

Maharashtra  
NO. LIR/BLWA/B/22639/  
Maharashtra State Elect. Board,  
Mercantile Bank Bldg.,  
BOMBAY-1.

DATE :- 19th May 1973.

C I R C U L A R

Sub:- Staff Welfare Fund.

Under S.R. 104(A) the Board has powers to build up staff Welfare Fund for the benefit of the employees under a separate account head, out of fines, donations, unclaimed and lapsed wages, funds contributed by the Board, amount of pay in lieu of notice and the Board can prescribe regulations and procedures regarding the administration of the fund.

The matter was examined in detail and it was found that in view of the application of the Bombay Labour Welfare Fund Act, 1953 to all places in Maharashtra State from July '72 the fines and unclaimed and lapsed wages were not available to the Board. It was also felt that no donations should be obtained from the public. Only sources left for the fund were funds contributed by the Board and pay in lieu of notice. The Board had some amount of notice pay and it hopes to make out a convincing case for retaining if not whole at least part of unclaimed and lapsed wages, which comes to about Rs. 4,20,000/-. For the present, however basing upon the amount of notice period available with the Board a Staff Welfare Fund has been constituted by the Board by its resolution No. 8575 dt. 23.4.73 and for its administration etc. The Maharashtra State Electricity Board Staff Welfare Fund Regulations and Procedures have been approved. A copy of these Regulations is enclosed for information.

The Fund will be administered by a Committee constituted by the Chairman of the Board which consist of (a) Technical Member (President), (b) one non-official member of the Board by rotation every year nominated by Chairman, (c) Secretary, (d) Financial Controller, (e) Chief Industrial Relations Officer (f) 3 members from amongst employees to be nominated by the Chairman.

The C.I.R.O. will also be the Secretary of Committee.

The money in the fund may be utilised by the Committee to defray expenditure on (i) construction of Staff Clubs, recreation halls and labour welfare centres, (ii) equipment such as furnitures, lockers, radios, record-players, water coolers and indoor and outdoor games, sports materials, library books grant of scholarships and prizes to school children (iii) provision of health and welfare services, maternity centres, furniture and equipment of canteens for employees (iv) medicines, (v) community and social education of employees such as literacy classes, etc. and also to give relief to the employees in distress.

Other details such as holding of the meeting of the Committee atleast once in 6 months, formation of sub-committees, filling of vacancies in the committee, allowance to members appointment of treasurer, procedure regarding maintenance of funds, submission of report of the Committee, etc. may please be seen in the attached regulations.

Necessary steps are being taken for the constitution of the committee for holding of its first meeting so that activities for the benefit of the employees may be taken up in right earnestness.

Sd/-

To  
All as per G.O. list. Chief Industrial Relations Officer

Under provisions of Regulation 104(b) of the Maharashtra Electricity Board Employees' Service Regulations, the Board is pleased to make the following regulations and procedure for the purpose of administration of the Staff Welfare Fund for financing welfare activities and for conducting such other activities as the Board may deem fit and proper for the benefit of the employees, namely:

1) Short Title: These regulations may be called the Maharashtra State Electricity Board Staff Welfare Fund Regulations and procedures."

2) Definitions: In these regulations unless there is anything repugnant in the subject or context.

a) Board means the Maharashtra State Electricity Board established by the Government of Maharashtra under Section 5 of the Electricity (Supply) Act, 1948.

b) 'Fund' means Staff Welfare Fund built up for the benefit and welfare of the employees of the Maharashtra State Electricity Board.

c) 'Chairman' means Chairman of the Board.

d) 'President' means the President of the Staff Welfare Fund Committee or in his absence any member elected to preside over any meeting of the committee as provided in Regulation 5 of these Regulations.

e) 'Year' means the financial year from 1st April to 31st March.

3) Fund:

The fund shall consist of-

- i) Amounts recovered from employees who have resigned without giving due notice (i.e. amounts recovered in lieu of notice period), if any; and
- ii) Unclaimed and lapsed salaries and allowances, if any (in respect of employees drawing more than Rs. 750/- p.m.)
- iii) Funds contributed by the Board.

NOTE: The amounts recovered from employees deputed for foreign training/studies who have failed to fulfil the conditions of contract shall be credited to the capital cost of the work concerned and not to the staff Welfare Fund.

