

# FEDERAL BANK RETIRED OFFICERS' FORUM (FBROF)



(An Organizational Wing of Federal Bank Officers' Association)  
(Affiliated to All India Bank Pensioners and Retirees Confederation - AIBPARC)  
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## FBROF BENEVOLENT FUND

### Synopsis

“Charity Begins at Home, and Giving is not just about making a donation, it’s about making a difference in the life of fellow beings. And, Compassion is to look beyond your own pain, to see the pain of others in distress”.

Here, ‘Charity’ means not only financial support but refers to things of love, Compassion, care and other feelings of importance also .It is generally believed that ‘Charity’ means providing financial assistance to the needy. This is only partially true. The word 'Charity' comes from the Latin word 'caritas' which means love. Therefore philanthropy refers to offering any kind of help and Giving love and care to the needy. This means that one doesn't have to be financially prosperous to do charitable work. Each one of us can help the needy in their lives so that they can fill the void in their lives.

### 1. Background for formation of Benevolent Fund by FBROF

In an Area meeting held at Ernakulam some of our Senior Members suggested to form a “Help-Desk” in the Area with a view to assist the Members in distress and to provide Financial Assistance to the deserving members who are finding it difficult to meet their livelihood and also medical expenses. Though the Help-Desk was constituted in the Area and a Member had come up with an initial donation for the cause, the amount could not be accepted as there was no provision in the by-law of FBROF to accept donations from its Members for Charity to members. In the meantime the following issues came up before the Executive Committee of the Forum.

#### a) Ernakulam Area.

During May 2020, EKM Help-Desk learnt that one of our Members was bedridden due to Lung disease for quite long period and his health was deteriorating as he was living with Oxygen support. His wife was also a Cancer patient undergoing Radiation Therapy and Brain Surgery. His only income was the Pension. Educational loan in the name of his son was outstanding against mortgage of his house property with another Bank and his son was unemployed. His financial condition was very bad and was finding it difficult to bear the domiciliary medical expenses which are not covered in the Group Medical Insurance. In order to ascertain the position, one of the Members of the EKM Help-Desk visited his house and on seeing his pathetic condition took up the matter with FBROF Central Office for finding a way to help this family on an urgent basis. With the help of Area Secretary, Zonal Secretary and Executive Committee Member, the matter was pursued further with Central Office.

The Office Bearers of FBROF visited the Member at his residence. Taking in to account the gravity of the matter, General Secretary presented the same in the next Executive Committee on 14th June 2020. Committee entrusted the matter to a Team comprising of Area Secretary, Zonal Secretary, EC Member, Help Desk Member . They submitted a detailed report. Based on the report the matter was presented again to the Next EC Meeting. General Secretary informed the Committee that there is sufficient balance outstanding in the 50% Eligibility share of the EKM Area. Committee decided to grant a lump sum payment of Rs. 25000/- to the Member and also a monthly Assistance of Rs. 5000/- till the next AGM of the Forum, subject to the Approval and Confirmation of the General

Body. The expense was accounted in the 50% Eligibility share of EKM Area. It was a great relief to the member and he sent a message to the President & General Secretary extending his sincere thanks to them and to the members who were behind this noble gesture. After two weeks of accepting the amount, on 26.6.2020 he left us for heavenly abode. There after based on a request to continue the Assistance to the wife of the late Member was presented to the Committee. Committee Approved to continue the Monthly Assistance of Rs 5000/- to the wife of the deceased Member till the next AGM of the Forum, subject to the Approval and Confirmation of General Body . Sad to say, on 2.10.2020 she also joined her husband for heavenly abode.

#### **b) Aluva Area**

Another case was reported from Aluva Area to General Secretary. One of our Senior Members, above 70 years, who has no own house, No employment, No Pension, No income and Sick, submitted a request to the Forum for financial support. The case was presented to the Executive Committee of the Forum. Committee referred the matter to a Team of Leaders Comprising Area Secretary, Zonal Secretary, Asst. Secretary, Asst. Treasurer for verification. They visited the Member at his House, and realized that the Member, his wife and Son are under treatment and at present the Member is meeting his day to day expenses with the support of his friends and relatives. A report was submitted to the next Executive Committee of the Forum. General Secretary informed that there is sufficient balance outstanding in the 50% Eligibility share of Aluva Area. Executive Committee sanctioned to extend a financial support of Rs 5000/- to the Member every month till the next AGM of the Forum subject to the Approval and Confirmation of General Body. The amount was accounted under the 50% Eligibility share of Aluva Area.

