

20-9/2018- W & Sports
Government of India
Ministry of Communications
Department of Posts
(Public Law & Sports Section)

Dak Bhawan, Sansad Marg
Dated 5.11.2018

To,
General Manager,
CEPT, Mysore

Sub: Uploading of Compendium of Welfare (2018) - regarding.

Sir/Madam

It is requested to upload a copy of Compendium of Welfare (pdf format) on the India Post Website under 'Staff Employee Corner' and sub heading 'Circulars, Rules and Latest Orders'.

Encl. As above

Daisy Barla
(Daisy Barla)
Director (W&S)

Copy to:

- (i) All Heads of the Circles
- (ii) CGM, Business Development Directorate
- (iii) CGM, Postal Life Insurance Directorate
- (iv) Raj. Monev Kalyan National Postal Academy
- (v) All Postal Training Centers
(Sahanpur Varanasi Mysore Madurai Darbhanga Guwahati)
- (vi) Secretary, Postal Services Board
- (vii) Arun Postal Service, C-100 New Delhi
- (viii) SHU Union representatives:
 - a) Shri R. N. Parashar, Secretary General, National Federation of Postal Employees
 - b) Shri D. Thengarathar, Secretary General, Federation of National Postal Organization
 - c) Shri Santosh Kumar Singh, Bhartiya Postal Employees Federation Co-ordinated Members
 - d) Shri M. K. Ahirwar, Secretary General, All India P&T SC/ST Employees Welfare Association
 - e) Shri S. S. Mahadevaiah, General Secretary, All India Gramin Dak Sewak Union.

50/11

COMPENDIUM
on
WELFARE SCHEME

आरतीय डाक



India Post

INDIA POST

Ministry of Communications
Government of India

Department of Posts
Dak Bhawan
New Delhi.

Introduction

Like all other activities of a welfare state, the objectives of the Postal Welfare Board is to promote, develop and organize Welfare, Sports and Cultural activities for the benefit and well-being of the members of the postal family.

The Board receives grant in aid for this purpose from the Consolidated Fund of India. Voluntary contributions for the staff and collections through sports and cultural activities are also arranged by the subordinate formations of the Board.

The Funds of the Welfare Board are utilized for activities like sports, recreation clubs, financial assistance in cases of illness, death, killings by terrorist, robbers and dacoits of the staff on duty, educational scholarships, subsidy for excursion trips, grants to help handicapped staff and handicapped children, vocational training centers, crèches etc.

The funds of the Board, in addition to the normal activities are also used for providing relief to the employees affected by the natural calamities. In nut-shell the Board tries to help the members of the postal family in the situations which are either not covered by the Departmental Rules or are created by the natural calamities like super cyclone in Orissa and earthquake in Gujarat or are manmade such as parcel bomb blast in Orissa.

Welfare & Sports Branch of the Department deals with all the matters relating to Postal Welfare Board, Postal Sports Board, Field Services (Postal) Benevolent Fund as well as it co-ordinates the matters relating to canteens with the Director of Canteens of the Department of Personnel and Training Government of India.

The P&T Sports Board which existed earlier was abolished with effect from 1st April 2001. Now the Department of Posts participates independently in various games and sports held at national level either as an affiliate of the National Federation or otherwise.

Every effort has been made to include in this compendium all available information so as to make it useful to all, but there is always a room for improvement and to learn more. It would, therefore, be a pleasure to include any other material, if made available to maximize its usefulness to all including the beneficiaries of the welfare and sports activities of the Department of Posts.

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General Topics

1. Postal Welfare Board

Postal Welfare Board and Circle Welfare Boards are constituted as per the provisions of the Constitution, which for the Departments of Posts was framed in the Year 1985 after bifurcation of the erstwhile Posts and Telegraphs Department. All the Boards are working satisfactorily.

2. Field Services (Postal) Benevolent Fund

Constitution of the Field Services (Postal) Benevolent Fund

A number of Group C including multi task officials of the Department of Posts remains on deputation to the Army Postal Services. During the period of deputation they are entitled to number of concessions and benefits as per the existing rules and regulations.

In addition to the foregoing, if any of these officials while on deputation to the Army Postal Services dies or is killed in enemy action or in insurgency operations, he is eligible for one time the benefits from the Field Services (Postal) Benevolent Fund also. These benefits include the following:

- | | | |
|------|---|--------------------------|
| i. | Financial assistance in case of normal death | Rs.3500/- |
| ii. | Financial assistance in case of death due to enemy action in insurgency operations | Rs. 25000/- |
| iii. | One time Scholarship for all school & College going children of the deceased at the rate of | Rs. 500/-
(per child) |

Every financial year applications in prescribed proforma are invited by Department through the Army Postal Services Directorate from the families of the deceased officials and are placed before the Committee of Administration the Field Services (Postal) Benevolent Fund for consideration. As soon as approval is accorded, the sanctions and cheques are issued to the Widows/family members of the deceased officials through Army Postal Services Directorate. The Committee of Administration consists of the Following.

- | | | |
|------|----------------------------|------------------|
| i. | Member (Planning) | Chairman |
| ii. | Director(Staff) | Member |
| iii. | Director (Finance Advice) | Member |
| iv. | A representative of APS | Member |
| v. | Director(Welfare & Sports) | Member Secretary |
| vi. | Nomlnated Treasurer | |

The expenditure on the financial assistance is met from the balance available with the Field Services (Postal) Benevolent Fund. In case, this fund exhausted, grants are given from the Postal Welfare Fund.

3. Accounting procedure for Welfare and Sports Funds Letter. No. 4-2/2002-WL/SP dt. 17.2.2003.

As per provisions of the Constitution of Postal Welfare Board, the Circle Welfare Boards at the close of each financial year are required to submit to the Postal Welfare Board, Receipt and Expenditure Account in the proforma prescribed. These accounts must indicate total receipts; expenditure and the balance carried forward to the next financial year. A Certificate that the accounts of the Circle Welfare Board for the financial year have been audited and found correct shall be furnished to the Postal Welfare Board within one month of auditing of the accounts. The accounts of the fund shall also be checked annually by the internal check organization of the respective Circle and this should be done before the audit inspection takes place. The accounts shall be audited annually by the Comptroller and Auditor General of India or by the person authorized by him in this behalf.

While submitting Annual Receipt and Expenditure Account, the Circles should prepare a statement of the outstanding advances given from the welfare fund. Every effort should be made to recover the advances given, within the same financial year. Where the advance given remains outstanding even at the close of the financial year, while submitting the statement to the Department, reasons for non-recovery should be indicated so that recovery of the outstanding advance is monitored.

In addition to the receipt and expenditure account the Circle Welfare Boards should at Circle level also prepare a bank reconciliation statement at the end of the financial year, so as to ensure that all the cheques deposited and issued against the Welfare Fund Savings Bank Account have been duly credited and debited respectively to the fund account.

Fresh instructions were issued in the matter of accounts of the Circle Welfare Funds and Circle Sports Funds vide letter No. 4-2/02-WL/Sports dated 17.2.03 with a view to streamlining the preparation of Receipt and Expenditure accounts at the Circle level. These instructions envisage that the audited accounts are to be submitted by 31st May of each financial year. A narrative synopsis of the adverse audit comments and action taken thereon is also to be submitted along with the annual accounts. A copy of the audit report is also required to be given. It may be mentioned that both the Circle Welfare Boards and Circle Sports Boards receive contributions from the sources other than the annual allocation given by the Department on receipt of Budget Grants. Therefore, in the instructions dated 17.2.2003 it has been stressed that account for the grants received from the Govt. and also the expenditure incurred from the said grant will be maintained separately from the accounts maintained in respect of extra collections by way of voluntary contributions from the staff etc. However, one account can be maintained in Savings Bank Account for the entire amount received from the Govt. as well as from the other sources.

The intention of the above instructions is to ensure that the grant given by the Govt. to the Circle Welfare Boards and Sports Boards is optimally utilized. As such, while submitting the accounts, the Circles are required to give a certificate that the grants received in the previous year from the Govt. have been appropriately utilized and where there is a balance left over, the same has been taken into account while requesting for allocation for the current Financial Year. It may be clarified that as per Constitution of the Welfare Board, the unspent funds at the end of a year in the

Central as well as Circle Funds are to be carried forward to the next financial year and, therefore, are not required to be surrendered.

While submitting the accounts the Circles are required to submit two statements one in respect of the funds received as grant from the Government and other relating to the total amounts credited to the Fund from all the sources including the Govt. Grants as prescribed in para 7 of the letter dated 17.2.03. It should be ensured by the Circles that there is no deviation in submission of these statements.

The Treasurers are responsible for proper maintenance of the accounts of the respective Boards and they have to ensure strict compliance to the instructions issued on 17th February, 2003.

Welfare schemes

Welfare Scheme of GDS was bifurcated from Departmental Employees, new scheme was issued vide 19-31/2012-WL&Sp dated 17.09.2013

I. Financial assistance in case of immediate death of Departmental Employees / GDS.

- i. Letter No. 16-7/92-WL/Sports dated 10.3.92
- ii. Letter No. 1-17/97-WL/Sports dated 17.9.97
- iii. Letter No. 1-3/99-WL/Sports dated 1.6.2000
- iv. Letter No. 2-1/2001-WL/Sports dated 26.4.2002
- v. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- vi. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

At present financial assistance of Rs.10,000/- (Rupees Ten thousand) only is payable as immediate death relief to the next of the kin of the deceased Departmental and GDS Employees as per the orders No. 1-01/2017-WL & Sports dated 30.01.2018 and 19-31/2012-WL&Sp dated 17.09.2013 respectively. There is no upper pay limit for payment of immediate death relief.

It should be ensured that the admissible financial assistance be paid to the family of the deceased at the earliest after receipt of the information about the death.

II. Financial Assistance in case of death of Departmental Employees/GDS etc. due to terrorist activity/ dacoits etc while on duty.

- i. Letter No. 16-7/92-WL/Sports dated 10.3.92.
- ii. Letter No. 1-12/97-WL/Sports dated 18.9.97
- iii. Letter No. 1-3/99-WL/Sports dated 1.6.2000
- iv. Letter No. 1-3/08-WL/Sports dated 29.10.2008
- v. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- vi. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

At present in cases of death of Departmental employees and GDS, due to attack by terrorists/robbers/dacoits while on duty, an aggregate amount inclusive of immediate death relief of Rs.75,000/- and Rs. 1,50,000/- respectively is admissible as financial assistance of the bereaved family of deceased Departmental Employees and Gramin Dak Sevaks.

III. Financial Assistance in case of death of Departmental Employees/ GDSs etc while on duty due to accidents.

- i. Letter No. 16-7/92-WL/Sports dated 10.3.92.
- ii. Letter No. 1-3/99-WL/Sports dated 1.6.2000
- iii. Letter No. 2-1/2001-WL/Sports dated 26.4.02.
- iv. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- v. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

At present in cases of death of Departmental Employees and Gramin Dak Sevaks, occurs while on duty due to some accident, an amount of Rs.15,000/- and Rs.25,000/- are payable to the next of the kin of the deceased Departmental Employees and Gramin Dak Sevaks respectively.

IV. Financial assistance in case of death of Departmental Employees/ GDSs etc by terrorists, robbers etc while not on duty.

- i. Letter No. 16-7/92-WL/Sports dated 10.3.92
- ii. Letter No. 1-3/99-WL/Sports dated 1.6.2000
- iii. Letter No. 1-3/2008 WL/Sports dated 27.10.2008
- iv. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- v. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

At present, if a Departmental Employee / Gramin Dak Sewak etc is murdered by terrorists / robbers etc while not on duty, financial assistance of Rs.15,000/- and Rs.12,000/- is payable to the bereaved family of Departmental Employee and Gramin Dak Sewak respectively.

V. Financial assistance in cases of natural calamities, fire and floods.

- i. Letter No. 1-13/97-WL/Sports dated 26.9.97
- ii. Letter No. 10-34/01-WL/Sports dated 18.10.2001.
- iii. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- iv. Letter No. 1-1/2017-WL&Sports dated 19.03.2018

Financial assistance of Rs.4500/- and Rs.5,000/- is payable to the departmental employees and GDS Employees affected by fire, floods and natural calamities. The financial assistance is to be provided only to those who were seriously burnt by fire, whose property has been really damaged by floods and whose children books have been destroyed. All cases of financial assistance in case of natural calamities should be thoroughly scrutinized with reference to the aforesaid parameters in addition to a certificate from the Revenue Authorities. All the claims should be strictly got verified personally by deputing officers of the appropriate level so as to ensure correctness of verification, and financial assistance in these cases be granted where there has been really substantial damage to the immovable property. No financial assistance should be granted in cases where there is no damage to the property/books of children etc. even if the area has been declared flood affected by the revenue authorities. In case subsequent to the verification, the irregularities are found, the verifying officer should be held responsible.

However, when natural calamities of unprecedented scale happen as in the case of super cyclone in Orissa, earth quake in Gujarat, flood in J&K etc. the situation is considered by the Department at the appropriate level and financial assistance extended as decided. In such case the financial assistance should be granted by the Circle promptly as per the specific orders received from the Directorate.

VI. Financial assistance in cases of prolonged and serious illness/major surgeries for Departmental Employees.

- i) Letter No. 15-43/92-WL&Sports dated 2.9.92.
- ii) Letter No. 10-31/98-WL&Sports dated 11.3.99
- iii) Letter No. 19-31/2012-WL/Sp dated 17.09.2013

- a) Heads of Circles have been delegated financial powers to sanction financial assistance from the Circle Welfare Fund under their discretionary powers Rs.10,000 (Rupees Ten thousand) to Departmental employees and Rs. 20,000/- to GDS Employees only in each case of proven exceptional hardship

relating to serious or prolonged illness or major surgical operations like cancer, heart operation or renal failures for Departmental Employees or their dependents. The financial assistance in such cases is sanctioned out of the discretionary grant, which, at present, is 10% of the total grant allocated to the Circle during the year. Hence these powers should be exercised in deserving cases to ensure that the discretionary grant is not exceeded.

- b) This grant is in addition to the amount of the financial assistance admissible for the periods of extra ordinary leave or half pay leave on medical grounds. This financial assistance from the Circle Welfare Fund is for the purpose of meeting the incidental expenses like diet, cost of treatment, transport etc. and is not to be granted as part of medical reimbursement which is covered under the Medical Attendance Rules. Departmental Employees who undergo treatment in private hospitals or nursing homes (as per terms and condition) on their own should not be reimbursed medical expenses from the welfare fund.
- c) Each case of financial assistance should be decided on merits.
- d) There is no provision regarding payment of financial assistance to the next kin of deceased Departmental Employees/ GDS in case of prolonged illness. If such situation arise, it will decide at Circle level only.

Financial assistance beyond Rs. 10,000 and Rs.20,000 in cases of prolonged illness/Surgical Operation/major surgery etc of Departmental Employees and GDS.

- i. Letter No. 15-43/92-WL/Sports dated 2.9.92
- ii. Letter No. 10-31/98-WL&Sports dated 11.3.99
- iii. Letter No. 10-23/2000-WL/Sports dated 2.7.2001
- iv. Letter No. 19-31/2012-WL/Sp dated 17.09.2013

In rare and exceptionally deserving cases where it is considered necessary to provide additional financial assistance beyond Rs. 10,000/- and Rs.20,000/- to Departmental Employees and GDS. Such cases are to be referred to the Postal Directorate for consideration of grant of financial assistance from the Central Welfare Fund. While forwarding such cases, the following are to be kept in view:-

- i. Such cases should have personal recommendation of the concerned Chief PMG indicating specific amount of assistance recommended from the Central Welfare Fund.
- ii. Copies of the Medical Report and estimate of the cost of treatment should be enclosed.
- iii. Information regarding total expenditure on treatment, amount reimbursed, and financial assistance already given from the Circle Welfare Fund should be furnished.
- iv. Financial position of the concerned employees should also be indicated.
- v. Whether the treatment has been taken from the Govt. Hospital. If not, reasons for taking treatment from private hospital be explained in detail.
- vi. Expenditure on essential incidentals like transport, diet, etc. should be indicated.
- vii. Any other relevant information.
- viii. In the first instance, all such cases should be considered under CGHS or Civil Services (MA) Rules for medical reimbursement of the cost of

treatment and no case should be sent to the Directorate without aforesaid consideration and it should be clearly indicated so in the forwarding letter.

VII. Financial assistance for Departmental employees/GDS suffering from TB also for their family members.

- i. Letter No. 15-43/92-WL/Sports dated 2.9.92
- ii. Letter No. 1-15/97-WL/Sports dated 17.9.97
- iii. Letter No. 1-16/97-WL/Sports dated 18.9.97
- iv. Letter No. 19-3/2010 – WL/Sports dated 13.1.2011
- v. Letter No. 19-31/2012-WL/Sp dated 17.09.2013

- a. **Indoor patients:** Such employees who are hospitalized for treatment of TB for fairly long period and remain on leave with half pay or leave without pay and also have to continue on such leave even after discharge from the hospital may be given financial assistance of Rs.400/- p.m. (Rupees Four hundred only) after discharge from the hospital subject to a maximum of six months, for nutritive diet.
- b. **OPD TB Patients:** Financial assistance of Rs. 200/- p.m.(Rupees. Two hundred only) for a maximum period of six months for the purposes of nutritive diet may also be granted to OPD TB patients. This assistance will be paid from the date of application or the date on which the disease becomes 3 months old whichever is later. This assistance will be admissible on the production of medical certificate from a Medical officer of a Govt. hospital or a TB Sanatorium.

In case of such patients who are hospitalized but on discharge are not on EOL or HPL but continue the treatment as outdoor patient after discharge from the hospital, the financial assistance @ 200/- pm for a period of 6 months may be given as admissible to OPD TB patients.

It may however, be noted that this financial assistance will be granted only once for a maximum period of 6 months. However, this assistance will be in addition to the financial assistance, if any, granted for the period of EOL/HPL.

- c. The above amount is admissible to the GDS under similar as per letter No. 19-31/2012-WL/Sp dated 17.09.2013
- d. **Dependent family members of the Departmental Employees** who are suffering from TB are covered under the head "Grant of Financial assistance due to prolonged illness" and Heads of Circles are delegated with the powers to sanction financial assistance under their discretionary powers up to Rs. 10,000/- In each case of proven exceptional hardships resulting from serious or prolonged illness to the Departmental Employees or their dependents, taking into consideration other conditions such as meeting incidental expenses like diet, cost of treatment and transport etc., which is not covered under medical reimbursement under CS(MA) Rules.

VIII. Grant of Financial assistance for Extra ordinary leave & Half Pay Leave due to prolonged illness.

- i. Letter No. 15-43/92-WL/Sports dated 2.9.92.
- ii. Letter No. 10-31/98-WL/Sports dated 11.3.99
- iii. Letter No. 10-39/01-WL/Sports dated 5.10.01.

Financial assistance as indicated below may be granted to the Departmental Employees who had to avail extra ordinary leave or half pay leave on Medical Certificate due to serious / prolonged illness or major surgical operations:-

- | | | |
|----|----------------------|----------------|
| a. | Extra ordinary leave | Rs.1500/- p.m. |
| b. | Half Pay Leave | Rs. 750/- p.m. |

The above assistance is uniformly applicable to all Departmental Employees getting maximum basic pay upto Rs. 25,120/- (Group-'B'. Non-Gazetted) per month.

The financial assistance in these cases is granted subject to the following terms and conditions:-

- a) Disease should be more than two months old. However, in cases of relapse of the same disease in the same case the condition of two months period will not be applicable.
- b) The period of Extra Ordinary leave and half pay leave should be 30 days or more.
- c) The assistance will be given for a maximum period of 36 months renewable at intervals of every six months.
- d) The assistance may be continued for a period of one month after the official joins duties.

The financial assistance for Extra Ordinary leave and half pay leave availed by a Government Servant up to the date of invalidation / retirement can be paid to the Govt. servant concerned on receipt of application from the concerned official. However, in case of death of the employee the financial assistance as mentioned above may be paid to the bereaved family as in case of immediate death relief.

IX. Financial assistance for purchase of Mechanical / Motorized Tricycle for orthopaedically handicapped employees.

- i. Letter No. 15-43/92-WL & Sports dated 2.9.92.
- ii. Letter No. 15-62/93-WL & Sports dated 26.2.93.

As per the above orders handicapped employees are entitled to financial assistance up to Rs.15,000/- (Rupees fifteen thousand only) or 50% of the cost of the Motorized Tricycle whichever is less, from the Circle Welfare Fund.

In addition to the above, financial assistance to the extent of 75% of the cost of artificial limb/Wheel chair / Orthopedic Tricycle subject to the maximum of Rs. 1,000/- can be sanctioned to the employees or their dependents from the Circle Welfare Fund.

Actual 2nd Class Railway Fare from the place of duty to the Artificial Limb Centre and back is also reimbursable from the Welfare Fund in cases of handicapped employees for provision of artificial limbs if such reimbursement is not admissible from any other source.

X. Grant of educational assistance to the children of Departmental Employees and GDS

- i. Letter No. 13-1/93-WL/Sports dated 20.5.93
- ii. Letter No. 1-19/97-WL/Sports dated 17.9.97
- iii. Letter No. 1-19/97-WL/Sports dated 16.3.99
- iv. Letter No. 2-1/01-WL/Sports dated 26.4.02
- v. Letter No. 11-16/2009-WL/Sports dated 22.10.2009
- vi. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- vii. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

The educational assistance to the children of Departmental Employees and GDS is being extended as per the provisions contained in the Directorate letter dated 20th May, 1993 as amended by the subsequent letters mentioned above. In nutshell at present the scholarships are payable subject to the following conditions.

- a) Minimum percentage for award of Technical Scholarships is 50% in the minimum qualifying examination on the basis of which candidate becomes eligible for the admission to the technical course in question.
- b) The corresponding percentage for non-technical scholarships would be 60%.
- c) There will be a relaxation of 10% marks for SCs/STs and low paid officials for grant of non-technical scholarship.
- d) In case of GDSs minimum percentage in qualifying examination will be 45% for non-technical courses.
- e) There will be no relaxation in the minimum percentage required to be obtained in the qualifying examination for award of scholarship for technical courses.
- f) There will be a relaxation of 10% marks for OBCs candidates for grant of non-technical scholarship & school student awards. However, application for award of scholarships with relaxed standards for OBCs be entertained after all other eligible candidates have been awarded the scholarships.
- g) School student award is also granted upto 12th class at the rate as indicated in the succeeding paragraph. The minimum percentage of marks is 75% for the general category with relaxation of 10% for SC/ST categories.
- h) Book Awards are also given once a year for technical education and ITI certificate courses with the same percentage as indicated in 'g' above.
- i) The merit list for scholarships will be prepared at circle level and a common merit list will be prepared in each category of the scholarship i.e. Technical Degree, Technical Diploma, Non-technical Degree, School Student Awards etc. The merit list will be prepared strictly on the basis of the marks obtained by the wards of the employees in the qualifying examination subject to reservations of scholarships for SCs/STs/OBCs and low paid employees as mentioned above.
- j) Scholarships will be granted only to the extent the funds are available.
- k) To ensure that large number of employee are covered under the scheme of scholarships, the second scholarships to an employee may be granted only if all the applicants have been granted at least one scholarship.
- l) The scholarship once awarded shall continue till the date of completion of the course and shall not be withdrawn on account of : (a) the employee

exceeding the pay limits. (b) death, invalidation or retirements on superannuation of the employee.

- m) The scholarship will automatically cease in the event of the employee's resigning from service, being dismissed, removed or compulsory retired as well as in the case of voluntary retirement.
- n) For the purpose of grant of scholarships for technical and non-technical Degree Examinations, pay of both the husband and wife will be counted for the purpose of the pay limits prescribed for various courses. However, in case of grant of school student awards pay of only the applicant official will be taken into account.
- o) The scholarships are admissible only for degree classes and no scholarship will be granted for Post Graduate Courses etc. except in case of BE/B.Tech Courses in Institutes like IISC Bangalore, MIT Chennai for which a degree is pre-requisite for admission to such courses.
- p) The pay limits prescribed for various courses are as follows:-

- i. Technical and non-Technical and degree Scholarships (Including IIT, IIM, AIIMS) Rs. 65220/-p.m.
- ii. Scholarships to physically handicapped children Rs. 77,900/-p.m.

- q) **Renewal of Scholarships:-** The scholarships will be subject to renewal every year by the Heads of the Circle on the following terms and conditions:-

- a. Technical Scholarships may be renewed without any condition of minimum marks in last examination provided that the student is allowed to keep terms and to go to the next higher class/semester by the university. In case, a student is detained, the scholarship may be withheld only for the period of detention and automatically renewed once the candidate is promoted to the next higher class/semester. However, if a student is detained for the second time, the scholarship may be discontinued altogether.
- b. The condition of 50% marks in the annual / semester examination for renewal of non-tech. scholarships will continue. If a student fails to obtain 50% marks in the examination, the scholarship will be stopped till he/she secures 50% marks in the next semester/annual examination. If a student is detained, the scholarship will be discontinued altogether.

- r) **Reservation of scholarship :-** Separate merit list may be prepared for the reserved groups for whom the scholarships/Book Award i.e. Tech. and non-Tech are to be reserved according to the following percentage:-

	Tech. Scholarship	Non-Tech. Scholarship
i. For officials drawing pay upto Rs.23,500/- p.m.	15%	20%

ii.	Scheduled Castes	15%	15%
iii.	Scheduled Tribes	7 ½%	7 ½%

s) 55% of total amount allotted to a Circle in a year will be earmarked for scholarships and other educational assistance schemes. However, Head of the circles have the powers to provide additional amount of 5% of the allocation for this purpose in order to cover up more candidates subject to availability of funds in the Circle Welfare Fund.

t) Allocation of funds:- Out of the funds available for scholarships and other educational schemes, the following allocation will be made for different schemes:-

a.	Scholarships for Tech. Courses (including IIT, AIIMS, IIM, ITI)	67%
b.	Scholarships for non-tech. Courses	20%
c.	School Student Awards including Awards for excellence in X & XII Board Exams.	5%
d.	Scholarship for staff for development of personality.	5%
e.	Scholarship for Handicapped children	3%

The Heads of Circles, however, have powers to re-allocate funds from one category to another, if there are not sufficient eligible applicants in any one category.

A list of technical degree and diploma course is given below:-

DEGREE COURSES

1. I.I.T. Courses
2. B.E. / B.Tech / B.Sc., (Engg.) (Civil, Mech. Electrical, Electronics, Metallurgical, Textile, Chemical, Computer Science, Instrumentation, Industrial Electronics, Sugar Technology, Plastic Technology, Printing Technology, Dairy Technology, Agricultural, Engg., Industrial Engg., Production. Engg., Fisheries Tech. Marine Engg., Engg. Design, Food Processing Tech.)
3. B.Sc., Degree (Agricultural)
4. B.Arch.
5. M.B.B.S.
6. B.V.Sc.
7. B.D.S.
8. B.Pharmacy.
9. Bachelor of Homeopathic Medicine (BHMS)
10. B.Sc. Nursing
11. B.A.M.S.
12. B.F.Sc.
13. Management (After 12th Std.)
14. I.I.M. (Bangalore, Ahmedabad)
15. All other Degree Courses in Tech. Degree courses in Engg./ Technology, recognized by the Director of Technical Education/UGC/ Universities/AICTE.

DIPLOMA COURSES (After 10th)

1. All Engineering subjects (as at Sl.No. 2 of Degree Courses)
2. Diploma in homeopathy and Aryurvedic Courses.
3. Diploma in Architecture.
4. Diploma Courses in Draughtsmen
5. Hotel Management and Catering
6. Assistant Architectship.
7. Diploma in Commercial practice.
8. Diploma in Pharmacy.
9. Diploma in Prosthetics for & Orthotics.
10. Model Diploma Course for Technician.
11. Diploma in Textile Designing
12. Diploma in Printing Tech.
13. Interior Designing and Decorating.
14. Industrial Safety.
15. DHMS (4 years)
16. Radio Engg.
17. Diploma in Post Harvest & Food Tech.
18. Diploma in Coating Tech.
19. Diploma in Cinema / Cinematography, Sound Recording / Sound Engg.
20. Diploma in Surface Coating.
21. Indian Dairy Diploma Courses.
22. Knitting Technology.
23. All other diploma courses in polytechnics recognized by Central / States Govt.

I.T.I.

All Trade Courses Conducted by I.T.I.

In case of doubt whether a particular course is to be treated as Technical or Degree etc a reference may be made to the Director of Technical Education of the concerned State.

XI. Incentive for excellence in academic – achievement for 10th & 12th Class for Departmental Employees and GDS

- i. Letter No. 15016-1/86-WL/Sports dated 30.7.1990
- ii. Letter No. 19-31/2012-WL/Sp dated 17.09.2013
- iii. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

Five awards are to be given for the children of staff in each of the following groups purely on merit on the basis of the marks in 10th and 12th Standard Board Examination subject to the minimum percentage of marks shown against each group:-

S No.	Group	Minimum percentage of Aggregate marks for Departmental Employees	Minimum percentage of Aggregate marks for GDS.
1.	10 th Standard	90%	85%
2.	12 th Standard (Science Group)	90%	85%
3.	12 th Standard (Commerce Group)	90%	80%
4.	12 th Standard (Humanities Group)	90%	80%

A common merit list for the entire Circle (including all regions) will be drawn up for each group showing the percentage of marks upto two decimals. The merit list will contain names of the students of all Boards (State Board, CBSE etc.) subject to the minimum %age of marks fixed above. The first five students will be sanctioned the awards as follows:-

	Departmental Employees	GDS
1 st Position in the Circle	Rs. 6000/-	Rs. 1000/-
2 nd Position in the Circle	Rs. 4800/-	Rs. 800/-
3 rd Position in the Circle	Rs. 4200/-	Rs. 700/-
4 th Position in the Circle	Rs. 3600/-	Rs. 600/-
5 th Position in the Circle	Rs. 3000/-	Rs. 500/-

If more than one student obtains the same number of marks for the 5th position, all of them would be given the awards. The number of awards will be accordingly increased in such cases. This work will be handled at the office of the Chief PMG. Where there is no Chief PMG, the office of PMG at the Headquarters of the Circle will attend to this. There will be no pay limit or reservation for the awards. The scheme is open only to the children of the staff including Gramin Dak Sewaks. Application of the staff, whose children had appeared for the Board Examinations outside the Circle, will be considered by the Circle in which they are working. The expenditure on these awards is to be met from the allocation from the Circle Welfare Fund for educational schemes and scholarships. The awards under this scheme shall be finalized and announced before 30th September each year.

XII. Grant of Scholarships – Clarifications.

- i. Letter no. 13-5/94-Welfare & Sports dated 9.8.1994.

A number of references are being received for clarifications when a ward after availing scholarship for one course shifts to another course. In this regard the basic principles were laid down in the aforesaid letter issued to Chief Postmaster General, UP Circle, Lucknow. These clarifications are reproduced below:-

- i. The basic principle to determine the admissibility of scholarship for a particular course after the ward has already received scholarship for the previous course is whether the course for which the scholarship is now being sought is a higher course academically. To illustrate, if the ward of an employee has done B.Sc. and has received scholarship for the course and subsequent gets admitted in an IIT, AIIMS or IIM course he or she should be eligible for the scholarship for entire duration of the course because these courses are considered higher than the normal degree courses.
- ii. Where a ward has switched over from one course to the other and where it is not possible to decide whether the subsequent course is a higher course, though professionally it may be more in demand, the admissibility of the scholarship for the subsequent course should be decided on the basis of rate of scholarship admissible for the previous as also the subsequent course. To illustrate, if a ward has passed B.A. course for which the rate of scholarship is ₹. 80/- per month and subsequently takes up a diploma course which is offered by several institution including ITI, he would be entitled to the difference between the rates of scholarship for the two courses for the simple reason that a diploma course cannot be considered higher than a B.A. or B.Sc., course. For example, the scholarship for BA or B.Sc., course is ₹. 80/- p.m. whereas the same for diploma course is ₹. 100/-p.m. If a person has availed of scholarship for a period in a year for BA or B.Sc. course and then gets admitted in a 3 year diploma course he would be entitled to the difference of ₹. 20 p.m. for the entire duration of the course. However, if a person has availed of the scholarship for a B.A. or B.Sc., course for a period of one year and there after takes admissible in a diploma course, he would be entitled to ₹. 20/- p.m. for the first year of the diploma course. For the remaining two years he will entitled to the amount of ₹. 100/- p.m. as prescribed.

- iii. There may be instances where a person switches over to an ITI certificate course after availing the scholarship for a B.A or B.Sc., course. In such cases he would not be entitled to any scholarship for ITI certificate courses because the rate of scholarship for ITI certificate course (₹. 500 p.a.) is less than the scholarship for the B.A. or B.Sc., course (₹.80 p.m.). It is, however, clarified that in all such cases the question of making any recovery would not arise.

XIII. Scholarship for UPSC Examinations

- i) Letter No. No. 13-9/92-WL/Sports dated 28.9.92.
- ii) Letter No. No. 13-12/92-WL/Sports dated 26.11.92.

The financial assistance is given to such children of the Departmental Employees who appear in All India Competitive Examinations held by the UPSC on All India basis. The terms and conditions for grant of this assistance are as follows:-

- i. The amount of financial assistance is Rs. 2000/- only.
- ii. There will be no pay limit for grant of this assistance.
- iii. This assistance will be provided only once to each child. In other words, if she / he does not qualify in examination in the first attempt, similar grant would not be admissible for 2nd or subsequent attempts. Similarly, if he/she avails of this facility for one competitive examination, he or she would not be eligible for similar facility for other competitive examinations as well.
- iv. The candidates should have secured a minimum of 60% marks in the examination prescribed as the minimum qualification as a condition of eligibility for taking the competitive examination. However, for Civil Services Examination, this assistance will be granted only on clearing the preliminary examination irrespective of the marks in the qualifying examination.
- v. While granting financial assistance to an employee an undertaking will be obtained from him/her to the effect that in case his/her ward does not appear in all papers of examination for which assistance has been provided, she/he shall have to refund the whole amount of ₹. 2,000/- immediately to the Welfare Fund.
- vi. In case of NDA/IMA/ Naval Academy Examination, the financial assistance of Rs.2,000/- each would be admissible to the wards of Departmental Employees in such cases only where they have qualified in the written examination. The assistance would be for the purpose of preparation for SSB interviews only. There would, therefore, be no condition of securing a minimum of 60% marks in the examination prescribed as the minimum qualification for appearing in those competitive examinations.

XIV. Scholarship for SC/ST employees for departmental examination and higher education.

- i. Letter No. 24-46/90-WL/Sports dated 10.4.91.
- ii. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

As per the above orders SC/ST employees, who are appearing in the Departmental Examinations held by the Department for promotion to various categories will be granted financial assistance to the extent of paying fee for attending the Coaching classes for departmental examinations subject to the limits as indicated below:-

- | | | |
|----|--|--------------|
| a) | Examination for promotion to the cadre of IPOs/IRMs/ Inspectors (MMS) / JAO/AAO examinations and similar cadres | = Rs. 1800/- |
| b) | Examination for promotion to the cadre of Junior Accountants in the Postal Accounts, UDCs and other similar cadres | = Rs. 1200/- |
| c) | Examination for promotions to posts of Postal Assistants, Sorting Assistants, Sorters and other clerical cadres | = Rs. 900/- |

The assistance will be provided only once as lump sum for each category of examinations and will be made available through the Heads of Divisions / Units.

The candidates will have to refund the whole amount in case they do not appear in any of the paper (s) of the examinations or they do not secure minimum 25% aggregate marks in the examination. For this purpose an undertaking to this effect will be obtained from them before grant of the financial assistance.

Higher Education:-

It was also decided to grant financial assistance from the Welfare Fund to SC/ST employees who are pursuing higher academic education through regular classes in evening colleges or through correspondence courses conducted by the recognized Board/ University. The employees appearing in 10th and 12th Std. Examinations will be granted one time financial assistance of Rs. 1200/- and for those pursuing degree/ diploma or Post Graduate Degree / Diploma beyond 12th Std., financial assistance would be granted at the rate of Rs. 3000/- per annum. Further this assistance will be restricted to the amount of fees paid for such higher education and will be granted only if the candidate secures minimum 40% marks in lower pre-requisite examinations. This will be renewed only if the candidate gets through the semester / annual examination.

There will be no pay limits for grant of the financial assistance for the above purpose.

The expenditure incurred will be met from the amount of 55% earmarked for scholarships under the welfare fund.

