

# **L&T EMPLOYEES WELFARE FOUNDATION MUMBAI**

**April 23, 2013**

## **CIRCULAR**

### **AMENDMENTS TO EXISTING SCHEMES**

The Trustees of L&T Employees welfare Foundation have decided to carry out few Amendments to the Existing Schemes announced vide its Circular dated 27<sup>th</sup> October, 2012. The Scheme wise Amendments are given under:

#### **➤ EDUCATION**

##### **Scheme 1**

#### **Provide scholarship to meritorious students for doing graduation in Engineering & Medicine**

##### **Eligibility**

- A. Children of all employees of L&T, its Subsidiary and Associate Companies who are serving as permanent employees and have served for a minimum period of 3 years in the company and their Gross Annual Income is not over ₹8 Lakhs as shown in their last TDS certificate issued by the company on salary income i.e. Form 16 (at the time of entry to the scheme) are eligible to receive the scholarship under this scheme. (Existing Scheme covers only employees in S&E Cadre, Daily rated/Monthly rated employees).
- B. Overseas allowances in respect of employees posted abroad will be reckoned for arriving at the Gross Annual Income of ₹8 Lakhs.
- C. Existing Students studying in any academic year (Second year onwards), can claim scholarship under the Scheme. (Existing Scheme covers only for students admitted to First year).
- D. The children who secure admission for 2nd year engineering course on successful completion of Diploma, can apply for the scholarship provided they should have secured minimum of 80% marks (for girl child - 75% marks) in final year Diploma examination. For 3 year Diploma course, aggregate of 5<sup>th</sup> & 6<sup>th</sup> Semesters and for 4 year Diploma course, aggregate of 7<sup>th</sup> & 8<sup>th</sup> Semesters will be considered. Children will be ranked based on the combination of percentage of marks in qualifying exams and also according to their rank in CAP (Common Admission Process). Name of the child should appear in CAP list. Refer Annexure A-1. (Specimen Claim Form attached)
- E. Diploma Students who have taken admission for Degree course in engineering and currently studying in 3<sup>rd</sup> & 4<sup>th</sup> year of Engineering are also eligible to apply under the scheme provided he/she meets all eligibility criteria. (Specimen Claim Form attached)
- F. Children of retired employees of L&T and its Subsidiary & Associate Companies whose Gross Annual Income was not over ₹8 Lakhs at the time of retirement and who have served for a minimum of 15 years as permanent employees are also eligible to apply. (Existing scheme covers only serving employees).

**Special Conditions**

- A. Student passed out from LTIT who wish to avail the scholarship will have to sign an undertaking over & above his/her existing bond with LTIT. Under this scheme, they will have to sign an undertaking to serve L&T for a minimum period of 2 years after graduation, subject to the norms of recruitment/availability of vacancy within the company, and should be suitable for employment under the GET scheme.

The above condition will be applicable to a child who opts for further studies, i.e. after finishing the higher studies he/she is required to serve the company for a period of two years. (Specimen of undertaking attached)

- B. Students who have passed Diploma from institutes other than LTIT, will also have to sign an undertaking to serve L&T for a minimum period of 2 years after graduation, subject to the norms of recruitment/availability of vacancy within the company, and should be suitable for employment under the GET scheme.

The above condition will be applicable to a child who opts for further studies, i.e. after finishing the higher studies he/she is required to serve the company for a period of two years. (Specimen of undertaking attached)

- C. The amendments will be operational from the academic year 2012-2013.

**General**

- A. All other terms and conditions remain unchanged.

**Scheme 2**

**Support studies of differently abled children of employees**

**Eligibility**

- A. Overseas allowances in respect of employees posted abroad will be reckoned for arriving at the Gross Annual Income of ₹8 Lakhs.
- B. Children of retired employees of L&T and its Subsidiary & Associate Companies whose Gross Annual Income was not over ₹8 Lakhs at the time of retirement and who have served for a minimum of 15 years as permanent employees are also eligible to apply. (Existing scheme covers only serving employees).

**General**

- A. All other terms and conditions remain unchanged.

**Scheme 3**

**Recognize & Reward National & State level scholarship examination winners**

**Eligibility**

- A. Children of retired employees of L&T and its Subsidiary & Associate Companies who have served for minimum 15 years as permanent employees are also eligible to apply provided the child/children meet all eligibility criteria under the Scheme. (Existing scheme covers only serving employees).