#### **c) AP & Telangana Area**

Central Office received a request from one of our Ex Federals from Hyderabad requesting to extend financial support for the treatment of his only Son who was under prolonged treatment for Multiple Cancer which was in advanced stage. The treatment was continued to save the life of his only son, even though he had spent more than Rs 50.00 Lakhs for the treatment. It was informed that when all his financial sources were exhausted for the treatment he had approached Social Organisations, NGOs and many of our Members personally. Since his son's stage was critical, the matter was referred to the Vice President in charge of outside Kerala and the concerned Area and Zonal Secretaries to submit a detailed report. They visited the patient at the hospital, his rented house and submitted a detailed report. Considering the genuineness and urgency, Executive Committee of the Forum sanctioned an immediate Assistance of Rs 25,000/- to him, subject to the Approval and Confirmation of the General Body and the amount was paid directly to the Hospital. Since the Ex Federal was not our member at that time the amount was accounted under the expenses of Central Office. Very sad to report that his son expired after some days.

#### **D. Area Meetings**

During the last so many Area Meetings Office Bearers could hear various suggestions of Members and Area / Zonal functionaries for extending financial support to Members who are in distress.

All these sad episodes and suggestions prompted the Central Office to evolve a Benevolent Fund for helping our Members, Spouses and their Dependent Children who are in distress.

General Secretary took the initiative to discuss the Charity issue with all Office Bearers and it became an Agenda of the next Executive Committee meeting. Committee deliberated the issue and found it as a need of the hour. Charity issue became a matter of discussion in Area Meetings of the Forum across the country. Members whole heartedly supported the move to formulate a scheme for financial support to the Members in distress. After many rounds of discussions, Executive Committee of the Forum constituted a Sub Committee to formulate an appropriate Scheme for extending financial support to the Members, their Spouses and Dependent Children who are in distress. The members of the Sub Committee were

Shri. Pappachan V. O.	(Asst. Secretary), Convenor
Shri. Yacoob K C	Member
Shri. Smith P S	Member
Shri. Asokan R	Member

Smt. Girija C George (EC Member), Member  
Shri. Tom Thomas (President), Member  
Shri. Thomachan K T (General Secretary), Member  
Shri. George Sam (Treasurer) Member

## **2. Findings and Recommendations of the Sub Committee:-**

- a) Some of the members of the Forum are leading a life of privation and hardship- living without Pension / very meager Pension, without any other income and even without self-owned house / without the support of their children as they also do not have sufficient income and are constrained to meet the livelihood expenses with the support of friends, relatives, etc.
- b) Some of our members/ their spouses are financially weak and undergoing treatment for life risk diseases such as Cancer, Covid 19, Heart/ Brain/ Liver/ Kidney related diseases, etc are finding it very difficult to meet their Medical Expenses, as their Medical Reimbursements under Group Insurance Policy are not sufficient to meet their total treatment expenses and major items of expenses being under Domiciliary category which are either not covered in the Medical Insurance Policy or amount spent by them exceeds the individual ceilings fixed by the Insurance Company, etc.
- c) Spouses of some of the Deceased Members who are financially weak are finding it very difficult to pay even the Premium of our Group Medical Insurance Base Policy of Rs 4.00 Lakhs.
- d) Super Senior Members who have a very low pension and Non Pensioners who are financially weak have to spend a good part of their income towards the Premium of our Group Insurance Policy.
- e) Many of our Members are doing charity individually, and some Members of our Forum do charity collectively to help our deserving Members, in the respective Areas.
- f) The Committee realized the need for constituting a Benevolent Fund and examined the provisions for the same in the By-laws of the Forum.
- g) Available provisions for charity activities in our existing By-law:

Our Forum is Registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act No.12 of 1955.

