

वनविभागातील अधिकारी/कर्मचारी यांचेसाठी  
वनकल्याण निधी सुरु करणेबाबत.

महाराष्ट्र शासन  
महसूल व वन विभाग  
शासन निर्णय क्रमांक :- एफएसटी-१३०५/प्र.क्र. ४४८/फ-४  
मंत्रालय, मुंबई-३२  
दिनांक :- १.०८.२००६

वाचा :-

१. शासन निर्णय, महसूल व वन विभाग क्र.एफडीएम/१४७५/१३२१४०/फ-४,  
दिनांक २४.३.१९८०
२. अपर प्रधान मुख्य वनसंरक्षक (मानव संसाधन व्यवस्थापन व प्रशासन) महाराष्ट्र  
राज्य, नागपूर यांचे पत्र क्र.कक्ष-६/आस्था/१/३२०/दि.२०.७.२००५
३. अपर प्रधान मुख्य वनसंरक्षक (मानव संसाधन व्यवस्थापन व प्रशासन) महाराष्ट्र  
राज्य, नागपूर यांचे पत्र क्र.कक्ष ७/आस्था/१/प्र.क्र.४२/९८, दि.१९.११.२००५
४. शासन पत्र समक्रमांक दिनांक २१.०३.२००६
५. अपर प्रधान मुख्य वनसंरक्षक (मानव संसाधन व्यवस्थापन व प्रशासन) महाराष्ट्र  
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६. अपर प्रधान मुख्य वनसंरक्षक (मानव संसाधन व्यवस्थापन व प्रशासन) महाराष्ट्र  
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प्रस्तावना :-

वनविभागातील वर्ग-३ व वर्ग-४ संवर्गातील कर्मचा-यांना आकस्मिक प्रसंगी शिक्षण वैद्यकिय उपचार व इतर प्रयोजनासाठी त्यांच्या आर्थिक स्रोतास पुरक मदत देण्यासाठी शासन निर्णय, महसूल व वन विभाग क्रमांक एफडीएम-१३७५/१३२१४०/फ-४, दिनांक २४ मार्च १९८० अन्वये महाराष्ट्र राज्य वन कर्मचारी कल्याण निधीची स्थापना करण्यात येवून त्याबाबतचे नियम तयार करण्यात आले आहेत, सदर निधीचे उद्देश, सभासदस्यत्व, स्रोत व निधीबाबत विविध केंद्रीय व विभागीय समितीचे अधिकार / वर्गणी जमा करणे किंवा ठेवणे इत्यादीबाबत विस्तृत नियम त्यामध्ये निश्चित केले आहेत.

उपरोक्त शासन निर्णयान्वये कल्याण निधी विविध विभागीय/वृत्त स्तरावर निर्माण करण्यात आला. काही ठिकाणी हा निधी / कोषातून अधिकारी/कर्मचारी यांचेवर नैसर्गिक आपदा, अकाली/आकस्मिक मृत्यू/अपघात यासारख्या घटना घडल्यास वापरला जात असे तर काही ठिकाणी क्रिडा, सांस्कृतिक कार्यक्रमाचे आयोजन यासाठी या निधीचा उपयोग केला जात असे. अशा विविध कारणांसाठी या कल्याण कोषाची निर्मिती वनविभागात वेगवेगळ्या स्तरावर वेगवेगळी उद्दिष्टे साध्य करण्यासाठी होत गेली. परंतु काही कालावधी लोटल्यानंतर या योजनेचा जरूर तो पाठपुरावा होवू न शकल्याने ही योजना कालांतराने खंडीत झाली.

तथापि, सदरहू निर्णयातील कलम-२२ मधील तरतूदीनुसार सदरहू निधीचे निरसन करण्यात आलेले नाही. त्यामुळे सदरहू निधीचे पुनर्जीवन करण्याचा प्रस्ताव शासनाचे विचाराधीन होता.  
शासन निर्णय :-

महाराष्ट्र राज्य वनकर्मचारी कल्याण निधी नियम १९८० दि.२४.०३.१९८० च्या शासन निर्णयात सदस्यत्व,वर्गणीचे दर, केंद्रीय समितीची संरचना यासह आवश्यकतेनुसार नियमात योग्य त्या सुधारणा करून खंडीत झालेल्या वनकल्याण निधी नियम १९८० चे पुनर्जीवन करण्यास शासनाची मान्यता देण्यात येत आहे. सुधारीत नियम हे वन मजुरापासून ते प्रधान मुख्य वनसंरक्षक दर्जाचे सर्व अधिकारी/कर्मचारी यांना सारखा लागू राहणार असून सदरहू वनकल्याण निधी सर्व सदस्य आणि त्यांचे कुटुंबिय यांचे कल्याणकरीता वापरण्यात येणार आहे. याबाबत अपर प्रधान मुख्य वनसंरक्षक (मानव संसाधन व्यवस्थापन व प्रशासन) महाराष्ट्र राज्य,नागपूर यांनी सुचविलेल्या सुधारणांचा महाराष्ट्र राज्य वन कर्मचारी कल्याण निधी नियम १९८० मध्ये समावेश करून त्याप्रमाणे सोबतच्या परिशिष्ट"अ" येथील सुधारीत नियमास या शासन निर्णयान्वये शासनाची मंजूरी देण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावाने,

