

UNIVERSITY OF BALTISTAN, SKARDU
(UoBS)
EMPLOYEES WELFARE FUND RULES 2023



INTRODUCTION

The University of Baltistan was established vide Government of Pakistan, Presidential Order -the University of Baltistan Order 2016. The Skardu Campus of the Karakoram International University, Gilgit was reconstituted as the University of Baltistan Skardu under the said Presidential Order.

In accordance with the provisions of Section 3, sub section -5, of the said Order, the University shall be a body corporate by the name of University of Baltistan Skardu and shall have perpetual succession and a common seal, and may sue and may be sued in the said name.

In accordance with the provisions of Section-3, sub section-8, of the said Order all permanent employees of the Karakoram International University Gilgit in the Skardu Campus immediately before coming into force of this Order, shall be considered as employees of the University on the terms and conditions they were hired in Skardu Campus by the Karakoram International University.

Furthermore, in accordance with the provisions of Section-3, sub section-9 of the said Order the University shall have academic, administrative and financial autonomy.

In accordance with provisions of Section-4 of the said University Order, the University shall have the powers along with others namely: -

- i. Section-4, sub section xi: Develop and implement fund raising plan,
- ii. Section-4, sub section-30: receive and manage property, transferred and grants, contributions made to the University, and invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments, or contributions in such manner as it may deem fit.

Section 20 (2) g, of the University Order-2016 empowered the Syndicate to manage any Fund established and maintained by the University. Furthermore, Section 27 of the University Order empowered the University to make Rules consistent with the Order, Statutes or the Regulations to regulate any matter relating to the affairs of the University which has not been provided for by the Order. The Syndicate is the authority to approve the Rules. However, Rules shall be placed before the Senate for information.

To perform its core functions, the University has to rely on the Federal Government grant (s), students fee and income from tuck shops, transport, hostels etc. yet it is insufficient for sustainable growth and its development.

The University has various type of employees including permanent / regular, constitutional position holders, contractual on standard pay scales and on fixed pay for a specified period. The permanent / regular employees are governed under federal government / UoBS rules and regulations with respect to their pay scales, and other perks and service benefits. However, all employees of the university are not eligible for service benefits and in case of illness, disability, causality and other needs of the life they have no benefits. In a recent sudden death of a faculty member who was a fixed pay employee of the University no benefits under university rules / funds could be extended to the grieved family. Therefore,

the Syndicate in its 15th meeting held on 28th August, 2023 desired to establish an EMPLOYEE'S WELFARE FUND immediately.

Now in order to comply with the instructions of the Syndicate and needs of the employees of the university and keeping in view of all the legal provisions narrated above which enable the University to establish, an EMPLOYEE'S WELFARE FUND, the said fund is being created and established thereto.

Approved by Syndicate
University of Baltistan, Skardu

Date: 30/11/23. Ref# 4257.

University of Baltistan Skardu – Employees Welfare Fund Rules 2023

TITLE

1. These rules shall be called the University of Baltistan Skardu – Employees Welfare Fund Rules-2023.
2. These Rules framed in pursuance of the powers delegated to the University under the University of Baltistan Order-2016.

COMMENCEMENT

3. These Rules shall come into force with immediate effect.

APPLICATION

4. These Rules shall apply to the UoBS all type of employees and their families.

DEFINITIONS

5. In these Rules, unless the context otherwise requires, the following expressions shall have the meaning, respectively, assigned to them as under:
 - (a) “UoBS” means the University of Baltistan Skardu.
 - (b) “University Order” mean the University of Baltistan Skardu Order-2016
 - (c) “Syndicate” means the Syndicate of the University of Baltistan Skardu.
 - (d) “Vice Chancellor” means the Vice Chancellor of UoBS.
 - (e) “Treasurer” means the Treasurer UoBS.
 - (f) “Fund” means the University of Baltistan Skardu Employees Welfare Fund.
 - (g) “Governing Body” means the Governing Body of the Fund.
 - h. “Board of Management” means the Board constituted by the Governing Body of the Employees Welfare Fund.
 - i. “Secretary” means the Secretary of the Management Board
 - j. “President” means the President of the Board of Management of the Fund.
 - k. “Employees” means the employees of the University of Baltistan Skardu including permanent/regular on BPS, TTS, PSDP employees on PPS/SPS, constitutional post holders, contractual employees appointed against standards pay scales or equivalent.

- l. "Family of an Employee" means the Husband / Wife, father, mother, sons (upto 21 years of age) and daughters (upto 21 years of age or marriage whichever is earlier).

