



Shillong College

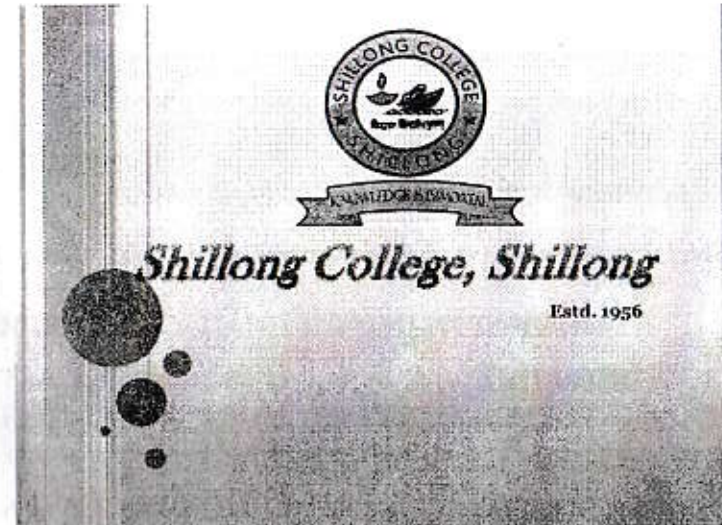
Employees' Welfare Scheme, 1995



SHILLONG COLLEGE

Boyce Road, Shillong 793 003

**SHILLONG COLLEGE EMPLOYEES' WELFARE
SCHEME, 1995**



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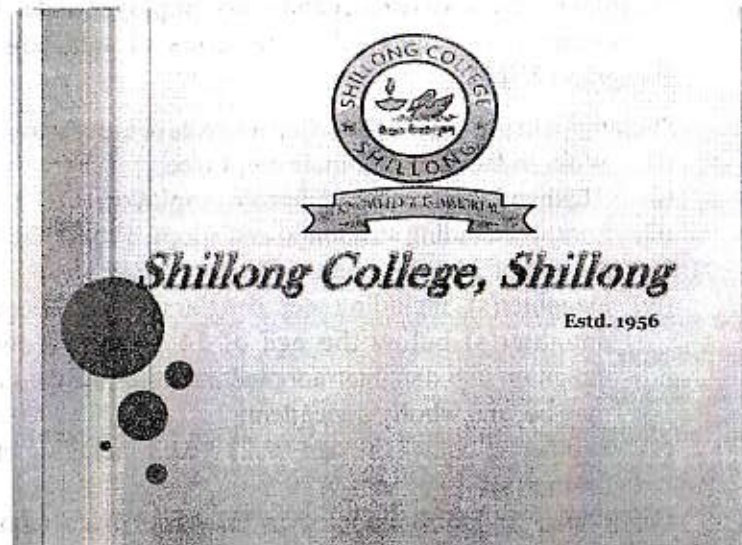
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SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME, 1995

1995



SHILLONG COLLEGE, SHILLONG



SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME, 1995

1. SHORT TITLE AND COMMENCEMENT:-

- (1) This Scheme may be called the "SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME, 1995"
- (2) The Scheme shall come into force from such date as may be notified.

2. APPLICATIONS:

- (1) Save as otherwise provided, the Scheme shall apply to all categories of full-time employees borne on regular and ad hoc establishments of the College.
- (2) The Scheme shall not apply to:
 - (a) Persons in casual and daily rated employment; and
 - (b) Persons employed on contract except when the contract provides otherwise.

3. DEFINITION: Unless the context otherwise provides:-

- (1) "College" means the Shillong College.
- (2) "Competent Authority" means the competent authority specified under this Scheme.
- (3) "Emoluments" means as defined in Paragraph 5 of this Scheme.

- (4) "Employee" means a teacher and every employee under the employment of the College in terms of sub-Para of Paragraph 2, *ibid*.
- (5) "Family" will include the following relatives of the employee:-
- (i) Wife, in the case of a male employee;
 - (ii) Husband, in the case of female employee.
 - (iii) Son(s), including stepson(s) and adopted son(s) below the age of 24 years and wholly dependent;
 - (iv) Daughter(s), including step daughter(s) and adopted daughter(s) below the age of 24 years widowed daughter/step daughter/adopted daughter, as the case may be, and wholly dependent;
 - (v) Brother(s) below the age of 21 years including step brother(s);
 - (vi) Father including adopted in the case of individuals whose Personal Law permits adoption;
 - (vii) Mother including adopted mother in the case of individuals whose Personal Law permits adoption;
 - (viii) Unmarried sisters and married daughters wholly dependent .
 - (ix) Children of pre-deceased son(s) and daughter(s).
 - (x) "Fund" means the Shillong College Employees Welfare Fund.
- (6) "Pay" means the monthly pay (basic) including Personal Pay and Special Pay of the employee admissible immediately before retirement or death and/or relinquishment of the College service.
- (7) "Principal" means the Principal of the Shillong College which term shall include the Vice-Principal.
- (8) "President" means the President of the Shillong College, Governing Body.
- (9) "Secretary" means the Secretary of the Shillong College, Governing Body.
- (10) "Qualifying Service" means service rendered while on duty or otherwise which shall be taken into account for the purpose of the Ex-Gratia grant as admissible.

4. COMMENCEMENT OF QUALIFYING SERVICE:

- (1) Subject to the provisions of the scheme, qualifying service of an employee shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity in the service.
- (2) For the purpose of computation of the completed qualifying service the numbers of uninterrupted continuous service of an employee in Shillong College shall be taken into account. The maximum number of completed years of service for the purpose of this Scheme shall be "thirty-three" years.
Note:- For the purpose of calculating the length (qualifying) of service, a fraction of six months and above but less than twelve months shall be treated as one completed year of service. Similarly, a fraction of three months and above but less than six months shall be treated as one-half years and the period less than three months shall be ignored.

5. EMOLUMENTS:-

The expression "emoluments" means pay as defined in clause (e) of Para 3 *ibid*, which an employee was receiving immediately before his retirement or on the date of his death or relinquishment from the College service, as the case may be.

Note 1:- If an employee immediately before his retirement or death while in service or otherwise had been absent from duty on leave for which leave salary is payable or having been suspended had been re-instated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be the emoluments for the purpose of this rule.

NOTE 2:- If an employee immediately before his retirement or death while in service had been absent from duty on extra-ordinary leave or had been under suspension and the period thereof does not count as service as on duty for all purposes, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose.