Clause 4(i) of the By-laws of the Forum (AIMS AND OBJECTIVES) says:

“To do suitable charitable activities among the Public for the benefit of economically and socially weak persons.”

As per the above provision our Forum has spent good amount from the Accounts of the Forum to help the victims of flood, corona etc.

For creating a Fund and to accept donation from its Members for extending financial support to the Members, Spouses and their Dependent Children, our by-laws have to be amended suitably.

## **3. Steps / Decision taken by the Executive Committee**

The Sub Committee Report was discussed in Office Bearers' Meeting held through Zoom platform on 25.01.2021. Office Bearers observed that AGM related to the Financial year 2019-20 could not be conducted due to the Covid pandemic and the Forum could save the expenses related to that AGM, TA to eligible Members. Forum could also save expenses related to Quarterly EC meetings and Area Meetings (as meetings were conducted through virtual platform) etc of 2020-21. Hence we may set apart a good amount from such saved expenses, as a onetime measure, for helping our own eligible Members, Spouses and their Dependent Children. Based on the Findings and Recommendation of the Sub Committee, the Executive Committee of FBROF took the following decisions subject to the approval and confirmation of General Body Meeting.

- a) To form a Fund styled “FBROF BENEVOLENT FUND” for the benefit and welfare of our Members, Spouses and their Dependent Children.
- b) Contributions to the Fund / Sources of Fund

- (i) EC Meeting (Virtual) held on 26.01.2021 also deliberated on the issue further and found that Forum could save expenses of AGM for the FY 2019-20, T.A to eligible members, quarterly meetings etc. amounting to more than Rs. 10.00 lakhs during the financial year 2020-21. Executive Committee reached a consensus to contribute an initial amount of Rs. 10.00 lakhs as a one-time measure to the proposed Benevolent Fund as on 31st March 2021 with necessary Approvals and Confirmations of next AGM.
- (ii) An amount equivalent to 10% of our total Monthly Subscription in a year as on 31st March of every year may be transferred to the Benevolent Fund account. (i.e. Out of the total Subscription amount collected in a financial year, 50% be reserved for Area activities, 10% be reserved for Benevolent Fund and balance 40% be made available to Central Office for meeting General Expenses of the Forum.)
- iii) Unutilised portion of the amount, if available, in the Funds allotted to Areas from the monthly subscription collected every year as per clause 5 (f) of the By-law may be transferred to Benevolent Fund Account on or before 31st March.
- iv) Voluntary Contributions made by the Members for the specific purpose of extending financial support to the Members, Spouses and their Dependent Children who are in distress may be credited to Benevolent Fund Account.
- v) Periodic Interest earned in the Account.
- vi) Any other Receipts / Credits as approved by the Executive Committee
- c) Accounting of the Fund: New Bank Account be opened in the name of the Fund (under FBROF Accounts) for this purpose and an initial amount as approved by AGM be credited to the Fund Account. Account shall be operated by Treasurer jointly with General Secretary/President as provided in the bylaws of the Forum.
- d) Appropriation of Benevolent Fund - Quantum & Purpose  
After deliberations, the Executive Committee unanimously proposed;
  - a) To fix an upper ceiling of Financial Support per Family (Members, Spouses and their dependent Children) who are in distress in a financial year at Rs 75,000/-
  - b) To approve onetime payment or periodic payment to eligible Members/ Spouses and their Dependent Children for meeting their livelihood, medical expenses etc.
  - c) To approve payment of a portion or full premium of Group Insurance Base Policy to eligible Super Senior Members/ Spouses / Non Pensioners.
  - d) To permit payment towards any other financial aid to Members, Spouses and their Dependent Children as approved by the Executive Committee of the Forum.

#### **4. Operational guidelines for Identification of Beneficiary**

##### a) Submission of Application

Application as per Annexure 1 along with supported documents are to be submitted by the Applicant -Member/ Spouse/ Dependent Children of the Member to the Area Secretary / Zonal Secretary.