Welfare activities:

The moneys in the Fund may be utilised by the Committee to defray expenditure on the following:

- i) Construction of staff clubs, recreation halls and labour welfare centres.
- ii) Equipment, such as furniture, lockers, radios, record players, fans, water coolers, indoor and outdoor games materials, sewing machines, library books films shows, etc. for staff clubs, recreation halls and labour welfare centres.
- iii) Provision of health and welfare services, child welfare and maternity centres, water coolers for employees, furniture and equipment for canteens for employees;
- iv) Equipment and medicines, including special drugs, if required for the dispensaries.

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Community and social education of employees, viz. literacy classes, reading rooms, debates, exhibitions, social gatherings, celebration of anniversaries, first aid training class, technical classes etc.

vi) For awarding of prizes and granting Scholarships to the deserving children of the employees who have displayed outstanding educational ----- ability in aid to those who are required to discontinue further education for want of financial assistance.

vii) To promote sports and organise tournaments.

viii) For providing relief of distress or hardship amongst the employees of the Board such as due to natural calamities, accidents, fires, etc. and for rendering financial assistance or relief to the widows and dependents of deceased employees of the Board.

ix) Any other purpose which may be decided by the Board on the recommendation of the Committee.

5) Constitution of the Committee.

i) The Chairman may constitute a Committee for the purpose of managing and administering the Fund and to carry out such other functions as assigned to the Committee. The Committee shall consist of the following.

a) Technical Member (President).

b) One Non-official Member of the Board by rotation every year as may be nominated by the Chairman.

c) Secretary.

d) Financial Controller.

e) Chief Industrial Relations Officer.

f) Three Members from amongst the employees to be nominated by the Chairman subject to the conditions as may be prescribed by the Board from time to time.

ii) In the absence of the President, the members of the Committee present at a duly convened meeting shall elect one of its members as President of the Committee for that meeting.

i) Any four members of the committee shall form the quorum for the meeting.

iv) The term of Office of the members from amongst the employees shall be two years, commencing from the date of the issue of the orders of their nomination.

6) Sub-Committee

The Committee may constitute one or more Sub-Committees for the purposes of advising the committee in the discharge of its duties and functions and also for carrying out any of the purposes and object of the fund.

7) Meetings:

The Committee may meet as often as it is necessary but it shall meet at least once in six months. All matters shall be decided by a majority of votes of the members present. In case of a tie President shall have a casting vote.

8) Allowances to members: (i) The members shall be paid travelling allowance and daily allowance to which they are entitled under the Maharashtra State Electricity Board Employees' Service Regulations.

9) Vacancies in the Committee  
 i) A member may resign his office by giving notice thereof in writing to the Chairman and on such resignation being accepted, he shall be deemed to have vacated his office.  
 ii) A casual vacancy in the office of a member shall be filled in as soon as may be convenient by the Chairman and a member so nominated shall hold the office for the unexpired portion of the term of office of his predecessor.  
 iii) No act or proceedings of the Committee shall be questioned on the ground merely of the existence of any vacancy in or any defect in the constitution of the Committee.

10) Secretary and Treasurer:  
 The Chief Industrial Relations Officer shall not be Secretary of the Committee. The President may appoint a treasurer of the Fund from among its members and prescribe his duties.

11) Vesting of Property:  
 The amounts credited to the Welfare Fund shall be deposited in a Bank and they shall not in any way be utilised by the Board without the permission of the Committee.

All banking transactions shall be carried out by the treasurer with a proviso that whenever cheques are issued on behalf of the Committee they shall be signed by the treasurer and one ex-officio member of the Committee.

12) Board may give directions:  
 The Board may give such directions as in its opinion are necessary or expedient in connection with the expenditure from the Fund or for carrying out purposes of the Fund. It shall be the duty of the Committee to comply with such directions.

13) Observance of Regulations:  
 It shall be the duty of the Committee to ensure that the provisions of these Regulations are duly observed and for this purpose it shall have powers (not inconsistent with these Regulations), as it may deem fit, including any order for implementing the decisions taken by the Committee or the Board under these Regulations.

14) Procedure about payments to the Fund, maintenance of account etc.  
 i) The manner in which the accounts of the Fund shall be maintained and audited, registers and records maintained shall be decided by the Committee.

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(i) The Committee shall lay down the procedure for making grants, if any, from the fund and also for any other matter which is incidental to the administration of the Fund.

(ii) The Committee shall decide the procedure for defraying the expenses incurred on the administration of the Fund.

15) Report of the Committee.

The Committee shall publish a report on the activities financed from the Fund, together with audited statement of receipts and expenditure from the Fund and issue within 3 months from the close of the year.

16) Amendment/modification to the Regulations:

The Board may modify/amend these regulations as may be considered necessary, from time to time, including the constitution of the Committee.

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