

STAFF WELFARE

DRDO MAMIT

**INKAIHHRUAINA DAN
(2013)**

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1. Pawl Hming : Staff Welfare, DRDO Office Mamit (SWDRDOM) tih a niang.
2. A din chhan leh thil tum
 - a) DRDO Staff te in lungrual leh in hmangaih tlang taka Ram tan hna kan thawh theih nan he pawl hi din a ni.
 - b) He pawl bungrua laksawn theih leh laksawn theih loh te, awm tawh leh awmzel turte, pawl hminga a awmzel theih nan a tul anga hma lak zel.
 - c) Welfare Staff member te tana hmasawnna leh hamthatna lam ngaihtuah.
 - d) Mipui tana tangkai rootling siam leh a theih ang ang a vantlang tana thil tha tih.
3. Dan huam chin : He dan hian DRDO Office a thawk Staff Welfare member-te huam ang.
4. Member nih theihna : Staff Welfare member ni tur chuan DRDO Office a thawk an ni tur a ni. DRDO Office-a thawk tupawh attach, Deputed emaw Muster Roll a thawk emaw pawhin an duh phawt chuan membership fee Rs. 500/- pe in Member an ni thei ang. Staff Welfare in dan leh hrai a neihte zawm thei mi a ni tur a ni.
5. Welfare Fund : Welfare Fund thla-tin a pek tur zat chu Committee in a siam thin ang. Cashier in hlawh lak apiangin Fund a lakhawm thin ang a, Treasurer hnenah ni sarih aia tlai lovah a chhunglut thin ang. Tin, Chairman leh Treasurer hmingin Bank ah Account hawn a, Treasurer in ni sarih chhungin Bank Account ah dah lut thin ang.
6. Hruaitute :
 - 1) Chairman
 - 2) Vice Chairman
 - 3) Secretary
 - 4) Asst. Secretary
 - 5) Treasurer
 - 6) Financial Secretary
7. Hruaitu a thlan theihte : Member zing a mi, mi tupawh hruaitu atan thlan theih a ni ang.
8. Hruaitu thlan dan : Committee in Returning Officer pakhat leh a puitu tur tul a tih zat a ruat ang. Returning Officer in inthlan dan engemaw ber hmangin inthlanna a kalpui ang.

1) Inthlanna chu Secret Ballot Paper hman Post by Post a thlantur a ni a, Vote hmu tam ber chu tlinga puan a ni ang.

Emaw -

2) Hruaitu awmzat mi paruk thlan chhuah hmasak tura ni. Nominee te atangin Post by Post inthlanna chu neih chhunzawm in vote hmun thum a then a hmun hnih hmu chu tlinga puan a ni ang.

Emaw-

3) Member kalkhawm ten OB tur mi paruk (6) thlang chhuakin, chung thlan chhuahte chuan an post chelh tur an siam rem ang.

Inthlan hun hi April thla chhungin Committee in a hun tur a ruatah neih thin tur a ni.

9. Hna chelh hun chhung : Staff Welfare a hruaitu term chu kum hnih (April-Mar-Apr-March) a ni ang a; R.O. kaihhruaina in inthlan zawh atanga ni sarhi (7) ral hma in hruaitu hlui leh thar ten charge an inthlan thin ang. Hruaitu thlan tlin zingah term chelh tluan theilo an awmin Committee in a aiawh tur a thlang/ruat thei ang.
10. Committee/Meeting : Committee/Meeting koh dawnin Department Head remtihna lak hmasak ngei tur a ni.
11. Hruaitute mawhphurhna
- 1) Chairman : a) Staff Welfare hminga hmalakna hrang hrangah hming tumtu leh khaipa a ni ang a. Committee thurel a hlawhtlinna tur atan theihtawp a chhuah ang.
b) Committee a kaihrui thin ang.
c) Secretary nen in be rawnin Staff Welfare Committee an ko thin ang.
- 2) Vice Chairman : a) Chairman thawhpuitu leh Chairman remchan loh laia a mawhphurhna lo kengkawhtu a ni.
b) Kawng engkimah Chairman tha chhangdawltu a ni ang.
- 3) Secretary : a) Chairman nen in rawnin Committee a ko thin ang.
b) Committee thurel fel taka ziakin a vawng ang.
c) Pawl thurelte bawhzui ngai apiang bawhzuiin pawl hmalakna a hlawhtlin theih nan theih tawp a chhuah ang.

