

Telephone : 28151584

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45902/AmdtAWES

Mar 2018

HQ Western Comd (AWES Cell)

REVISION OF MATERNITY RELATED LEAVE

1. Kindly refer HQ 11 Corps mail dated 27 Feb 2018.
2. Clarifications sought by HQ 11 Corps, based on your mail dated 23 Feb 2018, are responded as under:-
 - (a) As per revised entitlement, Maternity Leave shall be entitled for a period of 26 weeks (180 days) of which maximum 8 weeks prior to expected date of delivery (EDD) and remaining 18 weeks in continuance to thereafter.
 - (b) Entitlement of employees already on leave may be calculated for the period of 26 weeks from the date of commencement of leave and extension may be granted for balance leave.
 - (c) Circumstances may occur where the employee has joined after 90 days Maternity Leave and worked for a few days. Such period may be treated as lapsed and remaining period of leave may be sanctioned till she completes 26 weeks.
3. The amendments issued vide our letter No B/45902/Amdts/AWES dated 19 Feb 2018 shall be effective from the date of issue.
4. These are the guidelines for HQ Commands to resolve the representations on cases to case basis.


(Rajeev Ranjan)
Col (Retd)
Dir Legal
For Managing Director

Copy to :-


List 'A' (Less Western Comd) - for info please

HQ 11 Corps - for info wrt your mail under ref.

Internal

School Sec

College Sec


Principal
Army College of Nursing
Jalandhar Cantt

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STANDING OPERATING PROCEDURE

PAYMENT OF EX GRATIA TO EMPLOYEES OF ARMY COLLEGE OF NURSING,
JALANDHAR CANTT

INTRODUCTION

1. Army Welfare Education Society (AWES) is running 11 professional Colleges through out the country, with the aim of providing quality higher education primarily to the wards of serving / retired army personnel.
2. HQ AWES vide their letter No B/45840/Dir Conf/AWES dated 05 Jan 2018 has laid down guidelines for payment of ex gratia of Rupees Three lakh to employees of AWES run Professional Colleges/Institutes where death occurs while on active employment, irrespective of the fact that the next of kin is being compensated by the GPAP/ESI/AGI EI, or insurance company etc. The ex gratia of rupees three lakhs is applicable retrospectively wef 01 Jan 2018. No repeat No previous cases prior to 01 Jan 2018 are eligible for said ex gratia.

AIM

3. The aim of the SOP is to lay down guidelines for payment of ex gratia to the next of kin of deceased employees of Army College of Nursing, Jalandhar Cantt.

LAYOUT

4. The guidelines are laid out in the following three parts:-
 - (a) Part I - Eligibility.
 - (b) Part II - Guidelines/Instructions.
 - (c) Part III - Documents for Financial Approval.

PART I : ELIGIBILITY

5. The following are the eligibility conditions for payment of ex gratia to the NOK of the employees :-

(a) The ex gratia, instituted as a welfare measure, will be admissible to the next of kin of deceased employees provided he/she has served with the college for a minimum period of three years. A maximum gap of one month within two consecutive terms is permissible for calculation of minimum qualifying service.

Barbette

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(b) The ex gratia would not be admissible under following circumstances to the NOK in case death of the employee is :-

- (i) From intentional self injury or suicide.
- (ii) Whilst under influence of intoxicating liquor or drugs.
- (iii) Directly or indirectly caused by sexually transmitted disease/HIV.
- (iv) Arising or resulting from committing any breach of law with criminal intent.
- (v) During absence without leave from college without valid reason.

6. **Date of Effect.** The ex gratia of Rupees three lakhs is applicable retrospectively with effect from 01 January 2018. No repeat No cases prior to this date are eligible for said ex gratia.

PART II : GUIDELINES / INSTRUCTIONS

7. The following guidelines / instructions will be strictly followed by Army College of Nursing, Jalandhar Cantt :-

(a) Army College of Nursing, Jalandhar Cantt will create a Fund as "Ex Gratia Corpus" of rupees **fifty lakhs** as under :-

- (i) A one time transfer of Rs 10 lakh in "Ex Gratia Corpus" out of the savings of previous years.
- (ii) With effect from financial year 2018-19 onwards, 1% of the revenue **income** will be transferred into the "Ex Gratia Corpus", every year.

(b) Interest from Corpus of Rs Fifty Lakhs, once created, will be transferred to Development Fund at the end of each Financial Year. The same will not be ploughed back into Corpus.

(c) Ex gratia lump sum of Rs 3.00 lakhs will be paid to next of kin (NOK) of eligible deceased employee, who was on active service with college irrespective of other insurance benefits received by NOK from GPAP/ESI/EI or insurance etc subject to compliance of eligibility criteria.

(d) Army College of Nursing, Jalandhar Cantt will maintain a record of NOK of all the employees. In case of dispute as regards NOK, the ex gratia will be paid to the individual as adjudicated in the 'Will of Probate' / Succession Certificate / First Class Legal Heir by the competent Court.

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(e) Ex gratia will be released to the eligible NOK in his / her bank account after due verification within 30 days of occurrence of death of the employee.

(f) Details of death will be reported to higher HQs as per instructions on subject. Clearance of all dues to the NOK of the deceased will be reported in the Monthly DO letter to the MD AWES by the Principal, ACN Jalandhar Cantt.

(g) CFA for approval of payment of ex gratia would be as per Para 6 of SOP on Financial Powers as issued vide AG / PS Dte letter No B/37900/CEA/38/ AG/PS-3(B)/2016 (AWES) dt 31 Mar 2016 as amended from time to time.

PART III : DOCUMENTS FOR CFA APPROVAL

8. The following documents will be put up to the Competent Financial Authority by the college for sanction of ex gratia :-

(a) Contingent bill duly signed by Registrar & Head of Administration and Director / Principal.

(b) Copy of Inquiry proceedings.

(c) Original Death Certificate and attested copy of post mortem report.

(d) Certified true copy of FIR registered with police authorities, as applicable.

(e) No Demand Certificate.

(f) Copy of appointment and extension letters.

(g) All the above documents will be authenticated by a Gazetted officer.

CONCLUSION

9. The ex gratia of Rupees Three lakh has been instituted by HQ AWES as a welfare measure for the employees of professional colleges irrespective of the fact that the next of kin is being compensated by the GPAP/ESI/AGI EI, or insurance company. This SOP comprehensively covers the guidelines on payment of Ex Gratia to employees of Army College of Nursing, Jalandhar Cantt . The same will be read in



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conjunction with guidelines issued by HQ AWES vide their letter No B/45840/Dir Conf/AWES dated 05 Jan 2018 and their letter No B/45840/Pay/Allces dated 07 Sep 2018.

10. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/18 dated 07 Mar 2018.



(HS Phagura)
Col (Retd)
Registrar

Army College of Nursing
Jalandhar Cantt

2001/ACN/SOP/21

23 Jan 2021



Principal
Army College of Nursing



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
ACN/ACAD/18

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SOP ON IN-SERVICE TRAINING OF FACULTY/STAFF OF ARMY COLLEGE
OF NURSING, JALANDHAR CANTT

INTRODUCTION

1. The Army College of Nursing, Jalandhar Cantt was established in Aug 2005. The staff in the college has been employed as per the norms of INC, New Delhi.
2. The National Policy on Education (NPE) 1986 in its programme of action makes a pointed reference to the critical link between teacher motivation and the quality of education. The NPE recognized the need for improving the status of the teacher and proposed to provide opportunities for professional and career development so that teachers may fulfill their role and responsibility within the system of higher education. It was proposed to enhance their motivation skills and knowledge through systematic orientation in specific subjects, techniques and methodologies, and thereby inculcate in them the right kind of values that would in turn encourage them to take initiatives for innovative and creative work.
3. As technology is continuously changing, the faculty and support staff is needed keep themselves updated every year. Otherwise they will find themselves outdated in front of the new generation students. Also when these students join industry they are not able to meet the expectations of the industry. Therefore, Up-gradation of Faculty and support staff is necessary in the Subject Knowledge and Research Competence and to improve the quality of education. An important component of Faculty and Staff development (FDP) encompasses the training program / conference / workshop / seminar/ symposium / paper presentation – which a faculty/staff attends.


AIM

4. The aim of this SOP is to lay down guidelines for attending the in-service training of faculty/staff of Army College of Nursing, Jalandhar Cantt.

OBJECTIVES FOR ATTENDING THE IN-SERVICE TRAINING PGME

5. Prior to detailment of faculty for attending the in-service training programme, it will be ensured that the training pgme fulfills the following :-
 - (a) Educational Technology and Orientation in IT.