सोबत : परिशिष्ट "अ"

सही/-

(विजय पाटील)

कार्यासन अधिकारी

महसूल व वन विभाग

प्रति,

१.प्रधान मुख्य वनसंरक्षक,महाराष्ट्र राज्य, नागपूर

२.प्रधान मुख्य वनसंरक्षक (वन्यजीव), ,महाराष्ट्र राज्य, नागपूर

प्रतिलिपी :-

१.सर्व अपर प्रधान मुख्य वनसंरक्षक

२.सर्व मुख्य वनसंरक्षक

३.सर्व वनसंरक्षक

४.संचालक, सामाजिक वनीकरण, पुणे

५.सर्व सहसंचालक,सामाजिक वनीकरण

६.सर्व उपसंचालक,सामाजिक वनीकरण

७.सर्व उपवनसंरक्षक

८.वनविभागातील सर्व कार्यासने

९.निवड नस्ती फ-४ कार्यासन,महसूल व वन विभाग.

**MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND**  
**RULES**

(Prescribed under the, Government Resolution, Revenue and Forests Department, No. FDM/1475/132140/F-4, Dated 24/3/80 and revised vide Government Resolution, Revenue and Forests Department, No. FDM/1475/132140/F-4, Dated / /06)

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1.(i) **TITLE** :- The fund shall be called " The Maharashtra State Forest Employees Welfare Fund". The rules shall be called "The Maharashtra State Forest Employees Welfare Fund Rules,(revised) 2006".

(ii) **COMMENCEMENT**: - These rules shall come into force with effect from the 5th June 2006.

**2. THE OBJECTS OF THE FUND**

i) The primary object of the Fund is to introduce and adopt measures for the welfare of the employees of the Forest Department, Social Forestry Department of the State of Maharashtra and members of their families as defined in Rule 9 of the Maharashtra Civil Service Rules. The Fund is a benevolent fund contributing towards / intended for the benefit of its members to the maximum extent the resources permit and is based on the principle of mutual help and cooperation.

ii) Assistance from the Fund shall be provided to its members

(a) to meet expenses in connection with emergencies such as accident, sudden demise through the insurance cover.

(b) to provide interest free loans as a stop gap arrangement till official advances or medical bills are sanctioned to meet the expenses related to urgent medical check up, treatment/ operation. These loans shall be recovered from the medical advances/ bills/salary within a period of six months. If the interest free loan is not repaid within the six month period, interest @4% per annum shall also be recovered from the member.

(c) to conduct general medical checkup camps / blood donation camps ( for ensuring availability of blood to the members in the need of hour).

(d) to rehabilitate the medically invalidated needy members/dependents /orphaned members of families through vocational training, /educational support etc.

(d) to carry out other welfare activities as decided by the Management committee .

3.(a) **APPLICATION OF THESE RULES:**

These rules shall apply to all the employees of the Forest Department, Social Forestry Department of the State of Maharashtra.

(b) **MEMBERSHIP:** -

- (i) The membership to the Fund shall be voluntary.
- (ii) The employees, to whom these rules are applicable shall make an application for his enrolment as a member of the fund in the prescribed form (appendix - I), to the Chairman of the Executive Committee mentioned in Rule 6 (c) herein after.
- (iii) A member of the fund can continue to be a member so long as he/she is in employment of the Government of Maharashtra.
- (iv) A member of the Fund, on leave or on deputation or under suspension, shall continue to be a member, so long as he holds a lien on a post in the Forest Department/SFD and continues to subscribe regularly to the Fund in his posted Division/Office.

4. **SOURCES OF INCOME**

The sources of income for the Fund shall comprise :-

- (i) The existing balance in the MSFEWF.
- (ii) **Half yearly subscriptions** from the members.  
Subscriptions shall be collected from all the members of the Fund at the rates decided by the Management committee.  
The subscription for the year 2006-07 will be collected at the following rate.

