



HARYANA PRISONS DEPARTMENT

CONSTITUTION

OF

Haryana Prisons Welfare Fund, 2002.

Amended Constitution of Haryana Prison Welfare fund 2002 in the light of decisions taken in "B" level welfare meeting held on 19.7.2002 at Panipat.

1. Short Title and extent.

- (i) This shall be called as the Constitution of Haryana Prison Welfare Fund, 2002. It will come into force w. e. f. 1-7-2002,
- (ii) It shall be applicable to all regular employees belonging to Haryana Prisons Deptt. irrespective of their places of posting.

2. Aims and Object of the fund.

- (i) To introduce measures for the welfare of all ranks of Haryana Prisons, including their families, who are regular subscribers to the fund. The same is sought to be achieved by providing financial assistance, aid, grants to the official or their families in cases of retirement/unnatural death.

3. Reliefs/Aids.

i) Death relief.

- (a) An immediate grant of Rs. 2000/- will be given in each case in the event of death of a subscriber while in service so as to provide relief. It would be paid immediately out of Unit Welfare Fund which will be later recouped from the Central Welfare Fund.
- (b) It has been decided that Rs. 2000/- will be paid to the deceased family by the Concerned Superintendent Jail immediately at the time of death and the same will be sanctioned by Head office later on.
- (c) In addition to above the following aid will also be given to the family of the deceased who dies while in service.

Ranks	Amount of relief
Gos	Rs. 20000/-
Asstt Supdt. Jail/SAS, Dy. Supdt. (Office)	
Asstt /Stenographers Drivers	Rs. 15000/-
HW/Warders/Clerks/Steno Typist	Rs. 13000/-
Class IVth	Rs. 10000/-

This aid will be paid from the HPWF sanctioned by an officer of the rank of Inspector General of Prisons, or above, posted at in HQ office through a claim preferred on form "C" of this constitution.

4. Definations.

(i) Family for the purpose of this constitution, unless the context otherwise requires, the definition of word "family" in order or priority would mean the following relatives of the subscribers.

- (a) Wife/Husband of the subscriber.
- (b) Sons and daughters including dependants and children, adopted legally before retirement/death.
- (c) parents (If the subscriber is unmarried)
- (d) Dependent Brother/Sister, in case the subscriber dies issueless and the parents are not alive.
- (iii) Dependent is to be accounted generally as per the instructions issued by the Govt. of India and from the office of the Chief Secretary, Haryana from time to time.
- (iv) Loan means such money lent on or without interest which is returnable/repayable.
- (v) Subscriber means an regular employee of the Prisons Deptt. who regularly makes payment/financial contribution of the Welfare Fund as recognised by this constitution.

5 Retirement benefit.

(i) Retirement benefit from the HPWF will be sanctioned by an officer of the rank of Inspector General of Prisons, Haryana or above posted at in HQ office at the following rates.

Ranks	Amount of relief
Gos	Rs. 20000/-
Asstt Supdt. Jail/SAS, Dy. Supdt. (Office)	
Asstt /Stenographers Drivers	Rs. 15000/-
HW/Warders/Clerks/Steno Typist	Rs. 13000/-
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5 Retirement benefit.

(i) Retirement benefit from the HPWF will be sanctioned by an officer of the rank of Inspector General of Prisons, Haryana or above posted at in HQ office at the following rates.

Class IV employees	Rs. 1000/—
HW/Warders/Clerks	Rs. 2000/—
Asstt. Supdt./SAS/Dy. Supdt.	Rs. 3000/—
Gazetted Officers	Rs. 4000/—

(i) To be eligible for retirement benefit (On form E) the individual should have put in a minimum of 20 years of service irrespective whether he retires voluntarily or on superannuation.

6. Scholarship.

(i) Monetary scholarship shall be introduced depending upon the availability of the funds from the HPWF to the children of subscribers with a view to motivate them to pursue higher studies. The scholarship grant will be admissible to the following categories as under.

(a) For Vth class (studying in VI class)	Rs. 300/— per year
(b) For middle class (studying in IX class)	Rs. 400/— "
(c) For Matric class (studying in XI class)	Rs. 500/— "

For all the three categories the certificate of Board examination shall be a must.

