

Telephone : 26151564

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

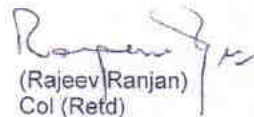
B/45902/AmdtAWES

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


M Maheswary
Principal
Army College of Nursing
Jalandhar Cantt

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.

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Jalandhar Cantt.

(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.

M Maheswary

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Jalandhar Cantt

(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/Alces 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



M Maheswary
Principal
Army College of Nursing
Jalandhar Cantt

Telephone and FAX : 26151564
ASCON : 39292
E-Mail : awes.schools1@gmail.com

Army Welfare Education Society (AWES)
FDRC Building No 202
Shankar Vihar, (Near APS)
Delhi Cantt -110 010

B/45549/AWES

10 Aug 2020

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 in five parts as under :-

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

PART- I : 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.


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Army College of Nursing

(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.

**PART – II : AMOUNT PAYABLE ON DEATH/ PERMANENT TOTAL DISABILITY/
DISABILITY DUE TO ACCIDENT, MEDICAL EXPENSES AND
UNDER CONTINUING EDUCATION BENEFIT**

Accidental Death

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

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

(b) **Students.** ₹ 5.00 Lakh (Rupees Five Lakh only). This amount is payable on death of the insured student, caused directly and solely due to an accident.

Disablement (For all insured)

8. (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.

Note :- 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.

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Jalandhar

- (e) **Medical Expenses.** Up to ₹ 1.50 Lakh (Rupees One Lakh Fifty Thousand only) are payable 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.

Continuing Education Benefit (For students).

9 **Coverage.** 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 subject to the child continuing their education in the APPS system, APS system or Army Professional Colleges system. The scheme covers only the time period spent in the current school system. For e.g.

- (a) The children in APPS are covered from class Nursery, LKG & UKG.
- (b) The children in APS are covered from class I to XII only.
- (c) The children in Army Professional Colleges are covered from the First yr to the Final year of the current course only.

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) In case any student, eligible for Continuing Education Benefit due to any circumstances whatsoever leaves AWES institutions, the student shall not be eligible for the compensatory education benefit from the date he/ she leaves the school/ college. For this purpose, move from one Army Pre Primary School to another Army Pre Primary School, Army Public School to another Army Public School will be covered under the policy and such students 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.

PART – III : 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:-

(Signature)
Principal
Army College of Nursing
Jalandhar Cantt

- (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.


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Jalandhar Cantt

PART – IV : 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

M Maneswary
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Army College of Nursing
Jalandhar Cantt

PART V : 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.

M Maheswary

Principal

A

gls

Principal


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 Circular No 001/GENERAL/2019 dated 06 Aug 2019.



(Deepak Gupta)
Col (Retd)
Director Schools
For MD, AWES

Copy to :-

List A

- Ink signed copies.

B, E & F

- Through E-Mail.

Internal

Director Coord,

Dir APPS)

Dir Colleges



M Maheswary
Principal
Army College of Nursing
Jalandhar Cantt



EMPLOYEE'S PROVIDENT FUND
ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	ARMY COLLEGE OF NURSING		
Establishment Id	LDJAL0035077000	LIN	1984801423
Wage Month	FEB-2021	Return Month	MAR-2021
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	02-MAR-2021	Uploaded Date Time	06-MAR-2021 11:39
Exemption Status	Unexempted	TRRN Number	
Remarks	-	ECR Id	55146267
Total Members	16	Aadhaar Not Seeded Member	0
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	25,390	Total EPS Contribution Remitted	16,483
Total EPF-EPS Contribution Remitted	8,907	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

LDJAL0035077000 / FEB-2021 / 06-MAR-2021 11:39

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Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	10090995270	AMANJEET KAUR	AMANJEET KAUR	18,672	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
2	100989932323	ANJALI	ANJALI	18,171	15,000	15,000	15,000	1,800	1,250	550	2	0	-	-	-	N.A.
3	100819760518	ASHWANI KUMAR SHARMA	ASHWANI KUMAR SHARMA	13,752	13,752	0	13,752	1,650	0	1,850	2	0	-	-	-	N.A.
4	100822704631	BALDEV SINGH RAJU	BALDEV SINGH RAJU	13,457	13,457	13,457	13,457	1,615	1,121	494	0	0	-	-	-	N.A.
5	101206672411	BANDNA THAKUR	BANDNA THAKUR	18,128	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
6	100819759611	BINAY KUMAR THAKUR	BINAY KUMAR THAKUR	14,281	14,281	14,281	14,281	1,714	1,190	524	1	0	-	-	-	N.A.
7	101105880815	ELIZA	ELIZA	18,672	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
8	100824915764	JAGMOHAN LAL	JAGMOHAN LAL	5,287	5,287	5,287	5,287	634	440	184	17	0	-	-	-	N.A.
9	101415406268	JARNAIL SINGH	JARNAIL SINGH	14,166	14,166	14,166	14,166	1,700	1,160	520	0	0	-	-	-	N.A.
10	100197551845	KULDEEP KAUR	KULDEEP KAUR	24,700	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
11	100202399294	LAKHMINDER KAUR	LAKHMINDER KAUR	18,461	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
12	100842152783	SATRUGHANA SAHOO	SATRUGHANA SAHOO	14,573	14,573	14,573	14,573	1,749	1,214	535	0	0	-	-	-	N.A.
13	101301221099	SUKHJOT KAUR	SUKHJOT KAUR	4,532	4,532	4,532	4,532	544	378	166	21	0	-	-	-	N.A.
14	100370578066	SUNEEL KUMAR	SUNEEL KUMAR	42,438	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
15	100837794473	SURJIT SINGH	SURJIT SINGH	14,370	14,370	14,370	14,370	1,724	1,197	527	0	0	-	-	-	N.A.
16	100842150358	UMESH RAY	UMESH RAY	12,166	12,166	12,166	12,166	1,460	1,013	447	0	0	-	-	-	N.A.