The University of Baltistan Skardu (UoBS) EMPLOYEES WELFARE FUND

6. The Fund will consist of all the present and future sums transferred to the Fund and also all accumulations and additions thereto by way of contributions from individual gifts, donations, grants, funds or other properties, movable or immovable, and contributions by the employees of the University as prescribed by the Board of Management or by the employees willingly by themselves or by their families or relatives or any other person interested in the welfare of the University employees and their families, that may be received by or transferred or assigned to the Board of Management from time to time and for the specified purpose of the fund.

AIMS AND OBJECTIVES OF THE FUND

7. The UoBS Employees Welfare Fund is created for generating regular and permanent income to supplement contributions made and received. The contributions and additional income of the Fund shall be used for any or all of the following purposes:
 - (a) To assist the University eligible employees and their families for financial support in achieving their children education;
 - (b) To assist the University eligible employees and their families for financial support on the eve of Eid-ul-fiter, Eid-ul-Azha and other holy event(s).
 - (c) To assist the University eligible employees and their families for arrangements of their daughters' marriages.
 - (d) To assist the University eligible employees and their families for arrangements of medical treatment of themselves or their families' expenditures of which are not covered under the federal government / UoBS relevant medical treatment rules;
 - (e) To assist the employees and their families in case of sudden disability, invalidity and casualty or death due to an accident, illness or sudden death due to any natural reason or during any riot / robbery of an employee or any other earning member of the family;
 - (f) To assist the employees and their families to start a small level business for permanent support of the employees and their families. However, such kind of financial assistance will be mark-up free and will be returnable to the Fund on prescribed terms and conditions.
 - (g) To assist the families in case of sudden death of an employee for transporting the dead body and other related expenses to dispose of the body according to Islamic law or any other law enforced by any other religious community relating to the employee or his/her family.

7.2. Any other usage recommended by the Board of Management and approved

the Governing Body i.e., Syndicate University of Baltistan, Skardu.

THE GOVERNING BODY OF THE FUND

8. The Syndicate of the University will act as the Governing Body of the Fund.

POWERS & FUNCTIONS OF THE GOVERNING BODY

9. In furtherance of the objectives noted in para-7 and to perform all such other things or acts as are incidental or conducive to the attainment of any or all of these objectives, the following powers shall vest with the Governing Body:
 - 9.1 To approve rules and by-laws for proper management of the Fund;
 - 9.2 To seek, receive and accept gifts, grants, aid, contributions, donations, benefactions of any nature, in cash or in kind whatsoever from individuals, employees of the university by way of contributions through their salaries or donations at their own in cash or in kind or from any lawful sources as moneys, moveable and immoveable assets, donations, gifts, subscriptions, devices, bequests and other assistance with a view to the benefits or the university employees or their families.
 - 9.3 To open and operate bank accounts with banks and financial institutions and to deposit, draw, money as per prescribed procedure for benefit of the employees or their families;
 - 9.4 To determine and approve the portfolio of investment for investing the funds and assets and dispose off, transfer and deal with the matters and assets of the Fund as deemed fit within the framework of the objectives of the Fund;
 - 9.5 To determine and approve the percentage of total return/income from the Capital of the Fund for spending and to determine and approve the usage of the return/income approved for spending i.e., to fulfill the aims and objectives of the fund;
 - 9.6 To co-operate with other charitable trusts, societies, associations, institutions and charitable organizations formed for any or all of these objectives;
 - 9.7 To constitute a Board of Management consisting of at least 7 (Seven) members under the Presidentship of the Vice Chancellor UoBS and to delegate all the necessary administrative and financial powers to the Board for smooth running of the Fund;
 - 9.8 The Governing Body may take decisions by circulation, if the Board of Management so proposes.

BOARD OF MANAGEMENT OF THE FUND

10. The fund shall be managed by a “**Board of Management**” constituted by the Governing Body, consisting of the following: -

| | | |
|------|--|----------------|
| i. | Vice Chancellor - UoBS (Ex-officio) | President |
| ii. | Registrar UoBS (Ex-officio) | Vice President |
| iii. | A representative of faculty members | Member |
| iv. | A representative of employees Below-17 | Member |
| v. | Treasurer, UoBS (Ex-Officio) | Member |
| vi. | One representative of Syndicate to be nominated by the Syndicate | Member |
| vii. | Additional Treasurer (Ex-officio) | Member |

10.2 The Additional Treasurer UoBS will act as Secretary of the Board.

10.3 A nominated / representative member shall hold office for a period of three years.

10.4 In case of absence of the President, the Vice President will chair the meetings.

11. The number of members shall not be less than 7 and one half of the total members shall constitute the quorum for the meeting of the Board of Management.

(a) The office of a member shall be declared vacant by the Governing Body, on the happening of any of the following events: -

- Death;
- Resignation in writing;
- Incapacity to act as member due to ill health;
- Being convicted of any offence by a court of law;

(b) In case of any vacancy on the Board of Management, the Governing Body shall have the powers to fill such vacancy.