6. ELIGIBILITY FOR EX-GRATIA GRANT:

- (1) An employee who has completed five years of qualifying service shall be entitled to the grant of the Ex-Gratia Payment not exceeding the amount as specified in Para 7, when he does while in service or retires from service on superannuation, invalidation or retrenchment from service and is otherwise eligible for the same under these rules- Provided that no Ex-Gratia Grant shall be admissible for service under re-employment or service regulated by the terms and conditions of contract.
- (2) The length of qualifying service required in sub-Para (1) shall not apply in case an employee is invalided on medical grounds.
- (3) The Governing Body of the College may, in special cases, condone or relax the provisions specified in sub-Para (1).

7. AMOUNT OF EX-GRATIA GRANT:

- (1) (a) An employee who has completed five years of qualifying service and has become eligible for the Ex-Gratia Grant under the Scheme, shall on his retirement, be granted the Ex-Gratia Grant equal to half of his emoluments for each completed years of the qualifying service, subject to the maximum of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only).
(b) If an employee dies while in service after completing five years of qualifying service, the amount of Ex-Gratia Grant shall be equal to ten times of emoluments of the amount determined under Clause (a) above, whichever is higher and it shall be paid to his family in the manner indicated in sub-Para (2) of Para 11.
- (2) If an employee, who is eligible for the college Ex-Gratia Grant, dies within five years from the date of his retirement from service and the sums actually received by him at the

time of his death on account of the Ex-Gratia grant admissible under sub-Para (1) *ibid*, is less than the amount equal to twelve times of his emoluments, a residuary Ex-Gratia Grant equal to the deficiency thereof may be granted to his family in the manner indicated in sub-Para (2) of Para 10 and/or Para 11.

- (3) (a) If an employee, dies in the first year of qualifying service, the ex-Gratia Grant equal to two times of his emoluments at time of his death subject to the minimum of Rs. 15,000/- (Rupees fifteen Thousand) only shall be paid to his family in the manner indicated in sub-Para (2) of Para 10 and/or Para 11 as the case may be.
(b) If an employee dies after completion of one year of qualifying service but before completing five years of qualifying service, the amount of Ex-Gratia Grant shall be equal to six times of his emoluments at the time of his death subject to the minimum of Rs. 15,000/- (Rupees Fifteen Thousand) only.

8. IN-ADMISSIBILITY TO EX-GRATIA GRANT:

No Ex-Gratia Grant shall be admissible to an employee who:

- (1) Is dismissed from College Service;
- (2) Is removed or compulsorily retired from service or who has been called upon to resign on account of misconduct or inefficiency; and
- (3) Resigns his service of his own volition.

9. RECOVERY OF COLLEGE DUES FROM EX-GRATIA GRANT:

It is permissible to make recovery of College outstanding dues from the Ex-Gratia Grant due in respect of an employee without obtaining his consent or without obtaining the consent of the family member(s) of the deceased employee, as the case may be.

10. APPLICATION OF SANCTION OF EX-GRATIA GRANT:

- (1) An employee who is eligible for Ex-Gratia Grant under these rules shall submit the application to the Secretary of College Governing Body in the prescribed form (Form No. 1).
- (2) When an employee dies while in service or before submitting the application under sub-Para (1) *ibid*, his family or such legally authorised person(s) who is entitled to receive the deceased employee's admissible Ex-Gratia Grant, shall submit the application under Form No. 2.

11. PERSONS TO WHOM EX-GRATIA GRANT IS PAYABLE:

- (1) (a) The ex-Gratia Grant payable under the Scheme shall be paid to the person(s) on whom the right to receive the Ex-Gratia Grant is conferred by means of a nomination under Para 13.
- (b) If there is no nomination or if the nomination does not subsist, the ex-Gratia Grant shall be paid in the manner indicated below-
 - (i) If there are one or more surviving members of the family as specified in sub-clauses (i), (ii), (iii) and (iv) of Clause (e) of Para 3, to all such members of the family in equal shares;
 - (ii) If there are no such surviving member(s) of the family as specified in Clause (i) above, but there are one or more members as in sub-clauses (v) to (ix) of Clause (3) of Para 3 *ibid*, to all such members in equal proportions.
- (2) If an employee dies after retirement without receiving the ex-gratia Grant admissible under the Scheme, the said amount shall be disbursed to the family in the manner indicated in sub Para (1) above.
- (3) The right of a female member of the family or that of the brother, if an employee who dies while in service or after retirement, to receive the share of ex-Gratia Grant shall not be affected in any manner if the female member marries or re-marries or the brother attains the age of 24 years, after the death of the employee and before receiving his share of the Ex-Gratia Grant.

- (4) Where the Ex-Gratia Grant is granted under the Scheme to a minor member of the deceased employee, it shall be payable to the legal guardian on behalf of the minor(s), as indicated below:-

- (a) Payment of the minor(s) share of Ex-Gratia Grant shall be made to the natural guardian, of the minor(s) and in the absence of a natural guardian, to the person who furnishes a guardianship certificate issued by the competent authority;
- (b) Payment of Ex-Gratia Grant to the extent of Rs. 5000.00 or the first Rs. 5000.00 where the amount payable exceeds Rs. 5000.00 in favour of a minor shall be made to his/her guardian in the absence of the natural guardian, without the production of formal guardianship certificate but subject to the production of the indemnity Bond (Form No. 3) subscribed by suitable sureties to the satisfaction of the competent authority. The balance in excess of Rs. 5000.00, if any, shall be payable on the production of a certificate of guardianship.
- (c) It is essential that there should be *prima facie* ground for making payment as in Clause (b) above, to the person claiming it. Such ground can exist only when he has shown by a sworn declaration to be a *de facto* guardian and his bonafide have been established. Even if a guardian has not been appointed by the competent Court, if the minor and his/her property are in the custody of some person, such person is in a court of Law, a *de facto* guardian, the authorities making the payment should, therefore, require the person who comes forward to claim payment on behalf of the minor(s) to satisfy them by an affidavit that he is in charge of the property of the minor(s) and is looking after it or that, if the minor(s) has/have no property other than the Ex-Gratia Grant, the minor(s) is/are in his legal custody and care. The affidavit to be produced in addition to the Indemnity Bond with suitable sureties.

- (d) The Indemnity Bond which is to be required to be produced by a de facto guardian of the minor(s) for payment of Ex-Gratia Grant to the extent of Rs. 5,000.00 shall be properly executed. The Stamp Duty required for the purpose shall be borne by the claimant concerned.

12. SANCTIONING AUTHORITY:

The Ex-Gratia Grant or such other claims under the Scheme shall be sanctioned by the Secretary of the Governing Body with the concurrence of the President, Governing Body of the College. It shall be incumbent upon the said sanctioning authority that the relevant provisions and procedures in this regard have been duly adhered to.