##### b) Scrutiny of the Application

The Application has to be scrutinized by the Area/Zonal level Committee, assess the requirement of the applicant and furnish their Observations and Recommendations to the General Secretary of the Forum.

Area / Zonal level Committee shall consist of :

- 1) Area Secretary and or Zonal Secretary,
- 2) EC member/ Office Bearer in charge of the Area / Zone and
- 3) Two Help desk members of the Area / Zone

- c) General Secretary will place the Application and the Recommendation of the Area / Zonal level committee to the Executive Committee of the forum and the forum will discuss and decide whether to sanction the application or not. Once the Application is sanctioned, the Quantum of Assistance and the Period and Mode of payment etc. will be communicated to the Area / Zonal Level Committee and the Applicant.
- d) Sanctioning Authority : Executive Committee, FBROF
- e) Maximum permissible Financial Support Per Family (Member/Spouse/Dependent Children) who are in distress: Rs. 75000/- in a financial year
- f) Mode of Payment : Lump sum / Periodic payment by way of credit to the Pension Account of Member / Family Pension Account of Spouse / SB account Dependent Children
- g) Rejection of Application

The Authority to reject the Application is the Executive Committee of the Forum. In case of rejection of an Application the reason thereof shall be communicated to the Area/Zonal Level Committee and the Applicant.

- h) Periodic Review:

Wherever financial help is extended, there shall be a process for Review of every cases to assess whether the Member's living condition/ health status has improved, whether the family started to earn income, whether more support is required or to stop continuance of the Financial Support the periodic payment, etc. If the periodic payment exceeds 6 months, Review has to be conducted by the Area/Zonal Level Committee after 6 months of initial payment and a Report has to be submitted to the General Secretary as per Annexure 2. General Secretary will place the report to the Executive Committee to review the matter and to take an appropriate decision on the continuation of Financial Support and to communicate the same to the Are/Zonal Level Committee.

#### **5. Registration of the FBROF Benevolent Fund under section 12A and Sec 80G of Income Tax Act 1961.**

We have examined the matter with the Chartered Accountant of the Forum, It is learned that if the Benevolent Fund is Registered under clause 12 A of IT Act, and Section 80G Approval is obtained from IT Authority, all contributions made by Members and non Members to the Fund will become eligible for IT Exemption. If we are not going for 12 A Registration and 80G Approvals, contributions taken if any, from Non-Members will be considered as Income of the Fund subject to assessment of Income Tax along with other Income of the Forum.

It is important to note that when Registration is obtained under section 12A, it does not mean that section 80G Approval also is received. i.e. Registration under section 12A will not provide Automatic Approval under section 80G. Section 80G has to be taken separately. It applies to Charitable Trusts or Institution which have obtained 12A Registration. The following formalities are also to be complied with in this connection:

It should be a Registered Trust. Then seek approvals U/s 12 A and 80 G from IT Dept.

The Fund shall deploy 85% of its yearly Receipts in the same year for charitable activities. (If the 85% could not be spent in the same year, there is also a provision to invest the unspent amount in specified investment and can be spent within 5 years). 15% carry forward is permitted. Discrimination of Charity to Public and Members of the Fund are not allowed. Separate Managing Body for the Trust, separate Balance sheet, Audit, filing of returns etc. are mandatory.

Sub Committee proposed that Registration u/s 12 A and 80 G Approvals need not be looked in to for the time being. It may be explored after stabilizing the working of the Fund for some years and if required, after taking necessary Approvals in AGM on a future date.

#### **6. Authority to Make / Modify / Amend the Rules and Regulations**

Executive Committee of the Forum shall be the Competent Authority to Make / Modify / Amend the Rules and Regulations from time to time for the smooth conduct of the FBROF Benevolent Fund. Such Modifications / Amendments etc. shall be reported to the next General Body Meeting.

#### **7. Conclusion**

"Charity Begins at Home." Once we commence the FBROF Benevolent Fund, all our members are getting one more opportunity to share their income with our Federal brothers and sisters who are in distress. 'Federal Family' concept introduced by our Bank's founder, **Late K P Hormis** Sir is very much in our mind and heart and we can take a pledge now to stretch our hand towards Federal brothers and sisters who are in distress for a comfortable and peaceful living.

