



THE ANDHRA PRADESH EMPLOYEES WELFARE FUND RULES, 1980
(Issued in G.O.(P) No. 173, Finance & Planning (FW.PRC.IV) department, dated
28-5-1980)

1. **Short title:-** These rules may be called as the Andhra Pradesh Employees Welfare Fund Rules, 1980.
2. **Definitions:-** In these rules, unless the context otherwise requires:
 - a) "Auditors' means auditors of the Director of Local Fund and Panchayat Raj Accounts;
 - b) 'Fund' means the Andhra Pradesh Employees Welfare Fund;
 - c) 'Government' means the Government of Andhra Pradesh;
 - d) "Member' means the employees who contributes twenty-five rupees to the Fund towards membership;
 - e) 'Rules' means the Andhra Pradesh Employees Welfare Fund Rules.
 - f) 'Year' means the financial year commencing from the 1st April to 31st March.

3. Eligibility for membership:-

The membership of the Fund shall be compulsory to (i) all employees permanent, regular and temporary, other than emergency employees of Government, Local Bodies and Work charged and Contingent employees and employees of Aided Institutions excluding teaching and other staff in Universities, Government colleges and Government Aided Colleges who have been given University Grants Commission scales of pay, who were in service between the 1st March, 1979 and on whose behalf the interim relief has been considered to the Fund, and (ii) such of the employees who may be appointed on or after the 1st April, 1979 in the categories of establishments referred to in sub-rule (i).

4. Contribution by Members:-

(a) The interim allowance of twenty-five rupees pertaining to the month of March, 1979 which was payable to the members but Government have decided to credit to the fund, shall be deemed to be the initial contribution by the members to the Fund;

(b) Such of the employees who are appointed on or after the 1st April, 1979 and who have to compulsorily become members of the Fund as per rule 3 shall contribute a sum of (Rs.25-00) twenty five rupees to the Fund in five installments of five rupees each per month. On and from the month following the recovery of the last installments of five rupees, such employees shall become members of the Fund and shall be entitled to the benefits of such membership;

(c) The contribution once paid shall not be refunded under any circumstances; Provided that if any employee referred to in rule 4(b) ceases to be in service for any reason before becoming a member, the amount paid in installments till the date of ceasing to be in service shall be refunded to him;

(d) Every member of the Fund shall contribute a sum of five rupees per annum. This contribution shall be recovered from the pay of the member for the month of March payable in April each year provided that in respect of the contribution for the year 1980-81 shall be recovered from the salary of the member for the month of June payable on 29th June, 1980 or thereafter.

5. Corpus of the Fund:-

a) (1) The following shall constitute the Corpus of the Fund, namely:

- i) The contributions by the members
- ii) Grants by the Government
- iii) Voluntary contributions or donations by persons other than the members.

(2) The Corpus of the Fund shall not be utilized normally for extending assistance to the members. But, however, in special circumstances and cases, where the State Committee so decides, the Corpus of the Fund may be utilized for

grant of loans to the members to the extent of 25% of the Corpus subject to the condition that the loans so granted carry a rate of interest which shall not be less than what the investment of the Corpus earns by way of interest

(3) The interest earned on the Corpus of the Fund in each year shall be deemed to be the income from Fund.

(b) The State Committee shall consider any voluntary offer that may be made by way of contributions or donations to the Fund. Such an offer may be considered by the State Committee provided it is an unconditional offer not involving any reciprocal duties or obligations to the contributory/donor. The State Committee shall be competent to accept or reject such contributions/donations.

6. Purpose for which Income from the Fund can be utilized:-

The income from the Fund can be utilized for the sanction of loans or grants to the members or for any scheme intended for the General welfare of the employees.

7. Purpose for which the loans and grants shall be granted etc.,:-

(1) **Loans:** a) The purposes for which the loans shall be granted at normal rate of interest or at a concessional rate of interest or without interest to the members will be, as may be prescribed by the State Committee from time to time. The maximum limit of loans shall not exceed Rs. 5,000/- in any one case.

b) The period of repayment shall not exceed the maximum period of five year*, in any case.

(2) **Grants:-** a) Outright grants may be made to the members or the families/dependents of a deceased employee for such purposes as may be prescribed by the State Committee from time to time. Such grants, shall not exceed Rs. 1,000 in any one case. Such grants, subject to aforesaid limit, shall be admissible only where, in the opinion of the State Committee, such financial assistance is necessary, keeping in view the circumstances of each case and eligibility for financial or other assistance from any other known sources.