13. NOMINATION:

- (1) An employee shall on his initial confirmation or on completion of three years qualifying service, shall make a nomination in the prescribed form (Form No. 4 or Form No. 4A) conferring on one or more persons the right to receive the Ex-Gratia Grant admissible under these rules:-

Provided that if at the time of making the nomination:-

- (i) The employee has a family, the nomination shall not be in favour of any person(s) other than the members of the family; or,
- (ii) The employee has no family, the nomination may be made in favour of a person or persons or a body of individuals whether incorporated or not.
- (2) If an employee nominates more than one person under sub-Para (1), *ibid*, he shall specify in the nomination the amount of share payable to each of such nominees in such a manner to cover the entire amount of the Ex-Gratia Grant.

- (3) An employee may provide in the nomination-
- (i) That in respect of any specified nominee who predeceased the employee, or who dies after the death of the employee but before receiving the payment of the ex-Gratia Grant, the right conferred on that nominee shall pass to other person or persons as may be specified in the nomination.

Provided that if at the time of making the nomination, the employee has a family consisting more than one member, the person(s) so specified shall not be a person other than a member of his family:

Provided further that where an employee has only one member of his family, and a nomination has been made in his favour, it is open to the employee to nominate alternate nominee or nominees in favour of any person(s) or a body of individual whether incorporated or not;

- (ii) That the nomination shall become invalid in the event of the happening of the contingency provided for therein.
- (4) The nomination made by an employee who has no family at the time of making it, or the nomination made by an employee under the Second Provision to Clause (1) of sub-Para (3) where he has only one member of his family becomes invalid in the event of the employees subsequently acquiring a family, or an additional member in his family, as the case may be.
- (5) An employee at any time, cancel the nomination by sending a notice writing to the competent authority.

Provided that he shall, along with such notice submit a fresh nomination in accordance with the provision of these rules.

- (6) Immediately on the death of a nominee in respect of whom no special provision been made in the nomination under Clause (i) of sub-Para (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (ii) of that sub-paragraph, the employee shall sent to the

competent authority a notice in writing cancelling the nomination together with fresh nomination made in accordance with this paragraph.

- (7) Every nomination made and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect from the date on which it is received by the competent authority.

14. CONSTITUTION AND CUSTODY OF THE FUND:

- (1) There shall be established a Fund to be called the "Shillong College Employees' Welfare Fund", into which shall be credited all receipts and from which all payment shall be made for the purpose of this Scheme.
- (2) The receipts to the Fund shall be made up of:-
- (i) The corpus contribution by the College Governing Body or such contribution as may be made from time to time.
 - (ii) Contributions/subscriptions as may be specified by the competent authority, made by the employees;
 - (iii) Special levy for the purpose on the students, as may be specified by the competent authority from time to time;
 - (iv) Any contribution or donation by the public or any authority, institution, body or endowments.
- (3) The Fund shall be vested in the College Governing Body and shall be deposited into account to be opened with any Nationalised Bank or partly in one such Bank and partly in another Bank subject to the approval of the Governing Body. The Fund shall be managed by the Committee entitled as the "Shillong College Employees' Welfare Scheme Management Committee" consisting of:-
- (i) President of the Governing Body - Chairman
 - (ii) One member to be nominated by the Governing Body from amongst itself - Member
 - (iii) One member to be nominated by

College Teachers -	Member
(iv) Vice Principal of the College	Member
(v) Secretary/Principal -	Convener.

- (4) The Committee shall plan how best the money lying in excess or the actual requirements may, with the approval of the Governing Body, be invested in Government or other Gild-edged securities or such Investment Fund.
- (5) The Secretary of the Governing Body shall operate the Bank(s) account(s). He shall, therefore, maintain for the purpose appropriate books of accounts and relevant records and registers including the Cash Book and Cheque. All Investment Certificates and Securities in connection with the Fund shall be under the personal custody of the Secretary.
- (6) The accounts of the Fund shall be audited periodically by the Auditor(s) appointed by the Governing Body for the purpose. And the audited accounts including the Audit Report shall be placed before the Governing Body for consideration and approval thereof.

15. INTERPRETATION:

Where any doubt arises as to the interpretation of these paragraphs, it shall be referred to the Governing Body whose decision shall be final.

16. REMOVAL OF HARDSHIP AND RELAXATION:

Where the Governing Body is satisfied that the operation of any of the provisions of the Scheme cause undue hardship in any particular case, the Governing Body by order for reasons to be recorded in writing dispense with or relax the requirement of any of the paragraphs to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

President
Governing Body

Secretary
Governing Body

GOVERNING BODY MEETING HELD ON 30-03-1995

RESOLUTION NO. 3

The Shillong College Employees' Welfare Scheme, 1995, came up for discussion before the Governing Body. The Scheme was adopted in principle and it was resolved that the Scheme be implemented with effect from 01-01-1995. The Governing Body appointed a committee comprising of Shri B. Massar, Member, Governing Body, and Shri B. Roy, Teachers' Representative to formulate a working rules for operation of the Scheme. It was also decided that they take the help of Shri L. M. Das, Examiner of Local Accounts and place the draft rules before the Governing Body within two months.

Further resolved that in case of an emergency like death or retirement of any member of the Staff, he or she shall be paid the amount due to him under the Scheme out of Rs. 2, 00,000/- (Rupees Two Lakh) deposited in the Miscellaneous Fund earmarked for the purpose. The President and the Principal are authorised to do the needful.

The Governing Body places on record its appreciations for Principal, Shri K. L. Choudhury and Prof. B. Roy, Teachers' Representative to the Governing Body, for preparing the Scheme.

Vice Principal
Shillong College
23-10-1995

THE ABOVE RESOLUTION NO. 3 OF THE GOVERNING BODY IS BASED ON THE FOLLOWING DRAFT SCHEME THAT WAS PROPOSED AND DISCUSSED

SHILLONG COLLEGE EMPLOYEES; WELFARE SCHEME, 1995

OBJECTIVE:

In view of the fact that the College Administration could create a comfortable "SURPLUS", neither out of Government Grants-in-aid, nor out of monthly Tuition Fees collected from the Students; but through other sources, which do not fall under the purview of Government Grants in Aid Rules, through efficient and prudent financial management, right from the inception, the members of the governing Body of Shillong College are pleased to extend monetary benefit to the employees of this institution, in recognition of their services and contribution in various capacities towards development of this College. Keeping the above in mind, the Shillong College Employees Welfare Scheme, 1995, has been framed by the Governing Body in its meeting held on 23-10-1995.

