

SENATE OF PAKISTAN



SENATE SECRETARIAT EMPLOYEES (WELFARE FUND) BYE-LAWS, 2015 (August, 2015)

House of the Federation

PREFACE

The Senate Employees Welfare Fund, aimed at providing adequate financial assistance to the employees of the Senate, was established by the Senate Finance Committee, headed by Chairman of the Senate, in its meeting held on 13th February, 1990.

Senator Professor Khursheed Ahmed is the pioneer of the novel idea as well as the driving force behind its ultimate crystallization into the form of a unique facility geared towards the wellbeing and betterment of Senate Secretariat employees. As a founding member, he has been donating his entire monthly salary to the Fund since long.

Other Senators and dignitaries also made generous contributions to the Fund from time to time, providing a base for expeditious financial succour to the employees of the Senate Secretariat in time of distress and in the eventuality of the death of an employee or his family member, physical incapacitation, serious and prolonged illness, marriages, or any other case which, in the opinion of the Executive Committee of the Fund, deserves financial assistance.

The bye-laws of the Fund were approved in a meeting of the Finance Committee held on May 17, 1990. The Executive Committee of the Fund, headed by Chairman Senate and comprising other senators, is empowered to sanction financial assistance on prescribed rates on case to case basis. The Secretary and Treasurer of the Fund are nominated by the Chairman, who jointly operate the Fund's account, which is subject to annual internal audit.

SENATE SECRETARIAT EMPLOYEES
WELFARE FUND BYE-LAWS, 2015

1. Title

The Bye-laws shall be called the Senate Secretariat Employees Welfare Fund Bye-laws, 2015 and will come into force at once.

2. Definitions

- (a) "Chairman" means Chairman of Senate/Executive Committee.
- (b) "Committee" means the Executive Committee of the Fund.
- (c) "Donations" means voluntary donations and contribution to the Fund by members of the Senate, staff of the Secretariat or any person, body or institution etc.
- (d) "Employee" means an employee of the Senate Secretariat in BS-18 or below.
- (e) "Family" Means:
 - (i) The wife or husband of an employee.
 - (ii) The legitimate children, parents, brothers and sisters of the employee residing with and wholly dependent on him.

Explanation: Brothers and sisters of an employee shall be deemed to be wholly dependent upon him upto the age of 18 years.

- (f) "Fund" means the Senate Secretariat Employees Welfare Fund.
- (g) "Member" means a Member of the Senate.
- (i) "Secretariat" means Senate Secretariat.

3. Objectives

The objectives of the Fund will be the general Welfare of the employees such as:-

- (a) Immediate financial aid to the family in case of death of an employee.

- (b) Immediate financial aid to an employee in case of death of his/her family member
- (c) Financial aid to employees who have been declared unfit by an authorized medical authority on account of accident, amputation, mental / physical incapacitation etc.
- (d) Grant of scholarship (for graduation and post graduation only) to deserving children of employees.
- (e) Financial aid in case of prolonged illness of employees or their family members.
- (f) Financial aid to employees in case of self-marriage and their children upto two in number.
- (g) Any other case in which the Committee may decide that financial aid to an employee is necessary.

4. **Membership**

There shall be no formal membership of the Fund. Members of the Senate, any other person or body can make donations to the fund voluntarily.

5. **Assets**

The Assets shall be composed of:

- (a) Voluntary donations by the Members of the Senate.
- (b) Contribution by the staff of Senate Secretariat.
- (c) Donations and grants from any other person or body etc.
- (d) Profits earned by the Fund through fix deposit/investment / bonds etc.

6. **Executive Committee**

a). **Composition:**

- (i) Chairman Senate as Chairman of the Executive Committee.
- (ii) A minimum of five Senators to be nominated by the Chairman.
- (iii) Secretary Senate as Secretary of the Executive Committee.
- (iv) Treasurer to be nominated by Chairman.

