SSB STAFF BENEVOLENT FUND RULES 2002:-

i) **NAME:** This fund shall be called “SSB Staff Benevolent Fund”.

ii) **Objectives:** To afford financial assistance in deserving cases.
   a) To dependents in the case of death of a member.
   b) To members in the case of invalidation or in the event of their suffering any injury or physical disability or unforeseen misfortunes like prolonged sickness, premature retirement etc. Only members who make regular annual contribution to the fund shall be afforded financial assistance from this fund.

iii) **Definitions:**
   a) “Dependent” Means, widow, sons, daughters, stepsons, stepdaughters, minor brother, unmarried/widowed sister, father and mother of the member wholly dependent on the subscriber.
   b) “Fund” means, the SSB Staff Benevolent Fund.
   c) “Year” means, a financial year.

iv) **Membership of the fund:**

Membership of the fund shall be voluntary and will be open to all gazette and non-Gazetted staff (both executive and ministerial) including Bn. Personnel of SSB and staff of PAO, SSB, MHA. The deputationists are also eligible to become members if they are not members of the Benevolent Fund of their parent department. An application in Form-I shall be signed by each person desiring shall cease to be member of the fund but this may be renewed by paying the arrears. The membership of the fund will remain open throughout the financial year after paying the proportionate subscription. Membership will not be allowed to be renewed after occurrence of any casualty, merely for the purpose of getting relief under the scheme. The membership shall be terminated upon
a person ceasing to be an employee of the Directorate General, SSB/PAO SSB MHA.

v) **Register of Members:**

The Governing body and the Regional Committee shall maintain a register of members in Form-II.

vi) **Management of the Benevolent Fund:** Shall vest in a Governing body whose composition will be as shown below:-

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>IG (Admin. Provisioning &amp; welfare), SSB</td>
</tr>
<tr>
<td>Secretary</td>
<td>DIG (Admin.), SSB</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Accounts Officer/Assistant Director, SSB</td>
</tr>
<tr>
<td>Members</td>
<td>09(Nine)</td>
</tr>
</tbody>
</table>

The other members will be from the following ranks:-

<table>
<thead>
<tr>
<th>Rank</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commandant to Assistant Commandant</td>
<td>01</td>
</tr>
<tr>
<td>Inspector to Asstt.Sub-Inspector</td>
<td>01</td>
</tr>
<tr>
<td>Other ranks (ORs)</td>
<td>02</td>
</tr>
<tr>
<td>Area Organizer to Circle Organizer</td>
<td>01</td>
</tr>
<tr>
<td>All NGOs</td>
<td>01</td>
</tr>
<tr>
<td>Lady Members</td>
<td>01</td>
</tr>
</tbody>
</table>

In the case of transfer, death, removal or retirement, the vacancy shall be filled in for the balance of the term by fresh nominations.

vii) **Quorum:**

The quorum for the meeting shall be four. Normally, the Governing body shall meet once in three months.

viii) **The functions of the Governing Body:**
a) The Governing Body shall decide the quantum of assistance to be given in each individual case subject to the limits mentioned below:

**Financial Assistance**

<table>
<thead>
<tr>
<th>Case</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>In case of death</td>
<td>Rs. 25,000/-</td>
</tr>
<tr>
<td>In other cases</td>
<td>Rs. 10,000/-</td>
</tr>
</tbody>
</table>

b) In cases of emergency, the Chairman and one of the two members i.e. Secretary and the Treasurer grant financial assistance subject to the limits fixed in (i) above. Each such grant shall be reported to the Governing Body at its meeting immediately following the date of sanctioning the grant.

ix) **Regional Committee:**

There will be a Regional Committee in each office of SSB and PAO, SSB. The head of the Office shall be the Chairman of the Regional Committee. The Committee shall comprise of Chairman, Secretary and a Member of each rank to be nominated by the Chairman. The functions of the Regional Committee shall be to collect the subscription from the Members, to encourage membership, to implement the decisions of the Governing Body and to intimate to the governing body when relief is due to a member. Four members of the Regional Committee shall form the quorum.

x) **Resignation of membership from the Governing Body/Regional Committee:**

A member who wishes to resign from the Governing body/Regional Committee shall give one month’s notice in writing to the Secretary.

xi) **Source of the fund:**

a) Subscription from Members.

b) Donations from the officers and staff of the SSB & PAO SSB. Donations from private individuals are not to be accepted.

c) Grant from Government.

xii) **Subscription:**
a) The rate of subscription to be paid by all categories of members of the fund will be Rs. 180 per annum to be paid in two installments as under:

i) 1st for the period 1st April to 30th September to be paid in advance by 15th of May.

ii) 2nd installment for the period 1st October to 31st March of the following year to be paid in advance by 15th November. Subscription shall be realized in Cash/Cheque on six monthly basis i.e. subscription from April to September shall be realized in one installment latest by 31st May and from October to March in 2nd installment latest by 30th November each year by the unit concerned. However, the payment for the whole year can also be made in advance in one installment if the member so desires. The subscriptions collected shall be entered against the name and personal account number of the member concerned in a register of subscription. A separate account number will be allotted to each member and his/her name will be entered in a separate page of the ledger. The amount collected by the Regional Committee shall be remitted to the Treasurer, Benevolent Fund immediately.

