

FOREST WELFARE FUND

BY-LAW 2019



“For strong and secure forester fraternity”

DEPARTMENT OF FOREST AND PARK SERVICES
MINISTRY OF AGRICULTURE AND FORESTS

CHAPTER – I

1. General

1.1 Introduction

- 1.1.1 The Forest Welfare Fund was initiated in October 1985 with the seed money of Nu. 50,000 provided by HRH Prince Namgyal Wangchuck to provide financial assistance to forestry personnel and their family members in times of need.
- 1.1.2 The forest welfare fund can also provide extended welfare schemes in the future depending on the need and financial position. Such fund is expected to instill a sense of fraternity and support for the members in times of loss of a FWF member or his/her family member.
- 1.1.3 The by-law is enacted to govern the operation of the FWF and its membership responsibilities and welfare.
- 1.1.4 The rule shall be called the Forest Welfare Fund by-law and shall be abbreviated as FWF here onwards and shall come into effect from 1st Day of July, 2019

1.2 Objectives

- 1.2.1 Instill a strong sense of fraternity among foresters;
- 1.2.2 Provide financial relief to the members and their direct dependent in times of distress;
- 1.2.3 Extend the welfare scheme in future depending on the financial position of the fund.

1.3 Scope

- 1.3.1 The FWF will cover the death of members, their parents, spouses and children.
- 1.3.2 In future, the welfare can be extended to other exigencies that will be deemed appropriate by the FWF committee.
- 1.3.3 To make the FWF more sustainable, 50% of the total FWF shall be deposited in an interest generating account in a bank which offers higher interest rate.

CHAPTER II

2 Forest Welfare Fund: Membership and contribution

2.1 Membership

- 2.1.1 All permanent and professional employees of the Department of Forests and Park Services (DoFPS) including Elementary Service Personnel (ESP) and General Service Personnel (GSP) working on regular basis for the Department shall automatically become a member during their services tenure with the DoFPS with

effect from the date of their first appointment, as per the Membership Certificate issued under Annexure I.

- 2.1.2 Membership to the FWF is for the entire service life and shall cease on retirement of his/her services with DoFPS with effect from the date of relief from DoFPS. The membership Certificate shall instantaneously become invalid.
- 2.1.3 This retirement may include resignation, superannuation, termination, surplus/compulsory retirement etc.
- 2.1.4 Unlawful claim and deceitful nomination will result in termination of the membership including refund of inadmissible claims and forfeiture of the 75% claim amount.

2.2 Membership contribution

- 2.2.1 At present, all FWF members will make their contributions at the following rates:

Sl no	Position level	Membership Contribution
1	EX/ES1 to EX/ES 3	Nu. 400 per month
2	P1 to P5 and SS level employees	Nu. 300 per month
3	S1 to S5	Nu. 250 per month
4	O1 to O4	Nu. 150 per month
5	ESP & GSP	Nu. 100 per month

- 2.2.2 The contribution shall be deducted at source by the respective Finance personnel and be deposited in the FWF account maintained with the partner financial institution.
- 2.2.3 A copy of the corresponding deposit slip of the membership contribution shall be forwarded by the Finance/accounts officer to the Treasurer and Member Secretary of FWF along with the staff list and amount contributed for updating the FWF database.
- 2.2.4 Anyone joining FWF as per Section 7.2 shall contribute from the date of joining. If he/she was previously a member of FWF but discontinued and applies for membership, his/her previous contribution shall be validated based on the documentary evidences provided and if he/she has not availed any benefits or have been refunded the contribution in partial or full when he/she ceased to contribute to the FWF.
- 2.2.5 In case of a member proceeding for a long duration training/study without regular salary from the Department, he/she shall be allowed to make his absence period contribution in advance or regularize the contribution by paying amount due for the period of non-payment after joining regular service.

Chapter III

Forest Welfare Fund Committee

3. FWF Executive committee

3.1 The Forest Welfare Fund shall be managed by an Executive Committee comprising of the following members:

- | | |
|--|------------------|
| 1. Head of the Department (Ex-officio) | Chairperson |
| 2. Appointee by Head of the Department (CFO) | Member Secretary |
| 3. DoFPS Accounts/Finance officer from AFD
(Ex-Officio) | Treasurer |

3.2 The FWF Executive Committee shall be the governing body in disbursing the financial claims and making any other decision for the scheme.

