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**RAJASTHAN STATE GANGANAGAR SUGAR MILLS LIMITED**  
Regd. Office: 4<sup>th</sup> FLOOR, NEHRU SAHKAR BHAWAN, BHAWANI SINGH ROAD, JAIPUR-302006

**RSGSM RETIRED EMPLOYEES MEDICAL RELIEF FUND**

**(As approved by the Board of Directors vide Resolution No. 461.02 Dated 13.09.2013 and amended as per Board of Directors Resolution No. 467.13 Dated 21.01.2015)**

**1. SHORT TITLE :**

The scheme shall be called "Rajasthan State Ganganagar Sugar Mills Limited Retired Employees Medical Relief Fund."

**2. COMMENCEMENT :**

These Rules shall come into force with effect from the date as approved by the Board i.e. 01.08.2013.

**3. APPLICABILITY :**

(i) The Scheme shall apply to all the employees (who opted) retired or sought voluntary retirement on 01.08.2013 or after from the services of the company except those on deputation.

(ii). *The Scheme may not be applicable to the Company employees who are appointed on or after 01.01.2004\**

**4. DEFINITIONS :**

In this scheme unless there is anything repugnant in the subject or context, the :-

**(i) Authorized Medical Attendant :**

As defined under the provisions of RSGSM (Medical Attendance) Rules.

**(ii) Board :**

Means the Board of Directors of the Rajasthan State Ganganagar Sugar Mills Ltd., as may be constituted from time to time.

**(iii) Company :**

Means the Rajasthan State Ganganagar Sugar Mills Limited Jaipur.

**(iv) Head Office :**

Means the Registered office of the Company.

**(v) Rules :**

Means the RSGSM Retired Employees Medical Relief Fund Rules.

**(vi) Family :**

Means member and his/her spouse (if not serving elsewhere) dependent\*\* wholly upon him \*\* (Income limit for dependent as per RSGSM Medical Attendance Rules.)

**(vii) Medical Relief Fund :**

Means RSGSM Retired Employees Medical Relief Fund.



**Secretary**  
RSGSM Ltd.



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**(viii) Hospital :**

As defined under the provision of RSGSM (Medical Attendance) Rules.

**(ix) Medical Attendance :**

As defined under the provision of RSGSM (Medical Attendance) Rules.

**(x) Patient :**

Means member and his/her spouse (if not serving elsewhere) and who requires medical treatment.

**(xi) Retired Employee :**

Means an employee, who has retired after attaining the age of superannuation or has sought voluntary retirement under the provisions of RSGSM Serving Rules

**(xii) Working Committee :**

Means Working Committee constituted by the Board of the Company.

**(xiii) Treatment :**

As defined under the provision of RSGSM (Medical Attendance) Rules.

**(xiv) Eligible**

- (i) In case of death of retired member/employee after he becomes member of the scheme, his/her surviving spouse will be eligible to the benefit of medical scheme subject to payment of annual renewal fee.
- (ii) In case of death of an employee while in service and no dependent of deceased employee is employed in the Company, the surviving spouse will be eligible for the benefit of scheme after paying the required contribution.

**5. MEMBERSHIP FEE :**

- (i) Company Employees may opt to become member in this scheme by contributing Rs. 1000/- as membership fee.
- (ii) For renewal a fees of Rs. 100/- per year will be paid and member should submit survival certificate for himself and his spouse, every year in the month of April.

**6. CONTRIBUTION FROM THE COMPANY :-**

- (i) *The Matching contribution by the Company equivalent to contribution made by the Company's serving employees may be dis-continued w.e.f. 01-04-2014 i.e. Financial Year 2014-15 onwards. \**
- (ii) One time contribution of Rs. 2.00 crore by the Company for medical benefit to the members (i.e. retired employees) to the fund.

**7. MINIMUM CONTRIBUTION FROM THE EMPLOYEES :-**

Minimum contribution on the date of retirement of the member should not be less than Rs. 20,000/- and in case of any short fall, the balance amount shall be required to be deposited in lump sum before retirement.



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**8. RATE OF CONTRIBUTION :-**

Rate of contribution per member would be Rs. 200/- per month.