The monetary benefit shall be made available as per rules annexed herewith:-

SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME, 1995

1. Short title and Commencement:- This Scheme may be called the Shillong College Employees' Welfare Scheme, 1995. The Scheme shall come into force with effect from 01-01-1995.
2. Extent of Application: - This Scheme shall apply to all categories of Full-time employees of Shillong College, duly appointed against substantive posts and approved by the Government of Meghalaya/ (Assam). The benefit, under this Scheme, shall be available (a) On Retirement, or, (b) on Resignation, or, (c) on complete disablement, or, (d) death in harness.

However, at least 10 (ten) years of uninterrupted and continuous service in this College will be taken into account for giving full benefit under this scheme, but the same shall not be insisted upon provided if any employee falls under sub Clause (c) mentioned above. The minimum amount payable in this case shall be Basic Pay and Dearness allowance last drawn for one month plus, 10% or, 12.5%, or 15% of the aforesaid sum as explained in Clause 5(c)(ii).

3. Definitions:-

- (i) "Government" means the Government of Meghalaya in the Education Department.
- (ii) "Governing Body" means the Body constituted by the Government of Meghalaya in the education department.
- (iii) "Weightage" means the number by which the total of Basic Pay and Dearness Allowance last drawn, is to be multiplied to arrive at the amount payable to the employee or his/her nominee.
- (iv) "Completed Years of Service" means number of uninterrupted continuous service of an employee in the Shillong College, Shillong, Meghalaya. Number of such years shall be counted with effect from the date of joining the service in this College. Half or more than half of such a year shall be taken as one full completed years of Service. The maximum number of completed years of service for the purpose of this Scheme shall be taken as "Thirty Three" years.
- (v) "Fund" means the Fund created for the purpose of Shillong College Employees' Welfare Scheme, 1995, by the Governing Body of the College.

4. Sources of Fund:- The Fund shall be created by initially transferring two Fixed Deposits set aside by the College out of Miscellaneous Fund, which does not include any amount received from the Government of Meghalaya in the form of Grants-in-aid, viz.:

- (i) (a) F. D. No. 868/94 Deposited amount Rs. 6, 42,189.00 to mature by 13-01-1996.
- (b) F. D. No. 36/94 Deposited amount Rs. 3, 23,073.00 to mature by 21-12-1996.

And

- (ii) Rs. 2, 00,000.00 from the Misc. Fund.

5. Management of the Fund:

- (a) The Fund shall be managed by the Committee to be known as the Shillong College Employees' Welfare Scheme Committee consisting of:-
 - (i) The President of the Governing Body
Chairman.
 - (ii) The Principal of the College
Secretary.
 - (iii) The Vice Principal of the College
Joint Secretary
 - (iv) One Member of the Governing Body
Member
 - (v) Either of the two Teachers' Representative to the GB
Member

The Committee will plan how profitably the Fund of this Scheme can be invested and advise the Governing Body accordingly.

- (b) Total disablement, invalidating any one to continue in the service before retirement, shall be ascertained by the Committee.
- (c) (i) The Fund may be kept in any Nationalised Bank/Co-operative Bank or Post Office, or, in the form of Certificates and Securities considered to be safe and sound by the Governing Body.
- (ii) Every completed years of Service will have "Weightage" of Zero point one (0.1) and the amount due to any employee shall be arrived at as follows:

X = (Basic Pay plus D.A.) last drawn x Weightage
Maximum "Weightage", however, shall be 3.3 (Three point three); thirty three years being the maximum number of completed years of service taken for the purpose of this Scheme.

(A) For Principal/Vice Principal/Lecturers/Demonstrators:

Amount Due = X + 10% of X.

(B) For Grade III Employees: Amount Due = X + 12.5% of X.

(C) For Grade IV Employees: Amount Due = X + 15% of X.

(iii) The Principal of the College shall operate the Bank Accounts, Certificates or Securities in connection with the Fund and for making payment to the incumbent concerned or his/her nominees.

(iv) The amount due to the employee shall be paid on the last working day of his/her service by the Principal. But the same shall be paid to the nominee of the employee in case of death in harness or, complete disablement within fifteen days from the date of death, or, disablement duly certified as per the provision of this Scheme.

(d) No prior or subsequent approval of the "Government" will be required to extend this benefit to the employees under this Scheme as the Fund made available for the Scheme has not been taken from the Government Grant.

(e) In case of any dispute with regard to interpretation of any rule connected with this Scheme, the decision of the Governing Body shall be final.

6. The Scheme has been formulated taking into account the resource position and liability in connection therewith for the next twelve years up to the year 2006 (December). The Scheme is financially viable and the Governing Body may review the Scheme from time to time.

Proceedings of the Meeting of the Governing Body, Shillong College, Shillong held on the 15th December, 2000, at 11.00 a.m. in the Principal's Chamber, Shillong College.

RESOLUTION NO. 3

Resolved to accept the Shillong College Employees' Welfare Scheme, 1995, incorporating some modification/suggestion.

A sum of Rs. 50/- (Fifty only) be collected per student per year for the Fund. The teachers and staff are to make a monthly contribution towards the Fund. The Governing Body further authorised Shri D. B. Gurung to work out the details and modification etc. Such payment will be done with the concurrence of the President, to be notified by the Governing Body.

Be it further resolved to open a separate Fund under the name and style of Shillong College Employees' Welfare Fund, for implementing the above Scheme. The Fund is to be operated by the Principal and the Secretary.

R. Kharpor
President

M.P.R. Lyngdoh
Secretary

Proceedings of the Meeting held on 19-03-2001 at 11.30 a.m. of the Shillong College Employees Welfare Scheme Committee held on March 19, 2001.

Members Present:

1. Shri R. Kharpor
2. Shri D. B. Gurung
3. Shri R. K. Dutta
4. Shri B. Roy
5. Dr. (Mrs.) M. P. R. Lyngdoh
6. Shri U. C. Kakati
7. Shri B. C. Goswami

- (1) The meeting was presided over by the President of G. B., Shillong College, Shri R. Kharpor.
- (2) The Shillong College Employees' Welfare Scheme was explained by Shri B. Roy and Shri D. B. Gurung. As the Scheme does not involve Government grant and as this Governing Body has taken a decision to implement the Scheme, there can not be any Audit objection, the meeting observed.
- (3) The meeting decided to transfer the amount to the relevant fund as per the provisions of the aforesaid Scheme and as decided by the Governing Body. The necessary formalities of application and nominee form, etc. will be finalised soon.
- (4) The fund is to be operated jointly by the President, G.B. and the Principal.
- (5) Mr. S. C. Sorcar was assigned with the responsibility of keeping all accounts relating to the Shillong College Employees' Welfare Scheme.
- (6) The meeting sincerely thanked Shri R. Kharpor, President, G. B., for his unstinted support to the Shillong College Employees' Welfare Scheme, as otherwise it would have been impossible to implement the Scheme.
- (7) The meeting thanked Shri D. B. Gurung for all the trouble he took to prepare/revise the blue print of the Shillong College Employees' Welfare Scheme, 1995.
- (8) The meeting ended with a vote of thanks to and from the chair.

