

Date: 15.10.2018
No. 66/PUTF

To all Respected Teaching staff
University of Peshawar

Subject: Renewal of Peshawar University Teachers' Foundation (PUTF) membership and establishment of Teacher Welfare Fund (TWF)

Respected All,

I am directed to inform you that the committee of administration, PUTF in its meeting 4.6.2018 and 9.10.2018 has granted approval for renewal of PUTF membership and establishment of Teachers Welfare Fund (TWF) for the benefits of university teachers. All the details are herein attached along with annexures.

It is worth mentioning that the TWF has been started for the welfare of teaching community, therefore all teaching staff are members. In case, you are willing to be a member, there is no need to apply. Your name will be included in the list automatically. Membership is not obligatory and any honorable teaching staff member can cancel his/her membership any time by filling proforma attached as **annexure D**.

Deduction of membership fee will starts from the month of December, 2018. With your cooperation and coordination, we would like to make this Teachers' welfare fund successful and ever growing. In this regards, please don't hesitate to share your good suggestion and valuable ideas.

With all best wishes

Yours Sincerely



Prof. Dr. Mohammad Nafees
Managing Director
Peshawar University Teacher Foundation
University of Peshawar

Copies to:

1. PS to Vice Chancellor, University of Peshawar
2. Pro. Vice Chancellor, University of Peshawar
3. President and General Secretary, PUTA
4. To all Head of the department, UoP with a request to circulate it among teaching staff
5. To all principles of constituent colleges with a request to circulate it among teaching staff
6. To all principles of constituent schools with a request to circulate it among teaching staff

Renewal of PUTF Membership

As per approved constitution of PUTF, 1994 all permanent teaching staff members are eligible for membership. Initially the membership fee was one day salary per year. Since the beginning, membership fee was not deposited on regular base. The committee of administration revised this procedure in its meeting on 4.6.2018 and subsequent approval of committee constituted on 19.8.2018 vide notification No. 1221/Estt and 2nd meeting of committee of administration dated 9.10.2018, has granted approval for renewal of membership and establishment of Teachers' Welfare Fund (TWF) . New approved membership fee is Rs. 250/- per month. Fifty percent of the collected membership fee will go to Teachers' welfare fund (TWF) and will be used to help the needy members. The fund will be utilized for the benefit of all faculty members. The following incentives will be offered to all teaching staff.

1.1 Incentives to PUTF Members

The Peshawar University Teachers' Foundation (PUTF), after renewal of membership and creation of Teachers' Welfare Fund (TWF) will offer two types of financial support i.e. Non-Refundable Financial Support and Refundable Financial Support to its members. The program is based on the calculations as per **Annexure-A**.

1.1.1 Nonrefundable financial support will be provided to the members of PUTF on the occasion of death of a member and major illness (**See Annexure-B**). This program will be launched when 500 memberships are achieved.

- a. PUTF will offer Nonrefundable Financial Support (NRS) to three members every year as per Annexure A.
- b. Financial support in case of death and major illnesses will be extended to all members irrespective of the membership duration.
- c. Major illnesses include surgery related to heart, brain and kidney. For other major illness, the case will be forwarded to Committee of Administration.
- d. In case of major illness, if PUTF receives more than three applications, the matter will be decided by the Committee of Administration.

1.1.2 Refundable loans (soft loan) will also be provided to the members for self-marriage and children's marriage, House Repair, Emergency, Outdoor Medical Treatment and

Research Advance etc. (**See Annexure-C**). In order to consider and coordinate requests for financial assistance to deserving applicants.

- a. PUTF will offer soft loan to 3-5 members as per **Annexure A**.
 - b. For soft loan employee must be member for at least two years.
 - c. Such loan will be returned in 24 equal installments. The deduction will be made at source. On retirement, the installment will be deducted from the pension of an employee.
 - d. Each year, members will be informed through notification. Teachers'/Employees' interested in soft loan will submit application within specified period of time.
 - e. If PUTF receives more than 3 applications, the matter will be decided through lucky draw.
 - f. Successful loan applicants will be required to provide indemnity bond on stamp paper of Rs. 100 to guarantee the refund of loan.
- 1.1.3 Transport facility with 50% discount from the market rate: As per old practice, this facility will be available to PUTF members only.
- a. The service will be based on "First come first serve" basis.
 - b. Each member will be required to pay the charges as soon as possible but not later than a month. In case of delay, the charges will be deducted from their salary at source.