(b) The assistance from the Fund in the form of loans or grants shall be extended broadly for medical and educational purposes, ceremonies and other rituals in the family. No loan or grant from the Fund shall be admissible for purposes of construction, extension or repairs to houses.

(c) The assistance from the fund shall be strictly on the basis of merits of each member and the acute distress which the member may find himself and shall take into account the assistance that is available to him/her from other sources such as Provident Fund, Government loan or similar other sources before any assistance is granted under these rules.

8. Administration of the Fund:-

The Fund shall be administered by the State Committee.

9. Construction of the State Committee:-

The State Committee shall consist of the following members, namely:-

- a) Chief Secretary to Government Chairman
- b) Principal Secretary to Vice-Chairman
Government Finance & Planning
Department
- c) Deputy Secretary to Govt., Fin & Member-Secretary
-Planning Department
(nominated by the cum-Treasurer.
Principal Secy., Fin.& Plg. Dept.
- d) Deputy Secretary to Member
Government, G.A. (Welfare)
Department
- e) Representatives of the employees Members
viz.
 - i) All the employees'
representatives on the A.P. Civil
Services on the Joint Staff Council
from time to time.

- ii) A representative of the Gazetted Member Officers
- iii) A representative of Local Bodies Member employees other than teachers.
- iv) A representative of the Work Member charged employees.

The member Secretary-cum-Treasurer shall be the convenor of the State Committee.

Note:-1. For this purpose the recognized associations of Gazetted Officers shall elect from among themselves in the month of March every year a representative to serve on this Committee. The representative so elected initially shall hold office for a period of one year or till the end of March immediately following the end of the one year period from the date of election, whichever is later. Such representative shall hold office for one term and he shall not be eligible for re-election for the next term until all the recognized associations of Gazetted Officers have been represented at least for one term in each cycle.

Note:-2. For this purpose the Recognized Associations of employees of Panchayati Raj Institutions and Municipalities shall elect from among themselves in the month of March every year a representative to serve on this Committee. The representative so elected initially shall hold office for a period of one year or till the end of March immediately following the end of one year period from the date of election, whichever is later. Such representative shall hold office for one term and he shall not be eligible for re-election for the next term until all the recognized associations of employees of Panchayati Raj Institutions and Municipalities have been represented at least for one term in each cycle.

Notes- 3. The representatives of the Work charged establishment shall be nominated to the State Committee by the Government. He shall hold office for a period of one year or till the end of March immediately following the end of the one year period from the date of nomination, whichever is later. He shall not be eligible for re-nomination for the next term. He shall however, be eligible for nomination for the subsequent term.

10. Term of the State Committee:-

The term of the State Committee shall be one year.

11. Funds of the State Committee:-

It shall be the supreme authority to administer the Fund including investment of the monies of the Fund. It shall lay down the policies of the fund, compute the resources available for each year, allocate the available resources to the various districts and the twin cities for the purposes of the Fund, keeping in view the need for equitable distribution of the available funds among all the districts and the twin cities, sanction assistance by way of loans or grants beyond the limits, as may be prescribed for the District Committee or Twin Cities Committee or for specific purposes, which may exclusively be vested in this Committee, to make rules and amendments thereto and to generally perform all such functions or take all such steps as are necessary in furtherance of the purposes of the Fund.

12 Meetings of the State Committee:-

(a) The State Committee shall meet as often as may be necessary but at least once in a quarter.

(b) The Chairman shall preside over the Committee meetings. In the absence of the Chairman, the Vice-Chairman shall preside over the Committee meetings and if both of them are not present the meeting shall be presided over by a member elected from among the members present at the meeting.

13. Quorum:-

Eight members shall form the quorum for the meeting of the Committee provided that in the case of a meeting adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.

14. Powers of the Chairman of the State Committee:-

(1) The Chairman shall preside over the meetings of the State Committee.

(2) In cases of emergency the Chairman may sanction assistance to a member or his family/dependents of a deceased employee not exceeding Rs. 1.000/- in any one case subject to ratification of the action at the immediately next meeting of the State Committee. Provided that the total assistance so sanctioned by the Chairman does not exceed Rs.5,000/- in between two consecutive meetings of the State Committee.

15. Powers of the Vice-Chairman:-

(a) The Vice-Chairman shall preside over the meetings of the State Committee in the absence of the Chairman.

(b) If the Chairman is not available in the Headquarters, the Vice-Chairman may sanction assistance in emergency cases as laid down in sub-rule(2) of Rule 14.