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Jalandhar Cantt

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Note: AADHAAR not seeded UANs are prefixed with Asterisk
PMRPY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name
EC10001	ECR already filed for this member
EC10002	Parallel Employment: ECR already filed for this
EC10003	Benefit already availed for this member
EC10004	Gross/EPF wages greater than 15,000/-
EC10005	Mismatch in EPF and EPS wages
EC10006	Mismatch in Due and Remitted values
EC10007	UAN Deactivated

Reason Code	Reason Name
GK10001	EPF wages are greater than or equal to 15,000/-
GK10002	Mismatch in EPF and EPS wages
GK10003	EPF contribution remitted is greater than due remittance
GK10004	EPS contribution remitted is greater than due remittance
GK10005	(EPF - EPS) difference contribution remitted is greater than due
GK10006	EPS contribution remitted is greater than due remittance
GK10007	Aadhaar not seeded


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Jalandhar Cantt



EMPLOYEES' STATE INSURANCE CORPORATION
Return of Declaration Form
Regulation 14

Name & Address of Factory or Establishment

ARMY COLLEGE OF NURSING
DEEP NAGAR
JALANDHAR CANTT.

Employer's Code No.

29000603820001305

I send herewith Declaration Forms in respect of the employees mentioned below. I hereby declare that every person employed as an employee within the meaning of Section 2(9) of the Employees' State Insurance Act, 1948 on in this factory or establishment and in respect of a remuneration not exceeding Rs. 15,000/- (excluding remuneration for overtime work) per month has been included in this list (excepting only those in respect of whom declaration forms have been sent to the Corporation in the past).

Place

Local Office

Date 6/4/2021

Designation

Sl No	Employee Name	Insurance No.	From Date.	To Date.	Exemption Status.	Registration Date
1	AMANJEET KAUR	2913527323	--	--	NO	10-06-2017
2	ANJALI	2913832657	--	--	NO	09-12-2020
3	APSARA KALSI	2913477374	--	--	NO	13-02-2017
4	ASHWANI KUMAR SHARMA	2913277225	--	--	NO	20-12-2014
5	BALDEV SINGH RAJU	2913151755	--	--	NO	12-07-2013
6	BANDNA THAKUR	6111173009	--	--	NO	06-11-2019
7	BINAY KUMAR THAKUR	2913277223	--	--	NO	20-12-2014

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Sl No	Employee Name	Insurance No.	From Date.	To Date.	Exemption Status.	Registration Date
8	ELIZA	2913527308	--	--	NO	10-06-2017
9	HARPREET KAUR SODHI	2913527347	--	--	NO	10-06-2017
10	JAGMOHAN LAL	2913151756	--	--	NO	12-07-2013
11	JARNAIL SINGH	2913710749	--	--	NO	11-03-2019
12	JASLEEN KAUR SAGOO	2913693013	--	--	NO	13-12-2018
13	JYOTIKA S. KUMAR	2913681215	--	--	NO	01-11-2018
14	LAKHWINDER KAUR	2913080080	--	--	NO	13-02-2017
15	MUKTA	2913940715	--	--	NO	12-11-2020
16	NANDINI	2913671901	--	--	NO	04-10-2018
17	NEETA THAKUR	2913671910	--	--	NO	04-10-2018
18	PRIYANKA KUMARI	2913819202	--	--	NO	06-11-2019
19	RASHMI SHARMA	2913527315	--	--	NO	10-06-2017
20	RIYA SHARMA	2913527344	--	--	NO	10-06-2017
21	RUPINDER KAUR	2913671946	--	--	NO	04-10-2018
22	SATRUGHAN SAHOO	2913244601	--	--	NO	11-03-2019
23	SUKHLOT KAUR	2913693006	--	--	NO	13-12-2018

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Sl No	Employee Name	Insurance No.	From Date.	To Date.	Exemption Status.	Registration Date
24	SURJIT SINGH	1213593748	-	-	NO	10-07-2015
25	UMESH RAY	2913180370	-	-	NO	10-07-2015


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ARMY COLLEGE OF NURSING, JALANDHAR CANTT
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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.

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- (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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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 alce 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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(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-imbursement 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