age.
12. Education Grant for wards of the deceased employee
13. Providing of good quality Bag to retired employees
14. Provision of one room in HO to HUDCO’s retired employees
15. Invitation for HUDCO’s annual function and various competitions to retired
    employees

Signed copy
R. S. Gunawat Arshi Ahmad Reva Sethi Lalit Singla Pooja Nandy

Mairaj Sharma Poonam Rajpal Nidhi Sharma Umesh Prasad R.S. Negi
The proposed guidelines are as under:

1. **Setting-up of a Gym at Corporate Office and creating similar facility at Regional Offices**
   
   To kick start the facility for setting up of a Gym at Corporate Office, the idle space available at Fifth Floor can be utilized. Similarly, for the purpose of setting up of Gym at ZO/RO, suitable idle place be identified by respective ZO/ROs. Capital investment for the purchase of the equipment will be from the Welfare Reserve Fund. The maintenance expenditure or AMC charges for equipment shall be borne by HUDCO out of their budget available for general maintenance for movable assets.

   (i) **Equipments to be purchased for Gym:**
   - Multi-Gyms
   - Tread Mills
   - Fitness cycle
   - Dumbbells
   - Weight lifting equipments
   (any other items within the available budget limit)

   (ii) **Financial Limit:**
   - Corporate Office : 8 Lakhs
   - Regional Office : 3 Lakhs

   (iii) **Timings for using Gym:**
   - *During Working days*
     - Morning : From 08.30 am to 09.30 am
     - During Lunch : 01.30 pm to 02.00 pm
     - Evening : 06.00 pm to 08.00 pm
   - *During Saturday/Other Holidays:* From 08.30 am to 06.30 pm

   (iv) **Eligibility:**
   The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO.

   **Merit Scholarship to meritorious wards of HUDCO employees**
   Some of the schools and colleges are declaring results in CGPA or in Grades instead of percentage basis. However, to standardize the merit criterion, the
cut off marks have been taken in percentage basis. Also in order to facilitate the special children of HUDCO Employee who faces difficulty to secure marks at par with the normal children, the following amount shall be provided from the Welfare Reserve Fund:

<table>
<thead>
<tr>
<th>Level</th>
<th>Cut-off marks in percentage with equivalent Grades/CGPA</th>
<th>Benefit to be paid from Welfare Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 1&lt;sup&gt;st&lt;/sup&gt; to 12&lt;sup&gt;th&lt;/sup&gt; Standard</td>
<td>General Category: 60% and above marks or equivalent Grade/CGPA</td>
<td>Rs. 10,000/- per annum</td>
</tr>
<tr>
<td></td>
<td>Reserved Category (SC/ST/OBC): 50% and above marks or equivalent Grade/CGPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special children: 45% and above marks or equivalent Grade/CGPA</td>
<td></td>
</tr>
<tr>
<td>Above 12&lt;sup&gt;th&lt;/sup&gt; Standard i.e Under Graduation / Post Graduation</td>
<td>General Category: 60% and above marks or equivalent Grade/CGPA</td>
<td>Rs. 15,000/- per annum</td>
</tr>
<tr>
<td></td>
<td>Reserved Category (SC/ST/OBC): 50% and above marks or equivalent Grade/CGPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special children: 45% and above marks or equivalent Grade/CGPA</td>
<td></td>
</tr>
</tbody>
</table>

Documents to be submitted:
- School / College/ Institute's Report Card/Mark Sheet of the student

Eligibility:
The benefits under these rules shall be available to all the wards of regular employees including the employees who have superannuated from the service.
of HUDCO. This Merit Scholarship shall be restricted up to two dependent children of the employee. This amount shall be paid on annual basis without submission of any bills/ money receipts etc.