CADRE	RATE OF ANNUAL SUBSCRIPTION		
	Subscription	Personal Accident Insurance Scheme Subscription	Total
All	Rs. 200/-	Rs. 160/-	Rs.360/-

Note: Maximum Insurance coverage under the above scheme is Rs.4 lakhs. Insurance premium for the subsequent years will be collected at the rates quoted by the insurance provider. Premium will not be collected if insurance is not provided in any particular year.

- (iii) Grants sanctioned by the Government.
- (iv) Donations received from individuals / Registered Societies / Organizations/others

Donations equivalent to two days of salary received from the members

- (v) Income from concerts/shows/exhibitions etc .70 % of the profit received from the concerts will be used for the welfare of the members of the organizing circle and the rest 30% will be deposited in the central fund.

- (v) Part of the annual profit received by the enterprizes established with the financial help from the Fund as per the condetions of the loan agreement.

5. **ADMINISTRATION OF THE FUND**

a) The fund shall be administered in accordance with the approved rules under the guidance of the Management Committee consisting of

- 1)Principal Chief Conservator of Forests, M.S. Nagpur  
Ex Officio Chairman
- 2)Principal Chief Conservator of Forests,(WL) M.S. Nagpur  
Ex Officio Vice Chairman
- 3) Director,SFD,Pune  
Ex Officio Member
- 4)Addl. Principal Chief Conservator of forests (H.R.M. & Admn.)  
Ex Officio Member
- 5) Chief Conservator of forests (H.R.M.)  
Ex Officio Member-Secretary

6) Nominated Members 9 members

**NOTE:** - The Chairman of the Management shall nominate members mentioned at Sr.Nos.7 above from the cadres viz., D.F.O/Asst.conservator of Forests/R.F.O/Superintendent/Chief Accountant / Clerk / Forester / Forest Guard/Peon etc

**NOTE** :- Quorum for the meetings of the Management Committee shall be not less than two third of the total number of the members on the committee.

(b) All moneys of the Fund shall be credited to the Saving Bank Account opened at State Bank of India /any other Nationalized Bank in the name of the Fund at Nagpur

(c) The Member Secretary to the Executive Committee shall act as representative of the Fund in all suits for and against the Fund.

**NOTE** :- (i) All members of the Management Committee of shall be honorary and shall not be entitled to any remuneration.

(ii) The members of the Management Committee of shall bear the expenditure incurred on attending the meetings of the Committee except those mentioned at Sr.No.6 in whose respect, the expenditure shall be borne by the Management Committee

(iii) Joint / Deputy Secretary (Forests), Revenue & Forests Department in charge of establishment matters of Forests Department may attend the meetings of the Management Committee as an observer of the Government.

**6. (a) FUNCTIONS OF THE MANAGEMENT COMMITTEE**

(i) The Management Committee shall exercise all powers, for the administration of the Fund, consider and pass orders on suggestions and proposals referred to it by the Executive Committee /Divisional Committees/ members. The Management Committee shall also issue necessary directives to the Executive Committee /Divisional Committees for administration of the Fund.

(ii) The Management Committee may make bye-laws and issue guidelines for regulating the collection of subscriptions, donations and contributions, maintenance of accounts , investment of money, the amounts to be distributed annually in relief ,the submission and settlement of claims and other matters pertaining to the MSFEWF generally giving effect to the objects of the Fund and its rules.

**(b) MEETINGS OF THE MANAGEMENT COMMITTEE:**

The Management Committee shall normally meet once in a year or as and when necessary as determined by the Chairman, to dispose of all business connected with the management of the Fund.

**(c) DELEGATION OF POWERS BY THE MANAGEMENT COMMITTEE :**

The Management Committee may delegate powers of day to day management and any such powers , it may consider fit to the Executive Committee consisting of

- |  |                              |
|--|------------------------------|
| 1) Addl. Principal Chief Conservator of forests (H.R.M. & Admn.) | Ex Officio Chairman          |
| 2) Chief Conservator of Forests (Personnel)                      | Ex Officio Member            |
| 3) Chief Conservator of Forests, Admn (WL)                       | Ex Officio Member            |
| 4) Chief Conservator of Forests (H.R.M)                          | Ex Officio Member- secretary |
| 5) Joint Director (SFD) Nagpur                                   | Ex Officio Member            |
| 6) Conservator of Forests (H.R.D)                                | Ex Officio Treasurer.        |

**NOTE** :- Chairman and any three members shall constitute the quorum for the meetings of the Executive Committee to dispose of claims. In the absence of the Chairman, senior most member of the committee shall chair the meetings.