- (i) *All members of the fund shall pay the contribution at the rate of Rs. 200/- per month from the salary payable from the month of 01.08.2013. The monthly contribution from serving employees may also be linked with the increase in DA and contribution may be increased with the rate of DA increase as may be applicable to company employee from time to time w.e.f. 01.01.2015 i.e. the amount of contribution will be calculated on Rs. 200/- per month plus % DA increase on Rs. 200/-\**
- (ii) All the Unit Head and Accounts Cell (HO) shall be responsible for the deductions of the contribution in respect of the employees whose salary is disbursed by them as the case may be. The entire deductions of a month will be transferred by a journal voucher to the Head Office and an advice for it will be sent simultaneously.
- (iii) *Employees who are covered in ESI scheme may opt to become member in this scheme by contribution Rs. 1000/- as membership fee. An amount of Rs. 200/- + D.A. increase on Rs. 200/- as may be applicable w.e.f. 01.01.2015 (As per Rule No. 8 (i) above) per month from salary of these employees shall be deducted towards contributions, after such employee comes out of ESI Scheme, the deduction of the contribution may be made from his salary. \**

Minimum contribution on the date of retirement of such ESI covered employee should not be less than Rs. 20,000/- and in case of any short fall, the balance amount shall be required to be deposited in lump sum before retirement.

**9. Subscription- refund of:**

- (i) Resignation, dismissal, discharge, removal from service will not entitle the subscriber to any refund of the Subscription paid by him.
- (ii) A retired employee once opted for medical scheme will not be allowed refund of the contributions made.

**10. MANAGEMENT OF FUND**

- (i) The Fund Management Committee shall comprise of :
  - f) General Manager (HO) - Chairman
  - g) Financial Advisor - Member Secretary
  - h) Company Secretary - Member
  - i) DGM (A & P) - Member
  - j) DGM (A & T) - Member

One Member from retired employees shall be nominated by GM, HO.

- (ii) Member Secretary shall ensure the proper maintenance of accounts and submit the annual accounts before the RSGSM Retired Employees Medical Relief Fund within 3 month from the date of closing of the financial year.

*[Signature]*  
Secretary

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- (iii) Member Secretary shall ensure that the accounts of the RSGSM Retired Employees Medical Relief Fund are audited by Chartered Accountant & to submit the report before the RSGSM Retired Employees Medical Relief Fund along with the annual accounts of the Fund.
- (iv) The cost of administration & management of fund shall be borne by the Company.

**11. BANK ACCOUNT**

A separate bank account in the name of fund shall be opened and maintained in a scheduled Bank. This account shall be operated jointly by the Member Secretary and General Manager (HO).

**12. INVESTMENT**

Member Secretary in consultation with Chairman of the Fund may invest the surplus amount, if any, to get appropriate return on investment.

**13. PROCEDURE FOR REIMBURSEMENT**

- (i) The retired employee should submit the request in writing to the Member Secretary indicating from which place he wants the reimbursement of the claims.
- (ii) The retired employees should submit their claims either to Accounts Cell or Unit Head from where the reimbursement has been claimed. The claims shall be submitted in the forms prescribed under the provisions of RSGSM (Medical Attendance) Rules.
- (iii) The reimbursement of the expenditure shall be restricted only in respect of the treatment of retired employees & his/her spouse.

**14. LIMIT OF REIMBURSEMENT OF EXPENDITURE**

This facility will be admissible to the member and his/her spouse (if not serving elsewhere) and to the extent that reimbursement of medical expenditure in case of outdoor treatment up to Rs. 10,000/- p.a. and in case of indoor treatment up to 40,000/- p.a. per member, in a year, in hospital authorized by the Company.

**15. SEPARATE ACCOUNTS TO BE MAINTAINED AND SUBJECTED TO AUDIT :**

Separate Accounts shall be maintained of the funds and the yearly Income and Expenditure Accounts of the Fund will be subjected to Audit by the Chartered Accountant.

The income & expenditure of the fund will be reviewed every year by the 'Fund Management committee' & in case of any difference in actual expenditure over & above the income in any financial year, the matter will be submitted with suitable proposal to the Board of Directors for appropriate decision.

**16. FINANCIAL YEAR OF THE FUND :**

Financial year of the fund shall be from 1<sup>st</sup> of April to end of March next year.

*[Signature]*  
Secretary



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**17 REGISTER OF SUBSCRIBERS:**

A Register of subscribers will be maintained by the Member Secretary and each subscriber will be allotted a separate unique number which will be communicated to him.

**18. MEETING OF THE COMMITTEE :**

The committee will meet at least twice a year to transact the normal business of Fund. The Chairman may appoint such sub-committees as he deems necessary for giving effect to the provisions of these rules.

**19. NOTICE FOR MEETING :**

Three days clear notice will be given by the Member Secretary for holding a meeting and it will be accompanied by a copy of the agenda. Emergent meeting may, however, be called at a shorter notice.

**20. QUORUM :**

The quorum will consist of three of the members out of which one should be the Chairman. In the absence of the Member Secretary, the other member will act as Secretary.

**21. CHANGE IN THE RULES :**

Change in these Rules shall be made with the approval of the Director Incharge of the Company on the recommendation of the Fund Management Committee.

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\* As amended vide Board of Director's resolution No. 467.13 dated 21.01.2015.

**Secretary**  
**RSGM Ltd.**

Retired Employees Medical Relief Fund