

Bye Law & Rules of Welfare Committee

WEST BENGAL GRS WELFARE FUND (WBGRSWF)

7.2.1 Objectives:

- a. To provide financial help to economically weaker GRSs and their family if any kind of adverse situation occur, may be due to natural calamities etc.
- b. To provide financial help to economically weaker GRSs for treatment of severe ailments or in case of accidental issues.
- c. To provide financial help at a time to the family of economically weaker GRSs in case of his/her untimely death.
- d. To provide financial help to economically weaker GRSs for Legal Assistance in case of any complications occurring regarding his/her job.
- e. Financial assistance may be given to distressed people during any kind of Natural Calamities or disaster.

7.2.2 Rules & Regulation of Welfare Committee:

- a. West Bengal G.R.S. Welfare Committee will be a part of West Bengal G.R.S. Association but will act separately and independently.
- b. All the official works of WBGRSWF will be conducted by the Welfare Committee and the Committee will operate all the financial matters independently.
- c. As the name suggests, WBGRSWF is and will be the committee solely dedicated for the welfare of the GRSs for the financial assistance as and when any unfortunate situation arises due to health issues or any life-threatening situation occurring due to accident.
- d. Any GRS friend who needs financial assistance under WBGRSWF must be a registered member of WBGRSA who have already paid the membership fees for that particular Financial Year within which he/she is willing to get the financial support.
- e. For getting the financial support one must contact to the representative of WBGRSWF Block level representative, who will initiate the process after informing the District level member of the committee. The district will inform the State committee and monitor the initiation minutely for the financial support.
- f. One must submit enough documents providing evidence, about needing the financial assistance, to the district committee member through the Block level representative for proper process to take place.
- g. The submitted documents will be verified at different levels starting from Block to the district, of the concerned district, and then after proper confirmation, it will be forwarded to the state level for further proceedings.
- h. The GRS receiving the assistance must give, WBGRSWF committee, the name of one Family member representative who must be within the blood relation of his/her, who might be contacted in the due course for the proceedings of assistance.
- i. WBGRSWF committee might ask for the current documents (such as Bills, Prescriptions, receipts for serious Medical illness) as and when required and/or may cross check the case physically if the committee thinks it is necessary.
- j. Any individual must contact with the WBGRSWF committee within 3 months of the incident, if any, for the financial assistance.
- k. If any individual is found guilty of misleading the committee or found intentionally planning to fraud the committee, he/her case shall summarily be rejected immediately followed by cancellation of his/her membership from the WBGRSA and WBGRSWF committee as well.
- l. Matters regarding making decision during financial assistance to GRS or his/her family or any other financial matters related to WBGRSWF will be decided by the Welfare Committee independently and State Committee of WBGRSA will not intervene in these contexts.

- m. The Welfare Committee may ask for any kind of information or may seek any kind of suggestion from the State Committee of WBGRSA if needed.
- n. Only in case of any complications related to administrative or financial problem of WBGRSWF, the State Committee of WBGRSA may take necessary action after approving it in the General Meeting.
- o. After taking necessary decisions related to financial assistance or any other bill payments the Welfare Committee will send the proceedings to the State Committee, WBGRSA and the State Committee will take measures for the payment as per the proceedings. The State Committee may review the proceedings and ask for the necessary data from Welfare Committee before payment.
- p. All the financial part and Audit related issues will be conducted by the State Committee of WBGRSA.
- q. Initially the bank account and PAN card of WBGRSA may be used for WBGRSWF, thereafter a separate bank account may be introduced for smooth functioning of WBGRSWF.
- r. Only valid registered members of WBGRSA will be eligible for any kind of assistance from WBGRSWF.
- s. The Welfare Committee may conduct 03 (three) general meetings in a financial year, the meetings may be conducted along with the general meetings of the State Committee of WBGRSA. All the expenditures related to general meetings of Welfare Committee including travel allowance of Welfare Committee members and administrative expenses will be borne by the Welfare Committee.
- t. The fund of WBGRSWF cannot be used for any kind of activities of WBGRSA in any circumstances.
- u. Separate Cash Book, Registers and Office Pad will be maintained by Welfare Committee.

7.2.3 Committee:

- a. All Designated of this committee will be appointed by Executive Committee of West Bengal G.R.S Association.
- b. Designated posts of Welfare Committee can be changed only in case of valid reason / allegation and after approval made in Annual General Meeting or General Meeting of Executive Committee of West Bengal G.R.S Association.
- c. If any designated resigns from his/her post/job, the Executive Committee may appoint another designated for the same.
- d. The Welfare Committee will be functional for 02 (two) years of term and the Committee may be reformed in every 02 (two) years. The Committee can be reformed before completion of the term of two years in case of valid reasons only.
- e. Apart from Secretary, Joint Secretary, Cashier, Coordinator and Assistant Coordinator, the Committee will consist 02 (two) representative member i.e. District President/Secretary/Coordinator/Convener from each district.
- f. All the members of Welfare Committee will be ex-officio members of the State Committee but any member of the Welfare Committee cannot be a office-bearer of the State Committee or Executive Committee.

7.2.4 Contribution:

- a. Any member of WBGRSA, any GRS, any individual person/employee/Govt or Non-Govt Institution may donate in this fund only through online payment mode at associations' registered website www.wbgrsa.org.
- b. Donation amount ranges from Rs. 100.00 to Rs. 5000.00.
- c. Donation to WBGRSWF may be given several times throughout the year.
- d. The Service Charge & Applicable GST will be borne by WELFARE FUND. No extra cost will be charged on the contributors.
- e. After every successful transaction of donation to WBGRSWF a message to the donors' mobile number will be sent as well as a system generated payment invoice will be mailed to donors' e-mail address within 7 days (max.). Donors' details including name, amount donated will be

- shown in the website.
- f. In case of any rejection the rejected payment will be refunded to donors' account within 7-10 days.
 - g. Only Govt. or Non-govt. institutions can donate to WBGRSWF through cheque. Donation by cheque will not be applicable for any individual/employee/GRS/members of WBGRSA.
 - h. Collection of donations on behalf of WBGRSA/WBGRSWF in offline mode (in cash) and preserving it by any individual is strictly prohibited. Donated amount must be submitted with details through online mode on the same day in case the donor is interested to donate but unable to pay through online mode.
 - i. Any District/Block Committee may collect fund for WBGRSWF but the collected amount must be deposited through online payment mode at association's website with all the required details of the donors on the day or very next day of collection. WBGRSA will have all the authority to take necessary action against any activity contrary to Rules and Regulations as per Indian Penal Code.

7.2.5 Disposal of Claim:

- a. Any claim will be submitted to end of Secretary/Coordinator of this committee through prescribe format with valid documents and bank account details.
- b. The District President/Secretary/Coordinator/Convener or Member of Welfare Committee will verify the claim.
- c. After verification of Claim, the Welfare Committee will fix the Claim/welfare amount with approval of Executive Committee.
- d. After fixing the Claim/welfare amount, the amount will be paid from Welfare Fund through the Executive Committee by NEFT/Cheque.

7.2.6 Bank Account:

Separate bank Account can be opened as per the approval of Executive Committee.

7.2.7 Audit of Accounts:

Audit of Accounts will be done by the Executive Committee in every financial Year.

7.2.8 Meeting:

Meeting of this committee will be done with meeting of Executive / State Committee.

7.2.9 Remuneration:

Same as per rule of Executive Committee.

7.2.10 Travel Cost:

Same as per rule of Executive Committee.