

NOTICE

SUGGESTIONS/COMMENTS INVITED ON DRAFT HOSTEL WORKERS WELFARE FUND (HWWF) RULES

The draft Hostel Workers Welfare Fund (HWWF) rules after incorporating the changes and amendments have been prepared in consultation with the students/members of various hostel committees by the Hostel Council.

All Hostel Residents are requested to submit their suggestions/comments through email at patochiefwarden.boys@dcrustm.org within a week, but not later than 7th July, 2017 for consideration and finalization of Draft HWWF rules.

Please see below:

[Hostel Workers Welfare Fund \(HWWF\) Rules](#)

Hostel Workers' Welfare Fund - Rules

1.0 Preamble

Hostel Workers' Welfare Fund (HWWF) is a corpus fund for the welfare of the hostel workers (both boys & girls) on the University campus. HWWF is an extension of students' efforts to help and consider the welfare of their hostel staff under the aegis of students' co-operative management system. The fund will cover the workers who have served for a minimum of one year in hostel(s) and their families, otherwise being paid by the students residing in University Hostels. The family, here, means worker's immediate family, i.e. her/his spouse and the children (son/daughter) and does not include the adopted children. The welfare fund is to be created out on annual contribution from the students residing in the University hostels.

Academic Year will start from 1st July and end on 30th June., e.g. Academic Year 2017-18 means 1st July, 2017 to 30th June, 2018.

2.0 Annual Contribution:

Each student residing in the University Hostels will contribute a non-refundable amount of Rs. 400/- per annum to HWWF at the time of allotment in the beginning of each Academic session.

3.0 Utilization of Fund:

The HWWF may be utilized for the following purposes:

- i. Medical Allowance
- ii. Wellness Allowance
- iii. Kanyadan
- iv. Educational Allowance
- v. Insurance Allowance
- vi. Service Allowance
- vii. Death Allowance

3.1 Medical Allowance:

3.1.1 Indoor Treatment:

- a) It will include the reimbursement of hospital expenses spent on Surgery, post-surgery medicines as prescribed on discharge slip and Room Rent. The rate of reimbursement is 75% of the total expenses excluding room rent.
- b) The rate of reimbursement is 50% of the total expenses, excluding room rent in case of other ailments (excluding surgery). It will include the medicines prescribed on the discharge slip.
- c) The maximum room rent that can be reimbursed is limited to Rs. 500/- per day.
- d) The maximum amount of reimbursement is Rs. 1,00,000/- including room rent per Academic Year.

3.1.2 Outdoor Treatment:

No reimbursement is allowed for outdoor treatments. However, in case, any worker gets injured while working in the Mess/Hostel on duty, may be reimbursed/treated from HWWF subject to a maximum limit of Rs. 10,000/- per Academic Year.

Note: The medical allowance is subject to the condition that the treatment is taken from the hospitals approved by the Hostel Council [Chief Wardens and Wardens of Boys and Girls Hostels]. The following hospitals are approved as on date:

- All Central/State Government Medical Institutes/Hospitals in India
- All Hospital approved by the State Government of Haryana
- Rai Hospital, GT Road, Murthal
- Janki Das Hospital, Sector-14, Sonipat
- Janta Hospital, Near Gur Mandi, Sonapat

3.2 Wellness Allowance:

A hostel worker may be paid a wellness amount of Rs. 1750/- per annum, if no amount is claimed during the whole academic year.

3.3 Kanyadan

Kanyadan means the amount to be paid to any female on her marriage. An amount of Rs. 31000/- (Thirty one thousand only) may be paid to each daughter (subject to a maximum of two daughters) of any Hostel worker on her marriage subject to the followings:

- a) A minimum of 2-years continuous service of the concerned hostel worker
- b) The daughter has attained the age of minimum 18 years as on the date of marriage.
- c) Only one Hostel worker (self or his/her spouse) can claim for Kanaydan.

3.4 Educational Allowance:

3.4.1 School Education:

A Fee of Rs. 100/- per month per child (son/daughter) or actual, whichever is less, may be reimbursed towards education allowance for school education i.e. upto X+II standard.

3.4.2 Higher Education:

A fee of Rs. 15000/- per child per academic year or actual, whichever is less, may be reimbursed towards education allowance for higher education i.e. UG/PG/Ph. D. Degree Programmes and Diploma education under any State Board or University being pursued from any Government/Government aided Institute/University/College. The maximum amount of fee to be reimbursed is limited to Rs. 10000/- per child per academic year or actual; whichever is less, if otherwise the education is being pursued from any Private Institute/University/College.