III. **Department wise off-site team building Programmes**
Off-site programmes shall be organized by each Department’s HoD involving at least two days and one night stay, for better inter-personal relationship amongst employees which will help the team-building process. The concerned HoD may ensure that all employees are covered in the cyclic period. The budget per employee shall be Rs.15,000/- per cyclic period i.e. 02 years per cycle. The budget shall be increased by 10% every cycle.

Eligibility:
The benefits under these rules shall be available to all the regular employees only (No dependent family members shall be allowed to accompany the employee).

IV. **Marriage Grant**
The marriage grant of Rs.50,000/- for own-marriage, Rs.1,50,000/- for son’s marriage and Rs.2,00,000/- for daughter’s marriage irrespective of their dependency, shall be given to the employee. This amount shall be given after tying of the nuptial knot. This amount shall be paid on certification basis only, without submission of any bills etc.

Documents to be submitted:
- Marriage invitation card or certification by the employee along with photograph of the ceremony.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO for self and two children only.

V. **Funeral Expenses**
To provide immediate financial assistance to employee or their family members for meeting expenses for cremation etc. in respect of all family members including parents, irrespective of dependency, an amount of Rs.
50,000/- shall be given by HUDCO on receipt of telephonic or written information.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO.

VI. Financial assistance to Employees having Special Children (Differently abled)
A financial assistance of Rs. 5,000/- p.m. per child shall be given to employees having Special Child/children. Apart from that a lump-sum grant of Rs. 50,000/- per child shall also be given for buying special equipment etc. as one time assistance.

Documents to be submitted:
- This assistance shall be provided on the basis of certificate provided by the Govt./HUDCO empanelled hospital.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO. The benefit is extended for the ward of the employee i.e. son till such time he gets employment and for daughter till such time she gets employment/ married.

VII. Books and Education Grant for Professional Courses
The wards of employees pursuing professional courses shall be given grants for purchase of Books and other educational aids (including Laptop, Desktop, i-pad, Tablet etc.) on the following scale:

<table>
<thead>
<tr>
<th>SI No</th>
<th>Courses</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3 years Diploma in Engineering/ Architecture or equivalent</td>
<td>Rs.15000/- p.a.</td>
</tr>
<tr>
<td>2.</td>
<td>Degree/ Post Graduation Course in Engineering/ Architecture or equivalent</td>
<td>Rs.25,000/- p.a.</td>
</tr>
</tbody>
</table>

R. S. Gunawat  Arshi Ahmad  Reva Sethi  Lalit Singla  Pooja Nandy
| 3. | Degree/ Post Graduation Degree in Medical courses like MBBS/MD/MS/BDS/MDS/BHMS etc. or equivalent | Rs.35,000/- p.a. |
| 4. | Other professional courses (with duration of minimum 2 years) like CA/ICWA/ MBA/ MCA/ LLB/ LLM/ Mass Communication/ Hotel Management etc. | Rs.30,000/- p.a. |

This grant shall be payable for the entire duration of the course with a maximum grace period of one year for S.No.1 & Post-Graduation Courses and two years for Graduation Courses including CA/ICWA/CS.

Documents to be submitted:
1. Proof of Admission in the Institute/ College/ University/ Academy.
2. Brochure of the course or any other document to ascertain the duration of the course.
3. This grant shall be paid on annual basis on submission of bills/invoice/money receipts evidencing purchase of the eligible items during the entire duration of course including grace period.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO. This grant shall be restricted up to two dependent children of the employee.

VIII. **Grant of interest subsidy to employees on loans taken for higher studies in India and/or abroad for their children**

At present various banks and financial institutions are providing Education Loan for higher education in India and/or abroad and the rate of interest varies from 12% to 15%. An interest subsidy of 5% on the education loan taken from any bank/CPF/FI or any other institution for higher studies in India and/or abroad for their children shall be reimbursed to the employee on a maximum loan amount of Rs.10 lacs.

