

## Employees Welfare Policy (Revised)

### 1. General

With ever increasing cost of living coupled with unprecedented price hike, ancillary staff of LGU is finding it difficult to make both ends meet. There is a requirement to assist them financially in the hour of need. However, no source/fund is available in the University for the purpose. Hence a requirement has been felt to establish a fund / scheme to extend financial assistance to such employees, who are in distress.

### 2. Aim

To lay down guidelines for fin assistance to all ancillary staff of LGU on need to need basis.

### 3. Source of Income

- 3.1. Initially Rs. 2 million will be contributed by LGU and onward Rs. 1 million annually.
- 3.2. Income from fun fairs and such other activities held in LGU.
- 3.3. Voluntary donations.
- 3.4. Employees Contribution once in a year to be deducted at source (Rate of deduction max 5% of Initial Basic Pay).
- 3.5. To seek donations from Philanthropists.

### 4. Beneficiaries

Following employees of the University with minimum of six months/One year? Service is eligible to get assistance from this fund:

- 4.1. Employees from grade LGPS-4 to LGPS-20
- 4.2. Under exceptional circumstances, case of any employee may be considered.
- 4.3. Employees Annual Dinner

### 5. Occasions

Financial assistance may be provided on the following occasions:

- 5.1. Death of Employee
- 5.2. Death of spouse / parents / children
- 5.3. Health issue e.g. for investigation / treatment.
- 5.4. Marriage of children.
- 5.5. Self Marriage
- 5.6. Other occasion of distress.
- 5.7. Repair & Maintenance of house
- 5.8. Welfare of employees etc.

### 6. Award Committee

- 6.1. President: Registrar
- 6.2. Members:
  - 6.2.1. Senior Most Dean
  - 6.2.2. Senior Most HOD
  - 6.2.3. Treasurer

6.3. Secretary: Deputy Registrar (HR),

## 7. Procedure

- 7.1. On eve of an obituary, concerned HOD / section Incharge to initiate claim on behalf of the affected employee.
- 7.2. HOD/section Incharge will forward the case to the Registrar.
- 7.3. After verification of facts to forward the case with recommendations to the committee through Registrar branch.
- 7.4. Case will be processed by Registrar Branch for approval of the Vice Chancellor.
- 7.5. Accts Branch to maintain all record of income / exp.

## 8. Suggested Amount

Fin assistance may be given as one time measure. The amount may vary according to circumstances. Under mentioned amount is the max limit, to be reviewed every 3 years.

- 8.1. Death of Employee
  - 8.1.1. On Duty Death
    - a. LGPS-4 to 10 10 Gross Salaries
    - b. LGPS-12 to 16 08 Gross Salaries
    - c. LGPS-17 to 20 06 Gross Salaries
  - 8.1.2. Off Duty Death
    - a. LGPS-4 to 10 08 Gross Salaries
    - b. LGPS-12 to 16 06 Gross Salaries
    - c. LGPS-17 to 20 04 Gross Salaries
- 8.2. Serious injury / illness Rs. 40,000/- or 50% of hospital bills (Whichever is less)
- 8.3. Loan for Marriage of Son Max Rs. 100,000/- (Max Reimburse in 12 installments)
- 8.4. Loan for Marriage of daughter Max Rs. 200,000/- (Max Reimburse in 12 installments)
- 8.5. Repair & Maintenance of Permanent Residence (LGPS-17 to LGPS-20) Max Rs. 100,000/- (Max Reimburse in 06 installments)
- 8.6. Repair & Maintenance of Permanent Residence (LGPS-4 to LGPS-16) Max Rs. 50,000/- (Max Reimburse in 10 installments)
- 8.7. Death of spouse Grant Rs. 20,000/-
- 8.8. Death of Mother, Father or Child Grant Rs. 15,000/-
- 8.9. Marriage of Son Grant Rs. 25,000/- and Max Loan Rs. 100,000 (Max Reimburse in 12 installments)
- 8.10. Marriage of daughter Grant Rs. 25,000/- and Max Loan Rs. 100,000 (Max Reimburse in 12 installments)
- 8.11. Other occasions as per dictates of circumstances
- 8.12. Self marriage (LGPS-4 to LGPS-16) Grant Rs. 25,000 once only

## 9. Note

- 9.1. The clause 8.1 and 8.2 will be applicable for all employees; 8.3, 8.4 for (LGPS-17 to LGPS-20), 8.6 to 8.10 & 8.12 for (LGPS-4 to LGPS-16).
  - 9.2. Clause 8.2 shall be terminated in case of "Insurance Facility" offer to the employees.
  - 9.3. Clause 8.5 and 8.6 shall be offered once in a 3 years of service
  - 9.4. Clause 8.3, 8.4, 8.9, 8.10 once in 2 years of service.
  - 9.5. For availing loan; the employee shall submit equal installments cheques of outstanding amount in advance.
  - 9.6. At a time only one loan can be availed under this policy.
  - 9.7. Where ever feasible, suitable good / eqpt / medicine may be provided to an individual instead of cash, so as to make him / her sustain him / herself in life.
  - 9.8. All LGU Employees are entitled to 10 days marriage (Self) leave with Pay.
  - 9.9. A gift up to the value of Rs. 3000 presented to bride or groom on behalf of VC.
  - 9.10. Head of department will extend and handover the gift at the ceremony if in Lahore, if outside, can be sent through staff attending the wedding.
  - 9.11. When there is death in the blood relatives of any employee, a message on the central messaging system will be sent for condolence, attendance of Janaza if in Lahore by HOD/Dean.
  - 9.12. Care taker along with adequate personnel to visit and ask for any admn support if required as Shamiana, chairs, grave preparation, transportation etc for which money from petty cash may be spent (Approval of the CA is required)
  - 9.13. A DO from VC to be sent to the effected staff to be followed by meeting for Fateha in VCs office on employee 1<sup>st</sup> day of joining.
  - 9.14. (For death of employee only) Wreath lying on behalf of VC to be performed by senior most LGU representative present.
  - 9.15. LGU staff (all) is entitled to 10 days family leave with pay on the death of blood relatives. Family leave should be immediately applied by the HOD/ Deptt Head. Iddat leave (for female staff) for 4 months and 10 days is applicable with pay.
10. This fund will also be presented before the internal and external audit teams like all other LGU Accounts.