1.0 of 16 Feb 18


M. Maheswary
Principal
Army College of Nursing
Jalandhar Cantt



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ACN/ACAD/18**

- (b) Knowledge Explosion.
- (c) Orientation relevant to Nursing/ Indian Conditions.
- (d) Eligibility, target group and duration.

**DETAILMENT AND ROTATION OF FACULTY FOR ATTENDING THE
IN-SERVICE TRAINING**

6. It will be ensured by the Principal that staff for attending the in-service training pgme is detailed on rotation basis and no faculty member will be detailed more than twice in a year. It will be ensured by the Principal that due to attending the in-service training pgme by the faculty, the studies of students should not suffer. Hence, the in-service training pgmes to be held in vacations period may be preferred.

FUNDING ON ATTENDING THE IN-SERVICE TRAINING BY FACULTY

FDP- Within India

7. The faculty/staff detailed for the in-service Training / Wksp, will be granted academic leave (not exceeding 20 days in a calendar year including their detailment for examinership) and will be paid registration fee and Transport Allowance as under as per para 19(c) of the minutes of Annual Conf of Directors / Heads of Professional Colleges-2013 issued vide HQ AWES letter No B/45840/Dir Conf/AWES dated 13 Dec 2013 :-


(a) The faculty who presents a paper during seminar will be reimbursed 100% registration fee, AC-II fare upto 2000 kms and DA at the rate of Rs 500/- per day.

(b) The faculty who merely attends the seminar/wksp, will be given 50% of the registration fee and AC-II fare for 2000 kms. In addition DA at the rate of 500/- per day will also be given.

8. It would be ensured that faculty detailed for such seminars should have research papers published in referred / recognized and reputable journals having ISBN/ISSN members in the last one year.

9. The Registration Fee (where applicable) will be submitted by the concerned faculty member to the college. The claim for reimbursement of Regn

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Principal
Army College of Nursing
Jalandhar Cantt



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Fee and Transport Allowance bill of the concerned faculty member will be cleared after attending the conference/seminar.

10. If any faculty member is desirous to attend the in-service training pgme at their own expdr, they will be considered for academic leave to attend the pgme. The leave sanctioning auth shall ensure that there is no loss to the teaching and functioning of the college/concerned department. In such cases, no registration fee, tpt allce will neither be entitled for the same nor he/she will claim the same at a due course.

FDP- Outside India

11. The faculty, subject to prior approval of the competent authority, may be granted extra ordinary leave with pay for the duration of the international seminar plus maximum two days of travel time (onward and return journey). The total extra ordinary leave with pay permissible for said seminar /workshop/presentation of paper would be for maximum seven days (including travel time). A faculty can avail this opportunity once in three years. After rejoining from International conference/seminar, all required papers will be submitted in the office. A total of Rs 25,000/- will be reimbursed to individuals attending FDP abroad with prior sanction. Extra expenditures if any, will be borne by the individuals themselves.

Important Points to be Noted

12. (a) Any FDP / Wksp / Seminar / Conference / Paper presentation / Event undertaken without Chairman/Director's prior approval will not be eligible for reimbursement.
- (b) Heads of Institutions should avoid travel during the end of the financial year.
- (c) The period of events should be limited to maximum three working days.
- (d) The travels should be undertaken only under the available cheapest restricted economic class airfare.
- (e) The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities. A copy of the report of participant should be sent to AWES.

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M Maheswary
Principal
Army College of Nursing
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(f) The experience should be shared with fellow faculty of the Institution through arranging a session in concerned department / institute within 15 days of attending FDP/Wksp/Seminar/Conference/Paper presentation/Event or else no re-imburement will be given.

13. Necessary approval of the Director will be taken by the faculty through the Principal of College prior to proceeding for Faculty Development Programme / Workshop / Seminar / Conference / Paper Presentation / attendance, necessity and financial implications etc by the aspirant through an application attached as Appendix to this paper recommendations of his HoD and Head of Institute / College duly attached with desired supporting documents.

14. After attending the in-service training pgme by the faculty, he/she study material including soft copy of the same (if recd) in the Library for future reference. Further he/she will submit the photocopy of the certificate awarded to him/her with Office Superintendent for records.

CONCLUSION

15. Attending the in-service training pgme are beneficial for the faculty for providing quality education to the students. The faculty so detailed to attend the same must ensure to derive the maximum benefit from same.


16. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/18 dated 08 Aug 2018.

2001/ACN/SOP/21

Army College of Nursing
Jalandhar Cantt

22 Jan 2021


(M Maheswary)
Principal


M Maheswary
Principal
Army College of Nursing
Jalandhar Cantt

STANDING OPERATING PROCEDURE
ALLOTMENT AND MANAGEMENT OF
RESI ACCN TO FACULTY / STAFF : ARMY COLLEGE
OF NURSING, JALANDHAR CANTT

GENERAL

1. Army College of Nursing has been established at Jalandhar Cantt to impart quality nursing education to the female wards of serving and retired Army personnel. The college has the following furnished accommodation for faculty and staff:-

- (a) The Principal.
- (b) Vice Principal.
- (c) 2 x Associate/Assistant Professors.
- (d) 5 x Single Faculty accommodation (On twin sharing basis).
- (e) Single accommodation for three Gp D employees.

AIM

2. The aim of this SOP is to lay down procedure to be adopted for allotment and management of resi accn of Army College of Nursing, Jalandhar Cantt.

ALLOTMENT OF RESI ACCN

3. The resi accn has been primarily constr to make suitable boarding arngs for key personnel inside the campus like the Principal, Vice Principal, Associate / Assistant Professors, Tutors and Gp D Employees. The accn earmarked for the Principal and Vice Principal will be 'Reserved' for the designated appts and 02 x Associate Professors/Assistant Professors Resi will be allotted on 'First come First serve' basis. However, it will be ensured that resi accn for Associate Professors/Assistant Professors is allotted to the married faculty only as per Waiting List. The faculty willing to avail the resi accn in the campus, will apply in writing within 07 days of joining the college. In case Vice Principal is not posted, the 'reserved' accn may be allotted to Associate / Assistant Professors.

4. A category wise application register for allotment of Resi Accn will be maint by the Estate Supervisor. A standing BOOs composed as under is detailed to allot the resi accn :-

- (a) Presiding Officer - Registrar.
- (b) Members - (i) 01 x Associate Professor/Assistant Professor, ACN JRC.
(ii) Estate Supervisor, ACN JRC.

5. **Initial Allotment of Md Accn.** On receipt of the application for allotment of md accn, the application and Waiting register will be put up to the BOOs. The BOOs will put up Board Proceedings with recommendations for allotment of accn for approval by the Registrar, ACN. It will be ensured by the BOOs that no employee holds more than one accn ie one set of accn held in the College and the second accn held by the spouse in the stn. An affidavit as per Appx 'A' att will be obtained by the BOOs prior to the allotment of accn. However, the accn will be allotted on merit basis keeping in view the seniority as per Waiting List and the org / college interests. No sub-letting of md accn allotted to faculty/employee is permitted. No accn will be allotted to Adhoc/Temp/outsourced employees. The accn allotted to faculty will be only for the period of Contractual emp of 3 years. In case there is no other emp of same cat on Waiting List, allotment of accn may be extended by Registrar, ACN on yearly basis, if requested by the Faculty in writing after due approval of the Dir on file. No 'out of turn' allotment of accn from the 'waitlisted' faculty for allotment of accn will be done by the BOOs.

6. **Allotment of Single Faculty Rooms.** 5 Rooms except one Warden's room on ground floor of Hostel have been earmarked for allotment to Single Faculty members on twin - sharing Basis. The allotment and renewal procedure given for md accn will also apply for, single res accn also. One room has been 'reserved' for Hostel Warden only, who will not be charged any rent but will pay 100% of electricity charges.

7. **Renewal of Allotment.** Based on the written application of the emp after completion of initial contract, the allotment of md accn can be renewed on yearly basis, at the discretion of college Management, through Bd of offr and approved by Registrar, ACN.

DEFERMENT OF ALLOTMENT / RETURN OF ACCN

8. **Vacation.** The resi accn so allotted to the faculty members of ACN will be vacated within 24h from the relieving dt from the college. However, on med grounds the faculty may retain the accn for not more than a period of 15 days after relief/relinquishing appt, after obtaining sanction of the competent auth viz Dir, ACN.

