

United Group of Institutions

“SAHYOG”: A Staff Welfare Scheme

Uncertain health issues, medical emergencies and accidents can happen to anyone. In such situation, everyone is not capable of bearing the financial pressure due to medical expenses. UGI has initiated “SAHYOG” to relieve its employee from such burden in emergencies.

Vision

To ensure that every employee of UGI receives compassion, comfort and companionship they wish, when it is most needed.

Eligibility:

All **regular faculty and senior staff members** of UGI who have completed one year of service may become the beneficiaries of “SAHYOG”, if they apply for the same and their application is accepted.

Every **regular faculty and senior staff members** intending to include his/her dependent (Spouse, Children and Parents) should include their name in the application form.

Scope:

“SAHYOG” will cover the following:

1. Admission and OPD facilities at “**UNITED MEDICITY**”.
2. Unfortunate and sad demise of any beneficiary of “SAHYOG”
3. Need of fund for beneficiary of “SAHYOG” or his/her dependent due to medical emergencies and / or accidents.

Funds for “SAHYOG”

- All the member beneficiaries of “SAHYOG” will contribute 0.1% of their monthly salary and the equal amount will be contributed by the UGI management.
- The funds for “SAHYOG” will be opened and maintained in a separate bank account, in the name of “**SAHYOG, United Group of Institutions**” which will not have either ATM facility or Net Banking.

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- A committee, “**UGI SAHYOG Committee**” consisting the following will manage the above account:

1. Chairman	Vice President UGI
2. Member	Principal/Director UCER
3. Member	Principal/Director UIP
4. Member	Principal/Director UIT
5. Convener	Any Dean nominated by Vice President UGI
- The account will be operated by any two persons of the above committee as decided by **Chairman** of above committee.
- **All the rules and procedure of accounts followed at UGI shall be applicable for SAHYOG.**
- The audited statement of account will be submitted to Chairman / President UGI every financial year.

Procedure

Three schemes as defined in A, B and C below are operative under SAHYOG.

A. Admission and OPD facilities at “UNITED MEDICITY”.

Notes:

- Admission and OPD facilities at **UNITED MEDICITY** will be extended if and only if you carry a valid ID of UGI.
- Any excess expenditure than the sum assured will have to be borne by the faculty / staff of UGI.
- **Sum Covered for treatment at “UNITED MEDICITY”**

Professor:	Rs. 02,00,000/- (Rupees Two Lakhs)
Associate Professor:	Rs. 01,50,000/- (Rupees one and half Lakhs)
Assistant Professor and Senior staff:	Rs. 01,00,000/- (Rupees One Lakhs)
- **In-Patient (admitted) Treatment includes:**
 - Hospitalization Expenses
 - Room Rent and ICU Rent
 - Treatment Charges including Doctor’s Fee and Anesthesia Fee
 - Medicines
 - Ambulance/Transportation
 - Day-care Treatment charges

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- **Out-Patient (Without Admission) Treatment includes:**
 - Out-Patient Consultation (OPD)
 - Out-Patient diagnostics charges (only if prescribed by “UNITED MEDICITY” doctors)
- **25% discount on pharmacy purchases**, if prescribed by “UNITED MEDICITY” doctors.
- **Contact Details at “UNITED MEDICITY”**
TPA Coordinator
UNITED MEDICITY
Rawatpur, Jhalwa, Prayraj
Mobile: +91-9305100015
Email:

B. Unfortunate and sad demise of any beneficiary of “SAHYOG”

In such a situation following action will be taken:

- Step1.1. If there is no legal dependent of the diseased, No action will be taken
- Step1.2. After receiving such information, any faculty or staff may submit a proposal duly forwarded by the Head of Institution to **Convener, UGI SAHYOG Committee**, who will call an urgent meeting of the committee immediately.
- Step1.3. The committee will decide the amount to be given to the legal dependent, which cannot exceed three times the monthly salary of the diseased.
- Step1.4. The amount approved will be handed over to the legal dependent through cheque.

The amount paid is **NON REFUNDABLE**

C. Need of fund due to medical emergencies for beneficiary of “SAHYOG” or his/her dependent.

Notes:

- The fund sanctioned will be up to a **maximum of two times the salary** of the beneficiary.
- The entire fund sanctioned and disbursed to the beneficiary under this scheme will be a **loan at 0 (ZERO) % interest**.
- Recovery of loan will be made from the salary in **maximum of eight (08) installments**.
- In cases of accidents **an amount equal to half the salary of beneficiary of SAHYOG**, may be sanctioned immediately by the **Chairman, UGI SAHYOG Committee**

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For such cases following steps should be followed:

Step1.1. The beneficiary faculty or staff may submit an application supported by the medical documentations and duly forwarded by the Head of Institution to **Convener, UGI SAHYOG Committee**, who will call a meeting of the committee within three days of the receipt of the application

Step1.2. The **UGI SAHYOG Committee**, after examining the case will sanction the suitable amount of loan.

Step1.3. After the approval of loan the beneficiary will submit an affidavit of Rs 100/ (Rupees One Hundred only) to Registrar of his/her institute indicating the following:

- ❖ The number of installments (within the limit mentioned above) in which he/she will return the amount of loan.
- ❖ An undertaking that, if the beneficiary does not refund the amount of loan within the prescribed time as mentioned in the point above or absconds, the criminal proceeding may be initiated against him/her.
- ❖ A post dated cheque (not later than the deduction of last installment) of the amount equal to the loan sanctioned favouring “Name of the institute of UGI where he/she is employed” payable at Prayagraj.

The cheque and affidavit will be returned to the beneficiary, after recovery of the loan.

D. Other Staff welfare Initiatives

- Tuition fee concession to the wards of employees studying in any institute of UGI.
- Accommodation facility for the staff is available in the campus.
- Transport facility
- Ambulance facility

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Amendments

Any amendments in the procedure and rules defined and described above can be made by UGI SAHYOG committee, with at least minimum 75% members present.

Approved

(Vice President)

Implemented from 01 January 2017

(Principal)