3.3 Functions of Chairperson

- 3.3.1 The chairperson shall be the overall in-charge of the FWF
- 3.3.2 The chairperson shall plan, direct, coordinate the efficient use of the fund
- 3.3.3 The chairperson shall chair FWF meeting and other proceedings of the Fund

3.4 Functions of the auditors

- 3.4.1 Auditing team shall be appointed by the FWF committee for auditing the FWF accounts and a lump sum amount of Nu.2000 shall be paid for the particular audit period
- 3.4.2 The auditors shall the audit the book of accounts annually to audit the accounts pertaining to contribution and disbursement of the FWF Fund.
- 3.4.3 Auditors shall prepare and submit an audit report within one month's time after completion of the audit that shall be shared with all CFOs for further sharing with all members within their office.

4.1 Function of the Member Secretary

- 4.1.1 The Member Secretary shall maintain the day to day transaction records of the fund particularly related to the deposit and disbursement
- 4.1.2 Member Secretary shall maintain the database of members and their dependents in a stable database system along with a register of records.
- 4.1.3 The Member Secretary shall be one of the signatories to the bank accounts of the scheme

- 4.1.4 He/she shall organize the FWF executive committee meeting when required and shall prepare the agenda, keep minutes and share the outcome of the meetings with FWF members through the chief of the functional and field divisions
- 4.1.5 The Member Secretary of FWF shall be entitled to monthly allowance of Nu. 1000/month

4.2 Function of the treasurer:

- 4.2.1 The treasurer shall maintain the book of accounts of the FWF and shall account for all receipt and payments from the FWF account
- 4.2.2 The treasurer shall be the co-signatory to the operation of bank accounts of the fund
- 4.2.3 The treasurer shall maintain cash book for recording daily transactions and present financial status of FWF during any meeting related to
- 4.2.4 As a form a compensatory remuneration, the treasurer shall be entitled to an amount of Nu.5000/month as a handling fee.

CHAPTER IV

4. Membership benefits

4.3 All members of FWF scheme shall be equal beneficiary irrespective of the contribution and registered member of FWF shall be entitled to the following benefits

4.3.1 A registered member of FWF shall be entitled to a fixed grant amount in-case of death of the member or **death of the direct dependent.**

4.3.2 In case of two or more siblings registered as members of FWF scheme, both the siblings shall be entitled to any fixed grant claim during the direct dependents.

4.3.3 The direct dependent shall mean the parents, spouse and children of the registered member.

4.3.4 The fixed grant amount to be paid depending on different cases are as follows:

Payment case	Amount (Nu.)
Death of registered member	100,000
Death of parents	25,000
Death of Spouse	25,000
Death of Children	25,000

4.3.5 The above grant payment shall remain into effect till amended by the FWF committee

4.4 Claim Procedures

4.4.1 The claimant shall submit the duly filled Annexure III to the office of the Chief Forestry Officer (CFO) of the concerned office along with the death certificate issued by the hospital or letter issued by the Gup certifying the death

4.4.2 In addition to the death certificate or the letter issued by the Gup, the office of the CFO shall verify the following documents

- (i) Whether or not the claimant is a member of FWF, Citizenship identity card of the claimant or the deceased
- (ii) Marriage certificate(MC) in case of the claims made for spouse and for those without MC, a letter from royal court of justice attesting their marriage.
- (iii) Birth Certificate/Health Card in the case of claim being made for the child who is yet to be registered in the Civil registration and Family Tree from the Dept. of Civil Registration & Census reflecting the CID number allotted to the child in the case of claim being made for the child below 15 years of age.

- 4.4.3 CFO's office after verifying all the documents shall forward the claim to the Chairman of FWF. The chairman shall instruct the Member Secretary and Treasurer of FWF to deposit the admissible amount as per clause 4.3.4 of FWF rules in the claimant's bank account and simultaneously notify the concerned CFO and the claimant along with the proof of deposit.
- 4.4.4 In cases where claimant does not have a bank account, the payment shall be made through a cheque or in cash. The claims shall be made within a week of receiving the claim forms or in cases of incomplete documentation, the claims shall be made within two weeks or as early as possible.
- 4.4.5 All claims for the direct dependent shall be made only by the FWF member
- 4.4.6 In case of death of a member, claims shall be made by the any of the direct dependent with a no objection certificate from the other living direct dependent. In the event where the only direct dependent is a minor, a designated nominee certified by the royal court of justice shall process the claim.