XV. Scholarship for development of individual personality.

- i. Letter No. 13-7/90-WL/Sports dated 24.7.90
- ii. Letter No. 1-3/99-WL/Sports dated 1.6.2000

iii. Letter No. 2-1/01-WL/Sports dated 26.4.02

This scholarship is admissible for the courses recognized/approved by the Govt. of India/State Govt. in the field of Personnel and Labour Management, Public Relations, Sociology, Social Work, Sports (NIS), Welfare, Accounting, Computer Programming, Industrial Relations and Banking on the terms and conditions as indicated below:-

1. These awards are for post Matric Classes.
2. Employee has to secure admission on his own. He will not be sponsored by the Deptt. The scholarship will be granted @ 75% of the fee paid by an employee subject to a maximum of ₹. 5,000/-per annum.
3. The Scholarship is admissible for maximum period of two years and only once during the entire service.
4. Employees below the age of 35 and drawing basic pay less than ₹. 16,840/- p.m. are eligible. However, the Circle may, at its discretion, consider sanctioning scholarships to the really deserving candidates even beyond maximum age of 35 years.
5. The crucial date for determining the age and pay will be first July of every year.
6. The employees will have to avail of his own leave and should meet other costs.
7. The course should be at a place of duty except in case of NIS, Sports.
8. The official shall have to execute a bond to serve the Deptt. at least 3 year after completion of the course otherwise, he shall have to refund the amount of scholarship awarded to him.
9. Renewal of the scholarship will be made only if not detained in the first year Annual or Semester examination of the course.
10. The expenditure on such scholarships will be met from 55% allocation towards scholarships and other educational schemes from Annual Grants of the Circle.
11. 5% of the allocation for educational schemes will be earmarked for this purpose.
12. The scholarship will be awarded at Circle level provided the above conditions are fulfilled.

XVI. Grant of scholarships and transport charges to handicapped (physically challenged) children of Departmental Employees.

- i. Letter No. 13-1/91-WL/Sports dated 25.4.91.
- ii. Letter No. 1-20/97-WL/ Sports dated 17.9.97
- iii. Letter No. 1-19/97-WL/Sports dated 17.9.1997
- iv. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

The scholarships, transport charges, hostel/mess subsidy is being granted to the handicapped (physically challenged), mentally retarded and blind children of the Departmental Employees from the respective Circle Welfare Funds as per the guidelines mentioned below:-

Scholarships

Scholarships for physically handicapped / Mentally retarded / blind / deaf and dumb children are granted @ Rs. 500/-pm subject to the following conditions:-

- i. These scholarships will be granted for a maximum period of 8 years.
- ii. It will be renewed every year subject of a maximum period of 8 years provided that scholarship will not be paid more than twice for the same class/standard. In other words if a child is not promoted to the next standard the scholarship can be awarded for the first repeat year.
- iii. The scholarship will be admissible to the physically handicapped children with permanent partial disability of at least 40%. However, in case of totally blind, deaf and dumb children no such limit will be applicable. This should be supported by a certificate from a Govt. Medical Officer.
- iv. Staff with lower rate of pay would have preference over those with higher rate of pay.

Transport charges/Hostel/Mess Subsidy

- i. The benefit of scholarship/transport charges will be admissible to not more than two handicapped children of the same official at a time subject to availability of funds. However, the benefit can be considered to a second ward only if all the applicants for benefit for the first ward have been sanctioned.
- ii. The rate of grants of transport charges and hostel/mess subsidy will be as indicated below:

	<u>'A' Class Cities</u>	<u>Other Cities</u>
i. Transport charges	Rs. 300/-	Rs.250/-

- iii. The child should be studying in a recognized school/institution.
- iv. The transport charges will be admissible only for students studying in Ist to 12th standard.
- v. The transport charges will be admissible only for the period the school/institution remain open and no transport charges will be admissible when the school remains closed or the child remains absent for more than 15 days in a month.
- vi. The transport charges will be admissible only if the child is unable to walk by himself/herself for going to school.
- vii. Hostel / Mess subsidy will be granted in lieu of transport charges if the child is staying in Hostel of a recognized institution for the handicapped.
- viii. Transport charges will be admissible for the repeat year if the student is detained in class but not for subsequent repeat years.

XVII. Financial assistance for Excursion Trips.

- i. Letter No. 19-2/90-WL/Sports dated 11.7.90
- ii. Letter No. 1-19/97-WL/Sports dated 2.6.2000.

The department provides subsidy for Excursion Trips towards the fare by surface transport paid by the employees for the trips organized by the Welfare Institution subject to the following conditions:-

- (i) The subsidy to the extent of 60% of the cost of railway fare or journey undertaken by any surface transport will be permissible only in cases of member of staff drawing basic pay up to 25,120/-pm.
- (ii) The concession would be admissible to the employees or their family members not more than once in a financial year. Preference in this regard may

be given to those who have not availed of the facility even once during the previous years.

- (iii) The family members mean husband or wife and sons and daughters of the official solely dependent on him or her.
- (iv) The holiday trips will be restricted to the places of religious or tourist importance etc. within 500 kms from the place of origin of the trip.
- (v) The trips should be organized as part of welfare programs for benefit of the Departmental Employees and their family members by the Welfare Institutions in the Department after getting prior approval of the Head of the Circle.
- (vi) The trip will be spread over a maximum period of 4-5 days so that the office work does not suffer.
- (vii) Normally not more than two officially sponsored trips will be arranged in a financial year.
- (viii) Proper accounts will be maintained in respect of such trips and submitted to the Treasurer of the funds immediately after completion of the journey.

XVIII. Financial Assistance to the Central Postal Ladies Organization and its subordinate organizations in the Circles.

- i. Letter No. 15-12/92-Welfare & Sports dated 19-3-1992
- ii. Letter No. 19-4/99-Welfare & Sports dated 1.6.2000
- iii. Letter No. F No./1-6/2008 Welfare & Sports dated 27.10.2008
- iv. Letter No. 1-5/2012-WL& Sports dated 09.09.2016.

Central Postal Ladies Organization was established as a society for realization of aims and objectives as contained in its Memorandum of Association. This organization has branches in all the Circles and aims to help Departmental Employees in various social objectives by managing Creches, Tailoring Classes, Canteens etc.

The CPLO gets its income from subscription from member, income from fees, charity, cultural shows, greeting cards, souvenir donation, gifts, grants etc.

The department extends its support to the organization by giving them grants in aid from the Circle Sports Funds. Vide orders dated 01.06.2000 it was decided to give the following grants to CPLO:-

- a) Central Organization Rs. 25,000/- per annum
- b) Circle Organization Rs. 15,000/- per annum.

The above grants are given from the Directorate/Circle Welfare Funds respectively subjected to the organization submitting audited accounts etc. for the previous year indicating full utilization of the grant already given to them.

The above amounts were revised vide order No 1-6/2008-WL/SP dated 27.10.2008 as below.

- a) Central Organization Rs. 35,000/- per annum.
- b) Circle organization Rs. 25,000/- per annum.

The above enhancement was made subject to other terms and conditions remaining the same as per the previous orders.

XIX. Financial assistance to Creches.

New Scheme related to Creche has been issued on 09.09.2016.

XX. Financial assistance to tailoring classes.

- i) Letter No. B27018/4/79-WL dated 12.2.1980.
- ii) Letter No.2-11/89-WI&Sports dated 18.7.1990.
- iii) Letter No.1-3/98-WL & Sports dated 11.3.1999.

Tailoring Centers may be opened in community centres or in the accommodation provided to Recreation Clubs in the P&T Residential colony for the benefit of female trainees. The management of the Centre is controlled by Head of the Circle or his nominee as President, one Group 'B' Officer to be nominated as Secretary and three members out of which two may be nominated from amongst the residents of the colony and one member may be nominated from the Residents Welfare Association. A non-recurring grant up to ₹. 2500/- for purpose of Sewing Machine according to the requirement on the basis of the number of trainees may be given. This grant was increased to ₹. 5000/- w.e.f. 01.07.90. The part time tailoring teachers were initially entitled to a remuneration of ₹. 150/- to ₹. 200/-pm which was increased to ₹.750/-p.m. with effect from 01.09.99

XXI. Holiday Homes:-

- i. B-11016/4/80-WL dated 23.4.1983
- ii. Letter No. 17-5/89-WL/Sports dated 25.7.1990
- iii. Letter No. 17-5/89-WL/Sports dated 25.7.1990
- iv. Letter No. 2-1/ 2001 – WL / Sports dated 26.4.2002.
- v. Letter No. 1-1/2017-WL & Sports dated 31.01.2018

Holiday Homes have been established throughout the country for the benefit of the Departmental Employees. At present there are 37 holiday homes in the various Circles. List of holiday homes alongwith their complete address and the controlling officer has been given in the annexure.

Heads of Circle have been delegated financial powers for hiring of accommodation for holiday homes as indicated below. These powers are to be exercised after the Postal Welfare Board approves the proposal for opening of a particular holiday home.

The Heads of Circles were delegated financial power to hire accommodation for holiday homes for Rs. 3,000/- p.m. vide this office letter No. 17-5/89-WL / Sports dated 25.7.90.

The Department has revised the financial power delegated to the Heads of Circles and Head of the Department vide O.M.No. 6-14/87-Fin. Coord (Vol.V) dated 26.3.2001 issued by the Finance Advice Wing of the Directorate.

The powers for hiring accommodation for office cum residence purposes as contained in schedule II item No. 7 (b) (vi), is applicable in this case. These powers are as follows:-

For Office – Cum residence financial power of the Head of the Circle as per Classes of Cities.

AI	Rs. 25,000/- per month.
A	Rs. 20,000/- per month.
BI	Rs. 15,000/- per month.
B2	Rs. 10,000/- per month.
Others	Rs. 8,000/- per month.

It has been decided to exercise the same financial power for hiring accommodation for holiday homes as has been delegated to the Heads of Circles and Heads of the Department in the Department of Posts as mentioned above, subject to same terms and conditions as laid down in the O.M. dated 26.03.2001, with immediate effect.

The rent should be approved by the Fair Rent Assessment Committee of the Circle and all formalities and rules will be observed as in case of hiring accommodation for office – cum- residence.

XXII. Financial assistance to Recreation Clubs

- i. Letter No. 19-1/87-WL/Sports dated 27 Sept. 1989.
- ii. Letter No.F.No.9-2/2008-WL/Sports dated 27.10.2008
- iii. DOPT' Letter No. 1/1/2014-Welfare dated 10.04.2015

Consequent on enhancement of the amount of grant – in – aid to the Recreation clubs in various Ministries / Departments by the Ministry of Finance the rates of grants – in – aid to the Recreation clubs under the Department of Posts were also enhanced. The rates of matching grant to these clubs were also enhanced as indicated below:-

- a) The rate of Grant-in-aid at present is Rs. 25/- per head per annum.
- b) In addition to grant-in-aid, the Recreation Club are provided an additional grant-in-aid upto Rs.25/- per head per annum to match the subscription collected by the club during the financial year.
- c) A maximum grant of Rs. 25,000/- instead of Rs. 10,000/- may be sanctioned (after considering requirement on merits) for setting up of recreation club.

The Recreation Clubs must follow the model-bye-laws as circulated with the aforesaid letter. It should be ensured that the Presidents of the Clubs are nominated as per these model-bye-laws. They will be responsible for proper maintenance of accounts and ensure that the funds allotted to the Recreation Club are spent on such activities as are provided in the model – bye – laws and are in accordance with the instructions issued by the Directorate regarding the purpose for which the grants can be spent.

XXIII. Financial Assistance to Residents Welfare Associations.

- i. Letter No. 18-2/89-WL/Sports dated 1.8.1990
- ii. Letter No. 14-4/90-WL/Sports dated 18.9.1990
- iii. Letter No. 1-3/99-WL/Sports dated 1.6.2000

The P&T Resident Welfare Associations are given grants in aid at the rate of Rs. 10/- per residential quarter per annum on submission of duly audited accounts of the association and also ensuring that elections of the Executive Committee are held regularly and properly.

XXIV. Augmentation of Welfare Fund by voluntary contributions from the staff.

- i. Letter No. 1-11/97-WL/Sports dated 26.9.1997
- ii. Letter No. 2-1/2001-WL/Sports dated 26.4.2002

In the order dated 26.9.1997 it was decided to collect contribution from the Postal Officials for Circle Welfare Fund on voluntary basis at the rate of ` 4/- p.m. for Group 'A', ` 3/- p.m. from Group 'B', ` 2/- from Group 'C' and ` 1/- p.m. from Group 'D' and GDS. However, in the orders dated 26.4.2002 it was decided that the increase in the present quantum of voluntary contribution, if any, may be decided by the Circles themselves.

XXV. Prime Minister's Relief Fund etc. contributions not to be routed through Circle Welfare Fund.

A study of receipt and payment Accounts submitted by the Circles during the last number of years have indicated that many times transactions other than those relating to Welfare Fund such as Prime Minister's Relief Fund, Earth quake/ Cyclone Relief Fund, Circle Benevolent Fund etc. are transacted through the Welfare Fund and the funds relating to them are also transacted through the Welfare Fund Post Offices accounts. This violates the Constitution of the Postal Welfare Board, as there is no provision in the Constitution for such transactions. This not only makes the Welfare Fund accounts unrealistic but also complicates the matters unnecessarily. It is, therefore, enjoined that only the funds meant for Welfare as per the constitution of the Fund should be taken into books of the Welfare Fund and transacted through the Post Office Savings Accounts of the Fund.

XXVI. Grant of advances from the Circle Welfare Fund on behalf of the Central Welfare Fund.

It has also been observed that a few of the Circles provide advances to the employees out of the Circle Welfare Fund on behalf of the Postal Welfare Board. This action of the concerned Circles is irregular and outside the provisions of the Constitution of the Postal Welfare Board. No such powers have been delegated to the Circles either through the administrative instructions nor such a provision exists in the Constitution of the Postal Welfare Board. It is, therefore, enjoined on all concerned that no advances on behalf of the Central Welfare Board should be given by the Circles.

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j)	Grant of incentive to the children of Postal employees for appear in the competitive examinations held by the UPSC -	No. 13-12/92-WI.&Sports dt. 26.11.92	84

	clarification		
k)	Financial assistance to SC & ST employees for appearing in the Deptt. Examination and pursuing higher education through regular classes	No. 24-46/90-WL&Sports dt. 10.4.1991	85-86
l)	Scholarship for development of individual personality	No.13-7/1990-WL/SP dt. 24.07.1990 No.2-1/2001 WL/Sports dt.26.4.2002	87-88 89
10.	Excursion Trips		
a)	Enhancement of the limit of Excursion trips	No. 19-2/90-WL&Sports dt. 11.7.90	90-91
b)	Pay limit for availing facility of excursion trips	No.1-19/97-WL&Sports dt. 2.6.2000	92
11.	Postal Women Organisation		
	Orders related to Postal Women Organisation, Tailoring Centre & Creche	No.15-12/92-WL&Sports dt. 9.3.92 No. 19-4/99-WL&Sports dt. 1.6.2000 No.1-6/2008-WL&Sports dt.27.10.2008 No. B-27016/1/76/79-WL dt. 15.10.79 No. B.21019/1/86-WL(P) dt. 12.86 No.23-2/1987-WL/SP dt. 18.02.1992 No. B. 27018/4/79 dt. 12.2.1980 No. 2-11/89-WL&Sports dt. 18.7.90 No.1-3/98-WL&Sports dt. 11.3.1998 B-27016/1/76/79-WL dated 15.10.77	93 94 95 96 97 98 99-100 101 102 103-106
12.	Recreation Clubs		
a)	Increase in the Grant in aid to the Recreation clubs & Bye-Laws	No 19-1/87-WL/Sports dt. 22.9.89	107-115
b)	Enhancement the grant in aid to postal recreation clubs	No. 9-2/2008-WL&Sports dt. 27.10.08	116
13.	Residential welfare association		
a)	Increase in grant-in-aid to Residential Welfare Association	No.18-2/89-WL&Sports dt. 1.8.90	117
b)	Grants to Residential Welfare Association	No. 1-3/99-WL/Sports dt. 1.6.2000	118
14.	Reduction of allocation to welfare fund	No. 14-4/90-WL/Sports dt. 18.9.90	119-120
15.	Augmentation of postal services staff welfare fund	No.1-11/97-WL&Sports dt. 26.9.97	121
16.	Augmentation of postal services staff welfare fund by voluntary contributions	No.2-1/2002-WL&Sports dt. 26.4.02	122
17.	Provision for co-opting suitable official in circle welfare board and circle sports board	No.1-6/2012/WL&Sports dt. 10.6.14	123
18.	Gramin Dak Sewaks		
a)	Recommendations of Gramin Dak Sewaks Committee	No. 19-3/2010-WL/Sports dt. 13.1.11	124
b)	Circle Welfare Fund for Gramin Dak Sewaks – Scheme & Bye-Laws	No.19-31/2012-WL & Sports dated 11.11.13 and dated 17.9.2013	125-139
c)	Circle Welfare Fund for Gramin Dak Sewaks - Guidelines	No. 19-31/2012-WL&Sports dt. 6.12.13 & dt 2.12.2013	140-161
19.	Holiday Homes		
a)	Detailed information in respect of holiday homes	No.19-19/2010-WL&Sports dt. 8.2.2011	162-163

b)	P&T Holiday Homes – Delegation of powers to Heads of Circles and Rates of items	No.B-11016/4/80 WL dt. 23.4.83	164
c)	Rent for Holiday Homes	No.17-5/89-WL&Sports dt. 25.7.90	165-166
d)	Expenditure on Holidays Homes	No. 17-5/89/WL&Sports dt. 25.7.90	167
e)	Holiday Homes-enhancement of powers of the Heads of circle to hire accommodation	No.2-1/22001-WL&Sports dt. 26.4.2002	168-169
20.	Creche Scheme	No. 1-05/2012-WL & Sports dt. 9.9.2016	170-176
21.	11th meeting of PSSWB held on 16.05.2012 Timely allotment of fund, Financial assistance in case of prolonged illness, immediate death relief, education scheme, introduction of Post Graduation, Excursion trip	No. 1-01/2009-WL/Sports (Vol-II) dated 19.03.2013	177-179
22.	12th meeting of PSSWB held on 22.08.2017		
a)	Incentive and Scholarship, Financial assistance in immediate relief, death due to accident while on duty , attack by terrorists (while on duty / while not on duty)	No. 1-01/2017-WQL & Sports dated 30/31.01.2018	180-184
b)	Financial assistance in case of natural calamity.	No. 1-01/2017-WQL & Sports dated 19.03.2018	185
23.	Revision of pay limit for grant of educational assistance as per 7th Pay Commission	No. 1-05/2017-WL & Sports dated 15.06.2018	186
24.	Clarifications on Welfare Scheme	No.20-17/2012-WL/Sport dt.28.08.2014 No.20-25/2014-WL/Sports dt. 1.02.2016 No.15-1/2016-WL/Sports dt. 30.03.2016 No.15-1/2016-WL/Sports dt. 05.05.2016 No.15-1/2016-WL/Sports dt. 05.08.2016 No.15-1/2016-WL/Sports dt. 22.11.2017 No.15-1/2016-WL/Sports dt. 29.05.2018 No.15-1/2016-WL/Sports dt. 18.06.2018(2) No.20-9/2017-WL/Sports dt. 07.08.2018 No.20-9/2017-WL/Sports dt. 30.08.2018 No.10-12/2015-WL/Sports dt. 18.10.2018	187 188 189 190 191 192 193 194-195 196 197-198 199

CONSTITUTION OF THE POSTAL WELFARE BOARD

Introduction

The Headquarters of the Board will be the office of the Chairman, Postal Services Board, Dak Bhawan, New Delhi – 110 001.

1. Name :

The Board at the centre shall be known as the "Postal Welfare Board" and the corresponding Boards in the Circles shall be designated after the name of the Circle such as Delhi Postal Circle Welfare Board etc. Each Circle/Administrative office may have a separate Welfare Board, which may be formed, from time to time with staff. Such field level Board will be formed with the concurrence of the Executive Committee of the Postal Welfare Board.

2. Objectives:-

2.1 The Board shall promote, develop, organize and exercise overall control in respect of staff amenities and Welfare institutions, sports, athletics and cultural activities. The Board may set such subsidiary Committees/Organisations etc., as it may deem necessary for specific purposes.

2.2 The primary objectives of the Board will be as under:-

- (a) Grants to Postal sports Board.
- (b) Setting up of and grant in aid to staff welfare institutions such as holiday homes, crèches, tailoring centres, schools, Recreation clubs etc.
- (c) Financial assistance to Postal Staff Welfare Association and Postal Women Organisations.
- (d) Financial assistance to Postal Teams / players for participation in various sports and games at the All – India / International levels.
- (e) Organisation of Arts and crafts competitions, exhibitions, holiday/scouting camps etc.
- (f) Training in first aid and organization of Ambulance Brigades etc.
- (g) Any immediate relief of an emergent nature for which no provision exists or can be made available in the normal way.
- (h) Financial assistance to deserving educational institutions sponsored by the staff of the Department.
- (i) Scholarships or other financial assistance to children or dependents of Departmental Employees for their education.
- (j) Financial and medical assistance in cases of proved exceptional hardships resulting from serious or long illness or major surgical operations

and financial assistance to the dependents of deceased Departmental Employees.

(k) Such other specific purpose which the Board may decide.

3. Composition:-

3.1. The Postal Welfare Board shall be comprise of :-

- | | |
|---------------------------------|---|
| (i) Chairman | 1. Minister of State (C&IT) |
| (ii) Vice Chairman | 2. Chairman, Postal Services Board. |
| (iii) Executive Vice Chairman | 3. DG (Postal Services) |
| (iv) Members | 4. Member (Planning) |
| | 5. JS&FA (Finance) or his nominee. |
| | 6. Secretary Postal Services Board. |
| | 7. DDG (Training) |
| | 8. Director (Staff Relations) |
| | 9. President CPLO |
| | 10. Cultural Member of Postal Sports Board. |
| (v) Staff Union representatives | 11-13 Three representatives of Postal Staff Representatives Unions. |
| (vi) Secretary | 14. Director (Welfare & Sports) |
| (vii) Treasurer | 15. Accounts officer (to be nominated by the Chairman) |
| (viii) Members Nominated | 16-19 Four Heads of Circles. |
| | 20-26 Seven Staff representative from Different wings. |

The Chairman of the Board will have the power to nominate or co-opt./ any suitable person / persons to the Board as its Member(s).

1.2. The Composition of the Circle / Administrative Offices Welfare Board will be as follows:-

- | | |
|-----------------------------|--|
| (i) President | 1. Head of the Circle / Administrative Office |
| (ii) Vice – President | 2. Any Officer (nominated by the President) |
| (iii) Member Secretary Work | 3. Welfare Officer or the officer dealing with welfare |
| (iv) Members | 4. (a) In the case of Circles, one representative of each wing of the Department viz. Postal RMS and Administrative (to be nominated by the President). |
| | 5. One representative each from the independent Administrative units which do not have a welfare Fund Committee of their own will be nominated by the Head of such unit / units as an additional Member of the Circle Welfare Board of the Circle in whose territorial jurisdiction that unit is situated. |
| | 6. One representative from each of the Federations of Departmental Employees Unions / Organizations as recommended by the respective Federations from |

amongst the members of their federated Unions in the Circle / Administrative office.

- (v) **Treasurer** : 7. Assistant Accounts Officer (to be nominated by the President)

3.3. In the case of the Postal Directorate, the Welfare Board will be constituted in the following manner : -

- President** : Secretary Postal Services Board
Vice President : Assistant Director General (Admn.)
Secretary : Section Officer (Welfare & Sports)
Member : Secretary, J.C.M. Postal Directorate and four more members of staff (to be nominated by the President).
Treasurer : Assistant Accounts Officer (to be nominated by the President)

The members of the Postal Welfare Board will also be ex-officio members of the Circle / Administrative office etc. Welfare Boards.

3.4. There shall be an executive committee at the Headquarters of the Postal Welfare Board for guiding and controlling the day to day welfare activities in the Department of Posts with the following office bearer:

- (i) **Chairman** : Member (HRD)
- (ii) **Convener** : Director (Welfare & Sports)
- (iii) **Member** : Treasurer.

The Secretary and the Treasurer will do the administration of the fund as per the sanction of the Chairman of the executive Committee conveyed in writing.

3.5. The President of the Circle/ Administrative office Welfare Board may nominate an executive committee with Member Secretary of the Welfare Board as convener for guiding and controlling day to day activities of his Circle / office.

Provided that the Executive Committee so nominated by the President shall not exercise powers in relation to sanction of funds out of the discretionary grants placed at the disposal of the President vide para 8 (iv) of the Constitution.

4. Tenure of office.

- 4.1 Members of the Postal Welfare Board and Circle Welfare Boards will hold office for a term of two years, unless otherwise extended or re-nominated for another term.
- 4.2 A member of the Board shall cease to hold the office on retirement or termination of service for any reason including resignation.

5. Functions and powers.

- 1.1 The Boards, both at the Headquarters and in the Circles etc will work in an advisory capacity. The authority for final decision will vest in the Chairman of the Central Board and the Presidents of the Circle Boards.
- 1.2 In other respects the powers, functions and the responsibilities shall vest with the executive Committee thereof.
- 1.3 In granting assistance on compassionate ground, the Board shall be assisted by a Committee with the following composition, whose duty shall be to scrutinize the applications received with personal recommendation of the Head of the Circle concerned in cases of exceptional circumstances and to recommend to the Board the names of the dependents of the deceased employees for grant of assistance and also the amount of the assistance to be granted provided that the Board may grant assistance to any dependent not recommended by the Committee or may refuse to grant assistance to the dependent recommended by the Committee or vary the amount of assistance recommended by the later.

Composition:-

Director (Welfare & Sports) : Chairman

Director (Finance) : Member

Director (Staff) : Member

A.D.G. (Pension) : Secretary

6. Meetings:

The meetings of the Board and Circle / Administrative Welfare Boards may be held as and when necessary but not less than twice a year.

7. Quorum

The quorum for the meetings shall be four including the Chairman / President subject to the condition that at least one representative of the staff and / or the representative of federations or the unions is present in the meetings.

8. Finance

I) Central Fund:

The finance of the Postal Welfare Board shall comprise of:-

- a) Grant-in-aid from the Department to the Postal Welfare Board.
- b) Voluntary donations and subscriptions, funds raised by organizing cultural meet, variety entertainment, issue of Souvenirs etc.
- c) By organizing any other activity.

II) Allotment of Funds by Postal Welfare Board.

- a) An amount representing 5% of the total grant will be retained by the Central Board to be expended on special cases or requests received by the Chairman

or Vice-Chairman including Executive Vice Chairman or Chairman of the Executive Committee.

- b) The executive committee shall allocate to the Postal Sports Board not more than 30% of the total grant at the beginning of each financial year after examining its budgetary proposals.
- c) The central executive committee may allocate the balance amount to the Circle Welfare Boards after making an assessment of their requirements subject to confirmation by the Postal Welfare Board.

III) Circle Funds

The Finances of the Circles Welfare Board shall comprise of:.

- a) Grants made by the Postal Welfare Board.
- b) Voluntary contributions from the Staff.
- c) Funds raised by organizing shows, cultural meets, variety entertainment, and issue of souvenirs or by organizing any other activity.

IV) Discretionary Grants

The Presidents of the Circle Welfare Board may utilize at their discretion up to 10% grant allocated to them every year from the Postal Welfare Board on special cases or on requests received by them, provided that this expenditure will also be based on the general principles of expenditure of the fund such as grant of flood relief, educational assistance and other philanthropic measures.

V) The un-spent Funds.

The unspent funds at the end of a year in the Central and Circle funds will be carried over to the next financial year.

9. Eligibility for benefits.

Unless otherwise specifically provided, only full-time regular employees including staff of the Department of Posts drawing basic pay up to Rs. 65,220/- per month will be eligible to the benefits.

Provided further that the Chairman, in consultation with the Board may, by general or special orders, declare that the casual workers, the GDSs, the retired employees or any class of regular employees who are not normally entitled to the benefits from the Welfare fund, as beneficiaries of the Welfare Fund in relation to any or all the Welfare activities, as may be specified in that order.

10. Audit

- i. The Circle Welfare Boards at the close of each financial year shall submit to the Postal Welfare Board Accounts of receipts and expenditure by the 25th April each year in the Proforma prescribed for the purpose.
- ii. Postal Welfare Board shall submit to the Chief Auditor, every year a financial statement including the total receipts, expenditure and the balance carried over the next financial year.
- iii. A certificate that the Accounts of the Circle Welfare Boards for the year have been audited and found correct shall be furnished to the Postal Welfare Board within one month of auditing of the Accounts.

- iv. The accounts of the fund shall be audited annually by the Comptroller and Auditor General of India or by any person authorized by him/her on his behalf on or before 31st October each year.
- v. The accounts of the funds shall also be checked annually by the Internal Check Organisation of the respective Circle before the Audit Inspection takes place.

11. Remittances.

The remittances from the Central Fund to the Circle Funds and to the Divisional Units and vice – versa and other remittances from the fund may be made through cheques, bank drafts or service money orders. The Secretary and the Treasurer will jointly sign the cheques under proper authorization of the Chairman / President of the executive Committee.

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi-110 001.

No 1-J/2017-WL/Sports

Date: 09.08.2017

OFFICE ORDER

Subject:	Formation of 16 th Postal Services Staff Welfare Board for the term 01.04.2017 to 31.03.2019.
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The Postal Services Staff Welfare Board has been re-constituted with the approval of the competent authority for a period of two years from 01.04.2017 to 31.03.2019 with the following composition:-

1	Chairman	Minister of State (Independent Charge) of Ministry of Communications
2	Vice-Chairman	Secretary (Posts) & Chairperson, Postal Services Board
3	Executive Vice-Chairman	DG (Postal Services)
4 to 9	Member (s)	(i) Member, Postal Services Board (incharge of Welfare Section) (ii) JS&FA (Finance) or nominee (iii) Secretary, Postal Services Board (iv) DDG (Training, Welfare & Sports) (v) DDG (SR) (vi) President, Central Postal Ladies Organisation
10	Secretary	Director (Welfare & Sports)
11	Treasurer (Nominated)	Shri K.K. Goyal, Accounts Officer (T&C)
12 to 14	Staff Union Representatives (Nominated)	(a) Shri R.N. Parashar, Secretary General, NFPE (b) Shri D. Theagarajan, Secretary General, FNPO (c) Shri Santosh Kumar Singh, Secretary General, BPWF
<u>Nominated Members</u>		
15 to 18	Heads of Circles	I. Chief PMG, Chhattisgarh II. Chief PMG, Assam III. Chief PMG, Karnataka IV. Chief PMG, Punjab

19 to 25	Staff Representatives	(i) Shri K.M. Desai, A.D (Bldg & Tech.) O/o CPMG, Gujarat Circle. (ii) Shri Pradeep Kumar Mishra, Welfare Inspector O/o CPMG Lucknow, U.P Circle. (iii) Shri Farooq Ahmed Hazar, SS O/o CPMG, Srinagar J&K Circle (iv) Smt Sanasam Priyadarshini, PA, Lamlong SO, Manipur Division, North East Circle. (v) Shri Raj Kumar Sharma, A.A.O (Adhoc), O/o DA (P), Jaipur, Rajasthan. (vi) Shri B.Rama Senkar, ASP O/o SPOs Tirupathi Dist. Tirupathi, Andhra Pradesh. (vii) Shri Prahlad Kumar, Welfare Inspector O/o CPMG, New Delhi, Delhi Circle.
26 to 27	Co-opted Member(s)	(a) Shri M.K. Ahirwar, Secretary General, All India P&T SC/ST Employees Welfare Association. (b) Shri S.S. Mahadevaiah, General Secretary, All India Gramin Dak Sevaks Union (AIGDSU).

Daisy Barla
(Daisy Barla)

Director (Welfare & Sports)
Secretary, Postal Services Staff Welfare Board

O/c

Copy to:

1. PS to MOSC(I/C)
2. All Heads of Postal Circles
3. Secretary(Posts)
4. Secretary, Postal Services Board
5. DG (Postal Services), Member, Postal Services Board (incharge of Welfare Section)
6. PS&FA
7. DDG (Training, Welfare & Sports)
8. DDG (SR)
9. President, CPSO
10. Shri K K Goyal, AAO, T&C and Treasurer PSSWB
11. All Members of Postal Services Board
12. Secretary-Generals, NIPB, FNPO and BPEF
13. Secretary General, All India P&T SC/ST Employees Welfare Assn.
14. General Secretary, All India Gramin Dak Sevaks Union (AIGDSU)
15. Guard File

Benevolent Fund

INSTRUCTIONS OF THE FIELD SERVICES— (POSTAL) BENEVOLENT FUND.

In this Constitution—

- (a) The fund shall mean the Field Services (Postal) Benevolent Fund.
- (b) The Committee shall mean the Committee of Administration constituted under para 2.
2. The money in the fund shall be utilised for the purpose of helping the Ex-serv Postal Personnel and their families and for such other purpose as may, in the opinion of the Committee of Administration, be in the interests of Postal Personnel.

- 3 (1) The fund shall be administered by a Committee of Administration consisting of 5 members. Secretary, Department of Posts shall be Chairman of the Committee.

The members of the Committee shall be nominated by Secretary Department of Posts from the Staff of various offices of Department of Posts located at Delhi, including the Dte. Chairman shall have the power to co-opt any person or persons as well. Members of the Committee shall be appointed under the Government of India Act, 1935. The Chairman shall appoint a member of the Committee to be its Secretary.

- by (ii) The Secy. Department of Posts may, by a general or special order authorise a Sr. Officer of the Dte. to preside over a meeting of the Committee in his absence.

- (iii) A meeting of the Committee shall be convened by the Secretary as and when necessary or as and when directed by Secretary Deptt. of Posts. Every member shall have the right to get a meeting convened provided that the matter for discussion in the meeting is of sufficient importance and notice of at least 15 days is given.

- (iv) In case differences on any matter discussed in the meeting, the decision of the Secretary, Deptt. of Posts shall be final and shall be deemed to be the decision of the Committee.

- (v) The quorum for the meeting will be 3 excluding the Secretary. Bank account and investment of the fund shall be operated by the Secretary Department of Posts or such other officers as may direct, in the name of the fund.

The money at the credit of the fund shall be invested in a security etc. as may be directed by the Committee.

APPLICATION FOR GRANT OF SCHOLARSHIPS FROM THE FIELD SERVICES (POW
BENEVOLENT FUND)

1. (in case of Deceased/Disabled & Personnel)

- (a) Name of applicant
(in Capital letters) _____
- (b) Present Address _____
- (c) Name of deceased APS Employee. _____
- (d) Post last held by the
deceased/disabled _____
- (e) Relationship of the
applicant to the deceased
disabled. _____

2. (in case of Retired Ex-APS/Serving APS & Ex-APS Personnel)

- (a) Name of the applicant
(in capital letters) _____
- (b) Designation (State if
retired). _____
- (c) Office to which attached: _____
- (d) Scale of pay _____
- (e) Present address (in case
of retired persons) _____

3. Length of Service of Civil/APS - deceased/Retired/Serving APS/R

- i) Civil - From _____ To _____ Period _____
- ii) APS - From _____ To _____ Period _____
- iii) Total Service _____

4. Details of the School Going children :-

S.No.	Name of Child	Class in which studying at present	% of marks obtained in previous examination	Name of school/ College.
1.				
2.				

(please furnish names of children who are studying in class
VI and onwards including post Matriculation studies and
attach the mark sheet.

Page 2 of ANNEXURE 'A'

5. Amount of scholarships or other assistance received from other sources (give details):

I hereby declare that the above information is correct to the best of my knowledge and if this proves incorrect, the whole amount which is sanctioned in this case will be refunded by me.

Date: _____

(Signature of the applicant)

Recommendations of the Director Postal Services :

Verification of Field Service particulars by DAFS/Officer Incharge
AFS Records Office Kavaratti :

Orders of the Managing Committee
of the Field Service (Postal)
Benevolent Fund.

ANNEXURE - E

Application for grants of financial assistance from the Field Staff (Postal) Benevolent Fund

PART I

1. (In case of deceased/disabled AFS personnel)

- (a) Name of applicant : _____
- (b) Present address : _____
- (c) Name of deceased/
disabled AFS Personnel : _____
- (d) Post last held by the
deceased/disabled AFS
Personnel : _____
- E. Relationship of the applicant: _____

2. (In the case of Retired/Ex-APS &
Ex-APS Personnel)

- (a) Name of the applicant : _____
- (b) Designation : _____
- (c) Office to which attached : _____
- (d) Present Pay or Pension : _____
- (e) Scale of Pay : _____
- (f) Present Address : _____

3. Length of Service of Civil/APS - deceased/Retired/Serving AFS

- i) Civil - From _____ To _____ Period _____
- ii) APS - From _____ To _____ Period _____
- iii) Total Service _____

4. Details of family members including school/college going children

S.No.	Name	Age	Relationship	Whether married

Contd., 2/-

- 2 -

3. Assets:

- (a) Amount of L.I. Policies : _____
(In case of deceased personnel only);
- (b) Cash and bank balances : _____
- (c) Details of movable and immovable properties.
- | Property | Value |
|---|-------|
| (d) Income earned from the properties mentioned in (c) above: | |

4. Amount of F.Assistance required: _____

7. Purpose for which F.Assistance required: _____

I hereby declare that the above information is correct to the best of my knowledge and if this proves incorrect the whole amount which is sanctioned in this case will be refunded by me.