- 4) Asst. Secretary : a) Secretary kawng engkimah thawhpuitu niin Secretary rem chanloh laiin a tul hunah Secretary hna a thawk ang.
b) Property Record fel takin a vawng ang.
c) Pawl hmalakna 'Activity Record' fel takin a vawng thin ang.
- 5) Treasurer : Pawl sum enkawltu a ni a, fel takin a enkawlin engtik laipawh a endik theihin a vawng tur a ni. Ama thu in sum leh pai a pe chhuak tur a ni lova, tumah a puk tir tur a ni lo.
- 6) Fin. Secretary : a) Pawl hmingin sum leh pai a kuta lut chi leh pek chhuah chi hrang hrang receipt leh voucher nen a dawngin a pe chhuak tur a ni.
b) Pawl sum hmuh leh hman zat ziakna (account) fel takin a vawng reng tur a ni a, Treasurer nen fel takin sum lut leh chhuak an vawng ang.
12. Senior Adviser : Project Director, DRDO Mamit chu Senior Adviser a ni ang.
13. Sum Audit : Staff Welfare sum hi kumtin Audit tur a ni a, Committee in Auditor tur leh hun tur a ruat thin ang.
14. Member-te zawm tur : a) Thlatin Staff Welfare Committee in a siamzat Welfare Fund a pe thin ang
b) Pawl kalphung leh hmalakna a rawtna leh hriat chian duh nei chuan ziaakin a thlen thei ang.
c) Pawl hming tihliau zawng leh zahawmna tichhe thei lakah a in veng tur a ni.
d) Member tupawhin Agenda thawh duh a neih chuan Secretary hnenah ziaakin a thehlut thei ang.
e) Member tupawhin Welfare Fund thla-3 aia tam a pekloh chuan member nihna atangin a in ban a ni ang a, Welfare Member anih chhunzawm leh duh chuan Committee in a ngaihtuah hmasa thin ang.
15. ChhiatniThatni :
1) Inralna
a) Member boral ralna -Rs. 1,00,000/-
(Puanduma khuh a, Pangpar dah bawk tur a ni)
b) Member a kawppui boral ralna -Rs. 10,000/-
c) Member a hringtu nu leh pa boral ralna -Rs. 10,000/-
d) Member fate boral ralna -Rs.10,000/-
- 2) Lawmpuina : Member zingah nupui pasal nei leh Inneih Jubillee lawmnaah te Welfare min sawm chuan lawmpuina Rs. 5,000/- man hu leh Citation pek thin nise

(Citation siamna hi Rs. 5,000/- ah a bet tel nghal ang).

3) Inthlahna : Member zinga kal chhuak tur an awmin Rs. 5,000/- man hu leh an duh chuan Citation pek nise (Citation siamna hi Rs. 5,000/- ah a bet tel nghal ang).

4) Emergency : Chhiatni thatni in enkawl na dan siam bakah thiltul leh pawimawh tih ngei ngai a awm chuan Committee ten a tul angin ruahmanna an siam thin ang.

16. Staff Canteen : DRDO Staff Canteen inrelbawl dan zawng zawng hi DRDO Staff Welfare kutah a awm ang a, a luahtu ten a hnuaia tarlan hi an zawm loh chuan eng hunah pawh Welfare Committee in chawltir in midang a la thei ang.

- a) Canteen nghah (luah) chhung hi kumkhat chhung atan a ni a, a tul dan anga pawh sei theih a ni ang.
- b) DRDO Officers leh Staffs an ngai pawimawh ber tur a ni.
- c) An mahni bungrua an hman tur a ni a, tui erawh chu Office ami an ring thei ang.
- 4) Canteen hi chenna in anga hman phal a ni lo.
- 5) Office zahawmna an vawng tlat tur a ni.
- 6) Chhan tha tawk neilo leh awmze nei lovin ei tur rate an thlak chhen tur a ni lo.
- 7) Chhan tha tawk awm lovin Canteen an khar mai mai tur a ni lo.

17. He pawl inkaihhraina DAN hi siam that leh tih danglam ngai a awm chuan engtik lai pawhin member zingah hmun thum a thena hmun hnihte remtihna (vote) hmanga ennawn theih a ni ang. Tin, Dan chhunga mi hrilhfiar dan in anglo/inpersan thei thilte leh Danin a huam phak loh thil dang awm apiangah Committee thuchhuak chu thu tawp a ni ang.

Welfare fund member ten thla tin Rs. 100 theuh Thla thar Ni 7 ral hma pek thin tur a ni.