#### **d) FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The Executive committee shall handle all the matters pertaining to the Fund on behalf of the Management Committee and

- (a) settle the claims that are pending adjudication,
- (b) decide all applications for loans and gratuitous relief ,
- (c) grant and recover loans to/from the members of the Fund,
- (d) take steps to provide amenities, to the maximum extent the resources permit to the members ,
- (e) place such funds at the disposal of the Divisional Committees so as to enable them to grant immediate relief in urgent cases.
- (f) appraise and obtain sanction of the Management Committee periodically for the actions taken by it etc.

#### **7. DIVISIONAL COMMITTEES :**

In addition to the Management/Executive Committee, there shall be, in each Division/office , a Divisional Committee consisting of

- |     |   |                       |
|-----|---|-----------------------|
| (a) | The Head of the Office                              | Ex-Officio- Chairman. |
| (b) | A Range Forest officer posted at HQ                 | Member-secretary      |
| (c) | Disbursing officer of the Office                    | Ex-Officio-Treasurer  |
| (d) | A Forester or Forest Guard<br>or class III employee | Member                |
| (e) | A class IV employee                                 | Member                |

Chairman and any two members shall constitute the quorum for the meetings of the Divisional Committee to dispose of claims.

#### **NOTE : I :**

Members mentioned at (b), (d) and (e) above shall be nominated by the chairman of the divisional committee concerned. The expenditure incurred on attending the meetings shall be borne by the Divisional Committee.

#### **NOTE : II :**

For the purpose of formation of Divisional Committees, the offices of the Principal Chief Conservator of Forests, M.S.Nagpur, Director, SFD Pune, Chief Conservator of Forests/Conservator of Forests (Territorial/Functional/Wildlife), and Joint Directors SFD, should be considered as a Divisional Units.

**NOTE : III :**

The Divisional Committees of the offices of the Principal Chief Conservator of Forests, M.S. Nagpur/ Director, SFD, Pune shall consist of

1) CF (Hq) / JD(Admn)	Chairman
2) Administrative officer / AD(Accounts)	Member-Secretary
3) Asst.R.U .O / PO	Member
3) Desk officer D-13/ Chief Accountant	Treasurer
5) A group III employee / Acct	Member

**8. DUTIES OF THE DIVISIONAL COMMITTEES:**

It shall be the duty of each Divisional Committee subject to such rules as may be framed by the Management Committee to,

- i) collect and forward to the Executive Committee all subscriptions and donations received,
- ii) investigate and forward along with recommendations to the Executive Committee all applications for assistance, loan and gratuitous relief,
- iii) settle the claims in accordance with the powers vested in it
- iv) pass and forward the Divisional accounts to the Executive Committee and
- v) dispose of any other business that may be referred to it by the Executive Committee.

**9. ELIGIBILITY FOR BENEFITS:**

All members of the Maharashtra State Forest Employees Welfare Fund and their dependents are eligible for the benefits of the Fund. If any member fails to pay the subscription before 30th of April / 31st of October of the year, he/she will not be eligible for any benefits during the financial year in question. Any person who is not a member of the Fund, whether such person is otherwise associated with the Fund or not, is not eligible to get the benefits of Fund.

**10. QUALIFICATIONS FOR BENEFITS:**

In deciding priority of claims to benefits, on a case to case basis, the Executive Committee shall take into consideration -

- (a) Urgency of the need of the applicant.
- (b) the circumstances of the family of the subscriber.
- (c) the length of service of the subscriber.
- (d) genuineness of purpose, and other relevant information pertaining to the claim / economic condition of the member/dependents



- (e) The quality of the service the subscriber has rendered.
- (f) Track record of payment of subscriptions.

## **11. COLLECTION OF SUBSCRIPTIONS AND DONATIONS:**

### **(a) SUBSCRIPTIONS :**

- (i) Every member of the Fund (Vide rule 3) shall subscribe to the Fund at the rates shown in rule 4 (ii) above.
- (ii) Subscriptions shall be payable in the first fortnight of April/October of that year but not later than 30th of April/31st of October. Thereafter subscription will not be accepted for the year.
- (iii) The Divisional Committees shall make arrangements for the collection of subscriptions in their divisional units. Each disbursing officer shall collect the subscriptions while disbursing the salary / leave salary. The Head Clerks or employees, in the offices of the Divisional Units who have been declared as disbursing officers, shall collect the subscriptions from the members of the Fund working in their offices at the time of disbursing the salary or leave salary of March paid in April. A "Demand Register" in Form No. II, as shown in appendix II, shall be maintained by the disbursing officers responsible for the collection of the subscriptions. Separate receipts shall be issued to all the members in Form No. III as shown in Appendix III. The disbursing officers shall remit the amounts within seven days to the Chairman of the Divisional Committee with a cash memo in Form No. IV, as shown in Appendix IV, along with a true copy of the Demand Register for the period concerned. The Chairman of the Divisional Committee shall acknowledge the receipt of the amounts in Form No. V, as shown in Appendix V. The Inspecting Officers shall check the Demand Register at the time of the annual inspections and make sure that the recoveries to the Fund have been correctly effected.
- vi) Only printed receipt books and cash books supplied by the Member Secretary of the Executive Committee shall be used and be valid.