R. S. Gunawat  Arshi Ahmad  Reva Sethi  Lalit Singla  Pooja Nandy

Mantra Sharma  Poonam Rajpal  Nidhi Sharma  Umesh Prasad  R.S. Negi
The subsidy will be 5% per annum on interest charged on the maximum loan amount of Rs.10 lacs for the full period of loan. The subsidy will be given upfront on disbursement of the entire loan. It will be calculated as Net Present Value (NPV) on the basis of the notional interest rate of 9% for the entire period of loan on the interest chargeable which comes to Rs.22097/- to Rs.22800/- per lac @12% and 15% respectively, considering the loan repayment period of 10 years.

This subsidy shall be released by HUDCO in favor of lender after the disbursement of the entire sanctioned/curtailed loan amount. The lender shall adjust it against the outstanding Education Loan only and submit a confirmation of the same to HUDCO after adjustment within 15 days of receipt of subsidy amount. Such interest subsidy will be available to the employee notwithstanding subsequent prepayment or foreclosure of such loan.

Documents to be submitted for claiming Interest Subsidy:
1. Proof of Admission in the Institute/College/University/Academy.
2. Loan Agreement with Repayment/Amortization Schedule.
3. Certificate/Loan Release Letter issued by the lender indicating the release of sanctioned/curtailed loan amount.

Subsequent to disbursal of interest subsidy, a certificate from the lender confirming about the adjustment of the subsidy against the education loan shall be submitted.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO. The limit of Rs. 10 lac shall be for each child, in maximum two tranches and will be restricted up to two dependent children of the employee. In case the employee has already availed the education loan, the employee can claim the interest subsidy for the outstanding loan for the remaining repayment period.
**Sports scholarships**

To recognize and appreciate the efforts made by the wards of the employees for participation in sports activities, following sports scholarship shall be given for each participation:

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Eligibility Criteria</th>
<th>Existing Sport Scholarship paid by HUDCO</th>
<th>Additional amount to be paid from Welfare Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation at Inter University Level</td>
<td>--</td>
<td>Rs.5000/-</td>
</tr>
<tr>
<td>2</td>
<td>For Participation at State Level for state conducted events</td>
<td>Rs.2500/-</td>
<td>Rs.2500/-</td>
</tr>
<tr>
<td>3</td>
<td>For Participation at State Level for National level events</td>
<td>Rs.5000/-</td>
<td>Rs.5000/-</td>
</tr>
<tr>
<td>4</td>
<td>For Participation at National Level for International events</td>
<td>Rs.5000/-</td>
<td>Rs.10,000/-</td>
</tr>
</tbody>
</table>

Documents to be submitted:
- Selection Certificate/sponsor letter from the concerned authority.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO. This scholarship shall be restricted up to two dependent children of the employee.

**X. Sports and Cultural Activities at Corporate/Regional Offices**

In addition to the annual sports day being organized by HUDCO, the following sports activity shall also be arranged at HO and ZO/ROs.

(i) **Sports Activity:**
The sports equipment such as table tennis, cricket, carom board etc. can be purchased for the benefit of the employees working in Corporate Office as
well as Regional Offices. The financial limit shall be Rs. 2.00 Lakhs for Corporate Office and Rs. 1.00 Lakhs for Zonal/Regional Offices.

Timings for playing games:

*During Working days:
* Morning : From 08.30 am to 09.30 am
* During Lunch : 01.30 pm to 02.00 pm
* Evening : 06.00 pm to 08.00 pm

*During Saturday/Other Holidays : From 08.30 am to 06.30 pm

(ii) Cultural Activity:
A cultural programme can be organized in Corporate Office as well as Regional Offices once in a year for the benefit/entertainment of the employees and their family members with the overall budget ceiling of Rs. 1500/- per head including honorarium to Artist etc. to meet the related expenditure.

Eligibility:
The benefits under these rules shall be available to all the regular employees including the employees who have superannuated from the service of HUDCO.

XI. Retirement Gift to Employees on superannuation
Employees on attaining the age of superannuation shall be felicitated with the amount @ Rs. 5000/- for every completed year of service subject to a minimum of Rs. 50,000/-.  