RENT AND ALLIED CHARGES

9. The Rent & Allied Charges for the resi accn fixed by a BOOs and approved by the Chairman, ACN are as under :-

Sr No	Type of accn	Charges (per month)				Total pm excl Elec Charges
		Licence Fee	Furniture	Water Charges	Electricity	
(a)	Principal's Resi	Rs 1800/-	Rs 900/-	Rs 100/-	As per actual meter reading	Rs 2,800/-
(b)	Vice Principal / Lecturer's Resi	Rs 1000/-	Rs 500/-	Rs 100/-	-do-	Rs 1,600/-
(c)	Single Faculty	Rs 200/-	Rs 50/-	Rs 50/-	-do-	Rs 300/- (Rs 150/- per head if shared)

10. The rent & allied charges of preceding month will be adjusted by the Accounts Br in salary of the occupant / emp within 05 days of next month based on the elect meter readings and rent charges bill are given by Estate supervisor to Accounts Br every month. However, Key appts of Gp D emp like Electrician, Plumber & Peon etc staying in Service Centre will not be charged any rent and allied charges.

MESSING

11. The faculty allotted married accn in the campus will make own arngs for cooking and messing. Single faculty members will be dining in the Students' Mess, as per the rates of messing contracted with the firm selected for running of the mess. They will abide by the Mess Rules of the Students' Mess. Dining out register will be signed minimum 24 hours in advance while proceeding on leave/outpass, clearly indicating the dates and time of departure and arrival. Faculty members staying in married accommodation can also avail the dining-in facilities, on firm demand in advance.

LOSSES

12. At the time of allotment of resi accn, the Store Keeper Incharge will handover the Inventories/list of items to concerned faculty and will verify the same on ground once the accn is vacated by the concerned employee.

LEAVE/OUTPASS AND GUESTS

13. Single faculty members will not leave the campus without prior permission/detailment and deposit a copy of leave certificate/outpass with the Warden, while proceeding and intimate her, on their arrival. Guests are not allowed to be entertained in single faculty accommodation. Faculty members residing in married accommodation can entertain guests, only with prior permission of the Principal. Health related advisories / protocol notified in the college will be strictly adhered to, at all times.

14. If any item is found lost/broken during the verification, either the payment for the same will be made by the concerned faculty or concerned faculty will make good the loss.

SUMMARY

15. This SOP has been made to lay down guidelines and procedure for allotment of resi accn in Army College of Nursing Jalandhar Cantt.

16. This supersedes our previous SOP on the subject issued vide letter No 2001/ACN/SOP/20 Dated 02 Nov 2020.

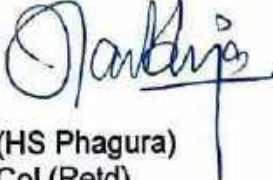
Army College of Nursing
Jalandhar Cantt

2001/ACN/SOP/22

04 Oct 2022

Distr :-

1. Notice Board.
2. SOP Folder.
3. Office Copy


(HS Phagura)
Col (Retd)
Registrar

AFFIDAVIT

**(TO BE MADE ON RS 100/- NON JUDICIAL STAMP PAPER DULY ATTESTED BY
MAGISTRATE/NOTARY PUBLIC)**

I, _____ Son/Daughter/Wife of _____ resident of _____
do hereby solemnly affirm and declare as
under :-

1. That I am serving in Army College of Nursing, Deep Nagar, Jalandhar Cantt as a _____ since _____.
2. That my spouse is not serving in any Central/State Government Department/ Autonomous Public Undertaking /Semi Government Organisation.
3. That neither my husband nor I have been allotted any accommodation from any of these organizations.
4. I shall vacate the residential accommodation allotted to me by ACN within 24 hrs of my relinquishing my job/appointment with ACN.
5. I shall not entertain any guest in the single faculty accommodation allotted to me and abide by the Rules of Annapoorna Students' Mess.
6. I shall be responsible for proper care and maintenance of the accommodation and fitments and shall replace/pay for the replacement of damaged/missing items inside the accommodation.
7. That the above statement of mine is true to best of my knowledge and nothing has been concealed therein.

Dated :

Deponent

VERIFICATION

Verified that the contents of this undertaking are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated :

Deponent



5

ARMY COLLEGE OF NURSING, JALANDHAR CANTT ACN/ACAD/21

SOP : PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMME / WORKSHOP / SEMINAR / CONFERENCE / PAPER PRESENTATION OF ARMY COLLEGE OF NURSING, JALANDHAR CANTT

INTRODUCTION

1. The Army College of Nursing, Jalandhar Cantt was established in Aug 2005. The staff in the college has been employed as per the norms of INC, New Delhi.
2. Faculty members represent an important component of the formal education process across the world along with students and the educational institution. The education process is participative in nature where student's academic and overall development is guided by the faculty inputs. Education in any discipline is a process of continued upgrading and up-skilling and in order to keep pace with the recent developments in academia, Faculty Development Programmes (FDP) become imperative, especially for educators at higher education level (Post Graduate). Such programmes are aimed at enhancing the academic and intellectual capacity of an individual; which would not only benefit the students directly but also help in building College / Institute brand in the environment.
3. The policy guidelines aim at formalising the process by which the common organization goals of Army College of Nursing may be achieved.

PARTICIPATION

4. A Faculty member should participate in not more than two conferences / seminars / workshops / other FDPs comprising short term courses / training programmes, organized by other organizations / Institutes within a financial year.
5. A Faculty member may participate in maximum one more event over and above those in Para 4, as an invited Chairperson or Guest Speaker or Resource Person in conferences / seminars / workshops / short term courses / training programmes organized by other organizations / Institutes in a financial year within the maximum permissible spl leave entitled for the purpose. Expenses of faculty members for these events may be paid by the host Institute, which will be ensured by Faculty members before accepting an offer. The final approval to proceed will be accorded by the Chairman, IMC.



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REGULAR FACULTY MEMBERS

6. In case a Faculty member's paper is selected for presentation at any Indian University/any NAAC/NBA accredited Institute or any Institute in India, the institute will bear the expenditure for the faculty member's trip, registration fee, accommodation, DA (Food & local travel) etc subject to a limit of Rs 18,000/- (All inclusive). This facility will be available in a financial year and will count towards maximum two conferences / seminars / FDPs normally paid for by the Institute.
7. The reimbursement of expenditure towards attending FDP will be as per following guidelines:-
- (a) Any faculty member who presents a paper in any conference/ seminar in India may be reimbursed 100 % of registration fee (maximum of Rs 5000/-), air fare/AC-II fare in Superfast train of whichever is lower upto 2000 km and DA at the rate of Rs 500/- per day to include food and local travel.
- (b) Any faculty member who only attends a conference / seminar / event in India may be given 50% of registration fee (Maximum of Rs 2500/-) and air fare / AC-II fare in Superfast train of whichever is lower, for 2000 km. In addition DA may be given at the rate of Rs 500/- per day, to include food and local travel.
- (c) Reimbursement towards accommodation per day may be made as under:-
- | | | |
|-----------------------------------------------------------------------------------------|---|------------|
| (i) Metro Cities (Delhi, Mumbai, Chennai, Bangalore, Kolkata, Hyderabad / Secunderabad) | - | Rs 3000/-. |
| (ii) Other State Capitals | - | Rs 2500/-. |
| (iii) Any other City | - | Rs 2000/-. |
8. Faculty member detailed for such conference/ seminars / FDP must have published their research papers in referred / recognized and reputable journals having ISBN / ISSN numbers within the last one year or as specified by respective regulatory bodies ie. AICTE, DCI, MCI, INC, BCI, NCTE etc, failing which a Faculty member will not qualify for participation in such conference / seminar / FDP.
9. Faculty members attending events or programmes such as seminars / conferences / workshops / FDPs (short term courses / training programmes) will



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be permitted special leave for the duration of event or programme and journey period subject to a maximum of 10 days in a year. While applying for permission to attend any seminar / conference / workshop / FDPs (short term courses / training programmes), the faculty member concerned will ensure that his / her absence period does not affect the classes already scheduled at the Institute or clash with semester examination.

TERM BASED FACULTY MEMBERS

10. Term Based Faculty members will also be entitled to the provisions as given to regular faculty members as per Paras 4 to 9 of this Policy **after completing one year of service** at College / Institute.

OVERSEAS CONFERENCE / SEMINAR / FDPs (REGULAR & TERM BASED FACULTY MEMBERS)

11. Faculty members may attend such events **under their own arrangements**. The College / Institute will bear an expenditure of **upto a max of Rs 25000/-** (All inclusive) incurred by the faculty member. This will incl travel, registration fee, accommodation, etc. A faculty member, subject to **prior approval** of the competent authority, may be granted leave for 07 days only in a year (including the travel time for onward and return journey) for the purpose. The faculty member will be permitted to avail these opportunities only once in three years. Regular faculty with min three year service will only be considered for this activity. Term Based Faculty members will be allowed to avail the entitlements of this provision **after completing five year of service**.

IMPORTANT POINTS

12. Faculty members desirous of attending FDP / Workshop / Seminars / Conferences shall apply to the Director / Principal on a prescribed application form through Academic Office alongwith all supporting documents well in advance for prior approval. No ex-post facto sanction will be granted.