(d) For 10+2	Rs. 700/—
(e) For TDC (Three years degree course)	Rs. 1000/—
(f) For post graduation including LLB and equivalent degree etc.	Rs. 1200/—
(g) For diploma in medicine/engineering/Computer science, etc.	Rs. 1500/—

The children of all ranks of Haryana Prisons will be entitled to get the above benefits. Scholarship will be admissible to the children who secure minimum standard of 75% marks in different examinations conducted by the recognised board/universities etc.

7. Loan facilities

(i) The subscribers of the HPWF will be entitled to draw loans as per the amounts specified hereinafter in the following situations. Interest @ 2% PA will be charged.

- (a) Marriage of a subscriber's/or his family members;
- (b) For medical treatment of the subscriber/or dependent family members.
- (c) House repair provided proof of ownership of the house is furnished by the subscriber.
- (d) For higher education beyond the 10+2 stage.

(i) Entitlement.

Gazetted Officers :

Rs. 10000/-

Dy. Supdt. (Office) Asstt./SAS/Asstt./Drivers/Stenographers

Rs. 8000/-

HW/Warders/Clerks

Rs. 6000/-

Class IV employees

Rs. 4000/-

(a) The loan will be sanctioned by the Inspector General of Prisons, Haryana posted in HQ office.

(b) In case of default of non payment of loan/default of regular instalments a penal simple interest @ Rs. 12% PA will be charged right from the date of the default till the date of clearance of the amount plus penal interest. Besides the above departmental action will also be taken against them.

(c) The loan sanctioned will be recovered in 15 monthly equal instalments.

(d) In case of transfer of a loanee/subscriber, the Superintendent Jail concerned should intimate to the Secretary Haryana Prison Welfare Fund Scheme immediately. It shall be ensured that the entire loan/subscription recovered by the concerned Superintendent of Jail where the employee is posted.

(e) There should be a gap of 12 months between the date of clearing of the first loan and grant of second loan. However the gap condition can be waived off by the President of the Prison Welfare Fund only in exceptional circumstances duly recorded in detail.

(f) Defaulting subscribers will not be entitled to draw other benefits of aids/loans till the recovery of entire loan amount.

(g) Officials under suspension cannot be sanctioned loans under the scheme except in exceptional cases where they or their family members are victims of a tragic circumstances/terminal illness. In case of death, the outstanding amount of loan will be write off.

(h) The entire balance of loan amount shall be recovered in lumpsum in case the employee proceeds on superannuation/retirement/repatriation.

(i) Decision will be take within one month on the application of the applicant for grant of loan. In case he did not get loan sanctioned within one month than he may appear before the higher officers personally. His loan will be sanctioned on the spot.

8. Subscription.

(i) Subscription rates shall be fixed as under which would be payable on a monthly basis. The President of the Welfare Fund is empowered to revise the subscription whenever deemed appropriate.

Gazetted Officers

Rs. 50/—

Dy. Supdt. (Office)/Asstt. Supdt./SAS/
Asstt./Drivers Stenographers

Rs. 35/—

Clerks/HW/Warders

Rs. 25/—

Class IVth employees

Rs. 15/—

Monthly contributory subscription will be collected by the Superintendent Jail concerned and in HQ office the same will be collected done by the Operator of the Fund at the time of disbursement of salary every month.

Superintendent of every jail shall open an saving bank account, if already does not exist, and retain minium Rs. 2000/— in that account.

The subscription collected as the following Sub Jails/DPO offices will be sent to the affilitated jails in cash as per details given below.

10. Administration of the Fund.

The funds shall be respectively administrated by the Haryana Prison Welfare Fund Committee :-

- | | |
|-------------------------|--|
| (i) President : | Director General of Prisons, Haryana. |
| (ii) Vice President | Inspector General of Prisons, Haryana. |
| (iii) General Secretary | Addl. I. G. Prisons. |
| (iv) Member Secretary | AIG Admn. |

The Member Secretary of this fund shall be the Drawing and Disbursing Officer. All the cases under this fund shall be routed through Member Secretary to the concerned officers.