Fee means admission fee, tuition fee and other annual charges, but excluding Refundable Security, Uniform Charges, Transport /Vehicle Charges and hostel/mess charges.

The reimbursement of education allowance is subject to the following conditions:

- a) The reimbursement is allowed to a maximum of two children (sons/daughters).
- b) No scholarship or any other financial assistance is being obtained /received. If so, the amount of scholarship /financial assistance will be reduced from the Fee, as defined above, to calculate the actual Fee.
- c) Only one Hostel worker (self or his/her spouse) can claim for education allowance.
- d) The education is being pursued in a regular mode only.
- e) The concerned children or spouse should not be working in University Hostels.

Note: In addition to children (son/daughter), the education allowance may also be reimbursed to the spouse.

3.5 Insurance Allowance

An insurance policy under the "Pradhan Mantri Suraksha Bima Yojana (Rs.12/- per annum) and/or Pradhan Mantri Jeevan Jyoti Bima Yojana (Rs. 330/- per annum)" shall be initiated for all hostel workers and the premium shall be paid from HWWF.

3.6 Service Allowance

A service allowance may be admissible to any Hostel Worker @ ½ month salary per year of regular continuous service rendered on University Hostels subject to a maximum of 6 months during whole life with the following condition:

- a) The Hostel Worker has continued /served the University Hostels for at least 5 years. No service allowance is admissible if the service less than 5 years.
- b) The services of the worker have not been terminated due to any unlawful/undesirable activity.
- c) The claim will be reimbursed only at the time finally leaving the services in the University Hostels and he/she will not be allowed to be re-employed or otherwise has to start at minimum salary applicable at that time.

- d) Continuous service – means the member of fully completed years as on date of leaving.
- e) Service allowance will be paid @ last salary drawn.

3.7 Death Allowance

An amount of Rs. 100000/- may be reimbursed in case of death of any Hostel worker subject to the following:

- a) The Hostel Worker has served the University hostels for at least 5 years as on the date of death.
- b) The cause of death is not associated with any unlawful activity.
- c) The death of the worker is not during any commercial activity other than Hostel work.

Note: The claim will be reimbursed for his/her spouse. In case of spouse is not live than it will be equally distributed among his/her children (son/daughter).

4.0 Settlement of Claims

In order to avail any kind of allowance/facility as mentioned in clause 3.0 of the said rules, the concerned hostel worker will have to submit an application along with all requisite/necessary documents/certificates in support of their claim sufficient to ensure his/her eligibility for the claim to the respective Hostel Supervisor. The Hostel Supervisor will put up the case before the Hostel Management Committee (HMC). The composition of the Hostel Management Committee will be as under:

- i. Hostel Warden – Chairman
- ii. Secretary/Member - Hostel Committee - Member
- iii. Secretary/Member – Mess Committee - Member
- iv. Secretary/Member – Sports/Cultural Committee - Member
- v. Secretary/Member – Discipline Committee - Member
- vi. Hostel Supervisor – Member-Secretary

Note: Any five members, including atleast 3 students will from the quorum.

The Hostel Management Committee after verifying the claim of the hostel worker will submit its recommendation for the consideration of the Hostel Council. The composition of Hostel Council will be as under:

- i. Chief Warden (Boys)
- ii. Chief Warden (Girls)
- iii. All Hostel Wardens (Boys)
- iv. All Hostel Wardens (Girls)

Note:

- *The senior most Chief Warden will act as Chairperson of the Hostel Council and the officer/official deputed to maintain the HWWF account will act as its Secretary.*
- *Any 6 members, including atleast one Chief Warden will form the quorum.*

All such claims will be considered by the Hostel Council atleast quarterly and the decision of the Hostel Council shall be final.

5.0 Operation of HWWF A/C

The HWWFA/C will be operated jointly by:

- 1. Chief Warden (Boys) or Chief Warden (Girls)
- 2. One Hostel Warden (Boys)
- 3. One Hostel Warden (Girls)

6.0 General

However HWWF has been created as a goodwill gesture. Under no circumstances, it may be taken for granted for as a workers' right or a liability on the part of the Hostel/University or its Officers/Authorities.