Eligibility:
The benefits under these rules shall be available to all the regular employees.

XII. Education Grant for wards of the deceased employees
To facilitate the education in respect of wards of the deceased employees who face hardship in meeting the education expenditure, a lump sum grant of Rs. 60000/- per annum per child shall be provided. The amount will be given on quarterly basis subject to maximum period of 5 years after 12th standard without production of any bills etc.
Documents to be submitted:
- Proof of education up to the graduation level.

Eligibility:
The benefits under these rules shall be applicable upon the death of regular employees including the employees who have superannuated from the service of HUDCO. This grant shall be restricted up to two dependent children of the deceased employee.

XIII. Providing a good Quality Bag to retiring employee on farewell:
To carry the cheque payments, HUDCO Plaque etc. safely during the farewell function, one good quality bag shall be provided to the superannuating employee within a overall ceiling of Rs. 5000/-. 

Eligibility:
The benefits under these rules shall be available to all the regular employees.

XIV. Provision of one Room in HO for retired employees:
A furnished room, along with one attendant shall be provided on fifth floor at HO to facilitate the retired employee who visits HO for various reasons.

XV. Invitation for HUDCO Annual Function and various competitions to retired employees:
To keep the retired employees associated with HUDCO, they shall be formally invited through invitation card or letter to attend Annual function and various competitions which are organized for regular employees.
MINUTES OF THE 5TH HUDCO EMPLOYEES WELFARE COMMITTEE MEETING FOR UTILISATION OF EMPLOYEES WELFARE RESERVE FUND FOR EMPLOYEE WELFARE SCHEMES, ITS MANAGEMENT & OPERATION HELD ON 4TH AUGUST, 2015

The 5th Meeting of the HUDCO Employee Welfare Committee (HEWC) meeting was held on 4th August 2015, in the Chamber of DCP and Chairman, HUDCO Employees Welfare Committee. The meeting was attended by the following members:

1. Shri N L Manjoka, DCP  In Chair
2. Shri Rajinder Paul, EDF(O) Member
3. Shri RK Soni, ED(L) - do -
4. Shri J Prem Nawaz, ED(HRMA) Convener
5. Dr. RK Singh, DGM(P) Member
6. Dr. Vivek, AGM (F), - do -
7. Shri Ved Prakash, AG-II - do -
8. Shri Om Prakash, SCD - do -

Special Invitees

1. Shri KK Gupta, EDF(GA)
2. Shri D Guhan, EDF(RM)

HR Team

1. Shri PN Saxena, GM(HR)
2. Ms. Poonam M. Asthana, DGM(HR)

The committee members discussed the following agenda items:

1. **Consider and recommend the Operating Guidelines for implementation of 15 items, submitted by Sub-Committee of HUDCO Employees' Welfare Committee**

The committee approved Operating Guidelines for implementation of 15 items. All the enabling existing administrative procedures like procurement, purchases, services etc. shall be as per the process/rules laid down by HUDCO in the respective areas. There are some minor changes/modifications in Operating Guidelines recommended by the Committee, which are mentioned as below:

i. **Setting up of Gym**

The maintenance charges of Gym will be borne by HUDCO Welfare Fund. No additional rental space will be taken for setting up of Gym. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

ii. **Merit scholarship to meritorious wards of HUDCO**

The benefits under these rules shall be applicable to the wards of regular/retired employees restricted upto two dependent children only. If an employee has more than two children, they have to disclose the names of two beneficiaries under the scheme which will not be altered thereafter. It is not for multiple courses. It would be available for 1st to 12th Class and One Under-Graduate and One Post-Graduate course only. Under the scheme,
M.Phil and Ph.D courses are not to be included. The term ‘Special Children’ as mentioned in the Operating Guidelines should be referred as ‘Differently-abled Children’. Merit scholarship is also applicable to the wards who are enrolled in recognized Correspondence Courses and Part-time courses or any other mode of learning from the recognized institution. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

iii. **Department wise off-site team building programmes**

The committee recommended the deletion of: “No dependent family member shall be allowed to accompany the employee”, since, this facility is for regular employees. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

iv. **Marriage grant**

Marriage grant will be given after the submission of Marriage Invitation Card or Marriage Registration Certificate along with the photographs of the ceremony. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

v. **Funeral Expenses**

Recommendations were accepted as mentioned in the Operating Guidelines.