CHAPTER V

5. Refund of Membership Contribution

5.1 Member who has not availed any benefits from the scheme

The registered member of FWF is entitled to refund of 75% of his/her total contribution in case of retirement and termination provided they had not availed benefits from the scheme.

5.2 Member who has availed benefits from the scheme

5.2.1 In cases where the member has availed the benefits from the scheme once and his/her total contribution is more than the benefit claimed, he/she shall be entitled to refund 75% of the difference amount.

5.2.2 A registered member who had claimed the benefits more than twice from FWF shall not be entitled to the refund of the contribution.

5.2.3 Member who has availed benefits from the scheme

CHAPTER VI

6. Termination of Membership

Termination of membership from FWF will under following circumstances

6.1 Death of the member

6.2 When the registered member of FWF dies, his/her membership shall automatically cease.

6.3 Separation from service by means of

6.3.1 Superannuation

6.3.2 Voluntary resignation

6.3.3 Termination

6.3.4 Compulsory retirement

CHAPTER VII

7. FWF review and amendment

7.1 To incorporate the socio-economic changes of the country and also to take into account the inflation of the economy, the FWF rules shall be reviewed and amended as and when felt necessary by the members

7.2 The FWF rules shall be reviewed by the FWF committee and endorsement of change in the rules has to be done during the Annual Forestry conference or meeting of all CFO of functional or field divisions.

7.3 The amendment shall be done by two third of the majority during such meetings

FOREST WELFARE FUND MEMBERSHIP CERTIFICATE

(Required under section 2 (a) & 5 (c) of Forest Welfare Fund Rules 4th Edition, 2006)

FWF Membership No.....

1. Name & full address of the member:-

1.1. Address at the time of joining:

.....
.....

1.2. Address on first transfer (if any):-

.....
.....

1.3.Address on 2nd transfer (if any):-

.....
.....

2. It is to certify that this certificate holder become the member of FWF with effect from (date.....)

(Seal and Signature)

.....
.....

.....
.....

Treasurer of Forest Welfare Fund
Date.....

Member Secretary of Forest Welfare Fund
Date.....

ANNEXURE-II

FOREST WELFARE FUND MEMBERSHIP TERMINATION CERTIFICATE

(Required under section 5 (d) of Forest Welfare Fund Rules 4th Edition, 2006)

It is to Notify that Forest Welfare Fund membership of Mr/Mrs./Miss.....
..... (address) holding the FWF
membership Certificate No.....is hereby terminated with effect from (date)
.....as per FWF Rules 4th Edition, 2006. He/she is not entitled for refund
of 75% of contribution remitted in the past as mentioned under Section 5 (a).

(Seal and Signature)

.....
.....
Treasurer of Forest Welfare Fund
Fund
Date.....

.....
.....
Member Secretary of Forest Welfare
Date.....

APPOINTMENT AND TOR FOR SESSION AUDITORS

(Required under Section 27 of Forest Welfare Fund Rules 4th Edition, 2006)

I, in the capacity of the Forest Welfare Fund Committee would like to request the following officials to audit the Forest Welfare Fund account of the last one year.

- 1
- 2
- 3
- 4

We would appreciate if you could cover the following activities/items:

- 1. All type of money transactions with special reference to the cash balance, authenticity of payment, etc.
- 2. Loan repayment schedules.
- 3. All Forest Welfare Fund assets (if any).
- 4. All types of records maintained properly.
- 5. Fund positions and proposal for better management of fund in future.

Further, we would also appreciate if the audit findings could be submitted to the, Secretary, Forest Welfare Fund as early as possible.

We will be very glad to pay you the working fee as prescribed under Section 27 of this Forest Welfare Fund Rules 5th Edition, 2019.

Yours sincerely,

(Name.....)

Date:

Seal of the Chairman
FWF Committee