13. Necessary approval of the Chairman, Institute / College Management Committee (IMC / CMC) will be requested for by the faculty member through the Head of Deptt (HoD) / Academic Coordinator and Director / Principal of the College prior to proceeding for FDP / Workshop / Seminar / Conference. **Patron**



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will give approvals in respect of HoDs and Directors / Heads of Colleges / Institutes.

14. Any FDP / Workshop / Seminar / Conference undertaken without the prior approval of the Chairman / Competent Authority will not be considered for monetary reimbursement. HsOD should avoid travel during the end of the financial year.

15. A written Feedback Report with supporting documents will be submitted to the Principal / Director through Academic Office within ten days of attending the event. Academic Office will forward a copy of the Feedback Report to Director's Office for information. The experience gained from participation in FDP / Workshop / Seminar / Conference will be shared with fellow faculty of the College / Institution through session arranged in concerned department / institute / college.

16. Claim for reimbursement of actual fare and other charges will be submitted to Academic Office supported by all relevant documents. An effort will be made by concerned offices to clear the claim within 15 days of its submission.

STUDENTS

17. Students who present a research paper at any National or International Conference, within the country, will be reimbursed 100% of the conference registration fee. They will also be entitled to train fare of AC-III Tier upto a distance of 2000 km, DA at the rate of Rs 500/- per day (including food and local travel) and accommodation reimbursement at par with faculty members as given in Para 7 (c).

18. This provision shall be available only once in a year to a max of ten students, who will be given monetary incentive of upto a max of Rs 3000/- per students.

19. Before any student proceeds to participate in any Conference / Seminar / Workshop, he / she shall apply for permission for the same by submitting enclosed Form A through proper channel. On return from the event, the student shall submit enclosed Form B to claim entitled monetary reimbursement and incentive. The forms will be submitted to Academic Office through respective Mentors. Form 'B' should be submitted alongwith original copy of all receipts of the conference fee deposited, expenses incurred on travel, stay and food alongwith a photocopy of certificate of presentation.



**ARMY COLLEGE OF NURSING, JALANDHAR CANTT
ACN/ACAD/21**

MONETARY REWARDS

20. No monetary rewards are permissible to faculty members for assisting the students in presenting the papers or for presentation / publication of their work in National / International journals with ISSN. However, to promote professionalism amongst faculty members and students, 'Best Paper Presentation Award' and 'Best Article Award' will be given to those who had made presentation / published articles with prior permission. These awards will be considered for only one Paper / Articles in one financial year. The monetary awards will be as per scales mentioned below :-

Ser No	Event	Faculty Member	Student
(a)	Best Paper Presentation Award		
	(i) National Level	Rs 5,000/-	Rs 5,000/-
	(ii) International Level	Rs 10,000/-	Rs 8,000/-
(b)	Best Articles in Journals with ISSN	Rs 2,000/-	-

21. Claim for above Monetary Rewards should be supported by relevant documents. The claims will be submitted by the claimant to Academic Office through HOD / Mentor for further processing.

EXEMPTIONS TO SOP

22. BOA, at HQ Comd, will be the competent authority to grant exemptions on eligibility conditions, number of participation beyond two / three times and total duration beyond 10 days in an academic year. College / Institute Management Committee will obtain such approval through laid down chain of management. No deviation shall be allowed on monetary aspects.



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
ACN/ACAD/21

CONCLUSION

23. Attending Seminars / Workshops / Other FDPs are beneficial for the faculty for providing quality education to the students. The faculty so detailed to attend the FDPs, must ensure that they derive the maximum benefit.
24. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/19 dated 16 Apr 2019.

2001/ACN/SOP/21

Army College of Nursing
Jalandhar Cantt

20 Jan 2021


(M Maheswary)
Principal

Telephone : 26151564
Tele Fax : 26152642
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E-Mail : awescolleges@gmail.com
aweshq@gmail.com

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt – 110010

B/45813/Pay/AWES

05 Mar 2019

HQ Western Command (AWES)
Chandimandir-134107

SALARY REVISION OF FACULTY, NON TEACHING STAFF (NTS) AND ADMIN STAFF :
ACN JALANDHAR CANTT

1. Refer HQ Western Comd (AWES) Letter No 46353/ACN/AWES dt 16 Jul 2018 vide which a S of C was fwd alongwith recommendations of the Board of Administration (BOA).
2. The recommendations contained in above S of C recd vide letter under ref have been examined in detail including their financial viability. The Competent Authority has approved the following with respect to salaries being paid to the employees in ACN Jalandhar Cantt :-

(a) **Contractual Employees (Excl Principal and Registrar)**. 10% increase in salary being drawn by all contractual employees incl faculty, NTS, Adm Staff and Hostel Staff.

(b) **Increment for Contractual Faculty and NTS Staff**. Continued entitlement of annual increment @ 3% per annum subject to satisfactory performance evaluated by way of performance audit every year.

(c) **Entry Level Consolidated Salary**. The undermentioned scales will be applicable to all individuals employed after the date of issue of this letter :-

Designation	Min	Max
Prof	60000	66000
Assoc Prof	48000	54000
Asst Prof	36000	
Tutor / Clinical Instr	19200	
Office Supdt	21160	26450
Estate Supervisor	21160	26450
Warden	21160	26450
Librarian	21160	26450
Programmer	20000	28000
Exchange Supervisor	20000	28000
I/C Maint	20000	28000
Net Work Administrator	18515	21160



Designation	Min	Max
Accountant/UDC	17200	21160
Asst Librarian	15870	21160
Computer Lab Tech/ Lab Technician	15870	21160
PA/Clk/ Receptionist/ LDC/ Store Keeper	13225	17200
Adm Asst, Hostel Attd, Lab Attd, Dvr, Peon	10580	13225

3. **Implementation Modalities:-**

- (a) Date of implementation for all Contract Employees - 01 Apr 2019
- (b) Approval of Implementation - By CMC /IMC after due ratification of the proposal by the Patron.
- (c) Norms of satisfactory performance and modalities of ascertaining the same will be recommended by the Head of the College / Institute for approval of the Chairman IMC / CMC. The approval will be ratified by the Patron.
- (d) All employees will render a certificate of option to choose "Revised Salary" as per ibid letter and give an undertaking in the option certificate to forfeit any right whatsoever of any claims after giving the option. The employees will also authorize ACN Jalandhar Cantt to recover any excess payment made in the process of revision of their pay.
- (e) IMC / CMC will exam specific cases, as submitted by the College / Institute, which merit consideration and decision on method of fixing individual salary to protect employee's interest. The decision of the Chairman IMC / CMC on such cases shall have to be ratified by the Patron before implementation.
- (f) Any negotiated consolidated salary which is more than the salary specified by Govt / UGC will be offered only with the approval of Chairman Exec Committee.
- (g) Financial implications of revision will be absorbed within the existing fin state of the College / Institute without asking for any fin assistance or upward fee revision to sustain the increase in salary. (Heads of Colleges / Institutes will render a certificate to this effect before implementing pay revisions as per format attached as Appendix).
- (h) Next revision - Not before June 2023.



4. This office will be kept informed of methodology / decisions / approvals as mentioned in Para 3 (b) to (e).
5. Please ack.

Himmat Singh

(Himmat Singh)
Col (Retd)
Director Colleges
For Managing Director

Copy to :-

HQ 11 Corps (AWES)
C/o 56 APO

Army College of Nursing (ACN)
Deep Nagar,
Jalandhar Cantt



Appx

(Refers to Para 3 (g) of AWES Letter No B/45813/Pay/AWES dt 05 Mar 2019)

CERTIFICATE FROM DEAN / DIRECTOR / PRINCIPAL FOR IMPLEMENTATION OF PAY REVISION (APR 2019) IN RESPECT OF EMPLOYEES OF THE INSTITUTION / COLLEGE

1. It is certified that all additional expenditure in implementation of revised salary of Faculty, Non Teaching Staff including Hostel Staff, as applicable, has been budgeted and the same will be met from accruals from Tuition Fee only.
2. No financial assistance is required from HQ AWES for this purpose.
3. College / Institute FDs will not be broken and inter / intra fund transfer will not be carried out.
4. The College / Institute will be able to sustain the current revision in salary for next five years.

Station :

Dated :

Dean / Director / Principal



Telephone and FAX : 26151564

ASCON : 39855

E-Mail : apsinsurance.aweshq@awesindia.edu.in

Army Welfare Education Society (AWES)

FDRC Building No 202

Shankar Vihar, (Near APS)

Delhi Cantt -110 010

B/45785/GPA/Renewal/2021-22/AWES

12 Aug 2021

List 'A'

INSURANCE COVER TO STUDENTS AND EMPLOYEES OF ARMY PRE PRIMARY SCHOOLS, ARMY PUBLIC SCHOOLS, ARMY PROFESSIONAL COLLEGES AND EMPLOYEES OF HQ AWES AND AWES CELLS AT FORMATION HQ

1. Terms & conditions and procedures relating to Group Personal Accident Policy for the year 2021-22 is enclosed herewith.
2. It is also intimated that the following additional benefits have been negotiated with the Insurance Insurance Company for Group Personal Accident Policy for Student/Staff while concluding the insurance contract for the current year ie 01 Aug 2021 to 31 Jul 2022 within the existing premium amount of Rs 120/- per insured per annum :-
 - (a) **Accidental Death Benefit of Student.** Increased from Rs 5.00 Lakhs to Rs 10.00 Lakhs.
 - (b) **Continuing Education Benefit (CEB).** Increased from Rs 5.00 Lakhs to Rs 10.00 Lakhs for Nursery, LKG and UKG.
3. Some important points are given in the succeeding paras for information and strict compliance in future please.
4. **Initial Report.** Initial report is required to submitted to this office in accordance with para 11 (a). Delay in reporting the case may lead to non-acceptance of the claim.
5. **Detailed Report.** Detailed report is required to be submitted to this office alongwith original documents in accordance with para 11 (b) in one lot. Piecemeal forwarding of documents leads to misplace of documents/delay in processing the claim.
6. It is reiterated that Original Death Certificate, Original/Certified copies of FIR and Post Mortem Report/Post Mortem Waiver Certificate from the competent authorities are essential documents for processing all GPA claims. **In absence of these documents, the claim will not be accepted by the Insurance Company as they have a process of internal audit.**
7. Group Personal Accident Policy is meant for Accidental deaths/injuries only and does not cover any other circumstances. Attention is drawn to Part IV (Exceptions) and also to **Note in Appx B.**



(Sanjay Datta)
Col (Retd)
Dir Projects
for MD AWES

Copy to :-

B, E & F

Internal

Dir Coord, Dir APPS, Dir Colleges

Telephone and FAX : 26151564

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:apsinsurance.aweshq@awesindia.edu.in

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12 Aug 2021

List 'A'

INSURANCE COVER TO STUDENTS AND EMPLOYEES OF ARMY PRE PRIMARY SCHOOLS, ARMY PUBLIC SCHOOLS, ARMY PROFESSIONAL COLLEGES, EMPLOYEES OF HQ AWES AND AWES CELLS AT FORMATION HQs

General

1. Insurance of students/employees of Army Public Schools under the technical control of AWES under Group Personal Accident Policy commenced on 01 Aug 2005. The Group Insurance policy now covers the students and employees of Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and employees of HQ AWES and AWES Cells. The insurance policy is renewed annually and provides insurance cover from 01 Aug to 31 Jul of the next academic year.

Aim

2. To lay down the terms & conditions and procedures relating to Group Personal Accident Policy.

Layout

3. The subject is covered as under :-

- (a) Personnel covered under Insurance policy, Premium and duration of policy.
- (b) Amount payable on death, permanent total disability/ disability due to accident, Medical expenses and under Continuing Education Benefit.
- (c) Procedure for submission of claims.
- (d) Exceptions.
- (e) Miscellaneous aspects.

Personnel Covered Under Insurance Policy, Premium and Duration of Policy

4. **Personnel Covered Under the Insurance Policy.** Group Personal Accident policy covers the following personnel for death or disablement and medical expenses for treatment of injuries sustained during accident:-

- (a) Students of Army Pre Primary Schools/ Army Public Schools.
- (b) Students of Army Professional Colleges.

(c) Employees of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges except those on daily wages and outsourced personnel.

(d) Employees of HQ AWES and AWES Cells.

5. **Premium.** The premium to be paid will be finalized by HQ AWES in consultation with Insurance company selected to provide the insurance cover disseminated by 01 Feb as per time schedule laid down at para 17 below. Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells will forward the total amount for one year by bank draft drawn in favour of Army Welfare Education Society, payable at Delhi.

6. **Duration.** The duration of the insurance scheme is one year on 24 hours basis from 01 Aug to 31 Jul next year for accidents arising anywhere i.e. at home, at Schools / Colleges in public whilst engaging in any occupation, vocational activity and / or traveling by any mode of conveyance directly caused by external visible means in sudden, unforeseen manner. The agreement with the Insurance Company may be renewed on yearly basis at the time of expiry of policy period on mutually agreed terms and conditions.

Amount Payable on Death/Permanent Total Disability/Disability due to Accident, Medical Expenses and under Continuing Education Benefit

7. **Accidental Death.** Amount Payable Under the Insurance Policy to the Insured are :-

(a) **Employees/Staff.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable on death of the insured person (Staff/ Employee), caused directly and solely due to an accident.

(b) **Students.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable on death of the insured student, caused directly and solely due to an accident.

8. **Disablement (For all insured).**

(a) **Permanent Total Disablement.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable if such injury shall as direct consequence thereof immediately, permanently, totally and absolutely disable the insured person from engaging in being occupied with or giving attention to any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum Insured (Permanent total disablement means 100% disability).

(b) **Loss of Both Eyes and/ or both Limbs.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable in case of loss of both eyes and/ or both limbs solely and directly due to an accident.

(c) **Loss of an Eye and a Limb.** ₹ 10.00 Lakh (Rupees Ten Lakh only). This amount is payable in case of loss of an eye and a limb solely and directly due to an accident.

(d) **Loss of an eye or a limb.** ₹ 5.00 Lakh (Rupees Five Lakh only). This amount is payable in case of the loss of an eye or a limb (loss of a hand at or above the wrist or loss of a foot at or above the ankle) solely and directly due to an accident.

(e) **Medical Expenses.** Up to ₹ 1.50 Lakh (Rupees One Lakh Fifty Thousand only) are payable to all insured for medical expenses incurred for bodily injury arising out of an accident subject to treatment carried out in any hospital/nursing home, or by Doctor(s) on submission of relevant prescriptions, bills, cash memo, X-Ray film along with reports, discharge summary etc in original.

9 **Coverage of Continuing Education Benefit (For students).** The students of Army Pre Primary Schools, Army Public Schools and Army Professional Colleges are also covered for Continuing Education Benefit in case of death/ permanent total disablement of the fee paying parent/ guardian due to an accident including at border places. However war is excluded from the coverage. The limit of compensation for policy period i.e. 01 Aug to 31 Jul under continuing education benefit would be as per **Appendix A** to be suitably disbursed by HQ AWES to the school/ college on yearly basis for the balance period of school/ college and existing course duration, on receipt from the Insurance Company. In case any student leaves the AWES institutions permanently, then the balance amount of CEB will be paid directly to the NOK/Mother, annually for further education of the children upto Class XII.

10. **Payment under the Scheme.**

(a) The maximum benefit payable is ₹ 10.00 Lakh (Rupees Ten Lakh only) per child as per **Appendix 'A'**.

(b) **Payment of CEB Amount**

(i) **Students Leaving AWES System.** In case any student eligible for Continuing Education Benefit leaves the AWES system and move to other Civil/Govt/Private institution, then the CEB amount will be re-imbursed annually to the NOK/Mother for further education of the children upto Class XII. Army Pre Primary Schools, Army Public Schools will intimate following details of Next of Kin of such students to HQ AWES at the time of issuing Transfer Certificate to the student :-

(aa) Name of Next of Kin/Mother and Mobile Number.

(ab) Permanent Home Address.

(ac) Bank Account Number including IFSC Code.

(ad) Parent Unit/Regiment/Corps of Father (for defence personnel)

(ii) **Students Continuing in AWES System.** On move of a student eligible for Continuing Education Benefit from one Army Pre Primary School to another Army Pre Primary School, Army Public School to another Army Public School will continue to get benefit under the policy. The remark that the student is in receipt of Continuing Education Benefit under 'Group Personal Accident Policy' will be endorsed by the school on the Transfer certificate of such students at the time of their leaving the school. The Army Pre Primary Schools, Army Public Schools where admission has been sought by such students will enter the particulars in their record. Both Army Pre Primary Schools, Army Public Schools will intimate the details of such students to HQ AWES on occurrence and also to forward a copy of Transfer Certificate for the record.

Procedure for Submission of Claims

11. **Procedure for Submission of Claims**. In the event of accidental death or injury to insured person as outlined above, the following procedure will be adopted:-

(a) **Initial Report**. Initial report will be submitted by Principal/Director of School/College/ AWES Cell to HQ AWES on telephone **within three hours** of occurrence to be followed by written report within 72 hours of the accident by fax/E-mail giving details as per format at **Appendix 'B'**.