vi. **Financial assistance to employees having special children**

This facility is applicable for wards of employees who are physically and/or mentally challenged as per the government norms. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

vii. **Books and education grant for professional courses**

The wider coverage of courses is recommended in various professional fields. In the case of CA/CS/ICWA or similar courses which are group based courses and where many number of attempts are allowed, the grant shall be paid only 2 times, once at the time of enrolment in intermediate level and second at the time of enrolment in final level.

The grace period shall be deleted from all the course as agreed upon by the committee. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

viii. **Grant of 5% interest subsidy on higher studies in India and abroad**

An interest subsidy of 5% on the education loan taken from any Bank/Financial Institution registered with RBI (excluding refundable CPF loan) for higher studies in India and/or abroad for the children shall be reimbursed to the employees on a maximum loan amount of Rs.10.00 lakhs. The subsidy shall be released by HUDCO in favour of employee after the submission of interest sheet/certificate from the Bank at the end of every financial year. The tax claimed by an employee would be net of interest subsidy in particular financial year. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

ix. **Sports Scholarship**

Recommendations were accepted as mentioned in the Operating Guidelines.
x. **Sports and Cultural activities at CO/Regional Offices**
The fund shall be utilised for organising sports and cultural activities and other incidental related items necessary for the successful conduct of the events. Rest of the recommendations for Cultural activities were accepted as mentioned in the Operating Guidelines.

xi. **Retirement Gift to Employees on superannuation**
Recommendations were accepted as mentioned in the Operating Guidelines.

xii. **Education Grant for wards of the deceased employee**
Proof of education upto 12th level and admission certificate is required for claiming the grant. Rest of the recommendations were accepted as mentioned in the Operating Guidelines.

xiii. **Providing a good Quality Bag to retiring employee on farewell**:
Recommendations were accepted as mentioned in the Operating Guidelines.

xiv. **Provision of one room in HO to HUDCO retired employees**
At present, there is shortage of space in HO. It will be difficult to provide any room to retired employees at this stage. This item may not be pursued at present.

xv. **Invitation for HUDCO Annual Function and various competitions to retired employees**
Recommendations were accepted as mentioned in the Operating Guidelines.

The above amendments, upon the approval, shall be incorporated in the Draft Operating Guidelines for the same.

2. **Transfer and Investment of Welfare Reserve.**

It was decided that in order to commence the welfare schemes, immediate efforts would be made to transfer the welfare fund to a separate bank account.

In the interest of the employees of HUDCO, the investment of corpus shall be managed by a Trust. However, till the time the Trust is formed, the corpus may be invested in fixed deposit with Banks for a period of 6 months / 1 year with interest payable on monthly rests. The investment in fixed deposit shall be done by the proposed investment committee as per the procedure being followed by Resource Mobilization Wing for placement for short-term surplus fund of HUDCO in empanelled banks as per the existing guidelines approved by the Board of HUDCO. Rates for fixed deposit shall be called for from all the empanelled banks for the period of 6 months / 1 year with monthly interest option.

The proposed authorized committee for approving the bank where the funds have to be parked and approving the placement of funds in fixed deposit in banks shall be as under :-

1. Shri Rajinder Paul, EDF(O)
2. Shri KK Gupta, EDF(GA)
3. Shri J. Prem Nawaz, ED(HRMA)
4. Shri D. Guhan, EDF(RM)
Till Trust is in place, the respective functional departments, HR, Administration, General Accounts and Resource Mobilisation Wing will carry out the activities like receiving and process of applications and making the payment against the vouchers as is being done presently for routine items. After the Trust is established and becomes functional, the above activities will be shifted to the Trust on the same lines as done by CPF and Gratuity Trust.

