PRAKALP Welfare Fund

The National Law University Delhi has established the PRAKALP Welfare Fund with the objective of extending financial assistance to eligible outsourced employees and their immediate dependants facing medical emergencies, accidents, disability, bereavement, educational requirements, natural calamities and other exceptional financial hardships.

For the information and guidance of the Committee, the broad provisions and application procedure under the scheme are outlined below:

1. Eligibility Criteria

An outsourced employee engaged through an authorised contractor/vendor of the University may apply for financial assistance, subject to the following conditions:

- The employee's monthly income should not exceed ₹25,000.
- The employee should ordinarily have completed a minimum of six months of service. However, relaxation in exceptional cases may be considered by the PRAKALP Welfare Fund Committee.
- Assistance may also be sought in eligible cases concerning the employee's immediate dependants, including spouse, children and dependent parents.

2. Categories and Maximum Financial Assistance

Financial assistance may be considered under the following categories:

Category	Maximum Assistance
Medical emergencies	₹25,000
Accident or disability	₹25,000
Death or bereavement	₹25,000
Children's education	₹15,000 per year
Natural calamities	₹20,000
Other exceptional financial hardships	On merits of the case

In addition, in highly exceptional circumstances, financial assistance of up to ₹1,00,000 may be considered per employee during the entire period of service, subject to the approval of the Vice-Chancellor and the applicable provisions of the scheme.
The overall financial assistance limits are as follows:

- Maximum annual assistance: ₹50,000 per employee per financial year.
- Maximum cumulative assistance during the entire service period: ₹75,000 per employee under the normal provisions.
- Any exceptional assistance beyond the prescribed normal cumulative limit shall require specific approval of the Vice-Chancellor, subject to the provisions of the scheme.

All assistance shall remain subject to the applicable category-wise limits and the overall financial ceilings.

3. Documents Required

Applicants are required to submit the prescribed application along with relevant supporting documents, as applicable to the nature of the claim. These may include:

- Medical records, doctor's prescriptions, medical bills and other relevant documents in medical cases.
- Death certificate in cases involving death or bereavement.
- Proof of monthly income.
- Documents establishing the genuineness and circumstances of the financial hardship.
- Verification by the appropriate officer/person.
- Any other supporting documents considered necessary for examination of the application.

4. Application and Evaluation Procedure

Applications shall be submitted in the the form of written application submitted in registrar office.

The PRAKALP Welfare Fund Committee shall examine the applications, verify the genuineness of the claims, assess the urgency and financial circumstances of the applicants, and recommend eligible cases for financial assistance within the prescribed limits.

The recommendations of the Committee shall thereafter be submitted to the Vice-Chancellor for final approval. The decision of the competent authority shall be final and binding in accordance with the provisions of the scheme.

5. Mode of Disbursement

Approved financial assistance shall be disbursed exclusively through bank transfer. No cash payment shall be permitted under the scheme.

6. Role of the Legal Services Committee

The University appreciates the willingness of the Legal Services Committee to facilitate the implementation of the scheme. The Committee may assist in creating awareness

among eligible outsourced employees, guiding them regarding eligibility and documentation requirements, and facilitating the submission of applications to the designated office of the University.

Such coordination would help ensure that deserving employees are able to access the benefits of the scheme in a transparent, systematic and timely manner.

It is also clarified that submission of an application does not automatically confer any entitlement to financial assistance. Each application shall be considered independently on its merits and in accordance with the prescribed provisions and approval of the competent authority. All applications and supporting documents shall be dealt with confidentially.

The University looks forward to the continued cooperation of the Legal Services Committee in ensuring effective implementation of this welfare initiative and extending timely support to deserving outsourced employees and their dependants.

7. Special Provision

The Head of the Institution shall exercise discretionary power in moderating the extent of assistance after recording the reasons in deserving cases.