FUNCTIONS OF THE BOARD OF MANAGEMENT

12. Through delegation of powers by the Governing Body, the functions of the Board of Management will be as follows: -

12.1 To act and represent the Fund in all matters and execute the policies and decisions of the Governing Body;

12.2 Establish and, when deemed necessary, recommend modifications to the Investment, Spending & Usage Policy to the Governing Body for approval;

12.3 Assure proper custody of the funds received by the Board;

12.4 To authorize any member(s) of the Board of Management for day-to-day management of the Fund;

- 12.5 To transfer accrued profit/income in accordance with the laid down rules/ procedures;
- 12.6 To do or cause to be done all acts ancillary or incidental to any of the aforesaid powers or the purpose of the Fund, subject to other provisions of these Rules;
- 12.7 To propose such further sub-rules and procedures for the management and administration of the Fund, as deemed appropriate, for approval of the Governing Body;
- 12.8 To appoint from members sub-committee(s) for any specific purpose(s) as may be necessary;
- 12.9 To prepare the schemes and budget for approval from the Governing Body;
- 12.10 To submit the annual performance & financial reports of the Fund to the Governing Body and be responsible for the maintenance and safe custody of the office records, assets, etc;
- 12.11 To invest the Fund or any part thereof or any other money from time to time upon such lands, buildings, securities of whatsoever nature or in any other manner as the Board of Management may deem fit provided permitted by applicable law and shall have power to alter, vary and transpose such investment of the same or like nature;
- 12.12 To pay for any assets, rights or privileges acquired by or services rendered to the Fund;
- 12.13 To seek relief from taxes including income tax, withholding tax, wealth tax, sales tax, excise and custom duties and all other exemptions as may be permissible under the prevailing law of the country;
- 12.14 To obtain any Federal or Provincial Rule, Order, Statute, or other legislative provision or enactment for enabling the Fund to carry out its objectives into effect, or for any other purposes which may seem expedient and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the interest of the Fund;
- 12.15 To do and perform all such other things or acts as are incidental or conducive to the attainment of any or all of the above-mentioned objectives of the Fund.

MEETINGS OF THE BOARD OF MANAGEMENT

- 13. The Board of Management shall hold at least one meeting every Three months to deal with and dispose of any business related to the Fund.
- 14. The President or the Vice President may, at any time, call an extra ordinary meeting of

the Board of Management to address any issue of emergent nature.

15. The President shall preside over all the meetings of the Board of Management. In the absence of the President or on the instructions of the President, the Vice President shall preside the meeting.
16. The decisions, at any meeting of the Board of Management, shall be taken by a simple majority of the members present in the meeting. In case of equal votes, the President / Vice President shall have a casting vote.
17. The Board of Management shall have the powers to decide the amount of financial assistance to be extended to the employees or their families to fulfil the purpose and aim of the Fund.
18. The Board of Management shall have the powers to call for any documentary evidence whatsoever deemed necessary from the employees or their families before grant of financial assistance.

MINUTES OF THE MEETINGS

17. The Secretary shall maintain the record of proceedings of the meetings of the Board of Management and get them confirmed from the Chairman before circulation among the members as early as possible. The Minutes of the Board of Management shall be approved by the Board in its next meeting or by circulation.
18. Any member shall be entitled to inspect the proceedings or other record of the Fund, in the office during office hours.

LEGAL PROCEEDINGS

19. The Board of Management may:
 - a. Commence, institute, prosecute, defend, compound, settle, compromise, adjust, refer to arbitration, withdraw or abandon any legal proceedings by or against the Fund or the Board of Management or its President / Vice President or a member concerning the affairs of the Fund, for reason to be recorded and reported to the Board on the next available opportunity;
 - b. Cause appearance for and on behalf of the Fund in any court and before any tribunal or any other officer, in any action or proceedings or matters regarding the Fund, to promote or safeguard or defend its interest.

PROCEDURE FOR AMENDMENT IN THE RULES

20. Any change/amendment, if required, in these Rules, shall be made by simple majority of the members of the Governing Body.

FINANCIAL ADMINISTRATION

21. The Employees Welfare Fund shall not be a separate entity but shall be a restricted fund of UoBS;

22. The financial year of the Fund shall be from 1st day of July to 30th day of June;
23. The accounts of the Fund shall be maintained in such a manner as other financial records of UoBS are maintained;
24. The regular books of accounts of the Fund shall be maintained in accordance with the generally accepted accounting principles as adopted by the U o B S ;
25. The accounts of the Fund shall be kept in a scheduled bank;
26. The Bank accounts shall be operated jointly by two out of three persons authorized by the Board

AUDIT AND ACCOUNTS

27. The Funds shall be audited as part of the UoBS annual audit by a Chartered Accountants firm and the auditors appointed by the Auditor General of Pakistan.