Recorded by Shri R. K. Dutta, HOD, Physics.

Sd/-
M. P. R. Lyngdoh
19-03-2001

OBSERVATION/COMMENTS ON THE SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME, 1995

In terms of the decision taken by the Governing Body of the Shillong College at its meeting held on the 15th December, 2000, I have examined the existing "Scheme" and my views/comments thereon are given below:-

- I. Status of the Scheme.- Para - 1 of this Scheme read with Res. No. 3 of the Governing Body meeting held on the 30th March, 1995, specify that the said Scheme has come into force with effect from the 1st January, 1995, and the College employees or their family members(s) would be entitled to the benefits under the Scheme on the occurrence of event(s) as indicated at Para - 2 thereof, on or after the said date of 1.1.1995.
 - II. Extent of application.- The benefits under the Scheme are admissible to full-time employees appointed against substantive posts and approved by the Government. In other words, the Scheme does not cover the employees under the ad-hoc employment, i.e. employees appointed by the College against post(s) sanctioned/created by the Governing Body and expenditure for which is/are met out of the College Fund. Since the employees of this category are not covered by the C. P. Fund and also the D.C.R.G. Schemes, the extent of application need to be broaden to include such of the employees who are employed on whole-time basis and in the interest of the College.
 - III. Source of Fund.- While the Para - 4 of the Scheme, the existing deposits out of the Miscellaneous Fund is/was to be transferred to the Employees' Welfare Fund, the modalities for appropriation for the purpose have not been provided for. The ratio or the percentage of the receipts under the "Miscellaneous Fund" which it is proposed to appropriate towards the Welfare Fund should be spelled out so that the "dead-en" over a period of time do not occur.
- As discussed during the meeting, the following course of action need be adopted:-
- (i) The 'Deposits' as shown under Para 4 and further shown in the 'Feasibility Report' should forthwith be transferred to the "Welfare Fund".

- (ii) On an annual basis, i.e. at the close of the 'financial year' 25 (twenty five)% of the balance standing in the Miscellaneous Fund to be appropriated towards the "Employees' Welfare Fund".
- (iii) An amount at the rate of Rs. 50.00 as one-time payment to be collected from each student, beginning with academic session, 2001.
- (iv) Contribution at the following scales to be recovered from the salaries of the staff members, both under the substantive appointment and ad-hoc employment:-
 - (a) All Teaching members including the Principal and Vice Principal: Rs. 50.00 p.m.
 - (b) Ministerial employees classified as Group 'D': Rs. 30.00 p.m.
 - (c) Regular Group 'D' staff: Rs. 20.00 p.m.
 - (d) Employees borne on Ad-hoc Establishment: Rs. 10.00 p.m.

The cumulative deposit on account of the contribution including the accruable interest thereon would be refundable/repayable along with the amount of ex-gratia admissible under the Scheme.

IV. Principle of Calculation.- So far as the existing cases are concerned, the calculation/assessment of the admissible amount of benefits under the Scheme may be done on the basis of the provisions of the Scheme. However, the assessment/calculation formula could be brought up in a more simplified manner. (The modified Scheme is being finalised). A revised/modified Scheme is being prepared and will be submitted soon.

Sd/- D. B. Gurung
Member, Governing Body
Shillong College
29/03/2001

SOURCES OF FUND AS ON 01-01-1995

1.	(i) Original F. D. No. 36/94 (Nom. Value)	Rs. 3,23,073.80
	(ii) Original F. D. No. 868/94 (Nom. Value)	Rs. 6,42,189.00
	(iii) Original Proposal to transfer from Misc. Fund	Rs. 2,00,000.00
Total as on 01-01-1995		Rs. 11, 65,262.00 (N.V.)

The above F. D.'s have been renewed from time to time, and stands at Rs. 21, 45,510/- as of now.

- 2. The Scheme, known as, the Shillong College Employees' Welfare Scheme, 1995 was framed and the same was approved by the Governing Body making it effective on and from 01-01-1995 as per the (i) Sources of the Fund and (ii) the formula prescribed in the Scheme after several deliberations on the same and also after taking into account the feasibility report present at that time.
 - 3. The sum of Rs. 2, 00,000/- was proposed to be invested in the year 1995 in a profitable manner transferred from the Misc. Fund. Had the Fund been invested at that time, the present value would have doubled.
 - 4. FUND POSITION;-
 - (A) The two F. D.'s mentioned earlier have been reinvested on maturity on different occasions splitting into two number of D. D.'s as mentioned below (as per nominal value)
 - i) F. D. No. RDP 21499 (51000026910 B)
 - ii) F. D. No.
- | | |
|--|------------------|
| Total F. D. 's "A" | Rs. 21,45,510/- |
| (B) Amount to be transferred from Misc. Fund | Rs. 4,00,000/- |
| Total (A + B) | |
| | Rs. 25, 45,510/- |

(Transfer of Rs. 4,00,000/- is possible now - because, the Misc. Fund has grown up to much bigger sum at present, and, - Also, Rs. Rs. 2,00,000/- as proposed originally was done so, because, the Misc. Fund was a little over 2,00,000/- at that amount of time. It is also to be noted that the same was not invested in a profitable manner as was proposed in the Scheme. Moreover, the new U.G.C. Scales of pay has come into operation w.e.f. 01-01-1996, as a result of which

requirement of additional amount is called for in the light of new scales of pay).

- (C) An amount of Rs. 50/- per student be collected from each student during the time Admission. In other words, each student has to pay annually a sum of Rs. 50/- to be called as "Staff Welfare Fee" which is quite insignificant in these days. Moreover, total amount collected by our college during Admission of any student in any stream is lowest compared with the amount collected for the same purpose by other Colleges.

A conservative estimate of the same sum to be collected from each student during Admission will be $Rs. 50 \times 2,500 = (C) = Rs. 1, 25,000/-$ p.a.