# FBROF BENEVOLENT FUND

## RULES & PROCEDURES

1.	Title	FBROF BENEVOLENT FUND (hereinafter referred to as "Fund")
2	Management/promoter of the Fund	Federal Bank Retired Officers' Forum "FBROF" (hereinafter referred to as 'Forum')
3	Aim and Objective	This is a Welfare Fund promoted by FBROF with an intention to extend financial support to the Members of the Forum, their Spouses and their Dependent Children who are in distress so as to enable them to have a comfortable living.
4	Sanctioning Authority	Executive Committee of FBROF
5	Maximum permissible Assistance	Rs.75000/- per Family (Member/ Spouse/ Dependent Children) in a financial year.
6	Mode of payment	Lump sum/periodical payment by way of credit to the Pension Account of Members /Family Pension Account of Spouse / SB Account of Children.
7	Eligibility Criteria/Purpose for which financial support can be given	<p>a) To Members, their spouses and dependent children whose Family income is very meager for meeting their day to day living expenses, medical expenses etc.</p> <p>b) To Members, Spouses of deceased Members, Super Senior Members and Non Pensioners whose Family income /Pension is very meager to pay the premium of the Group Medical Insurance Base Policy.</p> <p>c) To Members/their Spouses/their Dependent Children to meet any other contingencies as decided by the Executive Committee.</p>
8	Operational Guidelines/Process	<p>a) Application for financial support in the prescribed Format (Annexure-1) with Supportive Documents wherever applicable to be submitted by the Member/Spouse/Dependent Children to the respective Area / Zonal Secretary.</p> <p>b) Area / Zonal Level Committee comprising of Area Secretary and or Zonal Secretary, Executive Committee Member in charge of the Area and any two Help Desk Members have to scrutinize the application, assess the eligibility. Area / Zonal Secretary shall forward the Application with the Observations and Recommendations of the Committee to the General Secretary of the Forum.</p> <p>c) Executive Committee of the Forum shall deliberate on the Application and Recommendations of the Area / Zonal Level Committee and take decision whether to sanction or not. Sanctioned amount, (within the permissible limit) and the Mode of payment are communicated to the Area / Zonal Level Committee and the Applicant..</p>

		<p>d) The Authority to reject the application is the Executive Committee of FBROF. If the Application is rejected by the Committee the reasons thereof shall be conveyed to the Area/Zonal Level Committee and the Applicant.</p> <p>e) Executive Committee of the forum can Make / Amend / Modify the Rules &amp; Regulations from time to time for the smooth conduct of the Scheme. Any decision taken by the EC of the Forum will be final and binding on all the Members.</p>
9	Corpus of the Fund /Sources of Fund	<p>a) Initial Corpus of Rs.10L (Rupees Ten Lakhs only) as approved by AGM shall be credited to the Fund Account by the Forum out of Own Funds as a one time measure</p> <p>b) An amount equivalent to 10% of the Monthly Subscription collected in an year as on 31st March to be transferred to the Fund Account.</p> <p>c) Unutilized Portion out of 50% of the Subscription Amount allotted to each Area as per clause No. 5 (f) of the by- law of the Forum as on 31st March every year to be transferred to the Fund Account.</p> <p>d) Voluntary Contribution made by Members be credited to the Fund Account</p> <p>e) Periodic Interest received from Bank for the Fund's account.</p> <p>f) Any other Receipts/Credit as approved by the Executive Committee.</p>
10	Accounting of the Fund	New Bank account to be opened in the name of the Fund under FBROF Accounts and it is to be operated in accordance with the provision contained in the by- law of the Forum relating to Operation of Bank Accounts
11	Review process	<p>a) Periodical payment cases exceeding six months have to be reviewed by the Area / Zonal Level Committee after six months of initial disbursement and a report as per Annexure-2 has to be submitted to General Secretary of the Forum duly furnishing appropriate Recommendations for Continuing/Reducing/Stopping the Periodical payments.</p> <p>b) The Executive Committee of the Forum has to deliberate on the Review Report and take appropriate decisions in the matter.</p>

