

POLICY DOCUMENT ON WELFARE MEASURES

The University is committed to creating a congenial working environment and comfortable living for all its employees - Teachers, Academics and Non-academic staff. The University puts considerable resources in fulfilling these objectives.

The following welfare initiatives have been instituted by the University:

A. Non-Statutory Welfare Schemes

- 1. Medical Reimbursement:** The University has a policy of medical reimbursement of the expenses incurred by the University employees and their dependents including retired employees towards their ailments. The University has signed agreements with leading hospitals of the country for providing out-patient and in-patient services on CGHS rates/ discounted rates.
- 2. House Building Advance (HBA) Scheme:** The University provides its permanent employees with the facility for availing House Building Advance (HBA) provided they have the required length of service for completion of repayment of loan. Cost of the house to be built / to be purchased (excluding the cost of the Plot) should not exceed 139 times of the basic pay of the employee subject to the maximum of Rupees one crore only. In case both spouses are under Central Government, both are eligible for HBA jointly / separately. If GPF withdrawal is also taken for house building the total amount of GPF withdrawal and HBA should not exceed the cost ceiling. The interest on HBA for the financial year 2017-18 onwards shall be 8.50%. This shall be reviewed by Ministry of Finance every three years. The methodology of recovery of HBA shall continue as per the existing pattern of recovery of principal first in the first 15 years in not more than 180 monthly installments and interest thereafter in the next five years in not more than 60 monthly installments. The advance carries simple interest from the date of payment of first installment.
- 3. Loans for purchase of Car/Scooter (Discontinued from 2016) and Computer:**
The University that provided its permanent employees with the facility for availing loan for purchase of car/ scooter/ motorcycle stands discontinued vide Ministry of Finance, Department of Expenditure, Office Memorandum dated 7th October 2016. All employees are eligible for grant of personal computer advance of Rupees Fifty Thousand or actual price of

PC whichever is lower. The computer allowance is allowed five times in the entire service, but not before three years from the date of drawl of the earlier advance. The rate of the interest is 11.5% per annum.

4. **Schooling of wards:** The University has facilitated the employees to get their wards admitted in Kendriya Vidyalaya (KV) located in the JNU campus. The University also provides transport facilities for the wards attending KV in JNU Campus.
5. **Transportation Facility:** The main Campus of the University is located in a place which is remote and not easily accessible to all its employees by different modes of transport. To make mobility easy, the University operates a Shuttle bus service from major nodal points in the vicinity of the University Campus for the employees and their families at regular intervals from 7: 40 AM in the morning till 8: 30 PM in the evening.
To fulfill the transportation needs of the University employees and students too, the University has two types of transport services operational: Bus facility and RTV facility.
6. **Clean and Green Campus:** The IGNOU campus is spread over around 150 acres of land. More than 80 percent of land area (except building) is under forest cover (52 acres). The campus is smoke free and plastic free and sustains the green area through available resources. The University strives to build and maintain an adequate green cover under the supervision of the Horticulture Cell. Initiatives are taken for water harvesting and recycling of sewage water, and maintenance of organic farms. For a hygienic and clean campus services of housekeeping personnel are outsourced. The Cell has a vermicompost Unit with a capacity of producing around 30 tons of vermicompost. Solar pumping system has been installed that generates 5.45 Mega Watt Electricity.
7. **Cooperative Credit Society:** The employees have the option to avail membership of the Thrift & Credit Society.
8. **Recreational Facilities:** The University has built playgrounds, recreational facilities and organizes sports and fitness events, cultural programmes etc. for the health and wellness of the employees and their families.
9. **Grocery Store and Mother Dairy Store:** The residential complex in the University Headquarters has a Grocery store and a Mother Dairy outlet to meet the day to day household needs of the employees and their families residing in the campus.
10. **Bank and Post Office:** Other facilities available at the University Headquarters are a nationalized Bank and a Post Office.

B. Statutory Welfare Schemes:

- 1. GPF/NPS and Gratuity:** Besides providing gratuity and pension, leave encashment etc. as per Central Government Pension Rules, the University also provides its employees Rs. 50,000 and a silver memento on superannuation.
- 2. Group Insurance Scheme (GIS):** All the University employees are covered under Group Insurance Scheme (GIS) to safeguard them against unexpected health issues, accidents and other mishaps. All employees make a mandatory contribution towards this scheme. As per the scheme, LIC has given the GIS benefits to IGNOU employees related to Retirement/Voluntary Retirement Scheme (VRS) etc. LIC has paid only 65% of the deposit/share amount and the balance 35% is retained by the LIC for providing its services. In the case of death, 100% benefits are given to the dependents of the employee.
- 3. Employment of dependant on Compassionate Grounds:** The University provides employment to the dependant of the deceased employee on compassionate grounds on case-to-case basis.
- 4. First Aid and Health Centre Facility:** The University has a well established Health Centre with free consultancy facility available to its employees and their families. A team of doctors empanelled from a pool of reputed and experienced doctors from different streams of medicine like Allopathy, Homeopathy and Ayurveda for the Health Centre. The Health Centre also provides sample collection facility for diagnostic tests. The Centre is permanently housed within the campus premises in the Residential Complex at Maidan Garhi. It has basic equipment and other infrastructural facilities required for operating a health centre. Adequate human resources are provided for its smooth functioning. The Health Centre also provides immunization to all the children of the employees.
- 5. Housing Facility:** In the line of the housing policy as a welfare measures for its employees, the University has developed a self contained housing facility equipped with all the amenities like Parks, Children Parks, Play grounds, Shopping Complex for its staff residing in the residential complex at Maidan Garhi campus. A total of 342 residential units are available in Maidan Garhi campus for housing the University employees. To fulfill the growing needs of residential facilities for the University employees, the

University has acquired 60 residential units in Asian Games Village, New Delhi and 4 residential units in Old JNU campus.

6. **Crèche Facility:** IGNOU provides Crèche facility for the benefit of all employees. A yearly grant of Rupees Seven Lakh is provided for the development and the maintenance of activities of the Crèche which is managed by a registered society- Staff Children Development Society (SCDS). Guidelines for the parents can be accessed at: <http://ignou.ac.in/ignou/aboutignou/division/ad/creche/guidelines>.
7. **Canteen:** University has two canteens operational at the Headquarters which are operational during working hours.
8. **Guest Houses:** University houses two Guest Houses at the Headquarters with boarding and lodging facilities. Round the clock mess and Wi-Fi facilities are provided to the guests.
9. **Conducive, Safe and Secure Working Conditions:** As the University campus is spread over a vast area, a dedicated Security Department functions round the clock to ensure the well-being and physical security of the employees and their families staying on the campus. For the security of the Campus, as well as Regional Offices of the University, the Security Department has deployed security guards at Maidan Garhi Campus, at Asian Games Village Campus, and Old JNU Campus including Regional Offices of the University. To safeguard the interest of the women employees, University has a policy for prevention of sexual harassment of women at work place both at Headquarters and Regional Centres. Potable drinking water is provided to all employees through water filters installed in all the blocks of the University. University has Air-conditioning plant for Academic Complex and VC Office and water distribution system for Office and Residential Complex.