New Proposal (C) = A + B + C = Rs. 26, 70,510/-

Grant Total of Rs. 26,70,510/- at the beginning of Session 2001, excluding the accrued interest on F. D.'s.

The GRAND TOTAL, as shown above, will keep on growing every year by

- (i) Interest on all F. D.'s set aside for this purpose.
- (ii) Rs. 1,25,000/- (Staff Welfare Fee)

5. LIABILITIES:

- (1) LIABILITY W.E.F. 01-01-1995 TO 31-12-1995
- | | | |
|----|----------------------------|---------------------------------------|
| 1) | Shri K. L. Choudhury - and | |
| 2) | Shri A. M. Paul - | Rs. 30,000/- x 2 = Rs. 60,000/- (max) |
| | | TOTAL: Rs. 1, 25,000/- (Max.) |

- (2) LIABILITY WITH EFFECT FROM 01-01-1996 TO 31-12-2000

1) 1996 Shri B. C. Jyrwa	Rs. 50,000/0 (Max.)
2) 1997 NIL		
3) 1998 Shri T. Moitra	Rs. 75,000/-
4) 1999 Shri Chabibal		
5) 2000 Shri Balaram	Rs. 16,000/- (Max.)
 Shri Salik B. Thapa	Rs. 10,000/- (Max.)
 Shri R. K. Deb	Rs. 75,000/- (Max.)
 Shri H. S. Nonghri	Rs. 55,000/- (Max.)
 Shri R. Bhattacharjee	Rs. 40,000/- (Max.)
 Shri A. K. Gurung	Rs. 50,000/- (Max.)
		 Rs. 2, 46,000/-
			GRAND TOTAL: Rs. 4, 31,000/-

- (1) LIABILITY W.E.F. 01-01-2001 TO 31-12-2001
- | | | | |
|----|--------------------|-------|------------------------|
| 1) | Shri B. C. Goswami | | Rs. 75,000/- (Max.) |
| 2) | Shri U. C. Kakati | | Rs. 75,000/- (Max.) |
| 3) | Shri Bhavani Joshi | | Rs. 18,0-00/0 (Max.) |
| | | | TOTAL: Rs. 1, 68,000/- |
- (2) LIABILITY W.E.F. 01-01-2002 TO 31-12-2002
- | | | | |
|----|----------------------|------|---------------------|
| 1) | Shri Mitralal Sharma | | Rs. 20,000/- (Max.) |
| | | | TOTAL: Rs. 20,000/- |
- (3) LIABILITY W.E.F. 01-01-2003 TO 31-12-2003
- | | | | |
|----|----------------------|-------|--|
| 1) | Smt. Gouri Sen | | |
| 2) | Shri K. K. Choudhury | | |
| 3) | Shri S. N. Dutta | | |
| 4) | Shri R. K. Dutta | | |
| 5) | Shri U. Ghosh | | Rs. 75,000/- each |
| | | | i.e. 75,000/- x 5 = Rs. 3, 75,000/- (Max.) |
| 6) | Shri S. C. Sorcar | | Rs. 30,000/- (Max.) |
| 7) | Padamlal Sharma | | Rs. 20,000/- (Max.) |
| | | | TOTAL: Rs. 4, 25,000/- |
- (4) LIABILITY W.E.F. 01-01-2004 TO 31-12-2004
- | | | | |
|----|---------------------|------|-----------------------------------|
| 1) | Shri T. T. Pachunga | | |
| 2) | Shri Bikash Roy | | Rs. 75,000/0 x 2 = Rs. 1,50,000/- |
- (5) LIABILITY W.E.F. 01-01-2005 TO 31-12-2005
- | | | | |
|----|--------------------|------|-----------------------------------|
| 1) | Smt. M. B. ordoloi | | |
| 2) | Shri R. K. Das | | |
| 3) | Shri N. K. Sarkar | | Rs. 75,000/- x 3 = Rs. 2,25,000/- |
- (6) LIABILITY W.E.F. 01-01-2006 TO 31-12-2006
- | | | | |
|----|------------------|------|-----------------------------------|
| 1) | Smt. S. Dhar | | |
| 2) | Shri S. K. Gupta | | Rs. 75,000/- x 2 = Rs. 1,50,000/- |
- (7) LIABILITY W.E.F. 01-01-2007 to 31-12-2007
- NIL

GRAND TOTAL: Rs. 15, 69,000/-

The above liability has been calculated at present B. P. + D. A., and, also keeping the Fund position at P. B. (i.e. without taking into account the interest on the F. D.'s). There will be definite growth of Rs. 1, 25,000/- p.a. in the form of Staff Welfare Fee, which, of course, will increase after ¼ years because, the sum of Rs. 50/- as proposed to be collected once annually during the admission of each student shall be increased by the Governing Body - obviously, because, the new scales of Pay will definitely be in operation future - and, under any circumstances, we shall have to keep the Staff Welfare Fund in healthy position.

AMENDMENT OF THE SCHEME

I. Amendment No. 1 (with effect from 01-09-2007)

Sl. No.	Category of Employee	Contribution of the Employee	Maximum Ceiling of Ex-Gratia Grant
1	Teachers (All)	Rs. 100.00 (raised from Rs. 50/-)	Rs. 1,25,000.00
2	Office Staff	Rs. 50.00 (raised from Rs. 30/-)	Rs. 1,25,000.00
3	Grade IV Staff	Rs. 20.00 (remained same)	Rs. 1,25,000.00
4	Ad-hoc Grade IV	Rs. 20.00 (raised from Rs. 10/-)	Rs. 1,25,000.00

II. Amendment No. 2 (with effect from 01-01-2010)

Sl. No.	Category of Employee	Contribution of the Employee	Maximum Ceiling of Ex-Gratia Grant
1	Teachers (All)	Rs. 200.00	Rs. 2,00,000.00
2	Office Staff	Rs. 100.00	Rs. 2,00,000.00
3	Grade IV Staff	Rs. 100.00	Rs. 2,00,000.00
4	Ad-hoc Grade IV	Rs. 50.00	Rs. 2,00,000.00

III. Amendment No. 3 (with effect from 01-12-2013)

Sl. No.	Category of Employee	Contribution of the Employee	Maximum Ceiling of Ex-Gratia Grant
1	Teachers (All)	Rs. 300.00	Rs. 3,00,000.00
2	Office Staff	Rs. 200.00	Rs. 3,00,000.00
3	Grade IV Staff	Rs. 200.00	Rs. 3,00,000.00
4	Ad-hoc Grade IV	Rs. 100.00	Rs. 3,00,000.00

Extract of the Governing Body Resolution held on 24-05-2022

“Be it resolved that the ceiling amount of ex-gratia w.e.f. from 1st June 2022 be enhanced to Rs. 7,00,000/- (Rupees Seven Lakh Only) for teaching staff and Rs. 6,50,000/- (Rupees Six Lakh Fifty Thousand Only) for non-teaching excluding accrued interest. However, the contribution of staff remained unchanged”.