Dated: _____

(Signature of the applicant)

PART II

(To be filled in by the Head of Office forwarding the applications)

1. Benefits granted to the applicant: _____

- (a) Pension/Family Pension
(In case of deceased or retired personnel)
- (b) DCRG : _____
- (c) CPF Amount : _____

2. Financial assistance granted from Welfare Fund _____

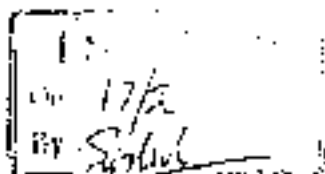
3. Certified that information given at serials 1,2,4 & 5 of Part I has been verified and found correct.

PART III

4. Recommendations of the Head of the Office: _____

PART IVVerification of Field Service particulars by DAFO/Officer Incharge
Record Office Inspector: _____PART V

Orders of the Managing Committee of the Field Service (Postal) B, Para



IMMEDIATE

Govt. of India

Ministry of Communications and IT,

Deptt. of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001.

No.4-2/2002-Welfare & Sports

DATED: 17-2-03

To

All Heads of Postal Circle (By Name).

SUBJECT: Circle Welfare Funds and Circle Sports Funds Accounts thereof.

Sir,

I am directed to say that grants for the Welfare Fund including the Sports Fund are released on the basis of utilization of the grants for the previous year as well as on submission of audited Receipts and Expenditure accounts by the Circles. While releasing grants for the year 02-03, it has been observed that Circles do not submit audited accounts & other relevant information well in time. The final accounts submitted indicate the total receipts and their utilization in composite manner, which have to be analyzed in the Directorate so as to conform to the provisions of the General Financial Rules. This results in delay in release of the grants. It has, therefore, been decided to streamline preparation of Receipts and expenditure accounts right at the Circle level with effect from submission of annual accounts for the year 02-03 for release of the grants for the year 03-04 as follows: -

1. Audited accounts for the previous financial year be submitted by 31st May of the current year.
2. A narrative synopsis of the adverse audit comments and the action taken thereon be submitted along with the annual accounts and a copy of the Audit Report.
3. Where the Audit of the Accounts have not been conducted by a Branch P&T Audit office the same may be not done.
4. A separate account be maintained for grants received from the Government and also the expenditure incurred from the said grant. However, one account can be maintained in the Post Office for the entire amount received from the Government as well as other sources.
5. Separate account be maintained in respect of extra collection by way of voluntary contributions from the staff etc.
6. It is also requested that a certificate to the effect that the Government grant received in the previous year has been fully utilized or left over balance has been surrendered or taken into account while asking allocation for the current year should also be given.

-continued p2/

While submitting the annual accounts two statements as indicated below also be sent

Programme-I

Table showing position of Accounts of Fund

(On the account of Govt. Grants)

Sl.No	Name of Circle	Opening balance of grant at the beginning of the year	Amount of grant sanctioned during the year	Total	Expenditure from grant	Closing balance of grant	Remarks
1	2	3	4	5	6	7	8

Programme-II

Table showing position of Accounts of Fund (Including Govt Grants)

Sl. No.	Name of Circle	Opening balance at the beginning	Receipts during the yr.	Total	Expenditure during the yr.	Closing balance of the year	Remarks
1	2	3	4	5	6	7	8

9. Treasurers of the respective Welfare and Sports Fund would be personally responsible to ensure compliance to the above directions.
9. The provisions of Chapter II of General Financial Rules Rule 148 to 164 shall also apply simultaneously to the release of Government Grants to Welfare and Sports Fund.
10. These instructions have been issued in consultation with the Internal Finance vide letter No. 15/2003/CS dated 2.2.2003 with the approval of the Member (IFS), Postal Services Board.

Unless the above provisions are complied with, it would not be possible to release allocation of funds for the D3-04.

Receipt of this letter may kindly be immediately acknowledged

Yours faithfully,

(Signature)
Director (Welfare & Sports)

Copy to Shri H.C. Wadhwa, Sr. Accounts Officer (Fin. Coord) w.r.to Dy No quoted above

No. 15-7/52-J.S. 50228
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATED: 10-3-92

To

All Heads of Postal Circles

Subject:- Financial Assistance in case of death of the employees of the Deptt. of Posts/Casual Labourers EDA/Part time employees.

Sir,

I am directed to invite your attention to item No. 10 of the minutes of the 5th meeting of Postal Service Staff Welfare Board held on 8-1-92 wherein it had been decided to remove the pay limit of Rs. 3500/- for eligibility for grant of relief to the families of such Postal employees, who die in harness. In other words, families of all the Postal employees will henceforth, be granted the admissible grant as indicated below in case of death while in service irrespective of the pay last drawn:-

- /-or
- (A) An assistance of Rs. 2000/- may be paid to the families of deceased employees to meet the immediate expenses irrespective of whether death occurs during duty/outside duty hours.
 - (b) In case of death due to accident/attack while on duty, an additional assistance of Rs. 4000/- may be paid to the bereaved families of such deceased employees, who are not entitled to compensation under the workmen's compensation Act or any other Act. However, in cases where the family of the deceased employee is entitled to the compensation as mentioned above, the assistance of Rs. 4000/- will be admissible if the bereaved family is not allowed any compensation for any reason. Similarly if the amount of compensation falls short of Rs. 2000/- the difference between Rs. 4000/- & the amount of compensation received will be paid as additional assistance.
 - (C) An additional financial assistance of Rs. 3000/- may be paid to the families of such deceased employees who are killed in attack by dacoits/robbers etc. due to terrorist violence/riot
- /-or

In other words in case of death while on duty due to terrorist activities total financial assistance of Rs. 9000/- (a+b+c) can be granted to the bereaved families. In case of death due to terrorist activity while not on duty a sum of Rs. 5000/- (a+c) may be paid. In case of death due to an accident, while on duty an amount of Rs. 6000/- (a+b) may be paid.

EDAs/Casual workers/Part time employees

50% of the aforesaid amount may be paid to the bereaved families casual Mazdoor/Part time employees.

P.T.C.

These amounts are in addition to financial assistance for the period of TULPUPL or for purchase of sewing machines as per orders issued vide this office letter No.2-71/89-JL/3, dated 11-5-89.

(Hindi version will follow)

Yours faithfully,

(N. Krishnamurthy)

Asstt. Director General (JL/Sports)

Copy to:-

- (1) All the members of Postal services Staff Welfare Board.
- (2) Secretary General NFPE/FNPD/SPEF.

Government of India
Ministry of Communications
Department of Posts
(Headquarters, Postal Services)
Post Bhavan, New Delhi-11.
2000

NO.1.17/97-ML (S) (S) (S)

DATE: 17-09-1997.

All Heads of Postal Circles,
All Postmaster Generals,

Sub: Financial assistance from Welfare Fund for funeral
expenses - Payment to the near relatives.

Sir,

I am directed to invite your kind attention to item No.5 of the minutes of the 5th Meeting of Postal Services Staff Welfare Board held at New Delhi on 11.7.97 under the chairmanship of Secretary (P). It has been decided to release the funeral expenses from the Circle Welfare Fund to the brothers or sisters or near relatives who perform the last rites of a deceased Postal Employee in the absence of any other next of kin.

2. These orders will be effective from the date of issue.

Yours faithfully,

(S. GUPTA)
Director (P)

Copy to :-

1. All Members of the Postal Services Welfare Board.
2. Secretary General, P&T/DP&T.

Government of India
Ministry of Communications
Department of Post
(Welfare & Sports Section)
Rak Bhawan, New Delhi. 1.

400448

NC.1-12/97-WL & Sports

Date: 18-09-1997.

To

All Heads of Circles,
All Postmaster Generals,


Sub: Grant of financial assistance in the case of
death of Postal Employees while in service.

Sir,

I am directed to invite your kind attention to the Item No.3 of the Agenda of the minutes of the 6th Meeting of the Postal Services Staff Welfare Board held at Delhi on 11.7.97 under the chairmanship of Secretary (P).

It has been decided to enhance the amount of financial assistance to be paid to the families of such deceased employees who are killed in attack by dacoits/robbers, due to terrorist violence/riots while on Govt. duty, to Rs.50,000/- to be paid from the Central Welfare Fund, 50% of the aforesaid amount would be admissible to the bereaved families of Exs./part time/Casual workers. There will be no change in the amount of the other death related reliefs.

Yours faithfully,


(S. C. D.)
Director (WL)

Copy to :-

1. All the Members of Postal Services Staff Welfare Board.
2. Federations.

No.1-3/99-NI/SPT
Deptt. of Posts
Ministry of Communications
Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated:-1.6.2000.

To
All Heads of Postal Circles.

sub: Financial Assistance in cases of death - Decisions taken
in the 8th Meeting of the Postal Services Staff Welfare
Board Meeting held on 8.3.2000.

Sir,

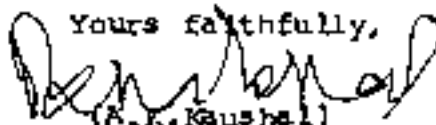
I am directed to say, that the financial assistance being
paid in cases of death was considered in the 8th Meeting of
Postal Services Staff Welfare Board held on 8.3.2000. It was
decided to adopt the following rates for financial assistance
in cases of death:-

- | | | |
|------|--|-------------|
| i) | Immediate death relief | Rs.6,000/- |
| ii) | Death due to accident while
on duty. | Rs.6,000/- |
| iii) | Death due to attack by Robbers
terrorists, riots etc. while
on duty. | Rs.50,000/- |
| iv) | Death due to attack by robbers,
terrorists, riots etc. while not
on duty. | Rs.10,000/- |
| v) | In case of EDAs/Casual Labourers
and Pt.time Employees also the
above amounts is to be paid
to the bereaved families. | |

The above amounts is the total financial assistance
payable in each case.

- vi) The above rates would be applicable from 1.6.2000.
2. This supersedes all previous orders on the subject.

Yours faithfully,


(A.K. Kaushal)
Director (Welfare/SR).

Copy to: All Members of the
Postal Services Staff
Welfare Board.

Rs. 7000/-

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No. 2-1/2001-WL/Sports

Dated 24-4-2002

To

All Heads of Postal Circles

Subject:- Increase in the amounts of financial assistance in cases of death.

Sir,

I am directed to say that the amount of financial assistance being paid was laid down vide this office letter No. 1-3/99-WL/Sports dated 1-6-2000. The question of enhancing this limit was considered in the 9th meeting of the Postal Services Staff Welfare Board held on 17-2-2002. It was decided to increase the amount of financial assistance in cases of death as mentioned in Sl. No. (I) of the aforesaid letter from Rs. 6000/- to Rs. 7000/-. This limit would also be applicable in case of Sl. No. (II) i.e. death due to accident while on duty. All other terms and conditions as laid down in the aforesaid letter and other relevant orders would remain the same.

2. The above order would be applicable from the date of issue.

Yours faithfully,


(A.K. Kaushal)
Director (Welfare)

Copy to:- All Members of the Postal Services Board.

Government of India
Ministry of Communications & I.T.
Department of Posts
(Welfare & Sports Section)
Sansad Marg, New Delhi - 1.

F.No. 1-3/2008- Wel & Sports

Dated 27th Oct., 2008

To
All Heads of Postal Circles.

Sub: Financial assistance in cases of death.

Sir,

The existing instructions dealing with grant of financial assistance in cases of death are contained in the Department's letter No.1-3/89- Wel & Sports dated 01.06.2000.

2. An item for enhancement of financial assistance in such cases was placed before the Postal Services Staff Welfare Board in its meeting held on 14.05.08 and the Board desired detailed examination of the matter.

3. The matter has been examined and as a result thereof it has been decided to enhance the limit of financial assistance in cases of death due to riots, attack by robbers and terrorists while not on duty from the existing Rs.10,000/- to 12,000/-. The limits of financial assistance in all other categories of death remain unchanged.

4. It is clarified that the financial relief granted as per the decision of the board would be effective from 2008-09 and no past case will be re-opened.

Yours faithfully,


(Subhash Chander)
Director (WL & Sports)

Copy to: All members of Postal Services Staff Welfare Board.

Government of India
Ministry of Communications
Department of Post
(Welfare & Sports Section)
Jai Bhawan, New Delhi-1.

NO. 1-15/97-W & Sports

DATED: 10-09-1997

To

All Heads of Postal Circles,

All Postmaster Generals,

Sub: Enhancement of rates of financial assistance to the victims of fire/floods and natural calamities.

I am directed to invite your kind attention to the minutes of the 5th meeting of the Postal Services Staff Welfare Board and to say that it has been decided to enhance the rates of financial assistance to the victims of fire/floods and natural calamities from Rs. 750/- to Rs. 1500/- for departmental employees and from Rs. 575/- to Rs. 750/- for EO employees.

2. These orders will be effective from the date of issue.

Yours faithfully,

(S. GUPTA)
Director (WR)

To

1. All Members of the Postal Services Staff Welfare Board

2. Secretary Generals, FNEC/NTPE

Immediate
Kindly Acknowledge by
31st October 2001.

Government of India
Ministry of Communications
Department of Posts
Welfare & Sports
Dak Bhavan, New Delhi- 110001

Dated:- 18-10-2001

No.10-34/2001-WL/Sports

To

All Heads of Circles
(Kind Attention:)

Subject:- Financial Assistance to the victims of fire / floods and natural calamities.

Sir,

I am directed to say that cases are being referred to the Directorate for allocation of funds for financial assistances in aforesaid cases in a routine manner involving huge financial implications much outside the meagre financial resources of the Central Welfare Fund.

In this regard, it may be mentioned that the scheme of providing financial assistance in cases of flood/fire etc. was introduced in the year 1973 and it was mentioned that the financial assistance to the tune of Rs. 250/- may be provided to those who are seriously burnt or suffer loss due to fire. Similarly, in case of floods the financial assistance of Rs. 100/- was to be given to those who suffered loss of immovable property and in case the books of the school going children were damaged the assistance was to be provided to the extent of Rs. 50/- per school going child subject to the maximum of Rs. 100/-. Subsequently, these limits have been enhanced from time to time and at present the composite financial assistance that may be provided is upto a maximum of Rs. 1500/- for Departmental Official and Rs. 750/- for Gramin Dak Sewaks. There has however been no change in the other terms and conditions.

From the foregoing, it would be observed that the financial assistance was to be provided only to those who were seriously burnt by fire, whose property has been really damaged by floods and whose children's books have been destroyed. Thus, it would be seen that financial assistance was meant to

Contd.....

help those who had really suffered because of natural calamities and not a matter of routine.

It is therefore, enjoined that all cases of financial assistance in case of natural calamities should be thoroughly scrutinized with reference to aforesaid parameters in addition to a certificate from the Revenue Authorities. All the claims should be strictly got verified personally by the deputing officers of appropriate level, so as to ensure correctness of the verification and financial assistance in those cases be granted where there has been really substantial damage to immovable property. No financial assistance should be granted in cases where there is no damage to the property / books etc. even if the area has been declared flood affected by the Revenue Authorities. In case subsequently the irregularities are found the verifying officer may be held responsible.

Receipt of this communication may kindly be got acknowledged by 31st October 2001 positively.

Yours faithfully,


(A.K. Koushal)
Director (WL/Sports)

Copy to:-

1. Shri Pradipta Kumar Bisoi, DPS, HQ. Orissa Circle, Bhubaneswar- 751041 w.r.t. his D.O.No. WL/1-77/01 dated 4-10-2001 for necessary action. Kindly have the receipt acknowledged.
2. Shri R.Ganesan, Chief Postmaster General, Uttar Pradesh Circle, Lucknow. 226 001 w.r.t. his letter No. WLR/M-1/Genl/GKP/2 dated 3-10-2001 for necessary action. Kindly have the receipt acknowledged.

No. 15-43/92-JL/SP

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS

Dak Bhavan, Sansad Marg, New Delhi-110011
Dated 2-9-92

To
All the Heads of Postal Circles.

SUBJECT: Grant of financial assistance from the
Postal Welfare Fund - due to prolonged
serious illness, major surgery etc.

Sir,

I am directed to say that various instructions have been issued from time to time to grant financial assistance to the Postal employees from the Welfare Fund due to prolonged serious illness, major surgery of employees or their dependents. A number of references are received from the Circles requesting for certain clarifications/orders, which result in undue delay in finalisation of such cases. Instructions issued on the subject are summarized below for guidance and necessary action:-

1. Grant of financial assistance due to prolonged illness under discretionary powers.

The CPMG/ PMG are delegated with the powers to sanction financial assistance under their discretionary powers upto Rs. 5000/- in each case of proved exceptional hardship resulting from serious or prolonged illness or major surgical operations (like cancer, Heart operation, renal failure) to the Postal employee or their dependents.

Financial assistance in such cases is sanctioned out of the discretionary grant which is at present 10% of the total grant allocated to the circle during the year. Hence these powers should be exercised in deserving cases to ensure that the discretionary grant is not exceeded. It is also clarified that this grant is in addition to the amount permissible for periods of EXOL/LAP on MC.

1

It may also be added that this financial assistance from the welfare fund is for the purpose of meeting the incidental expenses like cost, cost of treatment, transport, etc. and is not to be granted as part of medical reimbursement, which is covered under the medical attendance rules. Postal employees, who undergo treatment in private hospitals or in nursing homes on their own should not be reimbursed medical expenses from the Welfare fund.

Each case of financial assistance should be decided on merit. In rare and exceptionally deserving cases, where it is considered necessary to provide additional financial assistance beyond Rs. 5000/-, such cases may be referred to Postal Directorate for consideration of grants from Central Welfare Fund. While forwarding such cases, the following points may be kept in view:-

(1) Such cases should have personal recommendation of concerned DPMs/PMs indicating the specific amount for assistance recommended from Welfare Fund;

(2) Copies of Medical report and estimate of cost of treatment should be enclosed;

(3) Information regarding total expenditure, on treatment, amount reimbursed, grants from Circle Welfare Fund, etc. should be furnished;

and (4) Financial position of the concerned employee should be indicated

2. Grant of financial assistance in case of EOL/MPL due to prolonged illness.

Financial assistance as indicated below may be granted which the Postal employees had to avail of EOL/MPL or MC due to serious/prolonged illness or major surgical operation:-

EOL:- upto Rs 1000/- p.m. or 1/2 of the basic pay plus DA whichever is less

MPL:- upto Rs. 500/- p.m. or 1/3 of the basic pay plus DA, whichever is less.

This assistance will be granted subject to the following conditions:-

(1) Disease should more than two months old; in case of relapse of the same disease in the same case, condition of 2 months will not apply;

(2) The period of MPL/EOL is not less than 30 days

- (111) The assistance will be given for a period of 36 months renewable at intervals of every six months.
- (112) The assistance may be continued for a period of one month after joining duties.

3. Financial Assistance of TB Patients.

Indoor Patients:-

Such Postal employees who are hospitalised for treatment of Tuberculosis for fairly long periods and remain on leave with Half Pay Leave or leave without pay and also have to continue on such leave even after discharge from hospital may be given financial assistance of Rs. 200/- p.m. after discharge from hospital subject to a maximum of 6 months for Nutritive Diet.

OPD TB patients:-

- * assistance Financial Rs 100/- p.m. for a maximum period of six months for the purpose of Nutritive Diet may also be granted to the OPD TB patients. This assistance will be paid from the date of application or the date on which disease becomes three months old, whichever is later. This assistance will be admissible on production of Medical Certificate from a Medical Officer of a Govt. Hospital or TB sanatorium.

In case of such patients, who are hospitalised but on discharge are not on EOL/HPL but continue the treatment as outdoor patients after discharge from hospital financial assistance of Rs. 100/- p.m. for a period of six months may be given as admissible to OPD TB patients.

It may, however, be noted that this financial assistance will be granted only once for a maximum period of six months. Further this will in addition to financial assistance, if any, granted for the period of EOL/HPL.

Financial Assistance to Handicapped persons.

Financial assistance to the extent of 75% of the cost of Artificial Limb/Wheel Chair/Orthopaedic Appliances subject to the maximum of Rs. 1000/- can

to sanctioned to the employees or their dependents.

Actual 2nd class Railway fare from the place of duty to the Artificial limb centre and back is also reimbursable from the Welfare fund in case of handicapped employees for provision of artificial limbs if such reimbursement is not admissible from any other source.

Financial Assistance to EORs/casual workmen/part-time employees.

Financial assistance upto Rs. 750/- can be granted in exceptionally hard cases of prolonged/serious illness in respect of EOR, casual workmen and part-time employees subject to the following conditions:-

- (a) He has put in atleast six years service in the Department
- (b) He has been taking treatment in a Govt. hospital and produces Medical Certificates from that hospital; and
- (c) The illness is atleast 2 months old.

Pay limit:-

Employees drawing basic pay upto Rs. 3500/- p.m. are eligible for the benefits as mentioned above except in case of grant of financial assistance to handicapped employees, when the pay limit is Rs. 4000/- p.m.

Time limit for submitting applications:-

The applications for grant of financial assistance should be considered only if received within a period of three months of the recovery of the patient.

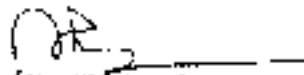
(5)

Power to relax.

Really hard and deserving cases not covered under these rules may be referred to the Postal Dts. for consideration.

(Hindi Version is enclosed)

Yours faithfully


(N. M. S. NARASIMHAN)

Assistant Director General (Mails & Sports)

Copy to:-

(1) Secretary General NFPL/FNDO/BREF.

GOVERNMENT OF INDIA
Ministry of Communications
Deptt. of Post
(Welfare & Sports Section)
Dak Bhawan, New Delhi- 11.

No.10-31/92/WL/Sports

Dated: 11 March 99

To

All Chief PMSOs.

Sub: Financial assistance in cases of prolonged illness/
surgical operations.

Sir,

I am directed to refer to this office letter No.15-43/92/WL/Sp. dated 2.9.92 on the above subject. In the 7th meeting of the Postal Services Staff Welfare Board the question of increase in the power of Chief PMG/PMSG relating to financial assistance in the above cases was discussed and the following decisions have been taken :-

1. The power of the CPMSG as indicated in item 1 of the aforesaid letter for grant of financial assistance in the cases of prolonged illness/surgical operations has been enhanced from the present limit of Rs. 5000/- to Rs.10000/- . There is no other change in other terms and conditions indicated therein.

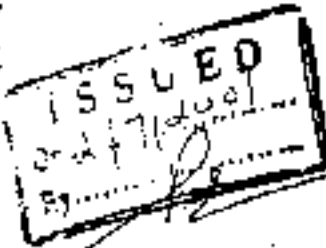
2. Similarly, in case of SOL/HPL as mentioned in item 2 of the aforesaid letter it was been decided to enhance the limit of financial assistance for prolonged illness as follows:

	Existing	Revised
1. SOL	Rs.1000 p.m.or 1/2 of Basic pay + DA whichever is less.	Rs.1500/- p.m. uniformly.
2. HPL	Rs.500 p.m.or 1/3 of the basic pay + DA whichever is less.	Rs.750/- p.m. uniformly.

All other conditions for grant of this financial assistance will continue to be the same as laid down in letter No.15-43/92/WL & Sports dated 2.9.92.

3. In case of financial assistance from the welfare Fund given to the Exes/Asstts/Post time employees for their own illness in case of surgical operations/prolonged illness as indicated at page 4 in the aforesaid letter have been enhanced from the present limit of Rs. 750/- to Rs. 1500/-. Other terms and conditions for grant of this financial assistance will continue to be the same as mentioned in the aforesaid letter.

Yours faithfully,



Government of India
Ministry of Communications
Dept. Of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No.10-23/2000/WL/Sports

Dated 2 June, 2001

To
All Heads of Circles.

Sub : Grant of financial assistance from the Postal Welfare fund due to prolonged
Serious illness, major surgery etc.

Sir/Madam,

I am directed to refer to this Directorate's Order No.15-43/92-WL/Sp. Dated 2.9.92 and No.10-31/98 WL/Sports dated 11.3.99 vide which instructions were issued regarding financial assistance to the Postal employees or their dependants from the Welfare Fund in cases of prolonged illness, major surgery etc. and to state that of late, proposals for grant of financial assistance from Central Welfare fund are being sent to the Directorate without following procedural formalities & furnishing incomplete information. It is, therefore, reiterated that while forwarding cases for grant of financial assistance to the Directorate, the following information/ documents must be forwarded in order to avoid unnecessary correspondences seeking documents/information :-

- i) Personal recommendation of concerned CPM&G/PM&G indicating the specific amount for assistance recommended from Welfare fund after delegated powers of the Head of the Circle have been fully exercised.
- ii) Copies of Medical reports and cost of treatment.
- iii) Information regarding total expenditure on treatment, amount reimbursed.
- iv) Grants from Circle Welfare fund etc.
- v) Financial position of the concerned employee.
- vi) Whether the treatment has been taken from Govt. hospital if not, reasons for taking treatment from private hospital.
- vii) Expenditure on essential incidentals like transport, diet etc.
- viii) Any other relevant information.
- ix) In the first instance, all the cases of illness etc. should be considered under CGHS or CS (MA) Rules and no case should be sent to the Dto without aforesaid consideration. It should be clearly indicated so in the forwarding letter.

In case, the cases are sent without the above information, these would be sent back in original for resubmission with complete information and records.

Yours faithfully,

(A.K. Maushal)
Director (Welfare).

S/C

Deptt of Posts
Ministry of Communications
Dak Bhawan, Sansad Marg,
New Delhi-110001.

No.10-39/2001/WL-SP.

Dt.3.10.01.

To

Shri D.S.Bhaichandra,
Chief PMG, Maharashtra Circle,
Mumbai.

**Sub: Financial assistance from Welfare Fund in cases of
EOL/HPL due to serious/prolonged illness.**

Sir,

I am directed to refer to your office letter No.WLF/36-1(Coord)VII dated 30.8.01 in which clarification have been sought as to whether the financial assistance admissible to the employees under orders No.15-43/92-WL/SP dated 2.9.92 as amended vide letter No.10-31/98/WL/SP dated 11.3.99 can be paid in case of the officials who availed EOL/HPL on medical grounds and they were invalidated/expired/retired in the meantime.

The matter has been carefully considered by the Dte and it is hereby clarified that the financial assistance for the EOL/HPL availed by a Govt servant upto the date of invalidation/retirement can be paid to the Govt servant concerned on receipt of application from the Govt servant concerned. However, in case of death of an employee the financial assistance as mentioned above may be paid to the bereaved family as in case of immediate death relief. In all the above cases the payment of financial assistance will continue to be subject to the conditions as laid down in the aforesaid orders dated 2.9.92 and 11.3.99.

Yours faithfully,

(A.K.Kaushal)
Director(Welfare)

Copy forwarded to All Heads of circles for Information

(A.K.Kaushal)
Director(Welfare)

Government of India
Ministry of Communications
Department of Post
(Welfare & Sports Section)
Dak Bhavan, New Delhi.

NO.1-15/97-Welfare Sports

DATE : 17-08-1997.

To

All Heads of Circles,
All Postmaster Generals,

Sub: Financial assistance for Nutritive Diet from Welfare Fund admissible to all departmental employees who are suffering from TB may be extended to ED employees and enhancement of financial assistance.

Sir,

I am directed to invite your kind attention to Item No.7 of the 6th Meeting of Postal Services Staff Welfare Board held at Delhi on 11.7.97 under the Chairmanship of Secretary (P). It was decided in the meeting to enhance the rates of Financial Assistance towards nutritional diet paid to TB patients from Rs.200/- to Rs.400/- p.m. for departmental employees after their discharge from hospitals after treatment of TB and from Rs.100/- to Rs.200/- p.m. in case of CPD, departmental TB patients. 50% of the amounts is admissible to ED agents under similar circumstances.

This enhancement will be effective from the date of issue.

Yours faithfully,

(S. SURESH)
Director (SR)

Copy to :-

1. All Members of Postal Services Staff Welfare Board.
2. General Secretary FNPC/NEPE.

Government of India
Ministry of Communications
Department of Post
(Medical Section)
New Delhi, India.

PC-1-16/97-2-3-52-55

DATE: 10-09-1977.

To


All Heads of Circles,
All Postmaster Generals,

Sub: Dependent Family members of the postal employees should also be given financial aid referred in case of Nutritive diet recommended for TB patients.

Sir,

I am directed to invite your attention to the Item No.8 of the agenda of the 5th Meeting of the Postal Services Staff Welfare Board held on 11.7.67 at Delhi under the Chairmanship of Secretary (P) in which it is clarified that the dependent family members of the postal employees who are suffering from TB are covered under the Head Grant of financial assistance due to prolonged illness and Heads of Circles are delegated with the power to sanction financial assistance under their discretionary powers upto Rs.5,000/- in each case of proved exceptional hardship resulting from serious or prolonged illness to the Postal employees or their dependents taking into consideration other conditions such as meeting incidental expenses like diet, cost of treatment and transport etc., which is not covered under medical reimbursement under GO (M) rules.

Yours faithfully,


Secretary (P)

Copy to:-

1. All the members of the Postal Services Staff Welfare
2. General Secretary, PMS/NPE.

No. 15-62/93-WL/Sports

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110011

DATE: 26-2-1993.

To

All the Heads of Postal Circles.

Subject: Financial assistance for purchase of mechanical/
motorised tri-cycles.

Sir,

I am directed to invite your attention to this office letter No. S.12014/99/92-WL dated 24.9.1983 where instructions were issued for grant of financial assistance from the Welfare Fund to the orthopaedically handicapped employees for purchase of wheel chair, etc. A proposal to enhance the rate of financial assistance to such employees has been under consideration in the Postal Directorate and the decision as indicated below have been taken :-

- The cost of wheel chair is re-imbursable under the CS(MA) Rules and such cases may be processed expeditiously by the Circles to reimburse the cost for purchase of wheel chair by the orthopaedically handicapped employees. In this connection, item No. 53 of the annexure to CS(MA) Rules relating to list of artificial appliances may be referred to.
- It has been decided to provide 100% reimbursement of expenditure incurred by a handicapped employees for purchase of mechanised tri-cycle subject to a maximum of Rs.2,000/- from the Circle Welfare Fund.
- It has further been decided to grant financial assistance to the handicapped employees for purchase of motorised tri-cycle from the Welfare Fund. The Heads of the Circles are delegated with the powers to sanction an amount of Rs.15,000/- from the Circle Welfare Fund or 50% of the cost of the motorised tri-cycle, whichever is less. The Circles are also advised to consider grant of scooter advances in such cases sympathetically on priority/ in case the concerned employee applies for the same.

This orders will be effective from the date of issue.

(HINDI VERSION WILL FOLLOW)

Yours faithfully,

14.2.1993
DIRECTOR (WELFARE)

As of term basis
not relaxing the
condition of pay
etc.

Dated the 20th May, 1993

To,

All the Heads of Circles.

Subject:- Instructions regarding grant of educational assistance to the children of postal employees.

Sir,

I am directed to say that various references are received from the Circle seeking clarification about the grant of scholarships and the educational assistance from the Postal Welfare Fund etc. to the children of postal employees. A gist of the instructions issued by this office is re-produced below for guidance and necessary action:-

RATE OF SCHOLARSHIPS: Rates of scholarships for various categories will be as indicated below:-

- | | |
|--|---------------|
| (a) I.I.T., AIIMS, IIM | Rs. 200/-p.m. |
| (b) <u>Technical education</u> | |
| (i) Degree | Rs. 150/-p.m. |
| (ii) Diploma | Rs. 100/-p.m. |
| (c) <u>Non-Technical Degree</u> | |
| B.A./B.Sc./B.Com./Degree in fine arts. | Rs. 80/-p.m. |
| (d) I.T.I. Certificate Courses | Rs. 500/-p.a. |
| (e) Book Awards for Technical education. | Rs. 300/-p.a. |
| (f) <u>School Students Awards</u> | |
| (i) V to VIII | Rs. 200/-p.a. |
| (ii) IX to XII | Rs. 300/-p.a. |
| (g) Scholarship for physically handicapped children of postal employees. | Rs. 30/-p.m. |

Minimum percentage for award of scholarships:-

Minimum percentage for award of technical scholarships will be 50% in the minimum qualifying examination on the basis of which the candidate becomes eligible for admission. The corresponding percentage for non-technical scholarships, would be 60% marks.

However, there will be a relaxation of 10% marks for SC/ST and low-paid officials for grant of non-tech scholarships. In case of awards of B.A. the minimum percentage in the qualifying examinations will be 45% for non-tech courses. There will be no relaxation in the minimum percentage required to be obtained in the qualify examinations for award of scholarship for technical courses. In other words 50% marks in qualifying examination will uniformly apply to all categories of employees including SC/ST and low-paid officials and eligibility for scholarship for both, education in any category.

For award of School Students Awards:- Minimum percentage of marks should be 75% for general category with relaxation of 10% marks for SC/ST categories.

Pay limit:- The basic pay limit for awards will be as under:-

Technical & Non-technical Degree Scholarship	Rs.3500/-p.m.
Books Awards for technical education	
School Student Awards	Rs.1800/-p.m.
Scholarship to Physically Handicapped children	Rs.4200/-p.m.
I.T.T., I.I.M., ARIIE	: No pay limit

For the purpose of grant of scholarships for technical and non-tech. degree examinations; pay of both the husband and wife will be counted for the purpose of limit of Rs.3500/-. However, in case of grant of School Students Awards, pay of only official i.e. the applicant will be taken into account.

The scholarships are admissible only for degree classes and no scholarship will be granted for Post Graduate Courses etc. except in cases of BE/D.Tech Degree Courses in Institutes like IIT, Bangalore/MTT, Madras for which a degree is a pre-requisite for admission to such courses.

Preparation of merit list: The scholarship will be granted at the Circle Level and Common Merit List will be prepared for each category of scholarship. Keeping in view the availability of funds for scholarship, the Heads of Circles will prepare a separate list for each category i.e. Technical Degree, Technical Diploma, Non-Technical Degree, School Student Awards etc. Since, the expenditure is also involved on the renewal of scholarship sanctioned in the previous years, amount of the same should also be calculated under each category and thereafter amount available for different category should be decided. Merit List will be prepared strictly on the basis of marks obtained by the ward of the Postal employees in the qualifying examination. As per the reservations of scholarships for SC/ST & Low-paid employees, Scholarship will be granted only to the extent

to which funds are available. To ensure that a large number of employees are covered under the scheme of scholarship, the second scholarship to an employee may be granted only if all the applicants have been granted atleast one scholarship.

Renewal of Scholarship: The scholarship once awarded shall continue till the date of completion of the course and shall not be withdrawn on account of (a) the employee exceeding the pay limit and (b) death/invalidation/retirement on superannuation of the employees.

However, the scholarship will automatically cease in the event of the employees resigning from service/being dismissed/removed/compulsory retired or in case of voluntary retirement.

The scholarship will be subject to renewal every year by the Heads of the Circle on the following terms and conditions:-

(a) Technical Scholarships may be renewed without any condition of minimum marks in last examination provided that the student is allowed to keep terms and to go to the next higher class/semester by the university. In case, a student is detained, the scholarship may be withheld only for the period of detention and automatically renewed once the candidate is promoted to the next higher class/semester. However, if a student is detained for the second time, the scholarship may be discontinued altogether.

(b) The condition of 50% marks in the annual/semester examination for renewal of non-tech. scholarships, will continue. If a student fails to obtain 50% marks in the examination, the scholarship will be stopped till he secures 50% marks in the next semester/annual examination. If a student is detained, the scholarship will be discontinued altogether.

Reservation of scholarship:- Separate merit list may be prepared for the reserved groups for which the scholarships/Book Award &c. Tech. and Non-Tech are to be reserved according to the following percentage:-

....3/-

	<u>Tech. Scholarships</u>	<u>Non-Tech. Scholarships</u>
(i) For officials drawing pay upto Rs.1250/-p.m.	15%	20%
(ii) Scheduled Castes	15%	15%
(iii) Scheduled Tribes	5%	7%

Base year:- 55% of the total amount allotted to the Circle in the year will be earmarked for scholarship & other educational assistance schemes. However, the Heads of Circle have the powers to provide additional amount i.e. 5% of the allocation for this purpose in order to cover more deserving cases subject to availability of funds in the Circle Welfare Fund.

Allocation of funds:- Out of the funds available for Scholarships & other educational schemes, the following allocation will be made for different schemes:-

(a) Scholarship for Tech. Courses (including IIT, AIIMS, IIM, IIT).	67%
(b) Scholarship for Non-tech. Courses	20%
(c) School Student Awards including Awards for excellence in X & XII Board Examinations.	5%
(d) Scholarship for staff for Development of personality.	5%
(e) Scholarship for Handicapped children.	3%

The Heads of Circles, however, have powers to re-allocate funds from one category to another, if there are no sufficient eligible applicants in any one category.

In case of doubt, whether a particular course is to be treated as Technical Degree etc. reference may be made to the Director of Technical Education of the concerned State Govt. for clarifications. However, a list of technical Courses is enclosed for ready reference.

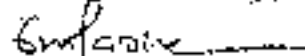
Details of following other schemes which are covered under the Welfare Fund are also enclosed for information and guidance.

...../-

- (i) Incentive to the children of Postal employees for excellence in X & XII standard examinations.
- (ii) Grant of financial assistance to SC/ST employees for (a) pursuing higher education and (b) for appearing in Departmental Examinations.
- (iii) Incentive to staff for development of staff personality ; and
- (iv) Incentive to the children of postal employees for appearing in All India open competitive examinations held by the UPSC.