**Coverage**

- A. "Olympiad" (Mathematics & Sciences) conducted by National Board for Higher Mathematics (NBHM) which is under the Dept. of Atomic Energy – GOI in collaboration with Homi Bhabha Centre for Science Education, Mumbai will be in addition to the scholarships covered in the existing scheme.

**Reward for Olympiad**

Regional Level : ₹15,000/-

National Level : ₹25,000/-

International Level : ₹50,000/-

(Existing scheme covers rewards only for National and State Talent Search Exams and State Scholarship Exams).

**General**

- A. All other terms and conditions remain unchanged.

**Scheme 4**

**Recognition & Prize for Academic Performance**

**Eligibility**

- A. Children of retired employees of L&T and its Subsidiary & Associate Companies who have served for minimum 15 years as permanent employees are also eligible to apply provided the child/children meet all eligibility criteria under the Scheme. (Existing scheme covers only serving employees).

**General**

- A. All other terms and conditions remain unchanged.

➤ **MEDICAL SUPPORT**

**Scheme 5**

**Medical Assistance scheme for Life Threatening Diseases (LTDs)**

**Benefits**

- A. 100% payment in respect of hospitalization from 1<sup>st</sup> April 2013 within the monetary limit of ₹80,000/- per Financial Year. (Presently it is 80% or ₹80,000/- whichever is lower).

**General**

- A. All other terms and conditions remain unchanged.

**Scheme 6**

**Support medical treatment for differently abled children**

**Eligibility**

- A. Overseas allowances in respect of employees posted abroad will be reckoned for arriving at the Gross Annual Income of ₹8 Lakhs.

- B. Children of retired employees of L&T and its Subsidiary & Associate Companies whose Gross Annual Income was not over ₹8 Lakhs at the time of retirement and who have served for a minimum of 15 years as permanent employees are also eligible to apply. (Existing scheme covers only serving employees).

**General**

- A. All other terms and conditions remain unchanged.

➤ **SPORTS & GAMES**

**Scheme 7**

**Recognize and Reward Excellence in Major Sports & Games at National & International levels**

**Eligibility**

- A. Eligibility will include even those who qualify to participate. (Existing Scheme covers only winners & 1<sup>st</sup> & 2<sup>nd</sup> runners up).
- B. Children of retired employees of L&T and its Subsidiary & Associate Companies who have served for minimum 15 years as permanent employees are also eligible to apply provided the child/children meet all eligibility criteria under the Scheme. (Existing scheme covers only serving employees).

**Coverage**

- A. Events will be an addition to sports & games covered under the existing scheme.
- B. Inter-State & Inter- University (Universities recognized by UGC) events/sports and games will be a part of the scheme. (Present coverage is only sports & games at National & International Levels).
- C. The coverage of events, sports & games will be as per the pattern followed by Asian and Olympic games. (Presently the sports and games are specified).

**Rewards**

- A. Reward for inter-State & Inter-University levels will be ₹50,000/- & ₹25,000/- respectively per annum. (Existing scheme covers rewards for sports & games at National & International levels).
- B. Each child will be entitled to claim for maximum of any two events/sports/games per financial year.
- C. Claim restricted to same events/sports & games in a financial year only at one of the levels.

**General**

- A. All other terms and conditions remain unchanged.

➤ **OTHERS**

**Scheme 8**

**Support towards training & education to help in rehabilitating spouse of deceased employees or of fully incapacitated employees to become employable**

No Amendments.

**Scheme 9**

**Support education of children of employees who died/fully Incapacitated while in service**

**Eligibility**

- A. Children from the marriage of a deceased employee whose spouse remarries can claim benefits provided proper documents are submitted like death certificate, etc. The payment will be made to the child or the spouse of the deceased employee.