16. Powers and duties of the Member Secretary-cum-Treasurer:-

(a) He shall be responsible to convene the meetings of the State Committee in consultation with the Chairman/Vice-Chairman as often as may be necessary, but at least once in every quarter.

(b) He shall be responsible to carry on the work of the Fund, attend to all correspondence relating thereto and implement generally the decisions of the State Committee and maintain the record of the proceedings of the meetings. He shall scrutinize all applications for assistance from the Fund, where the State Committee is competent committee to sanction the assistance applied for, and, on completion of the formalities by the member as prescribed, to obtain the sanction of the State Committee and to release the assistance to the applicants.

(c) He shall be responsible for all the financial matters including the receipt and deposit of monies of the Fund in the Banks account, withdrawal of monies, maintenance of cash book, loan ledgers and other financial records relating to transactions of die Fund, bank reconciliation on completion of the annual accounts, clearance of objections raised in audit and to generally carryout the instructions of the State Committee in all financial matters of me Fund.

(d) He shall be responsible for compiling the annual accounts of the Fund for the State as a whole, by incorporating the accounts of the Districts and Twin Cities also and to get the accounts audited by the auditors to the Fund.

(e) He shall be given such clerical and other assistance as may be necessary for discharging the dudes and responsibilities entrusted to him.

17. (1) Constitution of the District Committees:-

The District Committee shall consist of the following members namely:-

- | | |
|---|-------------------------------|
| a) Collector | President |
| b) Dist. Treasury Officer | Member Secretary cum Treasure |
| c) 3 District Heads of Departments
to be nominated by the Collector | Members. |
| d) Secretary, Zilla Parishad | Member |
| e) Representative of Employees | Members |
| i) All Members of the Dist.
Joint Staff Council. | |
| ii) A representative of Gazetted
Officers | Member |
| iii) A representative of Local
Bodies employees other than
Teachers | Member |
| iv) A representative of work charged
employees | Member |

2) Constitution of the Twin Cities Committee:- The Twin Cities Committee shall consist of the following members, namely: -

- | | |
|--|-----------|
| a)Secretary to Government,
General Admn.(Political) | President |
|--|-----------|

Dept.

b) Deputy Director of Treasuries and Accounts Member Secretary-cum-Treasurer

c) 3 Heads of Departments to be nominated by the Secretary to Govt. (G.A.Pol) Department Members

d) Following representatives from among the various recognized employees, Associations in the Twin Cities.

i) 2 Representatives of A.P. Non-Gazetted Officer's Association Members

ii) 2 Representatives of the State Teachers Union; Members

iii) 2 Representatives of Telangana Non-Gazetted Officer's Union; Members

iv) A representative of the A.P. Secretariat Association; Member

v) A representative of the Class- IV Employee's Central Association Member

vi) A representative of the Member Gazetted Officers; Member

vii) A representative of the Local Bodies Employees other than teachers Member

viii) A representative of the work-charged establishment Member

Note 1:- The representatives of the departments referred to in rules 17 (i) (c), 17 (2) (c) shall hold office for a period of two years and shall not be eligible for a re-nomination for the next term. They can, however, be nominated for the subsequent term.

Note 2 :- The Collectors in the case of District Committees and the Secretary to Government, General Administration (Pol.) Department in the case of Twin Cities Committee shall nominate three representatives of the departments in the month of March of the year when nomination of new representatives falls due. Provided that the officers nominated initially shall hold office for a period of Two year from the date of nomination or till the end of March immediately following the end of the one year period from the date of nomination, whichever is later.

Note 3 :- For this purpose the recognized associations of Gazetted Officers shall elect, from among themselves, in the month of March every year a representative to serve on these Committees. They shall hold office for a period of one year from the date of election shall not be eligible for re-election for the next term until all the recognized associations of Gazetted Officers in the respective districts and Twin Cities as the case may be, have been represented at least for one term in each cycle; Provided that the representatives so elected initially shall hold office for a period of

one year or till the end of March immediately following the end of the one year period from the date of election; whichever is later.

Note 4 :- For this purpose the recognized associations of the employees of Panchayati Raj institutions and Municipalities shall elect, from among themselves, in the month of March every year a representative to serve on these Committees. He shall hold office for a period of one year from the date of election and shall not be eligible for re-election for the next term until all the recognized associations of employees of Panchayati Raj institutions and Municipalities in the respective districts and the twin cities, as the case may be, have been represented at least for one term in each cycle provided that the representative so elected initially shall hold office for a period of one year or till the end of March immediately following the end of the one year period from the date of election, whichever is later.