(Third Version dated 6/2/66)

Yours faithfully,



(OM PRAKASH)

SECTION OFFICER (NL/SPORTS)

Copy to:-

- (1) Secretary General, NEPE/PNPO/SPSF.



S. P. Baghel
Director (W&S) Sports

W. & S. No. 1038739



P.O. No. 13-4/94-W&S Sports

राष्ट्रीय खेल विभाग
(संसार प्रकाश)

राज भवन, संतरा रोड
नई दिल्ली-110 001

27 AUG 1994

Global Postal Services International
JALPURA

Department of Posts
(Ministry of Communication)
Bali Bhawan, Sansar Road
New Delhi-110 001

Dated 27.8.94

Dear Shri S. P. Baghel,

You will kindly recall that during your recent visit to Delhi you had referred to your earlier communications about certain clarification regarding grant of educational scholars. I had given you a copy of instructions issued by the Directorate dated 26th May, 1993 which lays down the rates of scholarships and the terms and conditions subject to which such scholarship are to be granted.

I have, however, been able to get your d.d. No. WLF/P-2688/51-92 dated 4.2.94 traced and find that you really wanted a clarification where the ward of a postal employee has switched courses. The Particular case referred to in your letter is of the daughter of a postal employee who was selected for scholarship for Class II, B.A. Part I and Part II on the basis of marks obtained in High School Examination and after availing the scholarship for 3 years, has obtained admission in I.T.I. course. The question raised by you is whether she is eligible for scholarship for the I.T.I. course also, keeping in view that she had already received scholarship for a period of 3 years.

In this connection I would like to give the following clarifications :-

- (1) The basic principle to determine the eligibility of scholarship for a particular course after the person has already received scholarship for the previous one is whether the course for which the scholarship is being sought is a higher course academically. To illustrate, if the ward of an employee has done B.Sc. and has received scholarship for that course and subsequently got admitted in an I.T.I., A.T.I., M.S. or I.T.I. course, it is not eligible for the scholarship for the duration of the course because these courses are considered higher than the normal degree courses.
- (2) Since it is not possible to trace the previous course of the person, it is not possible to decide whether the subsequent course is a higher course. Though provision is made to note in demand, the qualification, as the

Handwritten note:
Director
27/8/94

1

scholarship for the same time should be decided on the basis of rate of scholarshipmissible for the previous or subsequent course. To illustrate, if a person has passed B.A. course for which the rate of scholarship is Rs. 80/- per month and subsequently takes up a diploma course which is offered by several institutions including I.T.I., he would be entitled to the difference between the rates of scholarship for the two courses for the same reason that a diploma course cannot be considered higher than a B.A. or BSc course. For example, the scholarship for B.A. or BSc course is Rs. 80/- p.m. whereas the same for diploma course is Rs. 100/- p.m. If a person has availed of scholarship for a period of 2 years for B.A. or BSc course and then gets admitted in a 3 year diploma course he would be entitled to the difference of Rs. 20 p.m. for the entire duration of the course. However, if a person has availed of the scholarship for a B.A. or BSc course for a period of one year and then after takes admission in a diploma course, he would be entitled to Rs. 20/- p.m. for the first year of the diploma course. For the remaining two years he will be entitled to the amount of Rs. 100/- p.m. as prescribed.

- iii) There may be instances where a person switches over to an IIT certificate course after availing the scholarship for a BA or BSc course. In such cases he would not be entitled to any scholarship for IIT certificate courses because the rate of scholarship for IIT certificate courses (Rs. 500 p.m.) is less than the scholarship for BA or BSc course (Rs. 80 p.m.). It is, however, clarified that in all such cases the question of making any recovery would not arise.

I hope this will clarify the position. I am indeed sorry for the delay in this case.

Yours sincerely,

Yours faithfully,

Yours faithfully,

Yours faithfully,
Yours faithfully,
Yours faithfully,
Yours faithfully,

Yours faithfully, *Dr. A. S. Singh*

Government of India
Ministry of Communications and
Department of Posts
(General Sports Section)
New Delhi, New Delhi-11.

NO. 1-19/97-41 & Sports

DATE: 17-09-1997.

To

All Heads of Circle,
All Postmaster Generals,

Sub: Revision in rates of scholarship.

Sir,

I am directed to invite your kind attention to the Item No. 12 of the minutes of the 5th meeting of the Postal Services Staff Welfare Board held at New Delhi on 17.7.97 under the Chairmanship of Secretary (P). It has been decided to enhance the existing rates of scholarship by 50% as follows:-

rates of scholarship for various categories.

	Existing rate	Revised rate
(a) I. I. T., AIIMS, IIM	Rs. 200/- P.M.	Rs. 300/- P.M.
(b) Technical education		
i) Degree	Rs. 150/- P.M.	Rs. 225/- P.M.
ii) Diploma	Rs. 100/- P.M.	Rs. 150/- P.M.
(c) Non-Technical Degree		
B.A/BSC/B.Com/Degree in fine arts.	Rs. 80/- P.M.	Rs. 120/- P.M.
(d) I. I. T. Certificate Courses	Rs. 500/- P.A.	Rs. 750/- P.A.
(e) Book Voucher for Technical Education.	Rs. 300/- P.A.	Rs. 450/- P.A.
(f) School Student Awards.		
i) V to VIII	Rs. 200/- P.A.	Rs. 300/- P.A.
ii) IX to XII	Rs. 300/- P.A.	Rs. 450/- P.A.
(g) Scholarship for physically handicapped children of Postal Employees.	Rs. 50/- P.M.	Rs. 75/- P.M.

All other terms and conditions remain the same.

This order will be effective from the date of issue.

Yours faithfully,

(S. R. S.)
Director (G)

Copy to:-
All Members of Postal Services Staff Welfare Board.
General Secretary, PWSS/NESS.

Main Order

Government of India
Ministry of Communications
Deptt. of Post
(Welfare & Sports Section)
Lakshman, New Delhi - 1.

No. 1-12/97/AL/Sports

Dated 1st March, 99

To

All Heads of Circles.

Sub: Grant of Educational assistance to the children
of Postal employees.

Sir,

I am directed to refer to this office letter No. 13-1/93 AL/Sports dated 20.5.93 on the above subject. The pay limits as indicated in the aforesaid letter under the heading "Pay Limits" and as mentioned in the item 'Reservation of Scholarships' were discussed in the 7th Meeting of the Postal Services Staff Welfare Board and it was decided that these limits be revised as follows :-

<u>Scholarship/Book Award</u>	<u>Existing</u> (Pre revised scale)	<u>Revised</u> (Revised Scale)
1. Technical & non Technical Degree scholarships, Books Awards for Technical education.	Rs. 3500/-P.M.	Rs. 10,600/-P.M.
2. School Student Awards.	Rs. 1800/-P.M.	Rs. 5600/-P.M.
3. Scholarship to physically handicapped children.	Rs. 4800/-P.M.	Rs. 13100/-P.M.
4. III/IDN/AIIMS	No pay limit	No pay limit
5. Reservation of scholarships as per letter dt. 20.5.93.	Rs. 1250/-P.M.	Rs. 3900/-P.M.

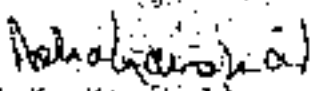
Other terms and conditions for grant of Scholarships/Book Awards will continue to be the same.

2. The question of introducing School Student Awards up to 4th Standard was also discussed in the aforesaid meeting. The school student awards already exist for the

*/-

students of 5th to 12th class. It was decided that the Book Awards for 1st to 4th standard may be paid on the same terms and conditions as applicable to 5th to 8th standard at the rate of Rs. 200/- p.a. subject to the condition that all eligible applications for a Sr. class are considered first before the next lower class is taken up for grant of Book Awards. This would be applicable to all the classes from 12th Standard down ward to 1st Standard. The above orders would be applicable for the scholarships/awards payable during the Academic session of 1999-2000 and onward.

Yours faithfully,


(A.K. Kaushal)
Director (Welfare).

Copy to All Members of Postal Services Welfare Board.

Handwritten: 13-1/91-40/3800000
NO. 13-1/91-40/3800000
Government of India
Ministry of Communications
Department of Posts

Oak Bhawan,
Sanskrit Marg,
New Delhi-110001.

Date: 25-4-1991.

(25-04-1991)

All the Heads of Postal Circles.

Subject:- Grant of Scholarship and Transport Charges
to Handicapped Children of Postal Employees.

Sir,

I am directed to say that Scholarship, Transport Charges and Hostel/Mess Subsidy are being granted to the Handicapped, Mentally Retarded and Blind Children of Postal Employees from the Welfare Fund as per D.O's letters No. 9.15017/5/80-UL dated 12.10.80 & 12014/19/81-UL dated 30.3.81. It has been observed that no norms/conditions have been laid-down for grant of these scholarships/transport charges etc. with the result that different circles are following different yardstick.

The matter has been considered in this office and it has been decided that the following norms/ guidelines will be adopted for grant of scholarships and transport charges etc. to the Handicapped/Blind/Mentally Retarded Children of Postal Employees:-

(1) For Scholarships.

Scholarship for Physically Handicapped/Mentally Retarded/Blind/Deaf & dumb Children will be granted at the rate of Rs. 30/-p.m, subject to the following conditions:-

- (1) These scholarships will be granted for a maximum period of 8 years.
- (2) It will be renewed every year subject to the maximum period of 8 years provided that scholarship will not be paid more than twice for the same class/standards. In other words even if a child is not

(3) The scholarship will be admissible to Physically Handicapped Children, with permanent partial disability of atleast 40%. However, in case of totally blind, deaf & dumb children, no such limit will be applicable. This should supported by a certificate from a Govt. Medical Officer.

The benefit of sponsorship/transport charges will be available to not more than 2 handicapped children of the same official at a time subject to availability of funds. However, the benefit can be considered to a second ward only if all the applicants for the benefit for the first ward have been sanctioned.

	<u>'A' Class Cities</u>	<u>Other Cities</u>
(1) Transport Charges	Rs.50/-p.m.	Rs.40/-p.m.
(ii) Hostel/Pass Subsidy (in lieu of Transport Charges).	Rs.50/-p.m.	Rs.40/-p.m.

- Yours faithfully,

Sec. General 2255/MPPE/INAC

G2

Government of India
Ministry of Communications
Department of Post
(Welfare & Sports Section)
C-1, Bhuvan, New Delhi-11.

NO. 1-20/97-W. & Sports

DATED: 17-09-1997.

To

All Heads of Circles,
All Postmaster Generals,


Subject: Enhancement of the rates of transportation charges to the handicapped children of Postal Employees.

Sir,

I am directed to invite your attention the Item No. 17 of the minutes of the 6th meeting of the Postal Services Staff Welfare Board and to say that it has been decided to enhance the rates of financial assistance towards transportation charges and Hostel/mess subsidy to the handicapped children of Postal Employees from Rs. 50/- p.m. to Rs. 100/- p.m. for metropolitan cities and Rs. 40/- p.m. to Rs. 80/- p.m. for other cities.

2. These orders will be effective from the date of issue.

Yours faithfully,


(S. Gupta)
Director (W.S.)

Copy to :-

1. All members of the Postal Services Staff Welfare Board.
2. Secretary General's, PNP/NFPE.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No. 2-1/2001-WL/Sports

Dated 26.4.2002

To

All Heads of Postal Circles.

Subject: Reservation in Scholarships / Book Awards for OBCs

Sir,

I am directed to say that as per this office letter No. 13-1/93-WL/Sports dated 30.5.93 educational Non-Technical Scholarship / Book Awards are granted to the wards of SC/ST employees with relaxed standards. The question of extending the relaxation of marks for grant of the Scholarship / Book Awards for the wards of OBCs was considered in the 9th meeting of the Postal Services Staff Welfare Board held on 17.2.2002. It was decided that OBC candidates may also be given relaxation of 10% of marks for award of Non-Technical scholarships as well as Book Awards. However, the applications for award of Scholarship / Book Awards with relaxed standards for OBCs be entertained after all other eligible candidates have been awarded the scholarship and Book Awards subject to the condition that the additional expenditure should be met from the normal allocation to the Circle Welfare Fund.

This will come into force with effect from the date of issue of the orders.

Yours faithfully,


(A.K. Kaushal)
Director (Welfare)

Copy to: All members of the Postal Services Staff Welfare Board.

Government of India
Ministry of Communications & I T
Department of Posts
(Welfare and Sports Section)
Dak Bhawan, Sansad Marg
New Delhi-11000

File No.11-16/2009-WL & Sports

Dated: 22 October, 2009

To

All Heads of Postal Circles.

Subject: Ceilings for grant of Educational Assistance from Postal Services Staff Welfare Fund-Revision in the wake of implementation of 6th Central Pay Commission recommendations.

Sir/Madam,

I am directed to refer to the Department's letter No.1-19/97-WL & Sports dated 16.3.1999 on the subject cited above. Due to revision of Pay structure, as a result of implementation of recommendations of 6th Central Pay Commission, ceilings for grant of Educational Assistance out of Postal Services Staff Welfare Fund have been revised as follows:-

S.No.	Scholarships / Book Award	Existing basic Pay in Rs.	Revised basic Pay (Pay+ Grade Pay) in Rs.
1.	Technical & Non-Technical Degree Scholarships including IIT, IIM/ AIIMS, Book Awards for Technical Education.	10,600/-	25,120/-
2.	School Student Awards	5600/-	12,820/-
3.	Scholarship to Physically handicapped children.	13,100/-	29,790/-
4.	Reservation of scholarships (as per instructions contained in letter dated 20.5.1993).	3900/-	9,060/-

Other terms & conditions for grant of scholarships / Book Awards remain unchanged. The above ceilings would be applicable for the scholarships / Book Award payable during the academic session of 2009-2010 and onwards.

This Issues with the concurrence of IF Wing vide Diary No228/FA/09/CS Date 20/10/09.

Yours faithfully

(Subhash Chande
Director (WL & Sport

Copy to : All Members of Postal Services Staff Welfare Board.

No. 15016-1/86-45/Sports

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATED 15-7-1990. (30-07-90)

To

All Heads of Postal Circles,

Subject: Incentive for excellence in academic achievement in 10th & 12th Classes by the children of Postal Employees.

Sir,

I am directed to invite your attention to this Office letter of even number dated 11.2.87 wherein an incentive scheme was introduced for grant of awards for excellence in academic achievement in the 10th and 12th standard Board Examinations by the children of Postal employees.

Since the response to the above scheme was poor due to stiff norms, the Committee formed to review the schemes of Educational Assistance under the Welfare Fund had made certain suggestions to reorient the scheme and the proposal was placed before the 4th Meeting of the Postal Services Staff Welfare Board held at New Delhi on 4-6-90. The Board has approved the recommendations of the Committee.

It has now been decided that the scheme of grant of incentive awards for the children who secure ranking positions among the first 20 in the examinations of recognised Boards in 10th and 12th Classes will be replaced by the following scheme:-

5 awards will be instituted for children of staff in each of the following groups purely on merit on the basis of marks in the 10th and 12th Standard Board Examination, subject to the minimum percentage of marks shown against each group:-

	Minimum Percentage of Aggregate marks.
1) 10th Standard	85%
2) 12th Standard (Science Group)	85%
3) 12th Standard (Commerce Group)	80%
4) 12th Standard (Humanities Group)	80%

A Merit Mark List for the entire Circle (including all Regions) will be drawn up for each group showing the percentage of marks upto 2 decimals. The Merit List will contain names of students of all Boards (State Board, CBSE, etc.) subject to the minimum marks above. The first five students will be sanctioned the awards as follows :-

1st Position in the Circle	- Rs. 1,000/-
2nd Position in the Circle	- Rs. 800/-
3rd Position in the Circle	- Rs. 700/-
4th Position in the Circle	- Rs. 600/-
5th Position in the Circle	- Rs. 500/-

If more than one student obtains the same number of marks for the fifth position, all of them would be given the awards. The number of awards will be increased accordingly in such cases. This work will be handled at the office of the Chief PMG. Where there is no Chief PMG, the office of PMG at the Head Quarters of the Circle will attend to this. There will be no pay limit or reservation for these awards. The scheme is open only to children of staff including SD Agents.

Applications of Staff, whose children had appeared for Board Examinations outside the Circle will be considered by the Circle in which they are working.

The expenditure on these awards will be met from the allocation from Circle Welfare Fund for Educational Schemes and Scholarships. The scheme will be effective from 1990-91 (i.e. Board Examinations of March/April, 1990).

The awards under this scheme should be finalised and announced before 30th September.

This may please be given wide publicity among all the Staff including SD Agents.

Yours faithfully,

(B.N. RAJUR)

DIRECTOR (WELFARE & SPORTS)

Copy to :-

- 1) All members of Staff Welfare Board.
- 2) Secretary General of the three Federations.

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No. 13-7/92-JL/2 parts
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS

New Delhi, Second Hrg, New Delhi-110001.
Dated the 20th September, 1992.

Subject: Grant of incentive to the children of
Postal Employees who appear in the
Competitive Examinations held by the U.P.S.C.

S/10/92
all

The Undersigned is directed to say that, it has been decided to grant financial assistance to such children of Postal Employees who appear in the All India Competitive Examinations held by the Union Public Service Commission on All India basis. Terms and conditions for grant of this incentive are as under:-

- i) Amount of financial assistance will Rs.2000/- (Rupees Two Thousand only).
- ii) There will be no pay limit for grant of this assistance.
- iii) This assistance will be provided only once to each child. In other words, if he/she does not qualify in the examination in the 1st attempt, similar grant would not be admissible for the 2nd or subsequent attempts. Similarly, if he/she avails of this facility for one competitive examination, he/she would not be eligible for similar facility for other competitive examinations as well.
- iv) The candidate should have secured a minimum of 60% marks in the pre-requisite qualifying examination i.e. the examination for qualification prescribed as the minimum qualification as a condition of eligibility for taking the competitive examination. However, for Civil Services Examinations, this assistance will be granted only on clearing the preliminary examination, irrespective of marks in the qualifying examination.

Encls...3.

While granting financial assistance to an employee an undertaking will be obtained from him/her to the effect that in case his/her name does not appear in all the papers of the examination for which the assistance has been provided, he/she shall refund the whole amount of Rs.2000/- immediately to the Postal Directorate Welfare Fund.

Officers/Staff of the Postal Directorate, who are eligible & interested in availing incentive may send their applications to the U.S.C. Section alongwith the photocopy of the marks sheet of the qualifying examination, will be received from the U.P.S.C.

(Signature)
(A.K. Koushal)
Assistant Director General (Admn.).

Copy to All Officers/Sections, Department of Posts.

NO.13-12/92-WLASports
Government of India
Ministry of Communications
Department of Posts
New Delhi-110001.

Dated 7/6-11-1992

To
All Heads of Postal Circles.

Subject:- Grant of incentive to the Children of Postal
Employees who appear in the Competitive
Examinations held by the U.P.S.C.


Sir,

I am directed to refer to this Department
letter NO.13-7/91-WLASports dated 7-7-92 on the subject
mentioned above and to state that a clarification has been
sought whether the financial assistance of Rs.2000/- would
be admissible to the wards of postal employees for NDA/IMA/
Naval Academy Examinations.

It is clarified that financial assistance of
Rs.2000/- each would be admissible to wards of Postal
employees in such cases only where they have qualified in
the written examination. The assistance would be for the
purpose of preparation for the SSB interviews only. There
would, therefore, be no condition of securing a minimum of
60% marks in the examination prescribed as the minimum
qualification for appearing in these Competitive Exami-
nations.

All other terms and conditions indicated in
this Department letter dated 7-7-92 would be applicable in
these cases also.

Yours faithfully,


(M. P. SAINANI)
Director (WLASports)

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
101 DELHI-110001.

Dated: 10-4-1990.

To

All the Heads of Postal Circles.

Subject: Financial assistance to SC & ST employees,
Department of Posts for (i) appearing in
the Departmental Examination and (ii) Pursuing
higher education through regular classes.

Sir,

I am directed to say that in connection with
celebration of Birth Centenary of Baba Sahib Dr. B.R. Ambedkar,
it has been decided to launch special schemes for the
benefits of SC/ST employees of the Department of Posts.
Accordingly, it has been decided to grant financial assistance
from Welfare Fund to the SC/ST employees of Department of Posts
for (i) appearing in the Departmental Examination and
(ii) pursuing higher education through regular classes or
through correspondence courses.

2. (i) SC/ST employees, who are appearing in the
Departmental Examination held by the Department for promotion
to various categories will be granted financial assistance to
the extent of paying fee for attending the Coaching classes
for Departmental Examinations subject to the limits as
indicated below :-

- | | |
|---|-----------|
| a) Examinations for promotion to the
Cadre of JAO/JRM/Inspectors (NRI)/
JAO and LJO (I/3rd) Examinations
and similar cadres. | Rs. 300/- |
| b) Examinations for promotion to the
cadre of Junior Accountants in
Postal Accounts, UDC and similar
cadres. | Rs. 200/- |
| c) Examinations for promotion to posts
of Postal Assistants, Sorting
Assistants and such other similar
clerical cadres | Rs. 150/- |

This assistance will be provided only once as a lump-sum for each category of Examination and will be made available through the Heads of Division/Units. The candidates will have to refund the whole amount in case they do not appear in any of the paper(s) of the Examination or they don't secure minimum 25% aggregate marks in the examinations. For this purpose, an undertaking to this effect will be obtained from them before grant of financial assistance.

2. (ii) It has also been decided to grant financial assistance from Welfare Fund to SC/ST employees who are pursuing higher academic education through regular classes in Evening Colleges or through Correspondence Courses conducted by recognised Board/University. Employees appearing in 10th & 12th standard examination will be granted one time financial assistance of Rs.200/- and for those pursuing Degree/Diploma or Post Graduate Degree/Diploma beyond 12th standard, financial assistance would be granted at Rs.500/- per annum. Further, this assistance will be restricted to the amount of fees paid for such higher education and will be granted only if the candidate secures minimum 40% marks in lower pre-requisite examination. This will be renewed only if the candidate gets through the semester/annual examination.

There will be no pay limit for grant of financial assistance for the above purpose. This expenditure will be met from the amount of 55% earmarked for scholarships under the Welfare Fund.

This may be given wide publicity among the staff.

(HINDI VERSION WILL FOLLOW)

Yours faithfully,

(R.S. GUPTA)
DIRECTOR (WL & SPORTS)

Copy to :-

- 1) Secretary General, NFPE, FNPO and SPPE.
- 2) ADG (FAP)/ALS (Admin.), Department of Posts.

56 -

(R.S. GUPTA)
DIRECTOR (WL & SPORTS)

NO. 13-7/90-OLASPPRIS
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

Dated, -7-1990

For Postal Circles.

Introduction of Scholarships for Staff to develop individual personality.

I am directed to invite your attention to item of the Minutes of the 4th Meeting of the Postal Staff Welfare Board held on 4-6-90 at New Delhi to say that it has been decided to introduce a scheme of scholarships to the Postal Employees to develop their personality by acquiring higher qualifications in specialised courses. This scholarship will be admissible to courses recognised/approved by the Govt. of India/ Govt. in the fields of Personnel/ Labour Management, Relations, Sociology, Social Work, Sports (NIS), Accounting, Computer Programming, Industrial Relations and Banking on the terms and conditions as stated below:-

Metric

These awards will be for Post- / Classes.
The employees will secure admission on his own. He will not be sponsored by the Deptt.
The scholarship will be granted at the rate of 75% of the fee paid by an employee subject to a maximum of Rs.2,000/- per annum.
Scholarship will be admissible for a maximum period of 2 years and only once during the entire service.
Employees below 35 years of age and drawing basic pay less than Rs.2500/-p.m. will be eligible.
The crucial date for determining age and pay will be 1st July of every year.
The employee will have to avail of his own leave and should meet other costs.
The employee should be at the place of duty except in case of NIS (Sports).
The official shall have to execute a bond to serve the Deptt. for at least three years after completion of the course; otherwise he shall have to refund the amount of scholarship awarded to him. Format of Bond will be sent in due course.
Renewal of Scholarship will be made only if he is not detained in the 1st year annual/semester

examination of the courses.

The expenditure on such scholarships will be met from the 5% allocation towards scholarships and other educational schemes from the annual grants 5% of the allocation for educational schemes will be earmarked for this purpose.

This scheme will be effective from the Academic Year 1990-91 i.e. the candidates getting admission from June/July, 1990 onwards will be eligible. The scholarship will be awarded at the circle level. Further, instructions regarding norms for the award will be issued shortly. Applications may, however, be called for.

(Hindi Version Will Follow)

Yours faithfully,

B. M. Kapur
(B. M. KAPUR)
DIRECTOR (UL&SPORTS)

— Copy to:—

- (1) All Members of Postal Services Staff Welfare Board.
- (2) Secy. General of Federations.

B. M. Kapur
(B. M. KAPUR)
DIRECTOR (UL&SPORTS)

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No. 2-1/2001-WL/Sports

Dated 24-4-2002

To

All Heads of Postal Circles

Subject:- Scholarship for development of individual personality
decision taken in the 9th meeting of the postal services
Staff Welfare Board Meeting held on 17-2-2002.

Sir,

I am directed to refer to this office letter No. 13-7/90-WL/Sports dated 24-7-90 introducing the scheme for grant of scholarship to the postal employees to develop their personality by acquiring higher qualification in specialized courses. In the 9th meeting of the Postal Services Staff Welfare Board, the question of enhancing the maximum age limit of 35 years was considered and it was decided to leave to the discretion of the circles to give scholarship to the really deserving candidates even beyond maximum age of 35 years as laid down in the aforesaid order dated 24-7-90.

Yours faithfully,


(A.K. Kaushal)
Director (Welfare)

Copy to:- All Members of the Postal Services Board.

ND. 19-2/90-JKSPTS
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

Date: 11-7-1990.

To
All Heads of Postal Circles.

Subj:- Enhancement of the limit of Excursion Trips.

Sir,

I am directed to refer to item No.6 of the Minutes of the 4th Meeting of the Postal Services Staff Welfare Board held on 4-6-89 on the above subject and to say that the Board has approved to raise the rate of subsidy for Excursion Trips from 50% to 60% towards the fare for surface transport paid by the employees in such trips organised by Welfare Institutions.

In pursuance of the previous order, it has now been decided that, subject to the availability of funds with the respective Circle Welfare Board, subsidy may be given for such Excursion Trips subject to the following conditions:-

- (1) The subsidy to the extent of 60% of the cost of Railway fare or Journey undertaken by any surface transport will be permissible only in case of members of staff drawing basic pay of Rs.3500/- or less per month.
- (2) The concession would be admissible to the employees and their family members not more than once in a financial year. Preference in this regard may be given to those who have not availed the facility even once during the previous years. The term family means husband or wife and sons and daughters of the officials solely dependent on him or her.
- (3) The Holiday Trips will be restricted to places of religious/tourists importance etc. within 500/-k.m. from the place of origin of the trip.
- (4) The trips should be organised as part of welfare programme for the benefit of Postal Employees and their family members by Welfare Institutions in the Deptt. after getting prior approval of the Head of the Circle.

- (5) The trips will be spread over a maximum period of 15 days so that the office work does not suffer.
- (6) Normally not more than two officially sponsored trips will be arranged in a financial year and proper accounts will be maintained in respect of such trips and submitted to the Treasurer of the Funds immediately after the completion of the journey.
- (7)

Yours faithfully,

N.K.

(N. KRISHNAMURTHY)
ASST. DIRECTOR GENL. (WL&SP.)

All Members of Postal Services Staff Welfare Board.

N.K.

(N. KRISHNAMURTHY)
ASST. DIRECTOR GENL. (WL&SP.)

No. 1-19/97-WL/SF
Deptt. of Posts
Ministry of Communications
Bak Bhawan, Sansad Marg,
New Delhi-110001.

Dated:- 2 -6-2000

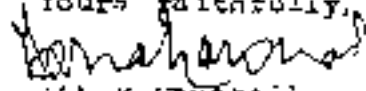
To

All Heads of Postal Circles.

Sub: Pay limit for availing facility of Excursion trips -
Decisions taken in the 8th meeting of Postal Services
Staff Welfare Board held on 8.3.2000.

Sir,

I am directed to refer to this office letter no.19-2/
90-WL/SPT dated 10.7.90 on the above subject, in which
interalia it was mentioned that the subsidy is permissible
in case of members of staff drawing basic pay of Rs 3500/-or
less per month. Consequent upon revision of pay scales
as a result of implementation of the recommendations of the
5th Pay Commission, the Postal Services Staff Welfare Board
considered the question of revision of the basic pay limit
for the above purpose in the above meeting. It has been
decided to revise the basic pay limit from Rs.3500/-to
Rs.10,600/-in the revised pay scales.

Yours faithfully,

(A.K. Kaushal)
Director(Welfare/SR).

Copy to:

All members of the Postal Services Staff Welfare Board.

No. 15-12/92-WL/Sports

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATED: 4-2-92

To

All Heads of Postal Circles

Subject:- Enhancement of allocation to the women organisation
from the Welfare Fund.

Sir,

I am directed to invite your attention to item No. 17 of the minutes of the 5th meeting of the Postal Services Staff Welfare Board held on 8-1-92 and to say that it has been decided to enhance the limit of allocation of funds to Central Women's organisation and the circle women's organisation as indicated below:-

- (1) Central Women's Organisation- from Rs.12000/- to Rs.20000/-p.a.
- (2) Circle Women's organisations -from Rs.6000/- to Rs.10000/-p.a.

The enhanced allocations may be met from the overall allocation already made to the Circle Welfare Fund.

These orders are effective from 1991-92.

Yours faithfully



(N. Krishnamurthy)
Asstt. Director General(WL/Sports)

Copy to:-

- (1) All members of WL Board
- (2) Secy General, NFPE/FNPE/FNRD/GREF.

- 130 -

No.19-4/99-WL/SPT
Deptt. of Posts
Ministry of Communications
Oak Bhawan, Sansad Marg,
New Delhi-110001.

Dated:-1.6.2000.

To
All Heads of Postal Circles.

Sub: Grants to Postal Ladies Organisations - Decisions taken
in the 8th Meeting of the Postal Services Staff Welfare
Board Meeting held on 8.2.2000.

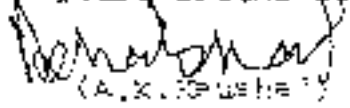
Sir,

I am directed to refer to this office letter No.15-12/92
WL/Sports dated 19.3.92 on the above subject and to say that
the grants being paid to Postal Ladies Organisations were
considered in the 8th Meeting of the Postal Services Staff
Welfare Board held on 8.3.2000. It was decided to enhance the
amounts of grants-in-aid as follows:-

- i) Central Postal Ladies Organisations from Rs.20,000/- to
Rs.25,000/-per annum.
- ii) Circle Postal Ladies Organisation from Rs.10,000/-to
Rs.15,000/-per annum.

The above enhancement is subject to the terms and conditions
as contained in orders No.15-12/92/WL/Sports dated 19.3.92
and other relevant instructions. These would be effective
from year 2000-2001.

Yours faithfully,


(A.K. Bhatnagar)
Director (WL/Sports/S)

Copy to:

All members of the Postal Services Staff Welfare Board.

Government of India
Ministry of Communications & I.T.
Department of Posts
(Welfare & Sports Section)
Sansad Marg, New Delhi - 1.

F.No. 1-6/2008- Wel & Sports

Dated 27th Oct, 2008

To

All Heads of Postal Circles.

Sub: Financial assistance to the Postal Welfare organizations for running
Crèches and tailoring Schools.

Sir,

As per existing instructions issued vide letter No, 19-4/99- Wel & Sports dated 01.06.2000, the Deptt. grants financial assistance to Central Postal Ladies Organisation and Circle Postal Ladies Organization to the tune of Rs. 25,000/- per annum and Rs. 15,000/- per annum respectively.

2. An item to increase the above limits was placed before the Postal services Staff Welfare Board in its meeting held on 14.05.2008 and the Board desired detailed examination of the matter, before taking a final view.

3. The matter was further examined and it has been decided to enhance the grant of financial assistance to Central Postal Ladies Organisation from the existing Rs.25,000/- to Rs. 35,000/- and in regard to Circle Postal Ladies Organisation from the existing Rs.15,000/- to Rs.25,000/-.

Yours faithfully,


(Subhash Chander).
Director (WL & Sports)

Copy to: All members of Postal Services Staff Welfare Board.

INDIAN POSTS AND TELEGRAPH DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF THE POSTS AND TELEGRAPHS
SANCHAR BHAVAN, 20, ASHOKA ROAD, NEW DELHI 110001.

No. B-27016/1/76/79-WL

Dated the 15-10-77

To:

All Heads of Postal Circles,
All Heads of Telephone Districts,
All Heads of Telecommunication Circles,
All Heads of Other Administrative Offices.


Subject: Scheme of Assistance for crèches for the children of women employees.

Sir,

I am directed to forward herewith a scheme of assistance for crèches for working and ailing women/children in the P&T Department. The scheme has been approved by the Government. It is requested that efforts may be made to provide the crèche facilities wherever possible as per the scheme sent herewith.

Action taken in the matter may please be intimated to this office.

Yours faithfully,


(I.C. MEHTA)
DIRECTOR (WELFARE)

No. B. 21019/1/86-WL(P)

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI - 110001.

DATED: 12-1986.

To

All the Postmasters General,

Subject: Enhancement of non-recurring assistance from the Welfare Fund for establishment of Creches.

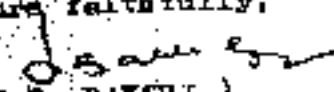
- o -

Sir,

I am directed to say that a proposal to enhance the existing ceiling of Rs. 4,000/- on non-recurring expenditure on establishment of creches was discussed in the first meeting of the Postal Services Staff Welfare Board held on 23-4-86. The matter has been further examined in consultation with the Finance Advice Branch and it has been decided to increase the maximum amount of subsidy in respect of non-recurring expenditure for the establishment of creches from Rs. 4,000/- to Rs. 6,000/- only.

This issue is concurrence with Finance Advice of their Department of Posts vide U.O. No. 4709/P&P/86 dated 1-12-1986.

Yours faithfully,


(H.B. BAKSHI)
ASST. DIRECTOR GENERAL
(WELFARE)

No. 21-2/87-41/5 ppts
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATE: 14-2-92

To

All the Heads of Postal Circles

Subject:- Enhancement of recurring grants to the Creches from the Welfare Fund.

Sir,

I am directed to say that it has been decided in the meeting of Postal Services Staff Welfare Board to enhance the recurring grants to the creches for the purpose of salaries to supervisors & Ayahs. Salary of Supervisors is accordingly enhanced from Rs. 450/-pm to Rs. 800/-pm and that of Ayahs from Rs. 300/-pm to Rs. 400/-pm and 90% subsidy will be admissible from Postal Welfare Fund.

In partial modification of this office letter of even No. dated 24-7-90, Creches run by voluntary organisation under the Welfare Fund can henceforth be granted 90% of recurring expenditure per month as indicated below:-

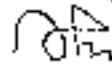
(1) Two Ayahs/Helper @ Rs. 400/- p.m	Rs. 800/-
(2) Weekly visit by Doctor	Rs. 250/-
(3) One lady Supervisor @ 800/-	Rs. 800/-
(4) Medicines for children	Rs. 75/-
(5) Supplementary Nutrition for children	Rs. 975/-
(6) Contingencies	Rs. 150/-

Rs. 2950/-

Therefore, Maximum recurring grant to Creches permissible will be Rs. 2655/-pm i.e. 90% of Rs. 2950/-
These orders take effect from 1-2-92

(Hindi version will follow)

Yours Faithfully


(M. Krishnamurthy)
Asstt. Director General (J1/Sp)

Copy to (1) All the members of Postal Services Staff Welfare Board
(2) Secy General NWP/FAPO/DFEF.

OFFICE OF THE DIRECTOR GENERAL OF POSTS & TELEGRAPHS
NEW DELHI-110001

No. P.27018/4/72-WL dated at New Delhi the 12th February 1972

20

To

All Heads of Postal/Telecom Circles/Telephone Dists.
All Heads of other Administrative Offices.

Sub:- Scheme of assistance for tailoring centres in
P&T Residential Colonies.

Sir,

I am directed to forward herewith a scheme of assistance for opening tailoring centres in P&T residential colonies for the benefit of female members of P&T employees residing in the colonies.

Efforts may please be made to provide the tailoring centres to begin with in the residential colonies at Circle/District Headquarters. Action taken in the matter may also please be intimated to this office.

Yours faithfully,

(Signature)

(I. C. BHATIA)

DIRECTOR (WELFARE)

Copy to all Welfare Officers, P&T.
S C E M E

SCHEME OF ASSISTANCE FOR OPENING TAILORING CENTRES IN P&T RESIDENTIAL COLONIES.

The following scheme has been approved for provision of tailoring centres in the P&T residential colonies all over the country.

1. The tailoring centres may be opened in the Community Centres/accommodation provided to recreation clubs in the P&T Residential Colony for the benefit of female residents.
2. FINANCES:- The following expenditure may be incurred from the Circle Welfare Fund for provision of tailoring centres in the colonies viz:-

Recurring:- Upto Rs 2500/- for purchase of sewing machines according to requirement on the basis of the number of trainees.