1.2 Membership Rules

1. Each and every employee of the University of Peshawar is member of PUTF.
2. To keep the membership active, membership fee will be deducted from the salary of each faculty member at source at the rate as defined by Committee of Administration of PUTF.
3. Each member has the right to de-activate his/her membership any time without a claim for refund of his membership fees. For this he/she will inform the PUTF office in writing (**see Annexure-D**). If a member wants to re-activate his/her membership, he/she will be required to deposit membership fee for the entire de-activation period.
4. The Board of Director has the right to suspend and /or cancel the membership (subject to the approval of Committee of Administration) on the following grounds. The monthly fee will be deducted for the suspension period. To avoid this deduction, the member will inform PUTF office in writing.

- a. Fail to pay the monthly fee for more than three months.
- b. Failing to abide by the Rules and Regulations as set forth herein and as modified from time to time.
- c. Damage resources of PUTF and fail to correct/compensate the same within specified period of time.
- d. In case of suspension or cancelation of membership, no refunds of membership fees or other payment will be permissible.
- e. Abusive treatment PUTF personnel or employees.

Annexure-A

Financial Support

Total employees = 650

Membership expected = 500

Monthly fee = 250

Monthly income = $500 * 250 = 125000$

Income per year = $125000 * 12 = 1500000/-$

Money allocated for financial support @ 50% of the total income = $750000/-$

Money for nonrefundable financial support = $107142 * 3 = 321428/-$

Money for refundable financial support = $107142 * 4 = 428568/-$

Note: The committee of administration shall have the right to increase membership fee and number of financial support in both categories.

Annexure-B

Peshawar University Employees' Foundation

University of Peshawar

Managing director
Peshawar University Teachers' Foundation
University of Peshawar

Proforma for nonrefundable financial assistance from TWF fund

Name (in block letters) -----

Designation -----BPS -----

Nature of appointment-----

Department/section/unit -----

Nature of financial support

1. Major Illness
2. Death of Employee

Name and Signature of Applicant's dependent

Relation with the employee -----

Recommendations of Admin/Sectional Head/DDO

Dated: _____

Name and Signature _____

Managing Director (PUTF)

Approved/Not approved

Dated: _____ Signature _____

Note: In case of major illness and death, all necessary documents should be attached.

Annexure-C

Peshawar University Employees' Foundation University of Peshawar

Managing director
Peshawar University Teachers' Foundation
University of Peshawar

Proforma for refundable financial assistance from TWF fund

Name (in block letters) -----

Designation -----BPS -----

Nature of appointment-----

Department/section/unit -----

Nature of financial support

1. Marriage Loan
2. Emergency Loan
3. Academic Loan
4. House Repair Loan
5. Outdoor Medical Treatment Loan
6. Calamity Loan
7. Other (please specify)

Signature of Applicant

Recommendations of Admin/Sectional Head/DDO

Dated: _____

Name and Signature _____

Managing Director (PUTF)

Approved/Not approved

Dated: _____

Name and Signature _____

Annexure-D

Peshawar University Employees' Foundation University of Peshawar

Managing director
Peshawar University Teachers' Foundation
University of Peshawar

Form for De-Activation of PUTF Membership

I, _____ s/d/w/o _____ resident of
_____ holding of NIC
No. _____ the employee of BPS/TTS at the
department/institute/school/college/ of -----
-----.

I am no more willing to be member of PUTF and would like to cancel my membership with effect from -----/-----/2018. I know that, if I want to re-activate my membership, I will have to deposit membership fee for the entire de-activation period.

The Treasurer Office/Director Accounts of University of Peshawar is no more authorized to deduct monthly membership fee from my monthly salary.

Yours faithfully,

Name and Signature

Designation:

Phone/Cell No:

Email: