

A.P. EMPLOYEES WELFARE FUND

1. Andhra Pradesh Employees Welfare Fund Rules were constituted by the Government. in the G.O. (P) No. 173 dt. 28-5-1980 for various welfare activities of the members of the fund.

2. Eligibility for membership :

The membership of the fund shall be compulsory to all State Government and local bodies employees. Every member of the fund shall contribute a sum of Rs. 20/- in the salary of March payable in April each year. The newly appointed employee should contribute a sum of Rs. 50/- for the first time and Rs. 20/- every year as usual.

The contributions made by the members to the fund as indicated above shall be credited to the following head of account.

8121 - General and other Reserve Fund.

117 - Employees Welfare Fund (AP State)

3. **Purposes for which the loans shall be granted :** The assistance from the fund in the form of the loans or grants shall be extended broadly for medical and educational purposes, ceremonies and other rituals in the family.

No loan or grant from the fund shall be admissible for purposes of construction, extension or repairs of houses.

The District level committees can sanction loan amount upto maximum amount of Rs. 5,000/- only in any one case for the purposes mentioned above. No grant should be sanctioned.

4. **Administration of the Fund :** The Fund shall be administered by the state level committee and also by the District level committee.

The member Secretary -cum-Treasurer shall be the convenor of the committees.

5. Modification of accounting procedure for sanction and recovery of loan, interest amount to employees through the pay bill orders were issued in G.O. (P) No. 404, dated. 30-7-2001 and G.O.Ms.No. 730 dt. 4-12-2001.

A) **Funds allotment :** As per new procedure the state level committee shall allot the funds from the Budget Provision made under Head of Account MH 8342 other deposits - 120. Miscellaneous deposits SH - (08) Deposits of interest on employees welfare fund matching contribution equivalent to interest earned on the employees welfare fund to the district level committees for the sanction of loans to the employees.

B) **Sanction of Loans :** Based on the applications received with the recommendations of the DDOs, the District Level Committee or the State Level Committee, as the case may be, may sanction loans to such applications from the amount allotted by issuing proceedings duly indicating that the amount so sanctioned shall be drawn and paid to such applicants by the drawing and disbursing officer concerned.

C) **Drawal of Loan :** The DDO shall prepare the bills on APTC form 40 and present the bills at the treasury.

The expenditure towards the sanction of loans to the employees shall be debited to the head of account.

MH 8342 other deposits

120 Misc. deposits

(08) deposits of interest on EWF

001 Loans to Government employees

002 Loans to Panchayatraj employees

003 Loans to Municipal / Corporate Employees

The recovery of principal and interest including arrears from the loanees shall be credited to the respective of Heads of Accounts mentioned above.

- D) Responsibility for Watching Recoveries : The Drawing and Disbursing Officer concerned shall recover the instalments of Loan of Interest as the case may be from the pay bill of the loanee and enclose the schedule of recovery to the pay bill submitted to the treasury. The drawing officers have to maintain the individual loan ledger account of the Loanee.

The District Treasury Officer / Sub Treasury Officer shall watch the recovery position as and when the bills are presented by the DDO, in case any loan installment is not recovered by the DDO. The District Treasury Officer / Sub Treasury Officer will dis-allow the salary bill of the particular employee. The Treasury Officer shall request the DDO to recover the loan amount by preparing and submitting a separate for that particular employee at a later date.

- e) When any employee is transferred from the control of DDO to another, the EWF dues shall be recorded in the LPC of the individual.