Non-Recurring:- Rs 150/- to Rs 200/- on the salary of part time trained teacher in tailoring.

.....2.....

3. SCHEMATIC PATTERNS: The tailoring classes may be for a duration of one hour for 5 female trainees at a time. Two or three batches of women may be trained in batches of ranging from two to three hours. The nominal charges of Rs. 2/- from female members may be charged which could be utilised towards recurring expenditure, if any.
4. MANAGEMENT: Tailoring centres may be controlled by committees consisting of Head of the Circle or his nominee as President, one Class II Officer to be nominated by him as Secretary and 3 members out of which two may be nominated from amongst the residents of PCT colony and one member may be nominated from Residents Welfare Association.
5. ACCOUNTS: Proper Accounts will be maintained by the management committee and submitted to the Circle Welfare Fund Committee from time to time.
6. GENERAL: The benefit of this scheme may be given to the families of relatively lower strata of PCT employees in the beginning. If trained teachers are available in tailoring and embroidery the training may be imparted simultaneously by the same teacher in tailoring as well as embroidery.

ALL HEADS OF POSTAL CIRCLES
FOR REFERENCE FOR TAILORING CENTRES
12-2-80

To
All Heads of Postal Circles.

Subj: - CONTRIBUTION OF FINANCIAL ASSISTANCE FOR TAILORING CENTRES IN POSTAL RESIDENTIAL COLONIES.

Sir,
I am directed to refer to item No.10 of the Minutes of the 4th Meeting of the Postal Services Staff Welfare Board held on 4-6-90 and to say that in partial modification of this office letter number S.27018/4/79-WL dated 12-2-80 (copy enclosed), it has been decided to enhance the salary of the teachers of the Tailoring Centres, being run with the assistance from the Welfare Fund, from Rs.200/-p.m. to Rs.400/-p.m. It has further been decided to enhance the non-recurring initial grant for opening of Tailoring Centres from Rs.2500/- to Rs.5000/- for purchase of sewing machines according to requirement on the basis of number of trainees. Other conditions contained in this office letter dated 12-2-80 will remain the same.

The increased grant will be admissible for existing Centres also, if justified by the number of trainees. These orders will be effective from 1-7-90.

Yours faithfully,

VCF
(N. KRISHNAMURTHY)
ASST. DIRECTOR GENERAL (W&SPORTS)

Copy to:-

All the Members of Postal Services Staff Welfare Board for information.

VCF
(N. KRISHNAMURTHY)
ASST. DIRECTOR GENERAL (W&SPORTS)

NO.2-11/93-WL&SPORTS
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

Dated /6-7-1990.

To
All Heads of Postal Circles.

Sub:- Enhancement of Financial Assistance for Tailoring
Centres in Postal Residential Colonies.

Sir,

I am directed to refer to item No.10 of the Minutes of the 4th Meeting of the Postal Services Staff Welfare Board held on 4-6-90 and to say that in partial modification of this office letter number S.27018/4/79-WL dated 12-2-80 (copy enclosed), it has been decided to enhance the salary of the teachers of the Tailoring Centres, being run with the assistance from the Welfare Fund, from Rs.200/-p.m. to Rs.400/-p.m. It has further been decided to enhance the non-recurring initial grant for opening of Tailoring Centres from Rs.2500/- to Rs.5000/- for purchase of sewing machines according to requirement on the basis of number of trainees. Other conditions contained in this office letter dated 12-2-80 will remain the same.

The increased grant will be admissible for existing Centres also, if justified by the number of trainees. These orders will be effective from 1-7-90.

Yours faithfully,

(N. KRISHNAMURTHY)

ASST. DIRECTOR GENERAL(WL&SPORTS)

Copy to:-

All the Members of Postal Services Staff Welfare Board for information.

(N. KRISHNAMURTHY)

ASST. DIRECTOR GENERAL(WL&SPORTS)

Government of India
Ministry of Communications
Department of Post
(Welfare & Sports Section)
Dak Bhavan, New Delhi.1.

NO.1-3/98 - WL & Sports

DATED : 11.3.1990

To

All Heads of Postal Circles.

Subject: Financial assistance for Tailoring Centres -
Question of increase in the salary of pt.time
Tailoring Instructors.

Sir,

I am directed to refer to this office letter
No.2-11/89-WL/SP dated 18.7.90 on the above subject and to
say that the question of enhancement of the salary of the
Pt.time Tailoring Instructor was discussed in the 7th Meeting
of the Postal Services Staff Welfare Board and it was decided
to enhance the same from the Present limit of Rs.400/- p.m.
as indicated in the aforesaid letter to Rs.750/- p.m.
w.e.f. 1.4.99.

Yours faithfully,


(A.K. Kaur)
Director (Welfare)

Copy to All Members of the Postal Services Welfare
Board.

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INDIAN POSTS AND TELEGRAPH DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF THE POSTS AND TELEGRAPHS
SANCHAR BHAVAN, 20, ASHOKA ROAD, NEW DELHI

No. B-27016/1/76/79-WL

Dated the 15-10-1979

To

All Heads of Postal Circles,
All Heads of Telephone Districts,
All Heads of Telecommunication Circles,
All Heads of Other Administrative Offices.

Subject:- Scheme of Assistance for crèches for the children of women employees.

Sir,

I am directed to forward herewith a scheme of assistance for crèches for working and ailing women/children in the P&T Department. The scheme has been approved by the Government. It is requested that efforts may be made to provide the crèche facilities wherever possible as per the scheme sent herewith.

Action taken in the matter may please be intimated to this office.

Yours faithfully,

[Signature]

(I. C. BHATTIA)
DIRECTOR (WELFARE)

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INDIAN POSTS & TELEGRAMS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF POSTS & TELEGRAMS
BANCHER BOWAN: ASHOKA ROAD, NEW DELHI-110001.

SCHEME OF ASSISTANCE FOR CRèches FOR WORKING AND AILING
WOMEN'S CHILDREN.

In the case of families where both the parents are working the children are, in most cases, left to themselves. Older children, who have to do the baby-sitting, would often be seen straying away and indulging in unhealthy and anti-social activities while the babies are allowed to fend for themselves in rather hazardous environments. The economic insecurity and the feeling of alienation from their natural surroundings lead to apathy amongst the concerned lady workers towards acceptance of the basic concepts of hygiene, new food habits and simple remedies for daily ailments. With a view to avoiding such social wastes going with urbanisation and industrial development a net work of crèches, balwadis and informal education centres for children of working and ailing mothers is an urgent necessity. In the initial stages, it is considered necessary to provide services for babies (2 months to 6 years) of such women in crèches. The object of this scheme is to assist P&T voluntary organisations in organising child care services for such babies. These crèches may either be in P&T residential colonies or in offices where a majority of women employees are working.

2. Types of institutions/organizations eligible for assistance:

Financial assistance under this scheme may be given to institutions/organisations preferably with experience in running crèches or balwadis or nurseries. In order to be eligible for assistance under this scheme, a voluntary organisation should possess the following characteristics:

- it should be having a properly constituted managing body duly approved by the Head of the Circle;
- its financial position should be sound;
- it should have facilities, resources, experience and personnel to initiate the scheme for which assistance is sought; and
- it is not run for profit to any individual or a body of individuals.

3. Schematic Pattern.

The crèches for babies for (2 months to 6 years) would provide sleeping facilities, health care, immunisation, supplementary nutrition, recreation facilities etc. for running a crèche for 25 babies (9.00 a.m. to 6.00 p.m.). The schematic pattern of expenditure is indicated below:-

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Recurring expenditure:

(i)	Two Ayahs/Helpers @Rs.100/- per month each.	Rs.200.00
(ii)	Weekly visits by a Doctor (Rs.25/- visit for travelling cost and fees; if govt. doctor facility not available, ..	Rs.100.00
(iii)	One lady supervisor	Rs.250.00
(iv)	Medicines @Rs.2/- per baby per month (preferably medicines should be arranged from the govt. dispensaries where available).	Rs. 50.00
(v)	Supplementary nutrition @Rs.1/- per day per baby for 26 days in a month ..	Rs.650.00
(vi)	Contingencies (soap, oil, broom, deodorant etc.)	Rs.100.00
TOTAL		Rs.1350.00

Non-recurring expenditure:

Equipment: Two cup-boards, storage tins, drums, cooking utensils, service utensils, feeding bottles, 10 small cradles, large mattress, 10 small cots, toys, registers, etc.	Rs.2500.00
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The creche would provide cots and beds for sleeping facilities for the babies and take the larger problems of health care, sanitation and nutrition. The children have to be cleaned, fed, their health problems looked into and immunisation completed. Efforts should be made to improve the environmental conditions as well. The first-aid kits should be made available in the creche in addition to the basic medicines like Aspirin, Anti-Diarrhoea drugs, Cough syrups, skin and eye ointments etc. Weekly visits of Doctors should be carried out for treatment and check-up.

4. The government assistance can only be on a limited scale and should not induce too much dependence on the part of the voluntary institutions on such help and the efforts of the voluntary organisations should be to utilise the government assistance towards snow-balling resources for widening the scope of the programme with increasing voluntary contributions. In fact, as the scheme comes to be implemented, not only the children would be looked after well but their parents would also have greater facility and freedom for work, which would tend to increase their efficiency. The government assistance will be limited to 90% of the expenditure or 90% of the schematic pattern whichever is less and the remaining expenditure will have to be borne by the institutions/organisations concerned. This assistance will be given out of the R & W Welfare Fund. The organisation concerned

{ 10,000/-contd....

It will submit a certificate reporting the utilisation of the grant duly certified by the Accountant appointed by the Head of the Circle. The institution/organisation in receipt of the grant shall be subject to inspection by an officer deputed by the Head of the Circle or the D.G.P.I. The accounts shall be maintained properly and submitted as and when required. There shall always be open to check by an officer deputed by the Head of the Circle or the D.G.P.I. The institution shall also submit a list of all assets acquired wholly or substantially out of the government grant. Such assets shall not be disposed of, encumbered or utilised for purposes other than those for which the grant was given without prior approval of the Head of the Circle or the D.G.P.I. Should the institution/organisation cease to exist at any time, such properties will revert to the D.G.P.I. Department in accordance with the provisions of law.

No.19-1/87-WL/Sports

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATED 27-9-1989.

To

All Heads of Postal Circles.

Subject: Increase in the Grant-in-aid to the Recreation Clubs.

Sir,

I am directed to say that Ministry of Finance have recently issued orders for enhancement of amount of Grant-in-aid to the Recreation Clubs in various Ministries/Departments. The proposal to enhance the rates in the Grant-in-aid to recreation clubs under the Department of Posts has also been considered and it has now been decided to enhance the rates of Grant-in-aid and matching grants to these clubs as indicated below :-

- a) The rate of Grant-in-aid will be Rs.10/- per head per annum instead of Rs.2/- per head per annum.
- b) In addition to grant-in-aid the Recreation Clubs will be provided an additional grant-in-aid upto Rs.5/- per head per annum instead of Rs.3-00 per head per annum to match the subscriptions collected by the club during the previous financial year.

(The grant-in-aid will be admissible on the basis of total strength of Gazetted Officers borne on the strength of an organisation. Grant-in-aid in respect of Gazetted Officers will be admissible only to such Clubs where membership is open to such Officers.)

A copy of the Model Bye-laws of the Recreation Club under Department of Posts is enclosed. You are requested to ensure that Presidents of the Clubs are nominated as per these Model Bye-laws. They will be responsible for the proper maintenance of accounts and ensure that funds allotted to the recreation clubs are spent on such activities as provided in the model Bye-laws and in accordance with instructions issued by the Directorate regarding the purpose for which the grants can be spent.

These orders will be effective from the current financial year.

DA, As stated.

Yours faithfully,

(R.K. ARORA)
DIRECTOR (SR, WL & SPORTS)

/N.S. RAWAT/

Model Systems of P&T Recreation Clubs.

1. Name:

The Club shall be called and known as 'The Postal & Telegraphs Recreation Club(Name of the town or city)' here-in-after referred to as the Club.

2. Jurisdiction:

The jurisdiction of the Club shall extend to all P&T units located in ...(Name of the Town or City).

3. Branches:

The Club may open branches, wherever necessary provided the activities of such branches are centrally directed and managed.

4. Year:

The official year of the Club shall be from the 1st April, to the 31st March, of the succeeding year (financial year).

5. Aims and Objects:

It shall be the aim of the Club to promote the special, cultural, recreational and such other welfare activities for the benefit of its members. Library and reading room facilities should be specifically encouraged in the recreation clubs.

6. The Objects of the Club shall be:

- a) To promote and foster the spirit of sportsmanship, co-operation, camaraderie and leadership amongst its members by organising and undertaking recreational social and cultural activities for the benefit of the members.
- b) To undertake such activities as are designed to promote the development of the latent talents amongst the members by organising debates, study circles, reading rooms, libraries, cinema shows, exhibitions, variety entertainments, social gatherings and such other activities.
- c) To organise indoor & outdoor games and to hold or participate in annual sports tournaments and athletic

competitions etc.

d) To organise and manage all activities in the name of or on behalf of the Club and generally to engage in activities, incidental and conducive to the attainment of any of the aforesaid objects.

- 10. - ~~10.~~ To create a sense of pride for the Department under whose patronage the clubs would be functioning and sense of achievement for the Department as well as for the Club.

7. Membership:

The membership of the Club shall be open to P&T employees on payment of the prescribed entrance and membership fees fulfilling other conditions and rules of the club. Members of the families of the employees may be enrolled as Associate members on payment of the prescribed entrance and membership fees, without voting rights. Persons not belonging to families of P&T employees should not be eligible to become members of P&T Recreation Clubs.

8. Admission Fee and Subscription Rates:

- 12. - ~~12.~~ The Admission fee of Rs. shall be payable in advance by all members.

9. The Rates of monthly subscriptions, payable in advance shall be as follows:

- a) By P&T Employees or/retired employees-(on basis of their emoluments)
- b) By dependants of an employee.)(
- c) By family members other than dependants (As may be prescribed
- d) By guest members.

10. Members of the Club on leave out of their headquarters for more than a month shall be charged half the rate of the monthly subscription provided they give advance intimation to this effect to the Secretary.

- 11. - Funds:

The funds of the Club shall be raised by means of entrance fees, monthly subscriptions, donations and grants

received from the Government or individuals or by sale proceeds of admission tickets to any function arranged in aid of or benefit of the Club.

12. The funds of the Club shall be controlled and managed by the Governing Council subject to the provisions of the Bye-Laws.

13. The funds of the Club will be deposited in a Bank or Post Office, according to the directions of the Governing Council in the joint names of the two of the Office-bearers, i.e., the President, Treasurer and Secretary provided that the treasurer operated upon accordingly.

14. General Body:

The General Body of the Club shall comprise all the members of the Club who have paid all their dues to the club for the whole year provided that associate members shall not be entitled to participate or vote in proceedings.

15. All members of the Club including associate members shall have the right to participate in all the activities conducted by and in the name of the Club on payment of prescribed subscriptions.

16. Any member who is responsible for any loss to the property of the Club shall make it good by paying the damages as may be assessed by the Governing Council. Non-payment of such dues shall render the member liable to be removed from the membership of the Club.

17. Governing Council:

The affairs and policy of the Club shall be administered and determined by a Council of elected and ex-officio members known as the "Governing Council" to be elected annually in the following manner:-

a) President:

The President of the Club shall be ex-officio member of the Governing Council and the senior-most officer of the Government within the jurisdiction of the Club or any officer nominated by him. In earlier centuries, the Presidentship of the Club was held by holders of units in rotation.

b) Vice-Presidents:

To be elected by the General Body annually.

c) Members:

Six members to be elected by the General Body as

tion
members
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in

as to ensure that all categories of staff are properly represented. Ladies and Class IV officials may be given special representation, if necessary, as the General Body may decide. In/Heads of Circles or the Delegated Authority authorised by him for the purpose. In case of difference of opinion, the Head of Circle would act as the appellate authority.

18. Office-Bearers:

The following office-bearers will be elected by the Governing Council from amongst its members:-

- a) General Secretary.
- b) Joint Secretary.
- c) Treasurer.

(Secretaries to handle different activities or sub-Committees may be nominated by the Governing Council or the General Body.

- d) Auditor of Accounts.

19. The Governing Council or General Body may nominate sub-Committees for conducting different activities from amongst the members of the Club. Such committees shall be responsible to the Governing Council.

20. Meetings:

The General Body shall meet at least twice a year to review the working of the Club say in April and September or as many times as may be necessary. The following business will be transacted:-

April Meeting:

- a) Confirmation of the minutes of the last meeting.
- b) Passing of the Annual Report and Audited accounts.
- c) Election of the Governing Council.
- d) To pass Budget Estimates for the next year's working.
- e) Appointment of Auditors.
- f) Any item of which previous notice has been given.
- g) Any other item or items with the permission of the Chair.

Contd...5/-

to the interests of the Club provided 2/3 of the members present at the meeting so decide and a reasonable opportunity is given to such a member to explain his or her conduct. Such a member may appeal to the General Body whose decision will be final.

31. Any member who fails to pay his dues in time or in arrears for more than two months shall automatically be deemed to have ceased to be a member of the Club. He can be re-admitted on an application, provided he pays Fresh Entrance Fee and other dues of the Club.

32. Any member who wants to resign his membership may do so in writing and his resignation shall take effect from the date of acceptance of the resignation by the Governing Council.

33. Auditors:

The General Body in their April meeting shall elect a Panel of 3 auditors and the Governing Council shall get the accounts of the Club, including those of the Sub-Committees, audited by any of them.

34. Rules of procedure:

Ordinary rules of procedure shall be applied to regulate the business of all meetings convened on behalf of the Club unless otherwise provided in the Bye-Laws and the decision of the President of the Club or the Chairman of the Meeting on any point of order or procedure raised at such a meeting shall be final.

35. Amendment of the Rules:

The Rules can not be amended unless 2/3 of the members present at the General Body meeting convened for the purpose so decide and at least 15 days clear notice is given to all the members in the usual way. The amendment that any member may propose to move should be in the form of a resolution.

Contd...6/-

SEPTEMBER MEETING:

- (a) Confirmation of the minutes of the last meeting.
- (b) To pass six monthly report and accounts.
- (c) To discuss any item of which previous notice has been given.
- (d) To pass revised Budget Estimates, if necessary.
- (e) Any other item or items with the permission of the Chair.

21. The President or the Governing Council with the permission of the President may direct the Secretary to call a special meeting of the General Body, after giving 7 days clear notice to the members to discuss and take a decision on the item or items for which the meeting is specifically called.

22. On a requisition signed by at least 1/3 of the total membership, a General Meeting of the General Body shall be called by the Secretary.

23. QUORUM:

For an ordinary or a special meeting of the General Body, 1/3rd of the members on roll shall form a quorum. 5 shall be the quorum for the meeting of the Governing Council. No quorum shall be required for adjourned meetings.

24. Meeting of the Governing Council shall be held at least once a month or as often as may be necessary. Three days notice to members shall be given for such meetings.

25. Attendance at meetings of the Governing Council:

- (A) Should any member of the Governing Council be unable to attend a meeting, he shall inform the Honorary General Secretary, in writing, stating the reason, within a reasonable time.
- (B) Should any Council member fail to attend, without genuine and adequate reasons, three consecutive Council Meetings, he shall ipso facto cease to be a member of the Council and his place shall be filled by the Governing Council by Co-option.

26. Vacancies in the Governing Council:

Any vacancy occurring in the Governing Council, in the course of the year, shall be filled by the Governing Council by Co-option. The member so co-opted shall hold office until the next general Election.

27. Powers and functions of the Governing Council:

The Governing Council shall generally administer the affairs of the Club under the directives given and policy laid down by the General Body and supervise the working of Sub-Committee etc.

28. Duties of office-bearers:

PRESIDENT: The President shall be the executive head of the Club. He shall preside over the meetings of the Governing Council and the General Body. The Vice-President shall function as President in the absence of the President.

GENERAL SECRETARY: The General Secretary shall be responsible for the correspondence of the Club, maintenance of records, minutes of meetings, issue of notices and shall supervise the general working of the Club. He shall be responsible for : his work to the Governing Council. The Secretary shall be given an imprest cash of Rs.150/- for emergent expenditure.

THE TREASURER: The Treasurer shall be responsible for collection of dues and proper accounting and maintenance of the Club's funds and relevant records. He is also responsible to submit his books to the auditor half yearly and to place before the Governing Council and observation made by the auditor on his accounts.

THE JOINT SECRETARY: The Joint Secretary shall generally assist the General Secretary and deputise for him during the latter's absence.

THE AUDITOR: He shall be responsible for the correct auditing of accounts and submission of accounts and submitting his report at least twice a year for consideration by the Governing Council as well as by the General Body.

29. Financial Powers of the Governing Council:

For an expenditure on an item not provided for in the Budget the Governing Council can up incur an expenditure upto Rs.100/- on any given item, such expenditure should be formally placed before the next General Body Meeting.

30. Any member of the Club can be removed by the General Council if he or she acts contrary to the interests of the Club provided 2/3 of the members present at the meeting so decide and a reasonable opportunity is given to such a member to explain his or her conduct. Such a member may appeal to the General Body whose decision will be final.

31. Any member who fails to pay his dues in time or in is arrears for more than two months shall automatically be deemed to have ceased to be a member of the Club. He can be re-admitted on an application, provided he pays fresh Entrance Fees and other dues of the Club.

Contd... 8/-

Contd...

32. Any member who wants to resign his membership may do so in writing and his resignation shall take effect from the date of acceptance of the resignation by the Governing Council.

33. Auditors: The General Body in their April meeting shall elect a panel of 3 auditors and the Governing Council shall get the accounts of the Club, including those of the Sub-Committees, audited by any of them.

34. Rules of Procedure:

Ordinary rules of procedure shall be applied to regulate the business of all meetings convened on behalf of the Club unless otherwise provided in the bye-laws and the decision of the President of the Club or the Chairman of the Meeting on any point of order or procedure raised at such a meeting shall be final.

35. Amendment of the Rules:

The Rules cannot be amended unless 2/3 of the members present at the General Body meeting convened for the purpose so decide and atleast 15 days clear notice is given to all the members in the usual way. The amendment that any member may propose to move should be in the form of a resolution.

36. Dissolution:

The Club shall not be dissolved unless the majority of 3/4 of the members present at a General Meeting called specially for the purpose so decide. On dissolution the Club's shall vest in the Government. On the closure of a branch the property shall vest in the Club.

/N.S. RAWAT/

Government of India
Ministry of Communications & I.T.
Department of Posts
(Welfare & Sports Section)
Sansad Marg, New Delhi - 1.

Dated 12 Oct, 2008

F.No. 9-2/2008- Wel & Sports

To

All Heads of Postal Circles

Sub: Enhancing the grant-in-aid to Postal Recreation Clubs.

Sir,

The recreation clubs in the Department of Posts are being given additional grant-in-aid @ Rs.5/- per head per year in accordance with the instructions of DOP&T issued vide No.1-4/86-Welfare date 01.9.87. Subsequently the DOP&T had revised its instructions vide their letter No.1-3/98-Welfare dated 14.10.1999 enhancing the additional grant-in-aid from Rs.5/- to 15/-, but these instructions were not to the knowledge of the Department of Posts.

An item to enhance the rate of additional grant-in-aid was placed before the Postal Services Staff Welfare Board in its meeting held on 14.05.08. The Board desired detailed examination of the matter, before taking a final view in this regard.

The matter was examined particularly in the light of the instructions dated 14.10.1999 issued by the DOP & T and it has been decided to increase the additional grant-in-aid from the existing Rs.5/- per head to Rs.15/- per head, with the matching funding from the members of the club. Suitable instructions to this effect may be issued to all concerned under intimation to this office. The provision of matching funding must be ensured.

Yours faithfully,

(Subhash Chander)
Director (WL & Sports)

Copy to: All members of Postal Services Staff Welfare Board.



NO. 2/89-ULASP
 DEPARTMENT OF POSTS
 DELHI-110001.

AUG 1990
 Dated - 8-1990.
 (01-08-1990)

To
 All Heads of Postal Circle.

Subj:- Increase in grant-in-aid to Residential Welfare Association.

Sir,
 I am directed to refer to item No. 17 of the Minutes of the Postal Services Staff Welfare Board held on 4-5-90 and to say that the Board has approved the rate of grant-in-aid to Residential Welfare Association from Rs. 2/- to Rs. 3/- per staff per annum. This grant will be paid on the basis of existing orders and conditions issued from time to time and will be available from 1990-91.

037890

Yours faithfully,

(N. KRISHNAMURTHY)
 ASST. DIRECTOR GENL. (UL&SP.)

Copy to:-
 1. All the members of Postal Services Staff Welfare Board for information.

(N. KRISHNAMURTHY)
 ASST. DIRECTOR GENL. (UL&SP.)

No. 1-3/99-WL/Sports
Deptt. of Posts
Ministry of Communications
Bak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: -1.6.2000.

To

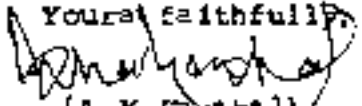
All heads of Postal Circles.

Sub: Grants to Residential Welfare Associations - Decisions
taken in the 8th Meeting of the Postal Services
Staff Welfare Board Meeting held on 8.3.2000.

Sir,

I am directed to refer to this office letter No. 14-4/90-WL/Sports dated 18.9.90 vide which the orders No. 18-2/CG-WL/SP dated 1.8.90 were held in abeyance in the matter of enhancing the grant in aid being paid to P&T Residents Welfare Association from Rs. 2/- to Rs. 10/- per residential quarter per annum. In the 8th meeting of the Postal Services Staff Welfare Board the question of reviving the order dated 1.8.90 was considered.

2. It was decided to enhance the grants-in-aid to P&T resident Welfare Associations from Rs. 2/- to Rs. 10/- by allowing implementation of the orders issued on 1.8.90 in consequence of the decisions taken in Postal Services Staff Welfare Board Meeting held on 4.6.90.

Yours faithfully,

(A.K. Kushal)
Director (Welfare/Sr.).

Copy to:-

All members of the Postal Services Staff
Welfare Board.

NO. 14-4/89-WL & Sports
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

DATED: 18-9-1990.

(18-09-1990)

To

All Heads of Postal Circles.

Subject: Reduction in allocation to Welfare Fund, - keeping in abeyance the orders issued in respect of enhancement of rates of Departmental Scholarships, subsidy for excursion trips, Grant for Creches, Holiday Homes and Resident Welfare Association, etc.

- o -

Sir,

I am directed to say that in view of the economy orders of the Govt., the allocation to Postal Services Staff Welfare Board has been reduced from Rs. 1.3 Crores to Rs. One Crore for this year. It will consequently lead to reduction in allocation to the Circle Welfare Boards. It has therefore been decided that the following orders, which were issued on the basis of decisions of the Postal Services Staff Welfare Board in its meeting held on 4-6-1990 will be held in abeyance till further orders so that expenditure on various Welfare Activities could be met from the reduced allocation :-

- i) Enhancement of School Student Awards for standards from IX to XII (No. 2-6/89-WL/Sports dated 30-7-1990).
- ii) Introduction of a new scheme for awards for excellence in X and XII Board Examinations (No. 15016-1/86-WL dated 30-7-1990).
The erstwhile scheme of awards to holders of ranks 1 to 20 will be continued.
- iii) Increase in rates of scholarship for Technical and Non-technical Education except in the case of Scholarship for handicapped children and ITI students (No. 2-6/89-WL/Sports dated 30-7-1990). The rate of scholarship for handicapped children will be Rs. 20/- p.m. and for ITI students Rs. 300/- p.a.

Contd...2/-

- iv) Introduction of Scheme of Scholarships for staff development of their personality (No.13-7/90-WL/S dated 14-7-1990).
- v) Enhancement of subsidy from 50% to 60% for Extra-curricular (No.19-2/90-WL/Sports dated 11-7-1990).
- vi) Increase in grants to Tailoring Centres (No.2-11/89-WL/Sports dated 18-7-1990).
- vii) Increase in grants to Creches (No.23-2/87-WL/Sports dated 24-7-1990).
- viii) Increase in grant to Residents' Welfare Associations (No.18-2/89-WL/Sports dated 1-8-1990).

2. The following orders which do not affect the expenditure will remain unchanged :-

- i) For extension of scholarship and other educational schemes to ED Employees (No.2-6/89-WL/Sports dated 30-7-1990-para 2)
- ii) Dispensing with the system of Base Year for earmarking funds for scholarships etc. (No.2-6/89-WL/Sports dated 30-7-1990 - para No.6).
- iii) Enhancement of powers of Heads of Circles to hire accommodation for Holiday Homes (No.17-5/89-WL/Sports dated 25-7-1990).
- iv) Paras 2(a) regarding minimum marks for award of fresh scholarships and 3(a) & (b) regarding conditions for renewal of scholarships of Dte.No.2-6/89-WL/Sports dated 30-7-1990).

3. The revised formula for sanctioning grants to PMS will be operative from this year (No.12013/2/86-WL/Sports dated 11-3-1990).

4. Though the norms for grants to Recreation Clubs were liberalised last year (vide Dte. No.19-1/87-WL/Sports dated 9-9-89), it is desired that the Heads of Circles would be circumspect in sanctioning these grants keeping in mind the requirements for other items having higher priority.

5. Heads of Circles are also requested to observe economy and to strike a balance between different interests within the limited funds available.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,

[Signature]
 (S.M. KASHE)
 DIRECTOR (WELFARE & SPORTS)
 Tel. No. 303236.

COPY TO:-
 1. File No. 1-6/90-WL/Sports, No.13-7/90-WL & Sports, No.13-7/90-WL/Sports, No.19-2/90-WL & Sports, No.2-11/89-WL, No.23-2/87-WL, No.17-5/89-WL, No.12013-2/86-WL & Sports and No.25-2/90-WL.
 2. Secretary General of three Federations.

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)
Delhi Durban, New Delhi, 1.

NO. 1-11/97-W & Sports

DATED : 10-09-1957

To

All Head of Circles.

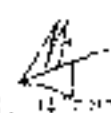
All Postmaster General 1a,

Sub: Augmentation of Postal Services Staff Welfare Fund.

Sir,

I am directed to invite your kind attention to the Item No. 1 of the minutes of the 6th Meeting of the Postal Services Staff Welfare Board held at New Delhi, under the chairmanship of Secretary (P). It was decided to collect contribution on voluntary basis from all Postal Officials to the Circle Welfare Fund at the rate of Rs. 4/- per month from Group 'A', @ Rs. 5/- p.m. from Group 'B', @ Rs. 7/- p.m. from Group 'C' and @ Rs. 1 p.m. from Group 'D' and EO agents.

Yours faithfully,


(S. G. DATT)
Director (S)

To

1. All Heads of Circles, Postal Services Staff Welfare Board.
2. Secretary General, PWD, P&T.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No. 2-1/2001-WL/Sports

Dated : 26-4-2002

To

All Heads of Postal Circles.

Subject:- Augmentation of Postal Services Staff Welfare Fund
by voluntary Contributions.

Sir,

I am directed to say that in this office letter No. 1-11/97-WL/Sports dated 26-9-97, the rates of voluntary contribution to the Welfare Fund, by the employees were laid down. In the 9th meeting of the Postal Services Staff Welfare Board held on 17-2-2002, the question of augmentation by voluntary donation of welfare funds was considered. It was decided that increase in the present quantum of voluntary contribution if any may be decided by the circles themselves.

Yours faithfully,



(A.K. Kanhal)
Director (Welfare)

Copy to:- All Members of the Postal Services Board.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)

No: 1-6/2012-WL & Sports

Date: 10.06.2014

To

All Heads of Postal Circles

Subject: Provision for co-opting suitable official in Circle Welfare Board and Circle Sports Board.

Sir,

I am directed to invite your attention to Minutes of the 11th meeting of Postal Services Staff Welfare Board (PSSWB) held on 16.05.2012 under the Chairmanship of Hon'ble Minister of State for Communications & IT(P).

2 To make provision for co-opting suitable official, on the lines of provision, as contained in constitution of Postal Services Staff Welfare Board, an amendment is hereby made in the constitution of Circle Welfare Board. The following sentence is to be inserted after para 2.2 (v) 7 in the composition of Circle/Administrative Offices Welfare Board

"The President of the Circle/Administrative Offices Welfare Board will have the power to nominate or co-opt any suitable person/persons to the Board as its Member(s)."

3. Similarly, to make provision for co-opting suitable official, on the lines of constitution of Postal Sports Board, an amendment is hereby made in the constitution of Circle Sports Board. The following sentence is to be inserted after para 3 (f) (iv) in the composition of Circle Sports Board :

"The President of the Board will have the power to nominate or co-opt any other suitable person/persons to the Board as its Member/Members from within the Circle, such Members holding office during the currency of the term of the Board".

4 This issues with the approval of Secretary (P).

Daisy Barla
(Daisy Barla)
Director (W&S)

Copy to : ADD /P&I & SCIT with your letter No-34/2013-SCIT dated 7.5.2014 and 18.5.2014.

Government of India
Ministry of Communications & IT
Department of Posts
Raj Bhavan, New Delhi-110001

No.193/2010-WL Sports

Dated: 13.01.2011

To

All Heads of Postal Circles

SUB:- Recommendations of Gramin Dak Sevaks (GDS) Committee.

Sir/Madam,

As a follow up of the recommendations made in Nataraja Murti Committee Report on Gramin Dak Sevaks, it has been decided with the approval of the competent authority to make the following changes in existing Welfare Schemes of the Department in regards to their applicability to Gramin Dak Sevaks:-

S.No.	Name of the Welfare Scheme	Existing Provision/Amount of Financial Assistance	Revised Provision/Amount of Financial Assistance
1.	Death occurring due to enemy action in war or border skirmishes or action against militants, terrorists, extremist etc.	Nil	₹ 1,50,000/-
2.	Funeral expenses*	₹ 250/-	₹ 500/-
3.	Nutritional diet to the GDS suffering from tuberculosis a) Indoor treatment b) Outdoor treatment	₹ 200/- p.m. ₹ 100/- p.m.	₹ 400/- p.m. ₹ 200/- p.m.
4.	Financial Assistance in case of prolonged and serious illness/ major surgeries	₹ 1500/-	₹ 5000/-
5.	Scholarship and book award scheme	At present GDS are treated on par with regular Govt. Servants	To ensure better coverage for GDSs, their wards be granted relaxation by 10% marks as in case of SCs/STs and OBCs, in so far as grant of book award is concerned

* Note: Payable from the Circle Welfare Fund only in cases in which last rites of deceased Postal Employees are performed by brothers or sisters or near relatives in the absence of any other next of kin (Ref. No.1-17/97-WL & Sports dated 17.09.1997)

2. The above changes are applicable subject to fulfilment of other terms and conditions laid down from time to time on the above issues

3. This will take effect from the date of its issue.

Yours faithfully,

(Subhash Chandra)
Director, WL Sports

Copy to:

- DDO (Estr.) with reference to my note No.6- 2/06 PE-1 dated 14.01.2010 for information and further necessary action.
- Shri S.S.Manandharji, General Secretary, India Postal Employees Departmental Employees Union, 11, Feroz, Pasham Nagar, PO Building, Malviya Gully, Delhi-110007.

No. 19 - 31/2012 - WL/Sport
Government of India
Ministry of Communications & IT
Department of Posts
Welfare & Sports Division.

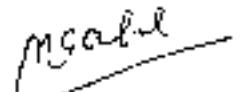
Dak Bhawan, New Delhi
11th November, 2013

Subject :- Circle Welfare Fund for Gramin Dak Sewaks - regarding.

Sir/Madam.

I am directed to forward herewith a copy of O.M No. 19-31/2012-WL & Sports dated 17th September 2013, regarding 'introduction of the Circle Welfare Fund for GDSs as part of 'one year initiatives, of the Department of Posts' under the guidance of Hon'ble Minister of Communications and Information Technology, for your kind information please.

Yours faithfully,

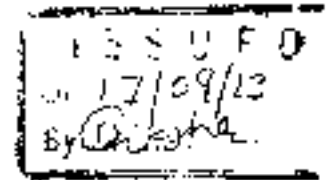

(Madhuri Dabral)
Director (T, W&S)

Encl: As above

Copy to:

1. Sr. PPS to Secretary (Posts).
2. PPS to all Members, Postal Services Board.
3. JS & FA (Posts).
4. DDO(PAF) Secy.(PSB)/GM(F)/BDD/CGM(PLD).
5. All other DDOs in Postal Directorate.
6. OSD to Secretary(Posts).
7. Guard File/Spare Copy.
8. Departmental Website through PTC MYSORE.

No.19 -31/2012 -WL/Sport
Government of India
Ministry of Communications & IT
Department of Posts
Welfare & Sports Division.



Dak Bhawan, New Delhi
17th September 2013

OFFICE MEMORANDUM

Subject :- Circle Welfare Fund for Gramin Dak Sewaks - regarding.