Sd/-
Prof. B. Marboh
President
Shillong College Governing Body

Sd/-
Dr. (Mrs) E. Kharkongor
Principal & Secretary
Shillong College Governing Body

SHILLONG COLLEGE

SHILLONG - 793003

OFFICE ORDER

Dated Shillong the 30-09-2022

No. 93 (2022).....: Sanction is hereby accorded to the Ex-Gratia payment under the Shillong Employees' Welfare Scheme of the sum of Rs. 780027/- (Rupees Seven lakhs eighty thousand twenty seven only) only to Shri/Smti. B.K. Saha, Ex-Asso. Prof in Commerce.....(Name with Designation) Shri/Smti. _____ Wife/husband/son/daughter (Nominee) of Late Shri/ Smti. _____

The expenditure is debitabale to the Shillong College Employees' Fund.

Pay Rs. 780027/-
Rupees. _____

JFM
Principal
Shillong College

Secretary,
Governing Body,
Shillong College

[Signature]
Accountant
Shillong College

[Signature]
Head Assistant
Shillong College

Vice Principal
Shillong College
Shillong - 3

[Signature]
Principal 30/9/22
Shillong College
Shillong-3

Memo No.:

Dated: Shillong, the 30-9-2022

Copy forwarded to:-

- (1). Shri/Smti. B.K. Saha [Signature]
- (2). Accountant.
- (3). Personal File of person concerned.

Paid vide cheque no 630939
dt. 30-9-22 for Rs. 780027/-

[Signature]
Secretary,
Governing Body,
Shillong College

SHILLONG COLLEGE

APPLICATION FOR EX-GRATIA PAYMENT UNDER THE SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME. 1995.

01. Name of the applicant (In Block Letter) : Sri/Smt/Dr. **BARUN KUMAR SAHA**
02. Father's/Mother's name (Husband's name in case of female employee) : **Dr. PARESH CH. SAHA**
03. Date of birth : **20-09-1962**
04. Educational qualification : **M. COM.**
05. Present or last appointment held by the employee :
Designation/Department/Office : **ASSOCIATE PROFESSOR IN COMMERCE**
06. Address :-
(a) Present : **C/O SMT. K.B. LYNQDOH, LYNESON VILLA (B), LAITUMKHAH, SHILLONG-3**
(b) Permanent : **C/O MRS. SUKLA SAHA, BAGHATIN PLACE, LP-138/22/2/410, KOLKATA-86**
07. Date of beginning of service : **15-09-1994**
08. Date of ending of service (Retirement/death/resignation) : **30-09-2022**
09. Emoluments (Pay plus admissible dearness allowance, if any as on the date immediately before retirement/death/resignation)
10. Any break in service/leave without pay etc./lien etc. : **NO**
11. In case the applicant is other than employee of the college, indicate relationship to the deceased employee:
12. Whether nomination subsist if so, furnish the same. If not Document(s) in support: **yes**
13. Whether the employee has paid College dues/Received Library clearance etc, if any : **yes**

14. Whether the applicant has made/not made/any contribution towards the Fund.

Contributed

I certify to best of my knowledge that the information given above is true and factual. I am solely responsible for any wrong information/statement Entry.

Date : 29-09-2022

Place : SHILLONG

Signature of the applicant.

(BARUN KUMAR SAHA)

For Office Use Only.

Verified : ✓ HSA 29/9/22
Head Assistant/Dealing assistant

Remark if any :

hpu 29/9/22
Principal & Secretary

Principal
Shillong College
Shillong- 3

Note Sheet

Date: 29.09.2022

Principal/Vice Principal

May kindly be seen

Shri B. K. Saha, Associate Professor in Commerce going to retire on 30-09-2022. While he was in service he has contributed to the "Shillong College Employees Welfare Scheme" as per the following details below:

April 2001 to August 2007 @ 50/- x 77 months = ₹. 3,850/-
September 2007 to December 2009 @ 100/- x 28 months = ₹. 2,800/-
January 2010 to November 2013 @ 200/- x 47 months = ₹. 9,400/-
December 2013 to March 2019 @ 300/- x 64 months = ₹. 19,200/-
April 2019 to September 2022 @ 400/- x 42 months = ₹. 16,800/-
(258 Months) **Total = ₹. 52,050/-**

He is entitled to receive an amount of ₹. (7,00,000/- + 52,050/- + 27,977/-) or ₹. 7,80,027/- (Rupees Seven Lakh Eighty Thousand twenty seven) only as per the statement enclosed.

Placed for order

Rhonda
29/9/22
(Head Assistant)

VP/HK/Asst
P.L. do the needful
h/p
29/9/22



Assessed and Re-Accredited in 2016 by NAAC as "A" Grade with CGPA: 3.06

Ref. No.:

Date: 29-09-2022

Ex – Gratia Payment on Retirement from Shillong College Employees' Welfare Scheme 1995.

Sl. No.	Name & Designation	Date of Joining & Date of Retirement	Length of Service & Weightage	Last Pay Drawn & D.A.	Period of Contribution	Additional Amount Payable, if any	Total Amount	Own Contribution till date of death & Int @ 5% pa	Total Amount.
1.	Shri B. K. Saha Associate Professor, Department of Commerce	Joined on 15.09.1994 Retirement on 30.09.2022	28 years 15 Days	Basic Pay: ₹.1,81,800/- D.A.: ₹.61,812/- Total =₹.2,43,612/-	April 2001 to September 2022	₹.7,00,000/-	₹.7,00,000/-	₹. 52,050/- + ₹. 27,977/- = ₹. 80,027/-	₹. 7,80,027/-

Approved Vide Governing Body Resolution Dt. 24-05-2022

Vice Principal
Vice Principal
Shillong College
Shillong

HPU
Principal
Principal
Shillong College
Shillong- 3

P.O. Laitumkhrah, Shillong – 793003
Meghalaya.