### **(b) DONATIONS :**

- Donations from individuals/ /Registered Societies/ Organizations/others may be accepted both in cash/kind (eg. Forest/wild life protection equipment, vehicles etc) subject to prior approval by the Executive Committee. Every officer, collecting donations on behalf of the Fund, shall issue a receipt for the same in Form No. VI as shown in Appendix VI, from printed receipt books supplied by the Member Secretary of the Executive Committee.
- (c) A list of donations shall be published in the annual report of the Fund.
  - (d) With a view to supplement the income of the Fund, from time to time, but not more than twice in a year, the Executive Committee may organize programmes of concerts, shows and participate in exhibitions.

**NOTE** : Members or office bearers of the Fund shall not exert any pressure or use their official position for collection of contribution or donations to the Fund from any individuals/ /Registered Societies/ Organizations/others.

Any canvassing for subscription or donations of the Fund is strictly prohibited.

## **12. LIMITATIONS OF BENEFITS AND INVESTMENTS:**

The Management Committee shall regulate the quantum of annual benefits to the members depending on the financial position of the fund. Any surplus sums which are not allotted in benefits, less any unavoidable expenditure incurred, shall be invested in approved financial instruments with the permission of the Management Committee by the Member Secretary. Such securities, stocks, instruments or certificates shall be kept in the Custody of the State Bank of India.

## **13. ACCOUNTS OF THE FUND**

The Accounts of the Fund shall be maintained by the Staff under the Conservator of Forests (HRD) Nagpur who is, the Treasurer of the Fund. The Management Committee shall fix, from time to time, the staff required and remuneration, if any to be paid to them. A Saving Bank Account shall be opened in State Bank of India /Nationalized bank and the Member Secretary and the treasurer of the Executive Committee shall operate this account jointly /individually as per the exigency under the orders of the Executive Committee . The treasurer of the Executive committee shall maintain a cash book in printed form and all transactions on accounts of the Fund shall be promptly recorded in that cash book. The accounts of the fund shall be audited by the Principal Chief Conservator of Forests, Maharashtra State, Nagpur annually once preferably in month of May. In addition, these accounts shall be audited by the Local Audit Department of the Government of Maharashtra i.e the Chief Auditor, Local Fund Accounts ,Mumbai. The Chairman of the Executive Committee shall be responsible for the audit of the Fund and shall take effective action on the audit reports in accordance with the directions issued by the Management committee.

## **14. ACCOUNTS OF THE DIVISIONAL COMMITTEE**

i) Each Divisional Committee shall open Saving Bank Account with State Bank of India /Nationalist Bank and credit all the moneys of the received from the Executive Committee in the respective accounts . The Accounts of the Divisional Committee shall be jointly/singly operated by the chairman and the Treasurer of the Divisional committee as per the exigency. Treasurer shall maintain a cash book in the printed form supplied and all transactions on

account of the Fund shall promptly be recorded in that cash book. Treasurer shall give a full account of all receipts and expenditure of the previous financial year in Form No.VII as shown in Appendix VII and shall send the same to the Management Committee by 30 April Every year. The Divisional Account shall show:-

- a) Balance on 1 st April of previous year.
- b) Donations.
- c) Subscriptions from members
- d) Interest.
- e) Money order Commission
- f) Relief paid.
- g) Miscellaneous expenditure.
- h) Account remitted to Management Committee.
- i) Balance in hand at the close of the year.

During the annual office inspection, the inspecting officer/Chief Conservator/ Conservator shall audit the Divisional accounts. The Chairman of the Divisional Committee shall be responsible for the audit of the fund and will take effective action on the audit reports.

(ii) The fact and date on which an employee becomes a member or ceases to be a member of the Fund shall be noted in the service Book of an employee under the signature of Chairman ,Divisional committee.

(iii) The date of payment of the last subscription shall be noted in the last pay Certificate of any subscriber who had been transferred.

#### **15. HONORARIUM:-**

The staff which is required to maintain the Accounts of Divisional and Executive committees, may be granted an honorarium at the rate that may be fixed by the Management Committee.

#### **16. INVESTIGATION OF CLAIMS BY THE DIVISIONAL COMMITTEE:-**

All applications shall in the first instance be investigated by the Divisional Committee and if the Divisional Committee finds that such applications come within the scope of the Fund, it shall forward the same with a full statement in each case, in the forms prescribed for the purpose, to the Executive Committee for disposal. Each application shall be signed in endorsement by at-least three members of the Divisional Committee.

