

*Recommended by the XXVIIth Finance Committee and approved by the XLIXth Board of Governors Meeting held on 18.02.2026 for implementation with immediate effect.*

# EMPLOYEES' WELFARE FUND SCHEME OF NIT MEGHALAYA



## राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान

**An Institute of National Importance under Ministry of Education  
(Shiksha Mantralaya), Govt. of India**

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REGISTRAR

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National Institute of Technology Meghalaya

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**NIT Meghalaya Employee Welfare Fund Scheme:**

**1. The Title and Date of effect of the Scheme:**

- i) The scheme will be " **NIT Meghalaya Employee Welfare Fund Scheme** "
- ii) The scheme shall come into force from the date of approval by the BOG NIT Meghalaya

**2. Definitions:**

Unless there is anything repugnant to the subject or the context:

- i) **Fund:** means the **Employee Welfare Fund Scheme** existing in the Institute by the same name created from the proceeds realized from the consultancy projects and sponsored research projects or such amount as may be decided by the Director from time to time.
- ii) **Scheme:** means NIT Meghalaya employee welfare Fund Scheme as approved by the BOG, NIT Meghalaya.
- iii) **Family:** means spouse and dependent as per GOI norms.
- iv) **Employee:** means regular teaching and non-teaching staff of the Institute.
- v) **Institute:** means **National Institute of Technology Meghalaya**.
- vi) **Committee:** means committee constituted under clause 4 of the scheme.

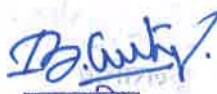
**3. Objective of the scheme:**

The objective of the Welfare Fund Scheme is to provide timely financial and moral support to employees and their families during situations of need and vulnerability. The scheme aims to extend assistance to the family of an employee in the unfortunate event of death while in service, to support the education and care of physically or mentally challenged children of employees, and to provide financial aid for medical treatment of employees and their dependent family members. It also seeks to offer medical loans on emergency loans to employees in exigent circumstances and to acknowledge the service rendered by employees by presenting a memento on the occasion of their retirement. Overall, the scheme is intended to promote social security, well-being, and a sense of institutional care among employees.

**4. Administration of the Scheme:**

The Managing Committee to ensure effective administration of this scheme shall comprise of the following members:

- i) Director/ Deputy Director/ Dean (Administration), Chairman
- ii) Registrar, Member
- iii) One faculty representative (nominated) , Member
- iv) One representative from Group A officers (nominated), Member
- v) One representative from Group B/ Group C staff (nominated), Member
- vi) Deputy Registrar/ Assistant Registrar (Finance & Accounts), Member
- vii) Dean (Faculty Welfare), Convenor



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#### **5. Functions of the Managing Committee:**

The committee shall have all the powers for the administration of the scheme in accordance with the rules of the scheme. The function of the committee shall be as follows:

- i) Control, supervise and monitor the operation of the Welfare Fund.
- ii) To consider request for grant of financial assistance under the scheme and to sanction payment in accordance with the objectives of the scheme.
- iii) Consider and approve annual account status of the fund.
- iv) Make recommendation to the BoG regarding changes in the scheme.
- v) Any other functions deemed necessary in the interest of the operation of the fund.

All applications for assistance under the scheme shall be submitted to the Registrar who shall process and cause the same to be presented before the Managing Committee for its decision.

#### **6. Meetings of the Managing Committee:**

The Managing committee shall meet as frequently as necessary in the exigencies of operation of the fund but at least once in every **six months**.

#### **7. Sources of the Fund:**

The Employee Welfare Fund will exclusively be funded from the funds garnered from the Research & Consultancy office under projects as specified as follows:

- i) Specified percentage of Institute Overhead Amount as per approved scheme by the BOG NIT Meghalaya in respect of consultancy projects and sponsored research projects.
- ii) Such other contributions as recommended by the committee constituted under clause 4 of this scheme and approved by the Director.

#### **8. Membership:**

All regular employees of the Institute will be members of the Scheme.

#### **9. Payments from the Employee Welfare Fund:**

The employee welfare fund shall be used for:

- i) **Assistance to the family of an employee who dies while in service:** A one-time financial assistance of ₹2.50 lakh shall be provided to the family of an employee who dies while in service. The payment shall be released in the name of the spouse/ nominee/ eligible dependent of the deceased.
- ii) **Financial aid for physically/mentally challenged children of employees:** A one-time financial assistance of up to ₹50,000 shall be provided to an employee in case of a physically/mentally challenged child for purchase of artificial aids/accessories such as caliper shoes, crutches, wheelchair, hearing aid, etc. Reimbursement shall be made on the basis of a doctor's prescription and against submission of relevant bills/receipts. An application in the

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prescribed format along with supporting documents shall be submitted for grant of the assistance.

iii) **One-Time Assistance for medical treatment of employee and family:** In case of serious injury/illness of the employee or family requiring prolonged or expensive treatment (e.g., kidney transplant, bypass surgery, cancer, brain hemorrhage, AIDS, paralysis, or amputation or any other exigent cases), assistance may be granted on the merits of each case. An amount equivalent to 50% of the unpassed medical expenses under extant NITM medical rules, subject to a ceiling of ₹50,000 and availability of funds, shall be admissible. The claim shall be submitted to the Registrar in the prescribed format.

iv) **Memento to employees on the day of retirement:** On superannuation, an employee may be presented with a memento worth up to a ceiling of ₹20,000. The Head of the Department/Centre/Section shall forward a request to the Registrar in the prescribed format for grant of advance, as applicable.

v) **Medical emergency/ Exigent Circumstances loan:** A loan up to an amount not exceeding five times the total of present Basic Pay (PB + GP/AGP) plus admissible DA at the time of application, subject to a maximum of ₹5.00 lakh and availability of funds, may be granted to an employee for medical treatment of self, family members, and close relatives (as per GoI definition) in cases of serious injury/illness requiring prolonged or expensive treatment (including, but not limited to, kidney transplant, bypass surgery, cancer, brain hemorrhage, AIDS, paralysis, or amputation) or certain exigent circumstances such as higher studies of dependents or marriage etc.

The loan shall be governed by the terms and conditions placed at **Annexure I**. The application shall be submitted to the Registrar in the prescribed format along with an undertaking accepting the terms and conditions; the final decision shall be taken based on the merits of the case and fulfilment of the prescribed provisions.

vi) Felicitation to employee/children for excellence in extra-curricular activities (Sports, Culture & Art). (To be granted on case-to-case basis)

vii) One-time assistance to employee and his family who becomes invalid while in service up to a ceiling amount of ₹1.00 lakh. [To be granted on case-to-case basis]

12. One-time assistance, up to a ceiling amount of ₹1.00 lakh, to the employee if his residence is destroyed to homeless state due to natural disaster/calamity. [To be granted on case-to-case basis]

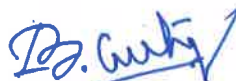
\*\* For any case where cap is not specified, the same shall be decided by the committee on a case-to-case basis depending on the gravity of the case.

  
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**Annexure-I**

**TERMS AND CONDITIONS FOR GRANT OF LOAN FOR MEDICAL TREATMENT/ CERTAIN EXIGENCY FROM EMPLOYEE WELFARE FUND SCHEME WHICH THE LOANEE MUST FULFIL AND ACCEPT.**

1. The employee seeking loan must be a regular employee who has completed at least one year on the date of grant of the loan.
2. The application for such loan should be routed and recommended by HOS, Medical Section,
3. The rate of interest will be simple interest as per the Savings Bank Account of a nationalized bank.
4. The loan should be recovered from salary of the employee monthly commencing from the salary of the next month in which the loan is taken in not more than 24 equal installments as per rule laid down by the Central Government Advance Recovery Norms.
5. The Loanee must submit an Utilization Certificate with supporting documents stating proper and bonafide use of the loan for which it is meant for.
6. Excess amount, if any, beyond expenditure on medical treatment and related expenditures is to be returned by the Loanee to the institute immediately and misuse of the loan will lead to recovery of the loan in one installment from the salary with penalty of 10% interest on the original amount of loan.
7. The institute will be free to add or delete any terms and conditions and the Loanee will be required to accept the same.
8. The Loanee must give an undertaking on a stamp paper of Rs. 20/- for refund of the loan with interest within the stipulated period falling which the Institute will be free to recover the amount from any available fund/source of the Loanee lying with the Institute. In case the Loanee plans to leave the institute, he/she must reply the balance of loan with interest before leaving, falling which all effort to recover the same, if necessary, by writing to the future employer of the Loanee, will be made.



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