(3) Term of the District Committees and Twin Cities Committee:- The term of the Committees shall be one year.

(4) Functions of the District Committee:- It shall administer the amount allotted to each district by the State Committee in consonance with the general policy laid down by the said State Committee, including scrutiny of applications for assistance, sanction and release of the assistance up to such limits as may be prescribed and up to which authority is delegated to it by the State Committee.

(5) Functions of the Twin Cities Committee:- It shall administer the amounts allotted to the Twin Cities by the State Committee in consonance with the general policy laid down by the State Committee including scrutiny of applications for assistance, sanction and release of the assistance up to such limits as may be Prescribed and up to which authority is delegated to it by the State Committee. The Twin Cities Committee shall be allotted funds for sanction of assistance to the employees of all the offices including the Secretariat, Heads of Departments and other subordinate offices situated within the twin cities excluding, however, the offices pertaining to the Ranga Reddy District, which are located in the twin cities.

(6) Meetings of the District Committees and Twin Cities Committee:-

(a) The Committee shall meet as often as may be necessary, but at least once in a quarter.

(b) The President shall preside over the meetings, in the absence of the President, the senior most official member of the committee shall preside over the meeting.

(7) Quorum:- Eight members shall form the quorum for the meeting of the Committee provided that in the case of a meeting adjourned for want of quorum, no quorum shall be necessary for the adjourned meetings.

(8) Powers of the President of the District Committee and the twin cities committee:- (a) The Presidents of the respective Committees shall preside over the meetings of the committees.

(b) In cases of emergency, the President may sanction assistance to a member or his family/dependents of a deceased employee not exceeding Rs. 500 in any one case and not exceeding Rs. 2,500 in a year in all cases put together subject to ratification of the action at the immediately next meeting of the Committee.

(9) Powers and duties of the Member Secretary-cum-Treasurer of District Committee and Twin Cities Committee:- (a) The Member Secretary-cum-Treasurer shall be responsible to convene the meetings of the Committee in consultation with the President as often as may be necessary but) at least once in every quarter.

(b) He shall be responsible for carrying on all correspondence relating to the work of the Committee, implement generally the decisions of the Committee and maintain the records of the proceedings of the meetings. He shall scrutinize all applications for assistance from the Fund where the Committee is the competent to sanction the assistance applied for and on completion of the formalities by the member as prescribed to obtain the sanction of the Committee and to release the assistance to the applicants..

(c) He shall be responsible for all financial matters including the receipt and deposit of the monies of the Fund in the Bank account, withdrawal of monies, maintenance of cash book, loan ledgers and other financial records relating to the transaction of the Fund, bank reconciliation, compilation of the annual accounts, clearance of objections raised in audit and to generally carry out the instructions of the State Committee in all financial matters of the Fund.

(d) He shall be responsible for compiling the annual accounts of the Committee and to get it audited by the Auditors to the Fund and communicate it to the Member Secretary-cum-Treasurer to the State Committee for incorporation in the Fund's accounts at the State level.

(e) He shall be given such clerical assistance as may be necessary for discharging the duties and responsibilities entrusted to him.

18. Custody of Funds:- (a) All monies relating to the Fund shall be invested or kept in the Public Account or in the Scheduled Banks as may be directed by the Government.

(b) Subject to sub-rule (a), the investment of the corpus of the Fund shall be determined from time to time by the State Committee.

(c) Subject to sub-rule (a) the income of the Fund allotted to the Twin Cities and the Districts shall be kept in a current account/savings bank account in any Scheduled Bank in the Twin Cities or the District Headquarters, as the case may be, in the name of the Fund.

(d) The Bank account will be operated by the Member Secretary-cum-Treasurer of the Twin cities Committee or the District Committee as the case may be. All withdrawals from the account shall be over the signature of the Member Secretary-cum-Treasurer upto an amount not exceeding Rs. 5,000. Any withdrawal in excess of Rs. 5,000 at a time shall be over the joint signature of the Member Secretary-cum-Treasurer and the President of the Committee.

19. Application for assistance:- Every employee or the family/dependent of a deceased employee who seeks assistance from the fund shall apply for it in the prescribed form and submit the application to the Member Secretary-cum-Treasurer of the concerned Committee.

20. Mode of payment:- (a) Assistance sanctioned by the State or District or Twin Cities Committee shall be released through cheques to the beneficiaries by the Member Secretary-cum-Treasurer to the beneficiaries by the Member Secretary-cum-Treasurer of the concerned Committee provided all other formalities which may be prescribed, are completed by the applicant.