**Note:- i)** All applications for gratuitous and non- gratuitous relief shall be addressed to the Chairman of Divisional Committee within whose Jurisdiction

the member is or was serving immediately before the incident necessitating the relief took place.

ii) Applications for gratuitous relief shall be made in Form No. VIII and for non-gratuitous relief in Form-IX as shown in Appendix VIII and appendix IX respectively.

iii) Before receiving the amount of non-gratuitous relief, the member shall execute an agreement in form no. X as shown in Appendix X.

**17. PROCEDURE FOR PAYMENT OF BENEFITS/LOANS**

Payments to the beneficiaries shall be made in cash / by cheques. It would be necessary to obtain the consent of the beneficiaries regarding mode of payment.

**18. EMERGENCY POWERS OF DIVISIONAL COMMITTEE:-**

Each Divisional Committee may advance up to Rs.5000/- from the Fund at its disposal to meet urgent cases of distress among the dependents of the subscribers of the Fund. The Divisional Committee shall then report the action taken to the Management Committee, for approval. The Executive Committee shall then adjust this amount in the first installment of the loan /relief. The Divisional Committees are not authorized to incur expenditures on printing . All printing necessary in connection with the Fund shall be arranged for and carried out by the Member Secretary in accordance with the instructions of the Management Committee.

**19. REFUND OF SUBSCRIPTIONS:-**

No refund of subscriptions shall be admissible at any time to member subscribers.

**20. DECISIONS OF THE MANAGEMENT COMMITTEE TO BE FINAL:-**

The decision of the Management Committee on all matters connected with the interpretation of the Rules of the Fund and the adjudication of all claims shall be final.

**21. PUBLICATION OF ACCOUNTS:**

A statement of accounts of the Fund, as passed by the Management Committee together with a report on its working ,shall be submitted annually to the State Government as an appendix to the Annual Administration Report of the Forest Department. This statement shall show separately the amounts received in Subscription / Donation , the amounts distributed in benefits to the dependents of all members etc .

**22. ALTERATION OF RULES:-**

No change shall be made in the rules save by the consent of a two-thirds majority of members of the Management Committee and subject to the previous approval of the Government.

**23. DISSOLUTION:-**

The fund shall not be dissolved without previous approval of the Government and unless three fourth of the members of the fund have expressed a wish for such dissolution by their votes delivered in person or by proxy at the meeting convened for this purpose.

APPENDIX - I (See rule 3 (b)) Form No. I  
**THE MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND**  
From of application for membership.

To

The Chairman,  
Executive Committee,  
Maharashtra State Forest Employees Welfare Fund  
Nagpur.

Dear Sir,

I (name in full)-----  
designation ----- working in Division/Office of -----  
request you to enroll me as a member of the Maharashtra State Forest  
Employees Welfare Fund. I have read the Maharashtra State Forest Employees  
Welfare Fund Rules 2006 . I agree to abide by the rules of the Fund in force  
from time to time. I agree to subscribe towards it in accordance with the rules  
of the Fund in force. I give my consent to the deduction from my pay ,which I  
am or may be drawing, the subscription payable by me in the first fortnight of  
April every year at the time of payment

Yours faithfully

Place :

Date :

Signature,  
Name and designation  
of the applicant.

-----  
No of  
Forwarded to the Chairman, Exertive Committee , Maharashtra  
State Forest Employees Welfare Fund, Nagpur for necessary further action.

Place :

Date:

Chairman  
Divisional Committe  
MSFEWF  
-----Division

Shri -----  
of ----- is hereby enrolled as a member of the  
Maharashtra State Forest Employees Welfare Fund.

Place : Chairman  
Executive Committee,  
Date: Maharashtra State Forest Employees Welfare Fund  
Nagpur

-----  
No of

Returned to the Chairman, Divisional Committee, Maharashtra  
State Forest Employees Welfare Fund, ----- Division, for record.  
2. Subscriber No. ----- is allotted to the above applicant. In future  
correspondence pertaining to the applicant the above number should please be  
cited.

Place : Secretary  
Nagpur Executive Committee,  
MSFEWF

-----

APPENDIX - II (See rule 11 (4)(v)) From No. II  
Maharashtra State Forest Employees Welfare Fund  
 Demand - Register.

Division :- \_\_\_\_\_ Range :- \_\_\_\_\_  
 Subscription towards Maharashtra State Forest Employees Welfare Fund for the  
 year ending 31 st March 200

Sr.	Names of member	Designation	Amount subscription collected.		Amount remitted to the Chairman		Remarks
			Amount in Rs.	Receipt No /date	Amount in Rs	Chairman Acknowledged receipt No/date	

APPENDIX - III  
 (See rule 11 (4)(v)) From No. III  
Maharashtra State Forest Employees Welfare Fund.

