



जामिया हमदर्द JAMIA HAMDARD

(Deemed to be University)



F.No. JH/RO/EC-69/2024/ICOR/ 82

Dated: 27th August 2024

NOTIFICATION

Sub: Utilization of Jamia Hamdard Relief and Welfare Fund: Reg.

Ref: FC 63(9) dated 17.10.2022, FC 67 (16) dated 10th July, 2024

The Finance Committee at its 63rd meeting of 17 October 2022 under item (9) resolved that the Jamia Hamdard Relief and Welfare Fund (JHRWF) be utilized to render immediate relief to regular employees of the Jamia Hamdard. The following scheme of assistance was proposed based on pecuniary condition of employees and the same has been approved/ratified by the Board of Management at its 15th meeting held on 31 October 2022:

S.No.	Contingencies	Compensation
1.	In-service death	up to Rs. 50,000/- to the family
2.	In service death while on duty inside the campus	up to Rs. 1 lakh
3.	Death at campus (accidental)	up to Rs. 5 lakh

2. The Vice Chancellor constituted a committee to frame guidelines/modalities for the financial support under the chairpersonship of Prof. Vidhu Aeri with other members including the Registrar and one office bearer from JHEU through notification dated 12.12.2022 & 24.1.2023. The Committee submitted the following recommendations which were considered and approved by the Finance Committee in its 67th Meeting held on 10th July, 2024 and Executive Council in its 69th Meeting held on 7th August, 2024:-

(1) Income Source for the JHRW Fund:

- The overhead expenses are presently to the tune of 5 to 10% of the total projects' cost/value, generally under the consumable budget head. Hence the overhead expenses @ 5% is fixed for JHRWF.
- In case of research projects which have value of Rs. 50.00 lakh and above the Principal Investigators are allowed to utilize 50% of overhead expenses for their laboratory/research. In such cases 5% amount from the 50% share of Jamia Hamdard shall be earmarked for JHRWF.
- In case of consultancy projects, if there is provision of overhead expenses, an amount of 5% of overhead expenses shall be earmarked for JHRWF.

- d) The existing practice of deduction from the vendor's payment at the tune of 0.25% of the total payment may continue. However, it should have been voluntary.

(2) Annual Subscription to JHRWF:

All regularly appointed employees may subscribe to the membership of JHRWF on voluntary basis by contributing a subscription fee to be payable annually, in the month of April of every year as under: -

Employee Category	Rate of annual subscription
Group A	Rs. 1,000/- annually
Group B	Rs. 500/- annually
Group C	Rs. 250/- annually

(3) Ex-Gratia Payment:

In case of a regular employee's death during the services of Jamia Hamdard, irrespective of place of death (On duty/in and outside campus/ at home or outside/Outstation/anywhere), Jamia Hamdard will extend financial assistance (Ex-gratia payment) to family of the deceased as per the following details:

Age Group (at the time of death)	Financial Assistance
Above 50 Years	Rs. 1.25 lakh
40 to 50 Years	Rs. 1.50 lakh
Below 40 Years	Rs. 1.75 lakh

(4) Special Assistance towards Medical Assistance to Regular Employees:


In case of exigencies, where no financial resources are available to the employee(s), after proper verification and due endorsement by the Teachers' Association/Employees' Union, on case-to-case basis, one time in entire service period, a special medical assistance aid up to Rs. 2.00 lakh shall be given to the employees/his or her family who contribute to JHRWF.

(5) Induction of HUTA Representative in the Managing Committee:

A representative of HUTA, President/General Secretary- HUTA shall be included in the JHRWF Managing Committee.

(6) Maintenance of Fund:

The Finance Department of Jamia Hamdard shall be responsible to maintain the fund properly by opening a separate account complying with all statutory requirements. The Finance Officer and the Managing Committee shall workout a suitable mechanism to


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ensure for creating a corpus in a long run. The Executive Council also suggested to deduct small amount from the honorarium paid to external experts as sitting fee etc. on the pattern as the same is deducted from the payment of vendors. The Managing Committee may take up the matter in its next meeting.

(7) Miscellaneous:

No assistance from JHRWF will be provided to any employee/member for defray the expenses incurred towards payment of tuition fee, construction of house, payment of loan or marriage ceremony expenses.

(8) Managing Committee of JHRWF: The existing Committee constituted through Notice dated 12.12.2022 consisting of the following shall be the Managing Committee for managing the affairs of the JHRWF: -

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|-------|---|---|-----------------------------|
| (i) | Prof. Vidhu Aeri, SPER | - | Chairperson (Nominee of VC) |
| (ii) | Prof. S. Raisuddin, Dean, SCLS & Director, IQAC | - | Member (Nominee of VC) |
| (iii) | Registrar | - | Member (Ex Officio) |
| (iv) | Finance Officer | - | Member (Ex Officio) |
| (v) | President, HUTA | - | Member (Ex Officio) |
| (vi) | President, JHEU | - | Member (Ex Officio) |
| (vii) | Deputy Registrar | - | Convenor/Secretary |

Note:- The term of the two VC Nominee shall be for a period of one year from the date of notification. The Managing committee may meet as and when required.

3. All requests seeking financial assistance under the JHRWF shall be submitted in writing addressed to the Registrar, Jamia Hamdard, New Delhi through proper channel.

Authority: Approval of the Vice-Chancellor dated 23.8.2024.


27/8/2024
REGISTRAR

Copy to:-

1. Chairperson and Members of Managing Committee, JHRWF
2. Finance Officer
3. All the Deans of Schools/HoDs/Director of Centres/Director, IQAC/Chief Proctor/Dean Students Welfare/Provosts of Girls and Boys Hostel
4. Controller of Examinations/University Librarian
5. Medical Supdt. MUH
6. In-charge, HR, HIMSR/HAHCH
7. President/Secretary, HUTA and JHEU
8. Secretary to VC
9. University website (through In-charge, HAH-CIT)