(b) No payment shall be made in cash.

21. Mode of recovery of Loans:- All loans recoverable from the members of the Fund shall be recovered by the Disbursing Officers of the offices to which the Members belong, every month at the time of disbursement of their salaries and the money so recovered shall be remitted to the Member Secretary-cum-Treasurer of the Committee by the 5th of every month. If 5th happens to be a holiday it shall be remitted on the next working day.

For the purpose, the Member Secretary-cum-Treasurer of the Committee shall forward by the 25th of every month a statement showing the recoveries to be effected from each member of the Fund, to the Disbursing Officers of the offices where the members are working with a request to recover the amounts from the salaries of the members and to remit the amount by the 5th of the next month.

22. Cessation of membership:- An employee shall cease to be a member of the Fund in the event of ceasing to be an employee on the account of resignation, death or for any other reason.

23. Audit:- (a) The accounts shall be audited by (the Auditors).

(b) The Member Secretary-cum-Treasurer of the District Committee/Twin Cities Committee shall compile the annual accounts for every financial year in the form prescribed, get it audited and transmit the audited accounts to the Member Secretary-cum-Treasurer of the State Committee before the end of July following the financial year for incorporation in the Fund accounts for the whole state.

(c) On compilation of the accounts for the whole State, the Member Secretary-cum-Treasurer of the State Committee shall get the accounts audited by the Auditors.

24. Suit* by or against the Fund:- The Fund may issued or be issued in the name of the Member Secretary-cum-Treasurer of the Fund.

25. Transitory Provisions:- (1) In order to start the work of the Fund without delay pending election of the representatives as per Notes 1 and 2 under rule 9 and Notes 3 and 4 under rule 17, the Government shall nominate the representatives of Gazetted Officers and representatives of Local Bodies employees in the State, District and Twin Cities Committees, so that these Committees may start functioning immediately; provided that such nominated representatives of Gazetted Officers and Local Bodies

employees shall vacate office as soon as representatives of these categories are elected as per notes 1 and 2 of rule 9 and Notes 3 and 4 of the rule 17 of these rules.

(2) Notwithstanding the provisions of rule 10 and 17 the term of the Commiar initially constituted shall be for a period of one year or till the end of March ir diately following the end of one year period from the dat& of Constitution, whichever is later.

**FORM OF APPLICATION FOR ASSISTANCE FROM
THE ANDHRA PRADESH WELFARE FUND**

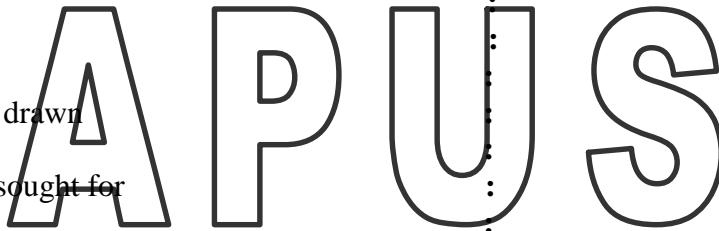
for Twin Cities

for Districts

To
The President,
A-P-Employees Welfare Fund,
Twin Cities Committee,
C/o Commissioner of Land Revenue,
Station Road,
Nampally, Hyderabad - 500 001.

To
The President
A.P. Employees Welfare Fund.
District Committee,
C/o the District Collector,
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1. Name of the applicant :
 2. If dependent of a deceased Govt. Servant relationship :
 3. Father's name :
 4. Permanent address :
 5. Post Held
 - a) Substantive
 - b) Officiating
 - c) Department/Office
 6. Scale of pay and pay drawn :
 7. Date of retirement :
 8. Nature of assistance sought for :
 9. a) Loan
 - b) Grant
 10. Purpose for which assistance is sought for :
 11. Whether eligible for a similar loan from Government :
 12. If So. Whether he was sanctioned the loan or not :
 13. Period within which he wished to repay if/it is a loan :
 14. Is any balance of loan sanctioned earlier,
if any outstanding, if so, how much :
 15. Remarks for forwarding
(Drawing Officer) :



Signature of the applicant

1. The applicant is a member of A.P. Employees Welfare Fund.
2. The contents of the applicant are correct.
3. The application is forwarded for taking necessary action.
4. I undertake to recover the installments of the loan as advised by the Committee and send the amount to Member Secretary-cum-Treasurer.
16. Designation of the Drawing Officer and his full address to whom recovery statement should be sent:

Signature of the Drawing Officer