3. Notification date of the Welfare Schemes

As discussed, since the funds could not be invested as per the original plan and hence, generation of interest income there from could not be started, it will not be possible to implement the scheme w.e.f. 01.04.2015. Therefore, there is need to review the date of implementation decided earlier. In this regard, some members were of the view that the date of implementation may be maintained as 1st April, 2015 only, however, the expenditure on the scheme be started only after sufficient interest has accrued in the account after placement/investment of funds.

After the detailed deliberations, it was decided that the implementation of the welfare scheme will come into the force once the interest income starts as decided earlier in all the meetings that expenditure towards the 15 schemes will be borne from the interest income only without exhausting the principal amount of welfare fund. The date shall be notified upon the generation of the sufficient fund to float the scheme.

4. The working arrangement for availing funds by employees.

To begin with, as per HUDCO Rules, the respective functional departments will scrutinize and process the applications and forward to General Accounts Wing for reimbursement/payment, as the case may be. Since the disbursement has to be as per the Operating Guidelines, no approval is required, and the payment is to be regulated on the basis of the verification of the facts required for the schemes. In case, if there is any discrepancy or interpretation in the process of the implementation of the scheme, the matter will be referred to the Investment Committee for the final decision/approval. General Application Form should be developed in line with the CPF Trust (Withdrawal Form).

5. Any other item with the permission of the Chair

It was agreed that the other related issues to be discussed in the subsequent meeting are given as under:

1. To consider grant of one time financial aid to the heir/legal representative of an employee who expired during the service period. This financial aid may be as in similar lines as the retirement gift facility of welfare Scheme.

2. To consider payment of specific amount towards hospitalisation expenses of parents of employees not covered under HUDCO’s Medical Attendance Scheme and for providing medical monthly support to retired employees equal to the amount paid by HUDCO.
It was also decided in the meeting that all the items after implementation will be reviewed on need basis.

The meeting ended with a vote of thanks to the Chair.

My views are given in the enclosed Not.

Dr. RK Singh

D. Guhan

R. K Soni

N L Manjoka 12/11/13
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No. IV)

Application for Marriage Grant for HUDCO Employees / Retired Employees

1. Name & Designation : ________________

2. Place of posting/Emp.Code No. : __________________

3. Date of Joining HUDCO / Date of Superannuation, if applicable case : ________________

4. Marriage :
   i) Name of the person (Self/Son/Daughter) : __________________
   ii) Relationship with the applicant : __________________
   iii) Date of Marriage : __________________

Documents to be submitted:

- Marriage Invitation Card or Marriage Registration Certificate along with the photograph of the ceremony.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO’s Website.

Date

Signature: __________________

Name: __________________

Designation: __________________

Controlling Officer

FD (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No. VII)

Application for Books and Educational Grant for Professional Courses for HUDCO Employees/Retired Employees

1. Name & Designation
   
   
3. Date of Joining HUDCO/Date of Retirement
   
4. PROFESSIONAL COURSES:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Child</th>
<th>Relationship Son/Daughter</th>
<th>Admission in the Institute/College/University/Academy</th>
<th>Course &amp; Study Period</th>
<th>Name of Educational aids (Books, Laptop/Desktop/i-pad, Tablet etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Documents to be submitted:
  - Proof of Admission in the Institute/College/University/Academy.
  - Brochure of the course or any other document to ascertain the duration of the course.
  - This grant shall be paid on annual basis on submission of bills/invoice/money receipts evidencing purchase of the eligible items during the entire duration of course including grace period.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO's Website.