**ANNEXURE 1**

**APPLICATION FOR FINANCIAL SUPPORT FROM FBROF BENEVOLENT FUND**

To, General Secretary FBROF, Central Office, Aluva	Through Area / Zonal Secretary _____ Area																				
1.	Primary details of the FBROF Member: Name: ..... PF No:..... Age:..... Date of Retirement : ..... Mobile No : ..... Address : ..... .....																				
2.	Name of the Applicant : ..... In case of unfortunate death of the FBROF Member, Date of death : If the Applicant is not the FBROF Member Relationship with the Member: ..... Age : ..... Mobile No: ..... Present address : ..... (Attach Id Proof) Name of Close Relative : ..... Relationship : ..... Mobile No : .....																				
3.	Present monthly income of the Applicant & Dependents <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width:30%;">Name:</td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:30%;"></td> </tr> <tr> <td>Occupation:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Relationship with Applicant:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Monthly Income:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mobile No:</td> <td></td> <td></td> <td></td> </tr> </table>	Name:				Occupation:				Relationship with Applicant:				Monthly Income:				Mobile No:			
Name:																					
Occupation:																					
Relationship with Applicant:																					
Monthly Income:																					
Mobile No:																					
4.	Whether the Applicant /Dependant is undergoing medical treatment for any ailment : Y / N If Yes, specify the details of Sick Members Name : ..... Age : ..... Nature of Sickness : ..... Treatment from which date: ..... Average Monthly Medical Expenses : ..... (Please attach documentary evidence in support of the treatment. If undergoing in – patient treatment, Name of the Hospital, Room No, In- patient No. etc. If under domiciliary treatment, attach copy of Medical prescription)																				



5.	<p>Details of existing Medical Insurance Policies:</p> <p>Name of the Insurance Company: .....Sum covered :.....</p> <p>Period of Insurance: : From ..... to .....</p> <p>Balance amount of the Insurance cover available as on date : .....</p>
6.	<p>Amount of financial support sought from FBROF : .....</p> <p>Nature of support sought : .....</p> <p>(Monthly / Lump sum)</p> <p>Purpose for which the support is sought : .....</p> <p>Details of financial support received so far from FBROF : .....</p> <p>I hereby declare that the details furnished above are true to the best of my knowledge and belief and request FBROF to extend the possible financial support to me by way of credit to my pension / family pension SB account</p> <p>No. ....</p> <p>With ..... Branch .....</p> <p>Place                      Date    Signature</p> <p>No. of enclosures (    )    (Applicant)</p>
	<p style="text-align: center;"><b>For office use</b></p> <p>Observations and recommendations of Area / Zonal Level Committee</p>   <p>1.    Area Secretary                                      2.    Zonal secretary</p> <p>3.    Help desk member (1)                              4.    Help desk member (2)</p> <p>5.    EC member in charge of the area</p>
	<p style="text-align: center;"><b>For the use of FBROF Central Office</b></p> <p>Findings of the Executive Committee :</p>   <p>Decision of the Executive Committee :</p>   <p style="text-align: right;">General Secretary</p>

**ANNEXURE 2**  
**FBROF BENEVOLENT FUND**  
Review Report of the Area / Zonal Level Committee

To General Secretary FBROF Central office, Aluva	Area / Zonal : ..... Date : .....
1.	Details of the Member / Spouse / Dependent Children to whom support is given (If the applicant is not the member specify relationship):
2.	Details of financial assistance extended: Amount paid: ..... Date of payment: ..... Periodicity: .....
3.	Purpose for which the amount is paid:
4.	Details of relief and comfort the family gained from the financial help provided by us and improvement in the financial and health position of the family.
5.	Incase periodical assistance is being given whether it is to be continued/decreased/stopped and reasons for it. Name and Signature of the Reviewing Committee
1. Area Secretary	2. Zonal Secretary
3. Help desk member 1	4. Help desk member 2
5. Executive Committee member in charge of the area:	
FOR THE USE OF FBROF CENTRAL OFFICE.	
Findings of the Executive committee:	
Decision of the Executive committee:	
Signatruue General Secretary	