(b) **Detailed Report**. The detailed report will be submitted by Principal / Director of School/ College/ AWES Cell to HQ AWES within 25 days of occurrence of accident resulting in death/ injury as given above to include the following :-

- (i) Claim form duly filled and signed by School/ College / competent authorities. Specimen attached as **Appendix 'C'**.
- (ii) Original Copy of FIR issued by the police station.
- (iii) Original Copy of Postmortem Report or Post Mortem waiver certificate from the competent authority.
- (iv) Original Death certificate issued by the Municipality/ or authorities concerned.
- (v) Original fee receipt of the student for the month in which the accident took place.
- (vi) Original Discharge summary incase of hospitalisation along with receipts/ cash memos, prescription, X-Ray films along with X-Ray reports and other such details/ supporting documents.
- (vii) Original Medical Certificate as per **Appendix 'G'**.
- (viii) Copy of agreement between the employee and the employer (in case of death/injury to an employee).
- (ix) Copy of latest salary slip (in case of death/injury to an employee).
- (x) Original/copy of Driving License (in case the death occurred during driving of a vehicle).
- (xi) Electronic Clearance System (ECS) details of the Insured as per **Appendix 'H'**.

Note :- Please note that the term 'Battle Casualty' will not be mentioned while processing the Insurance Claims of Army personnel.

12. **Time Limit of submission of claims to the Insurance Company**. The insurance claims are required to reach Insurance Company with the documents within **one month** of the accidents. It is important that the claims reach HQ AWES with all necessary documents at the earliest but **not later than 20 days** of accidents.

13. **Action by HQ AWES.** On receipt of the above information, HQ AWES will inform the Insurance Company on telephone and fax giving the above information after vetting and authenticating the same. The relevant documents, when received, will be forwarded to the Insurance Company by HQ AWES. HQ AWES will expedite the issue with the insurance company for early payment of claim amount to the affected party.

Exceptions

14. **For Insured Personnel.** The Insurance Company shall not be liable for payment under the following circumstances :-

(a) Compensation under more than one sub-clauses under Para 8 (a) to (e) in respect of the same period of disablement.

(b) Payment of compensation in respect of Death, Injury or Disablement of the Insured Person :-

(i) From intentional self-injury, suicide or attempted suicide.

(ii) Whilst under the influence of intoxicating liquor or drugs.

(iii) Whilst engaging in aviation or ballooning, or whilst mounting into, dismounting from or traveling in any balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world.

(iv) Directly or indirectly caused by venereal diseases or insanity.

(v) Arising or resulting from the Insured Person committing any breach of law with criminal intent.

(c) Payment of compensation in respect of death injury or disablement of the Insured Person due to or arising out of or directly or indirectly connected with or traceable to War, Invasion, Act of foreign enemy Hostilities (whether war be declared or not) Civil War, Rebellion, Revolution, Insurrection Mutiny Military or Usurped Power Seizure Capture Arrests Restraints and Detainments of all Kings, Princes and people of whatever nation condition or quality.

(d) Payment of compensation in respect of death of or bodily injury or any disease or illness to the Insured Person, which may be :-

(i) Directly or indirectly caused by or contributed to by or arising from ionizing radiations or contamination by radio-activity from any nuclear fuel or from any nuclear waste, from the combustion of nuclear fuel. For this purpose, combustion shall include any self sustaining process of nuclear fission.

(ii) Directly or indirectly caused by or contributed to by or arising from nuclear weapons materials.

(e) The insurance under this policy shall not extend to cover death or disablement resulting directly or indirectly caused by, contributed to or aggravated or prolonged by childbirth or pregnancy or in consequence thereof.

15. **Continuing Education Benefit (CEB).** All exclusive conditions listed in Para 14 would be applicable to the CEB also.

Miscellaneous Aspects

16. Documents

(a) All Army Pre Primary Schools, Army Public Schools , Army Professional Colleges, HQ AWES and AWES Cells will maintain nominal roll of students and employees as per format given at **Appendix 'D'** and the same would be available for inspection of the Insurance Company, if required.

(b) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and AWES Cells will submit the following to HQ AWES by 30 Sep every year :-

(i) Total No of students and employees as per format given at **Appendix 'E'**.

(ii) Declaration that proper attendance register giving the names of students and employees is maintained through out the year.

(c) All Army Pre Primary Schools, Army Public Schools, Army Professional Colleges, HQ AWES and AWES Cells will maintain proper records of nominees after ascertaining the same from the insured and obtain their signatures accordingly.

(d) All concerned will also keep record of claims on account of death / disability of students/ employees and under continuing education benefit.

17. Payment of Premium. By end Dec, HQ AWES would have ascertained the expected premium for the next academic year. The time schedule to be followed thereafter is as follows :-

- | | | | |
|-----|--------|---|---------------------------------------------------------------------------------------------------------|
| (a) | 01 Feb | - | AWES intimates the premium amount to all institutions and organizations. |
| (b) | 15 May | - | Institutions and organizations submit the first installment of premium collected by them. |
| (c) | 20 Jul | - | AWES signs MOU with the Insurance Company for the Insurance cover commencing on 01 Aug and pay premium. |
| (d) | 01 Aug | - | AWES intimates Policy No to all. |
| (e) | 15 Sep | - | Institutions and organizations submit to AWES the premium collected after payment of first installment. |
| (f) | 01 Oct | - | HQ AWES pays the supplementary payment to Insurance Company. |
| | | - | Institution and organizations submit Appendix 'E' to AWES. |

18. Check List. A check list as per format attached at **Appendix 'F'** will invariably be attached with the claim for amount payable at death, permanent disability due to accident, medical expenses and for Continuing Education Benefit.

Conclusion

19. Group Personal Accident Policy will be issued by an Insurance Company selected by HQ AWES to provide insurance cover for deaths/disablement caused by accidents, covering the students of all Army Pre Primary Schools, Army Public Schools, Army Professional Colleges and their employees (except those on daily wages/outsourced personnel) and employees of HQ AWES and AWES Cells.

20. It is important that details of cases on occurrence are expeditiously intimated to HQ AWES for early settlement of claims.

21. All accidental cases will be forwarded well in time or without delay to HQ AWES for timely processing with the Insurance Company and no claims will be withheld at the School/College/AWES Cell end on the grounds of invalidity of the case.

22. This letter supersedes our letter No B/45549/AWES dated 10 Aug 2020 and B/45785/GPA/GEN/NIACL/2020-21/AWES dated 17 Sep 2020.



(Sanjay Datta)
Col (Retd)
Director Projects
For MD, AWES

Copy to :-

List A

- Ink signed copies.

B, E & F

- Through E-Mail.

Internal

Dir Coord

Dir APPS

Dir Colleges

Appendix A
 (Refers to Para 9 of AWES HQ letter
 B/45785/Renewal/2021-22/AWES
 dated 12 Aug 2021)

**DETAILS OF CONTINUING EDUCATION BENEFIT (CEB) UNDER
 GROUP PERSONAL ACCIDENT POLICY**

<u>Class</u>	<u>Amount payable</u>
Nursery	₹ 10,00,000/-
Class LKG	₹ 10,00,000/-
Class UKG	₹ 10,00,000/-
Class 1	₹. 10,00,000/-
Class II	₹. 9,00,000/
Class III	₹. 7,50,000/
Class IV	₹. 7,00,000/
Class V	₹. 6,50,000/
Class VI	₹. 6,00,000/
Class VII	₹. 5,50,000/
Class VIII	₹. 5,00,000/
Class IX	₹. 4,00,000/
Class X	₹. 3,50,000/
Class XI	₹. 3,00,000/
Class XII & above	₹. 2,00,000/

COLLEGE

First Year	₹. 5,00,000/
Second Year	₹. 3,30,000/
Third Year	₹. 2,50,000/
Fourth Year	₹. 2,00,000/

Appendix B

(Refers to Para 11 (a) of AWES HQ letter No B/45785/Renewal/2021-22/AWES dated 12 Aug 2021)

SAMPLE OF INITIAL REPORT/ INTIMATION OF CLAIM UNDER GROUP PERSONAL ACCIDENT POLICY

1. Name of the School/ College/ AWES Cell.
2. Name of the insured student/ employee.
3. Class & Roll Number/Admission Number.
4. Date of birth and age of affected individual.
5. Name of the deceased/injured fee paying parent/guardian (as applicable).
6. Details of accident. Date, Place and Time of accident.
7. Details of death/ injuries to the insured. Place of Death-City/ State.
8. Name of Nominee along with full postal address.
9. Relationship of Nominee with the deceased.
10. Whether FIR with police lodged, being lodged.
11. Name and Address of Hospital (if any treatment taken).
12. Name of Hospital where Post Mortem carried out (if applicable)
13. Full postal address of NOK for correspondence/Condolence DO.
14. Mobile/Contact Nos of :-
 - (a) Principal/Director/Director AWES Cell.
 - (b) Contact Person of School/College/AWES Cell.
 - (c) NOK of insured.