11. Welfare Meetings.

To redress the grievance of the subordinate staff posted in the Prisons Deptt. It has been decided that a Welfare meeting must be held by each Superintendent Jail for his staff and all type of grievance (common to all persons) must be entered into a register maintained for this purpose. Wherever possible, grievance must be looked into and redressed at local level only. Wherever necessary references must be made to this HQ for further necessary action. This meeting will be called 'A' level Welfare Meeting. This meeting shall be held once in a quarter.

Similarly, "B" level Welfare Meeting under the chairmanship of Director General of Prisons, Haryana will be held once in six months. Grievances already discussed in the "A" level Welfare Meeting alongwith other points will be finalized in this meeting.

One Superintendent Jail, One Deputy Superintendent Jail and One Assistant Superintendent Jail will also be the member of "B" Level Welfare Fund Meeting.

12. Maintenance of accounts.

All the accounts will be maintained at HQ office by an Assistant (nominated by the President/Vice President), under the control of AIG (Admn) who is member Secretary of this fund. The subscription shall be collected from the subscribers every month at the time of disbursement of salary by the every Superintendent of Jail and

shall be sent to the Office of the Director General of Prisons, Haryana in shape of RTR in favour of Secretary, Haryana, Prison Welfare Fund Committee, O/o Director General of Prisons, Haryana, Chandigarh. At HQ office, the collection shall be made every month at the time of disbursement of payment. At the Jails, petty cash book be maintained. The Assistant shall be given honorarium of Rs.200 per month. The fund shall be audited by the Section Officer of the Deptt. on annual basis and put up before the Welfare Fund Committee. (iii)

13. General. (vi)

- (a) The decision of the President will be final in case of any dispute regarding any matter relating to welfare.
- (b) The President will be fully empowered to issue any direction/instructions for the smooth administration of welfare matters which have neither to not been spelled out above.
- (c) An amendment of any of the provision/provisions of the Constitution can be carried out only in the "B" level welfare meeting which shall also be considered as General Body Meeting. The official attending this meeting shall be decided and designated during this meeting only. The rates of subscription and grants out of Welfare Fund shall also be decided and revised in General Body Meeting only provided, the same is approved of by the majority of the members present and voting in a meeting presided over only by the President himself who shall, however, have only a casting vote in case of a tie.
- (d) All the points and issues considered in "B" level meeting shall be referred to State Govt. with in one month in case decision regarding those is to be taken at that level only.
- (e) The minutes of last meeting and action taken there of shall be read out by the Member Secretary at the start of the meeting.

- (f) The agenda points for "B" level meeting should be sent by Superintendent Jails atleast one month in advance to HQ and the same shall be compiled by member Secretary and circulated to all concerned family in advance before the due date of "B" level meeting.

-Sd-

Shri A. S. Bhatotia, I. P. S.
D. G. Prisons Haryana.

-Sd-

Shri Ram Nath Bishnoi, H.C.S.
A. I. G. (Admn.)

-Sd-

Shri Amar Singh Pilonia, H.P.S. (I)
Supdt. C. J. Ambala.

-Sd-

Shri Daya Nand Beniwal, H P.S. (I)
Supdt. D. J. Rohtak.

-Sd-

Shri Rai Singh, H.P.S. (I)
Supdt. D. J. Gurgaon.

-Sd-

Shri Jagjit Singh, H.P.S. (I)
Supdt. C. J. Hissar.

-Sd-

Shri Harish Kumar, H. P. S.
Dy. Supdt. D. J. Kurukshetra.

-Sd-

Shri Shamsheer Singh, H.P.S
Dy. Supdt. D. J. Bhiwani.

-Sd-

Shri Dharam Singh, H.P.S.
Dy. Supdt. D. J. Sonapat.

-Sd-

Shri Dharambir Singh, H.P.S.
Dy. Suptd. D. J. M/garh.

-Sd-

Shri Anil Kumar
Asstt. Supdt. D. J. Karnal

-Sd-

Shri R. S. Nandal
Asstt. Supdt. Sub. J. Ballabgarh

-Sd-

Shri Khushal Chand
Asstt. Supdt. Borstal Jail, Hissar

-Sd-

Shri Rattan Singh
Asstt. Supdt. Sub. jail Panipat.