**For L&T Employees Welfare Foundation**

sd/-

**V.J.SHUKLA  
TRUSTEE**

Encl : As above

**Annexure A-1 (Scheme 1)**

Course	Eligibility	Amount Per Annum
Engineering	Final Year Semester marks & CAP proof	1.00 L

**Education Scheme 1**

**Scholarship for Second Year Engineering Course after completion of Diploma**

**L&T Employee Welfare Foundation – Mumbai**

**Claim Form No: 1A (Diploma Direct Admission)**

I wish to apply for the scholarship for the academic year \_\_\_\_\_

(a) Name of Student: \_\_\_\_\_  
(First name) (Middle Name) (Surname)

(b) Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ yrs (As on 01.06.\_\_\_\_) Sex: / ☐ M ☐ F

Married: Yes: ☐ No: ☐

(c) School/College (Diploma ): \_\_\_\_\_

(d) Date of Exam: \_\_\_\_\_ Name of Branch (Elec/Mech/Comp etc.) : \_\_\_\_\_

(e) Aggregate marks of last 2 semesters of Diploma Course: \_\_\_\_\_%

(g) % of Marks - (3yrs) 5<sup>th</sup>Sem \_\_ %, 6<sup>th</sup>Sem \_\_ % ; (4yrs) 7<sup>th</sup>Sem-\_\_% & 8<sup>th</sup>Sem-\_\_%

(h) % of Marks – 10<sup>th</sup>Std \_\_\_\_\_ , % of Marks – 12<sup>th</sup>Std \_\_\_\_\_ (if appeared)

(i) Details of Claim Made:

Tuition Fees :

Hostel Fees :

Cost of Books:

Total: Rs

Claimed 75% of items 1 & 2

Claimed cost of Books 5000/- max

Total eligible amount claimed as per scheme: Rs

The particulars furnished above are true to the best of my knowledge.

We agree to abide by the decision of the Management Panel & the Trustees in all matters concerned with my application.

Signature of applicant \_\_\_\_\_

Signature of parent (L&T employee) \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No /Resi.No.: \_\_\_\_\_

Email id: \_\_\_\_\_ Email id: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ PS No: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Cadre: \_\_\_\_\_ IC: \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Location \_\_\_\_\_

Residential Address: \_\_\_\_\_

**Verification by SBU Head/ IC HR**

The particulars furnished above are verified and true to the best of my knowledge

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ PS No: \_\_\_\_\_ SBU/IC: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Encl: Mark sheet copy attested preferably by the same SBU Head/ IC HR**

**Verification by Welfare Department**

This form has been checked.

Total eligible amount claimed:

Amount sanctioned: Rs \_\_\_\_\_ (In words : \_\_\_\_\_)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Sanction No      Date

Certified/Attested copies of the documents to be attached with the Claim Form:

1. Documentary proof of name appearing in CAP (Common Admission Process).
2. Mark sheets/Grade sheet of all semesters of Diploma.
3. Mark Sheet for 10<sup>th</sup> Std & 12<sup>th</sup> Std (if appeared).
4. College Admission Letter.
5. Birth Certificate.
6. Photo.
7. Tuition Fee receipts in original.
8. Hostel Fee receipts in original.
9. Cash Memo/s in original for purchase of Book/s.
10. Company ID Card of the employee.
11. Latest Form 16 from Company.
12. Undertaking.
13. Copy of cheque leaf for remitting the amount by way of NEFT.

LTEWF/Edu/01-A

**Education Scheme 1**  
**Scholarship to Diploma Engineers studying graduation in Engineering Course**  
**(Third Year Onwards)**

**L&T Employees Welfare Foundation – Mumbai**  
**Claim Form No: 1B (Diploma)**

(Sanction No \_\_\_\_\_ dated \_\_\_\_\_ of the previous year's claim)

I wish to apply for the scholarship for the academic year \_\_\_\_\_

(a) Name of Student: \_\_\_\_\_  
(First name) (Middle Name) (Surname)

(b) Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ yrs. (As on 01.06. ) Sex: / ☐ M ☐ F

Married: Yes: ☐ No: ☐

(c) College: \_\_\_\_\_ Year: SE/TE/BE (Engg);

(d)i. Date/Mth of Exam: \_\_\_\_\_ %/Grades obtained: \_\_\_\_\_

(d) ii. Date/Mth of Exam: \_\_\_\_\_ %/Grades obtained: \_\_\_\_\_

(e) All subjects cleared in the first attempt: Yes/No (Tick whichever applicable)

(f) Details of Claim made

1. Tuition Fees :

2. Hostel Fees :

3. Cost of Books :

Total: Rs

Claimed 75% of items 1 & 2

Claimed cost of Books 5000/- max

Eligible amount claimed as per scheme : Rs

The particulars furnished above are true to the best of my knowledge.