b) Every Regional Committee shall realize subscription from the members and forward the amount together with a statement showing the names of the members and the amount collected to the Governing Body through Demand Draft/Money order by the 10th April each year. Every Regional Committee will maintain registers of the members and subscription. No subscription shall be deducted from the salaries paid by money order. Recoveries from such salaries shall be kept in abeyance and made at the very first instance when the member receives payment in person. The delay, thus, caused in recovering subscription shall not disqualify a member from the regular category of members.

c) When a member is transferred from one office to another the particulars of the member shall be furnished to the Regional Committee concerned under intimation to the Secretary, SSB Benevolent Fund.

xiii) **Donations:**
Any sum not less than Re. 1 will be accepted as donation.

xiv) **Accounts:**

Proper accounts shall be kept by the Treasurer of the fund.

xv) **Bankers:**

The Bankers of the fund shall be State Bank of India, New Delhi. The Bank account shall be operated by the Treasurer. However, the cheque will be signed by any of the two office bearers i.e. by Treasurer and one of the other two members, namely Chairman or Secretary except that small amounts up to Rs. 1,000/- can be drawn by Treasurer under his single signature. The funds in the Saving Bank Account in excess of normal requirement for payment of financial assistance will be invested in fixed deposits with nationalized banks with the approval of the Chairman keeping in view the safety of assets in the best interest of the fund.

xvi) **Procedure reg. claims for and sanction of relief:**

An application in Form-III relief from the fund shall be sent to the Governing Body by the Regional Committee. The relationship of the dependent to the member will be verified by the Regional Committee. The amount of relief from the fund sanctioned by the Governing Body will be paid to the dependents in the following order:-

a) Wife.
b) Sons/Step Sons.
c) Unmarried and widowed daughters/step daughters.
d) Brothers below the age of 18 years and unmarried or widowed sisters.
e) Father
f) Mother.

xvii) **Remittances of beneficiaries:**
Remittances to beneficiaries shall be made in cash as far as possible by the Treasurer who shall obtain receipt of the amounts paid from the beneficiaries concerned. In cases where it is more expedient, the treasurer may, with the approval of the Chairman adopt other means of remittance. Any incidental expenditure incurred account of money order commission, etc. shall be borne by the fund.

Full amount/subscription deposited by members of the SSB Staff Benevolent Fund at the enhanced rates of Rs. 15.00 per month by each member shall be returned to the members at the time of retirement/repatriation/leaving service but only after the approval of the competent authority is obtained in this regard. The members, shall, however, not be paid any interest on their subscription to be refunded to them at the time of retirement/repatriation to parent department/leaving service or membership of the SSB Staff Benevolent Fund.

xviii) **Auditing of Accounts:**

The chairman of the fund shall appoint a Auditor every year for auditing the accounts of the fund end a copy of the audited accounts will be sent to Ministry of Home Affairs.

xix) **Income and Expenditure Statement:**

An income and expenditure statement together with a balance sheet shall be published and circulated to members every year.

xx) **Indemnity against action etc:**

All members of the Governing body and Regional Committee are absolved from any liability in respect of action. Costs etc. and all other claims made against them for acts undertaken by them on behalf of the fund and found in furtherance of rules and objects of the fund.

xxi) The following amendments have been made by the Governing Body of the fund in various meetings conducted so far.
a) Enhance rate of subscription towards SSB Staff Benevolent fund i.e. Rs. 300/- per month from each member of the fund.

(Authority :- 22th Governing Body)

b) Rs. 8 Lakh is paid to the next of kin of deceased member of the fund.

(Authority :- 22th Governing Body)

c) Rs. 3 lakhs is paid on physical invalidation of 41 to 70%

(Authority :- 22th Governing Body)

d) Rs. 4 lakhs is paid in case of 71% to 100% physical invalidation.

(Authority :- 22th Governing Body)

e) Rs. 2 lakhs is paid in case the physical invalidation is of minor nature but the individual loses his job as a result of it.

(Authority :- 22th Governing Body)

f) The membership of such individuals who do not contribute to Central Welfare Fund or Staff Benevolent Fund for three continuous months, the membership is temporarily suspended and all benefits from this fund stopped his/her membership may be revived only after the individual pays the entire pending subscription amount.

(Authority: - 21st Governing Body)

g) Enhance rate of subscription towards SSB Staff Benevolent fund i.e. Rs. 600/- per month from each member of the fund.

(Authority :- 24th Governing Body)
h) Rs. 4 Lakh is paid as financial assistance in case of Medical invalidation of any degree leading/resulting in loss of job. No compensation if medical invalidation does not lead/result in loss of job.

(Authority :- 24th Governing Body)

i) All sanctions are granted by the Executive Committee of the SSB Staff Benevolent Fund comprising of IG(Admn) (Chairman), DIG(Admn) (Secretary), AD(Wel) (Treasurer).