INVESTMENT

28. The Board of Management is empowered to invest funds and assets in such a manner as the Board of Management may deem fit within the framework of the objectives of the Fund, if deemed necessary to generate additional income on the investment of the fund.

MONTHLY CONTRIBUTION BY THE EMPLOYEES

29. The employees either permanent/regular on BPS, TTS, constitutional post holders, PSDP employees on PPS/SPS, contractual employees appointed against standards pay scales, or equivalent shall contribute on monthly basis in the Fund through their monthly salaries / remunerations whatsoever called but received from the university as per the following rates: -

BPS-22 / Equivalent: 2% of their total monthly salary but maximum of Rs.6,000/-

BPS-21 / Equivalent: 2% of their total monthly salary but maximum of Rs.5,000/-

BPS-20/Equivalent: 2% of their total monthly salary but maximum of Rs.4,000/-

BPS-17 to BPS-19 / Equivalent: 2% of their total monthly salary but maximum of Rs.3,000/-

BPS-11 to BPS-16/Equivalent: 2% of their total monthly salary but maximum of Rs.2,000/-

BPS-5 to BPS-10/Equivalent: 2% of their total monthly salary but maximum of Rs.1000/-

BPS-1 to BPS-4 / Equivalent: 2% of their total monthly salary but maximum of Rs.500/-

- 29.2 The Governing Body will have the powers to revise the rates as and when deemed necessary upon the recommendation of Management Board.
- 29.3 Any employee at his /her own and by way in writing may request the Board to enhance the rate of contributions as restricted above and intimate such other

- increased amount as he / she at own intends to contribute towards the Fund (Optional).
- 29.4 Any employee may withdraw his / her willingness at any time given under item 29.3 above.
- 29.5 The contributions towards Employees Welfare Fund will be compulsory and no employee will have the right to refuse or deny to contribute towards the said fund.

UTILIZATION OF FUNDS INCOME

30. The contributions and income of the Fund shall be utilized for the promotion of its aims and objectives in the light of Spending & Usage Policy approved by the Governing Body. Normally upto **20% (twenty-percent)** of the total contributions / income of the year will be retained by the Board.

SEAL OF THE FUND

31. There shall be a Seal of the Fund which shall be affixed on all documents executed in relation to the Fund and signed by the President Vice President.
32. The Seal of the Fund shall remain in the custody of the Secretary of the Fund.

EXEMPTIONS

33. Proper applications shall be moved before the Federal Board of Revenue /Income Tax Authorities or any other authority, seeking relief/ exemption of certain provisions of the Tax Laws, if so required by law of the land.

INDEMNIFICATION

34. In discharge of their duties to meet the aims and objectives of the Fund, no member/ employee shall be liable for any loss to the Fund by reason of any investment made in good faith or by the negligence or fraud of any agent employed by him/her or by reason of mistake made in good faith by any member. However, in case of willful and individual fraud or wrong doing on the part of the member, he/she shall be liable for appropriate action under the relevant Statute, Rules and Regulations of the UoBS and law of the land.

DISSOLUTION OF THE FUND

35. The Fund shall be perpetual in nature and shall not be dissolved, unless three-fourth of the members of Governing Body / Syndicate UoBS in a special meeting shall have expressed a wish for such dissolution by their votes delivered in person.
36. Notwithstanding what is stated herein before, if upon the winding up or dissolution of the Fund there remains, after meeting all liabilities, any assets whatsoever the same shall be transferred to a body or bodies in accordance with the approval of the Governing Body / Syndicate of the UoBS.



**OFFICE OF THE REGISTRAR
UNIVERSITY OF BALTISTAN,
SKARDU**

Ph. #:05815:960061;

Fax #:05815:960068;

E-mail: registrar@uobs.edu.pk

Date: November 30, 2023

Ref.No. UOBS-Estt-1(3)/2018/ 4257

NOTIFICATION

It is notified for the information of all concerned that the Syndicate of the University of Baltistan, Skardu, in its 16th meeting held on November 27, 2023 has unanimously approved the Endowment Fund Policy and Employees Welfare Fund with immediate effect.


30/11/2023

WASEEM ULLAH JAN MALIK
(Registrar)

Cc:

1. Secretary Vice-Chancellor, University of Baltistan, Skardu
2. Treasurer, University of Baltistan, Skardu
3. Controller of Examinations, University of Baltistan, Skardu
4. Director Academics, University of Baltistan, Skardu
5. All Directors, University of Baltistan, Skardu
6. Resident Auditor, University of Baltistan, Skardu
7. Office copy