The matter regarding introduction of the Circle Welfare Fund for GDSs had been under consideration as part of 'one year initiatives, of the Department of Posts' under the guidance of Hon'ble Minister of Communications and Information Technology. The Scheme has now been approved by the competent authority and is as under :-

1. **NAME OF THE SCHEME**

- 1.1. The Scheme will be known as Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS).
- 1.2. The CWFGDS will be controlled by the Chief Postmaster General.
- 1.3. In order to decentralize the implementation of the Scheme and to ensure fast decision making it has been decided to delegate the powers at Regional level in respect of Gramin Dak Sewaks Fund to Regional PMG's. Thus, while the Regional Funds will be operated at Regional Level, there will be only one single Circle Fund and the proportionate amount pertaining to Region will be operated by Regional PMG under the overall control of the Head of Circle. Every Regional PMG should as on 1st April of every year be intimated the amount of fund available for operation for Regional implementation after an audit of the disbursement, payment received, payment made from the fund has been done by an Accounts Officer of the Circle nominated by the CPMG

2. **OBJECTIVE**

As on date there are a total of 2, 57,856* Gramin Dak Sewaks (GDS) who manage the rural Postal Network of 1, 29,402* Branch Post Offices in the Country. Therefore, in order to look after their welfare, it has been decided to introduce a Circle Welfare Fund which will be utilized exclusively for the Welfare of Gramin Dak Sewaks. The Fund will be managed and operated at Circle level by the respective Heads of Circles

* Book of Information 2010-11.

3. SCOPE OF THE SCHEME

The Scheme is mandatory and is applicable to all regularly engaged Gramin Dak Sewaks working in the Postal Circles. The Scheme will not cover the substitute working in place of GDSs, on leave arrangement and provisionally engaged GDS.

4. BYE-LAWS

The bye-laws of the Scheme are attached as Annexure-A.

5. SUBSCRIPTION

The subscription to the fund by every Gramin Dak Sewak will be at the uniform rate of Rs.20 per month. The annual subscription of Rs. 240/- will be recovered in one lump sum in the month of April (TRCA of March) every year to minimize the accounting work. In case of newly engaged GDS, the annual subscription will be recovered from his first months' TRCA, on proportionate basis i.e. at the rate of Rs. 20 per month for all the months up to the financial year end irrespective of the date on which GDS joins in a month.

6. COMMENCEMENT OF SCHEME

The Scheme will come into force with effect from 01.10.2013. The concerned units in the Circles should commence recovery of the amount of subscription for 6 months of the financial year 2013-14 (from October, 2013 to March, 2014) in one lump sum, i.e. Rs. 120/- from the TRCA of October, 2013. Thereafter, subscription will be regulated as per Para 5 of the Scheme.

7. RECOVERY OF SUBSCRIPTIONS FROM MEMBERS

The Annual subscription will be recovered from all the eligible Gramin Dak Sewaks by the Accounts Branch of the Head Post Office. The Head Post Office will remit the collections to the Treasurer of the Managing Committee, along with the list of members, category-wise, under intimation to their SSP/SP/SSRM/SRM etc. Similar procedure may be adopted mutatis mutandis in case of SRO/HRO of RMS. The Accounts Branch of the Head Post Office should maintain the register of GDS and ensure recovery every year in the month of April in one lump sum.

8. APPLICATION

8.1 The Gramin Dak Sewaks will apply for financial assistance under the Scheme in the prescribed Performa. The Controlling Authority and Divisional Head should report the fact of the death of the members at the earliest along with an application and attested copy of death certificate to the Secretary of the Managing Committee, duly certifying the facts of the regular contribution paid by the deceased. In case of accidental death, the additional details in the prescribed Forms as required are to be obtained and forwarded for Financial Assistance. In case of Major Surgical Operations

the Forms and details be forwarded duly supported by evidence of operation and certificate etc

8.2. The applications will be decided on first come first serve basis. The date to be taken into account will be the date of application of GDS. The applicants cannot be held responsible for administrative delay in forwarding his case to Divisional office. Thus in the Circle/Regional office the date of submission of application by GDS to his controlling Officer will be taken as date of priority.

8.3. The Divisional Heads after verification will forward the application of GDS clearly giving remarks as 'Recommended' or 'Not recommended' as the case may be along with the justification in brief. In the Regional Office/Circle Office all the applications will be scrutinized once again and applications fulfilling all criteria will be retained for submission before the Committee competent to decide the matter. The Committee should comprise of minimum three officers from RO/CO. The non-eligible applications of applicants will be returned to the Divisional Heads, mentioning the ground/reason for the same.

8.4. The Committee will meet once in three months i.e. all applications received from January to March will be decided in the meeting held in April, all applications received from April to June will be decided in the meeting held in July, all applications received from July to September will be decided in the meeting held in October and all applications received from October to December will be decided in the meeting held in January. Formal minutes will be issued and circulated to all Divisional Heads.

9. ADMINISTERING OF SCHEME

9.1. The Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS) shall be managed by the Managing Committee as per clause 10 of the bye laws. The Head of Region will be the final authority in deciding the cases of financial grants to the GDS in the Region. However, the Head of the Circle will be the coordinating and final authority in resolving all the matters related to the Scheme/grants/assistance in the Circle. The decision of the Head of the Circle in all matters regarding grants to eligible GDS will be final.

9.2. The powers to make any changes in the scope of the Scheme will lie only with the Director General, Posts.

9.3. It may be ensured that at least two representatives of Staff Union of GDS or in case there are no such staff representatives then any two GDS having good knowledge of Welfare Schemes/rules and ability to present the cases of other GDS are included in the GDS Welfare Committee as Members at Circle and Regional level while scrutinizing and deciding the cases.

10. ELIGIBILITY

All Gramin Dak Sewaks are eligible for benefits subject to the condition that they have been duly engaged by the competent authority in accordance to the laid down procedure of the Department and the engagement orders of the GDS are available on record.

11. CONTRIBUTORY SCHEME

11.1 The Scheme will be contributory in nature, with a component of grant-in-aid from Central Postal Welfare Fund of the Department.

11.2 Each Gramin Dak Sewak will contribute Rs. 20 per month and annual subscription of Rs.240/- will be recovered in advance in one lump sum in April every year from the TRCA of March. As example:-

(a)	Amount per month to be contributed by each GDS employee -	Rs. 20
(b)	Yearly contribution -	Rs.20X12= Rs.240
(c)	In one Circle if there are 10,000 GDS then Annual contribution will be -	Rs.240X10,000= Rs.24,00,000
(d)	GDS entering service at age of 18 years and retiring at 65 years i.e. total 47 years will contribute an amount of -	Rs.240X47= Rs.11280

11.3. Various Circles have been deducting amount at various rates from Departmental and GDS officials towards Circle Welfare fund. In order to ensure uniformity, the amount has been fixed as Rs.20 per month per GDS. Henceforth, with the launch of this new Scheme the GDS will cease to contribute to any other Circle Fund. This Office Letter No.1-11/97-WL&Sports dated 26.09.97 and Letter No. 2-1/2001-WL/Sports dated 26.04.2002 on the subject, augmentation of Postal Services Staff Welfare Fund by voluntary contributions, will stand partially superseded to this extent. The existing Balance in the Circle/Regional GDS Fund will be merged with the new scheme.

12. GRANT IN AID FROM THE CENTRAL POSTAL WELFARE FUND

An amount of Rs.100 per GDS per year (on the basis of actual working GDSs) will be granted from the Central Welfare Fund to each Circle as one time Annual contribution on recurring basis. For example, if a particular Circle is having 10,000 Gramin Dak Sewaks working as on 31st March of that particular year then Rs 10,00,000/- (10000xRs 100=Rs.10,00,000.-) will be contributed by the Central Welfare Fund of the Directorate to that Circle for the Financial Year falling thereafter.

13. THREE COMPONENTS:-

The Circle Welfare Fund for Gramin Dak Sewaks will have three main components as under:-

- (i) Financial Grant - The details are given in Para 14.
- (ii) Financial assistance by way of loan of lower rate of interest @ 5% per annum - The details are given in Para 15
- (iii) One time repayment at the time of retirement - The amount will be granted to those GDS who have not availed any financial assistance. The details are given in Para 16.

14. FINANCIAL GRANT -

14.1. Under this Scheme the Financial Grant will be provided under following heads/items :-

Sl. No.	DETAIL	Financial Assistance to GDS
1.	Financial Assistance to families of deceased GDSs to meet immediate expenses following death, irrespective of whether death occurs during duty/outside duty hours.	Rs. 10,000/-
2.	Death due to terrorist activity/dacoity, while on duty.	Rs. 1,50,000/-
3.	Financial Assistance in case of death of GDSs due to riots, attack by robbers & terrorists while not on duty.	Rs. 12,000/-
4.	Financial Assistance in case of death of GDSs while being on duty due to accident.	Rs. 25,000/-
5.	Funeral Expenses on death of GDS (payable in cases in which last rites of deceased GDS are performed by brothers or sisters or near relatives in the absence of any other next of kin)	Rs. 5,000/-
6.	Financial Assistance in case of major surgical operations in ailments, like Cancer, brain hemorrhage, kidney failure/transplant, heart surgery etc.	Rs. 20,000/-
7.	Financial Assistance in case of accident of GDS while being on duty, requiring hospitalization for more than three days	Rs. 5000/-

8	Financial Assistance for nutritional diet to GDS suffering from TB (only once for a maximum period of six months, provided the GDS has put in at least six years of service & treatment is taken in government hospital).	Indoor Treatment - Rs. 400 p.m. Outdoor Treatment - Rs. 200 p.m.														
9	Grant of Scholarship under educational Schemes to the children of GDS (as per existing terms & conditions).	<table border="1"> <tr> <td>ITT, AIIMS and IIM</td> <td>Rs.1000/pm</td> </tr> <tr> <td colspan="2">Technical Education</td> </tr> <tr> <td>(i) Degree</td> <td>Rs.280/p.m.</td> </tr> <tr> <td>(ii) Diploma</td> <td>Rs.190/p.m.</td> </tr> <tr> <td colspan="2">Non-Technical Degree</td> </tr> <tr> <td>BA/BSc/B.Com/ Degree in fine Arts</td> <td>Rs.150/p.m.</td> </tr> <tr> <td>ITI Certificate Courses</td> <td>Rs.940/p.a.</td> </tr> </table>	ITT, AIIMS and IIM	Rs.1000/pm	Technical Education		(i) Degree	Rs.280/p.m.	(ii) Diploma	Rs.190/p.m.	Non-Technical Degree		BA/BSc/B.Com/ Degree in fine Arts	Rs.150/p.m.	ITI Certificate Courses	Rs.940/p.a.
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ITI Certificate Courses	Rs.940/p.a.															
10	Incentive for excellence in academic achievement for 10 th and 12 th Class.	<table border="1"> <tr> <td>1st Position in the Circle/Region-</td> <td>Rs.1,000/-</td> </tr> <tr> <td>2nd Position in the Circle/Region-</td> <td>Rs.8,00/-</td> </tr> <tr> <td>3rd Position in the Circle/Region -</td> <td>Rs.7,00/-</td> </tr> <tr> <td>4th Position in the Circle/Region -</td> <td>Rs.6,00/-</td> </tr> <tr> <td>5th Position in the Circle/Region -</td> <td>Rs.5,00/-</td> </tr> </table>	1 st Position in the Circle/Region-	Rs.1,000/-	2 nd Position in the Circle/Region-	Rs.8,00/-	3 rd Position in the Circle/Region -	Rs.7,00/-	4 th Position in the Circle/Region -	Rs.6,00/-	5 th Position in the Circle/Region -	Rs.5,00/-				
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5 th Position in the Circle/Region -	Rs.5,00/-															
11	Scholarship for physically handicapped children of GDS (for maximum 8 years & as per the existing terms & conditions)	Rs.200 p.m.														
12	Maternity Grant to woman GDS	Equivalent to three months TRCA with DA for the birth up to two children only.														
13	Financial Assistance in cases of natural calamities, like fire, floods etc.	Rs.5000/-														

14.2 The above mentioned financial grants will be subject to and governed by terms and conditions, as are already existing and which may be issued on the subject in future

14.3. An individual will be eligible only once for Financial grant under a particular head and cannot apply more than one time for the same purpose for same person.

15. REPAYABLE LOAN AT 5% RATE OF INTEREST -

15.1. Under this Scheme the GDS will be eligible for loan at lower rate of interest of 5% per annum up to the maximum amount of Rs. 50,000/-, deductible in maximum twenty five monthly installments. The loan will be granted for the following :-

(i)	For construction of one room with flush toilet facilities for housing the Branch Post Office.	Rs. 50,000/-
(ii)	For purchase of Computer/Laptop to encourage computer literacy amongst GDS.	Rs.20,000/-
(iii)	For purchase of moped/scooter/Motor cycle which will also facilitate travel while discharging duty like exchange of BO Bag, visit to Account Office etc.	Rs.20,000

15.2. The GDS will be eligible for loan on maximum two occasions in his entire career with a maximum ceiling of Rs. 50,000/-, subject to the condition that previous loan amount has been fully repaid and there is no outstanding loan against the GDS.

16. ONE TIME REPAYMENT AT THE TIME OF RETIREMENT -

16.1. A GDS who has not claimed any kind of assistance or grant from Circle Welfare Contributory Fund in his entire service will be paid a lump sum amount at the time of retirement. The slabs for payment will be as under :-

(i)	Less than 5 years no amount payable.
(ii)	5 years from the date of start of contribution - Rs.1000
(iii)	10 years from the date of start of contribution - Rs.2000
(iv)	15 years from the date of start of contribution - Rs.3000
(v)	20 years from the date of start of contribution - Rs.4500
(vi)	25 years from the date of start of contribution - Rs.5500
(vii)	30 years from the date of start of contribution - Rs.6500
(viii)	35 years from the date of start of contribution - Rs.8000
(ix)	40 years from the date of start of contribution - Rs.9000
(x)	More than 45 years from the date of start of contribution - Rs.11000

17. SANCTIONS FROM THE FUND

The sanction orders will be issued by the Chief PMGs/ Regional PMGs. However, the Regional PMGs will, at the end of the year submit a list of officials along with amount granted under the Circle Welfare Scheme to the Chief PMG for information. In case of payment of funeral expenses, the payment may be ordered by the local controlling authority pending ex-post facto sanction by the competent authority.

18. AUDIT OF GDS WELFARE FUND

18.1 The Regional PMG at the close of each Financial Year shall submit to the CPMG, the Accounts of receipts and expenditure latest by 15th April. This exercise

will be done by CPMG also in respect of Divisions under his direct control. Thereafter the Chief PMG will send the consolidated Accounts for the Circle as a whole duly audited in respect of Circle Welfare Fund for GDS to the Director (Welfare & Sports) in the Directorate.

18.2. A certificate that the GDS Welfare Fund for the year has been audited and found correct shall be furnished to the Postal Directorate within one month of auditing of Accounts.

18.3. The accounts of the fund shall be audited annually by the P&T Auditor by any person authorized by GM(F)/DAP, as the case may be, in the Circle on or before 30th June of each Year.

18.4. The accounts of the funds shall also be checked annually by the Internal Check Organization of the respective Circles before the Audit Inspection takes place.

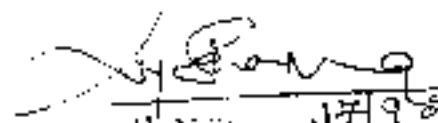
19. MISCELLANEOUS

19.1. The disbursement of amount to the GDS after due scrutiny and approval of the competent authority will be made through issue of sanction orders.

19.2. The amount contributed from the TRCA of GDS will be deposited in a separate Savings Account.

19.3. With the introduction of this new Scheme all Gramin Dak Sewaks will cease to be the part of the existing Circle Welfare Fund, which will henceforth cater to only departmental employees. The Annual Grants for GDS category will henceforth be disbursed from the Central Welfare Fund of the Directorate to the Circle Welfare Fund for GDS. However, in case of any ambiguity in terms, conditions and any other aspect of Scheme, particularly w.r.t. Financial Grants listed under Para-14.1 of this order, the action/decision shall be guided and governed by various orders, issued by the Directorate, on the item/subject and which may further be issued in future.

19.4. Orders containing provisions about day to day administering of Scheme, terms and conditions for grants/loan and Performance of various applications/forms will be issued separately.


(U.N. Sharma) 17/9/88
Deputy Director General
(Training & Welfare)

To

All Heads of Circles

All Regional PMG's

RAKNPA & all PTC's

All Service Unions

BYE LAWS TO THE SCHEME OF GRAMIN DAK SEWAK CIRCLE
WELFARE FUND

1. Name :

The Scheme shall be known as "Gramin Dak Sewaks Circle Welfare Fund". In the following clauses it is also referred to as, "the Scheme" or "the Fund" or "GDSCWF".

2. Objective:

The objective of the Scheme is to provide financial assistance to the Gramin Dak Sewaks in their need of hour. The Scheme will be subject to review by DG Posts for revising the amount and scope to cover more kinds of assistance as the situation may demand.

3. Membership:

3.1 The membership of the Scheme shall be mandatory for all the regularly engaged and serving GDS.

3.2 This is subject to the condition that the Scheme will not cover the persons working as substitutes in place of GDS/provisionally engaged GDS.

3.3 If any GDS, who is a member of the Scheme is under put off duty, may continue the membership by paying the subscription regularly for the period.

3.4 The membership of the Scheme shall be valid as long as the subscription is paid and shall cease when a GDS member reaches the maximum age of service i.e. 65 years. In cases of non-recovery of subscription due to administrative reasons, the same shall be recovered in subsequent months without any interest. If the non-recovery of subscription is due to any reason attributable to the GDS then the subscription shall be recovered in subsequent months with penal interest of Rs.1/- per month, per installment of subscription. If the subscription is not recovered continuously for (6) six months without valid reason, the membership shall stand terminated and no benefits shall be payable under the Scheme.

3.5 A Gramin Dak Sewak shall cease to be covered by the Scheme and in consequence, forfeit all entitlement of any benefit provided by it when he/she -

(a) Is discharged on attaining the age of 65 years or is got discharged from service by the competent authority before the prescribed age of discharge or on invalidation on medical grounds.

Or

(b) Is removed or dismissed from service by any authority competent to order such removal/dismissal or his services are terminated.

Or

(c) Resigns from service.

Or

(d) Is reported defaulter due to any reasons, whatsoever

3.6 Those GDS who are discharged from their post due to reduction of post (s) shall continue to be entitled to the benefit of relief from the Scheme up to a maximum of one year after the date of their discharge provided they continue as members by paying the contribution regularly for the period.

4. Definition

Under this Scheme, unless the context otherwise requires :-

(a). "Subscription" means the prescribed amount as determined from time to time that shall be payable by Gramin Dak Sewak as member of the Scheme, for enrollment or continuance as a member.

(b). "Committee" means the Managing Committee constituted under clause 10 of the Bye-Laws.

(c). "Members" means all eligible Gramin Dak Sewaks in the concerned Postal Circle paying subscriptions as provided under clause 3 of the Bye-Laws.

(d). Fund means the total sum of subscription paid by the members together with the interest on balance/investments and any grant which may be received for the purpose of the Scheme. This also shall include any amount collected by means of donations, sale of tickets for benefit shows and advertisement charges realized by issue of souvenir etc.

(e). The CPMG will be final deciding authority in case of GDS working in the area directly under the control of CPMG as well as all matters regarding GDS in the Regions and referred to him by Regional PMGs.

(f). Wherever the term GDSBPMs have been mentioned will also include GDSSPMs.

(g). Accident means an incident due to which hurt or injury is caused to the body which may cause death.

5 Commencement of the Scheme

The Scheme will come into effect from 1.10.2013 and made mandatory for all Gramin Dak Sewaks staff.

6. Refund

No refund or amount subscribed to the Fund shall be allowed for any reasons, whatsoever. However, the amount credited to the Fund due to wrong recovery or by mistake may be refunded.

7. Eligibility

All the GDS eligible as per Clause 3 of the Bye-Laws as on the date will be members of the Scheme and the Annual Subscription in terms of clause 8.3 of the Bye-Laws will be recovered annually from their pay. For the GDS engaged during any time of the year, the pro-rata subscription will be deducted from his TRCA from the month of joining, to the financial year (up to March) end.

8. Finance of the Fund

8.1 The finance of the fund shall comprise of subscriptions from members, grant-in-aid from the Central Welfare Fund and amounts collected by the committee under clause 8.5

8.2 The subscription to the Scheme shall be the same for all members as prescribed in clause 8.3, irrespective of the category of the GDS.

8.3 The rates of subscription will be as under:-

Rs.240/- Per annum in respect of all Gramin Dak Sewaks.

8.4 The annual subscription will be recovered in one lump sum in April every year from the TRCA of March to minimize the accounting work.

8.5 The Managing Committee may raise additional finance for this Welfare Scheme by raising donations, sale of tickets of benefit shows, by issue of a souvenir with paid advertisements or by any other means approved by Head of the Circle for the purpose.

9 Nomination

9.1 The nominations, as furnished by the GDS at the time of engagement will be the valid nominations for the purpose of this Scheme; unless revised option is exercised consequent on the nominee pre-deceasing.

9.2 If a member has a family, the nomination shall be only in favour of a member of his/her family. A nomination made in favour of a person other than family member when he/she has a family will be deemed to be invalid.

9.3 If a member has no family he/she may nominate any person to receive the relief from the Scheme. However, if he/she acquires a family later on, the nomination given earlier shall automatically cease to be valid. In such a case, the member/employee shall furnish a fresh nomination.

9.4 Family for the purpose of this Scheme shall be as defined in Department of Posts Gramin Dak Sewak (Conduct and Engagement) Rules, 2011.

9.5 In the event of death of Member, if there is no Nomination and if the family members do not express consent unanimously in favour of the claimant, the President of the Managing Committee may sanction the amount in favour of all the family members in equal shares.

9.6 If the nominee is a minor, the relief shall be paid to the surviving parent provided the minor is in his/her care and custody. If the minor nominee has no surviving parent or if the minor is not in the care and custody of the surviving parent the amount of the relief may be made to the de-facto guardian having the care and custody of the minor nominee, on production of guardianship certificate.

10. Managing Committee

10.1. The Circle Welfare Fund for GDS (CWFGDS) shall be managed at Circle level by the Managing Committee consisting of the following office bearers and members-

(i)	President	Chief Postmaster General
(ii)	Vice-President	Director Postal Services, (Headquarters)
(iii)	Secretary	Assistant Director incharge of Welfare & Sports in Circle Office
(iv)	Treasurer	Accounts Officer in Circle Office
(v)	Member-I	GDS Staff Union member from the Circle
(vi)	Member-II	GDS Staff Union member from the Circle

10.2. All the office bearers of the Managing Committee will be ex-officio members; therefore there shall be no prescribed term for the Managing Committee.

10.3. At the Regional level the Fund shall be managed by the Managing Committee consisting of the following office bearers and members-

(i)	President	Postmaster General, (Region)
(ii)	Vice-President	Director Postal Services, (Region)

(iii) Secretary	Assistant Director incharge of Welfare & Sports in Regl. Office
(iv) Treasurer	Accounts Officer in Regional Office
(v) Member-I	Nominated GDS/GDS Staff Union member from the Region
(vi) Member-II	Nominated GDS/GDS Staff Union member from the Region

10.4. All the office bearers of the Regional level Committee will be ex-officio members; therefore there shall be no prescribed term for the Managing Committee.

11. Duties of the Managing Committee

11.1 President :-

The President shall be the Head of the Managing Committee and shall preside over the meetings. He will also decide disputed issues and cases related with the Scheme. He shall accord the sanction of relief/grant for various items from the fund in accordance with provisions, after satisfying himself that the claim is genuine and in order.

11.2 Vice President :-

He will assist the President in all the work relating to this Scheme.

11.3 Secretary :-

(i). He will ensure smooth and proper implementation of the Scheme. He shall arrange the timely meetings of the Managing Committee and bring to its notice all matter requiring its consideration. He shall conduct all correspondence on behalf of the Managing Committee and also receive and process claims and representations for grant of relief from the fund. He shall record or arrange to record the minutes of the meetings of the Managing Committee.

(ii). The bank account of the fund shall be operated by the Secretary together with the Treasurer.

(iii). After the approval is given by the President to a claim for relief from the fund, the Secretary shall issue sanction for payment of the relief. The Secretary and Treasurer are jointly authorized to sign cheques for payment of grant and to incur other expenditure, in connection with the implementation of the Scheme.

11.4 Treasurer :-

The Treasurer shall be responsible to the committee for the proper conduct of matter relating to finances of the fund. He shall be responsible for accounting of money received and payments made out of the fund. He shall maintain receipts and payments made out of the fund. He shall maintain the accounts and vouchers and

supply the relevant information relating to the fund whenever required by the committee. He shall promptly remit to the bank all the Money received by him pertaining to the fund. On receipt of sanctions, he shall arrange remittance of relief promptly. He shall operate the account jointly with the Secretary. He shall bring to the notice of the Secretary and committee all matters relating to the finance of the fund that may require their attention and particularly the irregularities which come to his notice.

12. Honorarium

12.1 The rate of honorarium payable to any person, other than Treasurer and Auditor, attending to the work of the fund may be decided by the Managing Committee

12.2 Taking into consideration the work involved in managing the Fund, Treasurer and Auditor may be given honorarium as under -

Treasurer	: Rs.5,000/- Per annum
Auditor	: Rs.1000/-Per annum.

13. Auditing of Accounts

Within two months of the end of each financial year, the auditing work will be done by the IFA, O/c the Chief Postmaster General or by any agency/officer appointed by the Managing Committee. The auditor so appointed will certify the correctness of accounts along with comments if any. The report of the auditor shall be placed before the committee soon after the completion of the audit, i.e. within three months of the end of the financial year.

14. Investment of Funds

Surplus funds, not required for immediate utilization, may be invested to the best advantage of fund as decided by Managing Committee, only in Govt. financial institutions or Nationalized Banks.

15. Amendments to the Scheme

15.1 All powers regarding amendment in any part of the Scheme, in the larger interest of the members, rests with the Director General Posts

* * * * *

No. 19 - 31/2012 - WL/Sport
Government of India
Ministry of Communications & IT
Department of Posts
Welfare & Sports Division.

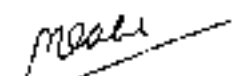
Dak Bhawan, New Delhi
6th December, 2013

Subject :- Circle Welfare Fund for Gramin Dak Sewaks - regarding.

Sir/Madam,

This is in continuation of this office Letter of even no dated 11th November, 2013, vide which a copy of O.M No. 19-31/2012-WL & Sports dated 17th September 2013, on introduction of the Circle Welfare Fund for GDSs, had been circulated. I have been directed to forward herewith, a copy of O.M No. 19-31/2012-WL & Sports dated 2nd December 2013, regarding provisions for day to day administering of the Scheme on Circle Welfare Fund for Gramin Dak Sewaks, for your kind information please.

Yours faithfully,


(Machuri Dabral)
Director (T, W&S)

Encl: As above

Copy to:

1. Sr. PPS to Secretary (Posts).
2. PPS to all Members, Postal Services Board
3. JS & FA (Posts).
4. DDG(PAF)/ Secy.(PSB)/GM(F)/BDD/CGM/PLI.
5. All other DDGs in Postal Directorate.
6. OSD to Secretary(Posts).
7. Guard File/Spare Copy.
8. Departmental Website through PTC MYSORE.

Government of India
Ministry of Communications & IT
Department of Posts
Welfare & Sports Division

No.19 -31/2012 -WL/Sport

Dated at New Delhi, the 2nd December, 2013

To

All Heads of Circles
All Regional PMsG

Subject : Guidelines for grant of financial assistance and grant of loan under Circle Welfare Fund for GDS - regarding.

Sir/Madam,

A reference is invited to this office O.M. of even no. dated 17th September 2013 vide which the Circle Welfare Fund for Gramin Dak Sewaks had been introduced. As mentioned in Para 19.4 of the scheme, the guidelines regarding implementation of provisions contained in the Scheme are issued here under.

2. The guidelines, terms and conditions governing Financial Grant under Para 14 of the Scheme are as under :-

(i) The GDS will have to fill in an application in prescribed format, enclosed as **Form-I (Annexure-A)** for joining the Circle Welfare Fund for Gramin Dak Sewaks (CWFGDS)

(ii) For grant of financial assistance from the Circle Welfare Fund for GDS, an application shall be submitted in **Form-II (Annexure-B)**.

(iii) Since there is provision for a separate Managing Committee at the Regional and Circle Levels, therefore all the cases of financial assistance to GDS employees will be processed and assistance granted by the Regions for the units under their control and similarly, Circle Office will grant financial assistance to GDS officials for the units under its control.

(iv) All the cases of financial assistance (except death cases of GDS) may be decided on quarterly basis.

3. The terms and conditions governing serial numbers (1) to (5) of Para 14.1, of O.M. of even number dated 17th September 2013, pertaining to death cases of Gramin Dak Sewaks are as under :-

(a) In case of serial number 1 & 5 of the scheme, the financial assistance to the family of deceased GDS may be released immediately by the Divisional Heads and thereafter may be sanctioned by the CPMG/PMG without waiting for quarterly meeting.

(ii) Funeral Expenses on death of GDS is payable only in cases in which last rites of deceased GDS are performed by brothers or sisters or near relatives in the absence of any other next of kin. Ref. No. 1-17/S1-WL&Sports dated 17.05.1997)

(iii) In case of serial numbers 2, 3 & 4 under Para 14.1 of the scheme the financial grant will be considered by the Regional/Circle level committee as the case may be

4. The terms and conditions governing serial numbers (6) to (8) of Para 14.1 of O.M. of even number dated 17th September 2013 regarding illness of Gramin Dak Sewaks are as under :-

(i) The CPMsG/PMsG are delegated with the powers to sanction financial assistance up to Rs.20,000/- in each case of proved exceptional hardship resulting from serious or prolonged illness or major surgical operations to GDS employees and up to Rs. 5000/- in case of accident, while being on duty, requiring hospitalization for more than three days.

(ii) The financial assistance from the welfare fund is for the purpose of meeting the incidental expenses like diet, cost of treatment, transport, etc. This financial assistance from the Circle Welfare Fund is not to be mistaken with reimbursement of medical bills/expenditure

(iii) Each case of financial assistance should be decided on merit. In rare and exceptionally deserving cases, where it is considered necessary to provide additional financial assistance beyond the above cited limits, such cases may be referred to Postal Directorate for consideration of additional grants. While forwarding such cases, the following points may be kept in view -

(a). Such cases should have personal recommendation of concerned CPMsG/PMsG indicating the specific amount of assistance recommended and may be submitted in Form-II (Annexure-C).

(b) Copies of Medical report and copies of bills of expenditure towards treatment should be enclosed,

(c) Information regarding total expenditure, on treatment grants from Circles Welfare Fund etc. should be furnished

(d) Financial position of the concerned GDS should be indicated

(iv). Financial Assistance for nutritional diet to GDS suffering from TB.

(a). For the period a GDS remains hospitalized for treatment of Tuberculosis as an Indoor patient, he will be granted financial assistance of Rs. 400 per month for Nutritive Diet. Thereafter, when he is discharged from hospital and continues to take treatment as an Outdoor patient, he will be granted financial assistance of Rs. 300 per month for Nutritive Diet. Hence, on the total, total of financial assistance

including both Indoor and Outdoor treatment will be limited to the maximum period of six months.

(b). In case a GDS takes treatment of Tuberculosis as an Outdoor patient he will be granted financial assistance of Rs. 200 per month for a maximum period of six months for the purpose of Nutritive Diet.

(c). GDS has put in at least six years of service in the Department.

(d). This assistance will be admissible to GDS on production of Medical Certificate from a Medical Officer of a Govt. Hospital or TB sanatorium for having taken the treatment from there.

(e). This assistance will be paid to GDS from the date of application or the date on which disease becomes two months old, whichever is earlier.

(f). The application should be received within three months of detection of illness. No application will be accepted thereafter unless valid justification for delay is provided by GDS.

(g). The application of GDS for grant of financial assistance for nutritional diet is to be considered in case of treatment of self only.

5. The terms and conditions governing serial numbers (9) to (11) of para-14.1 of O.M. of even number dated 17th September 2013 regarding educational assistance for children of Gramin Dak Sewaks are as under :-

(I). Grant of Scholarship under educational Schemes to the children of GDS-

(a). The minimum eligibility of marks for consideration for grant of scholarship will be as under :-

(i). In the case of grant of scholarship to the wards of GDS who have gained admission in IIT, AIIMS and IIM, the scholarship of Rs 1000/- per month will be granted without any restrictions of minimum marks in qualifying examination.

(ii). For granting scholarship under technical education category, of Rs. 280/- per month for Degree courses and Rs.180/- per month for Diploma courses, the minimum marks required in the qualifying examination, based on which they are admitted to technical degree/diploma courses will be 85%. All the children of GDSs, having more than 85% marks in qualifying examination will be eligible for this scholarship.

(iii). As regards grant of scholarship of Rs 150/- per month under Non-Technical Degree courses, the minimum marks required in the qualifying examination based on which they are admitted to the BA/BSc/B.Com, Degree in fine Arts courses will be 80%. All the children of GDSs having more than 80% marks in qualifying examination will be eligible for this scholarship.

(v) For grant of scholarship of Rs. 240/- per annum, under ITI Certificate Courses the minimum marks required in the qualifying examination based on which they are admitted to ITI Certificate Courses will be 85%. All the children of GDSs having more than 85% marks in qualifying examination will be eligible for this scholarship.

(b) The Scholarship once awarded will be admissible up to the maximum period of the prescribed duration of the course and not for a period longer than that.

(c) To begin with, the scholarship will be awarded for the first year of the course and will thereafter be subject to continuation/renewal every year (year-to-year basis) by the Heads of the Circle/Region on the following terms and conditions -

(i) For the first year of the course, the scholarship will be granted on submission of copy of admission certificate or enrolment number, issued by the institute, copy of mark-sheet in the qualifying examination (not applicable in case of admission in IIT/IIM/AIIMS) and prescribed application form.

(ii) The scholarship will be renewed/continued on production of authenticated photocopies of two certificates

(A). Photocopy of mark sheet of previous year's course.

(B). Photocopy of certificate that the student is promoted to next higher class/semester by the institution/university.

(iii) For renewal/continuation of scholarship, minimum 50% marks should be obtained in the annual/each semester examination. However, in case of students of IIT/IIM/AIIMS, the condition of marks will not be applied and the copy of certificate of their having been promoted to next higher class will be sufficient for renewal of scholarship. If a student fails to obtain 50% marks in the examination, the scholarship will be stopped till he secures 50% marks in the next semester/annual examination. If a student is detained, the scholarship will be discontinued altogether.

(iv) The scholarship once awarded shall be renewed year-on-year basis, for a maximum period of the prescribed duration of the course.

(v) However, the scholarship will automatically cease in the event of the GDS resigning from service / dismissed / removed / discharged on attaining the maximum prescribed age.

(e) The child of GDS should be pursuing the course as a regular student (not part-time, correspondence etc.) in a recognized institute/university. In case of doubt whether a particular course is to be treated as Technical, Degree, reference may be made to the concerned authority of the State/Central Govt. for clarification.

(f) Keeping in view the availability of funds for scholarship, an expenditure is also involved on the renewal of scholarship sanctioned in the previous years, amount of

the same should also be calculated under each category and thereafter amount available for different category should be decided. Scholarships will be granted only to the extent to which funds are available. In order to ensure that more number of GDS employees are covered under the scheme of scholarship, not more than two children of a GDS will be granted the scholarship.

(i). The maximum amount which can be utilized towards granting scholarships in a financial year in Region/Circle shall not exceed 20%, i.e. 1/5th of the balance available in Circle GDS fund as on 1st April of the year.

(II). Incentive for excellence in academic achievement for 10th and 12th Class.

(a). Five (5) awards will be instituted for children of GDS in each of the following groups purely on merit on the basis of marks in the 10th and 12th Standard Board Examination, subject to the minimum percentage of marks shown against each group -

Sl. No.	Class	Minimum Percentage of aggregate marks
1	10 th standard	85%
2	12 th Standard (Science Group)	85%
3	12 th Standard (Commerce Group)	80%
4	12 th Standard (Humanities Group)	80%

(b). A common Merit List for the units directly administered by the CPMG and similarly a common merit list for units falling under the charge of Regional PMG will be drawn up separately for each showing the percentage of marks upto 2 decimals. Thus, separate Merit lists for Regions and the units directly administered by CPMGs will be prepared. The Merit List will contain names of students of all Boards (State Board, CBSE, etc.) subject to the minimum percentage fixed above. The first five students will be sanctioned the awards as follows :-

1 st Position in the Circle/Region	-	Rs. 1,000/-
2 nd Position in the Circle/Region	-	Rs. 800/-
3 rd Position in the Circle/Region	-	Rs. 700/-
4 th Position in the Circle/Region	-	Rs. 600/-
5 th Position in the Circle/Region	-	Rs. 500/-

(c). If more than one student obtains the same percentage of marks for any position then all of them would be given the awards. The number of awards will be increased accordingly in such cases.

(d). Applications of GDS, whose children had appeared in Board examinations outside the Circle will be considered by the Circle/Region in which the GDS is working.

(e). The awards under this scheme should be finalized and announced before 30th September each year.