Date: 

Signature: 

Name: 

Designations: 

Emp. Code: 

Controlling Officer

FD (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No. VI)

Application for Financial Assistance for HUDCO Employees having Special Children
(Differently abled)

1. Name & Designation : ____________________________
2. Place of Posting : _______________________________
3. Date of Joining HUDCO : _________________________
4. Date of Retirement : _____________________________
5. (i) Financial assistance of Rs.5,000/- p.m Per child.
(ii) A lump-sum grant of Rs.50,000/- per child for buying special equipments is also required.
(Yes/No)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Child</th>
<th>Relationship</th>
<th>Nature of Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents to be submitted:

- Physically & Mentally challenge as per Govt. norms to be supported by documentary evidence i.e. a certificate issued by the Govt./HUDCO Empanelled Hospital.
- Proof of being Special Child.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO's Website.

Date __________

Signature: ____________________________
Name: _______________________________
Designations: _______________________
Emp. Code: _________________________

Controlling Officer

ED (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No.VIII)

Grant of 5% interest Subsidy on higher studies in India and/or Abroad for Children

1. Name & Designation : ____________________________
2. Place of Posting : ____________________________
3. Date of Joining HUDCO : ____________________________
4. Date of Retirement : ____________________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Child</th>
<th>Relationship</th>
<th>Admission in the Institute/College/University/Academy</th>
<th>Amount of Education Loan and name of lending Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount of interest subsidy being sought for the financial year________________________

- Documents to be submitted:
  - Proof of Admission in the Institute/College/University/Academy.
  - Loan Agreement with Repayment/Amortization Schedule.
  - Certificate/Loan Release Letter issued by the lender indicating the release of sanctioned/curtailed loan amount.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO's Website.

Date___________

Signature :________________________

Name:________________________

Designations:________________________

Emp. Code:________________________

Controlling Officer

ED (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No.11)

Application for Grant of Merit Scholarship for Ward of HUDCO Employees/Retired Employees

1. Name & Designation : ________________________________

2. Place of posting/Emp.Code No. : ________________________________

3. Date of Joining HUDCO/ Date of Superannuation, if applicable case. ________________________________

4. Merit Scholarship particulars : 

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Child</th>
<th>Scholastic year</th>
<th>Relationship</th>
<th>Cat. Gen./SC/ST/Special Children</th>
<th>Class</th>
<th>Marks obtained (%)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents to be submitted:

- School/College/institute’s Report Card/Mark Sheet of the student.
- Reservation Certificate
- Proof of being Special Child
- Copy of Dependents

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO’s Website.

Date__________
Signature : ________________________________
Name: ________________________________
Designations__________________________

Controlling Officer

ED (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No.IX)

Application for Grant of Sports Scholarship for Ward of
HUDCO Employees / Retired Employees

1. Name & Designation : 

2. Place of posting/Emp.Code No. : 

3. Date of Joining/ Date of Retirement HUDCO : 

4. Sports Scholarship particulars : 

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the child</th>
<th>Relationship</th>
<th>Level of Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents to be submitted :
• Selection Certificate/Sponsor letter from the concerned authority.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO's Website.

Date:_______

Signature :________________________

Name :____________________________

Designations_______________________

Controlling Officer

ED (HR)
HUDCO EMPLOYEES WELFARE RESERVE FUND SCHEME
(Item No.XII)

Application for Educational Grant for Ward of Hudco Deceased Employees

1. Deceased Employee Name & Designation : ________________________
2. Last Place of posting/Emp.Code No. : ________________________
3. Date of Death : ________________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Child</th>
<th>Relationship Son/Daughter</th>
<th>Class / Institute</th>
<th>Financial Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documents to be submitted :

- Proof of education up to the Graduation level.

Certified that the above application is in line with approved Operating Guidelines available in the HUDCO’s Website.

Date: __________
Signature : ________________________
Name : ________________________
Relation to the deceased : ________________________

Controlling Officer

ED (HR)