

ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
(Indian council of Agricultural Research)
RAJAHMUNDRY-533 105

No.F.2(17)(Welfare)/2023-24/Adm.I

Date : 03.01.2024

OFFICE ORDER

The Director, ICAR-CTRI, Rajahmundry, is pleased to re-constitute the Welfare Fund Managing Committee of this Institute with the following composition which will be in force for a period of Two Years.

Sl.No.	Name & Designation	Position
1.	Dr. S. Kasturi Krishna, Principal Scientist, Divn. of Crop Management	CHAIRMAN
2.	Smt. V. Bhagyalakshmi, Administrative Officer	MEMBER
3.	Sri R. Sudharshan, Asst. Finance & Accounts Officer	MEMBER
4.	Dr. H. Ravisankar, Principal Scientist, Divn. of Crop Improvement	MEMBER
5.	Sri K. Sravan Kumar, Tech.Asst. & Secretary (SS), CTRI-IJSC, Divn. of Crop Improvement	MEMBER
6.	Smt. J. Vasanthi, Sr.Technical Officer, PME Cell	MEMBER
7.	Sri Peta Ramana, Skilled Support Staff, Adm.I (E) Section	MEMBER
8.	Smt. P. Mariyamma, Asst. Administrative Officer (E)	MEMBER-SECRETARY

The Main objectives of the Welfare Fund Scheme are :

- i) Contribution to ailing and poor staff members or those in real distress of misfortune suffering permanent disability or premature retirement due to incapacitation/prolonged sickness/ill-health.
- ii) Succour to the families of staff who die in harness leaving the family indigent conditions.
- iii) Development and maintenance of common facilities in the Institute's Residential colonies.
- iv) Promoting Miscellaneous and common staff welfare activities including token gifts to superannuating employees and incentives to bright and meritorious wards of employees who excel in studies in the academic/professional lines achieving the standards of performance to be determined and fixed at the discretion of the Managing Committee concerned.
- v) Upgrading/Creating canteen facilities, maintaining recreation facilities including promotion of sports and games, cultural activities and support to create facilities for the staff..

ELIGIBILITY:

The employees borne on the regular establishment at the Institute are only eligible to avail of the assistance from the Welfare Fund of the Institute. Casual workers/work-charged employees or any other workers not borne on the regular establishment shall not be eligible.

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FUNCTIONS OF THE MANAGING COMMITTEE:

All powers for the administration of the Welfare Fund in accordance to these rules shall be vested in the managing committee. Without prejudice to this general provision, the functions of the Managing Committee shall be as follows:

- a) To control, supervise and monitor the operation of the Welfare Fund.
- b) To consider the requests for grant of financial assistance under the scheme and to sanction payment in accordance with the objectives of the scheme.
- c) Consider and approve the annual accounts statement of the fund.
- d) Any other function as deemed necessary in the interest of the operation of the Fund.

SOURCE OF THE FUNDING:

Five percent of the net proceeds generated each from contract research, contract service and licensing of intellectual property undertaken at each of ICAR Institutes shall go to the staff welfare fund. This net amount of 5% of these proceeds so realized shall be further shared between the respective institute and the ICAR Headquarter in the ratio 3.5% and 1.5% respectively. The proceeds shall constitute the source of the respective Welfare Fund both of the Institute concerned and the ICAR Headquarters.

All applications for assistance under the fund shall be submitted to the Member-Secretary of the Managing Committee who shall process and cause the same to be presented before the Managing Committee for its decision in a time frame manner and with the information and particulars as shall be required by the Managing Committee.

The Managing Committee will meet (i) as frequently as necessary in exigencies of the operation of the Fund that atleast once in every three months (ii) Presence of any three member at least in addition to Chairman shall complete the Quorum.

The term of the present Members of the Managing Committee will be Two Years.


(V. BHAGYA LAKSHMI)
ADMINISTRATIVE OFFICER

31/12/24

Distribution:

- 1) All the above concerned.
- 2) All the Heads of Divisions/Sections, for information and further necessary action. The genuine and only deserving cases may be forwarded to the Chairman, Welfare Fund Managing Committee, Staff Welfare Scheme, ICAR-CTRI, Rajahmundry for consideration and further necessary action.
- 3) Head i/c., ICAR-CTRI Research Station, Guntur/Kandukur/Vedasandur/Hunsur/Dinhata/Jeelugumilli/CTRI-KVK, Kalavacharla/CTRI-KVK, Kandukur for information and further necessary action as per the above instructions
- 4) PPS to DTR/CTRI-IJSC-Members (SS/CJS)/ Adm.I (P.Files-8) /Notice Board.
- 5) The Officer-in-charge, AKMU with a request to upload in CTRI website.