Place : (Signature of the Principal/Director/Director AWES Cell)

Date :

(Note :- Natural deaths i.e. Cardiac arrest, cancer etc are not included. Only Deaths occurred due to an accident are covered under this policy).


Principal
Army College of Nursing

8.	(a) Where and when can a Medical Officer of the Company visit you, if necessary? (b) Name of nearest railway station and distance therefrom	
9.	(c) Are you insured in any other office or offices granting compensation for accident (d) If so state name and address of company or companies and amount of insurance	

I hereby declare that the foregoing statements are made by myself and are true in all respect and that I have not attempted to conceal from the Company anything which it ought to be made acquainted and also that I have not abstained from any usual occupation longer than absolutely necessary and I agree that if I have made, or in any further declaration the Company may require, shall make any false or fraudulent statement or any suppression, concealment or untrue averment whatever, the Policy shall be void and my right to compensation forfeited and am willing, if required to make a Statutory Declaration before a Justice of the Peace, of the truth of the whole of the foregoing statement or any other statement I may make in connection with this claim.

Witness:

Name _____ Signature of the Insured/NOK _____
 Signature _____ Date : _____
 Date _____ Mob No : _____
 Address _____

CERTIFIED TO BE FILLED UP AND SIGNED BY AN EYE WITNESS TO THE ACCIDENT

I hereby certify that I was present when the Accident occurred to Mr/Mrs/Ms. _____ On the _____ day of _____ 20 ____ in the manner stated by him over leaf, that it was caused by _____ which * was / was not his/her willful act and that he/she * was/was not under the influence of intoxicating liquor at the time

Signature _____
 Address _____
 Occupation _____
 Date _____

* Strike out which is not applicable

COUNTERSIGNED

Stamp of Institution
 Principal/Director/Director AWES Cell with date with
 Mob No _____


 Principal
 Army College of Nursing

Appendix D

(Refers to Para 16(a) of AWES HQ letter No B/45785/Renewal/2021-22/AWES dated 12 Aug 2021)

NOMINAL ROLL OF THE INSURED (STUDENTS)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Student	Class	Date of birth	Admission No & Date	Parent / Nominee	Address of Parent / Nominee & Tele No	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

NOMINAL ROLL OF THE INSURED (EMPLOYEES/STAFF)
(TO BE MAINTAINED AND UPDATED FOR EVERY CHANGE)

S/No	Name of Employee	Post Designation	Type of Employee	Date of birth	NOK / Nominee	Address of Nominee & Tele No	Remarks To exclude daily wages & outsourced personnel
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Appendix E

(Refers to Para 16 (b) (i) of AWES HQ letter No B/45785/Renewal/2021-22/AWES dated 12 Aug 2021)

DETAILS OF PREMIUM SUBMITTED

S/No	Total No of students	Total No of employees	Grand Total	Rate of Premium	Total amount submitted	Submission Details (DD No and date)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Remarks

1. Daily wages, outsourced personnel to be excluded.
2. State as on 15 Sep each year.

Note :- To be submitted to HQ AWES by 01 Oct each year by Fax / E-mail.

Appendix F

(Refers to Para 18 of AWES HQ letter No B/45785/Renewal/2021-22/AWES dated 12 Aug 2021)

**CHECK LIST TO BE SIGNED BY PRINCIPAL/DIRECTOR/DEAN INSTITUTION/
DIRECTOR AWES CELLS**

Ser No	Point	Remarks
1.	Did you intimate the details of the case to HQ AWES on telephone ?	Yes/No, if yes, date
2.	Did you submit initial report of the case in writing to HQ AWES ?	Yes/No, if yes, date
3.	Have you written the policy No, name of the student/ employee correctly?	Yes/ No
4.	Have you mentioned the class of the student and the remaining years of education in school/ college ?	Yes/ No
5.	Have you given the date of birth of student/ employee?	Yes/ No
6.	Have you mentioned the name of the school/college/ AWES Cell ?	Yes/ No
7.	Are details of insured filled correctly ?	Yes/ No
8.	Are details of injured/ deceased person filled correctly?	Yes/ No
9.	Have declarations been signed by the injured person/ NOK of deceased ?	Yes/ No
10.	Have the mobile/contact Nos of Principal/Contact Person/NOK been given ?	Yes/No
11.	Have you countersigned declaration ?	Yes/ No
12.	Have you given the details of accident ie date, place and time of accident ?	Yes/ No
13.	Are the details of nominee filled correctly and signed by him ?	Yes/ No
14.	Have the following documents been attached ? (a) Original Death certificate. (b) Postmortem Report waiver of Post Mortem. (c) FIR. (d) Original Fee receipt for the current quarter (e) Discharge summary incase of hospitalisation along with receipts/ cash memos and other such supporting documents.	Yes/No Yes/No Yes/No Yes/No Yes/No

Place :

(Signature of the Principal/Dean Institution/
Director AWES Cells)

Date :

Appendix G

(Refers to Para 11 (b) (vii) of AWES HQ letter
B/45785/Renewal/2021-22/AWES dated

12 Aug 2021)

MEDICAL CERTIFICATE

Claims must be Supported by medical Evidence furnished by the Insured and at his expense.

1. (a) Name of Claimant (b) Sex (c) Age

2. (b) Nature and cause of accident
(b) If to eye or limb, state left or right
(c) Whether the appearance of the Injuries are consistent
with the account given of the accident.

3. Date on which you first attended Claimant for this injury

4. Has Claimant been totally prevented from attending
to any portion of his business ? If so how long ?

5. Is Claimant suffering from any disease or illness apart
from his injury and is there any illness by circumstances
which may tend to retard recovery? If so, give particulars?

6. Present Condition

7. How long from the happening of the Accident do you consider.
Total disablement will last ?

Having personally examined the above named Insured I certify that the above statements
are correct and that the injured person is necessarily disabled by the Accident referred to

Signature _____

Name & Qualification _____

Address _____

Date _____



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 15/04/2021 10:38:

Payment Confirmation Receipt

TRRN No :	3842104002160
Challan Status :	Payment Confirmed
Challan Generated On :	10-APR-2021 09:31:32
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	16
Wage Month :	MAR-2021
Total Amount (Rs) :	52,908
Account-1 Amount (Rs) :	34,353
Account-2 Amount (Rs) :	1,058
Account-10 Amount (Rs) :	16,437
Account-21 Amount (Rs) :	1,058
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002150421415198
Payment Date :	15-APR-2021
Payment Confirmation Date :	15-APR-2021
Total PMRPY Benefit :	0



Signature



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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 12/05/2021 15:28:

Payment Confirmation Receipt

TRRN No :	3842105001772
Challan Status :	Payment Confirmed
Challan Generated On :	10-MAY-2021 10:48:21
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	14
Wage Month :	APR-2021
Total Amount (Rs) :	50,598
Account-1 Amount (Rs) :	32,958
Account-2 Amount (Rs) :	1,012
Account-10 Amount (Rs) :	15,614
Account-21 Amount (Rs) :	1,012
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002120521922398
Payment Date :	12-MAY-2021
Payment Confirmation Date :	12-MAY-2021
Total PMRPY Benefit :	0



Signature



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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 14/07/2021 10:22:

Payment Confirmation Receipt

TRRN No :	3842107001541
Challan Status :	Payment Confirmed
Challan Generated On :	07-JUL-2021 15:53:09
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	16
Wage Month :	JUN-2021
Total Amount (Rs) :	48,782
Account-1 Amount (Rs) :	30,572
Account-2 Amount (Rs) :	976
Account-10 Amount (Rs) :	16,258
Account-21 Amount (Rs) :	976
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002140721378712
Payment Date :	14-JUL-2021
Payment Confirmation Date :	14-JUL-2021
Total PMRPY Benefit :	0



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Bhaviya Nidhi Bhawan, 14, Bhimaji Cama Place, New Delhi - 110066

Generated On: 14/08/2021 09:36

Payment Confirmation Receipt

TRRN No :	3842108002704
Challan Status :	Payment Confirmed
Challan Generated On :	11-AUG-2021 10:51:20
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	16
Wage Month :	JUL-2021
Total Amount (Rs) :	56,350
Account-1 Amount (Rs) :	35,315
Account-2 Amount (Rs) :	1,127
Account-10 Amount (Rs) :	18,781
Account-21 Amount (Rs) :	1,127
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002140821223503
Payment Date :	14-AUG-2021
Payment Confirmation Date :	14-AUG-2021
Total PMRPY Benefit :	0



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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 13/10/2021 09:14:

Payment Confirmation Receipt

TRRN No :	3842110001608
Challan Status :	Payment Confirmed
Challan Generated On :	08-OCT-2021 09:26:34
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	15
Wage Month :	SEP-2021
Total Amount (Rs) :	55,014
Account-1 Amount (Rs) :	34,479
Account-2 Amount (Rs) :	1,100
Account-10 Amount (Rs) :	18,335
Account-21 Amount (Rs) :	1,100
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002121021623663
Payment Date :	12-OCT-2021
Payment Confirmation Date :	12-OCT-2021
Total PMRPY Benefit :	0



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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 12/11/2021 10:27:

Payment Confirmation Receipt

TRRN No :	3842111001565
Challan Status :	Payment Confirmed
Challan Generated On :	09-NOV-2021 10:38:50
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	16
Wage Month :	OCT-2021
Total Amount (Rs) :	54,590
Account-1 Amount (Rs) :	34,214
Account-2 Amount (Rs) :	1,082
Account-10 Amount (Rs) :	18,192
Account-21 Amount (Rs) :	1,082
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002121121316695
Payment Date :	12-NOV-2021
Payment Confirmation Date :	12-NOV-2021
Total PMRPY Benefit :	0



Barbette

Barbette

Principal
Army College of Nursing



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Bhaviya Nidhi Bhawan, 14, Bhimaji Cama Place, New Delhi - 110066

Generated On 14/12/2021 12:53:

Payment Confirmation Receipt

TRRN No :	3842112002008
Challan Status :	Payment Confirmed
Challan Generated On :	09-DEC-2021 13:02:40
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	15
Wage Month :	NOV-2021
Total Amount (Rs) :	50,496
Account-1 Amount (Rs) :	31,647
Account-2 Amount (Rs) :	1,010
Account-10 Amount (Rs) :	16,829
Account-21 Amount (Rs) :	1,010
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002141221143490
Payment Date :	14-DEC-2021
Payment Confirmation Date :	14-DEC-2021
Total PMRPY Benefit :	0



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Bhavisya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On: 17/01/2022 11:52:

Payment Confirmation Receipt

TRRN No :	3842201002713
Challan Status :	Payment Confirmed
Challan Generated On :	13-JAN-2022 09:48:28
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	17
Wage Month :	DEC-2021
Total Amount (Rs) :	57,048
Account-1 Amount (Rs) :	35,753
Account-2 Amount (Rs) :	1,141
Account-10 Amount (Rs) :	19,013
Account-21 Amount (Rs) :	1,141
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002140122974580
Payment Date :	14-JAN-2022
Payment Confirmation Date :	14-JAN-2022
Total PMRPY Benefit :	0





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Bhavisya Nidhi Bhawan, 14, Bhimaji Cama Place, New Delhi - 110066

Generated On 14/02/2022 18:45:

Payment Confirmation Receipt

TRRN No :	3842202001880
Challan Status :	Payment Confirmed
Challan Generated On :	09-FEB-2022 11:52:50
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	17
Wage Month :	JAN-2022
Total Amount (Rs) :	56,066
Account-1 Amount (Rs) :	35,138
Account-2 Amount (Rs) :	1,121
Account-10 Amount (Rs) :	18,686
Account-21 Amount (Rs) :	1,121
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002140222777326
Payment Date :	14-FEB-2022
Payment Confirmation Date :	14-FEB-2022
Total PMRPY Benefit :	0



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Bhaviya Nidhi Bhawan, 14, Bhimaji Kanha Place, New Delhi - 110066

Generated On 15/03/2022 08:58:

Payment Confirmation Receipt

TRRN No :	3842203001059
Challan Status :	Payment Confirmed
Challan Generated On :	06-MAR-2022 16:48:51
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	17
Wage Month :	FEB-2022
Total Amount (Rs) :	52,845
Account-1 Amount (Rs) :	34,369
Account-2 Amount (Rs) :	1,057
Account-10 Amount (Rs) :	16,361
Account-21 Amount (Rs) :	1,058
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002150322555253
Payment Date :	15-MAR-2022
Payment Confirmation Date :	15-MAR-2022
Total PMRPY Benefit :	0



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Bhaviya Nidhi Bhawan, 14, Bhimaji Cama Place, New Delhi - 110066

Generated On: 13/04/2022 12:01:

Payment Confirmation Receipt

TRRN No :	3842204001694
Challan Status :	Payment Confirmed
Challan Generated On :	09-APR-2022 09:30:04
Establishment ID :	LDJAL0035077000
Establishment Name :	ARMY COLLEGE OF NURSING
Challan Type :	Monthly Contribution Challan
Total Members :	17
Wage Month :	MAR-2022
Total Amount (Rs) :	54,968
Account-1 Amount (Rs) :	35,899
Account-2 Amount (Rs) :	1,099
Account-10 Amount (Rs) :	17,069
Account-21 Amount (Rs) :	1,099
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002130422273828
Payment Date :	13-APR-2022
Payment Confirmation Date :	13-APR-2022
Total PMRPY Benefit :	0



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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	Mar-2021	
Challan Number :	02921112816669	
Challan Created Date	15-04-2021 10:27:34	
Challan Submitted Date	15-04-2021 10:27:38	
Amount Paid:	15398	
Transaction Number:	CHG3635084	

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Transaction Details

* Required Fields

Transaction status:	Completed successfully.
Employer's Code No:	29000603820001305
Employer's Name:	ARMY COLLEGE OF NURSING
Challan Period:	Apr-2021
Challan Number :	02921115227679
Challan Created Date	12-05-2021 15:29:55
Challan Submitted Date	12-05-2021 15:30:02
Amount Paid:	15674
Transaction Number:	CHG5109401

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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	May-2021	
Challan Number :	02921118543437	
Challan Created Date	15-06-2021 11:13:19	
Challan Submitted Date	15-06-2021 11:13:32	
Amount Paid:	15085	
Transaction Number:	CHG8976404	
<input type="button" value="Print"/> <input type="button" value="Close"/>		

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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	Jun-2021	
Challan Number :	02921121666044	
Challan Created Date	14-07-2021 10:25:25	
Challan Submitted Date	14-07-2021 10:25:32	
Amount Paid:	14585	
Transaction Number:	CHG9256397	
<input type="button" value="Print"/> <input type="button" value="Close"/>		

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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	jul-2021	
Challan Number :	02921125242576	
Challan Created Date	14-08-2021 09:37:47	
Challan Submitted Date	14-08-2021 09:37:52	
Amount Paid:	16814	
Transaction Number:	CHH1981746	

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Transaction Details

* Required Fields

Transaction status:	Completed successfully
Employer's Code No:	29000603820001305
Employer's Name:	ARMY COLLEGE OF NURSING
Challan Period:	Aug-2021
Challan Number :	02921127365350
Challan Created Date	09-09-2021 12:34:50
Challan Submitted Date	09-09-2021 12:35:02
Amount Paid:	16242
Transaction Number:	CHI4030444

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Transaction Details

* Required Fields

Transaction status:	Completed successfully
Employer's Code No:	29000603820001305
Employer's Name:	ARMY COLLEGE OF NURSING
Challan Period:	Sep-2021
Challan Number :	02021131436950
Challan Created Date	12-10-2021 10:13:27
Challan Submitted Date	12-10-2021 10:14:03
Amount Paid:	14833
Transaction Number:	CHH6695883

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Transaction Details

* Required Fields

Transaction status:	Completed successfully.
Employer's Code No:	29000603820001305
Employer's Name:	ARMY COLLEGE OF NURSING
Challan Period:	Oct-2021
Challan Number :	02921134855835
Challan Created Date	13-11-2021 08:29:15
Challan Submitted Date	13-11-2021 08:29:30
Amount Paid:	13829
Transaction Number:	CHH9323239

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Transaction Details

* Required Fields

Transaction status:	Completed successfully.
Employer's Code No:	29000603820001305
Employer's Name:	ARMY COLLEGE OF NURSING
Challan Period:	Nov-2021
Challan Number :	02921138662172
Challan Created Date	14-12-2021 12:55:53
Challan Submitted Date	14-12-2021 12:56:23
Amount Paid:	12601
Transaction Number:	CH2032002

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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	Dec-2021	
Challan Number :	02922102404538	
Challan Created Date	14-01-2022 13:09:45	
Challan Submitted Date	14-01-2022 13:09:52	
Amount Paid:	14611	
Transaction Number:	CH4569643	

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Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	29000603820001305	
Employer's Name:	ARMY COLLEGE OF NURSING	
Challan Period:	Jan-2022	
Challan Number :	02922105931929	
Challan Created Date	14-02-2022 18:47:23	
Challan Submitted Date	14-02-2022 18:47:52	
Amount Paid:	15309	
Transaction Number:	CHI6944713	
<input type="button" value="Print"/> <input type="button" value="Close"/>		

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