Book No. ----- Division :- \_\_\_\_\_  
 Receipt No. ----- Range :- \_\_\_\_\_  
 Demand Register No. -----  
 Dated :- \_\_\_\_\_  
Subscription Receipt  
 Received Rs ----- (in words) -----

-----  
 from Shri ----- on account of subscription for  
 the Maharashtra State Forest Employees Welfare Fund for the period from 1 st  
 April 200 to 31 st March 200

Signature,  
 Name and Designation of the Officer  
 collecting the subscription



APPENDIX - IV (See rule 11 (4)(v)) From No. IV  
Maharashtra State Forest Employees Welfare Fund.  
Cash Memorandum

Sr. No. ....

To,

The Chairman,  
Divisional Committee,  
Maharashtra State Forest Employees Welfare Fund

Sir,

I send herewith an amount of Rs. -----(in words) -----  
-----on account of subscription for the Maharashtra  
State Forest Employees Welfare Fund collected from the members for the period  
from 1 st April 200 to 31 st March 200 . Kindly acknowledge receipt.

Yours faithfully

Date .....

Signature, Name and  
Designation of the Officer  
Collecting the subscription

APPENDIX - V (See rule 11 (4)(v)) From No. V  
**MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND.**  
Acknowledgement receipt

Credit entry No. ----- dated -----  
Received Rs.----- (in words-----  
-----) on account of Maharashtra State Forest Employees Welfare  
Fund subscriptions for period from 1 st April 200 to 31 st March 200 from  
Range Forest Officer/Head Clerk/Accountant -----

Cashier

Chairman  
Divisional Committee,  
MSFEWF

To,

Range Forest Officers/ Head Clerk/Accountant

APPENDIX - VI  
(See rule 11 (B))

Form No. VI

**MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND**  
Money Receipt

Book No. -----  
Receipt No. -----

:

Division : ----- Range ----- Dated -----

Received with thanks Rupees (in words) -----  
from Shri ----- as donation to the  
Maharashtra State Forest Employees Welfare Fund.

Rs. (in figures) :- -----

Signature, Name and  
designation of the Officer  
Collecting the donation.

APPENDIX - VII (See rule 14(i)) Form No. VII  
MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND.

Annual Statement of Receipts and Expenditure for the year ending -----  
of the Divisional Committee-----.

**Receipts**

Sr.No	Particulars	Amount Rs.	Total Rs
1.	Balance on 1st April		
2.	Receipts from the Executive Committee		
3.	Subscriptions from members		
4.	Donations		
5.	Interest.		
6.	Miscellaneous		
	Total Receipts		

**Expenditure**

Sr.No	Particulars	Amount Rs.	Total Rs
1)	Amount disbursed as gratuitous relief.		
2)	Amount remitted to the Exertive Committee.		
3)	Charges on the account Sent. a) By Bank drafts- b) By post -		
4)	Advances made under Rule 20 -		
5)	Honorarium paid.		
6)	Miscellaneous -		
	Total Expenditure Rs :-----		

Case Balance Rs :-----

Grand total Rs :-----

Certified that the cash balance in my hand on -----amounted by actual count to Rs. ----- as shown in the Case Book and I am personally responsible that the said balance was actually in my custody.

Chairman,  
Divisional Committee,  
----- Division.

APPENDIX - VIII  
(See note ii Under Rule 16) Form No. VIII  
**MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND.**  
Application for gratuitous relief

For Shri/ the family of ----- late  
----- of the ----- Division,  
submitted by-----

Particulars of Applicant / Deceased

1. Name.
2. Designation at the time of accident/death.
3. Length of service.
4. Circumstances of Accident/death.
5. Pay at the time of Accident/death.
6. Date of accident/death.
7. Date from which the applicant/deceased had subscribed to the fund.
8. \*Was he a subscriber at the time of accident/death?
9. Is/Was his life insured and if so for how much?
10. Is/Was he a subscriber to the General Provident Fund and if so what amount he had subscribed.
11. \*Did he die while in service or after retirement on medical certificate  
If the latter, on what date did he retire.
12. Particulars of principal claimant -
  - a) Name :
  - b) Residence :
  - c) Range :
  - d) Division :
13. Age
14. Caste
15. Marks of identification.
16. (a) Present occupation and income there from.

-----  
\* by the Divisional Forest Officer after Verification, as correct.

\* Items from 12 to 23 should be filled in only in case of claim for a deceased person.

p.t.o .....

