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ROYAL CIVIL SERVICE COMMISSION



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Terms of Reference

Lump sum payment to CSWS members on the birth of a child

1. Introduction

Considering welfare as equally important as health and safety for civil servants, the RCSC has initiated the Civil Servants' Welfare Scheme on 15th November, 2015, a program 'of, by and for' civil servants whereby members and their dependents can receive financial assistance in times of need. One of the objectives of this scheme is to provide expanded welfare services, besides admissible grant for death, depending on the fund position. The continuing effort of the RCSC is to introduce new areas of intervention through CSWS to cover emerging exigencies in the civil service.

Therefore, the Commission, during its 160th meeting, decided to provide lump sum payment to the CSWS members on the birth of a child.

2. Objective

Provide financial assistance to the CSWS members on the birth of a child.

3. Benefit:

Nu. 10,000 as a lump sum.

4. Coverage:

- This scheme is only for the members and shall not cover dependents.
- In the event of a Birth of a Common Child, only one payment will be made irrespective of the number of contributing members.

5. Claim procedures

- Claimant submits the duly filled Birth of a child Form (24/8) to the HR Officer along with the Birth Certificate and Paternity/ Maternity Leave Sanction Order;
- HR Officer verifies the claim;
- HR Officer forward the claim to the RCSC for approval/ regret;
- RCSC makes the final approval and auto-notify the partner financial institution and the Agency concerned;
- The partner financial institution deposit the admissible grant amount in the claimant's bank account and simultaneously send sms to the claimant;



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- The claim shall be closed and deemed complete when the partner financial institution deposits the money (this must be done within one working day from the receipt of the approval from the RCSC) and acknowledge through receipt;
- Claim should be routed through the member's working agency;
- All claims should be made by the member.

6. Documents required:

- 6.1 The Claim Form for Birth of a Child (available at the RCSC website).
- 6.2 The Copy of Birth Certificate
- 6.3 The Copy of Paternity/ Maternity Leave Sanction Order



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Form 24/8

Claim Form for Birth of a Child

Date:/...../.....

1. CSWS Member Details

Name of the CSWS Member:.....
 CID No.....
 Employee ID No.....
 Working Agency.....
 Contact No of the CSWS Member.....
 Date of a Child Birth:.....
 Place of a Child Birth:.....

2. Payment Details:

Account Holder Name:.....
 Account Number:.....
 Name of the Bank.....
 Branch Name:.....

3. Attach the Birth Certificate and Paternity/ Maternity Leave Sanctioned Order

4. Undertaking

I, hereby do confirm that the above information is true to the best of my knowledge. In the event that the above declaration is found to be incorrect, I shall be liable for action as per the law of the land.

Legal Stamp

(Name and Signature of the Claimant)



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5. Verification by the HR Officer

Signature.....
 Name:.....
 Agency.....
 Date:.....
 Official Seal.....

**Forward the copy of this form to the RCSC*

6. Received by the RCSC

Signature.....
 Name.....
 Date.....
 Official Seal.....