(B). Scholarship for physically handicapped children of GDS Scholarships for Physically Handicapped/Mentally Retarded/Blind/Deaf/Dumb Children of GDS will be granted at the rate of Rs. 200/- p.m. subject to the following conditions -

- (a) These scholarships will be granted for a maximum period of 8 years.
- (b) It will be renewed every year subject to the maximum period of 8 years provided that scholarship will not be paid more than twice for the same class/standard. In other words, even if a child is not promoted to the next standard, scholarship can be awarded for the first repeat year.
- (c) The scholarship will be admissible to Physically Handicapped Children, with permanent partial disability of at least 40%. However, in case of totally Blind/Deaf & Dumb Children, no such limit will be applicable. This should be supported by a certificate from a Govt. Medical Officer.

6. The terms and conditions governing serial numbers (12) to (13) of Para-14.1 of O.M. of even number dated 17th September 2013 regarding other kind of assistance to Gramin Dak Sewaks are as under :-

- (i). Maternity Grant to woman GDS will be restricted to two confinements i.e., for birth up to two children only. The amount of grant will be equivalent to three months TRCA plus DA.
- (ii). The financial assistance in case of natural calamities is to be provided only to those GDSs, who are seriously affected/ property burnt by fire/property damaged by floods/children's books have been destroyed etc.
- (iii). It is, therefore, enjoined that all cases of financial assistance in case of natural calamities should be scrutinized with reference to aforesaid parameters in addition to a certificate from the Revenue Authorities. All the claims should be got verified by deputing officers of appropriate level so as to ensure correctness of the verification and financial assistance in those cases be granted where there has been real and substantial damage to property. No financial assistance should be granted in cases where there is no damage to the property/books etc. even if the area has been declared flood affected by the Revenue Authorities. In case of any irregularities coming to notice on this count, the verifying officer may be held responsible and noticed suitably.
- (iv). Only those GDSs whose movable/immovable property has been substantially affected or damaged in an area affected by natural calamity are eligible for financial assistance.
- (v). The concerned State Government should have declared the area as having been affected by natural calamity, i.e. flood, drought, fire or cyclone, as the case may be, and granted similar advance grant to the employees/people in the area.
- (vi). Application should be given in Form-IV (Annexure-D) within three months of the date of Government Orders declaring the natural calamity.

(vi) If the official's declaration in the application regarding damage to his property is found untrue, he is liable for disciplinary action.

(vii) With reference to Para 14.3 of the scheme, the condition that an individual will be eligible only once for financial grant under a particular head can be waived in case of financial assistance for Natural calamity and major surgical operations by the concerned Management Committee in really deserving cases.

(x) The concerned Management Committee may conduct Special meeting of the committee to decide financial assistance in case of floods and natural calamities, without waiting for quarterly meeting.

7. The guidelines, terms and conditions governing Para-15 of the Circle Welfare Fund for GDS, regarding repayable Loan at 5% rate of interest are as under -

7.1. For construction of one room with flush toilet facilities for housing the Branch Post Office.

- (i). **Amount** - A maximum amount of Rs.50,000/- can be granted as loan.
- (ii). **Eligibility** - For drawal of loan under this category the GDSBPM/GDSSPM should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 8 (eight) years of service left (i.e. not more than 57 years of age).
- (iii). **Conditions** -
 - (a) An application for the grant of loan for the construction of Branch Post Office Room with flush toilet facilities shall be made in Form-V (Annexure-E).
 - (b) It will be paid only for new construction and not for repairs or renovation of existing room or purchase of already constructed room.
 - (c) The land should be available in the name of Branch Postmaster. Loan amount cannot be utilized for purchase of land.
 - (d) Utilizing the room for any other purpose than housing the Branch Post Office will be construed as irregular attracting necessary action.
- (iv). **Construction** -
 - (a) The loan will be provided for construction of one room for housing Branch Post Office with attached toilet facility.
 - (b) **Adherence to Plans** - The construction should be exactly according to the approved plan and specification, on the basis of which the advance was sanctioned.
 - (c) **Time-limit** - The construction should be completed within 6 months of the drawal of loan. Extension of time-limit up to one month can be considered by PMG and beyond one month by the Head of Circle if the work is delayed due to circumstances beyond the control of GDS.

- (v). Maintenance - The Branch Post Office Room shall be maintained in good condition by GDS at his cost.
- (vi). Repayment of loan - The entire amount of loan together with interest is repayable in 56 (fifty six) equated monthly instalments (for both principal amount and interest) @ Rs. 1000/- per month.
- (vii). Commencement of recovery - The recovery will commence from the TRCA for the month following the month of drawal of advance.
- (viii). Manner of recovery - Recovery will be effected from monthly TRCA. Recovery cannot be postponed without the prior approval of HoC.
- (ix). Surety - The surety of two permanent regular departmental officials having more than 6 (six) years service left (i.e. of not more than 54 years of age) is necessary before releasing the sanctioned advance or any part thereof which should be entered in Form-VI (Annexure-F).
- (x). Insurance - On completion of construction, the Branch Post Office Room may be insured by the GDS at his cost against fire, flood and lightning for the full value of the Room.

7.2 For purchase of Computer/Laptop to encourage computer literacy amongst GDS.

- (i). Amount - A maximum amount of Rs.20 000/- can be granted as loan.
- (ii). Eligibility - For drawal of loan under this category the GDS should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 5 (five) years of service left (i.e. of not more than 60 years of age).
- (iii). Conditions -
 - (a). An application for the grant of loan for the purchase of a Personal Computer shall be made in Form-VII (Annexure-G)
 - (b). The loan amount will be utilized for purchase of new Laptop/Computer. It shall not be utilized for purchase of old Laptop/Computer.
 - (c). Copy of bill/receipt for purchase should be produced by GDS within a month of purchase or within two months from the date of drawal of the loan, failing which penal interest @ 12% per annum from the date of drawal of the loan to the date of production of bill/receipt will be levied. If the delay in submitting the bill/receipt is not attributable to the Gramin Dak Sewak, the penal interest is not to be charged for the late submission of bill/receipt.
- (iv). Repayment of loan - The entire amount of loan together with interest is repayable in 24 (twenty one) equated monthly installments (for both principal amount and interest) @ Rs. 1000/- per month.

- (v). Commencement of recovery - The recovery will commence from the TPO for the month following the month of drawal of advance.
- (vi). Surety - The surety of two GDS employees having more than 5 (five) years service left (i.e. of not more than 60 years of age) is necessary before releasing the sanctioned advance or any part thereof which should be entered in Form-VI (Annexure-F).

7.3 For purchase of moped/scooter/Motor cycle which will also facilitate travel while discharging duty like exchange of BO Bag, visit to Account Office etc.

- (i). Amount - A maximum amount of Rs.20,000/- can be granted as loan.
- (ii). Eligibility - For drawal of loan under this category the GDS should have completed minimum 5 (five) years of continuous service as GDS, and should have a minimum of 5 (five) years of service left (i.e. of not more than 60 years of age).
- (iii). Conditions -
 - (a). An application for the grant of loan for the purchase of moped/scooter/Motor cycle shall be made in Form-VII (Annexure-G).
 - (b). The loan amount will be utilized for purchase of new moped/scooter/Motor cycle. It shall not be utilized for purchase of second hand or old moped/scooter/Motor cycle.
 - (c). The loan will not be granted if the vehicle has been purchased already and paid for. Purchase of the vehicle should be made within one month from the date of drawal of the loan.
 - (d). Copy of Registration Certificate (R C) of the vehicle in his name and of insurance of vehicle should be produced by GDS within a month of purchase, or within two months from the date of drawal of the loan, failing which penal interest @ 12% per annum from the date of drawal of the loan to the date of production of RC will be levied. If the delay in submitting the RC is not attributable to the Gramin Dak Sewak, the penal interest is not to be charged for the late submission of RC.
- (iv). Procedure for drawal of loan - Advance can be drawn after receipt of written assurance from the dealer that the supply of vehicle is likely to be available within a month and a certificate to this effect is recorded on the bill for the advance.
- (v). Repayment of loan - The entire amount of loan together with interest is repayable in 24 (twenty four) equated monthly installments (for both principal amount and interest) @ Rs. 1000/- per month.
- (vi). Commencement of recovery - The recovery will commence from the TPO for the month following the month of drawal of advance.
- (vii). Surety - The surety of two GDS employees having more than 5 (five) years service left (i.e. of not more than 60 years of age) is necessary before

releasing the sanctioned advance or any part thereof which should be entered in Form-VI (Annexure-F)

- (viii). The vehicle cannot be sold till repayment of principle and interest. Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the loan with interest thereon.

8. The general guidelines governing the Scheme regarding repayable Loan at 5% rate of interest will be as under :-

- (a). All regularly engaged GDSs whose orders of engagement are available on record will be eligible for Loan under this Scheme. Those GDSs who have served in APS and rejoined as GDS, their past service in APS will be counted for eligibility. The sanctioning authority should be satisfied about the GDS's likely retention/continuation in service for more than five years / eight years, as the case may be. Other category of GDS (than BPMs) are not eligible for loan for construction of one room with flush toilet facilities for housing the Branch Post Office, under this Scheme.
- (b). The loan under any of the three categories specified in Para-15 of the Scheme will be paid only once in entire working career of GDS.
- (c). Priority to be given to those who have not availed any loan under the various categories listed in the Scheme, on the date of application.
- (d). The loan should not be sanctioned or disbursed to an official who is under put off duty. If loan has already been sanctioned to him before he was placed under put off, he should not be permitted to draw the loan during the period of his put off. The loan will not be admissible to GDS if any disciplinary action is pending/contemplated or any criminal case is pending.
- (e). The GDS will be eligible for loan subject to the condition that outstanding balance, if any, in respect of a loan previously granted for any of three purposes cited in Para-15 of OM dated 17th September 2013, together with interest thereon, has been fully repaid and there is no outstanding loan against the GDS.
- (f). Furnishing a false certificate will render the GDS liable to disciplinary action and he may be directed to refund to the Department of Posts the entire advance together with interest accrued thereon. Further, he shall become ineligible for any assistance/loan from the GDS Welfare Fund.

9. Failure in repayment -

- (a). In the event of quitting service (resignation) before repayment of loan, the outstanding amount to the extent possible is to be adjusted against the TRCA due, if any. In the case of quitting service due to medical invalidation, supported by a certificate issued by Civil Surgeon, the outstanding amount may also be adjusted from ex-gratia gratuity. However, resignation may be

accepted on clearance of the outstanding amount. The balance amount remaining unpaid is to be recovered from surety.

(b). If the GDS fails to repay the balance of the loan on or before the date of retirement, or defaults on repayment due to any reason, the Department will be at liberty to enforce recovery from ex-gratia gratuity and/or by way of recovery from the two officials who have stood as surety for the GDS. The department will be at liberty to recover the outstanding dues of GDS, from pay or any other admissible allowances of the employees who gave sureties.

(c). In the event of untimely death of GDS, the amount will be recovered from the nominees, out of the amount of pay & allowances etc. due/accrued to deceased GDS and payable by the Department to nominee. The remaining outstanding amount, if any will be recovered from sureties.

10. The Divisional Heads will cross check eligibility criteria before recommending applications and forwarding cases to Regional/Circle Office.

11. The Divisional Heads will obtain from each GDS an application in prescribed format, enclosed as Form-I (Annexure-A) for joining this scheme along with requisition letter and a declaration that he has gone through the Bye Laws and terms and conditions governing GDS Circle Welfare Fund and accepts the same.

12. The GDS are eligible for grant of leave without allowances (LWA) up to 180 days as per GDS (Conduct and Engagement) Rules 2011. During the period of LWA no amount is paid to GDS. If loan is paid to the GDS, the recovery of loan amount during the period of LWA will have to be deposited by the GDS every month.

13. The approval for grant of loans during a financial year should be restricted to 25% of the balance of the fund as on 1st April, in the Region/Circle as the case may be.

14. An incentive of Rs. 3,000/- per annum to the Dealing Assistant and Rs. 1,500/- per annum to Supervisor in the Head Post Office will be paid from the GDS Circle Welfare Fund, for handling this work.

15. The rules governing Accounting procedure and maintenance of records thereof in the Head Post Offices are as under:-

- (a). The GDS will submit application for loan to the Head of Division who will get it verified by Head Post Office records and Sub Divisional records / Divisional Office records as the case may be. All applications received in a quarter will be processed and decided in CO/RO as the case may be, latest by the subsequent quarter.
- (b). The Head of Division will maintain a Register of Loans for GDS in the Divisional Office. The Head of Division will forward all applications for loan after duly examining correctness to the Head of Circle/Regional PMO.
- (c). In the CO/RO the concerned branch will submit consolidated list of applications for loans before the Committee. The funds position should also

be brought on record. The maximum limits of utilization of funds (balance as on 1st April of the year) will be as under:-

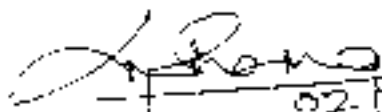
- (i). Maximum up to 25% of Funds can be utilized for illness related cases. (Serial Numbers 6, 7 & 8 of Para 14.1 of O.M. of even number dated 17.09.2013.)
 - (ii). Maximum up to 20% of Funds can be utilized for Education related financial assistance. (Serial Numbers 9, 10 & 11 of Para 14.1 of O.M. of even number dated 17.09.2013.)
 - (iii). Maximum up to 25% of the funds can be utilized for the purpose of loans during that financial year, on first come first serve basis. (Para-15 of O.M. of even number dated 17.09.2013.)
 - (iv). The remaining balance will be utilized for all other welfare assistance including Circle/Regional reserve fund for emergencies. (Serial Numbers 1 to 5 and 12 & 13 of Para 14.1 of O.M. of even number dated 17.09.2013.)
- (d). The Committee will convey its approval of assistance/loan through issue of minutes to the Divisional Heads. The Divisional Heads will issue sanction orders.

16. As per DG Posts Letter No.21-8/2010-GDS dated 18th April 2011 it has been laid down vide Para 27 under the heading **Insolvency and habitual indebtedness** that-

"A Sevak shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Sevak against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Government."

Accordingly, while considering cases for loan under this scheme the Committee shall keep this aspect in view and can reject the application on this ground alone.

17. The orders contained in O.M dated 17.09.2013 regarding introduction of Scheme of Circle Welfare Fund for GDS will supersede all the previous orders about welfare schemes introduced or managed locally (for GDS) at Circle level. Such Circle level scheme, if any, will automatically stand discontinued with the issue of this Scheme for Gramin Dak Sewaks by the Director General, Posts.


02.11.2013
(- N Sharma)
Deputy Director General
(Training & Welfare)

Copy to -

- (i). RAKNPA and all PTCs.
- (ii). All Service Unions

(FORM-II)

APPLICATION FOR FINANCIAL ASSISTANCE FROM CIRCLE WELFARE FUND
FOR GRAMIN DAK SEWAKS (GDSCWF)

Sl. No.	Information	Details
1.	Name of the GDS	
2.	Office of posting & post held	
3.	TRCA	
4.	Date of Engagement	
5.	Date of Birth	
6.	Details of any previous financial assistance under the GDSCWF	
7.	Purpose for applying under GDSCWF (Pl. enclose documents in support thereof)	
8.	Duration of Leave, if any	
9.	Amount of financial assistance applied for	
10.	Any other relevant information	

Date

Place

Signature of GDS

Certificate & Recommendation of Controlling Authority

This is to certify that Shri/Smt. is a member of GDS Circle Welfare Fund & he/she has regularly contributed to the fund till

The above particulars have been checked and the Financial Assistance of Rs. to the GDS is hereby recommended after due verification of records.

Date

Place

Signature of the Controlling Authority, with Seal

(FORM-III)

**PERFORMA FOR SUBMISSION OF CASE TO DIRECTORATE FOR GRANT OF
FINANCIAL ASSISTANCE BEYOND THE POWERS OF PMG/CPMG IN CASES
OF ILLNESS OF GRAMIN DAK SEWAKS**

Sl. No.	Information	Details
	PART - A	
1.	Name of the GDS	
2.	Post held/TRCA	
3.	Place of posting	
4.	Amount of Financial Assistance required	
5.	Pl. indicate details of nature of prolonged illness, major surgery etc.	
	PART - B	
(i).	Personal recommendations of concerned Head of Division indicating the specific amount for assistance recommended from Welfare Fund.	
(ii).	Copies of Medical reports.	
(iii).	Information regarding total expenditure on treatment.	
(iv).	Whether the treatment has been taken from Govt. hospital if not, reasons for taking treatment from private hospital	
(v).	Expenditure on essential incidentals like transport, diet etc.	
(vi).	Financial assistance granted from Welfare Fund in the past (if any)	
(vii).	Financial position of the concerned GDS	
(viii).	Any other relevant information	

Date :

Place :

Signature of the PMG/CPMG

(FORM-IV)

**PERFORMA FOR GRANT OF FINANCIAL ASSISTANCE IN CASES OF
NATURAL CALAMITIES**

Sl. No.	Information	Details
1.	Name of the GDS	
2.	Office of posting & post held	
3.	TRCA	
4.	Date of Engagement	
5.	Date of Birth	
6.	Permanent Address	
7.	Present Residential Address	
8.	Details of the property movable/immovable affected or damaged by the natural calamity - (Pl attach documents in support thereof)	
(i).	Name of the place which has been affected by the natural calamity and the details of the property immovable as well as movable (to be shown separately) damaged-	
(ii).	Whether any Financial Assistance was granted on earlier occasion (by Department, State Govt. etc.) and if so, the date of drawal and amount-	
(iii).	Whether the earlier Financial Assistance was granted for damage to the same movable or immovable property and if so, the nature of further damage to the movable or immovable property to be indicated precisely-	
(iv).	If reply to item (iii) is in the affirmative the details of damage that has now occurred requiring fresh financial assistance (list to be attached indicating details)	
9.	Amount of financial assistance applied for	
10.	Any other relevant information	

Date

Place

Signature of GDS:

**APPLICATION FORM FOR GRANT OF LOAN FOR CONSTRUCTION OF ONE
ROOM WITH FLUSH TOILET FACILITIES FOR HOUSING THE BRANCH POST
OFFICE**

Sl. No.	Information	Details
1	Name of GDSBPM	
2	Date of Birth	
3	Date of completion of 69 years of age	
4	Date of engagement in the Department	
5	Number of years of service completed on date of submission of application.	
6	Full address of Office where working	
7	TRCA being drawn	
8	Name of Account Office & name of Head Post Office	
9	Whether land is available and in the name of applicant GDS. Please enclose proof thereof, earmarking portion of land on which the construction is planned.	
10	The proof of estimated cost of construction.	
11	The amount of loan required.	

(a). Certified that the information given above is complete and true to the best of my knowledge. In case of any information being found untrue at any later stage, I am aware that I am liable to be proceeded for disciplinary action and I will forfeit all rights to claim any benefit/assistance under the Circle Welfare Fund for GDS scheme.

(b) I hereby promise to repay the loan (with interest) as per the terms and conditions of the Scheme

.....
(Signature of GDS)

Date :

Place :

Declaration

I, _____ do hereby declare that the statements furnished in item (3) above are correct _____

Date _____

Place _____

(Signature of GDS)

Warning- If at any stage the information furnished above is found untrue, the sanctioning authority may take disciplinary action against you under the rules.

FORM-VI

FORM OF SURETY BOND

KNOW ALL MEN BY THESE PRESENTS, THAT I son of resident of in the District of at present employed as a permanent in the (hereinafter called "the Surety") am held and firmly bound up to the President of India (hereinafter called "the Government" which expression shall include his successors and assigns) in the sum of Rs (Rupees only) with interest as hereinafter specified and all cost between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the Government to be paid to the Government FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these presents.

As witness my hand this day of two thousand and

WHEREAS the Government has agreed to grant to son of a resident of in the District of at present engaged/employed as in the (hereinafter called, "the Borrower") at the Borrower's own request an advance of Rs (Rupees only) for the AND

WHEREAS THE BORROWER has undertaken to repay the said amount in equal monthly installments with interest as calculated at the rate and in the manner prescribed under Para 15, of Circle Welfare Fund for GDS vide O.M No. 19-31/2012 -WL/Sport, as shall for the time being remain due and unpaid calculated at the rates in force for such loans from the day of the advance.

AND WHEREAS in consideration of the Government having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above Bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower shall, while employed in the said

DULY and regularly pay or cause to be paid to the Government the amount of the aforesaid advance owing to the Government by installments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated at rates in force for such loans from the day of the advance until the said sum of Rs (Rupees only) with interest as calculated in the aforesaid manner shall be duly paid, then this Bond shall be void, otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be in the service of the Government, the whole or so much of the

said principal sum of Rs. (Rupees) only; interest as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the Government and be recoverable from the Surety in one instalment by virtue of this Bond. The surety hereby gives the undertaking and unconditional consent for recovery of the outstanding amount of the loan, from his monthly pay. The Department wherein, the surety is presently employed shall have all the rights to make such recovery from the surety's pay & allowances, in one or more instalments, of the total outstanding amount of the loan.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said Borrower whether with or without the knowledge or consent of the Surety.

The borrower has agreed to bear the stamp duty, if any, for this document.

Signed and
delivered (*Signature of Surety*).

by the said..... (Designation)
..... Office to which attached
at
this In the presence of
day of (i)
20..... (ii)

Signature,

address
and occupation of
the Witnesses

ACCEPTED

For and on behalf of President of India

(FORM-VII)

**APPLICATION FORM FOR GRANT OF LOAN FOR THE PURCHASE OF
MOPED/SCOOTER/MOTOR CYCLE/LAPTOP/COMPUTER***

Sl. No.	Information	Details
1.	Name of GDS	
2.	Date of Birth	
3.	Date of completion of 65 years of age	
4.	Applicant's designation	
5.	Full address of Office where working	
6.	TRCA being drawn	
7.	Name of Account Office & name of Head Post Office	
8.	Anticipated price of Moped/Scooter/Motor cycle/Laptop/Computer	
9.	Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/Personal Computer within one month from the date of drawal of the loan?	

10 (a) Certified that the information given above is complete and true

(b) Certified that I have not taken delivery of the Moped/Scooter/Motor cycle/Laptop/Computer on account of which I apply for the loan, which I shall complete negotiations for the purchase of item finally and take possession of the same before the expiry of one month from the date of drawal of the loan.

.....
(Signature of GDS)

Date :

Place :

* Strike off whichever is not applicable

INDIAN POSTS AND TELEGRAPHS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL POSTS & TELEGRAPHS

NO. D.12016/4/80-WL Dated at New Delhi the 23rd April, 83.

TO

All Heads of Postal & Telecom. Circles,
All Heads of Telephones Districts,

SUBJECT: P&T Holiday Homes- Delegation of powers
to Heads of Circles for establishment of-
Item No. VIII for the Meeting of Central
P&T Welfare Fund Committee.

Sir,

I am directed to say that the question of setting up of more P&T Holiday homes has been engaging the attention... of Central P&T Welfare Fund Committee for last one year. The Committee discussed this issue in its last three meetings held on 4.1.1982, 11.6.1982 and 11.1.1983 and it has now been decided that the powers for setting up of P&T holiday homes be delegated to the Heads of Circles subject to the following:-

- (1) Holiday homes will be opened in places already approved by the P&T Directorate. A list of places in which holiday homes may be opened was decided by the Central P&T Welfare Fund Committee in its meeting held on 11.6.1982 and was circulated as part of the minutes of the meeting with DGP&T letter No. D.12012/7/82-WL dated 16.8.1982. The Holiday homes will be set up in a phased manner over a period of 3 to 4 years and priority should be given to states where there is at present no holiday home.
- (2) The holiday home should have normally four suites. In other words, it should be capable of accommodating a minimum of four families at a time.
- (3) The rent may vary from place to place but should not exceed Rs.1500/- per month. It should be approved by the Rent Assessment Committee of the Circle.
- (4) Each suite may have furniture, utensils, crockery etc. as the scale indicated in the annexure.

.....2.

- (5) The holiday home may have a common room with facility for indoor games and the total cost of the furniture etc. for the common room should not exceed Rs. 3000/-.
- (6) Expenditure on petty replacements, electricity and water may not exceed Rs. 150/- per month.

2. The working of this delegation will be reviewed after two years. Proposals involving any deviations should be referred to the Directorate for decision.

Yours faithfully,

Le Bant

(Y.C. DHATIA)
DIRECTOR (WELFARE)

(*Le Bant*)

NO. 17-5/89-ULASPORTS
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI-110001.

Dated 25-7-1950.

To
All Heads of Postal Circles.

Subj:- Rent for Holiday Homes.

Sir,
I am directed to invite your attention to item No. 12 of the Minutes of the 4th Meeting of the Postal Services Staff Welfare Board held on 4-6-50 at New Delhi and to say that it has been decided to revise the rent to be charged from the occupants of the Holiday Homes as indicated below:-

For occupants with

- (1) Basic pay upto Rs.1640/- Rs.2/-Per Day.
(2) Basic pay exceeding Rs.1640/- Rs.5/-Per Day.

The revised rates are effective from 1.8.50.
Appropriate action in this connection may please be taken immediately.

Receipt of this letter may please be acknowledged.

Yours faithfully,

(N. KRISHNAMURTHY)
ASSTT. DIRECTOR GENERAL (ULASPORTS)

cc:-

All Members of Postal Services Staff Welfare Board.

(N. KRISHNAMURTHY)
ASSTT. DIRECTOR GENERAL (ULASPORTS)

NO. 17-5/89-UL & SPORTS.
dt. 25-07-90.

Copy of letter No. 17-5/89-UL & SPORTS, Dated 25-7-1990 received from Shri B.M. KAPUR, DIRECTOR (SR, UL & SPORTS, and Governor of INDIA, Ministry of Communications, Department of Posts, New Delhi-1 and addressed to All Heads of Postal Circles. etc.

-X-

Subj- Expenditure on Holiday Homes.

.....

Sir,

I am directed to invite your attention to item No. 11 of the Minutes of the 4th Meeting of the Postal Services Staff Welfare Board held on 4-6-90 at New Delhi. It has been decided that the maximum limit of rent to hire accommodation for Holiday Home as provided in page 3 of D.O. PAT letter No. 811016/4/80-UL dated 23-4-83 will be raised from Rs. 1500/- to Rs. 3000/- p.m.

The rent should be approved by the rent Assessment Committee of the Circle and all the formalities and rules will be observed as in the case of hiring accommodation for offices.

The Heads of Circles could also consider Construction of Holiday Homes on available Departmental land and send proposals to the Postal Directorate for approval for meeting the cost of construction from Welfare Fund.

Yours faithfully,

Sd/-
(B.M. KAPUR)

DIRECTOR (SR, UL & SPORTS).

Encl. Nos- ULF/10-1/R10/86-87. dated dt And-9 the /0/1990.

Copy forwarded for information and necessary action to-

Asst. Director of Postal Services, Bldg D/O CPMS, Ahmedabad-2.

Asst. Director Postal Services, (II)
Gujarat Circle, Ahmedabad-380 009

Patel.

Kind attention to Shri A.K. Kumbhak, Sahab,
Director, Welfare.

HOLIDAY HOME

<u>LIST OF ITEMS</u>	<u>RATE</u>	<u>NO.</u>	<u>AMOUNT</u>
1. Wooden cots	Rs. 300/-	2	600/-
2. Pillows	Rs. 60/-	2	120/-
3. Mattress foam	Rs. 600/-	2	1200/-
4. Quilt with Cover	Rs. 200/-	2	400/-
5. Blankets	Rs. 200/-	2	400/-
6. Bed sheets	Rs. 70/-	2	140/-
7. Bed covers	Rs. 20/-	4	80/-
8. Folding cot	Rs. 110/-	1	110/-
9. Cotton mattress	Rs. 70/-	1	70/-
10. Dressing table	Rs. 300/-	1	300/-
11. Curtain cloth	Rs. 15/- per metre	1	100/-
12. Centre table ordinary with stools	Rs. 150/-	1	150/- 500/-
13. Floor covering	- - -	-	-
14. Chairs	Rs. 50/-	2	100/-
15. Door mat 10x10	Rs. 10/-	-	-
16. Steel Almirah	Rs. 1000/-	1	1000/-

CROCKERY & UTENCILS

1. Cooker	Rs. 250/-	1	250/-
2. Stove	Rs. 60/-	1	60/-
3. Tea set	Rs. 40/-	1	40/-
4. Set of Crockery	Rs. 100/-	1	100/-
5. Plastic Buckets	Rs. 30/-	2	60/-
6. Plastic Mugs	Rs. 1.50 each	2	3/-
7. Plastic Jug	Rs. 10/-	2	20/-
8. Stainless steel tea spoons	Rs. 15/- Dozen	1 Dozen	15/-
9. Towals	Rs. 30/-	2	60/-
10. Belan and Chakla	Rs. 10/-	1	10/-
11. Patilla steel	Rs. 70/- each	2	140/-
12. Karcha steel	Rs. 10/- each	2	20/-
13. Masala dani	Rs. 10/-	1	10/-
14. Garut Steel	Rs. 50/-	1	50/-
15. Karahi	Rs. 15/-	1	15/-
16. Plates for rice steel	Rs. 15/- each	4	60/-

Misc.

6425/-

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)
Dak Bhawan, New Delhi - 1.

No. 2-1/2001-WL/Sports

Dated 26-4-2002

To

All Heads of Postal Circles

Subject: Holiday Homes - Enhancement of powers of the Heads of
Circle to hire accommodation.

Sr,

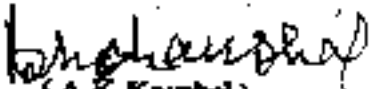
I am directed to say that the maximum limit of rent to hire accommodation for Holiday Homes by the Heads of Circles was raised from Rs. 1500/- to Rs. 3000/- P.M. vide this office letter No. 17-5/89-WL/Sports dated 25-7-90. The question of enhancing the above financial limit has been under consideration with the Postal Services Staff Welfare Board right from the 3rd Welfare Board Meeting held on 8-3-2001. This item was once again placed before the Board in its 9th Meeting held on 17-2-2002. The Finance Advice vide their O.M. No. 6-14/87- Fin. Coord. (Vol. V) dated 26-3-2001, has revised the delegated financial power of Heads of Circles and Heads of the Deptt. The powers for hiring accommodation for office-cum-residence are contained in schedule II Para No. 7 (b) (vi). These powers are as follows:-

For Office-cum-residence Classes of cities.

A1	Ra. 25,000/- per month.
A	Ra. 20,000/- per month.
B1	Ra. 15,000/- per month.
B2	Ra. 10,000/- per month.
Others	Ra. 8,000/- per month.

In the aforesaid meeting it has been decided to exercise the same financial powers for hiring accommodation for Holiday Homes as have been delegated to the Heads of Circles and Head of the Deptt., in the Department of Posts as mentioned above, subject to the same terms and conditions as laid down in the O.M. dated 26-3-2001 with immediate effect. The rent should be approved by the Fair Rent Assessment Committee of the Circle and all the formalities and rules will be observed as in the case of hiring accommodation for Office-cum-Residence.

Yours faithfully,


(A. K. Kaushal)
Director (Welfare)

Copy to: All members of the Postal Services Staff Welfare Board.

No. 14-2/2003/Welfare & Sports.

Govt. of India
Ministry of Communications and IT,
Department of Posts, Dak Bhawan,
Sansad Marg, New Delhi-110001.

Dated: 1st Sept.03.

To

All Heads of Postal Circles.

Subject: -Delegation of powers to Heads of Circles for opening of Holiday Homes.

Sir,

I am directed to say you that the question of delegating powers for opening of Holiday Homes to Heads of Circles has been considered by the competent authority and keeping in view the need for opening of Holiday Homes at various places particularly for use by lower category of staff it has been decided to delegate these powers all Heads of Circles on the following terms and conditions: -

- i) These delegated powers shall be exercised with personal approval of the Head of the Circle for the Circle as a whole. These powers will not be delegated further to any other authority including the Postmaster General and Head of Region.
- ii) The places for opening the Holiday Homes may be decided according to the all India importance of the place vis-à-vis tourists' interest, importance, requirements of the staff of the Department as a whole and likely occupancy of the facility.
- iii) As soon as the place for opening the Holiday Home is decided an intimation to this effect be sent to the Directorate (Welfare and Sports Section) indicating the factors as mentioned in (ii) above. As soon as holiday home becomes operational information regarding its location, full address alongwith telephone number, controlling officer, weather conditions, approach, surroundings, etc be given to the Directorate for circulation to all the Circles.
- iv) The actual accommodation should be easily approachable and in the prominent place of the city. The security needs of the place as well as of visiting staff may be kept in view.
- v) Not more than one holiday home be opened at a place. However where considered necessary the more number of surts be added to existing holiday homes.

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- vi) Where it is necessary to hire the accommodation for non-officials, the Heads of Circles may exercise the financial powers already have been delegated vide Circular No.2-1/2001-Wel/Sports dated 26.4.02 subject to the same terms and conditions as laid down in the OM No.6-14/87-Fin.Coord (Vol V) dated 26.3.2001 for item 7(i)(a) for hiring accommodation for office-cum-residence. The rent should be invariably approved by the Fair Rent Assessment Committee of the Circle and all the formalities and rules that are required to be observed as in the case of hiring accommodation for office-cum-residence should be complied with.
- vii) Current/recurring expenditure in connection with establishment of Holiday Homes may be met from Circle Welfare Fund. There shall, however, be no special allotment of fund to the Circle or this account from the Postal Services Staff Welfare Fund.
- viii) These powers are delegated to the extent of existing infrastructure and no new building would be constructed unless the funds are specifically allotted for the purpose from Directorate.
- ix) No operational/post office building would be converted into a Holiday Home without personal approval of the Head of Circle who will ensure that the accommodation in question is not required for operational needs.
- x) The holiday home be provided with a caretaker for which no additional post would be created and no additional staff would be given. This may be done by diversion of existing post.
- xi) The holiday home may be opened in a formal manner and wide publicity be given among staff of all the Circles.
- xii) All new holiday homes should initially be sanctioned for two years only and thereafter the position be reviewed for their continuation based on the actual occupancy during the period of two years.
- xiii) All other conditions such as period and rules of occupancy, rent charged, facilities to be provided etc will continue to be the same as at present and as amended from time to time.
- xiv) The concurrence of the Internal Financial Advisor and Circle Welfare Board should also be obtained before opening a holiday home.

Pecise of this letter may kindly be acknowledged to the Section Officer (Welfare and Sports) immediately.

Yours faithfully

(A.K. Kaushal)
(A.K. Kaushal)
Director (Welfare & Sports)

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)

No. 1-05/2012-WL & Sports

Dated 9.9.2016

To

All Heads of Postal Circles
Secretary, Central Postal Ladies Organizations
Director, RAKNPA, Ghaziabad

Sub: Revised Schemes on opening and running Creches

I am directed to enclose revised scheme on opening and running of crèches in Postal Department for information, guidance and compliance.

It is requested that efforts may be made to provide Creche facilities wherever possible as per the guidelines contained in the scheme.

The Scheme is approved by the Secretary (Posts).

Enclosure: As above.

Yours faithfully,

Daisy Barla
(Daisy Barla)
Director (W&S)

Copy to:- The Director, CEPT Mysore, Bangluru : It is requested to upload the enclosed scheme on the subject to Indiapost Website.

Revised Scheme for opening and running Crèches

1. Introduction: The sustained initiatives of the Government for the education and employment of women has resulted in increased opportunities for their employment. More and more women are now employed, within or outside their homes. They often need day-care services for their children that provide quality care and protection. Lack of good day-care services at a convenient location, is often a deterrent for women to continue working.

Day care services/crèches are being provided by the Department of Posts for the children of its own employees, particularly to benefit working women. These crèches facilities can be offered to employees of other Government Organisations, if there is spare capacity.

2. Objective:

I) The objective of this Scheme is to take the assistance of the Postal Ladies Organisations to organize good quality, safe and convenient child care services for children of employees of the Department of Posts, and, where possible, for children of other Government Organisations.

II) Crèches are to be developed to provide group care to children, usually up to 10 years of age, with effective guidance and supervision away from their home during the day, in a safe and stimulating environment.

III) The objectives of the crèche should be:

- a) To provide day-care facilities for children (6 months to 10 years) of employees, particularly women employees, of the Department of Posts, including first-aid, sleeping and recreation facilities.
- b) To provide a conducive environment for the physical, cognitive, social and emotional development (holistic development) of children.
- c) To educate and empower parents/caregivers for better childcare.

3. Number of Children and Staff complement.

I) Ideally, the number of children in a crèche should not be more than 25. Adequate number of trained workers and helpers should be available to provide day-care facilities and to supervise the functioning of the crèche. The details of number of children and the staff complement in a crèche should be as under:-

Sl. No.	Number of children enrolled	Number of crèche workers	Number of crèche helpers
1.	Up to 10		1
2.	More than 10 (Up to 25)		2

II) The minimum educational qualification of a crèche worker should be Class-X and that of a helper should be Class-VIII. The age limit for both the categories should be 18-45 years at the time of engagement. The crèche workers and helpers should be provided requisite training at the time of engagement and supervised by volunteers from the Postal Ladies Organisations for at least two weeks, so as to enable them to understand their work and how to cater to the children's individual needs and developmental capabilities. The Postal Ladies Organisation should engage only such staff in the crèche who have been trained in the last three years in approved training centres.