(b) Full details of property left by deceased or owned by proposed

beneficiaries with capital value and probable income therefrom.

17. Degree of relationship to deceased of principal claimant.
18. Deceased's relation with their financial position and note on their ability and willingness to help.
19. Widow's relations with their financial position and note on their ability and willingness to help.
20. List of dependents in need of benefit, (name, year of birth with date if known.)  
Name and ages of surviving kin of deceased.

Widow -

- Sons -
- 1.
  - 2.
  - 3.

- Daughters -
- 1.
  - 2.
  - 3.

Mother -

Father -

Note: - If the deceased has left no son, widow, daughter or mother, the word "none" or "dead" should be entered at the appropriate place.

21. Remarks including details of any earning capacity or any of the beneficiaries.
22. Amount of benefit proposed for each beneficiary.
23. Division of payment.
24. Advance, if any, granted by Divisional Committee in anticipation of approval of Central Committee.

Dated -----

Division -----

Signature of Chairman of  
Divisional Committee.

Signatures of Members of Divisional Committee.

Name	Rank	Signature
1. -----		-----
2.-----		-----
3.-----		-----

APPENDIX - XI (See note ii under rule 16) Form No. XI  
MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND.

Application Form for non-gratuitous relief

- 1) Full name
- 2) Designation and the post held.
- 3) Serial Number.
- 4) Length of Service.
- 5) Length of membership.
- 6) Present pay.
- 7) Amount of loan required.
- 8) Purpose for which the loan is required.
- 9) Particulars of the previous loan if any received.
- 10) Particulars of the amount still outstanding in respect of previous loan.
- 11) Certificate from the head of the institute (in case the loan is for educational purposes)
- 12) Personal information about the applicant.
  - a) Permanent address.
  - b) G.P.F.Account No. and the amount to the credit of the applicant.
  - c) Insurance if any (Full particulars to be given)
  - d) Particulars about any other source of income.
  - e) Particulars about the landed Property.
  - f) Number of members of family who are -
    - i) Wholly dependent on the applicant.
    - ii) Partially dependent on the applicant.
    - iii) Not dependent on the applicant.

Place : \_\_\_\_\_ Signature Name and Designation  
Date : \_\_\_\_\_ of the applicant

Witness (in case of illiterate applicant)

Recommendations of the Divisional Committee: -

1. About verification of details given by the applicant.
2. About the quality of service of the applicant
3. Amount of loan recommended by the Divisional Committee.
4. Name of Division from which payment is to be made.
5. Advance if any granted by the Divisional Committee.

Date : \_\_\_\_\_ Signature of Chairman of the  
Place : \_\_\_\_\_ Divisional Committee.

Signature of Members of the  
Divisional Committee.

	Name	Designation	Signature
1.			
2			
3.			

**FROM OF AGREEMENT FOR RECEIVING LOAN FROM THE MAHARASHTRA STATE FOREST EMPLOYEES WELFARE FUND. (Rule 18, Note iii)**

Memorandum of Agreement made the -----day of ---  
----- 20 between shri -----(Hereinafter called  
the Borrower, of the one part) and the Maharashtra State Forest Employees  
Welfare Fund (hereinafter called the Lender of the other part.)

Whereas the Borrower has in accordance with the rules of the  
Maharashtra State Forest Employees Welfare Fund (hereinafter referred to as  
the aforesaid rule, which expression shall include any amendment thereof or  
addition there to for the time being in force ) requested the Lender to lend him  
Rs. ----- towards defraying the cost of ----- which  
the lender has agreed to do on the terms and conditions herein after mentioned.

Witnesseth that in consideration of the said sum of Rupees-----  
-----lent by the Lender to the Borrower  
(receipt of which the Borrower hereby acknowledges) the Borrower for himself,  
his heirs, executors and administrators hereby convents with the Lender to repay  
the said sum with interest thereon as provided by the aforesaid rules by equal  
monthly installments, the first installments to be payable on the date of first  
payment of a full months pay after the loan is granted and in case of default, the  
Borrower hereby authorises the Lender to deduct through appropriate authorities  
the amount of such monthly installments from the pay of the Borrower  
PROVIDED ALWAYS and it is hereby further agreed and declared that in event  
of the Borrower retiring or receiving permission to retire from Government  
Service before the whole amount of the said Loan and interest is repaid or if he  
does not comply with any of the conditions specified in the aforesaid rule  
subject to which the aforesaid loan is made, then and in that event the loan shall  
become immediately due and payable.

IN WITNESS where the Borrower has hereunto set his hand the  
day and the year first above written.

Signed by the said (Borrower) in presents of -----

-----  
witness -----

Address & Occupation -----

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