SHILLONG COLLEGE SHILLONG - 793003

OFFICE ORDER

Dated Shillong the 20.7.2022

No 92(2022) : Sanction is hereby accorded to the Ex-Gratia payment under the Shillong College Employees' Welfare Scheme of the sum of Rs. 778583/- (Rupees Seven lakhs seven, eight thousand seven hundred eighty three only) to Shri/Smti Kallal Dutta Roy, Vice Principal (Name with designation) Shri/Smti Wife/husband/son/daughter (Nominee) of the late Shri/Smti.....

The expenditure is debitable to the Shillong College Employees' Welfare Fund.

Secretary,
Governing Body
Shillong College
Shillong-3
FPM
21/7/22

Memo No

Dated Shillong, the

Copy forwarded to:-

- (1) Shri/Smti Kallal Dutta Roy
- (2) Accountant/Cashier
- (3) Personal file of person concerned.

Pay Rs. 778583/-
Rupees.

Principal
Shillong College
FPM

Secretary,
Governing Body
Shillong College

*Paid vide cheque no 630938
dt 21.7.22 for Rs. 778583/-*

*Received
Traye
30/7/22*

Accountant
Shillong College

Head Assistant
Shillong College
Relief

Vice Principal
Shillong College
Shillong - 3
Traye 30/7/22

Principal
Shillong College
Shillong-3
FPM
21/7/22

SHILLONG COLLEGE SHILLONG - 793003

OFFICE ORDER

Dated Shillong the 28-06-2022

No 91 (2022) : Sanction is hereby accorded to the Ex-Gratia payment under the Shillong College Employees' Welfare Scheme of the sum of Rs. 777864/- (Rupees seven lakhs seventy seven thousand eight hundred and sixty four only) to Shri/Smti Deisa Nona Shabray/HOD Ret (Name with designation) Shri/Smti Wife/husband/son/daughter (Nominee) of the late Shri/Smti.....

The expenditure is debitable to the Shillong College Employees' Welfare Fund.

FPM
Secretary, 28/6/22
Governing Body
Shillong College

Memo No

Dated Shillong, the

Copy forwarded to:-

- (1) Shri/Smti Deisa Nona Shabray
- (2) Accountant/Cashier
- (3) Personal file of person concerned.

Pay Rs. 777864/-
Rupees. _____

FPM
Principal
Shillong College

Paid vide cheque no 630937
dt 28.06.2022 for Rs 777864/-

Secretary,
Governing Body
Shillong College

Received
29/7/22
Accountant
Shillong College

Head Assistant
Shillong College

28/6/22
Vice Principal
Shillong College

FPM
Principal 28/6/22
Shillong College
Shillong-3

Note Sheet

Date: 28.06.2022

Principal/Vice Principal

May kindly be seen

Smt. D. N. Shabong, HOD Zoology going to retire on 30-06-2022. While she was in service she has contributed to the "Shillong College Employees Welfare Scheme" as per the following details below:

April 2001 to August 2007 @ 50/- x 77 months = ₹. 3,850/-
September 2007 to December 2009 @ 100/- x 28 months = ₹. 2,800/-
January 2010 to November 2013 @ 200/- x 47 months = ₹. 9,400/-
December 2013 to March 2019 @ 300/- x 64 months = ₹. 19,200/-
April 2019 to October 2022 @ 400/- x 39 months = ₹. 15,600/-
(255 Months) **Total = ₹. 50,850/-**

She is entitled to receive an amount of ₹. (7,00,000/- + 50,850/- + 27,014/-) or ₹. 7,77,864/- (Rupees Seven Lakh Seventy Seven Thousand Eight Hundred Sixty Four) only as per the statement enclosed.

Placed for order

Pl. make payment
FBI
28/6/22

Graye
28/6/22

Shabong
Head Assistant



Assessed and Re-Accredited in 2016 by NAAC as "A" Grade with CGPA: 3.06

Ref. No.:

Date: 28-06-2022

Ex – Gratia Payment on Retirement from Shillong College Employees' Welfare Scheme 1995.

Sl. No.	Name & Designation	Date of Joining & Date of Retirement	Length of Service & Weightage	Last Pay Drawn & D.A.	Period of Contribution	Additional Amount Payable, if any	Total Amount	Own Contribution till date of death & Int @ 5% pa	Total Amount.
1.	Smt. D. N. Shabong Ex – HOD, Zoology	Joined on 01.09.1994 Retirement on 30.06.2022	28 years 3 months	Basic Pay: ₹.1,76,500/- D.A.: ₹.60,010/- Total =₹.2,36,510/-	April 2001 to June 2022	₹.7,00,000/-	₹.7,00,000/-	₹. 50,850/- + ₹. 27,014/- = ₹. 77,864/-	₹. 7,77,864/-

Approved Vide Governing Body Resolution Dt. 24-05-2022

Prave 28/6/22
Vice Principal
Vice Principal
Shillong College
Shillong

FPU 28/6/22
Principal
Principal
Shillong College
Shillong- 3

P.O. Laitumkhrah, Shillong – 793003
Meghalaya.

SHILLONG COLLEGE

APPLICATION FOR EX-GRATIA PAYMENT UNDER THE SHILLONG COLLEGE EMPLOYEES' WELFARE SCHEME. 1995.

01. Name of the applicant : Sri/Smt/Dr. DEISA NORA SHABONG.
(In Block Letter)
02. Father's/Mother's name : (L) SHRI RICHIE BENAUD WARJI
(Husband's name in case of female employee)
03. Date of birth : 21-06-1962.
04. Educational qualification : MSc.
05. Present or last appointment held by the employee : ASSOCIATE PROFESSOR
Designation/Department/Office
06. Address :-
(a) Present : LABNAKBAIT, BLOCK-Q, MAWBLEI,
MADANRTING, SHILLONG-793021,
MEGHALAYA
(b) Permanent :
07. Date of beginning of service : 01-09-1994
08. Date of ending of service : 30-06-2022
(Retirement/death/resignation)
09. Emoluments (Pay plus admissible dearness allowance, if any as on the date immediately before retirement/death/resignation)
10. Any break in service/leave without pay etc./lien etc.
11. In case the applicant is other than employee of the college, indicate relationship to the deceased employee:
12. Whether nomination subsist If so, furnish the same. If not Document(s) in support:
13. Whether the employee has paid College dues/Received Library clearance etc, if any

14. Whether the applicant has made/not made/any contribution towards the Fund.

I certify to best of my knowledge that the information given above is true and factual. I am solely responsible for any wrong information/statement Entry.

Date : 27-06-2022

Place : Shillong


Signature of the applicant.

For Office Use Only.

Verified : Rohit / 27/6/22
Head Assistant/Dealing assistant

Remark if any :

hfn / 28/06/22
Principal & Secretary
Principal
Shillong College
Shillong-3