- (v) Two representatives of staff one from BPS-1 to BPS-10 and one from BPS-11 to BPS-16 to be nominated by the Executive Committee.

b). **Functioning:**

- (i) The applications submitted by the employees for grant of financial aid shall invariably be substantiated by supporting documents i-e. Medical certificate, Nikah Nama, or death certificate etc, as the case may be.
- (ii) The Committee shall grant financial aid etc. to employees of the Secretariat and their family members on case to case basis.
- (iii) The meeting of the Committee may be convened on quarterly basis, however, Chairman at his discretion or on the request of two members may convene the meeting any time during the year.
- (iv) Secretary Senate will assign the administrative work in connection with the affairs of Fund to any branch which shall be responsible for consolidation of record, maintenance of accounts, scrutiny of applications, organization of meetings, recording of minutes, issuance of cheques and examination of cases under the Bye-laws.
- (v) The Committee shall have the authority to reject or admit any application on account of any reason.

7. **Donations**

Donations/Contributions to the fund shall be voluntary.

8. **Rate of Grant**

The prescribed rate of grant to an employee will be as under:-

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| (a) | Rs. 150,000/- | In cases admissible under clause 3(a) of the Bye-laws. Chairman may sanction the amount in anticipation of the approval of the Committee. |
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| (b) | Rs. 50,000/- | In cases admissible under clause 3 (b) of the Bye-laws. Chairman may sanction the amount in anticipation of the approval of Committee |
| (c) | Upto Rs. 80,000/- | In cases admissible under clause 3(c) of the Bye-laws. |
| (d) | Upto Rs. 25,000/-
(Per annum) | In cases admissible under clause 3(d) of the Bye-laws. |
| (e) | Upto Rs. 40,000/-
(Per annum) | In cases admissible under clause 3(e) of the Bye-laws. |
| (f) | (i) Upto Rs. 50,000/-
(Self-Marriage) | In cases admissible under clause 3(f) of the Bye-laws. |
| | (ii) Upto Rs. 50,000/-
(Marriage of Son) | -do- |
| | (iii) Upto Rs. 75,000/-
(Marriage of Daughter) | -do- |
| (g) | Upto Rs. 100,000/- | In cases admissible under clause 3(g) of the Bye-laws. |
| (h) | Upto Rs. 100,000/- | Chairman may sanction the amount in favour of deserving employees or their family members on account of any justifiable reason in anticipation of the approval of the Committee. |
- (i) The Committee may approve additional grant to an employee over and above the aforementioned limits/criteria under special circumstances to be recorded in writing.

9. Payment in case of death

In case of death of an employee, grant as admissible under clause 8(a) of Bye-laws will be paid in accordance with 25% share to the mother and 75% to the spouse. In case mother is not alive, the same share will be paid to the father. In case, parents are not alive, 100% payment will be made to the spouse. If the employee is unmarried, the amount will be equally distributed among the dependent family members.

10. Secretary

Secretary Senate shall be the Secretary of the Executive Committee who will be assisted by Finance & Accounts Officer and Treasurer. The duties of the Secretary shall be as under:-

- (a) Maintain updated record of the Fund.
- (b) Correspondence on behalf of the Fund.
- (c) Preparation of annual account statement.
- (d) Incur contingent expenditure upto Rs.5,000/- in each case.

11. Treasurer

- (a) Will be nominated by Chairman Senate.
- (b) Will represent officers of grade 17 – 22.
- (c) Will be joint signatory of cheque along with SO (C&A)/DDO.
- (d) Will be responsible to Secretary in maintaining accounts of the Fund.

12. Accounts

Treasurer and SO (C&A)/DDO shall be the joint signatory of the cheques to be issued to the employees.

13. Minutes of Meeting

The proceedings of the Committee shall be properly minuted and record will be kept by the concerned branch.

14. Audit

The Accounts of the Fund shall be audited by an officer of the Secretariat having background knowledge of the accounts matter.

15. Amendment in Bye-laws

Committee shall have the authority to amend the Bye-laws of the Fund.

16. **Residuary Powers**

All matters, for which no provision or no sufficient provision has been made in these Bye-laws, shall be regulated in accordance with the general and special directions of the Committee.

17. **Repeal**

Senate Secretariat Employees (Welfare Fund) Rules, 1990 amended upto March, 2015 are hereby repealed.



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