III) In case any suitable person with these qualifications is not available, relaxation may be given by the Governing Council of the Postal Ladies Organisation, with the approval of the Head of the Circle/Region. Police verification should also be done before engaging the staff in the crèche.

4. Location of the crèche: The crèches may either be in Postal/P&T Residential Colonies or in offices where a majority of women employees are working. The crèche should preferably be on the ground floor and its location should be at safe and secure place which is welcoming and child friendly. Physical environment should be reasonably suitable for children with special needs. It is ideal to have the crèche near the homes of children or near the place of work of the mothers for the following reasons:

- Mothers breastfeeding their babies can conveniently come to feed their babies.
- Parents can be contacted in case of emergency.
- It is easier to pick-up, bring or send the child from home.

5. Crèche timings: The crèche timings need to be flexible as per the work schedule of majority of the mothers in the area. It should be open for 26 days in a month with minimum 8 hours per day.

6. Area and infrastructure/facilities:

I) A crèche must have a minimum space of 6-8 sq.ft. per child (total 150-200 sq.ft.) to ensure that they can play, rest and learn without any hindrance and to ensure a safe and protective environment for children especially for those under 3 years.

II) The crèche should be opened in the existing infrastructure, with suitable modifications. No new building would be constructed for a crèche, unless the funds are specifically allotted for the purpose by the Directorate. Space in an operational/post office building can be converted into a crèche only with the personal approval of the Head of the Circle/Region who will ensure that the accommodation in question is not required for operational needs. The crèche may be opened in a formal manner and wide publicity be given among all the staff of the Circle/Region. The position of the crèche may be reviewed from time to time for its continuation based on the actual occupancy during the period of last three years.

III) In an ideal crèche, the kitchen should be 25% of the covered area and toilet should be 5% of the covered area. The crèche should have at least two rooms/a large hall with a roof of at least 10 feet height for children to rest and sleep, and a playing area. The rooms should have well plastered walls having enough space for display of pictorial material in each room of the crèche. There should be at least two windows placed at a height of not more than 3 feet above the ground with an area which is $1/5^{th}$ of the floor area. Doors and windows combined should have $2/5^{th}$ of the floor area. The doors and windows should be constructed appropriately to ensure safety of children and also of material/equipments.

IV) The crèche should be clean, well-lighted with adequate ventilation. A fan and LED light(s) should also be installed in each room. The crèche must have safe and regular drinking water facility. Children friendly toilets including for children for special needs should be available keeping in view the safety and security of children at the crèche. A clean, Indian type child-friendly toilet with water facilities, soap, clean cloth/towel, garbage bin, wash basin/sink at low level and an exhaust fan should be part of the crèche. The water tap should be placed at a height that can be used independently by children. The crèche should have a regular supply of cleaning material and brooms and swabs, dustbins, garbage bins, etc. Phenyl, disinfectants, etc. should be kept out of the reach of children. Regular supervision may be done for improving the services and maintaining hygienic conditions in the crèche.

V) Children should carry their own food. No supplementary diet should be provided by the crèche. However, the crèche must have a refrigerator adequate cooking facilities and cooking utensils for warming up the food items of children or boiling the milk, utensils to feed the children. The utensils should be cleaned regularly before and after use. The cooking area must be located at a place which is away from the activity area of the children to avoid accidents. Basic cooking equipments like stove, gas cylinder/induction cooktops, feeding equipment and boxes must be available and safely placed.

VI) **Sleeping and Recreation facilities:** Within the crèche, there should be sleeping facilities for all children. Essential play material and learning material which can be directly manipulated by children must be made available to meet the needs of pre-school children. Equipment, furniture and toys should be available which are age appropriate and help to create an accessible and stimulating environment. The facilities shall include:-

Type of Facility	Material/Equipment
Sleeping & Rest	Durries/mattresses, bed sheets, cradles/foldable cots (should be made of washable material to maintain cleanliness), pillows, mats and mosquito nets and basic furniture to meet the requirement of the children
Play/Pre-School activities	In-door games like carrom, snake & ladder, chess, etc. Pre-School Education (PSE) Kit including games and toys for play activities -- doll, ball, ring, picture books, puppets and material for painting and colouring.
Storage	Plastic drums/boxes for storing pre-school material.

7. **Health Check-up:** The health check-up of all children registered in the crèche should be done at least once per quarter by registered medical practitioner/doctors from CGHS Dispensary/Government Hospitals. The crèche must at all times be equipped with basic First Aid and Medicine Kit containing medicines for common ailments like fever and band-aids/bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors and thermometer should also be part of the medicine kit. However, any medication should be administered only after permission from the parents. Further, in case of serious illness, parents should be informed besides helping them in taking the child to the hospital.

8. General Record:

I) The enrolment forms of children duly filled in by the parents should be available with the worker/helper after the child is registered at the crèche. In addition, the crèche worker and helper are required to maintain the following basic records and registers, which should be available for inspection at any time during the working hours of the crèche:-

- (i) Admission/Enrolment Register for recording profile of children and their parents.
- (ii) Attendance register of children.
- (iii) Attendance register of functionaries.
- (iv) Register for consumable and non-consumable items
- (v) The medical record of children to be shared with doctor.
- (vi) Mother's meeting register
- (vii) Visitors' register
- (viii) Register for User fee.

II) All records and registers should have specific entry for severely underweight children.

9. Monitoring of crèches: Regular and strict monitoring may be conducted at different levels to ensure effective running of the Scheme and also to ensure that the beneficiaries are delivered services as envisaged in the Scheme.

10. Funding for crèches:

I) Crèches should be operated on no-profit no-loss basis. A non-recurring grant of Rs.60,000/- will be provided to the Postal Women Organisation from Central Welfare Fund, through Heads of Circle, for starting a crèche, including purchase of sleeping and recreation material, gas stove/induction cooktops, utensils, etc. Further non-recurring expenditure of Rs.20,000/- Would be permitted at the end of every three years after the crèche is set up.

II) A recurring grant of Rs.1,500/- per child per month subject to a maximum grant of Rs.38,000/- per month for each crèche will also be provided from the Circle Welfare Fund after providing the audited accounts for the same. The recurring grant will be increased every financial year by 10%, rounded off to the nearest tenth. The recurring grant is given for meeting the expenses like salaries of crèche worker and crèche helper(s).

quarterly visit of doctor, maintaining first-aid kit and other contingencies and recurring expenditure on cleaning material and equipment.

II) The Government's assistance can only be on a limited scale and should not induce too much dependence on the part of the Postal Ladies Organisation on such help and the efforts of the Postal Ladies Organisation should be to supplement Government assistance with voluntary contributions. The Organisation may also raise funds by sale proceeds of admission tickets to any function arranged in aid of or benefit of the crèche.

11. Preference and user charges: Crèches have been started for the children of the working women of the Department of Posts. Preference should be given to them. Not more than 2 children per employee should be allowed. Second child should be allowed only if there is vacancy in the crèche and no request is pending for admission. Vacancy in the crèche should be filled on first come first serve basis. If there is vacancy in the crèche, children of the working women of the other Department can also be accommodated against the same. User charges may be as fixed by the Governing Council of the Postal Ladies Organisation, as per their requirement, with the approval of the Head of the Circle/Region and it should be revised from time to time.

Government of India
Ministry of Communications & IT
Department of Posts
Dak Bhawan

No.1-01/2005-WL/Sports (Vol-I)

New Delhi, the 19th March, 2012

To

All Heads of Postal Circles

Subject: - 11th meeting of Postal Services Staff Welfare Board (PSSWB) held on 16-05-2012 - regarding.

Sir/Madam,

I am directed to inform you that in the 11th meeting of Postal Services Staff Welfare Board held on 16-05-2012 under the Chairmanship of Hon'ble Minister of State for Communication & IT the following decisions have been taken which are conveyed as under:-

(i). Item No.2 - Timely allotment of Funds under Welfare:

It was decided to release funds on priority to those Circles whose accounts duly audited by P&T Audit are received in time. In the case of Circles, which delay submission of duly audited accounts by P&T Audit, funds will be released in the second instalment.

(ii). Item No.3 - Enhancement of powers for grant of financial assistance in case of prolonged illness/major surgical operations:

The matter regarding enhancement of powers of Heads of Circles for grant of financial assistance in case of prolonged illness/major surgical operations to postal employees/Gramin Dak Sewaks/full time and part time casual labourers was discussed. In this regard the matter has been decided as under:-

(a). In case of Gramin Dak Sewaks, the limit of Rs.5000/- which is being observed for grant of financial assistance for prolonged illness / major surgical operations circulated vide this office Letter No. 19-3/2010-WL/Sports dated 13.01.2011 has now been raised and the competent authority is pleased to enhance the same to Rs.10000/-

(b). All the cases for grant for financial assistance under this category applicable to both regular employees as well as GDSs will be considered by a Circle Level Committee the composition of which will be as under:-

COMPOSITION OF CIRCLE LEVEL COMMITTEE

Chief P&T	Chairman
DPS&CO	Member
O&P	Member

(iv) Item No.4 - Enhancement of immediate death relief:-

The matter regarding enhancement of immediate death relief to the family/dependents on the death of postal employees and Gramin Dak Sewaks/Full time and part time casual labourers was considered. In this regard a reference is invited to this office Letter No 1-2/85-WL/Spt dated 01.05.2000 vide which grant of financial assistance in case of death under various circumstances had been provided. Thereafter as per this office Letter No 2-1/2001 WL&Sports dated 28-4-2002 the amount of death due to postmen who or may had been raised to Rs. 1000/- as nothing remaining unchanged it has now been decided to raise the amount existing Rs. 1000/- to Rs. 12,000/- as under:-

<u>Details</u>	<u>Existing Provision</u>	<u>Revised Provision</u>
Death due to accident while on duty	Rs. 1000/-	Rs. 12,000/-

(v) Item No.5 - Enhancement of financial assistance under Education scheme:-

The matter regarding enhancement of financial assistance under Education scheme was considered. In this regard your kind attention is invited to this office Letter No 13-1/53-WL/Sports dated 20th May 1993 and Letter No 1-13/97-WL&Sports dated 17.05.1997 regarding grant of educational assistance to the children of postal employees. Accordingly the following decisions were taken in this regard:-

- It was decided to increase the existing amount of scholarships both for technical and non-technical courses by 25%.
- It was agreed to increase the amount of book award to Gramin Dak Sevaks by 25%. However the grant of book award to regular employees of the Department was dropped as this facility is now a component under CEA being granted for school education.

Thus the enhancement will be as under:-

	<u>Details</u>	<u>Existing Provision</u> (No 1-12/97- WL&Sports dated 17.09.1997)	<u>Revised Provision</u>	<u>Amount</u>
(a)	IT, AIIMS and IIM	Rs 300/-p.m.	25%	Rs 375/p.m.
(b)	Technical Educational			
	(i) Degree	Rs 225/-p.m.	25%	Rs 280/p.m.
	(ii) Diploma	Rs 150/-p.m.	25%	Rs 187/p.m.
(c)	Non-Technical Degree	Rs 125/-p.m.	25%	Rs 156.25/p.m.
	BA/BS/B Com/ Degree in Fine Arts			
(d)	ITI Certificate Courses	Rs 750/-a.e.	25%	Rs 937/a.e.
(e)	Book Awards for Technical Education (for GDS only)	Rs 450/-a.e.	25%	Rs 562/a.e.

As regards the date of the award of death relief grant to family and dependents of the deceased postal employees it is to be noted that the existing provision is not involved separately. The award of death relief to dependents remain the same.

(vi) Item No.6 - Introduction of Scholarship for Post Graduation:-

The matter has been examined and it has been decided to grant scholarship for all technical courses at Post Graduation level on par with graduate courses. In this regard your kind attention is also invited to this office Letter No 13-1/93-WL&Sports dated 20th May 1993 and Letter No 1-15/97-WL&Sports dated 17.09.1997 regarding grant of educational assistance to the children of postal employees.

<u>Scholarship for</u> <u>Technical Courses</u> <u>Existing Provision</u>	<u>Scholarship for</u> <u>Technical Courses</u> <u>Revised Provision</u>
Up to Graduate level	Up to Post Graduate level

(vii) Item No.28 - Raising the distance limit for Excursion Trips:-

The matter regarding raising of the present limit of 500 Kms for Excursion Trips has been examined. In this regard a reference is invited to this office Letter No. 19-2/90-WL&Sports dated 1st 07.1990 regarding enhancement of the limit of excursion trips. Accordingly it has been decided to raise the limit of existing 500 Kms for Excursion Trip to 700 Kms. Thus the position will now be as under:-

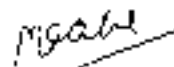
<u>Existing Provision</u>	<u>Revised Provision</u>
500 Kms	700 Kms

It has also been decided that not more than one officially sponsored Excursion Trip will be arranged in a financial year.

2. The minutes of the meeting of Postal Services Staff Welfare Board held on 16-05-2012 stand circulated vide this office communication of even number dated 11th June, 2012.

3. These orders will come into force with immediate effect. Past cases will not be re-opened.

Yours Sincerely


(MADHURI DABRAL)
Director (Wt. & Sports)

Copy to -

- (i) All Members of Postal Sports Board
- (ii) Secretary General, FNPO/NFPE/BPEF
- (iii) Secretaries, Circle Sports Boards
- (iv) Secretary, Postal Services Board
- (v) Business Development Directorate
- (vi) Postal Life Insurance Directorate
- (vii) PSH/Ambedkar Kidwai National Postal Academy
- (viii) All Postal Training Centers
Saharanpur/Vadodra/Mysore/Madurai/Dorbhanga/Guwahati
- (ix) NIC with the request for uploading on the website of India Post under the heading Welfare & Sports.

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi-110011
Dated: 20.10.2018

No. 1-01/2017-WI & Sports

To

All Heads of Postal Circles

Subject: Revision of Welfare Schemes for Postal Employees.

Sir Madam,

I am directed to inform you that following the 1st meeting of Postal Services Staff Welfare Board held on 28th August, 2017 under the Chairmanship of Hon'ble Minister of State for Communications, the following decisions have been taken which are conveyed as under:-

4. Incentive and Scholarship Schemes

(a) **Incentive for excellence in academic achievements in 10th & 12th Classes by children of Departmental Employees in four groups (10th & 12th (Science, Commerce & Humanities)) -**

The enhancement in this regard as follows

Scheme	Existing Provision (Letter No. 15016-1-86-WI.&Sports dated 30.7.1990)	Revised Provision
Incentive for excellence in academic achievements in 10 th & 12 th Classes by Children of Departmental Employees in four groups (10 th & 12 th Science, Commerce, Humanities)	1 st Position - Rs 7,000/- 2 nd Position - Rs 6,000/- 3 rd Position - Rs 5,000/- 4 th Position - Rs 4,000/- 5 th Position - Rs 3,000/- Minimum aggregate 10 th Std - 85% 12 th Std Science - 85% Commerce 80% Humanities 80%	1 st Position - Rs 6,000/- 2 nd Position - Rs 4,800/- 3 rd Position - Rs 4,200/- 4 th Position - Rs 3,600/- 5 th Position - Rs 3,000/- Minimum aggregate percentage of 90% in all categories

The first five students in each group will be awarded

The first five students in each group will be awarded.

Sd/-

(d) **Scholarship and Transport charges to the disabled children of Departmental employees:-**
The enhancement in this regard as follows:

Scheme	Existing Provision (Order No. 1-1997-WL & Sports dated 17.9.1997 & 1-20-07 WL & Sports dated 17.9.1997)	Revised Provision
Scholarship and Transport charges to the disabled children of Departmental Employees	Scholarship - Rs 450/- p.m. Transportation charges a) Metro cities - Rs 100/- p.m. b) Other cities - Rs 80/- p.m.	Scholarship - Rs 500/- p.m. Transportation charges a) A Class cities - Rs 500/- p.m. b) Other cities - Rs 250/- p.m.

II. Financial Assistance Matters

Financial Assistance Matters for Departmental Employees:-
The enhancement in this regard as follows:-

Scheme	Existing Provision (Order No. 2-1-2001-WL Sports dated 26.4.2002, 1-01-2009- WL Sports dated 19.3.13 & 1-3-99- WL SPI dated 1.6.2000)	Revised Provision
Immediate death relief	Immediate death relief - Rs 7,000/-	Immediate death relief - Rs 10,000/-
(b) Death due to accident while on duty	Death due to accident while on duty - Rs 10,000/-	Death due to accident while on duty - Rs 15,000/-
(c) Death due to attack by robbers, terrorists, riots etc. while on duty	Death due to attack by robbers, terrorists, riots etc. while on duty - Rs 50,000/-	Death due to attack by robbers, terrorists, riots etc. while on duty - Rs 75,000/-
(d) Death due to attack by robbers, terrorists, riots etc. while not on duty	Death due to attack by robbers, terrorists, riots etc. while not on duty - Rs 10,000/-	Death due to attack by robbers, terrorists, riots etc. while not on duty - Rs 15,000/-

Page 12

41. Residential Welfare Association

The enhancement in this regard is as follows:-

Scheme	Existing Provision	Revised Provision
	Letter No. 13/99-WL Sports dated 16/2000.	
Financial assistance to RWA for organizing various welfare activities & maintenance	Rs. 10/- per residential Quarter per month	Rs. 50/- per residential quarter per month

A. Holiday Homes:

The enhancement in this regard is as follows:-

Scheme	Existing Provision	Revised Provision
	Letter No. 13/99-WL & Sports dt. 25.11.2000	
Subscription - Rental Holiday Homes	For basic pay upto 1,540 - Rs. 2/- per day	For beneficiaries having pay less than Level-6 of 7 th CPC i.e. Rs. 5,400/- Rs. 40/- per day
	For basic pay above 1,540 - Rs. 4/- per day	For beneficiaries having pay equal to or higher than Level-6 of 7 th CPC Rs. 100/- per day

- Provisions listed under I, III & IV will be effective from Financial Year 2018-19 and while provision listed under II will take effect from date of issue of these H.O. orders.
- The Minutes of the meeting of Postal Services Staff Welfare Board held on 18th August 2017 shall be circulated vide this office communication of even number dated 18th August 2017.
- All other terms and conditions of the said schemes will remain unchanged.
- This issues with the approval of Competent Authority.

(Signature)

Datta Barua
Director Welfare & Sports
& Secretary to PSSWH

Copy to:

1. PS to MOSC (DCE) Chairman, Postal Services Staff Welfare Board
2. PS to Secretary (Posts)
3. Member (Planning), Deptt. of Posts
4. Member (Personnel), CPIO, Deptt. of Posts
5. All Heads of Postal Circles
6. JS&FA, Department of Posts
7. Secretary, Postal Services Board
8. DDO (Training, Welfare & Sports)
9. DDO (SR)
10. Shri K.K. Goval, A.M.C. T&C and Treasurer, PSSWB, Department of Posts
11. Staff Union representatives
 - a) Shri R.N. Parashar, Secretary General, National Federation of Postal Employees
 - b) Shri D. Theagarayan, Secretary General, Federation of National Postal Organization
 - c) Shri Santosh Kumar Singh, Bhartiya Postal Employees Federation
- Co-opted Members
 - a) Shri M.K. Ahirwar, Secretary General, All India P&T SC/ST Employees Welfare Association.
 - b) Shri S.S. Mahadevaiah, General Secretary, All India Gramin Dak Sewak Union.
12. All Staff Representatives of the Postal Services Staff Welfare Board (as per annexure)
13. Business Development Directorates
14. Postal Life Insurance Directorate
15. Rafi Ahmed Kidwai National Postal Academy - Ghaziabad
16. All postal training Centres
(Saharanpur, Vadodra, Mysore, Madurai, Durbhanga, Guwahati)
17. CIPF Mysore request for uploading on the website of India post under the heading Welfare & Sports
18. SO (GA) with the request for uploading on the e-office of India post
19. Concerned file.
20. Guard file

(Signature)

Ministry of Education
Ministry of Communication
Department of Posts
Welfare & Sports Section

Daire H. ewan, Karsak, M. e.
 Karsak, M. e. e. e. e. e.
 Karsak, M. e. e. e. e. e.

N. J. G. 2017 WLA Np.Cs

10

My Hands of Position

Subject: Enhancement of rates of financial assistance to the victims of fire floods and related calamities.

Reference: Welfare and Sports Section Order No. 115/97, W & Sports dated 26/09/1997

Sir, Madam,

4. and directed that the year-end attention to the inmates of the 12 meetings of the First Services Staff Welfare Board held on 27th August, 1960, and to say that it has decided to enhance the rates of financial assistance to the victims of fire if the need arises, claimants from Rs. 1800/- to Rs. 4500/- for the Departmental employees.

- These orders will be effective from the date of issue.

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Journal of Internal Medicine 243: 395–401

Government of Nepal
Ministry of Communications & IT
Department of Posts

Dak Bazar
New Bazaar, Kathmandu

No. 109/2017/WL & Sports

Dated: 15th Dec, 2017

To: Heads of Postal Offices

Subject: Revision of pay limit for grant of educational assistance from Welfare Fund, for benefit of the postal Employees as per 7th Pay Commission

Sir/Madam,

I am directed to refer to the Department's letter No. 1116/2019/WL & Sports dated 22.11.2017 on the subject above. Due to pay revision of Pay structure as a result of implementation of 7th Pay Commission, ceiling for grant of Education Assistance out of postal Services Staff Welfare Fund is revised as follows:

Sl. No.	Scholarships	Existing Limit as per 6 th Pay Commission	Revised Limit as per 7 th Pay Matrix	Remarks/Justification
		Basic Pay Band Grade Pay	multiplication by a Payment factor of 1.87	
1.	Technical & non-technical degree scholarship excluding B.TECH/MTech for Technical Education	Rs. 15750 Basic Pay	Rs. 29355 (Rs. 15750 x 1.87)	Corresponding stage of Rs. 29355 (Level 19) which is maximum wage of group 14
2.	Scholarship to Physically Handicapped children	Rs. 26700 Basic Pay	Rs. 49923 (Rs. 26700 x 1.87)	Corresponding stage of Rs. 49923 (Level 21) which is maximum wage of group 15
3.	Reservation of scholarship as per instructions contained in letter dated 20.01.2017	Rs. 20800 Basic Pay	Rs. 38906 (Rs. 20800 x 1.87)	Corresponding stage of Rs. 38906 (Level 20)

Only the wards of Services Staff Employees are eligible for above 3 Scholarships

2. Once again & for the information of all concerned offices, the above ceiling will be applicable for the scholars up to 30th January academic session of 2018. Beyond onwards

3. This issues with the concurrence of the Ministry's Memo No. 30/FA/2018/CS dated 14.12.2018

(Signature)

Dated: 15/12/2017

(Signature)

Director Welfare & Recreation Services
Postal Services

Copy to: All Heads of Postal Offices Nepal Welfare Fund

Government of India
Ministry of Communications & IT
Department of Posts
Welfare & Sports Division

No 50 -17/2012 -WU/Sport

Sansad Bhawan, New Delhi
Dated 28th August, 2014

To

The CPMG, Uttarakhand,
Dehradun

**Subject :- Guidelines for medical bill relating to family members of Gramin Dak
Sewaks for grant of financial assistance under Circle Welfare Fund
for GDS - regarding.**

Reference . Your letter No WLF/GDS/2-4/13-14 dated 31.3.2014/1-4-2014
21.05.2014 and 21.07.2014.

Sir/Madam,

Kindly refer to your letter No WLF/GDS/2-4/13-14 dated 31.3.2014/1-4-2014
21.05.2014 and 21.07.2014 vide which you ask for further guidelines for deciding
medical bills of the family members and you ask for further instructions. In this
connection it is clarified that the scheme is not meant to entertain medical bills of
family members of GDSs. For this purpose, Scheme does not provide for
reimbursement of medical bills/expenditure for prolonged illness of GDS as well.

2 As per clear instructions contained in letter No. 19-31/2012-WU/Sport dated
17th September, 2013 and letter No. 19-31/2012-WU/Sport dated 2nd December,
2013, there is no need to issue further guidelines. Cases should be
regulated/decided strictly as per the above instructions/guidelines.

Daisy Barla
(Daisy Barla)
Director (W&S)

Copy to .

All Head of Circles for information.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001.

No 20-25/2014-WL/Sports

Date: 1.03.2016

To

The Chief Postmaster General,
Gujarat Circle,
Ahmedabad - 380001

Subject: Grant of scholarship to the children of GDS under Educational Schemes -
regarding.

Sir,

I am directed to refer to your D.O. letter No.WLF/27/SCH/GDS/2014-15 dated 27.11.2015 on the subject noted above, wherein you had requested to reconsider and revise the minimum percentage suitably so that GDS employees can take benefit from the GDS welfare scheme from academic year 2014-15

2. The matter was examined in the Directorate and the competent authority has decided that the minimum percentage for grant of scholarship, from academic year 2014-15, to the children of GDS will be on par with the children of regular Postal employees. The illustration of the same is given below:

Sl. No.	Details	Amount (in Rs.)	%age of marks required in qualifying exams	%age of marks required for renewal
1	PG in Technical courses	On par with Technical courses at Graduation level		
2	IIT, AIIMS, IIM and other Institutes of National importance	1000 p.m.	Proof of admission.	Student qualifies to next higher class/level
3	Technical Education			
	(i) Degree	280 p.m.	50%	Student qualifies to next higher class/level
	(ii) Diploma	190 p.m.		
4.	Non-Technical Degree B.A. / B.Sc. / B.Com./ Degree in Fine Arts	150 p.m.	60%	50%
5.	IT Certificate Courses	940 p.a.	Proof of admission.	Student qualifies to next higher class/level.

Yours faithfully,

Daisy Barla
(Daisy Barla)
Director (W&S)

Copy to All the Heads of Postal Circles, for information and necessary action.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)



Dak Bhawan, Sansad Marg,
New Delhi - 110 001.

No.15-1/2016-WL/Sports

Date: 30.03.2016

Subject. Grant of Flood Advance to GDS employees - regarding.

I am directed to forward herewith D.O. letter No.APB/Flood/Advance/15-16 dated 16.03.2016, in original, received from CPMG, Tamil Nadu Circle on the subject noted above.

2. Welfare & Sports Section deals with grant of financial assistance/relief cases of GDS as per the rules of the GDS Welfare Fund. However, flood advance to GDS is within the scope of work of the PAP Section.

3. It is, therefore, requested that the matter may be examined and appropriate action, as deemed fit, may be taken at the earliest.

Daisy Barla
(Daisy Barla)
Director (W&S)
o/c

Encl: As above.



Copy to the Chief Postmaster General, Tamil Nadu Circle, Chennai-600002, with reference to his D.O. letter No.APB/Flood/Advance/15-16 dated 16.03.2016.

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001.

No.15-1/2016-WL/Sports

Date: 5 05.2016

To

The Chief Postmaster General,
Uttarakhand Circle,
Dehradun - 248001.

Subject: Regarding Circle Welfare Fund for Gramin Dak Sewaks.

Sir,

I am directed to refer to your office letter dated 15.04.2016 on the subject noted above, wherein it has been requested to issue guidelines in connection with scholarship to the wards of GDS for undergoing B.Ed. Course.

2. In this connection it is intimated that B.Ed. is a Non-Technical Course, equivalent to Post Graduation, as minimum eligibility condition for entrance examination to this course is Bachelor's degree, such as B.A./B.Sc./B.Com., etc. As per the existing instructions, scholarship is granted to the wards of Postal employees, including GDS for undergoing Non-Technical Degree viz. B.A./B.Sc./B.Com./Degree in Fine Arts.

3. There is provision for grant of scholarship to the wards of Postal employees, including GDS for undergoing Post Graduation in Technical courses, but there is no provision for grant of scholarship for undergoing Post Graduation in Non-Technical courses.

4. This issues with the approval of competent authority.

Yours faithfully,

Daisy Barla

(Daisy Barla)
Director (W&S)

Government of India
Ministry of Communications & IT
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001.

No.15-1/2016-WL/Sports

Date: 5.08.2016

To

The Asst. Director (Welfare),
O/o Chief Postmaster General,
Odisha Circle,
Bhubaneswar - 751001.

Subject: Clarification regarding grant of Financial Assistance to GDS employees for illness/surgery/accident, etc.

I am directed to refer to your letter No.WL/1-11/Rdg Corr dated 27.07.2016 on the subject noted above, wherein some clarifications have been sought.

2. In this connection point-wise clarification is given below:

Sl. No.	Clarification
1.	(i) As per Para 4(ii) of the guidelines issued vide letter No.19-31/2012-WL/Sport dated 02.12.2013, 'financial assistance from welfare fund in case of major surgical operations in ailments like cancer, brain hemorrhage, kidney failure/transplant, heart surgery etc. is for the purpose of meeting the incidental expenses like diet, transport, cost of treatment, etc. This is not to be mistaken with reimbursement of medical bills/expenditure'. The cases of grant of financial assistance in case of major surgical operations in ailments like cancer, brain hemorrhage, kidney failure/transplant, heart surgery etc. may be examined in the light of the clarification issued vide letter No.20-21/2014-WL/Sport dated 28.08.2014 (copy attached). (ii) GDS are not CGHS beneficiaries, therefore they may be advised to go to local Government Hospital for their treatment and on the basis of the advice given by that Hospital the cases of Financial assistance should be examined.
2.	As per Sl.No.1(ii) above.
3.	The applications for grant of financial assistance should be considered only if received within a period of three months of the recovery of the GDS.

Daisy Barla
(Daisy Barla)
Director (W&S)

Enclosure: As above.

Government of India
Ministry of Communications
Department of Posts
(WL/Sports Section)

No. 15-1/2016-WL/Sports

Dak Bhawan, Sansad Marg,
New Delhi - 110066

Date: 22.11.2017

To


The Chief Postmaster General
J&K Circle
Srinagar-190001

Subject: Clarification w.r.t. grant of financial assistance from Circle Welfare Fund for GDS to Late Shri Gulzar Ahmed Shah GDSMC Takia Imam Sahib BO in arc with Shopian SO.

With reference to your letter No. 21-14/WLF/2014/VI dated 25.09.2017 on the mentioned subject.

2. The case was examined with the following observation.

- a. As per O.M. No. 19-31/2012-WL/Sports dated 17.09.2013, there is no provision regarding payment of financial assistance to the next kin of deceased GDS in case of prolonged illness.
- b. Although, as per Para 4(i) of letter No. 19-31/2012-WL/Sport dated 02.12.2013 CPMsG/PMsG have been delegated with the power to sanction financial assistance up to Rs. 20,000/- in each case of proved exceptional hardship resulting from serious or prolonged illness or major surgical operations to GDS employees. Accordingly, decision in the above case was required to be taken at the Circle level.


Daisy Barla
(Daisy Barla)
Director (W&S)

79/C

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi-110 001

No. 15-1/2016-WI./Sports

Date: 28.05.2018

सं

To

The Secretary
HP Circle Postal Welfare Board
Shimla-171009

Subject: Grant of advance as financial assistance -case of Sh. Om Prakash,
GDSBPM Dalash SO unde Rampur Bushahr Division (HP).

With reference to your letter No. WI.F/9-13/2017 dated 27.04.2018 on the subject noted above.

2. The case has been examined and it is stated that there is no provision to grant advance for any treatment from Circle Welfare Fund in GDS as well as from Central Welfare Fund. However, under existing rules at Point No. 4 of letter No.19-31/2012-WI/Sport dated 02.12.2013, GDS Employees may avail financial assistance for meeting the incidental expenses like diet, cost of treatment and transport etc. in rare exceptionally proved case, after submitting relevant documents and it is not granted as a part of medical reimbursement.

Daisy Barla
(Daisy Barla)
Director (W&S)



Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001

No. 15-1/2016-WL/Sports

Dated: 18.06.2018

To
The CPMG
West Bengal Circle
Kolkata-12

Subject: Regarding honorarium to the Treasurers for handling Circle Welfare Fund for GDS & various fund related to Welfare & Sports activities.

With reference to letter No. WLF/56/Honorarium dated 21.05.2018 (two), no new orders in this regard has been issued. Hence, Dto's letter No. 19-31/2012-WI & Sports dated 17.09.2013 & S-1/2010-WL & Sports dated 17.05.2010 will be applicable for Honorarium to the Treasurers for handling Circle Welfare Fund for GDS & various fund related to Welfare & Sports activities respectively.

Daisy Barla
(Daisy Barla)
Director (W&S)

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dek Bhawan, Sansad Marg,
New Delhi - 110 001.

No. 15-1/2016-WL/Sports

Dated: 18.06.2018

To

The CPMG,
West Bengal Circle
Kolkata-12

Subject: Regarding honorarium to the Treasurers for handling Circle Welfare Fund for GDS & various fund related to Welfare & Sports activities.

With reference to letter No. WLF/56/Honorarium dated 21.05.2018 (two), no new orders in this regard has been issued. Hence, Dte's letter No. 19-31/2012-WI & Sports dated 17.09.2013 & 5-1/2010-WL & Sports dated 17.05.2010 will be applicable for Honorarium to the Treasurers for handling Circle Welfare Fund for GDS & various fund related to Welfare & Sports activities respectively

Daisy Barla
(Daisy Barla)
Director (W&S)

File No.20-9/2017-WL&Sp

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg
New Delhi - 110 001

No 20-9 2017-WL Sports

Dated: 07/08/2018

To

Assistant Director ADMN & (SR/WLF)
O-o CPMG TN Circle
Chennai-600002

Subject: Clarification on Scholarship for Technical / Non Technical education to the wards of GDS

This is with reference to your letter No. WF/13-1/2016-2017/Main dated 24/07/2017 on the subject noted above.

- (i) GDS officials will be eligible as per GDS Scheme letter No.19-31/2012-WL Sports dated 17.09.2013
- (ii) The ward of GDS official will not be eligible for Technical degree scholarship / Non Technical scholarship, if the ward has already received a scholarship from his / her college from state Govt.
- (iii) Matter is under observation/consideration, clarification will issued shortly.

Daisy Barla
(Daisy Barla)
Director (W&S)

Government of India
Ministry of Communications
Department of Posts
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001
Dated: 30.08.2018

To

All Heads of Postal Circle

Subject: Grant of Scholarship to the Children of Postal & GDS Employees

I am directed to inform you that with reference to letter No. 133/91-WL&Sports dated 20.05.1993, 1-1/2017-WL & Sports dated 30.31.01.2018 and 19-31/2012 WL Sport dated 02.12.2013 scholarship for the wards of Postal as well as GDS Employees, the following decisions have been taken which are conveyed as under:-

S.No.	Subject	Revised Provision
1	If a Postal GDS Employees who could not apply for the Scholarship for his ward initially at the Year of taking admission to the College i.e. in 1 st year degree/diploma course after passing 12 th exam, can he/she be considered eligible for the Scholarship for subsequent years i.e. 2 nd , 3 rd , 4 th year as the case may be in which he/she applies.	He/She may apply in 2 nd Year and eligible for the Scholarship from current year i.e. 2 nd yr to final yr.
2	If a Postal GDS who applies for the Scholarship first time directly in the final (3 rd or 4 th as the case may be) year academic degree/diploma course and requested to grant Scholarship for previous academic years of his ward (1 st year, 2 nd year, 3 rd year as the case may be) along with current year, can he be given scholarship for each previous year + current year altogether if applied for	He/She may apply in 3 rd Year and eligible for the Scholarship from current year i.e. 3 rd yr to final yr and in case if apply in final yr, eligible only for final yr.

3. The Postgraduate who applies for the Scholarship first time directly in the after completing academic degree diploma course and requested to grant Scholarship for previous academic course of less than 10 years. If the candidate has final Year course completed he/she will be eligible for scholarship for each year till the graduation of applied for.
4. This will be applicable for the wards of Postgraduate as well as ODS employees.
5. These change will be applicable for the wards studying in the VIMS JIM Medical Technical Education Program Diploma and non technical Education. This will be applicable from FY-2018-19.
6. This is for reference applied in March 2018 only.

(Signature)
 Daisy Harla
 Director (W&S)

No. P-12/2005-W2 Sports
Government of India
Ministry of Communications
Department of Posts
Welfare & Sports Section

Dak Bhawan, Noida Marg,
New Delhi - 110 001
Date: 26.8

To

All Heads of Postal Circle

Subject: Financial assistance to the victims of Natural Calamities

The undersigned is directed to refer this office letter No. P-12/2004-W2 Sports dated 18.11.2004 regarding financial assistance to the victims of fire floods and natural calamities. It is therefore, reiterated that while forwarding cases for grant of financial assistance in case of natural calamity fire flood the following information/documents must be forwarded in order to avoid unnecessary delay.

- (i) Consolidated report including criteria adopted for grant of financial assistance
- (ii) Certificate from revenue authority for notified area
- (iii) Copy of Circle B & Advice
- (iv) Receipts and payment account of Circle Welfare Fund
- (v) All the above certificates from (i) to (iv) Claims should be certified by CPN's of Circle concerned, so as to ensure correctness of the verification. Certification from CPMG is mandatory. Directorate will take action only on certificates certified by the CPN/CPMG if CPN is not available.
- (vi) In case of financial emergency, circle may depute any official of appropriate level, who could bring required documents immediately to the Directorate for financial assistance to avoid any further delay in correspondence process.

(Signature)
Director W&S