We agree to abide by the decision of the Management Panel & the Trustees in all matters concerned with my application.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of parent (L&T employee)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No. /Resi.No.: \_\_\_\_\_

Email id: \_\_\_\_\_ Email id: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ PS No: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Cadre: \_\_\_\_\_ IC: \_\_\_\_\_ Dept. Code: \_\_\_\_\_ Location: \_\_\_\_\_

Residential Address: \_\_\_\_\_



**Verification by SBU Head/ IC HR**

The particulars furnished above are verified and true to the best of my knowledge.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ PS No: \_\_\_\_\_ SBU/IC: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Encl: Mark sheet copy attested preferably by the same SBU Head/ IC HR

**Verification by Welfare Department**

This form has been checked.

Total eligible amount claimed -

Amount sanctioned: Rs. \_\_\_\_\_ (In words : \_\_\_\_\_)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Sanction No -

Date -

Certified/Attested copies of the documents to be attached with the Claim Form:

1. Mark Sheets.
2. Birth Certificate.
3. Photo.
4. Tuition Fee receipts in original.
5. Hostel Fee receipts in original.
6. Cash Memo/s in original for purchase of Book/s.
7. Company ID card of the employee.
8. Latest Form 16 from Company.
9. Undertaking.
- 10 Copy of cheque leaf for remitting the amount by way of NEFT.

<p style="text-align: center;"><b><u>Education Scheme 1</u></b> <b>Scholarship to Meritorious Diploma Engineers for studying graduation in Engineering</b></p>
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**Undertaking (LTIT STUDENT)**

I, Ms./Mr. \_\_\_\_\_, PS no. \_\_\_\_\_, Dept. & IC \_\_\_\_\_, hereby declare that pursuant to receiving benefits under the Scholarship to meritorious students for doing graduation in Engineering, I will serve Larsen &Toubro and /or it's Subsidiary and Associate Companies for a minimum period of 2 years. Over and above this my ward will also serve the company for a minimum period of two years after graduation in addition to his existing bond with LTIT, subject to meeting the norms of recruitment / availability of vacancy with company, and suitable for employment under the GET scheme.

In-case I fail to work for the specified period of 2 years from the date of disbursement/s received by me under this scheme or my ward fails to join L&T after qualifying, I hereby authorize that

a) Larsen & Toubro or It's Subsidiary/Associate Companies to recover the sum of monies received under the said scheme from by me/ my family members in the preceding two years from date of separation under the said scheme from me / my settlement amount.

b) the amount so deducted / recovered be remitted to L&T Employees Welfare Foundation in settlement of the amount paid to me / my family members under this scheme.

\_\_\_\_\_  
Employee's Signature &Name

\_\_\_\_\_  
Employee's SBU Head, Signature & Name

Location: \_\_\_\_\_

\_\_\_\_\_  
IC - HR Head, Signature & Name

\_\_\_\_\_  
Welfare Department, Signature & Name

<p style="text-align: center;"><b><u>Education Scheme 1</u></b> <b>Scholarship to Meritorious Diploma Engineers for studying graduation in Engineering</b></p>
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**Undertaking (NON-LTIT STUDENT)**

I, Ms./Mr. \_\_\_\_\_, PS no. \_\_\_\_\_, Dept. & IC \_\_\_\_\_, hereby declare that pursuant to receiving benefits under the Scholarship to meritorious students for doing graduation in Engineering, I will serve Larsen &Toubro and /or it's Subsidiary and Associate Companies for a minimum period of 2 years. Over and above this my ward will also serve the company for a minimum period of two years after graduation, subject to meeting the norms of recruitment / availability of vacancy with company, and suitable for employment under the GET scheme.

In-case I fail to work for the specified period of 2 years from the date of disbursement/s received by me under this scheme or my ward fails to join L&T after qualifying, I hereby authorize that

a) Larsen & Toubro or It's Subsidiary/Associate Companies to recover the sum of monies received under the said scheme from by me/ my family members in the preceding two years from date of separation under the said scheme from me / my settlement amount.

b) the amount so deducted / recovered be remitted to L&T Employees Welfare Foundation in settlement of the amount paid to me / my family members under this scheme.

\_\_\_\_\_  
Employee's Signature &Name

\_\_\_\_\_  
Employee's SBU Head, Signature & Name

Location: \_\_\_\_\_

\_\_\_\_\_  
IC - HR Head, Signature & Name

\_\_\_\_\_  
Welfare Department, Signature & Name